



CITY AND COUNTY OF DENVER CIVIL SERVICE COMMISSION



2019

FIRE SYSTEMS TECHNICAL SPECIALIST (GENERAL) EXAMINATION INFORMATIONAL BOOKLET

To apply (starting at 9:00 a.m. on Monday, November 19, 2018) log onto our website at:
<http://www.denvergov.org/civilservice>.

It is the applicant’s responsibility to read the information contained in this booklet. This booklet details the minimum qualifications required to be considered as a Denver Fire Systems Technical Specialist (General) and provides applicants with an informational summary of the examination/screening process.

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The provisions contained in this informational booklet 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 The provisions of this informational booklet may be modified, rescinded, or revised, in writing, only by the Civil Service Commission, which reserves the right to unilaterally modify, rescind or revise the provisions of this informational booklet.

INFORMATIONAL SUMMARY

QUESTIONS (?)

If you have questions not covered in this booklet, call Abby Rainer (Psychometrician, Civil Service Commission) at (720) 913-3380 (Monday-Friday, 7:30 a.m. to 4:30 p.m.) excluding holidays.

REQUEST FOR REASONABLE ACCOMMODATION

The City and County of Denver is an Equal Opportunity Employer. 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, in writing, 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. Please refer to the Essential Functions on page 20. See also, Essential Knowledge, Skills, and Abilities on pages 21-23.

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.

JOB QUALIFICATIONS AND 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 documentation is Friday, December 14, 2018 at 4:30 p.m.

WORK SCHEDULE

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.

SALARY AND BENEFITS

Pay and benefits for Denver Fire Systems Technical Specialists (General) is determined by collective bargaining agreements between the City and County of Denver and local union officials.

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.

Benefits: Paid sick leave and vacation
 Medical and dental insurance
 Uniforms and most equipment furnished
 Educational opportunities
 Pension plan

HELPFUL WEBSITES

The Denver Civil Service Commission's website contains information regarding the application process, testing, links to resources and the Department of Safety Recruiters, and Commission meeting dates. You can locate us at: <http://www.denvergov.org/civilservice>.

Additionally, you may visit the Department of Safety's recruitment website at: <http://www.denvergov.org/safety/tabid/443731> for upcoming recruitment events and links for general Department of Safety information and minority resources.

CHANGE IN APPLICANT'S PERSONAL INFORMATION

Applicants are required to notify the Commission in writing of any change in personal information such as legal name, address, telephone/cell number and e-mail. Additionally, applicants called on for further screening/processing must notify the Commission in writing of any change to their supplemental application or background history form information.

The inability of the Post Office to deliver mail because of an unknown or incorrect mailing or forwarding address may be grounds for disqualification. Failure to receive notice of and keep any scheduled appointment because of outdated contact information may be cause for disqualification from further testing.

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.

***MINIMUM QUALIFICATIONS**

Applicants must meet all of the minimum qualifications. Except as noted, any failure to meet one or more of the minimum qualifications will result in your automatic disqualification. **Please note that some standards have particular time limits associated with them.** If this applies to your situation, you may later become eligible and apply once those time limits have lapsed.

***Commission Rule 3:** The Commission is currently reviewing and anticipates changes to the current Commission Rule 3 – Qualifications for Original Appointment (Annotated 4/15/11) which may impact all positions for Original Appointment.

Should any minimum qualifications change under Rule 3 prior to appointment, applicants shall be required to complete an updated Supplemental Application and their qualifications will be reviewed with respect to any new qualifications or requirements that are established.

Reviewing Definitions of Terms: Your *understanding of the General, Legal/Criminal, Illegal Drug, and Traffic related terms and offenses* contained in this booklet *is critical* to your ability to determine if you meet the minimum qualifications. For a complete listing of Definitions of Terms, please refer to **Commission Rule 1** located on our website at: <http://www.denvergov.org/civilservice>. The link to “Commission Rules” is located in the left margin.

GENERAL QUALIFICATIONS

- **CITIZENSHIP:** Applicants must be citizens of the United States on or before the date of application. Acceptable proof of such must be presented if selected to proceed beyond the written test. Acceptable proof of United States citizenship shall include a birth certificate from within the United States, naturalization papers, a United States passport, or a Certificate of Live Birth Abroad of a United States Citizen.
- **COLORADO RESIDENCY:** Applicants must be bona fide residents of the State of Colorado at the time of appointment (hire).
- **AGE:** Applicants must be at least twenty-one (21) years of age on or before the date of application. Acceptable proof of age will be required if selected to proceed beyond the written test. Acceptable substitutes for a birth certificate include naturalization papers and/or a valid passport.
- **DRIVER’S LICENSE:** Applicants must possess a valid automobile driver’s license on or before the date of application and up to and including the date of appointment, and must maintain any licensing requirements of the respective department.
- **CHARACTER AND BACKGROUND:** An applicant must be of good moral character as required by the Charter of the City & County of Denver. In reviewing an applicant’s character and background, the Commission will consider the standards of ethical conduct, integrity and honesty that shall guide the behavior of a member of the Denver Fire Department.

LEGAL/CRIMINAL - AUTOMATIC DISQUALIFIERS

- **NO LEGAL IMPEDIMENTS:** To be eligible for both application and appointment to a position in the Denver Fire Department, an individual shall not have any legal impediments to their ability to perform the essential job functions for the position of Fire Systems Technical Specialist (General).
- Please be advised that legal matters involving criminal activity as a minor/juvenile do not necessarily clear from your record when you become an adult.
 - Any individual who is **currently** subject to any court order(s) as a result of any **criminal** conviction, plea, deferred sentence/judgment or deferred prosecution will be disqualified.

- Any individual who is **currently** incarcerated, on work release, probation or parole for any misdemeanor or felony offense will be disqualified.

LEGAL/CRIMINAL - LIFETIME DISQUALIFICATIONS

- **FELONY CONVICTIONS:** Any Adult (age 18 and above), or **Juvenile charged as an Adult**, who has been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence for a felony will be disqualified.
 - In a juvenile court proceeding, any individual who has been convicted of (been adjudicated for), pled guilty or no contest to, and/or received a deferred judgment/sentence for an offense that would be classified as a felony if committed by an adult will be disqualified.
- **MISDEMEANOR CONVICTIONS WHILE IN PUBLIC SAFETY AND OTHER CRITICAL POSITIONS:** Individuals who have ever been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence for any misdemeanor offense (non-traffic) while employed (or in a volunteer position) in any of the following positions: law enforcement; peace officer; armed public safety; correctional officer; military police; firefighter or medical first responder will be disqualified.
- **MISDEMEANOR CONVICTIONS:** An individual who has ever been convicted of (been adjudicated for), pled guilty or no contest to, or received a deferred judgment/sentence for any of the following misdemeanor offenses will be disqualified:
 - An offense involving domestic violence
 - Assault, menacing, stalking or harassment
 - Sexual assault, unlawful sexual contact, or an offense that would require registration as a sex offender under Colorado law
 - An offense of child abuse or child neglect resulting in any injury to the child or to the child's health
 - Cruelty to animals
 - Impersonating a peace officer, firefighter, or public servant
 - Obstruction of government operations
 - Obstruction of a peace officer, firefighter, emergency medical service provider, rescue specialist, or like volunteer
 - False reporting to fire, emergency, or law enforcement authorities
 - Perjury
 - Fraud or forgery
 - Theft
 - An offense involving the illegal use or possession of a firearm or an edged weapon (e.g. knife)

LEGAL / CRIMINAL – 10 YEAR & 5 YEAR DISQUALIFICATIONS

- **CERTAIN MISDEMEANOR OFFENSES – DURING THE PAST 10 YEARS:** An individual who has been convicted of (been adjudicated for), pled guilty or no contest to, or received a deferred judgment/sentence for the following misdemeanor offenses during the past 120 months (10 years) will be disqualified.
 - involving any other unlawful sexual behavior not indicated above; or
 - based on child abuse or child neglect that did not involve an injury to the child or to the child’s health.
- **MORE THAN ONE (1) MISDEMEANOR – DURING THE PAST 5 YEARS:** An individual who has been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence for more than one (1) misdemeanor offense (non-traffic) within the past 60 months (5 years) will be disqualified.

