

RESOLUTION NO. 2912

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE,
PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN A
SERVICE AGREEMENT WITH PUBLIC SAFETY TESTING TO PROVIDE A
SERGEANT PROMOTIONAL EXAM/ASSESSMENT FACILITATION.**

WHEREAS, the City of Bonney Lake Facilitated a Sergeant Promotional Assessment in December 2020; and

WHEREAS, there were eight (8) internal applicants for that process; and

WHEREAS, several issues noted with the scoring and dimensions used after the exam was facilitated and scored; and

WHEREAS, the City has conducted a thorough review of the Civil Service Rules and options for a re-examination; and

WHEREAS, the City needs to ensure the integrity of the process and that is fair and equitable to all involved and has found a subject matter expert that has developed and facilitated promotional assessments for multiple decades in Public Safety Testing.

NOW THEREFORE, the City Council of the City of Bonney Lake, Washington hereby resolves that the City shall enter into an agreement with Public Safety Testing to facilitate a Sergeant Promotional Assessment Exam. The Mayor is authorized to sign an Agreement for with Public Safety Testing, attached hereto and incorporated herein by this reference.

PASSED by the City Council this 9th day of March, 2021.

DocuSigned by:
Neil Johnson, Jr.
202103091400

Neil Johnson Jr., Mayor

AUTHENTICATED:

DocuSigned by:
Harwood T. Edvalson

Harwood T. Edvalson, City Clerk

City of Bonney Lake, Washington
City Council Agenda Bill (AB)

Department/Staff Contact: ASD / Jenna Richardson	Meeting/Workshop Date: 9 March 2021	Agenda Bill Number: AB21-39
Agenda Item Type: Resolution	Ordinance/Resolution Number: 2912	Sponsor:

Agenda Subject: Contract With Public Safety Testing For Sergeant Promotional Exam/Assessment Facilitation

Full Title/Motion: A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign A Service Agreement With Public Safety Testing To Provide A Sergeant Promotional Exam/Assessment Facilitation.

Administrative Recommendation: Approve

Background Summary: The Human Resources Manager/Civil Service Secretary facilitated a Sergeant Promotional Exam/Assessment in December 2020. During the scoring process, it was found that there were several errors with the exam that necessitated further review. The City worked with a consultant through ApertureEQ to review the overall process and then determined that a re-examination would be the fairest and most equitable response for the eight internal applicants. In order to ensure the integrity of the process, the City recommends that the assessment be conducted by a third party agency. Public Safety Testing regularly conducts promotional exams, is considered a Subject Matter Expert in the field, and is prepared to facilitate the process on the City's behalf.

Attachments: Public Safety Testing Scope of Services and Agreement

BUDGET INFORMATION				
Budget Amount	Current Balance	Required Expenditure	Budget Balance	Fund Source
		\$8,500		<input checked="" type="checkbox"/> General <input type="checkbox"/> Utilities <input type="checkbox"/> Other
Budget Explanation: This is a non-budgeted item.				

COMMITTEE, BOARD & COMMISSION REVIEW				
Council Committee Review:	Finance Committee Date: 9 March 2021	<i>Approvals:</i>	Yes	No
		Chair/Councilmember Justin Evans	<input type="checkbox"/>	<input type="checkbox"/>
		Councilmember Tom Watson	<input type="checkbox"/>	<input type="checkbox"/>
		Councilmember Terry Carter	<input type="checkbox"/>	<input type="checkbox"/>
	Forward to:	Consent Agenda:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Commission/Board Review:				
Hearing Examiner Review:				

COUNCIL ACTION	
Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 9 March 2021	Tabled to Date:

APPROVALS		
Director: JPV	Mayor: NHJ	Date Reviewed by City Attorney: (if applicable)



January 12, 2021

Jenna Richardson
Human Resources Manager
Bonney Lake Police Department
18421 Old Sumner Buckley Hwy
Bonney Lake, WA 98391

Via E-mail: tim.bardwell@cityofBonney Lake.us

Dear Ms. Richardson:

It is our pleasure to offer promotional testing services to the City of Bonney Lake. Please find attached our proposal to conduct a promotional testing selection process for the position of Sergeant.

The professional services to be performed, the related costs, and the City's responsibilities are outlined in the following pages.

