



CODESP ON-DEMAND Webinar Archive - Customers Only as of 4-14 Listed Alpha by Subject Area

Best Personnel Practices: Promoting Safety Through Proper Hiring and Discipline

This webinar was presented by John Yeh, an Attorney at Burke, Williams and Sorensen, LLP, who is experienced in many phases of labor and employment law, and litigation matters. In this presentation, case scenarios and legal updates were presented that enable attendees to help keep employees and students safe through sound personnel practices. Issues covered included: good hiring practices and background checks; child abuse reporting requirements; appropriate use of progressive discipline; legal aspects to promote due process and fairness; and community concerns.

Bullying: The Bully & the Bottom Line

Presented by Lynn D. Lieber, a seasoned employment-law attorney and author on harassment and discrimination law, this archived webinar discusses why organizations need to assess the complete impact caused by bullying, beyond the potential for lawsuits and litigation, to include staff turnover, increased health care and disability costs. Topics included the financial impact of retaining (or mismanaging) a workplace bully, which can include unlawful harassment and discrimination claims or lawsuits by coworkers of the workplace bully, claims of workplace violence or inappropriate workplace aggression, claims of "constructive termination" by coworkers who feel harassed by the bully, and increased healthcare, absenteeism and disability costs for impacted employees. Lynn gave practical tips and tools for handling bullies and creating a safer workplace. The proposed Anti-Bullying laws in Illinois and New York State were also discussed.

Change Leadership: Ramping up Your Ability to Cultivate Change in Your Life & Organization

(The beginning of the webinar is silent until 1 min 30 sec due to technical difficulties) In this webinar we learn about what change leadership is and gain tools for increasing our own change leadership. Through examining our deep commitments and the sometimes-elusive internal resistance to change, we offer a way to mobilize change within ourselves and ultimately in our organizations. We see how this inside-out approach can be leveraged for implementing new efficiencies and leading others. We look to expand our self-awareness and challenge our own blocks, which can be a power-tool for bringing others along through a change. Presented by Lisa Grech - Coaching and Consulting

Classification Basics

This archived webinar covers classification fundamentals, concepts, techniques, and best practices. Position titles, career ladders, compensation, and reclassification issues are also addressed.

Compensation: Avoiding Salary Survey Nightmares

Although the economy has not allowed for notable advances in salaries recently, there continues to be a need to compensate employees at similar levels as comparable agencies. A good survey uses proven methods of data gathering and statistical analysis to determine how much employees should be compensated. Join the presenter as he walks through the steps required to effectively plan, develop, and conduct a salary survey and report on the results. Presented by: Peter Rogosin, President of PublicPersonnel.com

Compensation: Salary Surveys Using CalPACS

CalPACS (California Public Agency Compensation Survey) is a not-for-profit organization that provides salary survey software to its public agency members at a very low cost. CalPACS can be used by members to share compensation and benefit practices using an "apples to apples" approach. CalPACS is expanding their software to include educational agencies and are actively seeking participants. Watch this archived webinar to learn more. Presented by Barry Newton, CCP and founder of Creative Management Solutions and a CalPACS Administrator.

Diversity Awareness & Strategies

The demographic makeup of United States society has changed dramatically in the last 25 years, and it will

continue to change. This webinar provides participants with an understanding of what diversity is, the benefits of a diverse organization, and how they can manage it within their organizations. The information presented can help you, increase your awareness of the various dimensions of diversity, become more aware of your own attitudes, perceptions, and feelings about various aspects of diversity, and develop and provide training to increase your organization's understanding of diversity issues.

Diversity Competencies

Diverse organizations understand and exemplify the premise that the more diversity of thought, experience, and background, the greater potential for creative ideas, effective results, and employee engagement. As managers, especially HR managers, we must build effective relationships across difference to achieve an inclusive organization. Join us at the webinar to learn more about diversity competencies and how they can be achieved in your organization. The speaker is Maria Elena Guevara from HR Works. You may need to turn the volume up all the way for portions of the webinar. (To access and download the power point for this presentation, you must go the end -last few minutes- of the recorded webinar.)

Employee Engagement: Keys to a Culture of Excellence

Currently you have three types of employees in your organization. They are the engaged (100% committed to the role), the disengaged (doing just enough to get by), and the actively disengaged (seek to destroy what's working). They are often referred to in organizations as High-Middle-Low performers. This webinar is designed to make you think about your employee's current level of engagement and inspire them to maximize their potential impact on the lives of the people they serve. Presented by Michael Daggs of Tutt & Daggs Creative Performance Improvement

Ethics: Public Sector Ethics: Selfless vs. Selfish, Where is the line?

Join us as we explore the ethical dilemmas in Public Service. We discuss what ethics are; if ethics can be learned; what happens when our ethics are challenged; hypothetical situations; the role of a public servant; whether your organization needs an ethics code; and why "just doing the right thing" is not always so clear.

Health: Who are the Hardy? Maximizing Health and Productivity in Turbulent Times

Perceptions of stress at work are quite high with one study suggesting that 65% of all employees report they often feel stress and pressure on the job (Envisia Learning). In a recent poll by USA based TrueCareers, more than 70% of workers do not think there is a healthy balance between work and their personal lives. Learn why some employees cannot stay healthy in the face of work, family and life challenges and others remain free from job burnout, depression and physical illness. Learn how men and women react to stress differently. Become familiar with how interpersonal stress affects physical health and well-being. Learn the secrets of happiness. Identify the lifestyle habits, personality and behaviors of stress resilient or hardy employees. - Presentation by Kenneth Nowack Ph.D. www.envisialearning.com

Job Analysis - Understanding the Basics

This archived webinar presented by CODESP staff provides easy-to-understand, step by step instructions on how to conduct a successful job analysis using the tools and services offered on the CODESP website.

Job Analysis: Linking Job Information to HR Tools

Linking job information to HR tools to recruit, hire and retain employees is the most important step in the validation process. Current and accurate job information is required to develop content/face valid employment tests, job descriptions, performance appraisals and training programs. This webinar includes an overview of the job analysis process including some time-saving methods CODESP's online tools can provide. Finally, we demonstrate how to link job analysis information to job description content.

Job Descriptions

This archived webinar, offered by CODESP in co-operation with the California School Personnel Commissioners Association (CSPCA), provides a brief review of job analysis, then discusses the point and purpose of a job description, the elements of job descriptions and their purpose, an overview of CODESP Job description tools and how to use them, and finishes up with a demonstration of the CODESP Job Description Builder.

Labor Relations & Bargaining - CSPCA Co-sponsored

This webinar provides an overview of labor relations and collective bargaining in California public agencies and school and college districts. It includes a discussion of the relevant authority (including the requirements and obligations under the EERA and recent legal developments impacting collective bargaining), identifies the parties involved and provides an overview of mandatory, permissive and prohibited subjects of bargaining. It offers suggestions on how to improve employee/management relations and avoid grievances and unfair practice

charges. Presented by Rex Randall Erickson, attorney for Zampi, Determan & Erickson LLP

Labor Relations & Bargaining Part II - CSPCA Co-Sponsored

This webinar provides an overview of labor relations and collective bargaining in California public agencies and school and college districts. It is a follow-up to the April 24th webinar above. Part II focuses on sun-shining the initial proposal as well as outlines and discusses topics of impasse and management/employee relations. It is presented by Randy Erickson, partner with Zampi, Determan & Erickson LLP.

Layoffs: Management Bumping Rights

This webinar was Co-Sponsored by CSPCA. The Tucker v. Grossmont Union High School District litigation clarified the "bumping rights" of classified managers subject to lay-off, as well as the more commonly known change in the definition of "preference" to positions for which they are "qualified" over outside candidates. Steve Sonnich, Associate Administrator, Human Resources, and Gil Abed, Attorney, Stutz, Artiano, and Shinoff represented Grossmont in the litigation that produced these judicial rulings which now govern our industry. Presented by those who were directly involved, this webinar provided a clear picture of what the litigation did and did not change.

Layoffs: Post-Layoff Workforce Triage

The post layoff public education workforce is under enormous pressure. Disabled employees working either with or without accommodations will undoubtedly experience a material change in circumstance. Has your district experienced layoffs? Have you engaged in the interactive process with your disabled employees? During this session we examined how the post layoff work environment affects employees who are, or who may become disabled and what LEAs can do to avoid costly disability discrimination lawsuits. Presented by Suzanne Speck - School Services of California.

Legal: Addressing Employee Use of Social Networking

This archived webinar was conducted by attorney Joseph Sanchez, partner at Best Best & Krieger, LLP. Mr. Sanchez addresses legal issues related to the use and misuse of technology in the workplace as well as provides tips on how to create an employee policy addressing social networking websites and similar technological issues. In addition, potential liabilities and legal concerns for employers who use social media as a background checking tool for potential employees and how to address off-duty criminal conduct is also discussed. Please click on the link to view the webinar. Mr. Sanchez can be reached at 1-619-525-1372 or by email at Joseph.Sanchez@bbklaw.com.

Legal: Brown Act: Navigating the Brown Act - Merit Districts

This training was sponsored by CODESP and CSPCA. Presentation Summary: We discuss the ins and outs of what is privileged under the Brown Act. We answer these questions: When can public officials meet in public without violating the Brown Act? How does the Brown Act apply to closed sessions? We also examine the personnel commissioner's obligations under the Brown Act. Also, what should be done when an official believes a violation has occurred? And how do we correct it? Presented by: Kristine Kwong - Attorney Musick, Peeler & Garrett

Legal: Current and Continuing Legal Issues

This archived webinar by William Corman, counsel to the California School Personnel Commissioners Association and past attorney for CSEA, provides information on legal issues that are currently important and interesting to district Human Resource staff members in merit and non-merit districts. Topics include: Tucker v. Grossmont Union High Sch. Dist., 168 Cal. App. 4th 640 (2008) concerning reemployment rights of classified employees and Miller v. City of Los Angeles, 169 Cal. App.4th 1373 (2009) dealing with collateral estoppel and judicial exhaustion issues arising from the litigation of FEHA type claims in administrative hearings.

Legal-Discipline: Progressive Employee Discipline and the "Skelly" Process

This archived webinar was presented by Laura Schulkind, a Partner at Liebert Cassidy Whitmore, who is experienced in all phases of school and employment law. It includes the "do's and don'ts" of creating a proper Skelly notice and how to incorporate supporting documents into the Skelly notice of intent to discipline. Also discussed were the minimum procedural protections (due process) which public employers must provide, and the pre-discipline procedural requirements including the written notice, employee rights, and conducting a "Skelly" conference, as well as how to create the final Notice of Disciplinary Action.

Legal-Discipline: Conducting Successful Investigations Using the Evidence Model

This archived webinar was conducted by attorney Brian Bock, partner at Fagen, Friedman & Fulfrost, LLP to provide human resources professionals with a model on how to effectively conduct an investigation to minimize

the risk of litigation and prevent liability. In particular, this program reviews the agencies legal obligation to conduct a prompt, thorough and objective investigation in response to workplace complaints as well as the critical importance of the investigator's role as a neutral fact finder.

Fair Labor Standards Act - Everything You Wanted to Know But Were Afraid to Ask

In this archived webinar provided by Brian Bock of Fagen, Friedman & Fulfroost, LLP, you will hear the very latest developments, including what impact the most recent Court decisions have had on how and what we pay our employees, what time employees should be compensated for, and which job classifications have been defined or re-defined by these important Court decisions. Learn the best strategies for avoiding the very expensive mistakes with non-exempt employee. By viewing this recording, you will be better prepared to save your agency significant amounts of money simply by gaining a more complete understanding of this very complicated area of law.

FEHA / ADA ~ Understanding your Obligations and Developing Solutions

This archived webinar was conducted by Rachel Shaw, who has served as the Human Resources Director for both the Montebello Unified School District and the City of Oxnard, California. It covered California public sector employers' obligations and rights under the Fair Employment and Housing Act (FEHA), with specific training on the interactive process; making reasonable accommodation decisions; when accommodations are not reasonable; due process / termination (non-school district public sector focus) and the Ed Code interconnection of the 39-month re-employment list (School Districts / Transportation Agencies).

