CODESP NEWSLETTER DECEMBER 2018

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

SEASON'S GREETINGS FROM CODESP!

With the holidays fast approaching, we would like to take a moment to wish all our customers a bright and happy holiday season. We are deeply thankful for you all and extend to you our best wishes for the season and prosperous new year!

NEW BUSINESS HOURS

In a continued effort to improve support for our customers, effective January 2, 2019 CODESP business hours will be changing to 8:00 a.m. - 5:00 p.m. It is our hope that these new hours will better align with the business hours of our customers and ensure someone is always available to answer any questions which may arise at the end of the day.
As always, staff are happy to assist and can be reached by calling 714-374-8644 or emailing codesp@codesp.com.

CATS REQUESTS DURING THE HOLIDAYS

You likely saw our email notice, but this is another reminder that any requests received prior to December 9th should be filled before our office closes for the winter holidays on December 21st. Any requests submitted after December 9th will be filled after the office reopens Tuesday, January 2, 2019. If it is possible for us to fill requests sooner, we will make every effort to do so. We kindly ask that you plan accordingly.

Should you have any questions or anticipate any issues, please contact us at tests@codesp.com or (714) 374-8644 as soon as possible so we may assist.

WE WANT TO HEAR FROM YOU!

At CODESP we are always looking for ways to improve our current products and services, or even add new ones. Our primary goal is to always provide value to our customers. With that in mind, as the calendar year comes to an end we wanted to ask one simple question:

What employee assessment/selection related product or service is on your holiday wish list, but isn't currently available to you?

CLICK HERE TO ANSWER NOW!

MEET OUR NEW ASSISTANT SELECTION ANALYST!

You may have noticed a new name popping up in some of our emails or if you gave us a ring. The person on the other side of that message or call is none other than our new Assistant Selection Analyst, Andi Aguilar! We are happy to announce that Andi has joined our team after a long search and recruitment. Andi possesses both bachelor's and master's degrees in Sociology and has brought her experience as a Recruiter and Research Specialist at the County of Orange to our team as of September. Feel free to drop her a line at andi@codesp.com!

NEW SERVICE & SECURITY AGREEMENTS

At the latest Board Meeting the CODESP Board of Directors approved new Service & Security Agreements for all customers. In the past, agencies signed agreements only one time upon joining. With the most recent change, all agencies will be asked to review and sign the most current agreements every fiscal year. This will ensure that all agencies are provided with the most up to date information regarding CODESP services and security requirements. Keep an eye out for these newly revised agreements with your invoices for the upcoming fiscal year starting July 1, 2019.

Please feel free to address any questions regarding these agreements to codesp@codesp.com or by calling 714-374-8644.

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!

- Brentwood Union School District
- City of Compton
- City of Irwindale
- City of Santa Fe Springs
- Community Youth Ministries (After School)
- Gateway Unified School District
- Hawthorne Unified School District

- MiraCosta Community College District
- North of the River Recreation and Park District
- Oro Grande School District
- Pomona Unified School District
- Rim of the World School District
- Roseville Joint Union High School District

- Irvine Unified School District
- Kern Community College District
- Lewis Center for Educational Research (Charter)
- Merced City School District
- Salinas City Elementary School District
- Templeton Unified School District
- Travis Unified School District
- Ventura Regional Sanitation District

TEST MATERIALS REMINDER

Here at CODESP we always strive to meet our customer's needs and have the test materials you need ready when you submit a request. Sometimes, however, there are some content and knowledge areas for which we do not have materials readily available.

This is a reminder that we are happy to work with you to create new materials! Whether it's new multiple-choice items, new interview questions, or a new performance or writing exercise, we're glad to assist!

After submitting a request, we will let you know if we may not have materials currently available to meet your needs and will kindly ask for a few things to help us help you. What we'll need is your assistance in obtaining information from one of your local job experts (such as a job incumbent, supervisor, etc.) and likely a little extra time. We ask that you gather information from your agency's staff on our behalf to ensure that your local HR staff is included in every step of the process, knows exactly what information is being shared, and knows what new materials are being developed. No surprises!

If you have any questions about new test material development, feel free to drop us a line at tests@codesp.com or call us at 714-374-8644.

