

CODESP

Cooperative Organization for the Development of Employee Selection Procedures

April 2011

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CODESP Board of Directors Elections

Remember to vote for your 2011 CODESP Board of Directors. Five (5) positions are open. Remember that each member school district is eligible for one vote. If you did not receive a link to vote, contact us. Please submit your vote by April 29th.



Website Facelift!!!

As you have probably noticed, the website has a new look. The basic format of the site is still the same, but some of the features have been reorganized and updated. The changes should allow for easier navigation with new dropdown menus and clearer instructions on how to register for membership or subscribership. If you need help with the site, please do not hesitate to call us (714-374-8644). We hope to continue to further update and add to the website to make your lives easier, and we hope these few changes will make your experience with CODESP that much smoother. You will be asked to sign a NEW Security Agreement upon first login to the new webpage (see document on page 6). The first time you open it you may need to Refresh (F5) your computer. Please call or email with your feedback or suggestions on how we can continue to improve the site!

Basic Changes

- New Dropdown Menus (many only available AFTER login)
- Test Materials once under "Resources" are now under "Test Materials" (must be logged in)
- Registration is now based on the type of customer (Members/Subscribers)
- New "Tutorials" section
- New "Join CODESP" section contains documents such as Invoices, the NEW Security Agreement, Membership Agreements and registration instructions.

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www.codesp.com

Defining the Times

Budgets are being cut to the point that we are starting to wonder if all this talk about economic turnaround is possible in our industry. We are being asked to do more and more with less and less. Our staffs are being cut, everyone is taking on new responsibilities, and few are excited about it. All these changes tend to create tension within departments and between departments. Often the blame is directed toward management and HR. And as HR professionals, we are doing everything we can to promote organizational and employee well-being. That is why we exist. Perhaps you are seeing an increase in requests for reclassifications, a decrease in employee communication, and/or valued employees becoming disgruntled due to a lack of resources. So, what is the solution?

Well that is the million dollar question. We could blame politics, bureaucracy, petty squabbling, the economy, global crisis, or any other plausible excuse. But we do not. We continue to go to work and fight for the ideals that first guided us into this industry of human service. We are driven to perform because we are driven to the ideals associated with the betterment of the workplace for those that dedicate themselves to it. We are here to ensure that the employees we select and train are dedicated, skilled, knowledgeable, and most important - satisfied and valued. Our current situation is making this challenging though. And again we ask ourselves - what is the remedy?

Well, if I can reference Hollywood's new movie with Bradley Cooper - *Limitless* - there is no magical pill we can take to give us the power to solve the world's problems. But there are always a variety of steps we can take that point us in the right direction. Here are a few with more credible references than Hollywood:

- **Consider Creativity:** What are we doing to be as creative as possible? We cannot do things the same way we have been. We must find creative solutions and more importantly assist others with the change. Creative change only goes as far as the next person in the office is willing to take it. Challenge employees to develop creative methods to perform their tasks more efficiently and reduce paperwork. Reduce their fear of change by making them part of the creative process. It is our job to foster creative thinking and promote change.

Further Reading

"Is Creativity the Number 1 Skill for the 21st Century?" Mark Batey, Ph.D.

<http://www.psychologytoday.com/blog/working-creativity/201102/is-creativity-the-number-1-skill-the-21st-century>

- **Improve Decision Making:** Are we making decisions with which we agree? Often we can make snap decisions based on the situation, our feelings, or outside pressures. It is our job to make decisions based on the knowledge, skills, and abilities that earned us this power, and we cannot waiver on our ideals.

Further Reading

"Three Power Moves for Decision Making" Steve Sisgold

<http://www.psychologytoday.com/blog/life-in-body/201103/three-power-moves-decision-making>

- **Develop Staff:** Are we making the best use of the balance between hiring and training? Perhaps we need to take a look at those individuals within our organization whose positions are being cut and whose job duties can be consolidated into another classification. In certain circumstances where training is not too costly, the responsibility level doesn't exceed the classification, and when the employees' in the remaining class possess some of the basic KSAs required, it may be possible to consolidate tasks from the eliminated position with existing classifications. Developing career ladders and mentoring programs will also help further develop employees. Since current employees already understand the culture and processes of the organization they may pick up on the new skills quickly. When budgets won't allow you to fill positions why go without tasks being accomplished when you can train existing employees to assume the tasks?

