



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.

Customer Contributions

We would like to recognize Val Dantzler, Employee Services Manager at Glendale Community College District, for her recent contributions to the consortium. Val consistently provides insightful and timely feedback regarding our multiple choice items and other selection tools. Recently she provided us with subject matter experts to assist us in the development of new college admissions process multiple choice items. We appreciate her assistance in helping CODESP continue to provide current and job-relevant test materials.

September 2013

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ON THE ROAD AGAIN

Visit the CODESP website and click on Trainings to view our upcoming live and webinar training programs. In October we will be kicking off our Fall live training sessions throughout California. We will also continue to provide our regular webinars (page 2). Live and online training provides an opportunity for customers to receive up-to-date information on HR best practices in the public sector and to network with each other. The live training topic this year is *Assessing Job Fit* (page 3). Scheduled locations are listed on page 4 but more locations will be added soon, so check back often.

CODESP Webinars

USING EXCEL TO CALCULATE RETURN ON INVESTMENT

Webinar Date: Sept.26, 2013 Time: 10:00 - 11:15 a.m.

Do you effectively communicate HR's value and effectiveness to the organization? Providing administrators with detailed metrics can help to demonstrate how HR aligns with your organization's mission and business needs. A return on investment (ROI) report that shows the correlation between using selection tools and the turnover by department is one example of the reports that can be generated. During this webinar, participants will learn how to use Microsoft Excel to calculate common metrics in HR from easy to maintain records. Participants will be provided with instructions, including formulas and functions, to calculate ROI and how to present this data to administrators. Advanced Excel skills are not required.

Presenter: Eliana Ceja, Selection Analyst at CODESP

MANAGEMENT BUMPING RIGHTS

Webinar Date: October 23, 2013 Time: 10:00 - 11:00 a.m.

Steve will discuss how management bumping rights have been handled in his district. More information will be posted soon. Co-Sponsored by CSPCA

Presenter: Steve Sonnich - Associate Admin. Grossmont Union High School District

Register for CODESP Webinars/Training at:

www.codesp.com

Customers login prior to registration

Guests, No login is necessary

CODESP Live Training Description

Fall Training Topic: Assessing Job Fit

Most employees are hired on the basis of their skills, but fired because of their lack of job-fit. Determining if a candidate can perform specific job duties is essential, but if the individual isn't the type of person that could effectively work in your organization, the candidate won't be successful long-term. Identifying someone's knowledge, skills, and abilities is fairly straightforward—you simply use a variety of the job-related selection tools provided by CODESP. But figuring out the innate qualities that will determine if they will be a happy, cooperative and motivated employee is more of a challenge. Participants will learn how to gather and examine job analysis information to produce job bulletins that include realistic job previews and ideal candidate statements. Providing this information can increase the number of applicants who have the right “job-fit” and deter those who do not. Additionally participants will learn how to select interview questions based on competency to help determine workplace compatibility. An overview of CODESP's current products and services and upcoming enhancements will also be provided.



CODESP Live Trainings—Save the Date

ASSESSING JOB FIT

Date: October 10, 2013

Time: 9:30 - 11:30 a.m.

Location: Santa Clara COE



Date: October 11, 2013

Time: 9:30 - 11:30 a.m.

Location: Sacramento COE



Date: November 5, 2013

Time: 9:30 - 11:30 a.m.

Location: San Luis Coastal USD



Date: November 6, 2013

Time: 9:30 - 11:30 a.m.

Location: Merced COE



Date: November 7, 2013

Time: 10:00 a.m. - 12:00 noon

Location: Tuolumne Co. SOS



Date: November 19, 2013

Time: 10:00 a.m. - 12:00 noon

Location: Sonoma COE



Date: November 20, 2013

Time: 9:30 - 11:30 a.m.

Location: Kings County COE



Date: November 21, 2013

Time: 8:30 - 10:30 a.m.

Location: Stanislaus COE



Training and Conferences - Other Organizations

PTC-SC Luncheon Program

**Cultural Intelligence:
Employee Assessment, Placement, and Development Practices**

Trainer Kevin S. Groves

Wednesday, September 25, 2013, 11:00 am - 1:00 pm

**Luminarias Restaurant
3500 W. Ramona Blvd.
Monterey Park, CA 91754**

Please R.S.V.P. , by contacting Michael Cool via email at cool_michael@smc.edu.

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

Training and Conferences - Other Organizations

PTC-SC Annual Conference

SAVE THE DATE!