Public Safety Testing is committed to ensuring that the promotional and assessment center processes are valid, defensible, and current to today's professional standards. Though our promotional system is a product of years of experience and uses contemporary professional standards, it is uniquely customized for City of Bonney Lake through close collaboration and partnership.

Thank you for the opportunity to be of service to the City of Bonney Lake. Please contact me at 425.422.3958 (or email: Colleen@PublicSafetyTesting.com) if you have any questions or need any additional information.

Best regards,

Colleen

Colleen Wilson
Promotional Testing & Executive Services



**A proposal to the
CITY OF BONNEY LAKE
for the development and management of promotional testing for
SERGEANT**

Scope of Services Provided by Public Safety Testing, Inc.:

Public Safety Testing offers to develop and administer assessment center promotional processes for the City of Bonney Lake (hereinafter "City"). Public Safety Testing (hereinafter "PST") will apply the guidelines as adopted by the International Congress on Assessment Centers and the recommendations provided by the International Association of Chiefs of Police related to the development and management of assessment centers.

PROMOTIONAL ASSESSMENT CENTER

Methodology for Service

The project shall consist of three basic phases:

1. Test Preparation & Development
2. Test Administration
3. Post-Test Activities

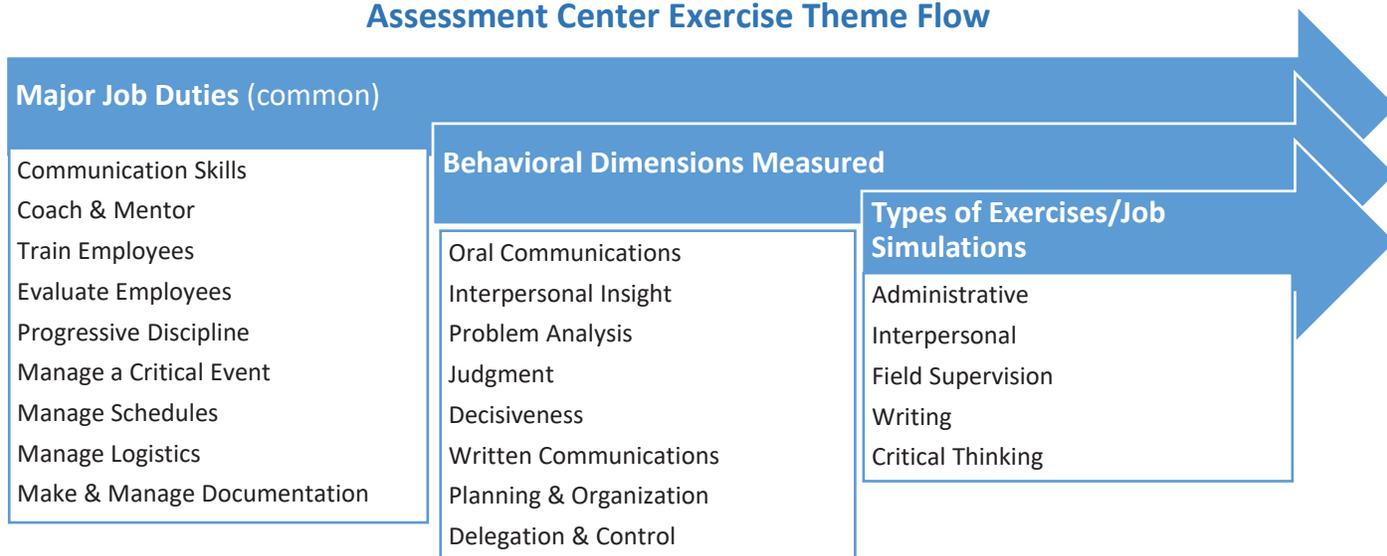
Phase One: Test Preparation & Development

Two on-site or virtual meetings with the appropriate personnel from the Bonney Lake Police Department are held to:

- Determine the City's specific needs and components of the assessment center.
- Create a calendar of tasks, benchmarks, and a schedule to deliver the promotional test.
- Identify the behavioral dimensions to be measured in the assessment centers.
- Provide written summaries of decisions as the process develops.
- Survey department members currently serving in the positions being tested to identify the critical tasks being performed (Job Task Analysis).
- Survey the management/leadership team to identify essential supervisory and administrative skills and abilities of a newly promoted supervisor/manager. These survey results create the unique weighting of the behavioral dimensions that are specifically relevant to Bonney Lake Police Department.

