

Request for Proposal

912-8701

Written Exam Driver Engineer

***Opens: May 13, 2002
2:00 p.m.***



Venice of America

City of Fort Lauderdale

***Issued for Administrative Services Human Resources Division
By the Procurement & Materials Management Division***

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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 Human Resources 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) 828-5141. For information concerning the technical specifications contained in this RFP contact Personnel Analyst, Lisa Slagle at (954) 828-5316. 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 Procurement and Materials Management 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) 828-5576 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 CERTIFICATION BY BROWARD COUNTY, FLORIDA If awarded a contract or purchase order as a result of this solicitation, and if the awarded contractor/vendor is claiming minority status in accordance with Section 1.08 of the General Conditions, then said awarded contractor/vendor shall apply for certification by Broward County, Florida, **Division of Equal Employment and Small Business Opportunity**. Contractor/vendor shall provide documentation of application status, and once approved or disapproved by Broward County, must also provide that documentation to the Purchasing Division of the City of Fort Lauderdale.

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. 7/01 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.

12. LOBBYING ACTIVITIES: ALL BIDDERS/PROPOSERS PLEASE NOTE: Any bidder or proposer submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-00-27, Lobbying Activities. Copies of Ordinance No. C-00-27 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at <http://ci.ftlaud.fl.us/documents/index.htm>.

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	4/15/02
Last date for Receipt of Questions (by 5:00 pm)	4/26/02
Addendum, if required	4/29/02
RFP OPENS (at 2:00 pm)	5/13/02
Evaluation Committee Review & Ranking	Week of 5/20/02
Anticipated award date	Week of 5/20/02
REQUIRED DELIVERY DATE - DRAFT TEST COPY	08/09/02
COMPLETED CAMERA READY WRITTEN TEST COPY	08/26/02
COMPLETED REVIEW AND DETERMINATION OF CHALLENGED TEST QUESTIONS	10/11/02

PART III - SCOPE OF SERVICES

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

13.1. 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", *Reading List 2002*, 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 1997/1998/1999/2000/2001 examination are attached to proposal

13.2. The test developer must provide a draft copy with a minimum of 150 test items by July 30, 2002. 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 26, 2002 and will be again evaluated according to the criteria and standards above.

The Fort Lauderdale Human Resources 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 11, 2002. The test developer will be provided the challenges by September 20, 2002.

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:

<u>Evaluation Criteria:</u>	<u>Assigned Points</u>
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>
TOTAL POINTS	100

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 Procurement Division, Room 619, 100 North Andrews Avenue, Fort 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

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.: () _____

Email: _____ Website: _____

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.

Variances: _____

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:

\$_____

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)

Proposer Comments/Suggestions: _____

City of Fort Lauderdale GENERAL CONDITIONS

These instructions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Division of Purchasing. The City may supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement.

PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:

- 1.01 BIDDER ADDRESS:** The City maintains automated vendor mailing lists for each specific Commodity Class Item. Invitation to Bid (ITB'S) will be made to a selection of Bidders who have fully registered on our system. Requests will be mailed to unregistered Bidders within a reasonable time frame only. Neither the mailing of one ITB to the vendor, nor a bid in return, will register a vendor on our system. If you wish purchase orders sent to a different address, please so indicate. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 30 days after satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount to be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.04 TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the prices bid and shall be considered in tabulation and award of bid.
- 1.05 BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that his bid and the prices quoted in his bid will be firm for acceptance by the City for a period of ninety (90) days from the date of bid opening unless otherwise stated in the ITB.
- 1.06 VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not so referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.

By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid that is declared, by the City as conditional.

- 1.07 NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unavailability, specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.
- 1.08 MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its purchasing. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar characteristics. Persons who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term 'Minority Business Enterprise' means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business" is a business enterprise at least 51 percent of which is owned by females. In the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of doing business for profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European descent including Pakistani and Eastern European.

HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of their race.

NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.

ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

1.09 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 contract 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 all firms. Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in their proposals. If a proposer is considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in their proposal. If a proposer is considered for award, he will be asked to meet with City staff so that the intended MBE/WBE participation can be formally included in the subsequent contract.

