

## **PART I - INFORMATION/SPECIAL CONDITIONS**

**1. GENERAL INFORMATION:** The City of Fort Lauderdale is requesting proposals from qualified proposers hereinafter referred to as the test developer or Contractor to provide a Driver Engineer written examination.

**2. BACKGROUND:** The City of Fort Lauderdale is a moderately sized City on the southeast coast of Florida, which provides municipal services to a permanent population of approximately 162,842. The City currently employs 2,560 permanent employees in various capacities. The Fire-Rescue Department has an annual operating budget of \$30,145,499 and 384 employees, including 351 certified firefighters and 33 civilian personnel.

The Fort Lauderdale Personnel Division administers a Driver Engineer examination every year in September per the Labor Contract Agreement between the City and International Association Firefighters Local 765. The examination consists of and is graded as follows: Written Test - 50% and Performance Test 50%. Only candidates who achieve a passing score on the written portion of the examination are eligible to take the performance test.

Appropriate scientific techniques and procedures are used in scoring and evaluating the results of examinations and in determining the relative ratings of the competitors. The written examination is given and graded as outlined in the IAFF contract: the passing point is 70% of the highest raw score, provided however that a flexible passing point may be established if that methodology results in a larger number of passing scores.

After administering the written examination and prior to notifying candidates of the results of this test, a group test review session is scheduled and conducted. Candidates are permitted to inspect the written exam questions and the answer key, and have three days to substantiate in writing any claims of error or appeals in the test. The appeals by the group of candidates are submitted to the test author who will render a decision on all questions that are challenged.

**3. INFORMATION OR CLARIFICATION:** For information concerning procedures for responding to this RFP contact the Purchasing Assistant, Carrie Keohane, at (954) 761-5141. For information concerning the technical specifications contained in this RFP contact Personnel Analyst, Lisa Slagle at (954) 761-5316. Such contact is to be for clarification purposes only. Material changes, if any, to the technical specifications or bidding procedures will only be transmitted by written addendum.

**3.1. Last Date for Questions of a Material Nature:**

Requests for clarifications or questions related to this RFP will be accepted in writing or by fax transmission. All questions be submitted in writing by to the Purchasing Division, 100 North Andrews Avenue, Room 619, Fort Lauderdale, FL, 33301, Attn: Carrie Keohane.

To facilitate prompt receipt of questions, they can be sent via FAX to (954) 761-5576 Attn: Carrie Keohane. **Questions of a material nature must be received prior to the cut-off date specified in the RFP Schedule.**

Any addendum, if required, will be issued within three (3) days of this date to all bidders who have been mailed a copy of the RFP.

**4. ELIGIBILITY:** To be eligible to respond to this RFP, the proposer should demonstrate that he/she or they, or the principals assigned to the project, have successfully completed services, similar to those specified in the Scope of Services section of this RFP, to at least one organization similar in size and complexity to the City of Fort Lauderdale.

**5. SELLING, TRANSFERRING OR ASSIGNING CONTRACT:** No contract awarded under these terms, conditions and specifications shall be sold, transferred or assigned without the written approval of the City Manager or designee.

**6. INVOICES:** The City will accept invoices no more frequently than the following schedule:

The first invoice shall be submitted with the final camera-ready copy of the written test. The City shall make payment within thirty (30) days of acceptance of the test by the City. The first invoice shall not exceed 65% of the total cost for the services as bid.

The second invoice shall be submitted after the written responses to the challenged appeals are received and accepted by the City and shall cover all expenses of the project not contained in the first invoice. The City shall make payment within thirty (30) days of acceptance of the written responses by the City.

**7. MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION:** It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal. If a proposer is considered for award, he/she may be asked to meet with City staff so that the intended MBE/WBE participation can be formalized and included in the subsequent contract. See General Conditions Section 1.08 for MBE and WBE definitions.

**8. VARIANCES:** The City allows Contractors to take variances to the RFP terms, conditions, and specifications, the number and extent of variances taken will be considered in determining proposal responsiveness and in allocating proposal evaluation points. See Section 1.06 of General Conditions.

**9. GENERAL CONDITIONS:** RFP General Conditions Form G-107A Rev. 2/94 are included and made a part of this RFP.

**10. NEWS RELEASES/PUBLICITY:** News releases, publicity releases, or advertisements relating to this contract or the tasks or projects associated with the project shall not be made without prior City approval.