Legal: Retaliation: The High Cost of Getting Even -- Understanding and Preventing Retaliation Claims

Lynn D. Lieber, employment-law attorney and author on harassment and discrimination law, the founder and CEO of Workplace Answers in San Francisco, presented this webinar on retaliation claims, which are some of the riskiest and most expensive claims in the workplace. According to the EEOC, retaliation claims have doubled in the last ten years. The reasons should scare employers: retaliation claims are relatively easy to make – and prove – because the employee never has to show they suffered any harassment or discrimination. In 2006, the U.S. Supreme Court greatly expanded the definition and scope of retaliation claims, and recently the High Court gave employees new avenues to bring these claims. This session provided attendees with critical updates on retaliation law and valuable tips and tools to prevent these costly claims, including recent changes in the law that make it easier for employees to claim retaliation; the types of protected activities that can trigger protection under retaliation laws; who is protected under the law; how to manage your workforce and the complaining party after a complaint has been filed; how to protect your company from claims; what your policies and training should include; and proactive tips and tools to avoid liability.

Legal: Your Legal Compliance Training Budget Was Cut? Learn How to Spend Your Training Dollars Wisel

This archived webinar by M. Kaye DeWalt, Special Counsel, Littler Learning Group, provides assistance with making important decisions about what training topics you should highlight for this fiscal year. Mandatory training laws and high costs of litigation are motivation for maintaining a strong training regimen for all employees. Recently published EEOC charge statistics show a second year of record-high filings in the history of that agency. There is no choice but to provide preventive legal training to your managers, supervisors and employees. After all, a well-trained workforce not only helps to reduce costly employment litigation costs, but also ultimately helps your organization achieve its mission, goals and objectives to enhance its business. But how do you choose which topics should be presented? The webinar provides a roadmap for making this critical decision for your organization.

Public Employees' Pension Reform Act of 2013

The Public Employees' Pension Reform Act of 2013 (PEPRA) will become effective on January 1, 2013. This webinar discussed how PEPRA will impact PERS agencies and employees. This webinar was presented by Steve Berliner, a Partner at the Los Angeles office of Liebert Cassidy and Whitmore. Due to technical difficulties only the question and answer session of the webinar was recorded. The presentation slides can be downloaded from within this recording by clicking the name of the file located in the bottom right corner of the screen. Then click "Download Files" and on the following page click the link "Click to Download." The presentation materials can also be accessed on our website under Resources, then Past Training, and then Public Employees' Pension Reform Act of 2013.

Selection: Effective Use of Multiple Choice Tests

This presentation addressed when it is best to use Multiple Choice Tests as a selection tool. Topics discussed were how to choose items based on job analysis; determining job-related content and difficulty; and setting time

limits and cut-off scores, as well as CODESP Resources that make these tasks easier and more effective. Co-Sponsored by CSPCA.

Selection: Interviewer Training

This webinar provides information on how to train Interviewers for panel interviews. It includes a discussion on interview logistics, what to provide interviewers, reasons for the structured process, the types of questions asked, interviewing techniques, interviewer bias tendencies, and rating techniques. The discussion is co-sponsored by CSPCA and presented by CODESP.

Selection: Managing Large Applicant Pools

Extremely large applicant pools can be the result of Web-based recruiting and electronic application submission particularly when mixed with high unemployment rates. How do we take advantage of these large pools without getting overwhelmed by the sheer numbers involved and our own diminishing resources? Through this webinar, Dr. Frank Olmos and Joshua Kahn dissect the issues and discuss methods used by the Los Angeles Office of Education (LACOE) to filter and manage a large number of candidates to produce a strong eligibility list.

Selection: Reducing Large Candidate Pools

Overwhelmed by too many applicants? Listen to this informative webinar that includes: . Recruitment Based Solutions . Application Based Solutions . Testing Based Solutions . Workforce Planning Based Solutions ~Brought to you by the professionals of CPS.