- Provide a description of typical categories and examples of exercises that can be used in the promotional process. Working with the City, exercises are tailored with information provided by the Department and customized to fit the specific environment and needs of the agency.
- Create a scoring map that identifies weighted behavioral dimensions which will be measured for each exercise.
- Build exercises using information specific to your community and department and integrating the results of the surveys used above,
- PST will become familiar with and will follow the City’s Personnel/Civil Service Rules when developing and administering the test. The City shall be responsible for notifying PST of any unusual or special process or limitation of its rules, contractual agreements or policies that are related to the development and delivery of the test, and
- Finalize the assessment center’s exercises and schedule with the Department’s subject matter expert(s) for **Phase Two**.

Assessment Center Exercise Theme Flow



Phase Two: Test Administration

PST will facilitate and manage the assessment center process, including:

- Conduct one 3-hour long “Candidate Orientation Workshop” that provides candidates an overview of the assessment center testing process, highlights tips for success, and pitfalls to avoid. This candidate orientation de-mystifies the assessment center/promotional testing process.
- Conduct a training workshop for the assessors and role players whom the City has selected prior to the test date. The training shall include guidelines in scoring, pitfalls to avoid in assessing and a practice session of scoring an exercise. Only trained assessors will participate in the testing process.

- Provide all the typical equipment, supplies and materials for the training, orientation, and testing process. The City of Bonney Lake may be asked to provide specific equipment related to exercises.
- Create the grading process that conforms to the City's Personnel/Civil Service Commission's rules.
- Through an empirical process that incorporates the candidate's performance, the weighted dimensions, and the City's Personnel/Civil Service Commission's rules, create a final rank order listing of the candidates tested.
- Survey each candidate about his/her observations of the promotional process and assessment center's relevance to the position being tested for; and

Phase Three: Post Test Activities

- Each candidate receives written commendations and recommendations that are created by the assessors. These comments are separated from the objective score sheets, collated for each candidate, and sent to the City, and are intended to assist the candidates in their professional development; and
- Provide the City with electronic copies of all the documents related to testing, training, and scoring of candidates. This typically includes: the instructions for each exercise, original copies of the score sheets for each candidate created by the assessors, a matrix of the weighted dimensions as they were applied to each exercise, a copy of the raw scores for each candidate in each exercise and for each dimension, the assignment sheet of candidates to letter designators with corresponding photographs, a copy of the training outline provided to the assessors, a copy of the training outline provided to the candidates, a copy of the test schedule, a copy of the written comments made by the assessors to each candidate, the signed test security agreements, and copies of the assessor and candidate critiques.
- PST shall appear in any City administrative or civil service proceeding to testify to and provide all necessary information to document the validity of the testing process, to participate in the defense of the testing process conducted by PST pursuant to this Agreement and to otherwise provide any information necessary to the City to evaluate challenges to or appeals from the testing process. PST shall appear without additional charge to the City.
- The City agrees that if it uses any materials prepared by the Contractor for purposes other than those intended by this Contract, it does so at its sole risk and it agrees to hold the Contractor harmless therefore to the extent such use is agreed to in writing by the Contractor. Preexisting materials owned by Contractor and used in the materials created for the City shall remain the property of the Contractor. This includes preexisting examination questions and materials.

Indemnity and Hold Harmless

The parties agree and hold harmless each other, their officers, agents, and employees in accordance with the following provisions:

1. PST shall indemnify and hold harmless the City, its employees, and agents from any and all costs, claims or liability arising from:
 - a. Violation of any copyright agreement or statute relating to the use and administration of the tests or other written materials herein provided for.
 - b. Any cost, claim or liability arising from or out of the claims of an employee, agent, or sub-contractor to the end that PST shall be an independent Contractor and the City shall be relieved of any and all claims arising from or relating to such employment relationships or contracts between PST and third parties.
 - c. The alleged negligent or tortious act of PST in the provision of services under this Agreement.
 - d. Solely for the purposes of this indemnification provision, PST expressly waives its immunity under Title 51 (Industrial Insurance) of the Revised Code of Washington and acknowledges that this waiver was mutually negotiated by the parties.
2. The City shall indemnify and hold harmless PST, its officers, agents, and employees from any and all cost, claim or liability arising from or out of the alleged negligent or tortious act of the City in the provision of services hereunder.
3. These indemnification provisions shall survive the expiration or termination of this Agreement.