**11. RFP DOCUMENTS:** The Contractor shall examine this RFP carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligations under the Contract.

**PART II - RFP SCHEDULE**

The City anticipates making an award to the successful Contractor within ten (10) days of the proposal opening date.

Release of the RFP	3/14/01
Last date for Receipt of Questions (by 5:00 pm)	4/16/01
Addendum, if required	4/19/01
RFP OPENS (at 2:00 pm)	5/9/01
Evaluation Committee Review & Ranking	Week of 5/14/01
Anticipated award date	5/18/01
REQUIRED DELIVERY DATE - DRAFT TEST COPY	7/30/01
COMPLETED CAMERA READY WRITTEN TEST COPY	8/27/01
COMPLETED REVIEW AND DETERMINATION OF CHALLENGED TEST QUESTIONS	10/12/01

### **PART III - SCOPE OF SERVICES**

**12. SCOPE OF SERVICES:** The successful Contractor shall develop a Driver Engineer Written Examination in accordance with the RFP specifications contained herein.

12.1. Test developer to utilize the job analysis and list of References provided by the City to develop a test content outline. These materials are to guide the test developer in test construction. Only references specified by the City will be permitted for use as reference materials. Applicants will have knowledge of reference materials prior to the administration of the test.

***EXHIBIT "A"***, *Tentative Reference List*, attached to proposal pages

***EXHIBIT "B"***, *Job Analysis* was conducted in 1995/96 and a list of "KSA's" (Knowledge, Skills and Abilities) measured in the 1997/1998/1999/2000 examination are attached to proposal

12.2. The test developer must provide a draft copy with a minimum of 150 test items by July 30, 2001. The test items are to be developed from the list of reference materials provided by the City. Test developer will not be provided copies of previous examinations for inspection. The test will be reviewed by Fire-Rescue Department management personnel and will be reviewed in the following manner:

City of Fort Lauderdale Fire-Rescue Department personnel familiar with the class will review the items. They will evaluate each test question using the following three criteria:

- a. Job Relatedness:  
Consider the degree of relatedness this question has to the job of Driver Engineer in the City of Fort Lauderdale.
- b. Difficulty:  
Consider the degree of difficulty this question would represent for the average Driver Engineer candidate.
- c. Clarity:  
Consider the degree of clarity and the intent of the test question.

Questions, which do not meet the Job Relatedness criteria, will be eliminated from the draft. Additional test questions may be requested, and questions, which do not meet the Difficulty and Clarity criteria, will be rewritten, if:

- 1) The final draft consists of less than 100 items; and/or
- 2) If, upon elimination of these items, the test is no longer content valid.

**If the test is acceptable, a final camera-ready original must be provided immediately. If test items must be rewritten, delivery date will be August 27, 2001 and will be again evaluated according to the criteria and standards above.**

The Fort Lauderdale Personnel Division will conduct the test item review session.

The test developer is to review all challenged test questions and render a judgment as to the validity of the challenges. The test developer is to submit the results of this judgment to the City no later than October 12, 2001. The test developer will be provided the challenges by September 14, 2001.

## **PART IV - EVALUATION AND AWARD**

**EVALUATION & AWARD:** The City will evaluate all responsive and responsible proposals to determine which proposal best meet the needs of the City, based on the evaluation criteria. A committee established for this purpose, composed of City staff will make evaluation and any other qualified persons deemed necessary.

Award will be based on a review of all the information submitted, plus a review of the references submitted, and certain objective and subjective considerations, including:

<b><u>Evaluation Criteria:</u></b>	<b><u>Assigned Points</u></b>
1. Experience, qualifications, and past performance of proposer, in preparing similar exams for the City or other governmental entities. Includes client references	30
2. Qualifications and technical expertise of project coordinator and persons participating in the test development. Resumes of assigned personnel included.	30
3. Proposer's ability to meet the deadlines specified in this proposal.	20
4. Cost to the City for the examination development.	<u>20</u>
<b>TOTAL POINTS</b>	<b>100</b>

Finalists may be asked to appear before an Evaluation Committee, if desired by the City. Such oral presentation, if required, shall be for clarification purposes only.

