



CODESP NEWS January 2016

On the next pages you will find the flyers for the upcoming **CODESP Webinar**, the Northern California Chapter IPMA (**NCCIPMA**) conference (CODESP customers receive a discount!) and current **Management/Analyst Job Opportunities**.

INTERVIEW BUILDER UPDATE

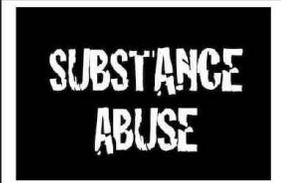
We are VERY EXCITED to announce our newest **Interview Builder UPGRADE**. Customers can now click on the **Add All** button to add all displayed questions to the shopping cart, by selected job level and competency or job family. You no longer have to click on each question one at a time! This will be very helpful if you are gathering questions to take to your Job Experts for review; you can now print all the displayed questions without the rating guide (another option) and have them notify you which they want to use. You can then return to the Builder and deselect those that were not picked. Once the questions are downloaded you can make edits to customize them. Don't forget to review the **Tutorial** and the **Job Locator** (updated frequently). If you can't find what you need, contact us or submit a request.

NEW / EDITED TEST MATERIALS

CODESP staff continues to add and edit multiple-choice test questions and figures. We also have added new job families. To receive the newest test items submit a **CATS Request Form**. To receive edits only, regenerate your tests from your Test Library by clicking on the Packet and walking through the test generation process. Let us know if you need assistance. Some subject areas require frequent updates. Do NOT use outdated test materials.

MID-YEAR RATES

Click on **Join CODESP** at www.codesp.com and check out the low mid-year rates.



FEBRUARY 9, 2016

10:00 - 11:15 AM

Pacific Time

Substance Abuse Awareness for Supervisors

In these stressful and uncertain times, it's no surprise that more and more employees are abusing alcohol, and illegal and prescription drugs. One of the primary indicators of alcohol use in employees is absenteeism, while one of the primary indicators of employee drug use is theft. Substance abuse in the workplace has become much more secretive, especially as employees move away from illegal drugs and more toward prescription drugs. This session will discuss the new realities of "reasonable suspicion" or "for-cause testing"; medical marijuana concerns; the testing and return to work process; and how to have that "crucial conversation" with employees suspected of being impaired at work.

Dr. Steve Albrecht, PHR, CPP, BCC is internationally known for his training and consulting work on high-risk HR issues. In 1994, he co-wrote *Ticking Bombs*, one of the first business books on workplace violence. He is board certified in HR, security, and coaching. He holds a doctorate in Business Administration, an M.A. in Security Management, a B.A. in English, and a B.S. in Psychology. He is retired from the San Diego Police Department and is a member of the California Narcotics Officers Association.

Webinar Leadership Series

Presented by:
Dr. Steve Albrecht,
PHR, CPP, BCC
www.drstevealbrecht.com

Register at:

www.codesp.com

Open to
CODESP customers
& CSPCA members

Questions?

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714-374-8644

Co-Sponsored
by
CSPCA

NCCIPMA-HR

is pleased to announce the
2016 Annual Chapter Conference
in Napa, California!

CODESP Customers Receive a DISCOUNT!!

“Developing Competencies for HR Success”
March 3 – 4, 2016

About the 2016 Conference



The theme of the 2016 Annual Chapter Conference is “Developing Competencies for HR Success,” and will include technical sessions by industry experts in the areas of labor relations, negotiations, benefits, legal update, workers’ compensation, and a plenary session with three of the state’s top HR Directors. The 2016 Conference features an array of accomplished industry leaders and practitioners who will share their wealth of experience with conference attendees. The schedule is available for review [here](#).

The venue for the Conference is the DoubleTree by Hilton Napa Valley. Napa Valley is one of the premier travel destinations in the world. Breathtaking views abound at every turn – mustard in the late winter, picturesque rolling hills planted with vineyards year-round and wineries of every stature dot the landscape. Whether you are wine tasting, dining at renowned restaurants like the French Laundry, pampering yourself with a mud bath in Calistoga, or just enjoying your stay at quaint bed & breakfasts, hotels or resorts ... Napa Valley is your spot of heaven on earth.

