



JOHN W. HICKENLOOPER  
Mayor

# CITY AND COUNTY OF DENVER

## CIVIL SERVICE COMMISSION

POLICE AND FIRE DEPARTMENTS

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**PLEASE POST: 02/17/05 –03/11/05**

## NOTICE OF PUBLIC HEARING – RULE MAKING

**March 11, 2005 - 8:30 a.m.**

### **Proposed Changes To Commission Rule VII, Sections 1-8 (Examination Lists, Eligible Registers for Original Appointments, Eligible Registers for Promotional Appointments)**

On **Friday, March 11, 2005, at 8:30 a.m.** the Civil Service Commission will hold a public hearing in the Commission conference room at **1570 Grove St., Denver, CO 80204-1930**, for the purpose of receiving public comment on proposed **amendments to Commission Rule VII**, Sections 1-8. **A summary table of the proposed changes is attached.**

The **full text** of the proposed changes to Rule VII § 1-8 is **posted at the Commission's office and on the Commission's web site** at: [www.denvergov.org/civilservice](http://www.denvergov.org/civilservice). Click on the link "Commission Rule Changes". Additional copies of the proposed changes are available by email or fax, upon request.

**Written comment** or questions may be submitted by mail, fax, email or in person to Earl Peterson, Executive Director, Civil Service Commission, 1570 Grove St., Denver, CO 80204-1930, to be received by the **deadline of Tuesday, March 8, 2005 at 12:00 noon**. Fax: 720-913-3373; Email: [earl.peterson@ci.denver.co.us](mailto:earl.peterson@ci.denver.co.us).

**Oral comment**, limited to ten (10) minutes, may be scheduled for the public hearing by contacting Brian Kellogg, Sr. Personnel Analyst, by the **deadline of Tuesday, March 8, 2005 at 12:00 noon**. Phone: 720-913-3366; Email: [brian.kellogg@ci.denver.co.us](mailto:brian.kellogg@ci.denver.co.us).

Authority for rule making is provided by City and County of Denver Charter § 9.3.4 and Commission Rule II § 4(A). The procedures for Rule Making are contained in Commission Rule II § 4(A).

Dated and posted, February 16, 2005.

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script that reads "Earl E. Peterson".

Earl E. Peterson  
Executive Director

Attachment (1)

**PLEASE POST: 02/17/05 – 03/11/05**

**City and County of Denver - Civil Service Commission  
 Summary of Proposed Changes - Rule VII, Sections 1-8  
 (Examination Lists, Eligible Registers for Original Appointments,  
 Eligible Registers for Promotional Appointments)**

Revised Rule By Section		Nature and Summary of Proposed Changes to Current Rule (Comments listed in numerical order.)	
Rule #		1.	Proposed change in rule number from “VII” to “7”.
Rule Title		2.	Proposed change to <i>Examination Lists and Eligible Registers</i> .
Section 1	Title	3.	Proposed change to <i>Examination Lists</i> .
		4.	Information on Registers for Original Appointment is moved to Section 2, and info on Registers for Promotional Appointment is moved to Section 3.
	A.	5.	General provisions on Examination Lists is updated and expanded consistent with procedures.
	B.	6.	Existing info on <i>Eligible Registers for Original Appointment</i> is moved to Section 2. Proposed language concerns general info on confidentiality of Examination Lists.
	C.	7.	Existing information on <i>Eligible Registers for Promotional Appointment</i> is moved to Section 3. The proposed language provides expanded details regarding the use of Examination Lists in selecting individuals for Original Appointment.
Section 2	Title	8.	Current Section 2 (tie scores) is moved to Section 4, with revisions. The new title is <i>Eligible Register for Original Appointment</i> .
		9.	The proposed Section 2 incorporates, revises and greatly expands the provisions from current Section 1 (B), on Eligible Registers for Original Appointment.
		10.	The expansion includes clarification on the use of separate registers for different classifications of applicants for appointment to the same rank and grade (new paragraph B);
		11.	New reference to Commission Rules 5 & 13 (new paragraph C);
	12.	Establishing and using “on-going” registers for original appointment (new paragraphs D, E, F, & G).	
	A.	13.	Current language moved to Section 4(A) with revisions.
	B.	14.	Current language moved to Section 4(B) with revisions

Revised Rule By Section		Nature and Summary of Proposed Changes to Current Rule (Comments listed in numerical order.)	
Section 3	Title	15.	Current Section 3 is <i>Reserved</i> . The proposed new title is <i>Eligible Register For Promotional Appointment</i> .
		16.	The proposed Section 3 incorporates and revises the provisions regarding Eligible Registers for Promotional Appointment contained in current Section 1(C).
		17.	New references to Commission Rules 6 and 13 are added at paragraph (B).
		18.	Paragraph (C) incorporates and revises the provisions of current Section 8 concerning the expiration of an eligible register.
Section 4	Title	19.	Current Section 4 is moved to proposed Section 5 with revisions and updates.
		20.	The proposed new title is <i>In Case of Tie Scores</i> . It reflects the relocation of current Section 2 to this Section 4, with elimination of the reference to <i>score band</i> .
	New A.	21.	Formerly Section 2(A), with revisions.
	New B.	22.	Formerly Section 2(B), with revisions. Changed term “applicant” to “candidate” to reflect promotional process.
Section 5	Title	23.	Current Section 5 is moved to Section 6, with revisions and updates.
		24.	The proposed Section 5 incorporates the provisions of current Section 4, (Change of Address) with revisions and updates.
Section 6	Title	25.	The current section regarding emergency appointment is deleted in its entirety due to related Charter provisions being repealed in the Charter changes of May, 2003.
		26.	The new Section 6 Incorporates the provisions of current Section 5 with revisions, updates and the deletion of redundant language.
Section 7	Title	27.	No change.
			This section has been substantially revised to include three subsections.
		28.	The first (A) covers permissive removal of names from an eligible register and includes new procedures concerning removal in circumstances of temporary unavailability of the applicant or candidate.
		29.	The second (B) covers mandatory removal of names from an eligible register and includes a subsection applicable only to applicants for original appointment.

<b>Revised Rule By Section</b>		<b>Nature and Summary of Proposed Changes to Current Rule (Comments listed in numerical order.)</b>	
Section 7 Continued		30.	The third section (C) covers revised mandatory notice provisions to the applicant or candidate, upon removal from a register.
Section 8	Title	31.	Current section 8 has been deleted in its entirety. Its provisions have been incorporated into Section 2(H) and Section 3(C), with revisions.