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CIVIL SERVICE COMMISSION
ANNOUNCEMENT OF EXAMINATION
CAPTAIN
DENVER FIRE DEPARTMENT

September 23, 2013

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 promotional appointment to the rank of Captain for the Denver Fire Department. All dates, times and locations contained within this announcement are subject to change. Any change in the dates or times or locations contained within this announcement will be communicated in writing to all registered candidates.

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 The provisions of this Examination Announcement may be modified, rescinded, or revised, in writing, by only the Civil Service Commission, which reserves the right to unilaterally modify, rescind or revise the provisions of this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

Beginning Salary (January 1, 2013) \$100,006.00 annually

Abbreviated Examination Schedule	
Registration	September 23 – October 25, 2013
Orientation Sessions	February 11 and February 12, 2014
Written Test	May 5, 2014
Assessment Center	June 10-13, 2014

REASONABLE ACCOMMODATION PER THE AMERICANS WITH DISABILITIES ACT: Please see page 6.

REASONABLE ACCOMMODATION OF MILITARY LEAVE: Please see pages 6 and 7.

JOB DESCRIPTION: A written job description for the rank of Captain is available at the Civil Service Commission and at the Human Resources Bureau of the Denver Fire Department. Copies of the job description will also be distributed to candidates at the time of registration.

ELIGIBILITY: To be eligible for the Captain's examination, candidates must have been duly appointed to the rank of Lieutenant, Denver Fire Department; must have held the rank of Lieutenant for a continuous period of time of not less than one year prior to the date of the administration of the written test; shall have completed the Officer's Development Program 102 or Fire Officer II prior to the administration of the written test; and must currently be a member of the classified service.

REGISTRATION: Registration for the Captain examination begins at 7:00 a.m. on September 23, 2013, and ends at 5:00 p.m. on October 25, 2013. Registration for this examination will not be allowed after Friday, October 25, 2013, at 5:00 p.m. Eligible candidates must register online through the use of a computer on the City network. To register, go to denvergov.org/civilservice and select the "Promotional Fire" link on the left side. There will be a link located under the 2014 Captain Examination Schedule to the registration page. Candidates may also register online at the Webb Municipal Office Building, 201 West Colfax Avenue, Civil Service Commission Office, 7th floor, in Denver. Office hours are 7:00 a.m. to 5:00 p.m., Monday – Friday, not including holidays. Phone 720-913-3371.

Computerized Data Verification, Confidentiality and Registration Form: To register for the examination, each candidate shall review, enter necessary corrections, and approve their computerized Data Verification, Confidentiality and Registration Form. The form lists name, address, and other data as it appears in the Commission's database. In approving the form, the candidate verifies that the points to be awarded for seniority are final. Each candidate must identify and list any relatives who may also be sitting for the examination. Further, each candidate shall review and acknowledge the requirements for confidentiality. Candidates who fail to complete and approve their computerized Data Verification, Confidentiality and Registration Form by the registration deadline shall not be allowed to participate in the examination.

Every candidate is responsible for promptly notifying the Commission office, in writing, of any change of address. Failure to do so may result in disqualification.

MILITARY LEAVE ACCOMMODATION: The noted deadlines for registration and completion of registration related documentation are subject to modification on an individual basis, based on an eligible candidate's Military Leave status, as may be required to ensure compliance with the Uniformed Services Employment and Re-employment Rights Act of 1994. (See page 6.)

PREPARATION OF EXAMINATION: Pursuant to its rules, the Commission contracted with the firm of Booth Research Group, Inc. to assist in the development and administration of this examination. This firm has an extensive professional background in test development and has developed and administered numerous examinations for other fire departments nationwide,

including the rank of Captain. Booth Research Group, Inc. will be working in consultation with the Commission Staff and Department Subject Matter Experts.

ORIENTATION SESSIONS: Two Orientation sessions have been tentatively scheduled for **February 11, 2014**, from **1:00 p.m. to 3:00 p.m.**, and on **February 12, 2014**, from **9:00 a.m. to 11:00 a.m.**, at the Webb Municipal Office Building, located at 201 West Colfax Avenue, (Conference Room 4.G.2), in Denver.

All registered candidates for this examination are strongly encouraged to attend at least one of the Orientation sessions, and may attend both if they elect to do so. The content of both sessions will be similar. Attendance is not mandatory. Only registered candidates will be admitted, and those attending an Orientation session may be asked to present identification before being admitted.

The agenda for both Orientation sessions is identical, however, based on specific candidate questions, some content may vary. The Orientations will provide additional information not included in this Announcement. The Orientations will cover general information about the Written Test, the Assessment Center, the scoring of the examination, confidentiality requirements, and accommodations for those on Military Leave. A video of the Orientation Sessions will also be made available for review by candidates on a limited and scheduled basis.

EXAMINATION COMPONENTS: The total examination score shall consist of the following components:

COMPONENT	MAXIMUM POINT VALUES
Written Test	31.5 points maximum
Assessment Center	63.5 points maximum
Seniority	5.0 points maximum
TOTAL	100 points maximum

The maximum possible total examination score is 100 points. Of that, a maximum of thirty-one and one-half (31.5) points may be earned for the written test, and a maximum of sixty-three and one-half (63.5) points may be earned for the assessment center. A maximum of five (5) points may be awarded for seniority. The allocation of points is explained further in the following paragraphs.

MEMORANDUM, READING LIST, DEPARTMENT READING MATERIAL & JOB DESCRIPTION: The Reading List will be available for download to all candidates upon completion of registration, along with an informational memorandum. The Reading List contains information on how to obtain all study materials. The Memorandum, the Reading List, the Department Reading Material, the 2014 Fire Captain Job Description, and this Announcement of Examination may be downloaded or you may request the material to be sent to you on a CD.

