

(R-89-1017)

RESOLUTION NUMBER R- 272385

ADOPTED ON NOV 21 1988

WHEREAS, in January 1988, the Council approved a contract with an independent consultant, Dennis Joiner and Associates, to validate, develop, and administer the examinations for Assistant Fire Marshal, Fire Prevention Supervisor, and Fire Captain as set forth in the Scope of Services attached hereto as "Attachment A"; and

WHEREAS, this was necessary because of the sensitive and controversial nature of these exams;

WHEREAS, at that time, it was estimated that the total cost of the contract would not exceed \$63,000, but as a result of underestimating the number of applicants, the percent of applicants who would pass the first examination phase and require testing in the second phase, and the time necessary to respond to appeals, the actual cost of the contract is now \$4,624.14 over the original estimate; and

WHEREAS, in addition, due to the extreme competitiveness and sensitivity of these exams, individual feedback to those Fire Department employees who participated in the exam process is generally provided and is an expected part of the overall process; and

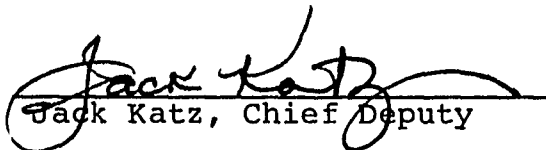
WHEREAS, it is now requested that the Personnel Director be authorized to expend an additional amount on this contract, said amount not to exceed \$15,024, to complete the contract and

provide feedback to candidates, as more specifically set forth in the Report of the Personnel Director to the Mayor and Council;
NOW, THEREFORE,

BE IT RESOLVED, by the Council of The City of San Diego, that the Personnel Director be and he is hereby authorized to expend from the General Fund 100, Personnel Department (060), an amount not to exceed \$15,024 to complete the contract previously authorized by Council with Dennis Joiner and Associates for testing services in several Fire Department classifications, said sum to provide for completion and feedback to candidates, as set forth in the Report of the Personnel Director to the Mayor and City Council.

APPROVED: JOHN W. WITT, City Attorney

By


Jack Katz, Chief Deputy

JK:js
11/09/88
Or.Dept:Pers.
Aud.Cert:8900447
R-89-1017
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ATTACHMENT A

SCOPE OF SERVICES
FOR THE DEVELOPMENT AND ADMINISTRATION
OF CONTENT VALID EXAMINATIONS
FOR
ASSISTANT FIRE MARSHALL
FIRE PREVENTION SUPERVISOR
FIRE CAPTAIN

CONTRACTOR INFORMATION

Dennis A. Joiner, doing business as
Dennis A. Joiner and Associates
Personnel Management Consultants
6333 Meadowvista Drive
Carmichael, CA 95608

Operating as an individual, sole owner with one full-time permanent Principal Associate.

PROGRAM DESCRIPTION

The contractor will validate, develop and administer the Assistant Fire Marshall, Fire Prevention Supervisor and Fire Captain examinations for the City of San Diego. Specific services to be performed will include, but not necessarily be limited to, the following:

- (1) The criteria for the new examinations will be based upon validation studies which comply with applicable State and Federal guidelines.
- (2) Specific test segments and scoring/rating criteria will be professionally developed and administered based upon the findings of #1 above and in compliance with Equal Employment Opportunity Guidelines. Special attention will be given to the issues of test security, equal opportunity, and adverse impact.
- (3) If technical raters are required for any of the test segments developed in #2 above they will be obtained from agencies outside the City of San Diego and provided with appropriate training.
- (4) The test results from #2 above will be scored and analyzed and appropriate passpoints recommended. If necessary, procedures to provide feedback to candidates will be developed and administered.
- (5) Any appeals resulting from the examination processes will be evaluated and adequately addressed through the necessary means.
- (6) Any other usual and ordinary consultant time and expenses necessary to ensure the proper administration and objective and accurate final results of the examination processes, such as inspecting examination facilities obtained by the City, providing an orientation session for candidates prior to their participation in the assessment process, and clerical services

R- 272385

involved in producing/reproducing all job analysis and related examination materials will be the responsibility of the contractor.

- (7) The contractor will comply with the City of San Diego General Provisions and Affirmative Action Program Standards.
- (8) The contractor shall assume the defense of, indemnify and hold harmless the City from all claims, expenses, damages, and liability of every nature, directly or indirectly arising from, or alleged to have arisen from any operation, act or omission of the contractor or employees.

The City of San Diego
CERTIFICATE OF CITY AUDITOR AND COMPTROLLER

CERTIFICATE OF UNALLOTTED BALANCE AC 8900447

ORIGINATING DEPT. NO.: 060

I HEREBY CERTIFY that the money required for the allotment of funds for the purpose set forth in the foregoing resolution is available in the Treasury, or is anticipated to come into the Treasury, and is otherwise unallotted.

Amount \$ _____ Fund _____

Purpose _____

Date _____, 19__

By: _____

AUDITOR AND COMPTROLLER'S DEPARTMENT

ACCOUNTING DATA										
ACCTG. LINE	CY PY	FUND	DEPT	ORG.	ACCOUNT	JOB ORDER	OPERATION ACCOUNT	BENF/EQUIP	FACILITY	AMOUNT
TOTAL AMOUNT										

FUND OVERRIDE

CERTIFICATION OF UNENCUMBERED BALANCE

I HEREBY CERTIFY that the indebtedness and obligation to be incurred by the contract or agreement authorized by the hereto attached resolution, can be incurred without the violation of any of the provisions of the Charter of the City of San Diego; and I do hereby further certify, in conformity with the requirements of the Charter of the City of San Diego, that sufficient moneys have been appropriated for the purpose of said contract, that sufficient moneys to meet the obligations of said contract are actually in the Treasury, or are anticipated to come into the Treasury, to the credit of the appropriation from which the same are to be drawn, and that the said moneys now actually in the Treasury, together with the moneys anticipated to come into the Treasury, to the credit of said appropriation, are otherwise unencumbered.

Not to Exceed \$ 15,024.00

Vendor Dennis Joiner and Associates

Purpose Authorizing the expenditure of funds for the validation development and administration of Fire Examinations.

Date November 8, 1988

By: *Tracy McManis*

AUDITOR AND COMPTROLLER'S DEPARTMENT

ACCOUNTING DATA										
ACCTG. LINE	CY PY	FUND	DEPT	ORG.	ACCOUNT	JOB ORDER	OPERATION ACCOUNT	BENF/EQUIP	FACILITY	AMOUNT
1			060	211	4151	063003				\$15,024.00
TOTAL AMOUNT										\$15,024.00

FUND OVERRIDE

R-272385

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NOV 21 1985

Passed and adopted by the Council of The City of San Diego on.....
by the following vote:

Council Members	Yeas	Nays	Not Present	Ineligible
Abbe Wolfsheimer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ron Roberts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gloria McColl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Wes Pratt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ed Struiksma	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Bruce Henderson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Judy McCarty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Filner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Maureen O'Connor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AUTHENTICATED BY:

MAUREEN O'CONNOR
Mayor of The City of San Diego, California.

(Seal)

CHARLES G. ABDELNOUR
City Clerk of The City of San Diego, California.

By *Ina Martin*, Deputy.

Office of the City Clerk, San Diego, California

Resolution Number R-272385 Adopted NOV 21 1985

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