



COUNTY ADMINISTRATOR
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TO: Al Robinson, Chair
Ways & Means Committee

THROUGH: Robert E. Guenzel
County Administrator

FROM: Ronald J. Schebil, Sheriff

DATE: March 15, 2000

SUBJECT: Request authorization for the County Administrator to sign a Professional Services Contract with Career Directions/Career Partners International, to conduct an Assessment Center for Sheriff's Office candidates participating in the Lieutenant's Promotional Process.

BOARD ACTION REQUESTED:

The Sheriff's Office is requesting the Board of Commissioners to authorize the County Administrator to sign a Professional Services Contract with Career Directions/Career Partners International, to conduct an Assessment Center for Sheriff's Office candidates participating in the Lieutenant's Promotional Process. The contract will be for the period of February 1, 2000 through March 31, 2000.

BACKGROUND:

Over the past several years, the Sheriff's Office has been utilizing the services of Career Directions to assess and improve its hiring processes, in an effort to hire the best-qualified applicants to fill open positions within the department. As part of this process, Career Directions has conducted several Job Analyses, as well as provided in-service training to the Sheriff's Office staff. In 1997, Career Directions also conducted an Assessment Center for twenty (20) Sheriff's Office candidates who were participating in the Sergeant's Promotional Process. In February of 1998, the Washtenaw County Board of Commissioners also approved, per Resolution No. 98-0043, the hiring of Career Directions to conduct an Assessment Center for ten (10) Sheriff's Office candidates participating in the 1st/Lieutenant's Promotional Process. Then again, in June of 1999, the Board of Commissioners approved, per Resolution No. 99-0191, Career Directions to conduct the second Assessment Center for the Sergeant's Promotional Process.

The Sheriff Office's on-going hiring processes, particularly in the specialized fields of Corrections and Police Services, must include a thorough evaluation and investigation of the job applicants. The enhanced hiring process that has been developed, as a result of the services provided by Career Directions, has enabled the Sheriff's Office to hire and train more competent personnel for these positions. In addition, the Assessment Center that was developed by Career Directions for both the Sergeants promotional process and 1st/Lieutenant's promotional process has also enabled the department to select and promote the best-qualified professional staff members into upper management positions.

Therefore, Career Directions is again being sought after to conduct another Assessment Center for the future promotions of candidates within the agency for the position of Lieutenant.

DISCUSSION:

At this time, the Sheriff's Office is requesting authorization for the County Administrator to sign the 2000 Professional Services Contract with Career Directions, to conduct an Assessment Center for thirteen (13) Sheriff's Office candidates participating in the Lieutenant's Promotional Process.

The cost per candidate's evaluation, which will provide for the individual candidate Assessment Center exercises, behavioral interviews, debriefing and scoring, developmental discussions with candidates and presentations to Command Staff will be \$2,050 per person, for a total of \$26, 650.

An additional cost of \$8,700, will also cover the development of the Competency Template for Police Services and Corrections Lieutenant's Promotional Testing; the Assessment Center Design and Orientation, which includes orientation, design of Assessment Center exercises, preparation of candidate packets, tailoring of competence interviews, and role player fees and individual feedback to each candidate on strengths and areas of development, as outlined in the Proposal from Career Directions, dated February 2000 (attached); and the Results Report, in which Career Directions will meet with Sheriff's Office Command staff to present in-depth feedback on individual candidates and developmental issues for lieutenant candidates as a whole.

The total compensation amount for this contract will be \$35,350, for term of February 1, 2000 through March 31, 2000.

IMPACT ON HUMAN RESOURCES:

None.

IMPACT ON BUDGET:

None.

IMPACT ON INDIRECT COSTS:

None.

IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:

None.

CONFORMITY TO COUNTY POLICIES:

This contract is in conformity with County polices.

ATTACHMENTS/APPENDICES:

1. Resolution
2. 2000 Professional Services Contract with Career Directions/Career Partners International
3. Proposal from Career Directions dated February 2000.

RJS:vjc

H:2000 Contracts/cdmemo2000

A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN THE 2000 PROFESSIONAL SERVICES CONTRACT WITH CAREER DIRECTIONS/CAREER PARTNERS INTERNATIONAL, TO CONDUCT AN ASSESSMENT CENTER FOR SHERIFF'S OFFICE CANDIDATES PARTICIPATING IN THE LIEUTENANT'S PROMOTIONAL PROCESS FOR THE PERIOD FEBRUARY 1, 2000 THROUGH MARCH 31, 2000 IN THE AMOUNT OF \$35,350.

WASHTENAW COUNTY BOARD OF COMMISSIONERS

March 15, 2000

WHEREAS, over the past several years, the Sheriff's Office has been utilizing the services of Career Directions to assess and improve its hiring processes, in an effort to hire the best qualified applicants to fill open positions within the department; and

WHEREAS, as part of this process, Career Directions has conducted several Job Analyses, as well as provided in-service training to the Sheriff's Office staff, and in 1997, conducted an Assessment Center for twenty (20) Sheriff's Office candidates who were participating in the Sergeant's Promotional Process; and

WHEREAS, in February of 1998, the Washtenaw County Board of Commissioners also approved, per Resolution No. 98-0043, the hiring of Career Directions to conduct an Assessment Center for ten (10) Sheriff's Office candidates participating in the first 1st/Lieutenant's Promotional Process; and

WHEREAS, in June of 1999, the Board of Commissioners again approved Career Directions to conduct the second Assessment Center for the Sergeant's Promotional Process, per Resolution No. 99-0191; and

WHEREAS, the Sheriff Office's on-going hiring processes, particularly in the specialized fields of Corrections and Police Services, must include thorough evaluations and investigation of the job applicants; and

WHEREAS, the enhanced hiring process that has been developed, as a result of the services provided by Career Directions, has enabled the Sheriff's Office to hire and train more competent personnel for these positions; and

WHEREAS, additionally, the Assessment Center that was developed by Career Directions for the Sergeants and Lieutenant's promotional processes, has also enabled the department to select and promote the best qualified, professional staff members into upper management positions; and

WHEREAS, the Sheriff's Office is again seeking to contract with Career Directions to conduct another Assessment Center for the future promotions of candidates within the agency for the position of Lieutenant; and

WHEREAS, the Sheriff's Office is requesting authorization for the County Administrator to sign the 2000 Professional Services Contract with Career Directions, in the amount of \$35,350 to conduct an Assessment Center for thirteen (13) Sheriff's Office candidates participating in the Lieutenant's Promotional Process; and for term of February 1, 2000 through March 31, 2000; and

WHEREAS, this matter has been reviewed by the County Administrator's Office, the Finance Department, Corporation Counsel, Facilities Management, Human Resources, and the Ways & Means Committee.

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby authorizes the County Administrator to sign the 2000 Professional Services Contract with Career Directions, in the amount of \$35,350, to conduct an Assessment Center for thirteen (13) Sheriff's Office candidates participating in the Lieutenant's Promotional Process, for term of February 1, 2000 through March 31, 2000, as on file with the County Clerk.