NEW MATERIALS SINCE THE SUMMER

MULTIPLE-CHOICE

Multiple-Choice questions are requested by completing a CATS Request Form found on our website. Customers receive approximately 140 questions based on the submitted job description and make the final selections on which items to use. Tests are generated directly from the customer's computer.

Approximately 270 new multiple-choice questions have been entered in to our online item bank in the following subject areas:

- Access 2016
- Accessibility regulations (Transportation)
- Adobe Acrobat PRO
- Calculating grade point averages
- C-ID course identification system
- College residency requirements
- College transfer and admission requirements
- Employee orientation
- FERPA
- Fire inspection
- Fire safety
- Food substitutions
- G Suite and G Apps
- Grant writing
- Insect identification
- Interpersonal relations - Inspectors
- Microsoft Publisher 2016
- Microsoft Word 2016
- Network & switch administration
- Non-immigrant students, visa requirements, SEVP, SEVIS
- Pool gas heaters
- Printing & applying window, banner, and vehicle graphics
- Purchasing bid evaluation
- Purchasing practices/terms
- School based Medi-Cal
- Senior services
- Simple interest
- Student behavior
- Veterans GI Bill educational benefits

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, try searching related job families or try another job level. Still can't find the questions? Email tests@codesp.com and we'll be happy to help!

Approximately 140 interview questions were added in the following areas:

Job Family / Subject Area
1. Administrator-School District / Assessment and accountability
2. Administrator-School District-Curriculum / ELL programs
3. College-Student Services / Coordination, budget, research
4. Community Services-Public-General / Mental health services, consumer advocacy
5. Emergency Preparedness / General emergency preparedness
6. Grounds / Athletic fields and track preparation
7. Instructional Aide-Music / Accompaniment
8. Police-Evidence / IT (Forensics)
9. Research / Data analysis
10. Security-Schools / Campus safety and security planning
11. Telecommunications / Media and communications
12. Training / Academic coaching

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 intended to be samples and can be edited to meet your needs and align with information from your job experts. If you don't find what you need, email tests@codesp.com and we will be happy to help you create something.

The following new materials were added:

Supplemental Application Forms:
- Codes / Permits: Hazardous Materials Inspector
- Food Service: Nutrition Supervisor
- Grounds/Sprinklers: Pest Detection

Performance Exercises:
- Business-Finance: Excel - Workforce Analysis
- Business-Finance: Financial Analysis (Public Agency)
- Office & Admins: Excel - Basic Formatting & Formulas
- Telecommunications: Multiple Tasks

Situational Exercises
- Recreation: Co-Sponsoring an Event (City)
- Security: Social Media Crisis Situation (School District)
- Telecommunications: Tool Identification

Writing Exercises
- Community Services: ADA Transit Accessibility
- Human Resources: EEO Complaints Response; Responding to Candidates
- Information Technology: Community College Technology Implementation Plan; VoIP Network Plan
- Maintenance: Mills & Lathes Fabrication
- Public Information: Crisis Situation (School District)
- Transportation: Transit Operations

UPCOMING EVENTS

CODESP WEBINARS/LIVE TRAININGS

More info coming soon!

TRAININGS/CONFERENCES/PROGRAMS

California School Personnel Commissioners Association (CSPCA)
http://meritsystem.org/

- 2019 Merit Academy
  - Five sessions taking place between January 12, 2019 and May 18, 2019 at Poway School District in San Diego, CA
  - Topics include Introduction to the Merit System, Understanding the Merit

System Process, Best Practices - Human Resources, and Collective Bargaining
- For registration information please visit http://meritsystem.org/

- Annual Conference, February 7-10, 2019 in Anaheim, CA
  - Disney's Paradise Pier Hotel in Anaheim, CA.
  - For registration information please visit http://meritsystem.org/

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

- 40th Anniversary Meeting, February 28 - March 1, 2019 in Anaheim, CA
  - Disney's Paradise Pier Hotel in Anaheim, CA.
  - For registration information please visit http://www.wripac.org/meetings-and-training

CalGovHR (formerly NCCIPMA-HR)
https://www.calgovhr.org

- Annual Conference, March 13-15, 2019 in Sonoma Valley, CA
  - DoubleTree by Hilton Hotel in Rohnert Park, CA.
  - For registration information please visit https://nccipmahr.wildapricot.org/events

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STAY CONNECTED

Email us any comments
Continue using services at our website