WRITTEN TEST: A written test will be administered to all registered candidates, addressing content areas from among those that are determined as a result of the job analysis to be essential or important for the successful performance of the duties and responsibilities of a Captain. The Written Test is based on the material contained on the official reading list. The written test is a closed book test, which requires candidates to respond to items without the use of reference materials.

The written test is tentatively scheduled to be administered on May 5, 2014, at the Webb Municipal Office Building, floor 4, rooms 4.G.2 and 4.F.6. Registration will begin at 8:00 a.m. and will close promptly at 8:30 a.m. **Candidates who arrive later than 8:30 a.m. for registration shall not be allowed to take the test and shall be disqualified.** Candidates will be allotted approximately two and one-half (2-1/2) hours to complete the test. Cell phones and other electronic devices except for a stop watch or watch will not be permitted in the written test area.

Scoring the Written Test: After completing the written test, all candidates will receive a photocopy of their answer sheet unless there are eligible candidates out on Military Leave. If there are no eligible candidates out on Military Leave, a copy of the answer key will be distributed after the written test has been administered and the Angoff Committee has completed reviewing the test. If there are candidates out on Military Leave, on or about the afternoon of May 6, 2014, individual scores, by candidate I.D. number only, will be posted at the Commission and on the Commission's web site, and will be distributed to the Department. No individual scores will be given over the telephone. Further information regarding the Angoff Committee will be provided to candidates during the orientation sessions.

The determination of the minimum passing score on the written test shall not be made by the Civil Service Commission until all candidates' answer sheets have been scored. The Commissioners are tentatively scheduled to set the passing score for the written test on May 16, 2014. An announcement of the passing score will then be made throughout the Department. Candidates may call the Commission after 2:00 p.m. on May 16, 2014 to obtain the passing score; however, no individual scores will be given over the telephone. The Commission will notify all candidates of their status by mail during the week of May 19, 2014.

Only those candidates who attain a passing score on the written test may advance to the assessment center. A maximum of thirty-one and one-half (31.5) points of a candidate's total score shall be based on the candidate's score on the written test.

ASSESSMENT CENTER: The assessment center will be administered to all candidates who pass the written test and who follow all examination regulations and instructions. The assessment center is tentatively scheduled to be administered during the week of June 9, 2014, in the Webb Municipal Building, 201 West Colfax Avenue, in Denver.

On or around Thursday, May 22, 2014, a random drawing will be held at the Civil Service Commission to determine the date and time each candidate will participate in the assessment center. A non-participating representative of Local 858 and a non-participating representative of the Administration for the Denver Fire Department will be asked to witness the drawing. Candidates are

also invited to witness the drawing, if they desire. Any candidates related by blood, marriage, or adoptions, who are participating in the Assessment Center, will be scheduled for the same Assessment Center sessions(s).

Assessment center exercises are designed to provide opportunities to evaluate candidates in areas of performance that are not easily assessed in multiple-choice written examinations. The assessment center will consist of job-related exercises designed to measure factors and dimensions from among those determined as a result of the job analysis to be essential or important to the successful performance of the duties and responsibilities of a Captain. A maximum of sixty-three and one-half (63.5) points of a candidate's total score shall be based on the candidate's score for the assessment center.

General information about the types of exercises and the dimensions to be rated by the assessors will be provided at the Orientation Sessions. All assessment center exercises for each candidate will be completed in one day. A panel of external assessors holding the rank equivalent to Captain or higher will evaluate and assign scores to each candidate's performance in a particular exercise.

Candidates may wear either their uniform or business attire to the assessment center. If candidates elect to wear their uniform, all pins, medals, and other insignia except the rank and badge must be removed. No cell phones or any other electronic devices (other than a stopwatch or watch) are allowed in any of the exercises during any portion of your assessment. Candidates will not be permitted to bring any items into the assessment center including previously prepared material. All necessary materials and supplies, such as paper, pens, reference materials, etc. will be provided.

All oral Assessment Center exercises will be video recorded. The assessors will not see the videos. The videos will be made for the Commission's records, and to allow a candidate the opportunity to review his/her performance after receiving the feedback report.

Approximately six to eight weeks after the assessment center, the Commission will mail a feedback report to each candidate, evaluating the relative strengths and weaknesses of his/her performance in the Assessment Center. The feedback report is formulated by comments from the assessors, prepared by the Commission, and provided solely for the use of the candidate in identifying and evaluating opportunities for personal development. The report will not be considered nor used to formulate a candidate's official Assessment Center score, but instead is solely provided as a learning tool for the candidate.

SENIORITY: Each candidate who successfully completes all components of the examination shall receive .1000 of one (1) point for each full month of continuous service beyond one year in rank as Lieutenant until a maximum of 5 points for seniority has been reached. Length of service shall be reduced for unpaid leaves of absence (not including family medical leave or military leave) and suspensions without pay, in aggregate greater than 30 days. Seniority shall be computed through April 30, 2014, or up to the last day of the month preceding the month in which the written test is administered. Credit for Seniority shall be computed consistent with Commission Rule 6 § 6.

TOTAL SCORE/ELIGIBLE REGISTER: The total examination score shall be the sum of the points earned from the written test, the assessment center, and seniority. The eligible register shall contain in rank order, according to total score, only the names of candidates who have successfully completed all examination components. The eligible register will be approved by the Civil Service Commission on or about June 20, 2014 for posting on July 7, 2014. Once posted, copies of the eligible register will be available at the Commission office and will be distributed to various locations throughout the Department.

The scoring procedures will be explained in further detail in the final notification letters that will be sent to all candidates. Each letter will contain the candidate's raw score on each component, as well as a description of the calculations used to obtain the candidate's total score. