

CITY OF OAKLAND
COUNCIL AGENDA REPORT

2004 FEB 26 AM 10:01

TO: Office of the City Manager
ATTN: Deborah Edgerly, City Manager
FROM: Office of Personnel
DATE: March 9, 2004

RE: A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL OR SPECIALIZED SERVICES CONTRACT WITH HARGIS AND ASSOCIATES, A CONSULTING FIRM, TO PROVIDE EXAMINATION SERVICES FOR THE POSITION OF LIEUTENANT OF POLICE FOR A TOTAL FEE NOT TO EXCEED \$14,900, BRINGING THE TOTAL AMOUNT OF SPECIALIZED SERVICE CONTRACTS WITH THIS CONSULTING FIRM DURING FISCAL YEAR 2003/04 TO \$50,850

SUMMARY

A resolution has been prepared for consideration by the City Council authorizing the City Manager to enter into a professional services contract with Hargis and Associates to provide examination services for the police promotional position of Lieutenant of Police. The cost of the services to be performed by the consultant for this examination is for a total fee not to exceed \$14,900, bringing the total amount of specialized service contracts with this consulting firm during fiscal year 2003/04 to \$50,850. The resolution must be adopted in order to meet the recruitment and selection timetables established through an agreement with the City and the Oakland Police Officers Association.

FISCAL IMPACTS

The Police Department has identified a total of \$14,900 in its budget to cover the costs of the services to be performed by the consultant. Hargis and Associates will develop and administer the Lieutenant of Police exam for \$14,900 in July of 2004. The funds are available in Fund 1010, Org 103410, Project 0000000, Program TE, and Account 54915 for the Police Department.

BACKGROUND

A professional services contract has been prepared to provide examination services. Hargis and Associates is a consulting firm specializing in public sector employment testing. This firm has previously provided quality test services for the City of Oakland. The City contracted with Hargis and Associates earlier this fiscal year for examination services for the Captain of Police and Sergeant of Police in the amount of \$35,950. The cost of the services to be performed by the consultant for the Lieutenant of Police examination is for a total fee not to exceed \$14,900,

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bringing the total amount of specialized service contracts with this consulting firm during fiscal year 2003/04 to \$50,850. The critical aspects of the examination process include:

1. Conducting a thorough job analysis of each position.

The consultant has experience working with representatives from the Police Department to determine the tasks to be performed for each position and the required knowledge, skills and abilities. The job analysis is used as a basis for the job announcement, performance tests and the weights assigned to various testing elements in the process.

2. Designing and developing the examination components.

The consultant has experience in developing job-related test items, performance exercises and interview questions for similar Police exams used in the City of Oakland.

3. Administering the examination process.

The consultant has experience in administering promotional examinations for the Police Department and is familiar with the procedures used in the City of Oakland.

4. Grievance response and exam defense.

The consultant will provide assistance to the City of Oakland in the event of a grievance or legal action against the City relative to Police Department examinations conducted by the consultant.

KEY ISSUES AND IMPACTS

It is critical that this contract be processed as soon as possible in order to fulfill the City's Memorandum of Understanding obligations for Police promotional examinations. Hargis and Associates has demonstrated expertise in the specialized field of test development. Based on past performance as a consulting firm, this consultant will successfully provide the necessary examination services.

SUSTAINABLE OPPORTUNITIES

None.

DISABILITY AND SENIOR CITIZEN ACCESS

None.

RECOMMENDATIONS AND RATIONALE

Staff recommends that the City Council approve the resolution to enter into a professional services contract with Hargis and Associates to provide examination services for the position of Lieutenant of Police for the City of Oakland.

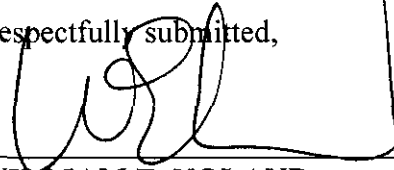
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ACTION REQUESTED OF THE CITY COUNCIL

The Office of Personnel recommends approval of this resolution.

Respectfully submitted,



WILLIAM E. NOLAND,
Interim Director, Finance & Management Agency

Prepared by: Robin Young
Senior Human Resource Analyst

APPROVED AND FORWARDED TO THE
FINANCE AND MANAGEMENT COMMITTEE:



OFFICE OF THE CITY MANAGER

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OAKLAND CITY COUNCIL

OFFICE OF THE CITY CLERK
OAKLAND

RESOLUTION NO. _____

C.M.S.
2004 FEB 26 AM 10:05

INTRODUCED BY COUNCILMEMBER _____

JAC

RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL OR SPECIALIZED SERVICES CONTRACT WITH HARGIS AND ASSOCIATES, A CONSULTING FIRM, TO PROVIDE EXAMINATION SERVICES FOR THE POSITION OF LIEUTENANT OF POLICE FOR A TOTAL FEE NOT TO EXCEED \$14,900, BRINGING THE TOTAL AMOUNT OF SPECIALIZED SERVICE CONTRACTS WITH THIS CONSULTING FIRM DURING FISCAL YEAR 2003/04 TO \$50,850

WHEREAS, the City of Oakland is desirous of providing examination services for the positions of Lieutenant of Police, and

WHEREAS, the City of Oakland is also desirous of securing an experienced consulting firm; and

WHEREAS, Hargis and Associates, is experienced in providing examination services; and

WHEREAS, the City Council finds that the contractual service is in the public interest because of economy, and

WHEREAS, the City Council finds that this contract shall not result in the loss of employment or salary by any person having permanent status in the competitive service; and

WHEREAS, the City Council finds that the service is exempt from competitive bidding pursuant to Section 2.04.050(I) of the Oakland Municipal Code; now therefore be it,

RESOLVED: that the City Council hereby authorizes the City Manager or her designee to execute a Professional or Specialized Services Contract between the City and Hargis and Associates, a consulting firm, to provide examination services for the position of Lieutenant of Police for a total fee not to exceed \$14,900.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 2004

PASSED BY THE FOLLOWING VOTE:

AYES- BRUNNER, BROOKS, CHANG, NADEL, QUAN, REID, WAN
AND PRESIDENT DE LA FUENTE

NOES-

ABSENT-

ABSTENTION-

ATTEST:

6
FINANCE & MANAGEMENT CMTE.
MAR 9 2004

CEDA FLOYD
City Clerk and Clerk of the Council
of the City of Oakland, California