The City reserves the right to award the contract to that Proposer who will best serve the interest of the City. The City reserves the right based upon its deliberations and in its opinion, to accept or reject any or all proposals, or parts of proposals. The City also reserves the right to waive minor variations to the specifications and in the bidding process.

**PART VI - REQUIREMENTS OF THE PROPOSAL****INSTRUCTIONS TO PROPOSERS/REQUIREMENTS OF THE PROPOSAL:**

- 1) Proposers are required to submit **ONE (1) ORIGINAL AND THREE (3) COPIES OF RFP** response and all attachments. Any attachments shall be clearly identified. To be considered, the Proposal shall respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to your RFP response.
- 2) All Proposals shall be submitted in a sealed envelope with the proposer name and address, RFP number, due date and time, and RFP title clearly marked on the outside. If more than one package is submitted, please mark 1 of 2, 2 of 2, etc.
- 3) All proposals must be received in the Purchasing Division, Room 619, 100 North Andrews Avenue, Ft. Lauderdale, FL 33301, prior to 2:00 pm the due date specified in the RFP schedule of this RFP.
- 4) A representative who is authorized to contractually bind the Contractor shall sign proposal.

**REQUIREMENTS OF THE PROPOSAL:** Proposers shall include all the following as a part of the RFP response:

- a) RFP Proposal Summary Page 1, signed and dated
- b) All PROPOSAL SUMMARY PAGES, completed
- c) ANY ADDENDUM OR ATTACHMENTS
- d) A list of client references for whom you have performed these services
- e) The requested Original and (3) copies of your RFP response.

**PROPOSAL SUMMARY - PAGE 1 OF 3**

**PROPOSER PLEASE COMPLETE THE FOLLOWING:**

The proposer hereby offers to enter into an agreement with the City of Fort Lauderdale, Florida to provide DRIVER ENGINEER WRITTEN EXAMINATION test services in accordance with these RFP specifications and provisions. I have read all attachments, including the specifications and fully understand what is required. By submitting this signed proposal I will accept a Contract, if approved by the City and such acceptance covers all terms, conditions, and specifications of this proposal. I certify that I have not divulged to, discussed with, or compared this RFP with any other proposer(s) and have not colluded with any other proposer(s) or parties to this RFP. I further certify that I am authorized to contractually bind the proposing firm.

Name of Company: \_\_\_\_\_  
(legal registered)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Principal Contact: \_\_\_\_\_  
(name & title)

Telephone No.: ( ) \_\_\_\_\_ Fax No.: ( ) \_\_\_\_\_

Authorized Signature: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Please print name)

**ADDENDUM ACKNOWLEDGEMENT:** Proposer acknowledges that the following addenda have been received, IF APPLICABLE, and are included in the proposal response:

ADDENDUM NO.                      DATE ISSUED

**2. VARIANCES:** State any variances to the specifications, terms, and conditions in the space provided below or reference in this space all variances contained on other pages of the RFP, attachments or proposal pages. No variations or exceptions by the Proposer will be deemed to be part of the proposal submitted unless such variation or exception is listed and contained within the proposal documents and referenced in the space provided for this purpose. If no statement is contained in this space, it is hereby implied that your proposal complies fully with the RFP.

Variations: \_\_\_\_\_  
\_\_\_\_\_

**PROPOSAL SUMMARY - PAGE 2 OF 3**

3. Can you meet the deadlines as specified?  Yes  No

If NO, give the dates for the following: \_\_\_\_\_

Providing the draft copy \_\_\_\_\_

Providing additional test questions, if required \_\_\_\_\_

Providing final camera ready test copy \_\_\_\_\_

4. Provide a summary of your firms qualifications for developing a Driver Engineer examination. If additional space is needed, provide as an Appendix to your proposal.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Has your firm previously completed any assignments for the City of Fort Lauderdale?  Yes  No

If YES, provide specifics: \_\_\_\_\_

\_\_\_\_\_

6. List below the person(s) who will be assigned to and responsible for coordinating the project. Provide resumes of these person(s) as an Appendix to your proposal.