Resources to be provided by the CITY OF BONNEY LAKE:

The City of Bonney Lake shall agree to:

- ***Comply with current guidelines and regulations related to Covid-19 in your location. Protocols will be mutually agreed to before the test date and communicated to appropriate staff, candidates, and assessors.***
- Provide to PST a copy of those sections of your Civil Service Rules and, if applicable, your collective bargaining agreement, that relate to the promotional testing process.
- Provide a Subject Matter Expert(s) to assist in the development of the exercises, distribute and collect surveys that provide an analysis of the position being tested for, and distribute and collect a survey that provides the relative importance of the supervisory dimensions to be measured in the assessment center. The work of the Subject Matter Expert will happen on or before the agreed upon deadlines. The City's Subject Matter Expert will be available on the day of testing as a resource to answer questions. **The role of the SME is critical to the success of this process.**

- **Obtain a minimum of two (2) qualified assessors per exercise (or four assessors for multi-component resting)** as well as role players if role players are necessary. PST will assist in the identification of appropriate assessors if necessary; however, **PST is not responsible for providing or compensating assessors.**
- Have the appropriate supervisory and management personnel participate in the surveys of the job task analysis and the behavioral dimensions for a full Assessment Center.
- Provide the physical facilities or the technology appropriate for the Candidate Orientation Workshop, the Assessor Training, and the Assessment center (including the selected exercises). Provide meals, refreshments and beverages for the assessors, candidates, and PST staff.
- At the end of the final day of testing, agencies find it very beneficial to have the department head and management team present during the discussion with the assessors to hear comments and insights about the candidates.
- If necessary, cover the expenses of the assessors; and
- Pay any travel-related and per diem expenses for the PST staff.

PROMOTIONAL ASSESSMENT CENTER PROFESSIONAL FEES

The Promotional Assessment Center is our most requested service and testing fees use a formula based on schedule chosen, the role and responsibility of the position as evidenced by current base monthly salary, the number and type of exercises and the number of candidates.

1-8 Candidates (1.0 day)	
4 Exercises	\$7,850

A 5% discount is applied for PST subscribing agency and an additional 5% as a new promotional services client.

Additional Costs: PST’s actual costs incurred for travel, meals, lodging, parking, tolls, and other related expenses are additional. Mileage will be charged at the current federal standard mileage rate per mile. A 4% surcharge is added to these expenses to cover administrative fees. Washington State sales tax is NOT charged.

Invoicing: PST will invoice the agency within 30 days of work being completed.

Credit Card: A three percent (3%) fee will be added at the time of payment to each payment made using a credit card to cover PST’s credit card processing fees.

ADDITIONAL TESTING COMPONENTS, SERVICES & PROFESSIONAL FEES¹

Assessment centers developed by PST are not “off the shelf” products and are highly customized for the client agency. Our testing model also includes options the City may wish to consider.

- A. **Additional Candidate Orientation Workshops:** One three-hour long orientation workshop is included for each assessment center. Additional workshop(s) are available if needed to accommodate the schedules of candidates. Sometimes, clients want the Candidate Workshop open to all employees who are interested in preparing for a promotional opportunity. **Fee:** \$500 each session plus travel expenses

- B. **Work Performance Rating:** A PST-exclusive product that is a unique method to objectively incorporate the candidate’s prior work performance into the promotional testing process. Clients who add this testing element give very high feedback. This is separate from our assessment center exercises and clients determine the weight of this testing component in the testing process. This one-day long process uses evidence provided by documentation, and a facilitated discussion with all of the candidate’s supervisors to place objective scores on five performance dimensions:
 - a. Demonstrates Ethical Behavior
 - b. Demonstrates Agency’s Mission & Values
 - c. Quality of Work
 - d. Quantity of Work
 - e. Demonstrates Leadership

A weighting process determines the importance of the individual performance dimensions. Clients often find that this process has collateral benefits for the involved supervisors and is a positive experience for the leadership team.

Fee: 1-8 candidates (one-day event)	\$1,800
9-16 candidates (two-day event)	\$3,300

- C. **Semi-Customized Written Examination for Washington State Law Enforcement Supervisor or Manager:** A 100-item, multiple choice, semi-customized written examination. Source materials include the textbook options, 6 to 18 months of WSCJTC Law Enforcement Digests (LED’s) and 25 questions from the agency’s critical policies. This test is specifically valid for Washington State, for a law enforcement supervisor or manager and to your agency. PST needs at least 3-4 weeks to develop this product. A minimum of four (4+) weeks study time is highly recommended.