Further Reading

"Uptime: Growing Your Own, Part I" Bob Williamson

<http://www.mt-online.com/component/content/article/282/1662-uptime-growing-your-own-part-i.html>

"Make Apprentices Work" Jim Hillage

<http://www.hrmagazine.co.uk/hro/features/1019230/make-apprentices>

Certainly there is much more out there on these topics. The hope is that these articles will spark your own research as to how you can improve your work and management styles. To put it bluntly, these economic times suck! But as so many great leaders and innovative thinkers have said - it is not the times that should define us, but rather we should define the times. The difficult thing is summoning the energy and courage necessary to do just that. Take energy in the fact that we are all in this together. If we all keep working toward the betterment of our organizations, we will prevail, and hopefully soon we will look back and say..."ah, it was a minor speed bump." Good luck and keep up the amazing work!!

Join or Subscribe to Services

Does your public agency need any of these?

Visit www.codesp.com & Click on *Join CODESP*

- Employment test materials
- HR Training, including FREE webinars
- Online testing capability
- Job analysis
- Classification studies*
- Recruitment services*
- Job description assistance
- Low cost HR consulting for special recruitments, classification and job analysis studies

Join CODESP

Public educational agencies are eligible for consortium membership. All other public agencies, afterschool programs and other non-profits can subscribe to CODESP. Visit our website and click on Products in the toolbar at the top of the page to learn how we can make your HR processes more efficient through our **low-cost** services. **2011 regular fees - \$1,850/year****

*Extra services beyond those provided in membership/subscribership are available by separate contract. **Online testing may require additional fees. Contact us for a demonstration or more information.

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Training - Other Organizations

PTC-SC

Lecture with Dr. Howard Fortson
"Selection Trends"

April 27th, 2011

10:30-1:30 PDT

Luminarias Restaurant - Monterey Park, CA

Register at <http://ptc-sc.org/> or email deinesp@gmail.com

WRIPAC Training / Meeting

Las Vegas

May 11 Training Topic: *Structured Interviews*

May 12 - 13: *Free Meeting*



\$74.00/Night Room Rate

www.wripac.org

Job Analysis Training

Santa Clara County Office of Education

1290 Ridder, San Jose, CA 95131

Gilroy Conference Room

Monday and Tuesday - June 20 and June 21, 2011 - 8:30 a.m. - 4:30 p.m.

Register by contacting richjung@ebmud.com

www.wripac.org



IPAC 2011 Conference

International Personnel Assessment Council

Location: Washington DC Date: July 17-20, 2011

www.ipacweb.org

Training - CODESP

CODESP On-Site-Training - Job Descriptions

April 15

9:00 to 11:30 a.m. PDT

Santa Maria, CA - Allan Hancock College

Learn how to update and improve your Job Descriptions with Marianne Tonjes of CODESP

Register at www.codesp.com - OPEN to ALL

CODESP Webinar - Products & Services

April 14 & 19

10:00 - 11:00 a.m. PDT

Learn more about the products and services provided by CODESP right from your workstation.

Register for free at www.codesp.com - OPEN to ALL

CODESP Webinar - Recruitment 2.0

May 18

10:00 - 11:00 a.m. PDT

Talented People, Innovative Minds: Do You Know Where To Find Them?
Recruitment 2.0 with Anna Forsberg & Amy Gurjian of LA Unified

Register at www.codesp.com - Members/Subscribers ONLY

CODESP Customer Survey



Play an active role in the products and services CODESP provides!

Complete the following survey (customers only): Closes April 13

www.surveymonkey.com/CODESP2011



REVISED CODESP SELECTION PROCEDURE SECURITY AGREEMENT

Members and subscribers will be asked to sign this revised agreement upon log-in

The parties to this agreement are the Cooperative Organization for the Development of Employee Selection Procedures (CODESP) and _____ hereinafter known as the Agency. In order to protect the mutual interests of all CODESP agencies, each Agency is required to execute this agreement and fulfill its terms.