\_\_\_\_\_  
\_\_\_\_\_

7. Indicate in the space provided your TOTAL COST NOT TO EXCEED for the services in accordance with the RFP specifications:

\$ \_\_\_\_\_

**PROPOSAL SUMMARY - PAGE 3 OF 3**

8. Please provide a list of client references of other governmental agencies for which you have prepared Driver Engineer examinations: A MINIMUM OF THREE IS REQUESTED. (Include contact name, telephone number and address)

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Proposer Comments/Suggestions: \_\_\_\_\_

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911-8465

EXHIBIT A

Driver Engineer  
Tentative Reading List – 2001 Written Examination

- 1) IFSTA Pumping Apparatus Driver/Operator Handbook - 1st edition
- 2) IFSTA Aerial Apparatus Driver/Operator Handbook- 2nd edition
- 3) Fort Lauderdale Fire Rescue Manual of Administrative Rules and Regulations including all revisions through April 30, 2001
- 4) Fort Lauderdale Fire Rescue Administrative Standard Operating Procedures including all revisions through April 30, 2001
- 5) Fort Lauderdale Fire Rescue Training and Operations Manual A.K.A. "TOPMAN" including all revisions through April 30, 2001
- 6) Fort Lauderdale Fire Rescue Zone Book including all revisions up to date of post.
- 7) Fort Lauderdale Fire Rescue Incident Command/Operational Procedures including all revisions through April 30, 2001
- 8) AAOS Emergency Care and Transportation of Sick and Injured- 6th edition.  
Omit Chapters 19, 20, 21, and 24

**911-8465****EXHIBIT B****DRIVER-ENGINEER  
Job Analysis - 1996**

Prepared by: Lisa Slagle, Personnel Analyst

**Purpose:**

The previous job analysis was conducted in 1988 by a testing consultant who was hired to develop the written examination at that time. The 1988 job analysis was reviewed yearly to ensure that the KSAs being measured were still appropriate for the position. The major functions of the Driver-Engineer classification have not significantly changed over the years. The contractual agreement between the City of Fort Lauderdale and the International Association of Professional Firefighters, Local 1545 (IAFF) states that the written exam shall be given every September and shall be weighted 50%. Successful candidates on the written examination progress to the performance exam which is also weighted 50%. The purpose of this study was to ensure the proper knowledge, skills and abilities (KSAs) were being measured in the written examination.

An employee in this class is responsible for the protection of life and property through firefighting activities usually not performed under close supervision. Work requires performance of hazardous tasks under emergency conditions which may involve extreme physical exertion. Employees are responsible for the operation of automotive and marine firefighting apparatus in responding to alarms in such a manner as to ensure the timely and safe delivery of equipment and personnel to the fire scene. Work includes driving automotive firefighting apparatus in non-emergency situations, including routine fire prevention inspections. A large part of duty time is spent in inspecting and maintaining equipment. Work is usually performed independently according to well-defined procedures. Independent judgment is exercised in determining best route to emergency scene, and making adjustments en route if dangerous traffic or other situations threaten the safety of the apparatus and in operating equipment at the fire scene. Instructions, direction and work assignments are received from departmental superiors en route to emergency scenes, in fighting fires and at fire stations.

**Method:**

The method of job analysis utilized to define the important tasks and KSAs for the Driver-Engineer position was the WRIPAC Job Analysis - Western Region Intergovernmental Personnel Assessment Council

In general terms, the WRIPAC job analysis system begins with a list of tasks which are hypothesized to constitute the job. These tasks were rated by Subject Matter Experts (SMEs) to determine which are considered to be the most

important to the job. Next, a list of knowledge, skills and abilities (KSAs) are generated which are hypothesized to be required for the performance of the job. The KSA inventory is then rated by SMEs to eliminate those KSAs which are considered to be essential or important to the satisfactory performance of the job. Each remaining KSA is then linked to the job tasks to determine its individual importance for testing. These linkages are subsequently converted to domain weights which are used to determine the relative weights or importance of each KSA in the examination plan that is developed for the job.

The steps in the process were as follows:

Job incumbents and supervisors edited an initial list of tasks and KSAs which were taken from the current Driver-Engineer classification, other jurisdictions job analyses and input from supervisors and incumbents. Once the initial task and KSA list had been established, the surveys were sent out to every Driver-Engineer incumbent and to the field training officers.