Selection: Screening Applicants to Improve Hiring Efficiency

This archived webinar provides a practical approach to filtering down applicant pools based on the minimum qualifications established in district job analysis data and job descriptions. Also covered is how to target highly qualified and motivated applicants through effective advertisements/postings and how to screen applications through the use of supplemental questionnaires in order to efficiently manage large applicant pools.

Selection: Choosing and Using Selection Procedures

How do we assess applicants for employment? Multiple choice tests and interviews are the most common tests, but there are other types of tests in the HR toolbox. In this webinar presented by CODESP staff, we discussed the various types of selection procedures that HR can use to evaluate candidates. Topics included what skills, knowledges, abilities and competencies each one is best suited to assess, and what KSAs they should NOT be used for; how to use job analysis data to ensure that your exams are job related; and how to use each one most effectively for selection. We discussed multiple choice exams, interviews, writing exams, performance exams and performance simulations, plus a couple of less common selection procedures.

Selection: Choosing Test Content and Setting Pass Points

This archived webinar presented by CODESP staff provides easy-to-understand, step by step instructions on how to set pass points. It describes how to derive meaningful cut scores using the Angoff Method and Subject Matter Experts. Agencies that have preset pass points will also learn methods to monitor their test content to ensure that candidates obtaining passing scores are the most qualified.

Selection: Competency-Oriented Interviewing

This archived webinar was conducted by Rod Freudenberg, Personnel Director and Chanjira Luu, HR Analyst from the Los Angeles County Office of Education. They explain how they use competency modeling to provide the foundation for interview development at LACOE. They also address how competencies are assessed via interview questions and responses, and the alternative scoring models that they use. CODESP staff demonstrate how the Competency Dictionary developed by Bassett USD and other resources available on the CODESP website can assist members in developing competency oriented interviews.

Selection: Content Validation Strategies

The term validation is thrown around in the assessment community. Many vendors offer off-the-shelf tests that they claim are valid, but how do we know a test is valid? What does it mean to have a valid examination? While there are many strategies used to validate an examination, this tutorial focuses on one validation strategy-- content validation. This tutorial covers the step by step processes needed to establish evidence that an examination is content valid. Much of the presentation offers detailed recommendations of how to meet the five attributes of a content valid examination laid out in the Guardians Ass'n of New York City Police Department., Inc. v. Civil Service Commission, 630 F.2d 79, 95 (2d Cir 1980) court case. This session also discusses how to understand and review validation reports and how to validate tests for specific jobs in your organization. Cosponsored by CSPCA and presented by Elizabeth (Liz) Reed - City of Columbus, Ohio, Public Safety

Selection: Interpreting your Test Results

During this webinar we discuss how to interpret your test item analysis exploring the following statistics: mean, median, mode, response frequency, difficulty, discrimination, point biserial, and reliability. We examine what each statistic tells us and how to interpret these numbers in the context of your test sample. For those new to item analysis, easy to follow instructions are included for interpreting CATS reports. Furthermore we delve into the different ways to validate your tests. Learn the processes and statistics involved in using either Classical Test Theory (CTT) or Item Response Theory (IRT). We look at the benefits and drawbacks of each method to find a fit for your organization.

Selection: Multiple Choice Testing: Creating/Editing Items

The webinar examines the stage of multiple choice test development involved with creating and editing items. We discuss how to write new items through a methodical process to ensure that item content, difficulty, discrimination, and reliability are maintained. We examine how to edit existing items and how to ensure that your items will fit in CODESP's system. Finally we discuss reviewing items with Subject Matter Experts to ensure that your items are job-related. DO NOT Download the CODESP Item Writing Guide posted with the webinar. The CORRECT version is located under Resources / Selection Planning & Test Preparation / Item Writing/Editing

Selection: Structured Interviews: The Process of Building and Conducting Valid and Legal Interviews

We (CODESP Analysts) examine the process of developing interview questions, probes and follow-ups. We also explore the types of questions that can be asked, and topics to be avoided. Learn how to develop a rating guide and link questions to your job analysis or job description. We review how to select the appropriate number and type of questions for the interview, as well as how to select a panel and train them on valid and legal interviewing techniques and rating processes.