- a. Test materials obtained through CODESP will be used for the official purposes of the Agency in testing candidates for placement at public agencies only. Under no circumstances will materials so obtained, including tutorials, be posted on the Agency's website or other websites. Under no circumstances will test materials be stored in any other agency's or private computer systems for sale or disbursement to any other agency or person that is not authorized to have access to such materials, nor will the Agency knowingly permit others to do so.
- b. Test materials obtained through CODESP shall be reviewed by examiners, subject matter experts, researchers, consultants or others working on the development of examinations. Such persons are not authorized to make notes about, copy or retain any of the actual materials. Any reviews of materials are to be conducted under the direct supervision and responsibility of the Agency representative of CODESP, who shall be the primary signer of this agreement. The final selection and use of test materials is the responsibility of the Agency.
- c. No official, staff members, consultant or other agent of the Agency may loan, give, sell, nor otherwise make available any testing material obtained through CODESP to any other agency or person that is not authorized to have access to such material, nor will they knowingly permit others to do so. Under no circumstances will CODESP materials be available for study, copying, photographing, reproduction or re-publication, in whole or in part.
- d. Test materials obtained through CODESP will be used and stored at the Agency in a manner that will prevent unauthorized persons from having access to them. Tests will be administered in proctored environments by an Agency employee to ensure that no test materials are removed from the test site. All test proctors must be employees of the Agency and must sign the CODESP Selection Procedure Security Agreement.
- e. If candidates are allowed consultation regarding their test results, they may only be provided information on the items they got wrong. They may be told the subject matter of the question and which incorrect answers were selected, but may not be told what the correct answer is. Candidates may not visually review their answer sheets or copy down or reproduce answers. The review of the test must take place one-on-one with an authorized individual whose signature is on the CODESP Selection Procedure Security Agreement and must be conducted under security safeguards consistent with this agreement.

- f. If it is necessary that materials obtained through CODESP be presented in proceedings conducted by a court or other body vested with legal authority, the Agency will request that the material be covered by a protective order that will safeguard its confidentiality, and CODESP will be promptly notified of the proceedings.
- g. The Agency shall defend, indemnify, and hold CODESP, its board members, officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the use of materials or services provided by CODESP.
- h. The Agency understands and acknowledges that it is solely responsible for its employment decisions, including but not limited to hiring, classification and re-classification, and all uses of CODESP materials, including but not limited to cutoff scores. The Agency also is solely responsible for ensuring its employment practices comply with all applicable laws, regulations and professional guidelines. It is the exclusive responsibility of the Agency to ensure that the knowledge, skills and abilities measured by CODESP test materials are valid job requirements.
- i. The signer(s) of this agreement accept(s) personally and on behalf of the Agency the responsibility for carrying out its terms. The signer further agrees that all necessary administrative steps will be taken to assure that staff members, consultants or others who may have access to material provided through CODESP will be informed of this agreement and required to comply with it. Any Agency violating test security will be denied any further test materials.
- j. It is understood and agreed that the primary signer of this agreement will be the person officially responsible for ordering and administering test materials. The Agency may designate one or more alternates. If this option is exercised, the alternate(s) will be regarded as sharing the responsibility with the primary signer for carrying out the terms of this agreement. CODESP has the right to terminate this agreement and to withhold or recall CODESP materials if terms and conditions of this agreement are believed to have been violated.
- k. **Upon termination of CODESP membership/subscribership, the Agency will destroy all CODESP test materials except those used to document existing test records and cease from administering tests that contain CODESP test materials. The Agency must also delete CODESP test materials from electronic storage devices, data bases, test management systems, and/or item banks that may be accessible by unauthorized individuals, agencies or vendors.**
- l. If the signer(s) of this agreement find(s) it impossible to assure fulfillment of this agreement or leave(s) the Agency, the signer(s) will notify CODESP to make arrangements for continuation or termination of the agreement.