



MAY 2017

CODESP is a public joint powers agency. We offer employee selection materials/software and training for a low annual fee.

CODESP TRANSITIONS

CODESP will be going through staffing transitions during the remainder of 2017. New positions have been created, new employees have been hired, and the Executive Director will be retiring this winter.

New employees hired in May:

Jessica Ayala has joined us as Business Analyst. Besides assisting us in the marketing and business aspects of CODESP she will be logging CATS requests and will be one of the staff members who may contact you regarding test materials that have been ordered. She has an excellent background in Accounting and has previous public sector experience at the City of Torrance.

Ana Aguilar has filled our newest position, Supervising Selection Analyst. She will be overseeing the test material request system, including the multiple-choice and interview question banks. Ana has worked in HR, training and selection for the City of Long Beach, OC Superior Courts and the County of Orange and is a past president of WRIPAC. You can contact her at aaguilar@codesp.com.

Executive Director Retirement/Job Opening:

The current Executive Director, Marianne Tonjes, will be retiring from CODESP this winter. To ensure a smooth transition we have opened the position of Executive Director early so that there will be an overlap between her and the incoming director. Before she leaves she will ensure that the new employees are trained and ready to continue to provide quality products and excellent service to our valued customers.

To apply for the position of Executive Director go to www.codesp.com and click on **Resources / CODESP Job Opportunity**. The flyer contains application instructions. Applicants are required to submit a resume, cover letter, and application. A complete job description is also posted in this area. The position closes on June 19, 2017. If you have questions contact marianne@codesp.com.

NEW CODESP TEST PRODUCTS SINCE APRIL **MULTIPLE-CHOICE**

Approximately 250 new multiple-choice questions have been entered in to our online item bank in the following item banks:

Accounting; Athletics; Codes / Permits; Community / Social Services; Custodial;
Customer Service; Grounds / Sprinklers; Management / Supervision; Math; Mechanic;
Police; Public Health; Purchasing; Rail Transit; Roofing; Safety; Special Education;
Student Assessment; Water

INTERVIEW

Approximately 60 new competency interview questions and 156 new job family interview questions were added to the Interview Builder in the following job families:

Chemistry; College-Instructor-English; Engineering; Human Resources-Merit General;
Printing/Reprographics; Rail Transit-Locomotive; Security-Schools; Teacher-High
School-English; Teacher-High School-English; Teacher-K12-General; Teacher-K12-
General; Transportation-Bus Driver-Student

OTHER NEW TEST MATERIALS

8 Supplementals; 5 Performance Exercises; 6 Situational Exercises; 5 Writing Exercises

UPCOMING TRAINING/CONFERENCES/PROGRAMS

CODESP www.codesp.com

- Customer Service in the Public Sector - 5/31/2017 – Webinar at your computer

Personnel Commissioners www.meritsystem.org

- PCASC Conference - 6/2/2017 - Paradise Pier Hotel, Anaheim, California
 - CODESP staff will be participating as presenters.

WRIPAC www.wripac.org

- WRIPAC-Strategic Partnering: The Role of the Selection Analyst in the Hiring Process - 5/5/2017 - San Joaquin County, Administration Building
- WRIPAC-Easier, Speedier, and Still Valid - 6/9/2017 - San Joaquin County, Administration Building
- The next WRIPAC meeting will be held October 12-13, 2017 in Reno, NV. Information will be posted soon.

IPAC

Conference-Birmingham, Alabama. July 16-19 <http://www.ipacweb.org/events>

CODESP BOARD of DIRECTOR'S ELECTION RESULTS

The CODESP Board of Director results are in. The winners include:

- Joel Garcia, Ed.D. – Escondido UHSD
- Tika Dave-Harris – Fontana USD
- Marina Mihavlesky – Conejo Valley USD
- Michael Arnoldus – Ventura Community College District
- Beth Ann Arko – Downey USD

Congratulations!

2017-18 INVOICES

Invoices have been sent out. Please let us know if you didn't receive one. Check the address as we still have some customers sending our mail to our old suite number. The correct suite number is 400. Due to additional operational costs, there will be an increase in the fees.

An **Intent to Continue** as a customer of CODESP is required prior to July 1, 2017 to avoid a temporary disablement of services. If your agency has not submitted an intent to continue, please download the Intent to Continue document on our website under **Join CODESP** and email it to codesp@codesp.com

COMMENTS/QUESTIONS: codesp@codesp.com