IMPORTANT LEGAL DEFINITIONS

CONVICTION, PLEA OF GUILTY, DEFERRED JUDGMENT/SENTENCE: Throughout this booklet the phrase “**conviction of, plea of guilty or no contest to, or deferred judgment/sentence for,**” or any part thereof, applies to:

- a. Any adult criminal offense;
- b. Any juvenile offense when the juvenile was charged as an adult;
- c. Any juvenile offense adjudicated in a juvenile court when the offense would be classified as a felony or misdemeanor if committed by an adult.

JUVENILE RECORD OR ADULT CRIMINAL RECORD: If you are unsure of the formal legal status of any items in your juvenile record or your adult criminal record, you are urged to obtain a copy of your criminal history. If after reviewing your juvenile or criminal history you still have questions, you should obtain legal advice prior to submitting your application. Civil Service Commission staff cannot provide you with legal advice in these matters.

SEALED OR EXPUNGED RECORDS: Juvenile records are not automatically “expunged” and adult criminal records are not “sealed” without obtaining an “**order of the court**”. If a criminal record has been “**sealed**”, or if a juvenile record has been “**expunged**”, by an “**order of the court**”, or if a criminal conviction has been “**pardoned**”, it may have an effect on how you answer certain questions in the application process.

DRUGS

ILLEGAL USE, PURCHASE, POSSESSION, DISTRIBUTION, SALE, OR MANUFACTURE - AUTOMATIC DISQUALIFIERS

DRUGS - LIFETIME DISQUALIFICATIONS

- **NO FELONY OR MISDEMEANOR OFFENSES INVOLVING HARD OR SOFT DRUGS:** Any individual who has **ever** been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence for **any felony or misdemeanor offense involving or relating to** any (controlled substance) **hard drug** or **soft drug** will be disqualified.

- **NO ILLEGAL DRUG USE WHILE IN PUBLIC SAFETY AND OTHER CRITICAL POSITIONS:** Any individual (on or off the job) who has **ever** illegally **used, purchased or possessed** soft drugs or hard drugs, during any period of time while an employee or volunteer in any law enforcement; peace officer; armed public safety; correctional officer; military police; firefighter; or medical first responder position will be disqualified.
- **NO ILLEGAL DRUG DISTRIBUTION:** Any individual who has **ever** illegally **provided, delivered, transferred, or transported** any hard or soft drugs (not including marijuana) to or for another person will be disqualified.
 - Illegal distribution of drugs includes being the **middleman, go between, or “doing a favor for a friend”** in a drug transaction by actively transferring the drugs from one person to another even if the “middleman” receives no benefit from the drug transaction.
- **NO MARIJUANA DISTRIBUTION:** Any individual who has **ever** **provided, delivered, transferred, or transported any quantity of marijuana (including medical marijuana)** to or for another person, that **involved any barter, exchange, or transfer of money** will be disqualified.
 - Also, any individual who has **ever** **provided, delivered, transferred, or transported more than one ounce of marijuana** to or for another person, even when there is **no** barter, exchange, or transfer of money, will be disqualified.
 - **Exception to Marijuana Distribution:** The delivery, transfer, or transportation of **one ounce or less of marijuana** to or for another person, that **did not involve any barter, exchange, or transfer of money** will be considered **Use, Purchase or Possession**. Any individual engaging in such behavior **within the past 36 months** (3 years) will be disqualified.
- **NO DISTRIBUTION OF SYNTHETIC MARIJUANA:** Since July 9, 2012, any individual who has **ever** **provided, delivered, transferred, or transported any quantity of synthetic** marijuana (e.g. Spice, K2) or Salvia Divinorum (e.g. Diviner’s Sage or Seer’s Sage) to or for another person.
- **NO ILLEGAL DRUG MANUFACTURING:** Any individual who has **ever** **illegally manufactured** (e.g. produced, prepared, processed, or grown) **hard drugs or soft drugs, including any marijuana**, medical marijuana or products containing marijuana will be disqualified.
- **NO ILLEGAL DRUG SALES:** Any individual who has **ever** **illegally sold hard or soft drugs, including any marijuana**, medical marijuana, synthetic marijuana (e.g. Spice, K2) or Salvia Divinorum (e.g. Diviner’s Sage or Seer’s Sage) that involved **any barter, exchange, or transfer of money** will be disqualified.