D. What PST does:

- Provides 75 multiple choice questions from the textbook, and legal updates or LED's
- Develops 30 questions from the agency's critical policies.
- Creates a draft test booklet for pilot testing by the agency.
- Creates the final test booklet and the scoresheet, makes copies for all the candidates, and ships them to the agency before the administration date
- Scores the answer sheets, conducts an item analysis, and sends the results to the agency

What the agency does:

- Announces the test to the candidates, provides the source material to the candidates, and arranges for the site.
- Specifically identifies the critical policies that will be tested and sends those to PST.
- Determines the span of time for the material from the Legal Updates/LED's. (most clients choose 6-12 months).
- Reviews the policy questions, selects 25 for the test and verifies the answers:
- Pilot tests the examination, if desired.
- Administers the test. PST can proctor the test at an additional cost.
- Sends the answer sheets to PST for scoring
- Receives the scores and the analysis of the answers. Agency makes determination and decides if questions should be eliminated; and
- Notifies the candidates of their scores.

Fee: \$1490 for the first 10 candidates; \$149 each additional candidate

E. **Customized Promotional Written Examination:** A 100-item, multiple choice, uniquely customized written examination that is developed from source material provided by the agency. The agency's Subject Matter Expert(s) (SME's) are used to validate the test. PST needs 8 weeks to develop this product. *Final version must be authorized by SME no later than two weeks prior to the test date.* **Fee:** \$3,950

F. **Supervisory Skills & Abilities Promotional Test (SSA)** The SSA is a 3-part event where each candidate spends 60 minutes before a panel of assessors and experiences mini-exercises. This product is appropriate for **4 candidates or less** and is intended only to rank order the candidates. The typical SSAPT events include a (a) structured interview; (b) an in-basket exercise where the candidate prioritizes a simulated in-box following their days-off and prioritizes and explains to the assessors the decisions they made and why they made them; and (c) a critical thinking exercise where the candidate is provided a series of events that a Sergeant would face and asked how they would respond.

What is different from an assessment center? Three mini-exercises, fewer assessors, no role player or written exercises, no job task analysis or weighting the dimensions, fewer dimensions are scored, no candidate feedback and no candidate orientation workshop are included for the price.

Fee: \$999 plus \$999 per candidate

G. **Command Skills & Abilities Promotional Test (CSA)**

The CSA is a four-exercise testing process where each event is intended to assess different skills and abilities of the candidate. **Maximum 4 candidates.** The four parts are: (1) Presentation of Expectations where the candidate describes their expectations of their subordinates as if they are the Command person and the assessors are their subordinates; (2) In-Basket with On-Demand Writing of an email where the items in the In-Basket are command level issues of budget, labor, personnel, and community topics; (3) Three Practical Scenarios that are field events or organizational scenarios that a Command officer would typically be expected to handle and (4) Two Case Studies where the candidate researches and writes a two-page memo about each topic before the test and makes a presentation at the event. The candidates generally have 90 minutes to prepare and then spend 90 minutes with the assessors who have specific expectations for each part identifying what a strong candidate looks like.

Five Command Level Behavioral Dimensions are Assessed:

- A. Oral and Written Communication
- B. Interpersonal Insight and Emotional Intelligence
- C. Command Judgment
- D. Decisiveness
- E. Planning & Organizing

Assessors and Scoring: Four assessors are needed, and they are trained in the morning and will use PST supplied laptops. They use a precision scoring model for each behavioral dimension. The assessor's scores are averaged for each behavioral dimension. The results are a ranked list and provided to the client at end of the test.

What is different from an assessment center? Fewer assessors, no job task analysis or weighting the dimensions, fewer dimensions are scored, no candidate feedback document and no pre-test candidate orientation workshop are included.

Fee*: \$1,950 plus \$1,000 per candidate

- H. **Onsite Written Examination Proctoring:** Onsite written examination proctoring is available at \$100 per hour for each PST staff person required plus mileage and travel time.

- I. **Performance Profiles Indicator (PPI)**. The PPI is a DISC-type of assessment reveals a candidate's job performance and aspects of their personality that could impact their manager, coworkers, and team. It measures a candidate's motivational intensity and behaviors related to productivity. Two reports are generated: one for the employer and one for the candidate. Clients often use this tool to help identify who is the best "fit" for the position and when it is coupled with the post-test comments from the assessors, these provide the foundation for a great career development conversation. **Fee:** \$199 per candidate
- J. **Profiles XT Job Match**. The ProfileXT is a state-of-the-art occupational assessment tool used to measure how well an individual fits a specific job in your organization. The job-matching feature enables you to evaluate an individual relative to the qualities required to successfully perform in a specific job. Through job analysis and other features, a model is created. When your candidates complete this assessment, their individual results are compared to the model and you are provided a detailed report on how the candidate compares to your model (%). **Fee:** \$225 per candidate
- K. **Additional On-Site Meetings**. Two on-site meetings are included in the package of services once the proposal is accepted and signed. Additional on-site meetings can be held at the client's request. **Fee:** \$125 per hour (including travel time) plus travel expenses
- L. **Invoicing**. PST will invoice the agency within 30 days of work being completed.
- M. **Credit Card**. A three percent (3%) fee will be added at the time of payment made using a credit card to cover processing fees.
- N. **Additional Costs**: For all promotional testing, PST's actual costs incurred for travel, meals, lodging, parking, tolls, and other related expenses are additional. Mileage will be charged at the current federal standard mileage rate per mile. A 4% surcharge is added to these expenses to cover administrative fees. Washington State sales tax is NOT charged.

TERMINATION OF THIS PROJECT

- A. PST and the agency acknowledge that either party may terminate this project at any time with or without cause. Upon termination, the City shall be liable for the amortized remainder of the professional fees, if any, from the effective date of the termination notice based on the percentage of completion of duties listed above. In the event of a lengthy postponement, PST may also submit a partial invoice based on the percentage of work completed. Also fully reimbursable are all travel expenses already incurred, if any. These include mileage, ferry, hotel, meals, parking, and tolls. In the event of a termination or postponement, both parties will agree upon the fees.

Please use this page to indicate the services you have selected for this process.

**City of Bonney Lake
Sergeant**

PROMOTIONAL TESTING SERVICES DESIRED IN THIS AGREEMENT:

- 4 Exercise Assessment Center:**
 - One Day - \$7,850**

- Additional Candidate Orientation Workshop - \$500.
(one workshop is included with an assessment center)**

- Work Performance Rating**
 - 2-8 Candidates: One Day - \$1,800**
 - 9-16 Candidates: Two Days - \$3,300**

- Semi-Customized Written Examination for Washington Law Enforcement/
Supervisor/Manager - \$149 per candidate (minimum 10 candidates)**

- Fully Customized Written Examination for Washington Law Enforcement/
Supervisor/Manager - \$3,950**

- Supervisory Skills & Abilities Promotional Test. \$999 plus \$999 per candidate
(Maximum 4 candidates. # of Candidates? _____)**

- Command Skills & Abilities Promotional Test. \$1950 plus \$1000 per candidate
(Maximum 4 candidates. # of Candidates? _____)**

- Performance Profiles Indicator (PPI). \$199 per candidate**

- Other (please describe):_____**

Agreement & Acceptance

Please send your formal acceptance of this proposal by email, fax, or mail to:

Public Safety Testing, Inc.
Attn: Colleen Wilson
20818-44th Ave W., Suite 160
Lynnwood, WA 98036
Email: Colleen@PublicSafetyTesting.com
FAX: 425.776.0165

This proposal is valid for 90 days and should be accepted and returned to PST at least eight weeks before mutually agreed upon promotional testing dates.

CITY of BONNEY LAKE, WA

PUBLIC SAFETY TESTING, INC.

DocuSigned by:
By: Neil Johnson, Jr.
20583FB9C281400...



Print: Neil Johnson, Jr.

Jon F. Walters, Jr.

Title: Mayor

President

Address: 9002 Main St E, Ste 200

20818 – 44th Ave W, Suite 160

Bonney Lake, WA 98391

Lynnwood, WA 98036

Phone: 253.862.8602

425.776.9615

Date: 9 March 2021

January 12, 2021

Billing Information: *(Please complete if different from contact information above)*

Billing Contact Name: Jenna Richardson Title: Human Resources Manager

Address: 9002 Main St E, Ste 125 City/State/Zip: Bonney Lake, WA 98391

Telephone: 253.447.4331 Email: richardsonj@cobl.us