



CODESP NEWSLETTER MAY 2019

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

2019 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 this year's election. The three nominees who have received the most votes and have been elected to three year terms on the CODESP Board of Directors are:

- Bernie Konig, Centinela Valley Union High School District
- Kristin Olson, Long Beach Community College District
- Barbara Bass, San Dieguito Union High School District

Congratulations to you all!

CUSTOMER SURVEY

CODESP sincerely values the opinion of our customers and it is nearing time for our annual customer satisfaction survey! Keep an eye out in the near future for another e-mail from us with more information on how you can share your opinions and help make CODESP the best it can be!

UPDATED SERVICE & SECURITY AGREEMENTS

As a reminder, the CODESP Board of Directors has recently taken action to update our Service and Security Agreements that are required for all customers.

Recently, you may have received e-mails sharing this information and asking for your agency to submit signed copies of the new agreements along with your intent to continue services for the new year. This is a friendly reminder that these documents are in fact required as a condition of being a customer and must be on file prior to the start of the new fiscal year on July 1, 2019. Please make sure to return these documents along with proof of payment prior to the start of the new fiscal year in order to ensure no interruption in services.

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!

- City of Henderson
- City of Oakland
- City of Oxnard
- City of West Hollywood
- Del Mar Union School District
- Heber Elementary School District
- Inland Empire Utilities Agency
- Lancaster School District
- Ridgecrest Charter School
- Yosemite Community College District



Did you know that CODESP has two LinkedIn pages? In addition to our account page that you may already have "connected" with, we also have a newer company profile page where we post updates on trainings, webinars, events, articles and more. Give us a follow!

In fact, we just posted a new article on ***Curtailing Candidate Cheating*** that you can check out at [https://www.linkedin.com/company/codesphr/!](https://www.linkedin.com/company/codesphr/)

NEW MATERIALS SINCE WINTER

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

- ADA-compliant signs
- Airport operations
- CA Permanent Records & Retention Schedules
- Customer Service
- Division information (Attention to Detail)
- Grounds safety
- Microsoft Word (general functions)
- Access 2016
- NV Criminal Justice Information Policies
- Records Privacy
- CA Standardized Account Code Structure
- Student Behavior
- Student Records
- Transportation

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?

E-mail 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. College-Student Services / College outreach
2. Community Services-Public-General / Victim assistance
3. Electronics / Automation systems and programmable logic controls
4. Grounds / General grounds
5. Grounds-Sprinklers / General sprinklers
6. Human Resources-Schools/Colleges / Temporary staffing
7. Planning Community Development / Community development
8. Transportation-Trainer / Training

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, e-mail tests@codesp.com and we will be happy to help you create something.

The following new materials were added:

Supplemental Application Forms:

- Community Services: Victim Advocate
- Health-Nurses: Health Assistant-PUB
- Legal-Courts: Administrative Hearing Examiner
- Mechanic: Service Writer
- Police Non Officers: Police Administrative Assistant
- Public Works: Engineering Technician-Senior
- Training: Technology Trainer

Performance Exercises:

- Office and Admins: Proofreading a Letter - Symposium Invitation - School District
- Office and Admins: Taking Meeting Minutes

Situational Exercises

- Community Services: Victim Advocate
- Facilities-Construction: Managing Construction-CCD
- Facilities-Construction: Safety Presentation-Coordinator
- Human Resources: Employee Relations

Writing Exercises

- Human Resources: Short Term Employees MOU-CCD
- Legal-Courts: Administrative Hearing Examiner
- Public Works: Engineer-Hydrology

UPCOMING EVENTS

TRAININGS/CONFERENCES/PROGRAMS

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

- Job Analysis, June 3, 2019 in San Jose, CA

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

International Personnel Assessment Council (IPAC) <https://www.ipacweb.org/>

- IPAC 2019 Conference July 14-17, 2019 in Minneapolis, MN

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