CODESP Public HR

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 Contributor for November Twin Rivers USD

Congratulations to Twin Rivers USD, November's Top Contributors. Rene Wells and Nicole Zehnder are the HR Analysts that so often work with CODESP to create new materials. They have contributed to the advancement of the consortium on a continual basis and have provided a variety of new materials and SMEs in the field of Information Technology. Most recently, one of their dedicated IT professionals volunteered to review and write some new IT database items. Their quick and frequent communication with our offices has provided the entire consortium a valuable resource in the development of valid IT selection materials. From all of us in the CODESP offices and customer-base, thank you for your hard work and dedication.

Holiday Issue

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Join CODESP Mid-Year

Are you a **public agency** that missed becoming a CODESP customer in July? No worries: your agency can become a customer mid-year January 1, 2012 for half-price - **$925** (with an obligation to join for a full year 2013-14). Visit **www.codesp.com** and click on **Join CODESP** for details. Read more about our services by clicking on **"About"** and then **"Frequently Asked Questions"**.

CODESP offers employee selection materials and an online test generator with NO 'per candidate' fees. Materials are accessed online through **cloud technology** and stored in your virtual "Test Library". Call or email for a products and services demonstration.

What Attributes are Most Important?

Employers typically consider industry (or type of organization) and technical knowledge the most important attribute of their new hires, and tend to discount other important attributes. For example, in school district education, requirements may include working knowledge of educational systems. The gut response of some might be, "Yes, having this specific knowledge is very important. How can one work in an industry that one knows nothing about?" However, this can become a more complex issue. Consider the type of work. Perhaps you are hiring custodians, painters, welders, or electricians. The minimum requirements may vary, depending upon the level of the position, but the technical skills required are basically consistent across industries (certainly there are always exceptions). Next, consider leadership positions. Do leaders need an in-depth knowledge of the industry when initially hired? Do analysts? Do office clerks and technicians? Does it depend upon the job? Can we simply hire people with the appropriate technical competencies, and then train them in the specifics of the industry?

Certainly if there are two equally technically qualified candidates for a position, it is often better to hire the employee with industry experience. Think of the time saved in training, as well as the decreased risk of potential violations of industry-specific regulations that the inexperienced employee may not know. However, what about when the industry-experienced candidate has slightly less skills in measurable soft-skill competencies as determined by the selection process? How much weight should be given to industry-specific experience over technical skills in leadership positions? How much weight should be given to industry-specific experience over soft-skills?

More often than not, the candidate with industry-specific knowledge does get some advantages in the selection process. It comes through conscious selection methods or unconscious rater bias, the "similar to me" effect. If it will save training time, money, and potential conflict, why not emphasize industry-specific knowledge? Consider the following:

- **Are leadership skills transferable?**
  - If so, should we require upper-level leaders to possess industry-specific knowledge?
  - Will industry knowledgeable leaders avoid unnecessary pitfalls and conflict due to their industry knowledge ***OR*** by using their superior leadership/communication skills?
- **How is diversity of thought created and fostered?**
  - Isn't diversity in thought and ideas important?
  - Can we provide outside trainers to provide "fresh" ideas and to update technical skills for current employees?
  - Do we begin to lose a unity of mission and vision when we hire employees from outside the industry?
- **How long does it take a capable employee to learn an industry?**
  - How difficult are the specifics of the industry's knowledge requirements?
  - What training do we currently provide?

- Are the soft-skills the candidates possess more important to the organization than their industry-specific skills?

These are merely a few things to consider when deciding the weight of industry experience in the selection process. In some positions, certain credentials or licenses are required, but credentials or licenses alone cannot tell us if the person will be a "good fit" in our organization. We need to focus on other skills besides technical and industry specific experience in selection, such as leadership potential and interpersonal competencies and skills.

In closing, consider what you have found to be the qualities of the leaders you have worked with. The 2012 top workplaces in Orange County (OC Register) ranking list included leaders that believed treating employees with value and respect and communicating with them often is extremely important for success. As one award winning manager claimed, "Instead of taking the position, 'If you don't like it here, leave', we take the position, not only care for our customers, care for each other." He also added that each employee recognizes that doing the right thing is the best way.

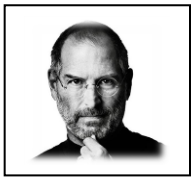
Another award-winning leader stated, "People don't leave companies, they leave people. They leave people they don't like working with." He also added that providing training and showing employees how their switch to using new ideas and technology will help them and their customers.

Still another winner stated, when asked what a good boss does to set the tone to create a top workplace, "A good boss sets the vision. But it's also communicating that vision to people throughout the company. My job is to connect the dots and to help people understand that their role is important."

These "winners" all possess strong leadership and soft-skill competencies that go beyond industry-specific. Consideration of these important attributes should be required during the hiring process.

Quotes of the Month:

A good objective of leadership is to help those who are doing poorly to do well and to help those who are doing well to do even better.



Ideas can be life changing. Sometimes all you need to open the door is just one more good idea.
Jim Rohn

I want to put a ding in the universe.
Steve Jobs

Management is doing things right; leadership is doing the right things.
Peter Drucker

Man cannot discover new oceans unless he has the courage to lose sight of the shore.
Andre Gide

CODESP Holiday Hours

December 24th - January 4th

CODESP Offices will be Closed

We will be back in regular operation starting Monday, January 7th. Please plan any test materials requests around these dates and consider our 10 business day turn-around time to ensure your requests are filled in the time you will need them. We look forward to serving you in the new year!

LinkedIn Networking

Join the CODESP LinkedIn Networking Group
www.linkedin.com

CODESP FREE Webinar

iWhat?

How Does Cyberspace Affect Your Personnel Practices?

Date: January 23, 2013 Time: 10:00 - 11:15 am

Cyberspace and social media continue to blur the lines for human resource professionals. In this entertaining and interactive discussion, we discuss and apply key principles and new case law to help managers successfully handle personnel issues arising from cyberspace, social media, and technology.

Presenter: Donald Velez, Esq. - Attorney Burke, Williams and Sorensen, LLP

Co-Sponsored by CSPCA

Register for CODESP Webinars/Training at www.codesp.com Click on Training

New NCLB Test Items – SMEs Needed

CODESP would like to thank you for your patience in waiting for the development of our new NCLB Instructional Aide Test Packet. We are in the final stages of compiling the packet, reviewing the final materials. We have had a variety of SMEs review the questions in the different subject areas. If you have not yet heard from us, we will be in touch shortly. If you would like to volunteer yourself or your SMEs to review the materials, contact the CODESP offices to find out how you can help. We look forward to providing the new test packet very soon.

Conferences

wripac

Training and Meeting

Sacramento

Training and Free Meeting February 7-8, 2013

Training and Experience Training on February 6th 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

International Personnel Assessment Council Annual Conference

IPAC
INTERNATIONAL PERSONNEL ASSESSMENT COUNCIL
COLUMBUS 2013

July 21 - July 24, 2013

Sheraton Columbus Hotel at Capitol Square

www.ipacweb.org

Register Now

CSPCA Conference
February 21 - 24, 2013

Disneyland Paradise Pier Hotel

Anaheim, CA

http://www.mydisneymeetings.com/gpcb13b/

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

Early Bird Registration Deadline December: 13
Register online: www.meritsystem.org

www.meritsystem.org

California School Personnel Commissioners Association