



# CITY OF SACRAMENTO

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**DEPARTMENT OF PERSONNEL**  
PERSONNEL MANAGEMENT SERVICES DIVISION  
801 NINTH STREET, ROOM 210  
SACRAMENTO, CALIF. 95814  
TELEPHONE (916) 449-5728

CITY MANAGER'S OFFICE  
**RECEIVED**  
MAR 20 1985  
**APPROVED**  
BY THE CITY COUNCIL

DONNA L. GILES  
DIRECTOR OF PERSONNEL

March 18, 1985

City Council  
Sacramento, California

MAR 18 1985

OFFICE OF THE  
CITY CLERK

Honorable Members in Session:

**SUBJECT: ACCEPTANCE OF BID FOR DEVELOPMENT OF COMPREHENSIVE JOB ANALYSES AND WRITTEN TESTS FOR POLICE SERGEANT, POLICE LIEUTENANT, AND FIRE CAPTAIN**

## SUMMARY

This report recommends acceptance of a bid from Biddle and Associates for \$30,000 to develop comprehensive job analyses and a total of six written tests for the classifications of Police Sergeant, Police Lieutenant, and Fire Captain.

## BACKGROUND AND ANALYSIS

In January of this year the Personnel Department issued a request for proposals on this subject. The last comprehensive analyses and written tests developed from them were contracted out in 1978. The written tests have all been used, and the job analyses need to be updated. Exams for these classifications are the most contentious ones the City gives, and are regularly the target of appeals and litigation. It is therefore critical that the job analyses and written tests be as sound and legally defensible as possible. A total of six written tests including approximately 800 multiple choice items will be produced, and will cover the City's needs for at least four years.

Selection criteria used in evaluating the four bids which were received were the completeness and quality of the proposal; the cost; completion dates; references from previous clients; staff qualifications; and previous public sector experience, especially where litigation was involved. The bid proposed for acceptance was from Biddle and Associates, whose bid was both the lowest in cost (\$30,000) and best in terms of the other criteria. The bids ranged from \$30,000 to \$60,000. Biddle and Associates is a Sacramento firm with extensive experience in the development of job analyses and written tests for public safety classes. The ethnic and sex composition of the firm (four of the eight professional staff are females and minorities) is comparable to that of the staff of the other bidders.

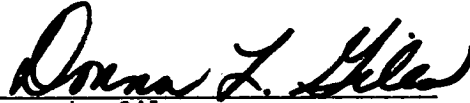
FINANCIAL INFORMATION

Funds for the project are included in this year's budget.

RECOMMENDATION

It is recommended that the City Council accept the bid of Biddle and Associates for the development of comprehensive job analyses and written tests for Police Sergeant, Police Lieutenant, and Fire Captain, and that the City Manager be authorized to enter into a contract to effect the acceptance.

Respectfully submitted,

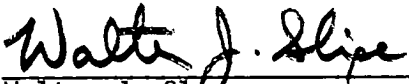


Donna L. Giles  
Director of Personnel

DLG/JW

Attachment

Recommendation Approved:



Walter J. Slize  
City Manager

All Districts  
March 26, 1985

**RESOLUTION NO. 85-217**

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

ACCEPTING THE BID OF BIDDLE AND ASSOCIATES  
IN THE AMOUNT OF \$30,000  
FOR THE DEVELOPMENT OF COMPREHENSIVE  
JOB ANALYSES AND WRITTEN TESTS FOR THE  
CLASSIFICATIONS OF POLICE SERGEANT,  
POLICE LIEUTENANT, AND FIRE CAPTAIN

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

The bid of Biddle and Associates, in the amount of \$30,000, for the development of comprehensive job analyses and written tests for the classifications of Police Sergeant, Police Lieutenant, and Fire Captain, is hereby accepted, and the City Manager is authorized to execute the necessary agreement and supporting documents.

\_\_\_\_\_  
MAYOR

ATTEST:

**APPROVED**  
BY THE CITY COUNCIL

MAR 26 1985

OFFICE OF THE  
CITY CLERK

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CITY CLERK

#8

May 14, 1985

Biddle & Associates, Inc.  
903 Enterprise Drive, Suite 1  
Sacramento, CA 95825

Dear Gentlemen:

On March 26, 1985, the Sacramento City Council adopted a resolution authorizing the execution of Agreement No. 84163A between the City of Sacramento and Biddle & Associates for development of comprehensive job analyses and written tests for Police Sergeant, Police Lieutenant and Fire Captain.

Enclosed, for your records, is one fully certified copy of said agreement and authorizing resolution.

Sincerely,

Lorraine Magana  
City Clerk

Janice Beaman  
Deputy City Clerk

LM/JB/dah/8  
Enclosure

cc: Support Services  
Risk Management