Selection: Talented People, Innovative Minds: Do You Know Where To Find Them?

Welcome to Recruitment 2.0 – a world of endless interactive opportunities for free social media marketing that will offer a power alternative to your recruitment needs. The Talent Acquisition and Selection Branch of the Los Angeles Unified School District has successfully incorporated LinkedIn, Facebook and Twitter over the past two years to attract talent and strengthen its employer brand. This webinar for CODESP members and subscribers provides an overview of the social media channels used, and LAUSD's strategy, lessons learned and future endeavors in digital marketing. It will be helpful to HR professionals who have recently started a social media marketing strategy or for those who are thinking about starting one for their HR department. A Q & A followed the training session.

Social Media in Recruiting – Trends and Issues

A survey of current trends and issues in the use of social media in recruiting. The discussion covered a broad range of related topics, including questions that recruiters have found themselves asking about the use of social media, and a survey of some emerging answers. We also presented the best practices that are gradually developing as social media are more frequently employed in recruitment. Instances of success were discussed, such as public agencies' use of LinkedIn, Twitter and Facebook, as well as known issues with using these media in the recruitment process. Handy technical tips such as using YouTube for public sector advertising topped off this informative presentation.

Social Media: iWhat? How Does Cyberspace Affect Your Personnel Practices?

Cyberspace and social media continue to blur the lines for human resource professionals. In this entertaining and interactive discussion, participants discussed and applied key principles and new case law to help managers successfully handle personnel issues arising from cyberspace, social media, and technology. Presented by Donald Velez, Esq., attorney from the law firm of Burke, Williams and Sorensen, LLP (website: bwslaw.com)

Technology-Excel: Maximizing the Use of Excel During Recruitment & Selection

During the recruitment and selection process the HR staff is responsible for organizing and managing a large amount of data. This can be a time and paper consuming task without the proper tools and instruction. One tool that is readily available is Microsoft Excel software. This commonly used and powerful program can simplify, quantify and organize any type of data for a multitude of reports. In this webinar presented by CODESP staff, we discussed easy tips and tricks to maximize Excel to make their recruitment and selection tasks more efficient and effective. Participants will learn shortcuts, how to use formulas and functions, and how to create professional looking charts and graphs related to recruitment and selection with minimal effort.

Technology-Excel: Using Excel to Calculate Return On Investment

This training was co-sponsored by CODESP and CSPCA. Does your HR department receive the respect they deserve by agency administrators? Are you invited to strategic planning meetings? Do you effectively communicate HR's value and effectiveness to the organization? Providing administrators with detailed metrics can help to demonstrate how HR aligns with your organization's mission and business needs. A return on investment (ROI) report that shows the relationship between hiring practices and the quality of new hires is one example of the reports that can be generated. During this webinar, participants will learn how to use Microsoft Excel to calculate common metrics in HR from easy to maintain records. Participants are provided with instructions, including formulas and functions, to calculate ROI and how to present this data to administrators. Advanced Excel skills are not required.

Violence in the Workplace

Employers must take a proactive approach to workplace violence, a serious problem that plagues all types of public agencies and businesses. In this archived webinar co-sponsored by CSPCA and CODESP, Joseph Sanchez, partner in the Labor & Employment practice group of Best, Best & Krieger LLP of San Diego, presented guidance on the warning signs of workplace violence and how to respond should such workplace violence occur. The training also provided pointers on conducting workplace violence investigations and how to obtain workplace restraining orders in response to threats of violence.

Violence in the Workplace - The Power of Threat Assessment Teams

The webinar discusses recent events of workplace and school violence that point to the need for a multidisciplinary response. Threat Assessment Teams (TATs) are one of the choices being considered for violence prevention. These diverse teams can help to prevent and respond to threats of violence by using their expertise and experience. Learning Objectives include the following: How to create and staff a Threat Assessment Team (TAT), TAT response protocols, case studies, Top 10 Workplace Violence Prevention Concepts, Top 10 School Violence Prevention Concepts. Presented by Dr. Steve Albrecht, PHR, CPP, BCC.