

# CODESP

Cooperative Organization for the Development of Employee Selection Procedures

May 2011

## INSIDE THIS ISSUE

- 1 Upcoming Webinar 5/18  
2011 Customer Survey
- 2 Customer Survey cont.  
Join or Subscribe
- 3 Using the Job  
Description Builder  
CODESP Marketing Videos
- 4 Classified Employees'  
Week  
California Law Under FEHA
- 5 Maintaining Capabilities in  
the Face of Cutbacks
- 6 Training & Conferences -  
Other Organizations
- 7 Job Opportunities

### Upcoming Webinar, **Wednesday 5/18/11, 10-11 AM:** **Talented People, Innovative Minds: Do You Know Where To Find Them?**

Learn how to use free social media marketing tools for recruitment! Hosted by CODESP staff and presented by Anna Forsberg & Amy Gurjian from LAUSD, this webinar will provide an overview of the social media channels used, and LAUSD's strategy, lessons learned and future endeavors in digital marketing. For HR professionals who have recently started a social media marketing strategy or for those who are thinking about starting one for their HR department. A Q & A will follow the training session. Register on the CODESP website.

## CODESP Customer Survey 2011

The results of CODESP's 2011 Customer Survey are in. This annual survey directs and drives all that we do here at CODESP, as we strive to continue improving our products and services and creating new ones to serve you better, so your responses are crucial to our annual planning. Our thanks to all who responded.

By far the most popular reasons for belonging to CODESP remain the same as in previous years: good multiple-choice test questions, especially for NCLB-compliant Instructional Aide positions; sample interview questions and our free trainings, including webinars. We noticed in comparing the results to last year's that our online testing service has gained a lot of enthusiastic supporters. Now that we have implemented the upload of candidate lists derived from applicant tracking to online testing session rosters, and the download of raw test scores in Excel format, the system is more convenient to use than ever before. We encourage agencies that haven't tried it yet to consider trying out this service – save some trees, and get instant scoring and item analysis too!

(continued on page 2 →)

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[www.codesp.com](http://www.codesp.com)

## continued - CODESP Customer Survey 2011

In response to comments on the non-multiple choice testing materials available on the website, we are already working on improving the scope and variety of the In-Baskets for clerical and secretarial positions. We also often find that the questions on the Survey have alerted users to website resources that they may not have been taking advantage of, such as Public Links to help your candidates, and the various Job Description Builder resources – so that’s great! Check them out and let us know how we can make them even more useful to you.

As we plan more free training for you this year, we will keep in mind the most desired topics, which are consistent with your training desires in other years: first and foremost, legal updates, followed by job descriptions, testing methods, and classification & compensation. Job analysis, risk management (including Workers’ Comp), layoffs and recruitment (yes, both) closely follow those topics in your preferences, so keep an eye on the website for more webinars in these areas.

Your comments and suggestions on CODESP products and services are always solicited and welcome, not just at the time of the annual survey. We appreciate your invaluable assistance in setting CODESP’s course each year. Thank you!

## Join or Subscribe to Services

Does your public agency need any of these?

Visit <http://www.codesp.com> & click *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. Invoices and other registration materials are found under “Join CODESP”. **2011 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.

## Using the CODESP Job Description Builder and Questionnaires

During Classification Studies or Job Analysis Studies, one of the most basic steps is creating the detailed and specific questionnaires which are given to job incumbents to gather job information such as knowledge, skills and abilities (KSAs), minimum qualifications and working conditions. These questionnaires are extremely time intensive to develop, so why not let CODESP help?

CODESP has a variety of such job analysis questionnaires already on our website. We also know that everyone has had to make cut backs in the office. We understand that, let alone creating new job analysis questionnaires, you may not even have time to review and customize the CODESP sample questionnaires to fit your specific job analysis requirements.

We would like to offer our assistance. Simply call or email us regarding your needs and we will edit and customize job analysis questionnaires for you. We can put the final product into Word or Adobe PDF form-fill format, depending on whether you would like "drop-down lists" in the questionnaire (drop-down lists are available in the PDF format).

