

CODESP

Cooperative Organization for the Development of Employee Selection Procedures

May 2009

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CODESP

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CODESP Customer Survey Results Drive New and Improved Services

The May 2009 survey results are available to members on the website under Resources / Surveys / Customer Survey. We are very happy to report that our ratings averaged above 4.6 out of 5 in all customer service categories and we received a 4.9 rating in courtesy. Our test materials also received high quality ratings. We will continue to respond to the survey requests and comments and as of this date we have:

- Begun development of a new In-Basket for higher level clerical positions.
- Started development (some are already in the item bank) of additional clerical multiple choice test items.
- Continued the reformatting progress of interview items.
- Offered new webinars based on survey results topics.
- Contacted members who needed log-in names and passwords (individuals must work directly with test administration and have classified HR administrator approval).
- Contacted members regarding item analysis services and advised them of less expensive options for scanners.
- Notified members of methods to update test items in the CATS test generator.
- Notified customers that if test materials on the website under Resources, or those sent to them via a CATS Request Form, are not sufficient they can request custom test materials.
- Reviewed current item analysis data to monitor difficulty level in test materials (note: the difficulty level should not exceed the minimum qualifications)
- Begun an update of the Job Analysis Questionnaires and Job Description Builder to improve the process.
- Met with software developers to review progress on online testing feature.

We will continue to work our way through the survey data and report our responses. The complete survey can be viewed by members after login at www.codesp.com / Resources under Surveys.

New Item Analysis Feature Available

A recent addition has been made to the Test Generator in CATS! Look for this icon  under Stats to the right of the Add questions boxes to review item analysis statistics for questions. This step can be helpful when considering whether to include an item or not on a test. Statistics provided include item difficulty, distractor usage, discrimination, and point biserial. This information can be helpful when choosing items. The item analysis is based on how the item performed in various tests at CODESP member districts. Before making any inferences as to how the item will perform on the test, it is very important to compare your district's candidate pool to the district results available on the Item History Report.

Remember it is still necessary to gather input from subject matter experts when selecting multiple choice items and that low numbers (under 30) of test-takers will not provide reliable test statistics. Keep in mind that the method used to screen applicants prior to the testing process will also affect item analysis results and that process is decided by each member district. Since item analysis information is not currently available for every question in CATS, we encourage all members to participate in increasing the data. If you would like to share your district's test results and use our test scoring and item analysis report features, contact us.

For more information and a guide on interpreting the item history report, log on to the CODESP website and go to RESOURCES / ITEM ANALYSIS/ ITEM ANALYSIS SERVICES AND EXPLANATION OF TERMS / INTERPRETING THE ITEM HISTORY REPORT.

CODESP Webinars

Legal Updates

May 28, 9:00 -10:30 a.m. **June 2, 9:00 - 10:30 a.m.**

This webinar by attorney **Kristine Kwong** covers new cases interpreting the federal and state anti-discrimination, disabilities and harassment laws under Title VII, the Americans with Disabilities Act and the California Fair Employment and Housing Act. There will also be a discussion of new statutes enacted becoming effective in 2009. Ms. Kwong is a business and corporate transactions attorney with particular focus on labor and employment law at the law firm of Hinshaw and Culbertson. She represents both private and public sector employers, including many school districts, in federal and state courts throughout California in counseling and litigation. She has been a popular speaker for CODESP, CASBO, CSPCA, PTC, SCPMA and many other organizations.

Registering for a Webinar Has Never Been Easier!

Thanks to some new upgrades, you can now register for a CODESP webinar right from our website. Simply log-in to the CODESP website using your log-in name and password and you'll see our webinars listed under Training Events on your homepage. Click on the title of the webinar (**blue** hyperlink) to find out more about the webinar topic and the time it will be held. Click on *Register at this site* (the **orange** hyperlink) to be taken to the webinar registration page. Just fill out the registration page and make sure that you have provided us

with your correct email account. You'll receive a confirmation email that includes a link to the webinar.

Economic Outlook Survey Results

1. Indicate below if your district has taken or plans to take any of the following actions.

Has taken place	Expected to take place next fiscal year	N/A	Rating Average	Response Count
HR Dept/Commission Budget Cuts	36.8% (25)	30.9% (21)	32.4% (22)	68
Layoffs	50.7% (35)	27.5% (19)	21.7% (15)	69
Furloughs	16.9% (10)	10.2% (6)	72.9% (43)	59
Eliminate classifications by consolidating duties with other positions	21.5% (14)	23.1% (15)	55.4% (36)	65
Hiring freeze	43.5% (27)	9.7% (6)	46.8% (29)	62
Hiring freeze - except for vital positions approved by top administrator	73.1% (49)	10.4% (7)	16.4% (11)	67
No salary increases	62.1% (41)	18.2% (12)	19.7% (13)	66
Retirement incentives	39.4% (26)	10.6% (7)	50.0% (33)	66
Reduce work hours	23.1% (15)	23.1% (15)	53.8% (35)	65
Increase employee contribution to health	11.5% (7)	24.6% (15)	63.9%	61

care			(39)	
Restrict travel	70.6% (48)	11.8% (8)	17.6% (12)	68
Reduce training expenditures	60.0% (39)	18.5% (12)	21.5% (14)	0.00
Eliminate district sponsored awards/celebrations	27.0% (17)	14.3% (9)	58.7% (37)	0.00
Reduce use of outside consultants	40.6% (26)	21.9% (14)	37.5% (24)	0.00

2. Has your district offered outplacement services to people who were laid off?


Yes – 9.3% - 7

No – 61.3% - 46

N/A – 29.3% - 22

For complete survey results login to www.codesp.com and click on Resources / Surveys / Economic Outlook Survey

DIRECTOR OF HUMAN RESOURCES
(Certificated & Classified – Combined Departments)



Pleasant Valley School District
600 Temple Avenue
Camarillo, CA 93010
Salary Range: **\$91,332 - \$111,024**

Apply by: June 12, 2009

Contact: Richard Ide, Dir. Classified HR
(805) 445-8647

Download application/supplemental questionnaire www.pvsd.k12.ca.us

*Remember if you can't find what you need under **Resources**, or you don't receive what you want through the CATS Request process, just ask us to develop custom selection materials.*