

RESOLUTION NO. 24474

A RESOLUTION AUTHORIZING THE PERSONNEL DIRECTOR TO EXECUTE AN AGREEMENT WITH JOINER & ASSOCIATES, A COPY OF WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE, RELATIVE TO THE DEVELOPMENT AND ADMINISTRATION OF PROMOTIONAL EXAMS FOR THE POSITIONS OF FIRE LIEUTENANT AND FIRE CAPTAIN.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA, TENNESSEE, That the Personnel Director be and is hereby authorized to execute an Agreement with Joiner & Associates, a copy of which is attached hereto and incorporated herein by reference, relative to job analysis and assessment development of the positions of Fire Captain and Fire Lieutenant, development and administration of training for assessors and candidates for the Fire promotional process, and consultations on scoring and summarizing assessment results.

ADOPTED: June 14, 2005

sdr/add

DENNIS A. JOINER & ASSOCIATES

SPECIALISTS IN SUPERVISORY AND MANAGEMENT ASSESSMENT SINCE 1977

4975 Daru Way, Fair Oaks, CA 95628-5452 (916) 967-7795 Email: joinerda@pacbell.net

May 27, 2005

Ms. Donna R. Kelley
Personnel Director
Personnel Department
City of Chattanooga
100 East 11th Street, Room 302
Chattanooga, TN 37402

Dear Ms Kelley:

Thank you for the opportunity to provide the enclosed information regarding the services we will provide to assist the City of Chattanooga with the 2005-06 Fire Lieutenant and Fire Captain examinations.

The consultant services will include all of the following:

1. Collection and analysis of the job data to identify and document the knowledge, skills, abilities and behaviors necessary at the time of promotion. Recommendation of an examination plan for each job classification including recommendations regarding how to best score and weight the various test components in each examination process.
2. Development and administration of a test taking/promotional preparation seminar for the candidates. This includes conducting the one-half day training course in Chattanooga two or three times over a two-day period to accommodate the Fire Department shift schedule.
3. Review and consultation regarding the multiple-choice format, technical knowledge oriented written examination developed by the City.
4. Designing and developing three exercises for each rank based on the job analysis results and additional information provided by the Fire Department (i.e., SOPs and information on current issues to ensure the relevance and appropriateness of the exercises). This includes development of all candidate and assessor required written instructions and other materials (photographs, diagrams, etc.) used in the exercises.
5. Development and administration of the training for the assessors. This includes providing written training materials and assessor rating guidelines for the training as well as a minimum of two days of on-site assistance to conduct the training and ensure that the first day of testing runs smoothly for each examination

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6. Development of rating forms and score summary worksheets for combining and computing candidate final scores from three different panels for each examination.
7. Reviewing and suggesting appropriate actions on any other examination-related operational issues as they arise.

Cost Quotation:

The total amount for consultant services overviewed above will be \$28,500.00. This amount includes \$27,000.00 for all consultant and clerical salaries, supplies, postage and phone charges, plus \$1,500.00 for travel expenses to cover three round trips from Sacramento and food and lodging expenses for eight overnight stays in Chattanooga. The total amount will be due and payable in three payments as follows: \$9,000.00 for project start-up, job analysis and test planning; \$9,000.00 after development of the test taking/promotional preparation seminar and all examination materials; and the balance after completion of all remaining consultant services.

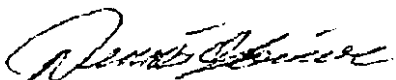
This cost proposal is based on the assumption that the consultant would develop all examination and training material for both examinations and conduct the assessor training for the both of the two examinations. The City would be responsible for printing all examination-related materials, all assessors related costs for travel, food and lodging and any facility rental expenses for administering the examinations.

The consultant could also being available for additional on-site assistance in conducting the job analysis, providing promotional preparation seminars at separate times for the two examinations and/or for on-site test development and test review, if the City desires. The cost for these additional services would be an estimated \$2,500.00 per trip and would include two additional days of consulting time on-site per trip as well as travel expenses for the consultant. This would bring the total contract amount for consultant services to \$31,000.00 or 33,500.00, depending on the number of additional trips to Chattanooga, but not to exceed \$49,000 for all services provided.

All services described above would be provided at mutually agreed upon dates and times as yet not determined.

