



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

Although we have received wonderful customer input regarding our test items this past year, we have also had many customers provide us with training locations. Getting out to meet our customers in person is invaluable. We learn so much from these personal interactions. Thank you to all of you who have hosted a meeting. Your time and generosity has allowed us to visit our customers, and potential customers from the northern regions of the state to the Mexican border.

MAY 2014

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MEET YOUR 2014-15 BOARD MEMBERS

TR Lin—President	La Mesa -Spring Valley SD
Kristin Olson—Vice President	Lynwood USD
Michael Arnoldus	Ventura County CCD
Movetia Salter	Alameda COE
Amy Lawton	Escondido Union SD
Sharon Lampel	Alameda USD
Marina Mihalevsky	Conejo Valley USD
Debby Wulff	Poway USD
Rod Freudenberg*	Los Angeles COE
BethAnn Arko*	Vista USD

*New Board Members

INTERVIEW BUILDER

The interview builder is currently in beta testing with some of our customers. Our initial feedback has been very positive. This new software will be available on your CATS home page after login. Interview questions can be selected by Competency, Job Family and Job Level by using a “shopping cart”. Customers will also be able to add probes. Unlike other interview builders, CODESP’s allows for customization. The final interviews appear on a form with room for notes and a behavioral anchored rating guide. Every section of the final form can be edited by the customer. We know our customers have unique needs, and we design our products to be edited easily to fit those needs.

We hope to have the system available in June, and we will continue to add interview questions after the launch. Customers can add their own questions to the bank as well.



CUSTOMER SURVEY

We will be sending out our annual customer survey this week. Please take time to complete it. We use this information to develop our products and services and training programs. The input we have received over the years has allowed CODESP to be responsive to our customer’s needs. Remember, CODESP is a public service agency, and our goal is to always provide fast, accurate and friendly service.

Look for the Survey Monkey link in an email. Decide which CODESP customer/website user will complete the survey for your agency, or answer the responses as a group, but please only submit one survey per agency.

New & Edited Items

Since March of this year CODESP has been diligently working on a major multiple choice item bank overhaul. Because of constantly changing technology, work demands, procedures, and testing strategies, we have been editing a large amount of our items as well as writing new items. There has been nearly 700 new or edited items since the beginning of March, and we hope to keep this pace as the year moves forward. Because of this we would like to stress the importance of keeping your tests up-to-date.

As we make edits to items, you will notice these changes in your “Create-A-Test” database. This area is a dynamic database linked to our central database. On the contrary, items will NOT change once they have been placed into a test in your Test Library. The tests will remain the same. Once you have created a test, the items in the test are no longer dynamically changing as they do in the “Create-A-Test” database. Thus if you just want to have the newest version of your current tests, you can always go back into “Create-A-Test” and recreate your tests using the most updated items.

The best practice is to submit new requests for materials rather than using old packets in your “Create-A-Test” database. Please feel free to contact us about the best ways to ensure your multiple choice items and tests are up-to-date.

Also, know that we always appreciate feedback on our items. We rely on our customer base to provide subject matter experts in the development and review of our items. Any new items that you submit or changes to items you request are welcomed. We do have to go through some procedural reviews of such items to be sure they are applicable to our wide customer base and written in CODESP’s uniform style, but we enjoy working with you to ensure you get the best testing materials possible.

To find the most current list of multiple choice items available, continually check our MODULE CATALOG (changes daily) posted under TEST MATERIALS on the blue toolbar of the website after login.

CODESP Webinar—Co-Sponsored by CSPCA

WHAT SHOULD I DO WHEN AN EMPLOYEE REQUESTS A LEAVE OF ABSENCE?

Webinar Date: 5/13/14 Time: 10:00 - 11:15 a.m.

What Should I Do When An Employee Requests a Leave of Absence?: Key Things Every Employer Should Know Before Maneuvering Through the ADA/ FEHA , FMLA/CFRA, PDL and More.

In California, when employees tell their employers that they need to take a leave of absence, employers are often faced with the challenge of determining if the employee is qualified for the requested leave, keeping track of the employee's time off, and making sure that the employer complies with federal and state laws related to an employee's requested leave of absence. In this webinar, you will learn how to keep your organization in compliance with ADA/FEHA, FMLA/CFRA, and PDL, and you will be provided with tips on how your organization should implement medical leave management for its employees. You will also learn how to handle employees after they return from a leave of absence, including return to work strategies and the employer's obligations to reasonably accommodate employees under the California law.

Presenter: Kristen J. Nesbit, Attorney with Fisher & Phillips LLP

Register for CODESP Webinars/Training at:

www.codesp.com

Customers login prior to registration

Guests, No login is necessary

Conferences & Trainings

PCASC—Personnel Commissioners Association of So Cal Conference

Date: 5/16/2014

Presentations:

9am—Keynote Presentation by Superintendent Brian Marshall

9:45 am —A Survival Guide Through California Merit System Law

11 am—Sharing Perspectives

1:30 pm Legal Changes Affecting Education w/ Attorney Kristine Kwong

Paradise Pier Hotel

1717 South Disneyland Drive, Anaheim, CA 92802

To Register contact Joan Stiegelmar at (626) 933-3922 or
email at jstiegelmar@hlpusd.k12.ca.us

WRIPAC Training

Job Analysis (2 Day Course)

Trainers: Mike Willihnganz, Ph.D, IPMA-CP
Karen Coffee, MPA, IPMA-CP

www.wripac.org

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San Francisco—June 2-3

San Diego—July 21-22

For registration and more details visit the WRIPAC website

www.wripac.org

IPAC Conference — July 20-23

Denver, CO

www.ipacweb.org

