

POSTING PURPOSES ONLY
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December 14, 2018

CIVIL SERVICE COMMISSION
ANNOUNCEMENT OF EXAMINATION
FIRE SYSTEMS TECHNICAL SPECIALIST (GENERAL)
DENVER FIRE DEPARTMENT

November 14, 2018

Public notice is hereby given that the Civil Service Commission of the City and County of Denver shall hold an examination for the purpose of creating an eligible register for original appointment to the position of Fire Systems Technical Specialist (General) for the Denver Fire Department. The eligible register shall be composed of the names of applicants who have successfully completed and passed all phases of this examination and who are approved for placement on the eligible register by the Civil Service Commissioners.

The City and County of Denver is an Equal Employment Opportunity employer, and the Civil Service Commission and the Denver Fire Department are committed to equal employment opportunity and compliance with all laws governing the application and hiring of suitable applicants for employment with the Denver Fire Department.

Please note: The provisions contained in this Announcement of Examination do not create or constitute any contractual rights between or among the Civil Service Commission, the City and County of Denver and any applicant or employee. The provisions of this Announcement may be modified, rescinded, or revised, in writing, by only the Civil Service Commission, which reserves the right to unilaterally modify, rescind or revise the provisions of this Announcement.

Starting Salary:

January 2019 – November 2019	\$82,543 annually*
November 2019 – December 2019	\$87,702 annually*

Projected Future Salaries:

January 2020 – November 2020	\$90,553 annually
November 2020 – December 2020	\$95,879 annually
January 2021 – November 2021	\$98,756 annually
November 2021 – December 2021	\$104,242 annually

*These values apply to new FSTS personnel regardless of years spent in similar external roles and are negotiated by the Denver Fire Department’s union, not applicants. We value your time, so please do not apply if these salaries do not meet your needs and expectations.

INFORMATIONAL BOOKLET

A *Fire Systems Technical Specialist (General) Examination Informational Booklet* is available on the Commission’s website at www.denvergov.org/civilservice. The booklet contains more detailed information regarding (but not limited to) the job requirements, minimum qualifications for the position, the application process and examination/screening

phases, the scoring of the examination, awarding of Veteran Preference points, and the essential functions of the Fire Systems Technical Specialist (General) position.

REQUEST FOR REASONABLE ACCOMMODATION

If any applicant or prospective applicant requires reasonable accommodation (per the Americans with Disabilities Act) in order to participate in any examination phase noted herein, the applicant must advise the Commission in advance, let us know in writing at abby.rainer@denvergov.org, and provide supporting medical documentation. Each request will be reviewed on a case-by-case basis. The submission of a request does not necessarily mean that the request will be granted.

THE ABILITY TO PERFORM THE ESSENTIAL JOB FUNCTIONS

Applicants must be capable of performing the essential job functions of an entry-level Fire Systems Technical Specialist (General) with or without reasonable accommodation. All phases of the examination are designed to measure an applicant's ability to perform the essential functions of the job. For further information, review the *Fire Systems Technical Specialist (General) Examination Informational Booklet*.

SOLICITATION OF PREFERENTIAL TREATMENT – PROHIBITED

Solicitation or attempted solicitation of preferential treatment (lobbying) in connection with any application or testing for original appointment, or for placement on an eligible register, or for certification for appointment to a position in the classified service, is prohibited.

An applicant may provide, as part of the background investigation process, letters of reference and the names, contact information, and nature of relationship for references he or she believes should be contacted during the background investigation. Personal references and letters of recommendation are only considered during the background investigation phase of testing. An applicant engaging in solicitation of preferential treatment may be disqualified.

Except for providing relevant background or reference information, any member of the Department of Safety, any City official or City employee, any Commissioner or Commission employee is prohibited from intervening on behalf of any applicant or soliciting or attempting to solicit preferential treatment in consideration of any applicant.

APPLICATION PERIOD

The application will be available on our website at www.denvergov.org/civilservice starting at **9:00 a.m. on Monday, November 19, 2018, and will remain open until registration is completed on Friday, December 14, 2018 at 4:30 p.m.** See **APPLICATION PROCESS** for details on “How to Apply”.