Conference Location & Hotel



DoubleTree by Hilton Hotel & Spa Napa Valley
3600 Broadway Street, American Canyon, CA 94503

The DoubleTree by Hilton Hotel & Spa Napa Valley is the perfect venue for the 2016 NCCIPMA-HR Annual Chapter Conference. For conference attendees, NCCIPMA-HR has arranged for discounted group rates at the DoubleTree by Hilton Hotel and Spa Napa Valley. A limited number of rooms have been reserved (on a first come, first served basis) for NCCIPMA-HR Conference attendees at \$95 per night (plus applicable taxes) for stays between March 2 through 6 (should you wish to extend your stay through the

weekend). Reservations can be made through the hotel by calling (707) 674-2100 or [online](#). Use "NCC" as the group code when making reservations online or by phone.

Travel Information



The Napa Valley is served by the Oakland International Airport (OAK). OAK is the gateway to Napa and it is located approximately 60 miles away and can be reached in approximately one hour driving time. OAK offers daily non-stop flights by airlines including Southwest, Alaska, Delta, Hawaiian, jetBlue, and U.S. Airways. For transportation options, visit OAK's website by clicking [here](#).

Certification and Credits

IPMA-HR Certified Professionals (CP) may earn three points of re-certification credits.

Welcome Reception



A Welcome Reception will be held to welcome all attendees and sponsors on the evening of March 3, 2016 from 5 p.m. to 7 p.m. This is an excellent opportunity to meet other conference attendees from federal, state, local government, and special districts in a relaxed and fun environment. Complimentary buffet dinner, wine/drinks, and games will be provided.

Attendees from the Welcome Reception will be eligible to enter into a raffle for a Weekend Getaway Package (one-night), sponsored by the DoubleTree by Hilton Napa Valley. Don't miss out on this special opportunity to meet other public sector HR professionals and win a weekend stay in Napa!

Professional Studio Headshots



As a courtesy to conference attendees, a professional photographer will be on site on March 4, 2016 to take complimentary professional headshots. Electronic photos will be available for download at no cost.

Come to the conference in your best attire and add the photo to your LinkedIn page or other networking sources.

Technical and Sessions

The 2016 NCCIPMA-HR Annual Chapter Conference offers six concurrent technical sessions and one plenary session. Our presenters are industry experts and thought leaders in the areas of recruitment, classification and compensation, labor relations, benefits, and workers' compensation. For a list of speakers, click [here](#).

The plenary session, titled, “Leadership in Changing Times – The Role of a Chief Human Resources Officer and Advice for the Next Generation,” features an exclusive panel with three of the state’s top HR Directors: Paula Adams, LaTanya Bellow, and Donna Vaillancourt.



Paula Adams
Human Resources Director
Los Angeles World Airports



LaTanya Bellow
Director of Human Resources
City of South San Francisco



Donna Vaillancourt
Director of Human Resources
San Mateo County

Registration

Registration for the 2016 Annual Chapter Conference is \$129 for members of NCCIPMA-HR, and \$199 for non-members EXCEPT CODESP MEMBERS. For members of CODESP, we will gladly extend the discounted reciprocal member rate of \$129 (as compared to \$199 for non-members) to members of your organization. Please select the “Affiliate” option when you register and use discount code “AFFILIATE” at checkout.

Early registration ends February 19, 2016. To access the conference website and register, please click [here](#).

Register today for Northern California’s premier HR conference for public sector HR professionals! We look forward to seeing you in Napa, California.

Sincerely,
Christopher Boucher, Director of Human Resources
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Phone: (510) 627-1202 | Fax: (510) 268-4075
Email: cboucher@portoakland.com

HUMAN RESOURCE MGT/ANALYST JOB OPPORTUNITIES

Director-Human Resources	Until Filled	Huntington Beach Union High SD	\$130,968-\$147,660
		Orange County	
Personnel Director	1/25/2016	Hacienda La Puente USD	\$112,846.00 - \$126,739.00
		Los Angeles County	
Director of Personnel and Student Services	1/29/2016	Lowell Joint Elementary	\$6,190 - \$8,743/mo
		Los Angeles County	
Director, Classified Personnel	1/29/2016	La Mesa-Spring Valley USD	\$106,386 - \$122,307
		San Diego County	
Human Resources Analyst	1/21/2016	Pasadena USD	\$59,976 - \$72,876
		Los Angeles County	
Sr Human Resources Analyst	Until Filled	Oxnard Elementary School District	\$72,309 - \$85,907
		Ventura County	
Senior Human Resources Analyst	continuous	City of Pasadena	Limited Term - \$81,768.76 - \$102,210.99
		LA County	
Manager-HR Analyst	1/29/2016	Santa Clara COE	\$7,840-\$10,006
		Santa Clara County	