- Illegal drug sales includes being the **middleman, go between, or “doing a favor for a friend”** in a drug sale or purchase by actively transferring the drugs, assets, or money from one person to another even if the “middleman” receives no benefit from the sale or purchase.

DRUGS - 5 YEAR AND 3 YEAR DISQUALIFICATIONS

- **NO ILLEGAL USE, PURCHASE, POSSESSION OF HARD DRUGS – PAST 5 YEARS:** Any individual who has illegally **used, purchased, or possessed hard drugs** within the past **60 months** (5 years), will be disqualified.
- **NO ILLEGAL USE, PURCHASE, POSSESSION OF SOFT DRUGS – PAST 3 YEARS:** Any individual who has illegally **used, purchased, or possessed any soft drug**, including **any** marijuana, products containing marijuana, medical marijuana or synthetic marijuana within the past **36 months** (3 years), will be disqualified.
- **NO ILLEGAL USE OF SCHEDULE II – IV PRESCRIPTION DRUGS NOT PRESCRIBED FOR YOU:** Any individual who has **used someone else’s schedule II-IV prescription drug** within the past **60 months** (5 years), will be required to explain the details and circumstance of such use and, **MAY BE** disqualified.
- **NO ILLEGAL USE OF SCHEDULE V PRESCRIPTION DRUGS NOT PRESCRIBED FOR YOU:** Any individual who has **used someone else’s schedule V prescription drug** within the past **36 months** (3 years), will be required to explain the details and circumstance of such use and, **MAY BE** disqualified.

IMPORTANT DRUG RELATED DEFINITIONS

MARIJUANA - Because Marijuana is a Schedule I controlled substance under Federal law, **any use, purchase, possession, distribution, sale or manufacture** (including transportation for the purpose of distribution, sale or manufacture) **of marijuana or its derivatives** that would be regarded as illegal under the federal Controlled Substances Act (as determined at the sole discretion of the Commission) **shall be regarded as "illegal" for purposes of application for Fire Systems Technical Specialist (General).**

MEDICAL MARIJUANA - Because marijuana has no recognized medical use under Federal Law, “medical marijuana” or products containing “medical marijuana” are considered as “illegal” for the purposes of application.

SYNTHETIC MARIJUANA and SALVIA DIVINORUM - The Synthetic Drug Abuse Prevention Act of 2012 makes it unlawful as of July 9, 2012, to use or possess any amount of synthetic cannabinoid (e.g. Spice, K2) or Salvia Divinorum (e.g. Diviner’s Sage or Seer’s Sage).

HARD DRUG - Generally, any schedule I, II, III or IV controlled substance, except when a Schedule II, III or IV controlled substance is possessed or used pursuant to being dispensed by or under the direction of a person licensed or authorized by state or federal law to prescribe or administer the drug.