We are currently working to develop an updated Job Description Builder, but until then we want to do whatever we can to make your job that much simpler. These materials are currently located in the "Job Descriptions" navigation frame on the left side of the website once you are logged in. If you don't see one that you can use for your job analysis, please get in touch with us so we can tailor one to your specific needs.

### **NEW!** CODESP Tutorials & Marketing Videos

CODESP is developing a series of customer tutorial videos and marketing videos. The customer tutorial videos are in the "Links" section of the CODESP website, under the "Webinar Archive". Here are some of them (clicking the link will open a new window on the Adobe Acrobat website):

**Customer Tutorial - CODESP Administrative Site Navigation -**  
<http://codesp.acrobat.com/p19341278?launcher=false>

**Customer Tutorial - Online Testing Demo -**  
<http://codesp.acrobat.com/p45315700?launcher=false>

**Customer Tutorial - Ordering and Creating Test Materials in CATS -**  
<http://codesp.acrobat.com/p38401393?launcher=false>

CODESP staff are also developing marketing videos on an as-needed basis. Here are a couple of samples of our marketing videos (clicking the link will open a new window on the MyBrainShark website):

**IPAC Conference -**  
<http://my.brainshark.com/IPAC-Conference-138938889>

**New Customers - Marketing Campaign -**  
<http://my.brainshark.com/CODESP-Introduction-91856081>

If your agency would like assistance in putting together a short marketing video, we would love to help - just drop us an email, or give us a call!

## Classified Employees' Week is May 16 – 20

To our valued and respected public education classified employees, CODESP would like to take this opportunity to extend our appreciation and gratitude to all classified public employees. So much of the news in the past three years has been about the negatives associated with government and public agency budgets and personnel. Amidst all this turmoil, many of our finest school employees have taken reductions in pay, taken on more responsibilities, or have even been laid off. We just want to say that we are "in your corner".

Classified employees ensure that our schools work. You handle everything besides the actual teaching of the students, and many of you are instrumentally involved in that process as well. Most of what you do helps to ensure that the next generation is educated and prepared for the future. We sincerely appreciate the enthusiasm, hard work and dedication that you bring with you every day.

We sincerely hope the budget crises and economy take a turn for the better, but until then, thank you for your dedication and tenacity. It is people like you who enable our educational system to promote the success of our country's youth. Again from all of us at CODESP, we want to sincerely recognize and thank you for all of your work and the work you have provided us in the development of selection materials.

## California Law Regarding Applicants Under FEHA

From the Job Accommodation Network: The Fair Employment and Housing Act (FEHA) enforced by the California Department of Fair Employment and Housing prohibits employment discrimination and harassment based on a person's disability or perceived disability. It also requires employers to reasonably accommodate an individual with a mental or physical disability unless the employer can show that to do so would cause an undue hardship.

The law covers mental or physical disabilities (including AIDS/HIV) regardless of whether the conditions are presently disabling. It also covers medical condition, which is defined as either rehabilitated cancer or genetic characteristics. Disability does **NOT** include homosexuality, bisexuality, transvestism, pedophilia, transsexualism, exhibitionism, voyeurism, gender identification disorders not resulting from physical impairment, sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance abuse disorders resulting from the current illegal use of drugs.

When interviewing job applicants, employers may **NOT** ask questions about the applicant's medical history. Employers **MAY** ask about an applicant's ability to perform specific tasks. Also, employers may **NOT** inquire whether the applicant has ever filed a Workers' Compensation claim. The FEHA prohibits all non-job related inquires, whether verbal or through use of an applicant form, which express directly or indirectly any limitation, specification or discrimination on any of the protected bases or any intent to make that limitation, specification or discrimination. This prohibition applies to both current employees and applicants.