APPLICATION PROCESS

How to Apply: **Starting at 9:00 a.m. on Monday, November 19, 2018**, prospective applicants can complete the first application step (an online technical questionnaire) by following the questionnaire link provided on the Denver Civil Service Commission Website (www.denvergov.org/civilservice) or in any other hard copy or electronic advertisement for

the job. The questionnaire will also require applicants to upload their resumes, their education and/or certification records, and links to portfolios and/or projects which reflect their experience with web application development and support as well as the skill requirements and preferences posted in the job advertisements. The deadline to submit the online technical questionnaire is **Friday, December 14, 2018 at 4:30 p.m.**

All applicants will receive an e-mail determining their eligibility. Those eligible will receive confirmation of their online technical questionnaires' receipt and further logistical information.

DUTIES AND WORK RESPONSIBILITIES

Fire Systems Technical Specialists (General), under the supervision of the Superintendent of Fire Alarm or Assistant Superintendent of Fire Alarm, shall develop, support, and maintain the Department's computer applications or perform such other duties as may be required by the Superintendent of Fire Alarm, the Assistant Superintendent of Fire Alarm, and the Fire Department Chief. Tasks may include assisting other Fire Systems Technical Specialists in their duties when needed. Fire Systems Technical Specialists (General) typically work Monday through Friday from 7:30 a.m. to 4:00 p.m., but may be required to respond to emergency calls which may occur at any time during a twenty-four hour period.

The essential functions of a Fire Systems Technical Specialist (General) can be found in the *Fire Systems Technical Specialist (General) Informational Booklet* under "Essential Fire Systems Technical Specialist Functions".

JOB QUALIFICATIONS/REQUIREMENTS

Qualifications: In addition to the Age, Education/Experience, and Skill requirements noted below, applicants must also meet all of the Qualifications for Original Appointment as specified in Commission Rule 3* and as outlined in the *Fire Systems Technical Specialist (General) Examination Informational Booklet*.

Age: Applicants must be at least twenty-one (21) years of age on or before the date of application.

Experience: Applicants must have a minimum of two (2) to four (4) years of work experience in the web application development and support field. Applicants should be familiar with web page layout and design, SQL databases, and web services.

Skill Requirements: Proficiency in HTML5, CSS3, JavaScript, SQL, at least one web scripting language such as PHP, ASP, or CFML. ***Basic CFML familiarity is required.***

Skill Preferences: Responsive web design, Mobile web design, Familiarity with Active Directory/LDAP, JQuery, Angular JS, Wordpress, Microsoft Office Applications.

Beneficial Skills: Understanding of Electronics, Electrical systems, and Machinist skills are helpful.

Copies of any certificates and degrees or course transcripts must be submitted with the online technical questionnaire. The deadline for receiving the online technical questionnaire and any supporting documents is Friday, December 14, 2018 at 4:30 p.m.

EXAMINATION AND SCREENING PHASES*

*Additional details regarding the Examination and Screening Phases are provided in the *Fire Systems Technical Specialist (General) Informational Booklet*.

- *PHASE I* – Online Technical Questionnaire 25 maximum points
- *PHASE II* – Fire Department Interview 75 maximum points

PHASE 1: Online Technical Questionnaire: The Online Technical Questionnaire will be open for completion starting **9:00 a.m. on Monday, November 19, 2018**, and will close on **Friday, December 14, 2018 at 4:30 p.m.** The link to the Online Technical Questionnaire can be found on the Denver Civil Service Commission Website (www.denvergov.org/civilservice) or in any other hard copy or electronic advertisement for the job. Each applicant will be notified of their application’s receipt the day after they register.

The determination of applicants’ status as qualified or not qualified shall be made by the Civil Service Commission and the Denver Fire Department after all applicants’ Online Technical Questionnaire responses have been rated but before any applicant's identity is known by any Commissioner. The extent to which applicants are qualified or not qualified will be determined based on the Civil Service Commission and the Denver Fire Department’s ratings of Online Technical Questionnaire responses (which are worth 25% of applicants’ overall hiring process scores, as noted above).

