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.
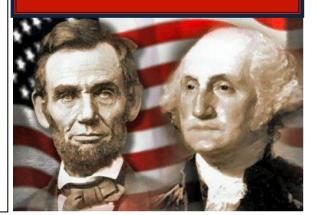
Top Contributors for January

Congratulations to our customers Val Dantzler at Glendale CCD, and TR Lin from La Mesa Spring Valley SD for being our top contributors and providing us with subject matter experts (SMEs) in the areas of PeopleSoft and Library. Their assistance has helped us expand and edit our multiple choice item bank.

We continue to seek SMEs in other subject areas, including Math, Language Arts and Ability to Assist for our new Instructional Aide items. The SMEs for these items can be teachers or others that work with IAs and are familiar with the No Child Left Behind act testing requirements. Please contact us if you have employees that will assist us.

February 2013

What's Inside

CODESP's Public Sector Specific Products

- **No Test Rental/Edit Fees**
- **Custom Test Development**
- **Multiple Choice Item Bank**
- **Online or Paper Test Format**
- **Supplemental Application, Performance & Writing Exercises**
- **Job Analysis Questionnaires**
- **Job Description Builder**
- **FREE Webinars**
- **Consulting Services**

MidYear fees start at: $925.00

Don't miss out on our NEW and REVISED selection materials developed specifically for our public sector customers:

- School Districts
- Charter Schools
- Afterschool Programs
- College Districts
- Cities
- Counties
- Water & Sanitation
- Other Special Districts

What is a JPA?

For more than 90 years, California state law has allowed public agencies to work together by signing joint powers agreements (JPAs). Some JPAs are cooperative arrangements among existing agencies, while others create new, separate institutions called joint powers agencies. CODESP is a public organization and JPA.

"Joint powers" is a term used to describe government agencies that have agreed to combine their powers and resources to work on their common problems. Joint powers agreements (JPAs) offer another way for governments to deliver services. Joint powers are exercised when the public officials of two or more agencies agree to create another legal entity or establish a joint approach to work on a common problem, fund a project, or act as a representative body for a specific activity. Agencies that can exercise joint powers include federal agencies, state departments, counties, cities, special districts, school districts, redevelopment agencies, and even other joint powers organizations. The JPA acronym can mean different things --- joint powers agreement, joint powers agency, and joint powers authority.

The government agencies that participate in joint powers agreements are called member agencies. With a joint powers agreement, a member agency agrees to be responsible for delivering a service on behalf of the other member agencies.

A joint powers agency or joint powers authority (JPA) is a new, separate government organization created by the member agencies, but legally independent from them. Like a joint powers agreement (in which one agency administers the terms of the agreement), a joint powers agency shares powers common to the member agencies, and those powers are outlined in the joint powers agreement.

Governments get their authority to work together from a state law called the Joint Exercise of Powers Act. JPAs can exercise only those powers that are common to their member agencies. For example, at CODESP, school and college districts formed the JPA to develop employee selection products and services because each member has to hire employees under the same governmental regulations. However, this JPA can't maintain parks, because school and college districts lack that statutory authority.

The member agencies that created the joint powers agency or authority pay for the organization's operation. Their joint powers agreement usually spells out how much each member agency contributes. Other public agencies such as cities, counties and special districts can benefit from CODESP as subscribers. Although subscribers are not members, and have no voting rights in the annual election for the Board of Directors, they can become customers by paying a comparable annual fee as our members.

Joint powers agencies meetings are open to the public and subject to the Ralph M. Brown Act. Further, JPAs must follow the Public Records Act, the Political Reform Act, and other public interest laws that ensure political transparency

JPAs exist for many reasons. By sharing resources and combining services, the member agencies --- and taxpayers --- save time and money. JPAs may be more efficient than separate governments. JPAs allow agencies to join forces and tackle issues together. The personnel, expertise, equipment, and property of each agency can be consolidated, promoting economy and efficiency. JPAs are one of the successful ways to promote intergovernmental cooperation --- and cooperation among governments can save money for state and local agencies and their constituents.

Excerpts from A Citizens Guide to Joint Powers Agreements 2007 California Senate Local Government Committee

Valuing Diversity

What is diversity? Consider how you define diversity. Consider how others might define diversity. On its most basic level, diverse means different. Differences can be attributed to basically anything - cultures, ideas, values, lifestyles, physical appearance, economic level, goals and so on. No two people will exhibit the same sets of opinion, values or ideals. In any group of people the diversity range will be broad. Diversity does not mean division, it just means there are differences amongst all of us. In the context of organizations, we can begin to develop a clearer picture of the meaning and value of diversity, and if the difference have workplace implications.

The boundaries of culture and diversity will continue to blur as the world becomes more of a global community with increased migration, greater communication links (especially through the web) and even personal travel allowing us to better understand differences between people. Hence, what may have defined people and culture quite accurately in the past, may not be accurate in the future. We may therefore find that beliefs and culture only matter if we want them to. Appreciation and respect for others will matter even more in our organizations as these differences begin to blur. Working together successfully may be the main difference between organizational success and failure.

Besides the protected groups of race, sex, age, religion, national origin, sexual orientation, gender and disability, other aspects of diversity can affect job success. Consider the following: a person's height, weight, physical build, attractiveness, hair length, style, or accent. Do these correlate directly with job performance for an office job? In fact, it's not difficult to find studies which show that being taller, more physically fit, and attractive are strong predictors of whether one will be President of the country or an executive at a Fortune 500 company. Do taller people make better leaders because of their height? There is no statistical link, but the perception is still there by some hiring managers.

Diversity teaches us to accept differences in others and look beyond our basic responses to language, culture, race and appearance. It teaches us to be more accepting of others who are different from us and in that process makes us more adjustable and open to new ideas. Diversity increases the variety of thinking styles that open organizations up to new and possibly better ways of approaching problems. This can result in more creative solutions.

The next time you try to define someone as diverse or not, take a moment and find out what makes that person unique and special. We all have a diverse story. We all bring some level of value to the workplace. Valuing the differences amongst us can produce a more positive workforce and promote productivity and positive feelings. Organizations need to continue to be aware of the groups that are protected by law, but they should also be aware of other personal and physical characteristics that make each employee or applicant unique. As we begin to view differences in a positive light, we can see the advantages diversity can bring to the workforce. This discussion will continue during our upcoming webinar on April 23.

Equality & Diversity

Selection Planning – Choosing & Using Testing Tools
"Live" Training at Antioch USD

Date: Wednesday, March 13, 2013   Time: 9:00 - 11:00 am

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 presentation, we will discuss the various types of selection procedures that HR can use to evaluate candidates. Topics will 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 and SMEs to ensure that your exams are job related; and how to use each one most effectively for selection. We'll discuss how to build multiple choice exams, interviews, writing exams, performance exams and performance simulations using CODESP's products and services.

- After the CODESP presentation there will be a merit system training program provided by George Cole from CSPCA at the same location.

Presenter: Marianne Tonjes, CODESP Executive Director

Power of Threat Assessment Teams
Managing High-Risk People and Security Problems Together

Webinar Date: March 5, 2013   Time: 10:00 - 11:15 am

Recent events of workplace & school violence point to the need for a multidisciplinary response. Threat Assessment Teams (TATs) are the wave of the future for violence prevention. TATs can help prevent and respond to threats of violence. This webinar will address all workplaces, not just schools sites. Training topics will include:

- How to create and staff a Threat Assessment Team (TAT)
- TAT response protocols
- Case studies and case practice
- Top 10 Workplace Violence Prevention Concepts
- Top 10 School Violence Prevention Concepts

Presenter: Dr. Steve Albrecht, PHR, CPP, BCC   http://www.drstevealbrecht.com/

Diversity Awareness and Strategies

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

The demographic makeup of United States society has changed dramatically in the last 25 years, and it will continue to change. This webinar will provide participants with a solid understanding of what diversity is, how organizations can benefit from it, and how they can manage it within their organizations.

The information presented can help you:

- Increase your awareness of the various dimensions of diversity.
- Become more aware of your own attitudes, perceptions, and feelings.
- Develop training to increase your organization's understanding of diversity issues

Presenter: Paul Deines, Selection Analyst CODESP

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

Training and Conferences by Other Organizations

Compliance with New EEOC Guidance on Use of Arrest and Conviction Records in Employment

CODESP customers are invited to attend this FREE webinar provided by NELP. In April 2012, the U.S. Equal Employment Opportunity Commission issued new guidance on the use of arrest and conviction records in employment decisions. This training will explore the new best practices described in the guidance to maximize city and county compliance with federal law, Title VII of the Civil Rights Act of 1964.

Sign up here: https://cc.readytalk.com/cc/s/registrations/new?cid=2zjdwo9nlbcb

Date: Wednesday, February 20, 2013
Time: 9-10:30 am PST
Presenters: Michelle Natividad Rodriguez, Staff Attorney, National Employment Law Project; Marcy Mitchell, Senior Trial Attorney, U.S. EEOC; Jody Pollak, Labor Relations Analyst, Alameda County, CA
CODESP does not endorse outside groups but will pass on free training when offered.

International Personnel Assessment Council Annual Conference

July 21 – July 24, 2013

Sheraton Columbus Hotel at Capitol Square

Los Angeles - LACOE, Downey, CA
Training - March 22, 2013 - 8:30 a.m. to 4:30 p.m.

Item Analysis Interpretation & Application Training
Presenter: Mike Willihnganz
Fee: $125/member or $150/non-member
No meeting to follow

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