Examples include, but are not limited to the illegal use of: Adam, Adderall, Amytal, Anabolic Steroids, Angel Dust, Amphetamine, Black Tar, Blue Birds, Buttons, Cocaine, Codeine (high dose), Crack, Crystal, Darvon, Deca, Demerol, Dilaudid, Ecstasy, GHB, Hallucinogens, Hash & Hash Oil (Marijuana Concentrate), Heroin, Ice, Ketamine, Librium, LSD, Marijuana – 8 ounces or more, Mescaline, Methadone, Meth-amphetamine, MDA, MDMA, Microdot, Morphine, Mushrooms, Opium, Percocet, Percodan, Peyote, PCP, Phenobarbital, PHP, Psilocybin, Quaalude, Red Birds, Ritalin, Rohypnol, Roofies, Seconal, Smack, Special K, Speed, Spice, Steroids, STP, Talwin, TCP, Thai Sticks (soaked in hash oil), THC, Valium, Xanax, XTC, Yellow Jackets

Drugs not included as a Hard Drug: The legal use of Schedule II, III and IV “prescription” drugs by the person for whom the drug was legally prescribed; or the possession of Marijuana, Medical Marijuana or Ganja in a quantity under eight (8) ounces. (Note, while Medical Marijuana in a quantity less than 8 ounces is not considered a Hard Drug, the use of Medical Marijuana is not considered to be the legal use of a “Prescription Drug”.)

SOFT DRUG – Marijuana or Medical Marijuana in a quantity under eight (8) ounces, and any Schedule V controlled substance, except when a Schedule V controlled substance is possessed or used pursuant to being dispensed by or under the direction of a person licensed or authorized by state or federal law to prescribe or administer the drug.

Examples include, but are not limited to the illegal use of: cough syrup with low dose codeine, Robitussin AC, Lyrica, and any use of Ganja, Marijuana or Medical Marijuana, or the possession of Marijuana or Medical Marijuana but only in a quantity less than eight (8) ounces.

Drugs not included as Soft Drugs: The legal use of Schedule V “prescription” drugs by the person for whom the drug was legally prescribed. (Note: Medical Marijuana is never considered a legal “prescription drug”.)

TRAFFIC AND DRIVING RELATED OFFENSES **AUTOMATIC DISQUALIFIERS**

- **OPERATING A MOTOR VEHICLE WITHOUT INSURANCE WITHIN THE PAST 2 YEARS:** Any individual who has been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence for a traffic violation/infraction based on operating a motor vehicle without insurance within the past **24 months (2 years)** will be disqualified.
- **DRIVER’S LICENSE SUSPENSION WITHIN THE PAST 2 YEARS:** Any individual who has had their driver’s license suspended, based on moving traffic violations/infractions within the past **24 months (2 years)**, will be disqualified.
- **DUI/DWAI WITHIN THE PAST 5 YEARS:** Any individual who has been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence for **DUI** (Driving Under the Influence) or **DWAI** (Driving While Ability Impaired) within the past **60 months (5 years)**, will be disqualified. This includes all like offenses applicable to any means of motorized transport, such as Boating Under the Influence.

- **MORE THAN ONE DUI/DWAI:** Any individual who been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence for a **DUI** (Driving Under the Influence) **or** for a **DWAI** (Driving While Ability Impaired) offense **two (2) or more times** will be disqualified. This includes all like offenses applicable to any means of motorized transport, such as Boating Under the Influence.
- **MAJOR TRAFFIC VIOLATIONS/INFRACTIONS WITHIN THE PAST 7 YEARS:** Any individual who has been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence within the past **84 months (7 years)**, for any of the following major traffic violations/infractions will be disqualified:
 - Leaving the scene of an accident
 - Eluding or attempting to elude a peace officer
 - Engaging in a speed contest
 - Reckless driving
 - Careless driving resulting in serious bodily injury or death

APPLICATION AND TESTING PROCESS

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 respective eligible register by the Civil Service Commissioners.

APPLICATION PERIOD: The application period **will open on Monday, November 19, 2018 at 9:00 a.m.** and **will close on Friday, December 14, 2018 at 4:30 p.m.**

HOW TO APPLY: **Starting at 9:00 a.m. on Monday, November 19, 2018,** prospective applicants can log onto the Denver Civil Service Commission website at <http://www.denvergov.org/civilservice> to complete an on-line application and download a supplemental application.

SUPPLEMENTAL APPLICATION: Upon completing an application, applicants can download a Supplemental Application. The Supplemental Application and all supporting documentation concerning education/experience must be received by the Civil Service Commission **no later than Friday, August 3, 2018 at 4:30 p.m.**

ELIGIBILITY: All applicants will receive a letter determining their eligibility. Those eligible will receive confirmation of their Online Technical Questionnaire (OTQ) and further logistical information.

EXAMINATION AND SCREENING PHASES

PHASE 1: Online Technical Questionnaire: The Online Technical Questionnaire will be open for completion starting **on Monday, November 19, 2018 at 9:00 a.m.** 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 (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

PHASE III: Completion of Background History Form For Information & Review
Applicants selected for further screening/processing are required to complete a background history form detailing, but not limited to, motor vehicle record; drug use; alcohol use; legal information; references and financial information. The information provided must be complete and honest. Omissions or falsification of information may be grounds for disqualification.

PHASE IV: Written Suitability Assessment Suitable or Unsuitable
This phase consists of a battery of non-medical written tests specifically designed to assess behavior and character traits to determine if an individual is suitable for employment as a Fire Systems Technical Specialist (General) for the Denver Fire Department. The written suitability tests are not pass/fail however, a Commission designated psychologist utilizes the assessment as one tool in their review to determine if an applicant is rated as “suitable” or “unsuitable” to continue in the screening process.

PHASE V: Polygraph/Oral Suitability For Information & Review
All applicants shall take a polygraph examination. The polygraph is used in review of an applicant’s qualifications and suitability.

“No Show” Policy for Polygraph Appointment: Applicants unable to attend their scheduled appointment are required to cancel their appointment by contacting the Commission and the provider at least 24 hours in advance. Applicants who are a “no-call/no-show” for their appointment will be assessed a **fee of up to \$200.00**. The applicant will also be prohibited from further processing and/or re-applying until this assessed fee is paid.

PHASE VI: Background Investigation For Information & Review
Applicants shall be investigated as to character, conduct, driving record, employment, criminal history, and references. The background investigator will also use the results of the polygraph exam and the suitability assessment when conducting the background investigation. The results of

the background investigation will be reviewed by the Civil Service Commission and are considered confidential.

PHASE VII: Commission Background Review

Pass/Fail

The results of the background investigation, polygraph and suitability assessment, along with information contained in the applicant's file related to qualifications and suitability will be reviewed, by the Commissioners. An applicant must meet the minimum standards related to qualification and suitability to the satisfaction of a majority of the Commission, to be approved for placement on the eligible register.

THE ORDER OF TEST PHASES: The Commission reserves the right to change the order of 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 testing unless otherwise allowed by Commission rule.

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.

APPLICANT RESPONSIBILITY FOR ADDITIONAL TEST PHASES

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.

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.

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) has been received from the Executive Director of Safety, the Commission shall certify to the Manager of Safety a list of names equal to the number to be appointed plus as many 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.

FIRE DEPARTMENT PANEL INTERVIEW

Applicants who have been certified for consideration for original appointment as a Fire Systems Technical Specialist (General) may be subject to an interview by a panel of members from the Denver Fire Department.

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).

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 may also be revoked should an applicant have his/her name removed from the Eligible Register, or be determined that he/she does not meet the qualifications for original appointment.

Applicants receiving a conditional offer of employment from the Executive Director of Safety are subject to the following:

MEDICAL EVALUATION: Applicants shall be required to successfully undergo a medical evaluation at the City's expense. The medical evaluation includes, but is not limited to, a medical examination, a psychological test, a post-job offer questionnaire, a psychological evaluation, and a drug screen. In order to be hired, each applicant must be able to perform the essential functions of the job (with or without reasonable accommodation, as appropriate). Further, the applicant shall not pose a direct threat to the health and safety of themselves or others, as determined by a medical evaluation conducted by the approved medical examiner and psychologist, consistent with the Americans with Disabilities Act. Applicants shall be provided individual consideration in the assessment of any disability-related physical or mental limitations and the ability to provide reasonable accommodation for those limitations.

