



## simplifying human resources

Regardless of your public agency's size, type or geographical location, CODESP has the ideal web-based talent assessment tools to fit your needs. Improve candidate quality, hire more efficiently, cut costs, and boost employee performance.

### Top Contributors for August Elba Gomez & Samerah Campbell State Center CCD

Congratulations to Elba Gomez and Samerah Campbell with State Center Community College District for their support and expertise this past month. With their assistance and the assistance of their SMEs, CODESP was able to develop new Financial Aid and Admissions multiple-choice items and a writing exercise. Elba and Sam maintain frequent communication with our analysts to ensure that our materials are up-to-date and performing properly in the selection of qualified candidates. We appreciate their dedicated work and commitment to valid employment selection and the growth and betterment of the CODESP consortium.

## September 2012

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## CODESP Customer Expansion

In the last few years CODESP has expanded from serving only education agencies and afterschool programs to providing products and services for a variety of public agencies. These agencies now include special districts (water, sanitation, etc.), cities and counties. Our new customers have helped us grow our item bank and our list of other test materials we provide. Our services have also expanded to include consultation services for small recruitment/test administrations, reclassification studies, and so forth.

More and more public agencies are seeing the value CODESP offers over other public agency and private vendors. While the quest to provide excellent services is always critical, in the current economic climate it is essential to simultaneously focus on methods to reduce costs. With CODESP, your agency will benefit from the power and expertise of the consortium to optimize your HR resources while minimizing costs and enhancing HR efficiency.



## Hypothetical Ethical Considerations and Dilemmas

- **Time Theft**
  - You use social networking to communicate with clients and build relationships. You continually chat with a new client online about personal affairs. *Your relationship with the client is growing stronger, but at what expense? Where is the line? The conversation is a nice break, but when does it become more social than work?*
- **Dishonest Report**
  - The boss asks you to process an expense report for his last trip. The trip resulted in major technological and economical benefits to the organization, but you know that \$1,000 of his trip “expenses” were receipts for after-hours activities. He tells you that he deserved a “break” after his long work hours, and that socializing with the vendors was his way of “sealing the cheap deal”. He tells you that sometimes it is not important to know *how* a success happened ... only that it did. *Did his success outweigh the dishonest reporting?*
- **Personal Perks**
  - You are responsible for purchasing furniture and computers. One of the companies submitting a bid secretly contacts you, offering a free trip to Hawaii in return for a certain amount in sales. Thinking you deserve the trip, and knowing the company exceeds the bid standards, you assist them in writing the best bid for the project. *Is it ethical to assist the vendor with the bid to receive the trip?*
- **Skipping Steps**
  - Your department is in charge of employee test administration. There are a large number of technical test items that must be reviewed, but your SMEs are not cooperating, and have not taken the time to check each item to determine whether difficulty and validity are appropriate. Thus, your staff administers the test without its having been locally validated by experts. No one has challenged the test or complained. *Was skipping the SME review the right thing to do?*

## Defense Strategies Against Unethical Decision Making

- Be gracious, not entitled.
- Forgive rather than fume.
- Give credit more than you take credit.
- Take responsibility rather than blaming.
- Compliment rather than criticize.
- Talk about ideas rather than people.
- Cheer for, not against.
- Share rather than hoard.
- Be positive rather than negative.
- Learn rather than preach.
- Change rather than stagnate.
- Transform rather than transact.
- Develop rather than steal.
- Be overt rather than covert.

Our work as public sector employees should be commended and appreciated, but often it is scrutinized and attacked. Use this as motivation to continue the wonderful work you have been doing and to continue your excellent service and commitment to public service. If you have any stories or examples of ethical dilemmas or decision making strategies, please email them to us. We will be doing an ethics webinar in October, and we sincerely value any input you may have.

# Terminology Refresher

## Spurious

Defined as: not genuine, authentic, or true; not from the claimed, pretended, or proper source; counterfeit.

In statistical analysis, *spurious* is used in the context of correlations. Suppose a correlation is found between A and B. Aside from coincidence, there are three possible causal relationships: A causes B; B causes A; OR C causes both A and B. For example:

**Hypothesis:** People with low levels of political efficacy, (power to produce an effect) participate less than those with high efficacy. But since this effect can be explained by lower levels of education, controlling for education makes the relationship between efficacy and participation disappear. Thus, the relationship between efficacy and participation is *spurious*.

Consider how variables like age, sex, religion, sexual orientation, national origin, and race might have spurious relationships with selection and performance measures.

# CODESP Webinars & Trainings

## Choosing and Using Selection Procedures

### CSPCA Co-Sponsored

**Description:** Presentation by Amy Tompkins. How do we assess applicants for employment? Multiple choice tests and interviews are the most common tests, but there are other types of tests in the HR toolbox. In this webinar, we will discuss the various types of selection procedures that HR can use to evaluate candidates. Topics include what skills, knowledge, abilities and competencies each one is best suited to assess, and what KSAs they should NOT be used for; how to use job analysis data to ensure that your exams are job related; and how to use each one most effectively for selection. We'll discuss multiple choice exams, interviews, writing exams, performance exams and performance simulations. We'll also mention other types of selection procedures in addition to these.

