**Classified Employee Selection Materials**

# CODESP NEWS

## Intents For Membership: Are You Rejoining For 04-05?

The new membership year begins July 1, 2004, which is less than 2 weeks away!  We have received responses from over 70% of our current 2003-2004 member districts regarding whether they plan to   rejoin, and the responses have been extremely positive. If your district has not communicated whether you intend to join, or rejoin for 2004-2005, please do so, so we can more efficiently plan our upcoming programs and employee selection material product development.  *We understand you may not be able to submit payment until the fiscal year has begun, but we'd like to know if your district is planning to   rejoin.* If you are contractually obligated to rejoin in 2004-2005 because your district was a half year member in 2003-2004, please still fax us an 2004-2005 intent for our records.

Please either fax or mail the Intent to Join/Rejoin CODESP Intent form. If you do not have an intent one can be found on www.codesp.com, under the heading Membership, and Intent to Join/Rejoin. Please print this form, indicate whether you intend to join for 2004-2005, and then fax it to 714-374-8225.  An invoice for your accounting department can also be found under Membership.

**If your district has an ADA of 1,000 or less and qualifies to receive free services under your county office of education's membership, please DO NOT send us an intent.**  To receive CODESP services you are required to submit a Security Agreement and an Application.

# CODESP Welcomes Staff Intern, Anya Garman!

On June 14, Anya Garman, a student from California State Long Beach's Industrial and Organizational Psychology graduate program, came on board at CODESP. Anya is now in the second year of her I/O program, and came to us with high recommendations from both her academic and professional colleagues. Her background is diverse, before her graduate work she completed dual degrees in anthropology and psychology.

Anya has already begun to work on a summer project of organizing and improving our interview questions. It has been a longstanding goal of ours at CODESP to develop an interview bank that our clients can select questions based on criteria such as: job family (clerical, trades, etc.), essential duties (computer skills, safety, etc.), and type of environment (for example: school, office, community college). This process will also assist our staff in knowing what areas we should target for new interview question development.  We'd love your feedback on what jobs or competencies you'd like to see more interview questions developed for; if you have any suggestions please email them to woody@codesp.com. We will keep you posted as to our progress on this exciting new project. Welcome Anya!
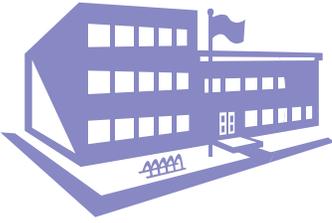
> "An organization's ability to learn, and translate that learning into action rapidly, is the ultimate competitive advantage."
>
> *—Jack Welch,*
> *Former Chairman and CEO of General Electric*

# Keep us up-to-date on your contact information!!

Please advise us of any changes in your department, especially contact information like email addresses, so we can make sure you receive all CODESP communication. Email janet@codesp.com or call us at 714-374-8644.

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**WRIPAC PRESENTS:**

*Western Region Intergovernmental Personnel Assessment Council*

Two Valuable HR Training Workshops:
Item Analysis and Legal Aspects of Selection
September 29th, 8:30 a.m.- 4:30 p.m.

**The Resort at Squaw Creek, 400 Squaw Creek Road, Olympic Valley, CA**
To reserve a room  *Call 1-800-327-3353*

Visit http://www.wripac.com for more info and to register for the pre-conference training; registration will be complete upon receipt of your training fees.

## ITEM ANALYSIS
*Trainer: Mike Willihnganz, CPS Human Resources Services*

Topics covered include: ♦ Concepts of validity and reliability ♦ Techniques for improving test reliability ♦ Interpretation of an item analysis report ♦ The use of item analysis data to improve individual test items as well as the test as a whole.

## LEGAL ASPECTS OF SELECTION
*Trainer: Bryan Baldwin, California Department of Justice*

Topics covered include: ♦ General overview of the federal and state legal systems ♦ An understanding of statutory law, case law, and professional guidelines and standards that impact selection programs ♦ Remedies that plaintiffs can seek ♦ Ways of preventing discrimination in your organization.

*** The cost for the preconference training workshops is $100 for WRIPAC members, and $120 for non-members.  You must register for this training. The conference attendance on September 30 and October 1 is free!**

*For more information on pre-conference training sessions:*
*Contact Lisa Grech at lisa@codesp.com or call 714-374-8644.*

# Employee Transitions:  A Win-Win Solution

*By: Kris Miracle, HR Analyst, City of Virginia Beach, Va.*

Virginia Beach, named by USA Weekend Magazine in 2003 as the best place to live in America, may also be the best place to work for municipal employees.  As state and local governments across the nation struggle to cope with huge budget cuts, many of them have opted to make ends meet through employee layoffs. Jim Spore, Virginia Beach City Manager since 1991, has assured city employees that it will not happen to them since the City has a "no layoff " policy.