1.09(a) CERTIFICATION BY BROWARD COUNTY, FL: If awarded a contract or purchase order as a result of this solicitation, and if the awarded contract is claiming minority status in accordance with Section 1.08 of the General Conditions, then said awarded contractor/vendor shall apply for certification to the City of Broward County, Florida, Division of Equal Employment and Small Business Opportunity. Contractor/vendor shall provide documentation of a status, and once approved or disapproved by Broward County, must also provide that documentation to the Purchasing Division of the City of Broward County, Florida.

A quotation received in response to this ITB will be considered to be a firm offer held for acceptance for ninety (90) days from quotation due date. All trade discounts and quote firm prices. In the case of a discrepancy, the unit price will prevail. The City is exempt from Federal Excise and Florida Sales Taxes. All prices quoted shall be F.O.B. destination.

If approved Equal is listed in the specifications, the quotation must contain adequate information to ensure that the quoted item meets the required estimated quantities are listed, they are for information purposes only, and no warranty or guarantee of quantities is given or implied.

Bids will only be considered from firms who are qualified to provide the required product or service. The City reserves the right to reject bids where an evaluation by the City is determined to indicate inability to perform. The City reserves the right to award to the quotation(s) that will best serve the City, to reject any or all quotations, or to cancel the ITB and reissue. The City also reserves the right to waive minor variations or irregularities in specifications or in the bidding process.

Items delivered will remain the property of the seller until accepted to the satisfaction of the City. Those that do not conform to bid specifications shall be rejected and returned at seller's expense.

If seller is required to go on City property to perform work, he/she shall assume all responsibility and expense of obtaining insurance, as required by the City. The City reserves the right to cancel any contract for cause upon written notice, and for convenience upon thirty (30) days written notice. There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract. Seller shall not transfer or assign performance required by this ITB without prior written consent of the City Manager, or designee.

The seller agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every kind and any kind including attorney's fees in connection with or arising directly or indirectly out of the work agreed to or performed by the seller under the terms of any agreement that may arise during the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions, relating to personal injury, death, damage to property, materials or workmanship, actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any kind shall be included in the indemnity hereunder. The parties waive the privilege of venue and agree that all litigation between them in the state courts shall be in Broward County, Florida, and that all litigation between them in federal courts shall take place in the Southern District in and for the State of Florida.

EXHIBIT A

DRIVER ENGINEER
Reading List – 2002 Written Examination

The following is a list of study sources for the written and performance examinations:

1. IFSTA Pumping Apparatus Driver/Operator Handbook – 1st Edition
2. IFSTA Aerial Apparatus Driver/Operator Handbook – 2nd Edition
3. Fort Lauderdale Fire Rescue Administrative Rules and Regulations including all revisions through April 30, 2002.
4. Fort Lauderdale Fire Rescue Administrative Standard Operating Procedures including all revisions through April 30, 2002.
5. Fort Lauderdale Fire Rescue Revised Edition of Training and Operations Manual (TOPMAN) including all revisions through April 30, 2002.
6. Fort Lauderdale Fire Rescue Zone Book including all revisions through April 30, 2002.
7. Fort Lauderdale Fire Rescue Incident Command/Operational Procedures, Revised 08/05/95 Edition.
8. AAOS Emergency Care and Transportation of Sick and Injured – 8th Edition.

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" (RT) and Criticality (CT) ratings for each task.
2. Eliminate any tasks which have a RT or CT rating of less than .5.
3. For each remaining task, add the RT and CT values to obtain the Importance of Task (IT) Index.
(IT = RT + 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" (EE) and "Criticality (CK) ratings for each KSA.
2. Eliminate any KSAs from further consideration which have a EE or a CK rating of less than 1.5.
3. For each remaining KSA, add the EE and CK ratings to obtain the "Importance of KSA" (IK) index.
(IK= EE + 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" (NP) rating for each KSA.
2. A KSA which has an 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" (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(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 of measurement must be determined.

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 training officers.

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

Incumbents	Date of Promotion To Driver-Engineer	Race	Sex
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
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.	<u>15%</u>
	97%

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.

Table of Contents

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 1995. At the time this job analysis survey was conducted and "advanced knowledge" of medical protocols was considered important. 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 to give basic first aid, take information from a patient and be able to relay this information to the medical care provider.

After several discussion with Otis Latin, Fire Chief; Don DiPetrillo, Battalion Chief, EMS, 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 for 2002

Through knowledge of Fire Service Hydraulics	14%
Knowledge of the geography of Fort Lauderdale, including street systems, 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%