2013 PTC - SC ANNUAL CONFERENCE

**Rethink HR: People Practices and Tools for
Today's Reality**

Friday, November 15, 2013

**Almanson Court
700 S. Almanson Street**

Training and Conferences - Other Organizations



Association of Chief Human
Resource Officers/Equal
Employment Opportunity
Officers (ACHRO/EEO)



Community College Districts
ACHRO 2013 Fall TRAINING INSTITUTE
Newport Beach Marriott
October, 15 – October, 18
Visit the CODESP Booth

WRIPAC Training and Free Meeting

TRAINING OCTOBER 16, 2013

Developing and Administering Structured Interviews

Time: 8:30 a.m. - 4:30 p.m.

Trainer: Mike Willihnganz

FREE MEETING OCTOBER 17-18, 2013

Early Registration Deadline is September 27, 2013



Hilton Sonoma Wine Country
3555 Round Barn Blvd.
Santa Rosa, CA 95403
(707) 523-7555



Registration \$125/members or \$150/non-members
Late Registration \$150/members or \$175/non-members
Register at the website below:



Director of Classified Personnel



THE COLLEGE:

Santa Monica Community College consists of a 38-acre main campus and five satellite locations, with an enrollment of approximately 34,000 students, and 520 classified employees.

COMPENSATION:

\$11,422 – \$12,593 monthly

- **Benefits:** Employer-paid medical, dental and vision care coverage and Life Insurance.
- **Vacation:** 24 days/year
- **Holidays:** 16 days /year
- **Illness Leave:** 12 days/year
- **Retirement:** Membership in CalPERS and Social Security (OASDI).

APPLICATION PACKET:

If you have what it takes to work in a highly challenging environment, then we would like to learn more about you.

Send your application packet to:

Marianne Tonjes
Executive Director
CODESP
20422 Beach Blvd. Suite 325
Huntington Beach, CA
92648

Questions:
marianne@codesp.com

APPLY BY:

4:30 p.m. Monday,
September 30, 2013



The Person We Are Seeking:

Is a confident leader who will effectively direct the personnel commission function with professional expertise and integrity. Additionally, the ideal candidate will:

- ◆ Be experienced at successfully managing the human resource function at a public sector agency with a merit or civil service employment system.
- ◆ Demonstrate fairness, trustworthiness, and honesty in dealings with others.
- ◆ Be knowledgeable of techniques and best practices of recruitment, selection, compensation, classification, and staffing.
- ◆ Be familiar with the Education Code and related laws and regulations and legal foundations of public meetings.
- ◆ Be a problem solver who can create, revise, and implement programs and processes that will improve the efficiency and effectiveness of the services provided by the Personnel Commission.
- ◆ Demonstrate empathetic listening and strong interpersonal skills; he or she will be effective and persuasive in one-on-one interactions as well as public interactions and communication.
- ◆ Demonstrate a high level of emotional intelligence to develop cooperative and synergistic relationships among stakeholders.
- ◆ Be a leader who will inspire staff to grow professionally and to provide excellent service.
- ◆ Be effective at delegating responsibility to subordinates in a manner that supports their success and holds them accountable for results.

Key Areas of Responsibility Include:

- ◆ Planning, implementing and directing a comprehensive classified personnel program in conformance with the Merit System Article of the California Education Code.
- ◆ Interpreting and applying principles of personnel administration and law to activities under the jurisdiction of the Personnel Commission.
- ◆ Recognizing critical elements of problems, determining solutions, and making logical recommendations.
- ◆ Reacting promptly and acting independently in situations and events.
- ◆ Anticipating conditions, planning ahead, establishing priorities, and meeting schedules.
- ◆ Creating a team environment and promoting cohesiveness toward the achievement of goals.
- ◆ Training, supervising, evaluating and motivating employees.
- ◆ Allocating and effectively utilizing the human, fiscal and physical resources of the Personnel Commission.
- ◆ Directing the investigation of: appeals from rejection, protests of examination procedures or results, and/or withholding of certification, by applicants, candidates, and eligibles.
- ◆ Preparing effective written and oral communications, reports and presentations.
- ◆ Using technology for communication, research, analysis, and database management.

Qualifications:

Education Requirement: Graduation from an accredited four-year college or university with a major in public or business administration or a closely related field. An advanced degree with a specialization in public administration, business administration, personnel administration, psychology, industrial relations, or a closely related field is desirable.