For examples of accommodations (this site does not include all of the California requirements), visit the database at <http://askjan.org/soar/index.htm>. The Job Accommodations Network's Searchable Online Accommodation Resource (SOAR) system is designed to let users explore various accommodation options for people with disabilities in work and educational settings. *The accommodation ideas in the SOAR database are NOT all inclusive.*

## Managing People in Tough Times / Maintaining Agency Capabilities in the Face of Workforce Cutbacks

by William Wilder and Howard Risher, PhD - excerpted from HR News Magazine, April 2011

Cuts in agency budgets and in employment are now a part of life across the public sector. At some point the loss of key people will affect an agency's ability to deliver essential services. Every agency has people it can't afford to lose and now is the time to identify them and develop strategies to retain them and use their strengths. The public sector has changed, of course, but not nearly as much as the corporate world. For better or worse, traditional civil service practices are deeply rooted in history, but now are impediments for change.

Efforts to eliminate or modify restrictive rules and regulations will no doubt be resisted. Work rules are secondary in the Wisconsin dispute, but that clash highlights many of the issues that need to be reconsidered. The country is likely to see many similar, but hopefully not as acrimonious, policy debates at the state and local level this year. The layoffs mean workloads will increase. There may well be pushback. Normally organizations where there is instability, uncertainty and worry perform poorly. Agency leaders are going to feel pressure to regroup and rebound. This will be a time when people management expertise is indispensable.

The cuts could be devastating. The commitment to public service could well be undermined. Managers and employees are likely to be demoralized and angry. This is clearly a time for leadership. It's also a time for HR to play a proactive role in rebuilding the commitment to meeting the needs of the public.

A book entitled Reinventing Government: How the Entrepreneurial Spirit is Transforming the Public Section by David Osborne and Ted Gaebler [(c) 1993, Plume] triggered a high level of interest in finding ways to improve government performance. The words in the chapter titles – mission driven, customer driven, decentralized, competitive, enterprising – are all that are needed to understand the message. The authors' focus was on what is now referred to as "empowerment". When there is a crisis, people want a part in the recovery. The fiscal crisis is going to dishearten many employees. Some will no doubt remain disengaged. But those that were highly engaged in better times will be anxious to rebuild. The reinventing-government initiatives in the 1990s along with the broader experience with reengineering show clearly that empowered employees can develop better answers. They are very much aware of practices that are ineffective. It is important for HR to provide leadership in championing and guiding local employee efforts to "do more with less".

## Training - Other Organizations

### WRIPAC Training / Meeting

*Las Vegas*

**May 11 - Structured Interview Training - Mike Willihnganz**

Training registration deadline May 6 - details of fees & payment on WRIPAC website

**May 12 - 13: *Free Meeting***

iPad Technology and Performance Testing Presentations



\$74.00/Night Room Rate

[www.wripac.org](http://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](mailto:richjung@ebmud.com)

[www.wripac.org](http://www.wripac.org)



### IPAC 2011 Conference

International Personnel Assessment Council

*Washington DC*

**Pre-conference Workshops: Sunday, July 17, 2011**

**Plenary & Concurrent Sessions: Monday, July 18 – Wednesday, July 20, 2011**

[www.ipacweb.org](http://www.ipacweb.org)

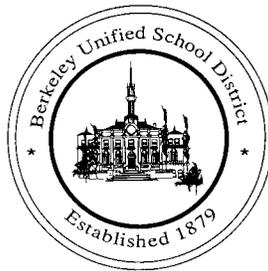
IPAC Conference Promotional Video:

<http://my.brainshark.com/IPAC-Conference-138938889>

# Job Opportunities

*The Personnel Commission of  
Berkeley Unified School District  
invites applications for*

## Director – Classified Personnel



**Salary Range \$7,860-\$9,546 monthly**

Applicants must submit the following by 4:00 p.m. on May 20, 2011:

- Cover Letter
- Application
- Resume
- Supplemental Questionnaire
- 2 recent letters of recommendation

Applications may be filed through [www.edjoin.org](http://www.edjoin.org) or by contacting:

Toni Hyland, Ph.D.  
Interim Director Classified Personnel  
Berkeley Unified School District  
2134 Martin Luther King Jr. Way  
Berkeley, CA 94704-1180  
(510) 644-6150

**Deadline for filing an application is May 20, 2011 at 4:00 P.M.**

The Qualifications Appraisal Board interviews will take place on Wednesday June 1, 2011. Final interviews are tentatively scheduled for June 2, 2011. Preferred position start date is July 1, 2011, but is negotiable.