The incumbents completed a survey which measured the tasks of the position, the importance and frequency of these tasks, and the importance of various knowledge, skills and abilities to these tasks. Tasks were eliminated from the survey if they were rated as not performed or not critical to the position of Driver-Engineer.

Method:

1. Compute the mean "Related Time Spent" ( $\overline{RT}$ ) and Criticality ( $\overline{CT}$ ) ratings for each task.
2. Eliminate any tasks which have a  $\overline{RT}$  or  $\overline{CT}$  rating of less than .5.
3. For each remaining task, add the  $\overline{RT}$  and  $\overline{CT}$  values to obtain the Importance of Task (IT) Index.  
( $IT = \overline{RT} + \overline{CT}$ )
4. Eliminate as unimportant any task which has an IT Index of less than 3.0. The remaining tasks will have a possible range of IT indices from 3.0 to 6.0.

Several tasks were eliminated at this point.

The next step in the process was to obtain measurements of the level of "Expected at Entry" and the "Criticality" of each KSA inventory. KSAs were eliminated from the inventory if they were rated as not needed at entry or not critical to overall satisfactory job performance.

**Method:**

1. Compute the mean "Expected at Entry" ( $\overline{EE}$ ) and "Criticality" ( $\overline{CK}$ ) ratings for each KSA.
2. Eliminate any KSAs from further consideration which have a  $\overline{EE}$  or a  $\overline{CK}$  rating of less than 1.5.
3. For each remaining KSA, add the  $\overline{EE}$  and  $\overline{CK}$  ratings to obtain the "Importance of KSA" (IK) index. ( $IK = \overline{EE} + \overline{CK}$ ). The possible range of IK ratings is 3.0 to 6.0.

The third step in the process was to provide the necessary linkage of important KSAs to important tasks required for test development and validity defense. The incumbents rated the necessity for performance of each important KSA for each important task.

**Method:**

1. Compute the mean "Necessity for Performance" ( $\overline{NP}$ ) rating for each KSA.
2. A KSA which has an  $\overline{NP}$  value not greater than 1.5 may be difficult to defend if further considered in the selection process, since the KSA is only "desirable" (and not necessary) for the performance of important tasks.

The fourth step in the process was to compute the weighted linkages. This is a quantitative method of establishing test factor weights utilizing the "Importance of Task" (IT) values of important tasks, the "Importance of KSA (IK) values of important KSAs and the mean "Necessity for Performance" ( $\overline{NP}$ ) values of the important task/KSA linkages.

**Method:**

1. Compile a summary of the IT values of important tasks, the IK values of important KSAs and the NP values.
2. Compute the weighted linkage value for each task/KSA combination as shown below:
  - (IT) Importance of Task Index
  - + (IK) Importance of KSA Index
  - x ( $\overline{NP}$ ) Necessity for Performance Mean
  - = WL Weighted Linkage for each Task/KSA combination

The final step in the process is to develop the examination plan. For each important KSA, an appropriate means measurement must be determined.

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Driver-Engineer Job Analysis 1996Page 4

The final list of tasks and KSAs were reviewed by the senior Fire management personnel and no changes were found to be necessary. Based on these results, a determination was made on which KSAs would be covered in the written examination.

The job analysis indicated other factors which should be considered in selecting personnel for promotion. These cannot and will not be measured in a written examination format. These factors are better measured by the performance examination.

**Subject Matter Experts**

At the time the surveys were sent out (June 1996), there were seventy-five (75) permanent, budgeted Driver-Engineer positions. The following is a breakdown of those positions:

1 vacant position  
74 incumbents

All seventy-four (74) incumbents received a questionnaire.

Part I was sent out on June 6, 1996 and due back on June 24, 1996.

Part II and Part III was sent out on August 1, 1996 and was due back to Personnel on August 26, 1996.

The surveys were also sent out to the three (3) shift trainers for Driver-Engineers. They were given the same time frames as above.

Twenty-five (25) incumbents did not respond to the survey.

18 W/M	1 W/F
2 B/M	1 B/F
2 H/M	1 H/F

Part I of the WRIPAC job analysis forms were completed by forty-nine (49) incumbents and two (2) shift trainer officers.

