



Agenda Date: 6/5/2007  
Agenda Placement: 6D

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** JOHN PEARSON - Director  
Corrections  
**REPORT BY:** Helene Franchi, Senior Management Analyst, 253-4820  
**SUBJECT:** Professional Services Agreement with Psychological Resources, Inc. dba Wolf Consulting Group

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### **RECOMMENDATION**

Director of Corrections requests approval of and authorization for the Chair to sign an agreement with Psychological Resources, Inc. dba Wolf Consulting Group, for a maximum of \$50,000 per fiscal year for the term June 5, 2007 through June 30, 2007 with the provision for automatic annual renewal, to provide pre-employment psychological screening examinations, pre-employment interviews, and to assist with the implementation of an organizational development process.

### **EXECUTIVE SUMMARY**

Gordon Wolf, Ph.D., provides pre-employment psychological screening examinations on candidates being considered for hire by the County of Napa. The proposed agreement establishes the terms and conditions of the services provided by Dr. Wolf. In addition, the contract calls for pre-employment interviews of candidates for high level management positions within the Department of Corrections and for the development and implementation of an organizational development process.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Corrections
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Pre-employment psychological screening and interviewing is necessary in the selection of successful candidates for positions within the Department.
Is the general fund affected?	Yes

Future fiscal impact: The agreement is reviewed annually by the Department and will be included in the Department's recommended budget.

Consequences if not approved: Pre-employment psychological screening examinations will not be provided and the organizational development process may not occur.

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 candidates being considered for hire in the Department of Corrections (Department). The pre-employment psychological screening examination is one of the required steps in the selection process. The other steps are State certified written exam, the establishment of an eligibility list, a Departmental interview and interactive video of typical scenarios in a correctional setting, a physical agility test, a background check, and a physical exam. The psychological examination and physical examination are done after a conditional job offer is made.

Under the proposed agreement, Dr. Gordon Wolf 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. Wolf. Dr. Wolf would then prepare accurate and complete reports for each examination, as required. Dr. Wolf is required to maintain each screening examination and report as part of his records for a minimum of ten (10) years. In addition, Dr. Wolf provides a summary report to the 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 the job duties, and provides an analysis of the candidate's strengths and weaknesses and compatibility with the type of work to be done. Finally, as needed, Dr. Wolf meets to discuss the results of the screening examination with the Department.

Because Dr. Wolf, has extensive experience conducting these types of examinations with various law enforcement agencies, and other public and private agencies, including the Department of Corrections, he is uniquely qualified to assess candidates considered for employment in the Department. In addition, his experience and expertise also qualify him to assist in the hiring, selection, and promotional process for certain high level supervisory and management positions within the Department, the proposed agreement includes provisions for a pre-employment interview and screening process with selected candidates. This process will involve interviewing prospective candidates and meeting with staff from the County Executive Office, Corrections, and possibly other departments within the criminal justice system.

Finally, the proposed agreement includes the facilitation of the development and initial steps involved with the implementation of an organizational development process within the Department. It is envisioned that this process will be a multi-year process and will include all members of the Department.

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. Wolf justifies the sole sourcing for this contract. The County of Napa and Department of Corrections staff has worked with Dr. Wolf in the past and found him to be very competent and reliable.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan