



CODESP NEWS July 2016

Contents:

- Customer Updates
- Board of Director's Updates
- CODESP Staff Updates
- Test Materials
- Upcoming Webinar
- Upcoming LIVE Training
- Customer Survey Results

CUSTOMER UPDATES

Thank you to all of our returning customers for being a part of CODESP! We'd like to welcome the following new customers for the 2016-17 year:

MEMBERS	SUBSCRIBERS
Alpine Union SD Coast CCD Encinitas Union SD Knightsen ESD Tehachapi USD The Classical Academy Ventura COE	City of Inglewood City of Las Vegas City of Palo Alto Metropolitan Water District of Southern California Superior Court of California, County of Orange

BOARD OF DIRECTOR'S UPDATES

CODESP would like to congratulate Kristin Olson at Santa Clara COE for being reelected to serve as the President of our Board. We would also like to welcome both Bernie Konig from Centinela Valley Union HSD and Jane Jackson from Santa Barbara COE as new Board members for 2016-17. We would like to acknowledge and thank both Amy Lawton from Escondido Union SD and Movetia Salter from Alameda COE for having served on the Board.

CODESP STAFF UPDATES

We would like to congratulate Paul Deines, our former Selection Analyst, for his new position as Personnel Analyst at Downey USD. We appreciate and enjoyed having him with us for six years and wish him great luck in his new employment.

CODESP has a new Selection Analyst, Erin Loftus. Erin comes to us from the San Francisco Public Utilities Commission, a current customer, where she was a Senior Analyst. She has a Masters in I/O from CSU San Francisco. Erin arrived at our busiest time of the year and is already filling requests.

This month we will also be welcoming a new Intern from CSU Long Beach's I/O Masters program, Kimberlee Coletti. She will assist us with our ongoing interview and multiple-choice item review project.

CODESP TEST MATERIALS

Interview Builder – CODESP is excited to report that we currently have 10,392 interview questions in our Interview Builder Bank! Customers have created over 6,500 complete interview documents.

We have also recently added the following new job families/sub families to the builder. Please see the Interview Builder Locator posted on our website in the Interview Builder Tutorial for a complete list of job families sorted by job levels.

- Administrator-School District-Curriculum K12
- Carpentry-Cabinets
- Community Services-School-Early Learning/Head Start
- Data Management
- Information Technology-Database-Design & Programming
- Information Technology-Database-Hardware
- Information Technology-Database-Query & Report
- Information Technology-Database-Software
- Information Technology-Database-SQL
- Information Technology-Database-User Support
- Inspection-Code Enforcement
- Public Information-Media/Technology
- Teacher-PE Adaptive
- Teacher-Special Education
- Theater-Set/Prop Construction
- Trades General
- Transportation-Van
- Water/Wastewater-Instrumentation
- Water/Wastewater-Lab
- Water/Wastewater-Mechanic

Multiple-Choice Test Questions – CODESP currently has over 33,000 questions in our item bank. Over 4,000 were created this past year and many more were edited. If you see a job family that needs more questions, or updating, please let us know. Remember, we are always looking for Job Experts/SMEs.



CODESP Multiple Choice Item Bank Job Families

Accounting	Locksmith
Animal Care	Machining / Sheet Metal
Appliance Repair	Mail
Assessment	Maintenance (<i>General</i>)
Athletics	Management / Supervision
Attendance	Math (<i>Basic & Job Family Specific</i>)
Auto Body	Mechanic
Benefits	Mechanical Ability
Budget	Multimedia / Video
Career	Music
Carpentry	Office
Child Care / Preschool (<i>Afterschool</i>)	Painting
Codes / Regulations (<i>K12, CCD, Public Agency</i>)	Paraprofessional (<i>Previously NCLB</i>)
Collections	Planning
College Services	Plumbing
Community Services (<i>K12, CCD</i>)	Police (<i>Cadet, Traffic, Tech, Dispatch</i>)
Community Services (<i>Cities, Counties</i>)	Pool Maintenance
Concrete / Asphalt	Power Plant
Contracts (<i>K12, CCD & Public Agency</i>)	Printing (<i>Reprographics</i>)
Custodial	Probation
Customer Service	Programs
Data Management	Public Information
Drafting (<i>Auto Cad</i>)	Public Works
Drywall / Plaster	Radio / Television
Electrical	Rail / Transit
Electronics	Reading Comprehension
Emergency Preparedness	Reasoning
Energy / Conservation	Recreation
English Usage	Reports
Facilities	Research
Fencing	Risk Management
Financial Aid	Roofing
First Aid	Safety
Flooring	Science
Food Service	Security
Glazier	Software
Grants	Spanish
Graphic Arts	Special Education
Grounds / Sprinkler	Statistics
Guidance	Student Assessment
Health / Therapy (<i>Occupational-Non License</i>)	Student Records
Human Resources	Student Relations
HVAC-R	Telecommunications
Information Technology	Telephone
Instructional Aide (<i>General</i>)	Theater

Instructional Assistant (<i>CCD</i>)	Transportation (<i>Bus, Truck</i>)
Interpersonal Relations	Transportation General
Laboratory	Warehouse
Legal	Water (<i>Waste, Sanitation</i>)
Library / Media	Welding
Library / Video	

(italics: Additional descriptions or content. CCD=College specific. MOT=Maint., Operations & Transportation)

UPCOMING WEBINAR

Advanced Interview Building

July 21, 2016 – 10:00 AM - 11:15 AM PST

The Online CODESP Interview Builder has been available since 2014. We now have over 10,000 questions in the bank and we will continue to add more as needed.

This webinar will walk participants through the steps needed to use the system and how to create a complete interview that includes questions from both the job family and competency areas of the builder database. Examples will be provided for positions in each of the six occupational levels.

Additional time will be spent on providing participants with guidance to determine which competencies should be chosen for positions.

UPCOMING LIVE TRAINING

CODESP Products & Services

October 18, 2016 - 9:30 AM – 12 Noon

Location: San Joaquin COE

Join CODESP for a LIVE training in northern California on our Products and Services. Participants will learn the ins and outs of using CODESP's online tools. SJCOE is conveniently located near the Stockton Airport which is south of the city and between Highways 99 and 5.

We are actively pursuing a Southern California location for a similar training.

CUSTOMER SURVEY RESULTS

Thank you to those who completed the survey. CODESP staff received some very nice kudos, which makes us very happy! We are already putting some of the comments and suggestions into practice. We are also using the information to plan our training topics. Many of you have already received personal responses to your questions and concerns. Feel free to contact us any time of the year and not just during the survey period - we always appreciate customer feedback.

Comments/Questions: Email codesphr@codesp.com