

# CODESP NEWS

Volume 29 No. 1

August, 2000

## C-CIB UPGRADE

Exciting changes have been made to our computerized test item banking process during the month of July. We hope to unveil even more upgrades throughout the year. The upgrades were described in detail in the new C-CIB Manual inserts recently sent to members.

The conversion to the ParTest for Windows program has been completed and members should be enjoying a much easier process to obtain test materials. The new system will cut days off of the response time because items no longer need to be returned to us to produce an examination. By simply completing a Test Request Order Form and faxing it to our office, a test can be developed quickly.

When your district needs sample job descriptions, test items, supplemental application forms, interviews or performance examinations, visit the website and double click on C-CIB Request Form. Complete the form and hit submit. If we do not have your job descriptions on file, fax it. By sending us a complete set of job descriptions to keep on file, we will no longer need to request a job description each time you submit a request. For those districts who do not have Internet access, you may fax the C-CIB Request Form.

Included with the manual inserts is a new C-CIB Catalog listing the 50 subject areas available in our item bank. We have increased the number of items in the bank by over 600 this past year.

A Selection Worksheet has also been included in this year's C-CIB Manual inserts. For each of your district's recruitments complete a form and keep it with your exam records to document your job review and examination process. Maintaining accurate examination records is an essential part of the selection process.

## UPCOMING MTMs

CODESP's first Membership Training Meeting of the 2000 – 2001 program year will take place in **Fresno** at the State Center Community College District on **September 15**, 10 a.m.—12 noon. The topic of the meeting will be "Updates in Selection." We will be sharing new ideas on how to make your district's classified employee selection processes as efficient as possible while maintaining good hiring practices. The meeting will also include a SWAP shop where members will be invited to discuss current problems, ask questions, or share great ideas from their own district's experiences. This will be a wonderful opportunity to network with school district human resource personnel from neighboring districts.

The meeting will be held at the State Center CCD's district office Board Room, 1525 East Weldon Avenue, Fresno. Please park in the East Parking lot. Send RSVP's to Marianne at [marcodesp@aol.com](mailto:marcodesp@aol.com). There is no charge and member and non-member districts are invited.

On **October 20**, 2000, 10 a.m.—12 noon, a Membership Training Meeting, "Recruiting and Testing Clerical Employees" is scheduled in the Board Room at the Ocean View School District, 17200 Pinehurst Lane in **Huntington Beach**.

The speaker will be Mike Wheeler, Personnel Research Analyst with the City of Los Angeles. Mike has also been employed at the Los Angeles Community College District and is active in PTC and WRIPAC. Recently he completed a major clerical series classification study and has some great information to share. He will discuss new findings in clerical job duties that effect the recruitment and selection process. Mike is a dynamic speaker with a vast amount of knowledge and experience in this area.

## EMPLOYMENT TESTS & DISCRIMINATION

According to an article in the July 2000, IPMA News, lawsuits alleging discrimination in the testing process are usually brought under Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, sex, color, religion, or national origin. Suits usually allege either disparate treatment or disparate impact. Disparate treatment is easier to identify as discrimination. In these cases, minorities and/or women are treated differently in the hiring process. It might also arise in a subjective interview where an applicant is treated differently or asked different questions. An example might be women being asked about children when men are not.

Discrimination based on disparate impact is more subtle. Here, an employee/applicant alleges that a test (paper/pencil or computer based) has the effect of screening out qualified candidates based on their race or gender, even though the test appears neutral. If statistics show that the test tends to screen out a group of individuals, then the employer must show that it is both job related and consistent with business necessity and that there are no alternatives that could be used that have less of an adverse impact.

How does an employer show that a test is job related and consistent with business necessity? Employers must demonstrate the test's validity for its designed purpose. What this means exactly is not clear, and "job related" and "consistent with business necessity" have been the focus of many law suits. For example, a recent decision by the Third Circuit Court of Appeals held that only a test designed to measure "minimum qualifications" would pass muster.

Here at CODESP we repeat the question, "What are the minimum qualifications for the position?" again and again. We cannot stress enough to our members that items should not be selected for their written examination that exceed the minimum qualifications set forth in their job description. Even though many times the job title is position specific, we find that there are few minimum qualifications listed on the job description. In these cases we suggest that the test reflect the minimum qualifications, not the job title. An example of this is Attendance Technician. Since this position is unique among school districts, most individuals in these positions are trained on the job. If an individual has good clerical skills the on-the-job training should not be very time consuming. If your job description does not ask for previous training or experience in attendance, no attendance specific questions should be asked on the written examination or in the interview. A general clerical examination would be sufficient.