Experience Requirement: Six (6) years of recent experience in a senior professional-level position within a Merit System School/College District or the personnel department of a civil service agency, which must have included two (2) years of supervising staff, including professional level personnel.

Education/Experience Equivalency: Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.



Director of Classified Personnel

APPLICATION PROCESS:

Information about the position is posted on the CODESP website, www.codesp.com. Click on Resources from the blue toolbar. Your application packet should be sent to Marianne Tonjes-CODESP (see address on Page 1-left margin), NOT to Santa Monica College.

Application packets must include: 1) Professional resume; 2) Cover letter, in which we would like you to address, what experience, training, and personal qualities make you the best qualified individual for this position; 3) In a separate document (not to exceed three (3) pages) please address the following:

- A) Your professional management experience as it relates to administrating, directing and maintaining a relevant human resources department/function;
- B) Your experience developing and implementing a significant organizational change initiative (200 words or less);
- C) Your experience interacting and building partnerships with key stakeholder groups who hold divergent perspectives and interests.

Selection Procedure: The examination will consist of an evaluation of your training and experience, a technical interview, and/or other tests determined by the Personnel Commission. The most qualified candidates will be invited to participate in a the technical interview. Travel costs related to the interview will be borne by the applicant. Final test results are emailed or mailed within approximately 15 days after the examination/interview. Requests to review scores must be made during the five-day review period following notification results.

Eligibility List: Candidates who attain a passing score on each part of the examination will be placed in rank order on the Eligibility List. The Eligibility List is available for review by exam candidates for a five-day review period following notification. Unless otherwise indicated, Eligibility Lists are established for a period of one year. Eligibles' names will remain on the List until they are hired, decline three interview opportunities, or make themselves unavailable.

Additional Requirements: All offers of employment are conditional, based upon successful completion of: 1) Fingerprinting/Conviction Clearance: State law requires that all employees be fingerprinted to check for, or verify, conviction records. All candidates with a conviction record for any offense, other than minor traffic violations, must file a Conviction Record Statement in the Personnel Commission Office. Conviction records will be fully investigated. A record of conviction will not automatically disqualify an applicant, but failure to list all convictions may result in disqualification or dismissal; 2) TB Test: All persons selected must successfully pass a tuberculin skin test or chest x-ray; 3) Eligibility to Work: Upon hire, each new employee must complete an I-9 Form and present supporting documents establishing proof of identity and employment eligibility as outlined in the Immigration Reform and Control Act.

Reasonable Accommodation:

Individuals with legally-defined disabilities may request reasonable accommodations during the application and selection process. Contact Marianne Tonjes, CODESP at the time of filing the application packet. The candidate will be required to supply documentation supporting the need for accommodation.

Equal opportunity employer: Santa Monica College is committed to providing an equal opportunity for employment regardless of race, religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, or disability in accordance with Federal, state, and local regulations.

PERSONNEL COMMISSION:

The Personnel Commissioners at Santa Monica College are responsible for guaranteeing that employment, retention and promotion for all Classified employees are based on Merit System principles.

It is a five-member, independent body and the mainstay of the Merit System. Commissioners are private citizens who must be known adherents to the merit principle. Commissioners are appointed for staggered three-year terms, and may be reappointed upon their showing a continued interest and support of Merit System principles and practices.

Two Commissioners are appointed by the Board of Trustees, two are appointed by the Classified employees through their exclusive representative, CSEA (California School Employees Association). The fifth Commissioner is appointed by the other four Commissioners.

The Commission staff includes a Director and 6.5 full time staff members.

Merit System: As a Merit System employer, Santa Monica College is committed to the following principles: 1) Hiring and promoting employees on the basis of ability through competitive selection; 2) Fair compensation on the basis of like pay for like work; 3) Retaining employees on the basis of performance; 4) Training for high quality performance; 5) Assuring fair treatment of employees without illegal discrimination; 6) Protecting employees against political coercion; and 7) Providing for due process in the event of disciplinary action.

ABOUT SANTA MONICA COMMUNITY COLLEGE:

SMC is a two-year community college accredited by the Western Association of Schools and Colleges that offers programs in more than 80 fields of study.

Set on a main campus less than two miles from the beach and several nearby satellite campuses, Santa Monica College has everything today's student needs to succeed. Our state-of-the-art facilities have won numerous architectural and sustainability awards, as has our beautiful Quad with fountains, palm trees and benches. Our award-winning faculty works closely with students to ensure their success, and we have numerous student services to help students meet their goals.

For more information regarding Santa Monica College visit their website: www.smc.edu