



CODESP NEWSLETTER MAY 2018

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

2018 CODESP BOARD ELECTION RESULTS

The CODESP Board of Directors results are in! We want to thank those that voted and especially thank all nominees for participating in the election this year. The three nominees that have been elected to three year terms on the CODESP Board of Directors are:

- Sophia Crocker, Simi Valley USD
- Dr. Frank Olmos, Los Angeles COE
- Brandon Tietze, Anaheim UHSD

Congratulations to you all!

CUSTOMER SURVEY

CODESP sincerely values the opinion of our customers. It is time again for our annual customer satisfaction survey. At this time, we ask that you please help us set the course for 2018 – 2019. We kindly ask that each agency submits only one survey response. Choose the ONE individual who is the most familiar with CODESP products and services.

Please submit your response by close of business on Friday, June 22, 2018.

[CLICK HERE TO TAKE THE SURVEY NOW!](#)

COMING SOON: SELECTION ANALYST RECRUITMENT

CODESP will soon be recruiting for a Selection Analyst who is experienced, detail oriented, and customer focused to join our small group of dedicated professionals. Keep an eye out for the announcement in the coming weeks!



TEST MATERIALS & CATS REQUESTS REMINDERS

EMERGENCY REQUESTS

CODESP would like to offer a friendly reminder to please allow for ten (10) business days for the fulfillment of all test material requests. While we understand that emergencies do occur, we want to ensure that we are able to help all of our customers as best we can. While we will always try our best to fit an emergency request into our schedule, we may not always be able to provide your materials in under ten (10) business days.

A good rule of thumb is to check for the exam you plan to administer at the time you are opening your recruitment. If you do not have an exam on file or would like to update your current exam, we strongly recommend that you submit a request at that time.

MULTIPLE-CHOICE PRACTICE TESTS

CODESP invites all customers to review and share practice materials with their candidates which can be found in our [Link Library](#). Please do note that all links are to third parties with no direct affiliation with CODESP and we cannot assume any liability for the posted materials. CODESP as an organization does not provide practice test materials with the exception of the Instructional Aide Test Prep packet located under Tutorials on our website.

WELCOME NEW CUSTOMERS!

CODESP would like to wish a warm welcome to new customers who have joined us since our last newsletter. We are excited to have you on board! We welcome any questions you may have and look forward to working with you!

County of Solano
Linden USD

NEW PRODUCTS SINCE FEBRUARY

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 300 new multiple-choice questions have been entered in to our online item bank in the following item banks: Airport; College Services; Grounds; Health; Information Technology; Legal; Maintenance; Math; Math - Acct / Purchasing; Public Works; Records; Recreation; Safety; Science; Software; Special Education; Student Relations; Surveying; Telecommunications.

INTERVIEW BUILDER

Our Interview Builder is located on the left margin of our website. It contains approximately 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 120 interview questions were added or edited in the following job families: Accounting-Schools; Administrator-School District; Attendance; Business/Finance; Child Care; College-Instructor-General; Community Services-School-Social Services; Competencies; Custodial-Colleges; Electrical; Grounds-Equipment; Grounds-Pesticides/Herbicides; Guidance-Career Center; Human Resources-General; Information Technology-General; Information Technology-Mobile Devices; Legal; Maintenance; Painting; Photography; Pool Maintenance; Printing/Reprographics; Public Information/Relations; Security/Dispatch-Colleges; Special Education-Autism & Behavioral Intervention; Teacher-K12-General; Transportation-Bus Driver-Public; Transportation-Dispatch.

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

New Materials: 3 Supplemental Application Forms; 3 Performance Exercises; 4 Situational Exercises; 3 Writing Exercises

UPCOMING EVENTS

CODESP WEBINAR

Managing Conflict at Work, Presented by Lorraine Segal - June 14, 2018 at 10:00 AM

We've all been there—needing to deal with conflict between co-workers, managers and employees, or directed at you, the HR professional. It would be great if we could just make it all go away but avoiding doesn't usually work. Instead, conflicts tend to persist and escalate, and managers and HR staff spend a lot of time and energy putting out fires. The good news: you can learn to manage conflict without losing your cool (or your mind!). In this webinar, learn some essential tips and tools for navigating conflict more effectively including:

- Understanding conflict and its sources.
- Learning positive strategies for effective communication to resolve/avoid conflict.
- How to decide when to intervene and when to let people work it out themselves.
- A 15 second technique to cool down conflict which you can use at any time.

This webinar is intended for HR directors, staff, & technicians, managers, team leads, and anyone struggling with conflict at work.

Lorraine Segal, M.A. is coordinator and professor in the newly revived Conflict Management Certificate program for professional development at Sonoma State University. Through her own business, Conflict Remedy, she is a coach, trainer, and consultant focusing on conflict management, bullying issues, and effective communication. Her goal is to create a more harmonious and productive workplace. Some of her clients have included the Department of the Interior, County of Sonoma, St. Joseph's Medical Center, State Fund of California, and many nonprofits, governmental entities, and corporations. She was just named one of the Top Thirty Conflict Resolution Experts to follow on LinkedIn.

This webinar is free for CODESP Customers. You can register for this webinar [here](#).

TRAINING/CONFERENCES/PROGRAMS

Personnel Commissions Association of Southern California (PCASC) <http://pcasc.meritsystem.org/>

- PCASC One-Day Conference, June 1, 2018 in Anaheim, CA
 - Disney's Paradise Pier Hotel in Anaheim, CA.
 - For registration information please contact Bernie Konig (koniqb@centinela.k12.ca.us)

Western Region Intergovernmental Personnel Assessment Council (WRIPAC) www.wripac.org

- Map It! Process Mapping is your GPS for Organizational Innovation, June 6, 2018 in Torrance, CA
- Workforce Planning: An Approach to Addressing Tomorrow's Challenges Today!, June 6, 2018 in Torrance, CA
- WRIPAC Spring Meeting, June 7-8, 2018 in Torrance, CA

Additional information available at <http://www.wripac.org/meetings-and-training>

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Email us any comments
Continue using services at our [website](#)