DRUG SCREEN: As part of the drug screen, drug use will be evaluated first against the Minimum Qualifications, and as appropriate on a case-by-case basis, and may be grounds for disqualification. If the drug screen (hair follicle analysis) shows the use of a controlled substance, that fact may be cause for disqualification. Where use of a prescription drug is detected, applicants may be required to offer proof that the drug has been prescribed by a physician for the applicant. If the applicant is unable to provide such proof, employment may be denied. Employment may also be denied where future or continued use of a prescribed drug poses a threat to safety or would impair job performance. The question of future or continued use of a prescribed drug shall be referred to the medical examiner for an evaluation and recommendation under the Civil Service rules and other applicable legal authority.

FINAL JOB OFFER

Contingent on the number of available positions, final job offers will be made to qualified 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.

MILITARY SERVICE and VETERAN PREFERENCE POINTS

Every applicant for original appointment who is a Veteran, regardless of eligibility for Veteran preference points, **is required to submit a copy of his/her DD214 (Member-4 or Service-2 copy)**, as part of the background investigation, for verification of the nature and character of military service.

To be considered for an award of Veteran preference points, **please provide the copy of your DD-214 (Member-4 or Service-2 copy) to the Commission at the time of the Written Test**. If you are unable to provide proof at that time, the Commission will add Veteran preference points to an eligible applicant's Converted Written Test Score and Converted Oral Test Score **upon receipt of proof of eligibility**. Preference points shall be awarded only when proof is provided. An applicant currently serving on active duty is not a Veteran, unless he/she has previously separated from the Armed Forces of the United States.

As provided by the Constitution of the State of Colorado, Article 12, Section 15, Veteran preference points shall be awarded to each applicant who has served, other than for training purposes, in any branch of the Armed Forces of the United States, who is separated under honorable conditions, and who has met the requirements of service or disability. Veteran preference points shall also be awarded to a **surviving spouse** of any such Veteran. [See below for more specific information on preference points.]

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. A pertinent summary of those who may be eligible for Veteran preference points is provided below:

1) **Five (5) preference points** may be awarded to:

- A. Any Veteran with an honorable or general discharge who served on active duty (other than for training purposes) in the Army, Navy, Air Force, Marine Corps, or Coast Guard during the following **periods of undeclared war or armed hostilities**:
 - a. For more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976;
 - b. During the Gulf War period beginning August 2, 1990, and ending January 2, 1992; or
 - c. For more than 180 consecutive days, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom.
- B. Any Veteran with an honorable or general discharge who served on active duty (other than for training purposes) in the Army, Navy, Air Force, Marine Corps, or Coast Guard in any campaign or expedition for which a **campaign or expeditionary medal has been authorized**, such as El Salvador, Lebanon, Granada, Panama, Southwest Asia, Somalia, Haiti, Afghanistan and Iraq. (See the following for examples of medals that do and do not qualify.)

Examples of Campaign and Expeditionary Medals that **Qualify** for Veteran Preference:

Armed Forces <u>Expeditionary</u> Medal	Vietnam Service Medal
Navy Expeditionary Medal	Kuwait Liberation Medal
Marine Corps Medal for various operations	Global War on Terrorism <u>Expeditionary</u> Medal
Southwest Asia Service Medal	Kosovo Campaign Medal

Examples of Non-combat Medals that **Do Not Qualify** for Veteran Preference:

The Medal of Merit	The Armed Forces <u>Service</u> Medal
The Medal of Freedom	The Global War on Terrorism <u>Service</u> Medal
The Antarctica Service Medal	The Armed Forces Reserve Medal
The National Defense Service Medal	

- C. The surviving spouse of any Veteran who was or would have been entitled to Veteran preference points under paragraph 1(A) or 1(B) above or, of any person who died during such service or as a result of service connected cause while on active duty in any such branch, other than for training purposes.