Driver-Engineer Job Analysis 1996

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Incumbents

37 W/M            2 W/F

7 B/M

3 H/M

Shift Training Officers

2 W/M

Parts II and III of the WRIPAC job analysis forms were completed by thirty-three (33) incumbents (of the above 49 incumbents) and two (2) shift training officers.

Incumbents	Date of Promotion To Driver-Engineer	Race	Sex
Banks, William	04/28/91	W	M
Bloomberg, John	11/06/94	W	M
Brady, Richard	05/16/76	W	M
Brown, Lyndon	11/25/79	W	M
D'Agostino, Lillian	08/25/95	W	F
Diaz, Ralph	08/29/93	H	M
Dow, Alfred	12/08/91	W	M
Farley, Douglas	04/25/93	W	M
Frittelli, Arthur	07/12/87	W	M
Heller, James	02/27/94	W	M
Hicks, Michael	03/10/96	W	M
Humphrey, William	08/01/93	W	M
Jones, Leroy	03/23/86	B	M
Kozloski, Ronald	06/25/78	W	M
Madonia, Ralph	07/22/90	W	M
Molenda, John	02/24/94	W	M
Moral, Jorge	02/12/95	H	M

Driver-Engineer Job Analysis 1996

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Incumbents	Date of Promotion To Driver-Engineer	Race	Sex
Pazos, Costantino	01/20/91	H	M
Poehl, Claus	10/09/94	W	M
Pugh, David	01/19/92	B	M
Radice, Steven	10/15/89	W	M
Ramu, Richard	11/06/94	B	M
Richter, Sherry	09/25/94	W	F
Schrubb, Walter	03/13/94	W	M
Sherman, James	08/21/88	W	M
Snyder, Mark	11/27/88	W	M
Staten, Sylvester	01/19/92	B	M
Thawley, Kenneth	01/05/92	W	M
Tuttle, James	09/25/94	W	M
Welsh, James	07/23/78	W	M
Whidden, Bradley	04/25/93	W	M
Williams, Donald	01/19/92	B	M
Zeidler, Dale	09/23/84	W	M

Field Training Officers Lieutenants	Date Promoted to Driver-Engineer	Date Promoted to Fire Lieutenant	Race	Sex
Ensalaco, Leonard	01/26/86	01/20/91	W	M
Evans, Bruce	06/02/85	03/27/94	W	M

The above group encompasses ethnic and gender representation as well as covering the three platoons (A, B, and C) and the exposure to the different geographic areas (stations) in the City.

**Results:**

The contractual agreement between the City of Fort Lauderdale and the IAFF Local 1545 Union states in Article 11 "Promotional Examinations,":

"Section 2.0 Promotional Examinations: Promotional examinations for classifications included in the certified bargaining unit shall consist of the following:

Section 2.1 Driver-Engineer

- 1. Written Examination (Qualifying) 50%
- 2. Performance Test 50%"

Written Examination

The IAFF contract states that the written examination will be 50% of the candidate's final score. The weighted linkages were reviewed for the highest to lowest ranking. The weighted linkages were then reviewed to ensure the KSA could be measured in a written examination format. The following KSAs were measured in the written examination.

	<u>Percentage of Written Exam</u>
→ Thorough knowledge of Fire Service Hydraulics	15%
→ Knowledge of the geography of Fort Lauderdale, including street system, normal traffic flow patterns, location of key buildings and other landmarks, and location of hydrants and other water sources.	13%
→ Knowledge of departmental policies, rules and procedures relating to the care, maintenance and operation of firefighting apparatus, equipment and tools.	21%
→ Knowledge of the mechanical principles governing the operation of engines, pumps, pumping devices and other mechanical equipment relating to firefighter apparatus.	12%
→ Knowledge of department regulations and operations	21%
→ Ability to perform arithmetic: addition, subtraction, division and multiplication - manually without use of calculators.	15%
	<u>97%</u>

Development of Written Examination

After completing the job analysis, several steps were taken to insure the Driver-Engineer written examination was content valid. The written examination test questions were developed "in-house" by Battalion Chief Joseph Richter, as well as using an item bank of test questions purchased from Performance Training Systems, Inc. All questions were submitted to Lisa Slagle, Personnel Analyst. Ms. Slagle assigned KSAs making the final selection of test questions based on the weights indicated by the job analysis. (Please see Appendix E.)