Confidentiality Agreement: The contents of the Civil Service Commission’s Online Technical Questionnaire are considered highly confidential and may not be divulged in any manner to anyone. Applicants who fill out the Online Technical Questionnaire are required to maintain the integrity of the questionnaire and will be required to sign a confidentiality agreement before the questionnaire can be submitted. Additionally, applicants who are processed will be subject to questions during the polygraph regarding maintenance of the confidentiality agreement.

Protocol for “Not Qualified” Rating on Online Technical Questionnaire: Applicants who receive a “Not Qualified” status on the Online Technical Questionnaire will be required to wait until the next Fire Systems Technical Specialist (General) application period to re-apply, unless otherwise provided by Commission Rule. Applicants will receive notice of their rating around **December 18, 2018**.

Protocol for “Qualified” Rating on Online Technical Questionnaire: Applicants who receive a “Qualified” status on the Online Technical Questionnaire will be invited to complete the next phase of the Fire Systems Technical Specialist (General) application: Fire Department Interview. Applicants will receive notice of their rating and an invitation to the next step around **December 18, 2018**.

PHASE II: Fire Department Interview: A Fire Department Interview will be administered to applicants who receive a “Qualified” rating on the Online Technical Questionnaire. Fire

Department Interviews are anticipated to be administered on **Monday, January 14, 2019 through Friday, January 25, 2019**. Applicants who receive a “Qualified” rating on the Online Technical Questionnaire will be notified of the specific date, time, and location of their Fire Department Interview. Each applicant may opt to use Skype instead of coming in for their Fire Department Interview at the Commission’s discretion, but will be responsible for providing their own equipment and internet connection. Each applicant needs to notify Abby Rainer, Psychometrician (Police & Fire Personnel) (abby.rainer@denvergov.edu) of their preference to use Skype as well as any conflicts with the date, time, and location assigned by **4:30 p.m. on Thursday, January 10, 2019**.

Interview questions will be asked on three (3) dimensions of the Fire Systems Technical Specialist (General) job: Stress Management, Interpersonal Communication, and Situational Judgment. Applicants should plan on answering all questions within an hour’s time, but will not receive a penalty for finishing early.

Responses to the Stress Management, Interpersonal Communication, and Situational Judgment questions will be equally weighted and rated on a scale of 0 (Demonstrates No Competence) to 5 (Demonstrated Complete Competence) for a total of seventy-five (75) points possible. Criteria for each possible rating and question will be pre-determined by a team comprised of subject matter experts, non-expert fire staff, and Civil Service Commission staff.

Ranking – Final Examination Score - Examination List: Applicants who receive a “Qualified” rating on the Online Technical Questionnaire and who successfully complete the Fire Department Interviews will be **ranked** based on their sum of the converted Online Technical Questionnaire score and Fire Department Interview ratings, plus any Military Veteran Preference Points, as applicable. The **Final Examination Score** (converted test scores plus Military Preference Points) is the score used to rank applicants on an examination list for selection for additional testing and screening. Ties shall be broken randomly.

Military Veteran Preference Points: Military Veteran Preference points shall be awarded in accordance with Article 12, Section 15 of the Constitution of the State of Colorado. A total of either five (5) or ten (10) Veteran Preference points (no more than a total of ten points) shall be added to the converted Written Test Score and converted Oral Test Score of any applicant who qualifies. Further details regarding the awarding of Veteran Preference points are provided in the *Fire Systems Technical Specialist (General) Examination Informational Booklet*.

The following steps are required only if applicants are selected for additional testing and screening:

When selecting individuals for additional testing and screening, the Commission will consider an applicant’s ranking and the anticipated personnel needs of the Department of Safety.

