



Agenda Date: 4/24/2007
Agenda Placement: 6L

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mark Gregersen - Director
Human Resources
REPORT BY: Olivia Soria, Staff Services Analyst II , 253-4945
SUBJECT: Professional Services Agreement with Doris Pick, Ph.D.

RECOMMENDATION

Human Resources Director requests approval of and authorization for the Chair to sign an agreement with Doris Pick, Ph.D., for a maximum of \$25,000 for the term April 24, 2007, through June 30, 2008, for pre-employment psychological screening examinations.

EXECUTIVE SUMMARY

Doris Pick, Ph.D., provides pre-employment psychological screening examinations on peace officer candidates being considered for hire by the County of Napa. The proposed agreement establishes the terms and conditions of the services provided by Dr. Pick.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Human Resources - Department 13000, Account 52180100.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	No
Future fiscal impact:	The agreement is reviewed annually by the department and may be renewed.
Consequences if not approved:	Pre-employment psychological screening examinations will not be provided, which are a mandatory step in the selection process of peace officer positions.

Additional Information:

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The County of Napa conducts pre-employment psychological screening examinations on peace officer candidates being considered for hire. The pre-employment psychological screening examination is one of the required steps in the peace officer selection process. The other steps are the job posting, a written exam, the establishment of an eligibility list, a background check, and a physical exam.

Under the proposed agreement, Dr. Doris Pick would conduct pre-employment psychological screening examinations at the County's request. The screening examinations consist of the following components: 1) candidate takes a paper and pencil test; and 2) candidate is interviewed by Dr. Pick. Dr. Pick would then prepare accurate and complete reports for each examination, as required by law. Dr. Pick is required to maintain each screening examination and report as part of her records for a minimum of ten (10) years. In addition, Dr. Pick provides a letter to the County hiring department indicating whether or not the candidate is found to be free of any emotional or mental condition that might adversely affect the candidate's exercise of peace officer powers. Finally, Dr. Pick meets with the hiring department to discuss the results of the screening examination.

The term of this Agreement automatically renews for an additional year at the end of each fiscal year, unless either party gives the other party written notice of intention not to renew. The specialized nature of the services provided by Dr. Pick justifies the sole sourcing for this contract. The County of Napa staff has worked with Dr. Pick in the past and found her to be competent and reliable.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Gratton