



# Public Agency Hiring Solutions

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## CODESP NEWS November 2016

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### HOLIDAY HOURS

CODESP will be closed on Friday, November 11<sup>th</sup> in observance of Veterans Day in addition to November 24<sup>th</sup> and 25<sup>th</sup> for Thanksgiving. We will also be closed December 26-30. Please take these into consideration when submitting your requests and allow for the 10 business days we require.

### JOIN CODESP

Check out our January ½ priced Mid-Year membership opportunities. Go to [www.codesp.com](http://www.codesp.com) and click on **Join CODESP**.

### NEW CUSTOMERS

Napa Valley USD became a recent 2016-17 customer. Welcome to CODESP!

### TEST MATERIAL UPDATES

#### Multiple-Choice Item Banks

We have recently added to the following job families in our multiple-choice item bank to help meet your needs. During September - October a total of 265 new multiple-choice test questions were entered.

New items have been entered into the following item banks:

- Benefits
- Budget
- Child Care / Preschool
- College Services
- Information Technology
- Machining / Sheet Metal
- Maintenance
- Math

- Office
- Police-Non POST
- Printing
- Public Health
- Research
- Science
- Software
- Statistics
- Telephone
- Training
- Warehouse / Inventory

### ***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 to your current questions by regenerating your tests. To regenerate your tests, click on **Create a Test**, click on the desired test item packet, verify that the correct item packet is 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 Do NOT use outdated test materials.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 are always busy adding questions to the Interview Builder. This month, we’ve added to our competencies and have also added the following new job families/sub families:

- College-Instructor-Math
- Human Resources-Diversity/EEO-Colleges
- Human Resources-Diversity/EEO-General
- Office-Schools-High School
- Police-Lab
- Teacher-High School-Math

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 Interview Library and re-download the interviews that you need. Always review the materials to ensure that you approve of the updates.

### **Test Material Catalog**

We will soon be developing a catalog of test materials by subject area that is much easier to use than our previous Module Catalog. It will outline the types of test materials we will provide, the types we will develop, and the types of materials we will not provide, such as those already covered by a state or proprietary certification test. Examples of some of the test material subjects we will not develop multiple-choice questions for include: POST, Fire, Engineering, LVN, RN, Therapists, Speech Pathologists, IT-Networking and Programming, and Bus Drivers.

### **TRAINING UPDATE: CODESP COVERS THE STATE**

Over the past few months, we have traveled to conduct several live trainings and have also attended various conferences. Since September, we’ve been in Poway, Pasadena and Stockton for training, and we are tentatively planning to conduct a training in Imperial County this coming December. We have also attended the following conferences: ACHRO/EEO in Sacramento (for colleges), CalPERS in Riverside, WRIPAC in Bass Lake, and PTC-SC in Alhambra. We enjoy meeting with our customers in

person. After the holidays, we will be back on the road again!

### **UPCOMING CODESP WEBINAR – Register at [www.codesp.com](http://www.codesp.com)**

#### **CODESP Tips & Tricks**

November 17, 2016 – 10:00 AM - 11:15 PM PST

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

- We will focus on everything a CODESP user needs to know. Favorite tips for using the Test Generator and Interview Builder efficiently.

### **UPCOMING TRAINING/CONFERENCES/PROGRAMS – OTHER ORGANIZATIONS**

#### **WRIPAC Winter Meeting/Training – *CODESP will be the HOST AGENCY***

- Ayres Hotel, Costa Mesa, California (free shuttle to SNA)
  - January 18, 2017
  - Pre-meeting Wednesday training topics: T & E's (open) & Competency Models (WRIPAC members only)
  - Meeting (Thursday-Friday) speaker topics: Crucial/Difficult Conversations and Process Improvements
  - See: <http://www.wripac.org/> and check back frequently for updates and registration information

#### **Other Off-Meeting Cycle Training from WRIPAC**

##### **WRIPAC Multiple-Choice Item Writing and Editing**

- Washoe County HR Department, Reno, Nevada
  - November 14, 2016
  - Test quality is based upon the ability to produce a test that accurately measures the areas intended by the test developer. To achieve this, it is essential that each item in the test clearly convey the concept being assessed, be at an appropriate difficulty level for the group being tested, and avoid common item writing errors.
  - See: <http://www.wripac.org/>

##### **WRIPAC Interpreting and Analyzing Item Analysis Data**

- Washoe County HR Department, Reno, Nevada
  - November 15, 2016
  - Although many software programs are available to analyze test data, explanation of the proper use and interpretation of this information is critical. This class will introduce participants to issues and concepts related to item discrimination, the interpretation of item analysis data, and the use of item analysis information.
  - See: <http://www.wripac.org/>

##### **WRIPAC Situational Judgement Testing: Measuring Qualifications and Fit**

- Washoe County HR Department, Reno, Nevada
  - December 13, 2016
  - Situational Judgment Tests (SJTs) and SJT items offer a means to gauge the fit of a candidate's qualifications and skill set to the requirements of the job in an efficient, cost-effective manner.
  - See: <http://www.wripac.org/>

#### **Conferences**

##### **CSCPA Annual Conference**

- Westin St. Francis Hotel, San Francisco, California

- January 26-29 2017
- See: <http://meritsystem.org/>

### **NCCIPMA 2017 Annual Chapter Conference**

- Flamingo Conference Resort and Spa, Santa Rosa, California
  - March 2-3, 2017
  - See: [www.nccipma.org](http://www.nccipma.org)

### **Academies**

#### **2017 CSPCA Merit System Academy**

- Anaheim Union HSD, Anaheim, California (training location)  
San Mateo COE, Redwood City, California (satellite video location)
  - Five sessions taking place between February 11, 2017 - June 10, 2017
  - Topics: History of the Merit System; Personnel Commission vs. Board-Roles & Responsibilities; Decoding the Educational Code; Classification & Compensation; Recruitment & Selection; The Brown Act; Collective Bargaining; Parliamentary Procedure/Robert's Rules of Order; Hearings and Appeals; Using Technology; Website Design & Branding and Best Practices
  - See: <http://meritsystem.org/> and go to *Merit Academy* tab

### **HR MANAGEMENT/ANALYST JOB OPPORTUNITIES**

- **County of Orange**  
**Human Resources Administrative Services Manager**  
\$76,960 - \$136,760 Annually  
Closing Date: November 8, 2016
- **County of Orange**  
**Human Resources Analyst**  
\$55,328 - \$110,011 Annually  
Closing Date: November 15, 2016
- **Garden Grove Unified School District**  
**Supervising Personnel Analyst**  
\$82,524 - \$100,548 Annually  
Closing Date: November 16, 2016
- **El Monte City School District**  
**Human Resources Analyst**  
\$49,630 - \$78,133 Annually  
Closing Date: Open Until Filled
- **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](mailto:codesphr@codesp.com)