**Location:** Webinar at your workstation

**Date & Time:** 9/18/2012 - 10:00 - 11:15 AM PDT

## Public Sector Ethics - Selfless vs. Selfish: Where is the line?

### CSPCA Co-Sponsored

**Summary:** Presentation by Paul Deines. Join us as we explore the ethical dilemmas in Public Service. We will be discussing: what ethics are, if ethics can be learned, what happens when our ethics are challenged, specific ethical dilemmas, the role of a public servant, and why "just doing the right thing" is not always so black and white. We invite your input and personal experiences and look forward to an interactive and open discussion with you. OPEN to all Public Agencies.

**Location:** Webinar at your workstation

**Date & Time:** 10/11/2012 - 10:00 - 11:15 AM PDT

## **Labor Relations & Bargaining** **On-Site Training** Carlsbad USD, San Diego County



**Summary:** Presentation by Attorney Rex Randall Erickson. This presentation will include an interactive discussion of labor relations and collective bargaining in California public agencies, school and college districts. Other topics for discussion will include the relevant authority (including the requirements and obligations under the EERA and recent legal developments impacting collective bargaining), identification of the parties involved and an overview of mandatory, permitted and prohibited subjects of bargaining. Mr. Erickson will also offer suggestions on how to improve employee/management relations to avoid grievances and unfair practice charges. Finally, he will focus on “sunshining” the initial proposal as well as outlining and discussing topics of impasse and management/employee relations. Bring your relevant questions. OPEN to all Public Agencies.

**Location:** Carlsbad USD - Resource Training Room  
6225 El Camino Real, Carlsbad, CA 92108

**Date & Time:** 10/19/2012 - 9:30 AM - 12:00 PM PDT

**Register for CODESP webinars and onsite training [www.codesp.com](http://www.codesp.com)**  
**Join the CODESP LinkedIn Networking Group**

## Local Meetings - Onsite Trainings

CODESP will be conducting onsite trainings throughout California this year. Our hope is to have a little live face-time with all of our members. We enjoy hearing from you virtually, but we miss the good old fashioned face-to-face setting - don't you? We will be organizing events in different counties throughout the state for the rest of the year.

Our first stop will be in San Diego County at Carlsbad USD on October 19th. If your agency would be interested in hosting a training, please give us a call or email us (714-374-8644 or [codesp@codesp.com](mailto:codesp@codesp.com)). We will also be looking for training topics and speakers, and your input is greatly appreciated.

CODESP will continue to push forward in the virtual world with our growing “cloud” technology, and we hope you continue to move forward with us. But we certainly do not want to lose the personal contact and relationships that have been developed over the years. We are continually growing and adding new customers and CATS users, so we want to be close by to discuss any service or product issues you may be experiencing. Thank you for your continued support of the consortium as we continue to grow and evolve.

*CODESP will be a vendor at the community college ACHRO-EEO meeting in South Lake Tahoe in October, and a speaker at the NorCal Personnel Commissioner's Conference in San Jose in October, Tri-Counties Symposium in San Luis Obispo in November, CSPCA Conference in Anaheim in February and the CASBO conference Long Beach in April. We hope to see you while we are “on the road”.*

## Conferences

w r i p a c

### Training and Meeting

Double Tree by Hilton LAX, El Segundo, CA  
 Training Sept. 26 and Free Meeting Sept. 27-28

Multiple Choice Item Writing & Editing Training on the 26<sup>th</sup> 8:30 to 4:30  
 Fee: \$125/member or \$150/non-member

To register or for more information about membership, visit the website below

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

## PTC-SC

### Social Media @ Work: #recruitingtoptalent

Luncheon – Monterey Park, CA - Luminarias Restaurant  
 Wednesday, October 3, 2012

Welcome to Recruitment 2.0 — a world of endless interactive opportunities for free social media marketing that offer a powerful alternative for recruitment needs. The Talent and Acquisition Branch of the Los Angeles Unified School District has successfully incorporated LinkedIn, Twitter and Facebook over the past three years to attract and strengthen the employer brand. This presentation will provide an overview of the social media channels used, LAUSD's strategy, lessons learned and future endeavors in digital marketing. The session will be helpful to HR professionals who have recently started a social media marketing strategy, or to those who are thinking about starting one for their district's HR department.

TIME: 10:30 a.m. to 1:30 p.m.

Contact Michael Cool for registration and payment information:  
[cool\\_michael@smc.edu](mailto:cool_michael@smc.edu)

RSVP at:

<http://ptc-sc.org/monthly-luncheon-presentations>

**NorCal Personnel Commissioner's Conference**  
**San Jose, October 13**

## 2012 PTC-SC Annual Conference

**SAVE THE DATE - November 9, 2012**

Grand Newport Plaza, Costa Mesa, CA

Theme: Practical Tools for Deeper Assessments

Keynote Speaker: Forrest Story

For more information, go to

<http://ptc-sc.org/>

### Save the Date

**CSPCA Conference  
February 21 - 24, 2013**

**Paradise Pier Hotel**

Anaheim, CA



*Supporting Student  
Learning  
Through Merit*

**Multi-track program will include:**

- . Technology - New Practices
- . Connecting "Perspectives" of Various Stakeholders
- . "Commissioner's Corner" topics
- . Evolution of Merit System from Enforcer to Partner

**More information to come, including registration  
and session information.**



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

California School Personnel Commissioners Association

### "Quote of the Month"

"Every right implies a responsibility, every opportunity an obligation, every possession a duty."  
– John D. Rockefeller, Jr., entrepreneur (1839-1937)