



CODESP NEWS August 2016

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INSTRUCTIONAL AIDE/PARAPROFESSIONAL TUTORIAL UPDATE

We are happy to announce that an updated version of the **CODESP Paraeducator/Instructional Aide Tutorial** has been posted to the CODESP website. It has been updated to match the most recent version of the Instructional Aide test materials.

If you are using older test materials for your Instructional Aide test, consider submitting a CATS Request Form to receive newer questions. You should periodically regenerate tests by opening [Create a Test](#) and selecting the [Packet](#) used for the test, then click on [Create Test](#). This process will pick up edits to questions, but not newly developed ones.

The tutorial can be used in addition to the **Instructional Aide Test Practice Links**, posted under the **Links** section of the CODESP website - these links are accessible to all applicants and do not require user login. To access the Instructional Aide Test Practice Links, click on Links, then Test Practice & Study Materials-Variou Sites, and scroll down to Instructional Aide. Various links in this area can be used as a resource, but are not affiliated with CODESP.

To access the **CODESP Paraeducator/Instructional Aide Tutorial**, log in to your CODESP account, click on **Tutorials**, then **Instructional Aide Test Prep**, then **CODESP Instructional Aide Test Tutorial**, and open the **Instructional Aide Tutorial PDF**. The tutorial is for member districts to share with their candidates only. CODESP user login is required to access it. Never share your login with others.

TEST MATERIAL UPDATES

CODESP staff continues to add and edit test questions and job families in both the **Multiple-Choice Item Banks** and **Interview Builder**.

Multiple-Choice Item Banks

We have recently added the following job families to our multiple-choice item bank and we've broken down the Transportation item bank to help meet your needs.

- Emergency Preparedness
- Masonry
- Tile

Remember that to receive the newest multiple-choice test items, you must submit a **CATS Request Form**. To receive edits only, regenerate your tests from your Test Library by clicking on the desired packet and walking through the test generation process by clicking on Create a Test. Let us know if you need assistance. Some subject areas require frequent updates. Do NOT use outdated test materials.

Interview Builder

We have recently added the following new job families/sub families to the builder.

- Permits
- Park - Maintenance
- Park - Ranger
- Police - Colleges
- Police - Public

The **Interview Builder Locator** is posted on our website in the **Interview Builder Tutorial** and includes a complete list of job families sorted by job levels. To capture any edits that have been made to already existing interviews, go to your Test Library and re-download the interviews that you need. Always review the materials to ensure that you approve of the updates.

UPCOMING CODESP TRAININGS-Register at www.codesp.com

CODESP Online Tools Overview

September 13, 2016 - 10:00 AM – 11:15 PM PST

Webinar – For Customers and Potential Customers

- Learn about CODESP's online tools that can help your organization efficiently hire the best employees!

Introduction to Job Analysis

*September **22** (new date), 2016 – 10:00 AM – 12 Noon*

Live Training – Location: Poway USD

Training Content:

- What is a job analysis?
- Why are they conducted?
 - Legal regulations/Court cases
- Steps
 - Collecting data
 - Survey methods

- Determining KSAs/Competencies
- Working with SMEs
- Task writing/selection
- Linkage
- HR Tools that rely on job analysis data

CODESP Products & Services

October 18, 2016 - 9:30 AM – 12:00 Noon

Live Training 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 - contact codesp@codesp.com if you're interested in hosting.

UPCOMING TRAINING/CONFERENCES – OTHER ORGANIZATIONS

ELGL

- Costa Mesa, CA
 - September 14, 2016
 - Time: 5:30 – 7:30 (we will begin ordering meals at 6:00)

Come and join CODESP in the first Southern California Supper Club brought to you by the unique ELGL organization.

- ELGL - Emerging/Engaging Local Government Leaders - is a professional association of more than 1,500 local government professionals from 45 states and growing.
- At the Supper Club, there is no formal agenda, no speaker lineup — just good conversation about trending topics in the public sector, tasty food, and refreshing drinks. Supper Club events are informal opportunities for you to expand your network and re-energize your career. It is important to just spend some time getting to know and learn from one another!
- Topics to be discussed at this Supper Club will focus on Human Resources; including how HR can improve working relationships with other departments. Bring your questions and suggestions.
- Please join us and help develop a Southern California chapter. ELGL membership is optional for this first Supper Club. We will start networking at 5:30, but meals will be ordered around 6:00 for those that need extra travel time. There is no cost to attend and each participant is responsible for ordering and paying for their meals.
- Location: Ayres Hotel & Suites - Restaurant
Address: 325 Bristol Street (near the 405 and 55 Freeways and the 73 toll road)
Costa Mesa, CA 92626
RSVP: www.codesp.com
Questions: 714-374-8644

School Personnel Commissioners Association of Northern California

- Reno, Nevada
 - October 21-23, 2016
 - Siena Hotel
 - Register at: <https://www.regonline.com/builder/site/Default.aspx?EventID=1839336&>

WRIPAC Fall Meeting

- Bass Lake (east of Fresno) The Pines Resort
 - Meeting - October 27-28, 2016
 - There is a fee for the one day training. The 1.5 day meeting that follows requires no fee to attend. The meeting includes roundtable discussions and speakers on assessment subjects.
 - Training-Developing & Administering Structured Interviews - October 26, 2016
 - This one-day class reviews the latest interview research and addresses the entire structured interview lifecycle, from job analysis and question development through the training of interview panel members and administration and scoring process.
 - Registration: www.wripac.org

HR MANAGEMENT/ANALYST JOB OPPORTUNITIES

- Los Angeles Unified School District
Chief Human Resources Officer
\$172,884 - \$215,388 Annually
Closing Date: Continuous
- City of Santa Ana
Personnel Technician
\$55,392 - \$70,740 Annually
Closing Date: August 22, 2016
- Alameda County Office of Education
Executive Director, Personnel Commission
\$136,308.60 – \$149,236.68
Closing Date: August 26, 2016

COMMENTS/QUESTIONS: Email codesphr@codesp.com