



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.

CODESP Move

The CODESP office is moving on Friday, July 31, to Suite 400. Please change your billing records. The address, besides the suite number stays the same. We may need extra time to process requests and will have limited phone and Internet access on July 31 because of the move.

July 2015

Page

- 1. CODESP Move and Board Election
- 2. Why Join CODESP
- 3. Interview Builder & Customer Survey
- 4-5 CODESP Webinars
- 5. WRIPAC Trainings
- 5. Job Opportunities

Don't go without CODESP services, payment for 2015-16 is now due!

2015-16 BOARD MEMBERS

TR Lin – President	La Mesa-Spring Valley SD
Kristin Olson – Vice President	Lynwood USD
BethAnn Arko	Vista USD
Michael Arnoldus	Ventura County CCD
Rod Freudenberg	Los Angeles COE
Amy Lawton	Escondido Union SD
Marina Mihalevsky	Conejo Valley USD
Frank Olmos*	Los Angeles COE
Movetia Salter	Alameda COE
Brandon Tietze*	Anaheim UHSD

*New Board Members

WHY JOIN CODESP?

- Are you overwhelmed by a large number of job candidates that lack the minimum qualifications? Are hiring managers complaining about candidate quality?
- Are your tests generic and do they contain questions that are not applicable to your organization? Do you lack control over your test content? Do you have to type your own questions to get them in test format?
- Do you have to pay consultants for: new question development, question edits, per candidate fees, test rental fees, online testing, additional test materials?
- Have your interview questions been used too many times?

If you answered YES to any of these questions, you NEED CODESP!

HOW CODESP CAN HELP

- Custom test generation from a vast multiple choice item bank.
- Other test materials such as: Supplemental Applications, Writing Exercises, Performance Tests, etc.
- Interview Builder: Allows for search and creation of custom interviews.
- Online or paper test administration formats.
- Free HR webinars and live training events. “On-Demand” access to archived webinars allows customers to view past webinars at any time.
- Sample job analysis questionnaires and job description builder available online.
- As a public agency, CODESP understands which products and services can best serve your unique needs. CODESP has provided hiring and HR assistance to public agencies for over 35 years. Our up-to-date and low cost services begin at \$1,850/year. Services are available to schools, colleges, afterschool providers and other public agencies including cities, counties, utilities, transit, and other special districts. Registration instructions are online at: www.codesp.com / [Join CODESP](#)

INTERVIEW BUILDER

We have recently made enhancements to the Interview Builder and will continue making improvements throughout this year. We hope these changes will improve the customer experience and make the process much easier to use. In the meantime, we are entering hundreds of new questions each month and encourage customers let us know if they are having issues finding what they need.

The Interview Builder is available on customer's CATS home page after login Interview questions can be selected by *Competency*, *Job Family*, and *Job Level* by using a "shopping cart." There are approximately 6,000 CODESP questions to choose from. Customers can add questions which are stored in their Agency Question bank. Probes can easily be added to any question.

Do NOT use the Builder unless you read the Tutorial, which includes the **Job Level-Job Family Interview Locator**. If you can't find the questions you need, contact us and we will assist and/or enter new ones for you. Register for our *Interview Builder Tutorial* webinar, *August 18, 2015*. See page 4.

CUSTOMER SURVEY

Customers, please take time to complete our annual survey. This information is used to develop our products, services, and training programs. We are already using the information collected to make improvements to our system. The input we have received over the years has been valuable.

The Survey Monkey link is: <https://www.surveymonkey.com/s/HCR5FKH>
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. The survey closes August 1.

Your opinions make a difference!!

CONVICTION RECORDS IN THE HIRING PROCESS

Webinar Date: 8/4/15

Time: 10:00 - 11:15 AM PDT

As a part of the hiring process, employers often check an applicant's criminal history. In some contexts and for some positions, employers are legally required to do so. Dealing with the collection and consideration of criminal history records in the hiring process can be challenging. This webinar will help you understand when criminal background checks are required by all public agencies, California's "Ban the Box" law, and the legal restrictions on accessing and using criminal history records.

Ms. Chaney litigates employment cases involving claims such as harassment, wage and hour claims, discrimination, retaliation, discipline and grievances.

Presenter: Melanie Chaney, Attorney – Liebert Cassidy Whitmore

INTERVIEW BUILDER TUTORIAL

Webinar Date: 8/18/15

Time: 10:00 - 11:15 AM PDT

During this webinar we will walk customers through process of searching for questions and developing a final interview. Additional job families and questions that have been added to the Builder since it was launched last year will be noted. We will also review the online Tutorial and the Interview Locator that guides customers to choose the correct job level for the questions needed. Finally we will discuss enhancements made and planned for the Interview Builder.

Presenter: Paul Deines, CODESP Selection Analyst

Register for CODESP Webinars/Training
www.codesp.com

EMPHASIZING WHAT'S IMPORTANT ON JOB BULLETINS – IDEAL CANDIDATE STATEMENTS & REALISTIC JOB PREVIEWS

Webinar Date: 9/2/15

Time: 10:00 - 11:15 AM PDT

Job bulletins can be very beneficial for recruitment when they describe what the most important aspects of the job are. Since the bulletin may not contain every detail, a link to the complete job description should always be included. Many applicants will not read the small print, so it is more important to focus on the job information that will help them determine if they are the “ideal” candidate. For those jobs with high turnover, they can be used to outline the key points that make a job less desirable so applicants know what they’re getting into. When applicants have complete and realistic information, they can choose to either continue in the process or self-select out. During this webinar, we will discuss different strategies for developing job bulletins to help find the best candidate for the job.

Presenter: Eliana Ceja, CODESP Sr. Selection Analyst



7/30-31: Job Analysis, Fresno

Presenters: Mike Willihnganz, PhD. IPMA-CP & Karen Coffee, MPA, IPMA

8/13-14: Position Allocation and Classification Made Simple, San Diego

Presenter: Karen Coffee, MPA, IPMA-CP

8/26: Recruitment and Selection Planning, Fresno

Presenter: Shelley Langan

JOB OPPORTUNITIES

Classified Personnel Director, San Dieguito UHSD, Encinitas CA

Application Closes: 7/31 <http://agency.governmentjobs.com/cspca/default.cfm>

Director, Classified Personnel, Downey USD

Application Closes: 8/12 <http://www.dusd.net/>