



South Pasadena Unified School District  
Office of the Assistant Superintendent – Human Resources  
1020 El Centro Street  
South Pasadena, CA 91030  
[www.spusd.net](http://www.spusd.net)

## MEMORANDUM

Date: May 10, 2016

To: Members of the Board of Education

From: Karen Reed, Assistant Superintendent, Human Resources

Re: Membership with Cooperative Organization for the Development of Employee Selection Procedures (CODESP)

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### **Background**

Membership in the Cooperative Organization for the Development of Employee Selection Procedures (CODESP) has provided the Assistant Superintendent, Human Resources with tools necessary to assure efficient testing and interviewing methods of prospective South Pasadena Unified School District employees. Membership in CODESP has provided access to programs such as Job Description Builder, CATS (the CODESP Automated Test System), test materials, customized pre-assembled tests, training and experience forms, sample interview questions, writing exercises, and other tools highly utilized by the Human Resources Office.

### **Recommendation**

Karen Reed, Assistant Superintendent, Human Resources, recommends that the Board of Education approve renewal of the annual membership in the Cooperative Organization for the Development of Employee Selection Procedures (CODESP) for the 2016-2017 program year, beginning July 1, 2016 through June 30, 2017, at a cost to the District of \$1,950.00.