How does Virginia Beach do it? How does the city manage to reduce the number of employees on its payroll without handing out pink slips? When times get lean, the staffs of the Departments of Management Services and Human Resources work closely with department leadership to identify the reductions that are necessary to meet budget goals. Employees who are part of this reduction are placed in the City of Virginia Beach Employee Transition Program, which is used to reduce over all employee numbers without layoffs.

The Employee Transition Program takes a lot of planning. First, depending upon the number of positions that must be cut, the City Manager may invoke a hiring freeze to keep vacant positions available. Department directors then identify which positions can be deleted from their budgets. Human Resources establishes an eligibility period for the Employee Transition Plan to determine how long the employees will be in the transition program.  At least 30 days prior to the expiration of position funding, the City provides formal notification to the affected employees that they are being placed in the Employee Transition Program. Human Resources identifies vacant positions throughout the city. Human Resource analysts roll up their sleeves to work closely with these employees to place them into an existing vacancy that matches their work experience and/or interests.

If at all possible, employees will be retained within their current department. That department will review and evaluate every possible alternative within the department, including transfer to a vacancy, reallocation of a position within the department and/or reclassification of a position. If placement within the department is not possible, the analyst will work to place the employee into a position external to that department that most closely matches the employee's competencies. The employee will complete an application and the department will interview the employee to determine if he/she can perform the functions of that job. Job placement will be made into a position for which the employee either qualifies or can reasonably be trained to qualify.

When transitioning, employees retain their current salary. If the pay range of the new job is below the transition employee's current pay range, the employee will receive a "Red Circle" allowance to compensate for the pay difference. General and specialized training will be made available to the employee to ease the transition in to the new job. Participation in the program concludes when a job placement is made or rejected by the employee or the eligibility period ends.

Two things are critical to the success of the Employee Transition Program. First, the employees must cooperate with city staff in job search activities within the city, or they will be removed from the program. Second, departments receiving new employees must cooperate with Human Resources to enable smooth transitions for the employees in the program.

# Internet Technology Survey
## Have You Received Our Email?

During the last few weeks your department should have received an email requesting the contact information for your district's information technology (IT) director (or the appropriate supervisor). If you have not received this request, it may mean that we do not have your district's most recent email addresses, and we urge you to email janet@codesp.com so that we may update our list. If you have received our email but have yet to provide us with your IT director's information, we would like to use this time to remind you to do so.

As a nonprofit consortium one of our main advantages is that our members help us provide assistance to all the districts in the consortium, and this survey is one of the ways that this can be done. The information we gain from this survey will be vital to the revision of our IT items. With the feedback from your IT directors we will be able to shape our item bank so that it better reflects the needs of your IT department. So, if you haven't already done so, please provide us with your IT director's information and encourage him/her to fill out the survey. Thank you.

# Internet Technology Survey: The Results So Far...

One of the benefits we are hoping to attain from this survey is to see if there are any trends in the makeup of school districts' information technology (IT) departments. From the feedback that we have received, we have already noticed some interesting developments.

One such discovery is the lack of Apple / Mac specific workers and computers. The IT departments in over 90% of the districts who responded do not have a full time Apple / Mac employee, and a third of those reporting do not have anyone doing any Apple / Mac work. Of those districts that have employees providing this type of work, 65% have workers who do so less than 5% of their time. Other trends include IT directors that want their personnel to have ample Microsoft Windows / Office knowledge and familiarity, and many indicate a high importance that their employees are well-versed in computer-based problem solving.

The information we gain from this survey will help us in both the revision of our established items as well as with the construction of new IT items. An example of this is that if the trend of emphasis on Windows and Microsoft Office knowledge continues, we will make sure that these aspects of our item bank are appropriately represented and bolstered. Since the IT directors indicated that problem solving is considered to be very important for all of the IT personnel, and if the anteceding IT directors concur, we will continue to create items that test candidates' problem solving abilities through comprehension and analysis based items.

**(EMPLOYEE TRANSITIONS, CONTINUED FROM PAGE 3)**

How successful is this Employee Transition Program? Between 1990 and 1995, the City of Virginia Beach was faced with huge position cutbacks. By using this program, they were able to transition 203 employees without a single layoff. An additional 309 vacant positions were deleted for an overall reduction of 512 full-time equivalent positions.

It was by no means an easy task to achieve, and growing pains were associated with moving employees into different roles within the organization. However, while other cities are experiencing cutbacks, the City of Virginia Beach employees are reassured to know that their leadership will do