Performance Examination

The IAFF Contract states that the performance examination will be 50% of the candidate's final score. The performance exam was created by Battalion Chief Joseph Richter. Candidates first drove the apparatus through a series of maneuvers. Candidates then chose one (1) of five (5) scenarios for the operation of the apparatus' hydraulic system.

The KSAs measured by the performance examination were:

- Knowledge of safe and defensive driving techniques
- Ability to read, interpret and comprehend diagrams, charts and gauges
- Ability to make adjustments necessary to prevent malfunctions while monitoring operating equipment
- Ability to assess a situation, draw valid conclusions, and take appropriate action
- Ability to perform the mechanical work involved in operating and maintaining firefighting apparatus, equipment and tools

Candidates were assessed and scored by Battalion Chief Joseph Richter. Please see Appendix F for score sheets and scenarios.

Comments:

The final results of this job analysis show a consistency in the major duties and responsibilities with the job analysis in 1988.

The City is now running an Advanced Life Support (ALS) system. This includes treatment and transport of patients. The KSA covering knowledge of medical protocols will need to be monitored in the future. This job analysis does not include that ALS has had an impact on this classification.

The job analysis showed no difference in duties or responsibilities based on geographic areas (stations). The major difference, by geographic area, is in the volume of calls. The duties and responsibilities of the Driver-Engineer remain consistent.

The job analysis and reading reference material should be reviewed and updated on a yearly basis.

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## Appendices

## A. Pay Plan

Budgeted full-time positions for Driver-Engineer (current)

Budgeted full-time positions for Driver-Engineer (at the time of the study)

## B. Job Description for Driver-Engineer

## C. Task List

Tasks were obtained from the job description, and other jurisdictions' job analyses. The list of tasks and appropriate rating scale were then distributed to the incumbents (see previous page for listing of names).

- 1) Questionnaire and rating scales
- 2) Summary of task ratings (with worksheets attached)

## D. KSA list

KSAs were obtained from the job description, and other jurisdictions' job analyses. The list of tasks and appropriate rating scale were distributed to the incumbents (see previous page for listing of names).

- 1) Edited questionnaire and rating scales
- 2) Summary of KSA ratings (with worksheets attached)

## E. Summaries

- 1) Necessity for performance with worksheets
- 2) Task and KSA weighted linkages
- 3) Exam plan outline

## F. Summary of Written Exam and Performance Exam chosen for Driver-Engineer

- 1) Written
- 2) Performance Exam

### Update to Driver Engineer Job Analysis completed in 1996

The City of Fort Lauderdale Fire-Rescue Department has been providing Advanced Life Support (ALS) since October of 1995. At the time this job analysis survey was conducted "advanced knowledge" of medical protocols was considered important but after discussions with several supervisors it was decided that this Knowledge would be better measured during the probationary status of the Driver-Engineer.

The department currently has several ALS engines, in service, which carry medical equipment and each member of the engine is considered part of the treatment team. All personnel are required to have the ability give basic first aid, take information from a patient and be able to relay this to the medical care provider.

After several discussions with Otis Latin, Fire Chief; Don DiPetrillo, Battalion Chief, EMS Coordinator; Joseph Richter, Battalion Chief, Training Division and Lt. Carl Dale, EMS Bureau; it was decided that the KSA regarding medical protocols be included in the written examination. In the initial survey we should have worded the KSA as "basic" medical knowledge. The basic medical knowledge covered in the reference material is used everyday by personnel on shift. Based on the above discussions it was determined that the medical questions should cover no more than 10% of the examination.

### Knowledge, Skills and Abilities to be measured in the written examination for Driver-Engineer 1998

Through knowledge of Fire Service Hydraulics	14%
Knowledge of the geography of fort Lauderdale, including street system, normal traffic flow patterns, locations of key buildings and other landmarks, and location of hydrants and other water sources.	13%
Knowledge of departmental policies, rules and procedures relating to the care, maintenance and operation of firefighting apparatus, equipment and tools.	20%
Knowledge of the mechanical principles governing the operation of engines, pumps, pumping devices and other mechanical equipment relating to firefighter apparatus	11%
Knowledge of department regulations and operations	17%
Knowledge of basic medical procedures	10%
Ability to perform arithmetic; addition, subtraction, division and multiplication - manually without use of calculators	15%