



SEPTEMBER 2017

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

NEW EXECUTIVE DIRECTOR SELECTED

On behalf of the CODESP Board of Directors, it is bittersweet to announce that the time has come for us to bid farewell to Marianne Tonjes, who will be retiring as the Executive Director, December 1, 2017. Marianne has steered CODESP for over 20 years, and along the way she has formed long lasting relationships with so many of us that it is hard to imagine the organization without her at the helm. We are grateful to her for her incredible dedication and service to CODESP and all its customers.

Marianne will pass the baton to Jonathan Koch, who has been appointed by the Board as the new Executive Director, following an extensive recruitment and selection process.

Jonathan's background and experience includes three years working for the Personnel Commissions at Hacienda La Puente USD, and two years at Rowland USD. For the past five years he has been the Director, Classified Human Resources at Oxnard School District. As Director, he managed and maintained accountability for Classified Human Resources and all Personnel Commission functions including classification, compensation, recruitment and selection, assignments and position control, bargaining contract interpretation and administration, performance management, records, and leave administration.

He holds a Bachelor of Science in Business Administration from the University of California, Riverside. He also earned a Master of Arts in Education-Instructional Technology and certification of School Business Management from California State University, San Bernardino.

Jonathan will start his role as Executive Director at CODESP beginning September 18, 2017. He will join Supervising Selection Analyst Ana Aguilar, who started at CODESP in May. She has worked for public sector agencies including the City of Long Beach, OC Superior Courts, and the County of Orange. Under the direction of these two strong leaders, CODESP will continue to provide excellent products and services to our customers.

TEST DIFFICULTY

CODESP provides test materials for over 700 public agencies. Dependent on the recruitment and screening methods conducted by the agency, the same item can show up as easy or difficult on the item analysis report. If you feel you have received items that are either too easy, or too difficult, do not hesitate to ask us to provide you with different test items. Just remember, the test items should not exceed the difficulty required to perform the job.

NEW CODESP TEST PRODUCTS SINCE JUNE

MULTIPLE-CHOICE

Multiple-Choice questions are requested by completing a CATS Request Form found on our website. Customers receive approximately 140 questions to choose from. Tests are generated directly from the customer's computer.

Approximately 400 new multiple-choice questions have been entered in to our online item bank in the following item banks:

Accounting; Animal Care; Assessment; Assessor; Community / Social Services; Community Services-K12; Customer Service; Grounds; Information Technology; Interpersonal Relations; Library; Management / Supervision; Math; Math – Money; Math – MOT; Multimedia / Video; Recreation; Regulations; Software; Special Education; Student Relations

INTERVIEW

Our Interview Builder is located in the left margin of our website. It contains 15,000 questions searchable by competency and job family. A tutorial is available under Tutorials, and archived webinars are posted under Links. If you can't find what you need, check another job family, competency or job level. Still can't find the questions? Email, tests@codesp.com

Approximately 60 new job family interview questions were added to the Interview Builder in the following job families: Business/Finance; Locksmith; Nurse-School; Police-Parking; Welding

OTHER NEW TEST MATERIALS

CODESP posts sample test materials such as Supplemental Application Forms; Performance Exercises; Situational Exercises; Writing Exercises on our website under Test Materials. These are only samples and must be edited and reviewed by local job experts. If you don't find what you need, email tests@codesp.com

UPCOMING TRAINING/CONFERENCES/PROGRAMS

CODESP www.codesp.com

- Webinar-Customer's Only
 - **Online Testing Basics** – The second of our How-To series will cover the basics of using CODESP's Online Testing system. Register on our website.
 - September 20, 2017, 10 am – 10:30 am.

Northern California Personnel Commissioners www.meritsystem.org

- SPCA-NorCal Conference, October 13, 2017. SCCOE, San Jose.

WRIPAC www.wripac.org

- WRIPAC meeting and training will be held October 12-13, 2017 in Reno, NV.

NCCIPMA www.nccipmahr.wildapricot.org/

- Developing Competencies for HR Success Workshop for Mid- and Senior-level HR Professionals
 - October 2, 3, and 30, 2017, Please register by September 29, 2017
 - Santa Clara Valley Water District, San Jose

COMMENTS/QUESTIONS: codesphr@codesp.com