If you require higher knowledge than what is listed on your job description, you should conduct a job analysis and determine if a change in the job description is necessary. You will be opening your district up to complaints if the skills required to pass the test exceed those specified in your job description. Keep statistics on your tests (we can do that for you if we scan your answer sheets) and monitor the results.

For more information on testing issues and disparate impact visit the following websites: IPMAAC at [www.ipmaac.org](http://www.ipmaac.org); EEOC at [www.eeoc.gov](http://www.eeoc.gov), and Uniform Guidelines at [www.eeoc.gov/regs/index.html](http://www.eeoc.gov/regs/index.html).

# WRIPAC TRAINING IN CLOVIS

The Western Regional Intergovernmental Personnel Assessment Council will be meeting September 12 –15 in Clovis, (near Fresno) CA. The meeting will be preceded by two training workshops. Job Analysis (\$250 member, \$270 non-member) will be a two day class on September 12 and 13. Also, on September 13, there will be a Selection Planning class (\$100 member \$120 non-member). The actual WRIPAC meeting will be September 14 and 15. To register for the workshops contact Debra Olvera at 559-651-5715.

## CODESP TO PRESENT AT NCSPCA

CODESP staff will be presenting at the Northern California School Personnel Commissioner's Association meeting in Monterey, on Saturday, October 21, from 1:45 – 3:00 p.m. The topic of the conference will be Bargaining with Merit and the presentation will focus on promotional examinations and methods to maintain the support of the employees and union when developing selection materials. Look for more information in the next newsletter or on the web page.

## WELCOME NEW CODESP MEMBERS!

The following school districts have been approved for membership for the 2000-2001 program year:

**Los Banos Unified School District** - Mark Bodley

**Mountain View School District**— Gloria Diaz and Blanca Nevarez

**Contra Costa Community College District**—Greg Marvel/Denise Killings

**Adelanto School District**—Donna Landry

**Escondido Union High School District**—Alida Ponchetti/Kelly Snyder/Jayne Arner

**Barstow Community College District**—Betsy Sazo/Charles Mitchell

**Pittsburg Unified School District**—Laurie Hill

**San Gabriel Unified School District**—Susan Naeve/Cynthia Quan

**Coachella Valley Unified School District**—Arleen Delgado

**West Covina Unified School District**—Beverly Brown/Mike Popoff

**San Jacinto Unified School District**—Ruth Morello

**Fullerton Joint Union High School District**—Glenda Kilbourn/Frances Finch

## WEB SITE MESSAGE BOARD

Member usage of the CODESP web site Message Board is still increasing. Log on to our web site at:

**[www.codesp.com](http://www.codesp.com)**

Scroll down the left column of the home page and click on the Message Board link. You can post messages or reply to them. The messages will remain on the Board for 30 days, unless there have been more recent replies. This is a great way to swap information among members.

### Inside this issue:

C-CIB Upgrades	1
Fall Meetings	1
Tests and Discrimination	2
WRIPAC Training	3
CODESP at NCSPCA	3
New Members	3
Test Security	4

# TEST SECURITY

Test security is an extremely important aspect of CODESP membership. CODESP staff will **not** send test materials to individuals who have not been identified on our security agreements. When there are changes in personnel in your human resource department, notify us as soon as possible so that we can send your district a security agreement to update.

Any review of materials with Subject Matter Experts (SMEs) must be conducted under the direct supervision of a district representative who has signed the security agreement. SMEs are not authorized to make notes about, copy or retain any of the actual materials. When not in use, test materials should be stored in a manner that will prevent unauthorized persons from having access to it.

Our web page contains an up-to-date membership list with e-mail addresses. Please notify us if corrections or additions need to be made. If you do not have access to the Internet and you would like a copy of our membership list, give us a call.

---

## CODESP

17210 Oak Street  
Fountain Valley, CA 92708

---

Phone: 714 - 847-8203  
Fax: 714 - 848-2963  
email: [callcodesp@aol.com](mailto:callcodesp@aol.com)  
Internet: [www.codesp.com](http://www.codesp.com)

---