



Public Agency Hiring Solutions

Phone: 714-374-8644 Fax: 714-374-8225 Email: codesp@codesp.com Web: www.codesp.com

CODESP NEWS October 2016

Contents:

- Customer Updates
- CODESP at Orange County Water District
- Test Material Updates
- Upcoming CODESP Trainings
- Upcoming Training/Conferences – Other Organizations
- HR Management/Analyst Job Opportunities

CUSTOMER UPDATES

Sylvan Union SD and the California Teaching Fellows Foundation became recent 2016-17 customers. Welcome to CODESP!

CODESP AT ORANGE COUNTY WATER DISTRICT

In September, CODESP staff visited the Orange County Water District (OCWD) to learn about their jobs and the Groundwater Water Replenishment System (GWRS). GWRS is the world's largest water purification system for indirect potable reuse. CODESP staff toured the facility and absorbed a deeper understanding of the processes, what the employees do, and equipment involved in the system. We hope to use this knowledge when working with customers and also for adding and improving items in our Water/Sanitation multiple-choice and interview item banks. Observing how jobs are performed is a valuable step in developing assessment materials. If you have pictures, manuals or other information collected during a job analysis, for instance, please send these materials with your CATS Request.



CODESP staff members at OCWD. From left to right: Jess, Erin, Kimberlee, Eliana and Nadia

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**. As a reminder CODESP will not produce multiple-choice test materials for positions that require certification such as RN, Therapists, or Engineering. Also, multiple-choice tests are not the best method to assess candidates for positions that require advanced degrees, such as management level or highly technical positions. CODESP may not be able to create test questions for these positions and suggest using interviews and other methods.

Multiple-Choice Item Banks

We have recently added the following job families to our multiple-choice item bank to help meet your needs.

- Aiport
- Funding
- Hazardous Materials
- Maps / GIS
- Public Health
- Surveying
- Training

Receiving Updated Multiple-Choice Items & Picking Up Item Edits

To receive the newest multiple-choice test items, you must submit a **CATS Request Form**. If your packets are fairly recent, you can pick up any item edits by regenerating your tests. To regenerate your tests, click on **Create a Test**, click on the desired test item packet, verify that the correct items are selected (items should match the test you're currently using), and click on the **Create Test** button. Let us know if you need assistance. Keep in mind that 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.

- Administrator-School District-Adult Ed
- Administrator-School District-Alternative Ed
- Custodial-College
- Food Service-Specialty Foods
- Hazardous Materials
- Lab Technicians/Assistants-Computers
- Lab Technicians/Assistants-Culinary
- Parks & Recreation-Campgrounds
- Police-Dispatch
- Police-Drugs & K9
- Police-Public-Records
- Security/Dispatch-School
- Surveying
- Teacher-Adult School
- Training
- Transportation-Truck
- Waste Management

The **Interview Builder Locator**, posted on our website in the **Interview Builder Tutorial**, includes a complete list of job families sorted by job levels. You can use the Locator to help you search for interview questions. Remember that 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

Job Description Task Statements

October 24, 2016 - 10:00 AM – 11:15 PM PST

Webinar – Co-sponsored by CSPCA and for CODESP Customers only

- Will focus on task statements that are used in job descriptions. Emphasis will be on how to identify and verify the tasks being performed by incumbents and how to effectively write them for job descriptions.

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 codesphr@codesp.com if you're interested in hosting.

UPCOMING TRAINING/CONFERENCES – OTHER ORGANIZATIONS

ELGL Pop-Up Conference

- Menlo Park, California
 - October 21, 2016
 - Menlo Park Library
 - Join ELGL members for a one day conference packed full of local government learning opportunities.
 - See: <http://elgl.org>

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.
 - Register at: www.wripac.org

PTC-SC Annual Conference

- Almansor Court, Alhambra, California
 - November 3, 2016
 - Building an Effective Workforce for the Future
 - See: <http://ptc-sc.org/>

CSCPA Annual Conference

- St. Francis Hotel, San Francisco, California
 - January 26, 2017
 - Registration information has not been sent out yet.
 - See: <http://meritsystem.org/>

HR MANAGEMENT/ANALYST JOB OPPORTUNITIES

- Hacienda La Puente Unified School District
Personnel Analyst (HR Analyst)
\$74,103 - \$83,200 Annually
Closing Date: October 6, 2016
- City of Santa Ana
Senior Personnel Analyst
\$83,916 - \$107,088 Annually
Closing Date: October 10, 2016
- City of Pasadena
Senior Human Resources Analyst
\$81,768.75 - \$102,210.99
Closing Date: October 20, 2016
- Garden Grove Unified School District
Supervising Personnel Analyst
\$82,524 - \$100,548 Annually
Closing Date: October 21, 2016
- City of Long Beach
Human Resources Officer
\$88,000 - \$132,000 Annually
Closing Date: October 23, 2016
- Los Angeles Unified School District
Chief Human Resources Officer
\$172,884 - \$215,388 Annually
Closing Date: Open Until Filled
- City of Anaheim
Recruiter (HR Analyst I-II)
\$61,202 - \$102,288 Annually
Closing Date: Open Until Filled

COMMENTS/QUESTIONS: Email codesphr@codesp.com