Before Conditional Job Offer

<u>PHASE III: Completion of Background History Form</u>	For Information & Review
<u>PHASE IV: Written Suitability Assessment</u>	Suitable or Unsuitable
<u>PHASE V: Polygraph/Oral Suitability</u>	For Information & Review

PHASE VI: Background Investigation

For Information & Review

PHASE VII: Commission Background Review

Pass/Fail

Following Conditional Job Offer

PHASE VIII: Written MMPI-2

For Information & Review

PHASE IX: Medical/Drug Screen

Pass/Fail

The Commission reserves the right to change the order of the test phases as required. Applicants who fail to show for further testing when notified in writing may be disqualified. Failing any portion of the examination shall disqualify the applicant from any further participation in the examination process until the next registration period for Fire Systems Technical Specialist (General) testing unless otherwise allowed by Commission rule.

Applicant Responsibility for Additional Test Phases: Applicants must keep their mailing address, e-mail address and telephone number(s) current at all times with the Civil Service Commission. Upon successful completion of the Online Technical Questionnaire, applicants must report vacations or other extended absences of more than seven (7) days duration to the Commission in writing. Any neglect to report vacations or extended absences may delay an applicant's processing or may be cause for disqualification from further processing.

Applicants who **fail** to show for further phases when notified in writing may be assessed a fee, stricken from the examination list and disqualified from further phases. **Failure to appear on time** for any part of the examination as set forth herein or for any other scheduled appointment may also result in a fee being assessed and potential disqualification from further testing.

If an applicant anticipates the need to miss any scheduled test or appointment, an alternate schedule must be requested in writing from the Civil Service Commission. All requests will be evaluated on a case-by-case basis. Rescheduling will occur only if an available time slot exists. If no alternate time exists, and the applicant cannot attend the originally scheduled time, the applicant will be disqualified from further testing.

ELIGIBLE REGISTER

An eligible register for original appointment shall be established and maintained to accommodate anticipated personnel needs of the Department of Safety. An eligible register shall contain a rank order listing of the names of approved applicants from the corresponding examination list. Applicants who pass all above mentioned Commission test phases may be placed on an eligible register for original appointment for possible certification to the Executive Director of Safety, if their final examination score so warrants.

CERTIFICATION

When a requisition to hire for a Fire Systems Technical Specialist (General) position has been received from the Executive Director of Safety, the Commission shall certify to the Executive Director of Safety a list of names equal to the number to be appointed plus as many additional names from the respective eligible register in rank order as the Commission deems necessary. From the certification list received, the Executive Director of Safety shall select those

applicants, in consideration of an appointment, who are to receive a conditional offer of employment.

CONDITIONAL OFFER OF EMPLOYMENT

The Executive Director of Safety retains the authority to extend a conditional offer of employment or to rescind a conditional offer based on the provisions of the City and County of Denver Charter, the Denver Civil Service Commission Rules, and other relevant legal authority (including the Americans with Disabilities Act).

Applicants receiving a conditional offer of employment are subject to a medical evaluation and a drug screen. Further details regarding the conditional offer testing can be found in the *Fire Systems Technical Specialist (General) Examination Informational Booklet*.

A conditional offer of employment may be revoked, if an applicant is unable to perform the essential functions of the job (with or without reasonable accommodation), poses a direct threat to the health and safety of themselves or others, is unable to comply with the post-conditional offer appointment schedule, or is unable to begin work with the Denver Fire Department when scheduled. The conditional offer of employment shall also be revoked should an applicant have his/her name be removed from the Eligible Register, or be determined that he/she does not meet the qualifications for original appointment.

FINAL JOB OFFER

Contingent on the number of available positions, final job offers will be made to certified applicants who have successfully completed all conditional offer testing/screening and who are able to perform the essential functions of the job (with or without reasonable accommodation) and who don't otherwise pose a direct threat to the health and safety of themselves or others.

ATTENTION:

Falsification or omission of any information, or the material misrepresentation of fact, including statements indicated on the Fire Systems Technical Specialist (General) application form(s), or any other documentation as required by the Civil Service Commission, may be grounds for removal of the applicant's name from the eligible register and, if appointed, the applicant may be dismissed from the Denver Fire Department for violating the above Civil Service Commission rule.

Any protests or challenges by an applicant or potential applicant to the content of this official announcement, and/or plan set forth herein, must be presented in writing to the Executive Director of the Commission no later than **4:30 p.m. on December 14, 2018.**

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