CODESP
Public HR

September 2011 Issue

Welcome to the 2011-12 Program Year!

We hope that you have all had a wonderful summer. As we begin the new year of services, we would like to share some information about the CODESP test material request system that will help us process your requests more effectively and efficiently.

The **CATS Request Form** is found in the left margin of the website after login. Please follow these steps when submitting the form:

- Submit the request at least 10 working days prior to when you need the materials.
    - Before you submit the form, check that the name listed at the bottom is yours. Emails will be sent to the person listed here.
    - Check your email box frequently, and respond to CODESP staff as soon as possible, as we may require additional information to complete the request.
- ALWAYS add a job description in the comments section. We need DETAILED information regarding the minimum requirements PRIOR to beginning the request process.
    - Read the job description first to see if it is up-to-date. Add comments such as software program proficiency and version required, e.g., Word – 2010.
- If new materials need to be developed, or existing items require editing, the 10 working days begin *when we receive materials from your agency* that will assist us in the process.
    - Materials required include samples of typical documents produced, lists and information on equipment, and technical manuals/regulations, etc., used by incumbents. This will require contact with an SME so that they can provide information and feedback on the items.
    - Test materials submitted from customers to be entered into the CATS system will be checked to determine if they are copyrighted. They will also need to be reformatted prior to entry into our system. We will not develop test questions for positions that require state certifications such as Physical or Occupational Therapist.
- Multiple-choice testing is not appropriate for all situations, or to determine certain competencies. Many times an interview or in-basket exercise may be a better choice.
- Sample interviews, supplemental application forms, writing exercises, in-baskets, and performance tests are found under Test Materials on the website after log-in. Most are listed by generic job title, and are in Word format so that they can be edited. If you do not find what you need, submit a CATS Request Form, supply us with the same materials required for new or edited multiple choice test questions and allow 10 working days.

We hope to introduce our Module Catalog soon, which will allow customers to choose which groups of multiple choice test items they want delivered during the request process. 2011-12 will be an exciting year for CODESP, and we look forward to providing your agency with services. For questions regarding your requests, email tests@codesp.com, or call 714-374-8644 during our office hours, Monday – Friday, 7:30 AM – 4:30 PM Pacific Time.

Personalities in the Workplace

Although personality is not the strongest predictor of successful performance on the job, it is a variable we constantly have to consider in our interactions with others. Much of our interaction in the workplace is dictated by a combination of our coworkers and our own personalities.

Our society has shifted from "forcing roles" on people to "finding fit" of roles with individuals and jobs. Gone are the days of the "time and motion" studies, where perfect productivity and efficiency across a timeline are valued and where personal expression has no place at work. We still value productivity and efficiency, but now we ask the employee to find innovation in his or her own processes. We hire based on "fit" values. Company culture and organizational climate are valued and defined, and employees with common values are attracted and recruited. This has led to a healthier and more productive workplace, but it certainly has not removed differences of perception or personality clashes at work.

As with nearly every problem or question in the social sciences, there is never a straight or definite answer. But as social science professionals, we have the gift of "understanding" and accepting the ambiguity in differences. When it comes to understanding personality, there are a variety of tools and resources for best measuring workplace differences. These tools can be used in selection; promotional testing; job-fit, department-fit, or organization-fit analyses; realistic job previews; team development; employee development; training; conflict negotiation and much more. The idea is to understand what either energizes or tires people. Once we understand the personality profiles of our employees, we can use this information to make a variety of decisions (both formal and informal) when interacting and dealing with these employees.

The following is a common personality type break down. This is not "the" list, nor the "best" list, and each researcher characterizes personality differently. But it should help you to start thinking about personality and how you might incorporate personality testing in your organization. As you read it, consider how combinations of these traits might create harmony or discord in your offices for certain people and their jobs, or between people.

Extremes (High)	Big Five Trait	Extremes (Low)
Creative, innovative, artistic Willing to try new things, but may struggle with traditional processes and routines.	Openness	**Conservative, stable, conventional** Will thrive with traditional processes and routines, but will need time to accept change.
Expressive, excited, outward Works well in teams and enjoys being the center of attention, but may struggle if social stimulation levels drop.	Extroversion	**Quite, introverted, inward** Works well alone and needs little social interaction, but may struggle in teams or meeting settings, where demand for interpersonal interaction is high.
Methodical, organized, disciplined Highly detail-oriented and strives for perfection, but may struggle in a chaotic environment or where results are not readily seen.	Conscientiousness	**Impulsive, spontaneous, free-spirited** Willing to take risks and lives in the moment, but may require high levels of supervision to keep on task and organized.
Agreeable, cooperative, flexible Works well with others and often makes others feel comfortable, but may do so at their own expense and may let others walk on them.	Agreeableness	**Staunch, secure, steadfast** Passionate about their own beliefs and ideas, but may forget to listen to others or take other perspectives into consideration.
Calm, collected, cool Works well in a stressful environment and handles confrontation well, but may not always notice or understand the emotion and excitement of others.	Emotional Stability	**Enthusiastic, passionate, excited** Works with excitement and enthusiasm and has an emotional investment in all that they do, but will struggle with stress and confrontation if it is considered a threat.

PTC-SC Luncheon
"Making Statistics Work at Work"
Presented by Dr. Jim Higgins, Ed.D.

Luncheon Presentation at Luminarias Restaurant, Monterey Park
Tuesday, September 20th from 10:30 AM - 1:30 PM

Join us to find out how to make best use of your statistical software tools and stat knowledge. The presentation will compare and contrast Microsoft Excel, SPSS, and the "R" statistics package, and show how to use these packages to calculate many of the more typical statistical tests used in HR, including Correlation, Regression, t-tests, ANOVA, Chi Square, and Fisher's Exact Test.

Annual Student Appreciation Workshop
Free for all current students
$25 for Members
$30 for Non-Members
Details of the schedule are at http://ptc-sc.org/monthly-luncheon-presentations
Email Paul Deines (paul@codesp.com) to RSVP

CSPCA & CODESP Joint Webinar Training

Post-Layoff Workforce Triage
Webinar presented by Suzanne Speck, School Services of California, Inc.

Training Summary
Disabled employees working either with or without accommodations will undoubtedly experience a material change in circumstances. Has your district experienced layoffs? Have you engaged in the interactive process with your disabled employees? During this session we will examine how the post-layoff work environment is affecting employees who are, or who may become disabled, and what LEAs can do to avoid costly disability discrimination lawsuits.

This webinar is offered to members/subscribers of CODESP as well as all Merit System School Districts. Visit our website or contact us for information on how to join or subscribe.
Register at www.codesp.com   Sept. 20th 10:00 AM - 11:15 AM PDT

Statistics 101

Significance Testing

Most statistical studies base much of their analyses and conclusions on statistical probability or significance testing. Statistical significance is determined by testing the "null hypothesis". In most studies one wants to "reject the null hypothesis". When the null is rejected, the research hypothesis is said to be more likely to be true. The null hypothesis states that there is no relationship between the variables in the specified study. Thus, researchers make it a bit confusing by saying "reject the null"; or rather, that we want to determine whether a relationship between variables exists by rejecting the hypothesis that a relationship does *not* exist. Whew!

The next step is to determine when to reject the null. Significance testing is all about determining whether or not a relationship exists between variables based simply upon chance. Obviously, the hopeful researcher does not want the relationships to exist merely due to some chance sample of the greater population. This is determined with significance testing. For example, when reading a study's statistical results, one will often read that a relationship exists between variables based on $p<.05$. In simpler language, this means that the researcher is 95% confident that the relationship between the specific variables is *not* based on chance. There are a variety of factors that will affect whether a relationship between variables passes a statistical significance test, and these factors are extremely important to consider before making any interpretations about the variables' relationship. Factors that have an effect on probability testing include:

1. **Sample Size**: The larger the sample the more likely the null will be rejected.
2. **Effect Size**: The greater the relationship between variables, the more likely the null will be rejected.
3. **Measurement Error**: The more a measure does not accurately measure what it purports to measure, the more likely the null will *not* be rejected.
4. **Alpha Level**: The larger the alpha or significance level (i.e. .05 vs. .01), the more likely the null will be rejected.

The final point that should be made regarding significance testing is that it is all based upon probability! Therefore, there are two kinds of errors that can be committed when making statistical inferences: **Type I** and **Type II errors**. A **Type I error** is when we falsely reject a null hypothesis. This is a dangerous error, because the researcher concludes that a relationship exists between variables, when in reality, the researcher has found this relationship due to chance. A **Type II error** can be less dangerous but is just as concerning. It occurs when a researcher fails to reject the null hypothesis, but should have. In other words, the significance test led the researcher to believe that there is no relationship between variables, when in reality there is.

So what is the take-away? The important idea is to keep all studies in context. Statistics are only as good as the sample of the population from which they came. Significance testing is an inexact science based upon probability. There is always the probability that the research has been based upon a Type I or II error. Moreover, when reading studies, examine the data yourself, and make sure that the results sections match the discussion and conclusion sections. Do not let the willful writer convince you of something that may very well exist due to chance or experimenter error. Science is found in the numbers, but practicality is found in the interpretation of these numbers. Thus, interpret with a critical eye.

More Training Opportunities

NC-CSPCA Conference

"Moving Ahead With Merit"

The 2011 SPCA/NC conference will provide an opportunity to learn about the most current HR issues and to network with your fellow merit system colleagues.

W- Hotel – Silicon Valley
8200 Gateway Boulevard
Newark, CA
10/21/11 – 10/22/11
(Conference begins on Friday afternoon and ends on Saturday afternoon)
Register at www.codesp.com

Violence in the Workplace

Employers must take a proactive approach to workplace violence, a serious problem that plagues all types of public agencies and businesses. Joseph Sanchez of Best, Best & Krieger LLP will present guidance on the warning signs of workplace violence and how to respond should such workplace violence occur. The training will also provide pointers on conducting workplace violence investigations and how to obtain workplace restraining orders in response to threats of violence.