For a surviving spouse to receive Veteran preference points, the surviving spouse must submit to the Commission a letter from the Veterans Administration verifying the marital relationship and documentary proof to establish that 1) the deceased Veteran would have qualified under paragraph 1(A) or 1(B) above, or 2) the deceased Veteran died either during such service or as a result of service connected cause while on active duty in any such branch, other than for training purposes.

2. **Ten (10) preference points** may be awarded to (certain disabled Veterans):

- A. Any Veteran with an honorable or general discharge who served on active duty (other than for training purposes) in the Army, Navy, Air Force, Marine Corps, or Coast Guard, as provided in paragraph 1(A) or 1(B) above, AND
- B. Who, because of disability incurred in the line of duty (service connected disability), is receiving monetary disability compensation or disability retirement benefits by reason of public laws administered by the Department of Defense or the Veterans Administration.

A letter from the Veterans Administration, dated within the prior six (6) months, stating that the applicant is receiving monetary compensation or disability retirement benefits because of a 10% or greater disability incurred in the line of duty shall constitute proof of a service-connected disability.

ESSENTIAL FUNCTIONS OF A FIRE SYSTEMS TECHNICAL SPECIALIST (GENERAL)

Maintain existing applications the Department uses currently.

Develop new applications as needed by the Department.

Facilitate integration between Department applications as necessary.

Serve as a technical liaison between the Department, other City Agencies and Vendors of applications used by the Department.

Seek ways Department functions can be enhanced by or streamlined via new applications.

Work with Department members to ensure applications are meeting their needs.

Make recommendations on potential software application purchases by the Department.

Maintain working relationships with other City Agencies to ensure Department applications conform to City standards

Assist other Fire Systems Technical Specialists in their duties from time to time.

Perform other Department tasks as assigned

Essential Physical Functions

Standing: remaining on one's feet in an upright position.

Lifting: raising or lowering an object from one level to another weighing more than 50 pounds.

Carrying: transporting an object, usually by hand, arm or shoulder.

Climbing: ascending or descending objects usually with hands/feet.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Fingering: picking, pinching or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Essential Knowledge, Skills and Abilities

Knowledge HTML5.

Knowledge CSS3 and CSS scripting.

Knowledge of JavaScript.

Knowledge of SQL.

Knowledge of a web scripting language such as PHP, ASP, or CFML.

Knowledge of CFML basics.

Knowledge of grammar, spelling and punctuation sufficient to be able to communicate and present factual information relative to the work assignment.

Skill in implementing safety rules on a day-to-day basis.

Skill in the use of computers for data entry and retrieval.

Skill in organizing and maintaining departmental records and reports.

Ability to perform neat and accurate workmanship.

Ability to work as a member of a team.

Ability to work independently.

Ability to type at a functional level.

Ability to keep accurate records of work performed and time spent on each job.

Ability to clean work area when necessary.

Ability to recognize unsafe conditions and take proper steps to correct dangerous situations.

Ability to follow written instructions.

Ability to follow oral instructions.

DENVER CIVIL SERVICE COMMISSION

DENVER POST BLDG. – 7TH FLOOR

101 W. COLFAX AVE

DENVER, CO 80202

PHONE: 720-913-3371

FAX: 720-913-3373

<http://www.denvergov.org/civilservice>

SEE THE NEXT PAGE FOR MAPS AND DIRECTIONS

SECURITY SCREENING

All visitors to the Denver Post Building are subject to security screening.

BUS AND LIGHT RAIL SERVICE

Easy access by Bus and Light Rail service is available. (2 Blocks from Civic Center)

For information on routes and schedules **contact RTD.**

- RTD's local Denver number: **303-299-6000.**
- Outside the 303 area code call RTD toll free at **1-800-366-7433.**
- Contact RTD on the web at: **<http://www.RTD-Denver.com>**

PUBLIC PARKING

No free parking is available!

On-street **metered parking is not an option** for those who are testing, due to the length of the test. Applicants are not permitted to leave the testing area once the test begins.

Parking is available in a variety of public lots and garages in the downtown area. Parking fees vary, but are generally between \$5.00 and \$20.00.