We look forward to assisting the City of Chattanooga with these important examinations. If you need any additional information regarding the services we will provide, please contact us at (916) 967-7795 or send e-mail to joinerda@pacbell.net.

Sincerely,



DENNIS A. JOINER

DENNIS A. JOINER
RESUME/BRIEF BIOGRAPHICAL STATEMENT

Since 1977 Dennis has worked as a Human Resources Management Consultant (Assessment Specialist) specializing in the development and administration of content valid assessment center examinations for employee selection and career development. From August 1977 through September 1980, Dennis was Project Director for the Management Assessment Center Program for the California State Personnel Board. In September of 1980 he established the consulting firm: Dennis A. Joiner and Associates, based in Fair Oaks, Sacramento County, California.

The majority of assessment processes he has administered for employee selection, promotion and career development have been for Public Safety classifications (including all supervisory and management ranks of Police and Fire/Emergency Services); other processes have included a wide variety of classifications such as Ranger Supervisor, Personnel Director, General Services Director, Social Services Director, Municipal Transit Manager, City Engineer, Airport Operations Manager, Retirement System Director, Actuary, Finance Director, Service Center Manager, Vice President - Sales and Marketing, Customer Service Manager and Director of Marketing and Public Information.

In addition to developing and administering assessment centers, Dennis has conducted formal training courses and provided on-the-job training and consultation for state, city and county personnel and human resources departments that were interested in developing or improving their internal capabilities in assessment, including ASTD, IPMA, IPMAAC and WRIPAC sponsored workshops. Other relevant experience includes development and administration of oral and written examinations for both employment and licensing for a variety of public agencies at the state and local levels.

Formal presentations to professional groups include presentations on assessment and assessor training at the International Public Management Association for Human Resources (IPMA-HR) - Assessment Council Conferences (1981, 1983, 1985, 1986, 1990, 1991, 1992, 1994, 1996, 1998, 1999, 2000, 2001 & 2004), the International Conference on Assessment Centers for Police, Corrections and Fire Services (1984 & 1985), the annual International Congress on the Assessment Center Method (1981, 1988, 1990, 1994 & 2004), and numerous other presentations at the international, national, regional, state and local levels for personnel/human resources professional groups. Also, Dennis was a member of the task force which revised the "Guidelines and Ethical Considerations for Assessment Center Operations" (1989) and Co-Chair of the 1990 International Congress on the Assessment Center Method.

Education: Bachelor of Arts in Psychology; Master of Science in Psychological Counseling; further studies in Personnel and Organizational Psychology.

Publications include "Assessment Centers: What's New?" Public Personnel Management, (Vol. 31 No. 2, 2002); "De-mystifying Assessment Center Exercises", Fire Chief, (Vol. 34 No. 9, 1990); "Content Valid Testing for Supervisory and Management Jobs", Personnel Assessment Monographs (Vol. 1, No. 2, August 1987); "Testing for Knowledge, Skills and Abilities", in More, Harry W. and Unsinger, Peter C. (ED.): The Police Assessment Center (Thomas: Springfield, 1987), and his articles in the California Peace Officer (Vol. 6, No. 3, Sept. 1986), "Using an Assessment Center in Career Development"; the Public Personnel Management Journal (Vol. 13, No. 4, Winter 1984), "Assessment Centers in the Public Sector: A Practical Approach"; the Journal of California Law Enforcement (Vol. 17, No. 2, 1983), "Use of Assessment Centers in Law Enforcement Promotions" and in the Journal of Assessment Center Technology (Vol. 5, No. 1, 1982), "Description of the San Francisco Police Captain Assessment Center" (co-authored).

Memberships and awards include International Public Management Association for Human Resources (IPMA-HR) - International, Assessment Council, Northern California and Sacramento Chapters; and the Personnel Testing Councils of Northern and Southern California. Dennis was a Co-Founder and first President of the Personnel Testing Council of Northern California and was elected to serve for five years on the Board of Directors of the IPMA-Assessment Council (1987-1992) including one year as President (1990-1991). Dennis was granted the IPMA-Certified Professional designation in 2001 and in 2003 he was awarded the Stephen E. Bemis Memorial Award for outstanding contributions to the assessment profession and its practitioners.