Co-sponsored by CODESP / CSPCA
Free for Members/Subscribers and Merit Districts
October 19, 2011 | 10:00 AM to 11:15 AM PDT
Register at www.codesp.com

Training & Experience Applications - September 21

WRIPAC

Trainer: Mike Willihnganz | Location: Berkeley

This one-day class is designed to acquaint participants with a variety of techniques that can be used to assess training and experience (T&E) at the application stage of the recruitment process. Advantages and disadvantages of T&E evaluation methods will be addressed, as well as issues related to reliability, validity, instrument development, and scoring of these assessment techniques.

The free WRIPAC meeting will follow on Thursday through noon Friday. Check the WRIPAC website for presenters and the agenda.

Free WRIPAC Meeting: September 22-23, 2011
Doubletree Hotel

Register at http://wripac.org/

Our Low Annual Fee Includes:

Our Products:

Multiple Choice Test Item Bank
Interview Bank
Supplemental Applications
Performance Examinations
Writing Exercises
Job Description Builder
Job Analysis Questionnaires

Our Services:

Test Scoring
Item Analysis
Online Testing
Job Analysis
Recruitment
Classification
On-Site/Webinar Training

Most services - $1,850/year*

* low additional fee for online testing for non-educational agencies.

Interview Bank

Our interview bank contains over 900 preassembled interviews. Sample rating scales and guides are included.

Job Description Builder

Online system allows for import of job analysis data or use of the existing data to produce job descriptions. Checklists provide customers with pre-populated options for task statements and minimum qualifications.

Networking

As a CODESP customer, you will have the opportunity to network with other professionals in your industry and your area.

CODESP
Cooperative Organization for the Development of Employee Selection Procedures

Online Testing

Proctored online testing is available in the "cloud." Users can create, administer, and score multiple choice tests, and receive item analysis, all online. Online testing is available for an affordable additional yearly fee for non-educational agencies, determined by the size of the organization. No per-test or per-candidate fees!

Training

CODESP provides FREE on-site and webinar training in various human resource subject areas such as interviews, job analysis, supplemental applications, job description development, exam planning, legal updates, interpreting test results and classification.

Job Analysis Questionnaires

Available online in an easy-to-complete, flexible and comprehensive format for collection of job information.

Job-related knowledge, skills, abilities and competencies required to perform the job are captured and linked to the tasks performed.

Working conditions, physical and mental requirements are collected to assist in ADA/return-to-work issues.

Customers

CODESP provides employment test products and related services to public agencies, including school districts, colleges, charter schools, afterschool programs, cities, counties, sanitary districts, water districts, and other special public districts.

www.codesp.com

Job Openings

Human Resource Analyst
Central Contra Costa Sanitary District

The salary for the Human Resources Analyst is based on a five-step range from $80,783 - $97,796 annually. Central San offers an attractive benefits package.

To receive an application packet go to www.codesp.com, click on Resources / Current Recruitments / Central Contra Costa Sanitary District / HR Analyst. Complete the application (do not click on submit form), save it and email attach it along with other application materials to codesp@codesp.com .

Chief, Personnel Commission. (Personnel Director),
Inglewood USD
*closing date extended to September 14, 2011.

The annual salary is $105,494 to $128,228, before furlough days. In 2011-2012, management will be taking 20 furlough days. (approximate 7.6% salary reduction)

To apply please go to <http://agency.governmentjobs.com/cspca> and submit an on-line application. If you already have an application on file with NeoGov you can update as NeoGov is being used to accept applications.
If you have questions, between 9/1/ to 9/12, please contact George Cole, the Executive Director, CSPCA, at cspca01@gmail.com.

Merit System Director
Victor Valley Union High School District, Personnel Commission

The Personnel Commission of the Victor Valley Union High School District is looking for a Merit System Director with the ability to direct a comprehensive human resources program including classification, compensation, discipline, training, employee relations, recognition, budget, and rules. The position serves as principle advisor and secretary to the three-member Personnel Commission as well as being a key administrator in the district human resources program for the Board of Trustees. Both the Board of Trustees and Personnel Commission rely on this position to provide legal and technical advice concerning the Education Code, Personnel Commission authority, and collective bargaining issues. The position reports directly to the Personnel Commission; however, on a day-to-day basis, the position works closely with the Assistant Superintendent of Human Resources, as well as other key district administrators on training, staffing and employee relations issues.

Apply on - line at: agency.governmentjobs.com/vvuhsd/default.cfm

All application documents must be received by October 7, 2011 including:
- The online application including training and experience supplemental
- A personal letter of interest giving reasons for being interested in this position
- A resume including background information, educational experience, and achievements, and community and professional involvement
-Additional documentation may be scanned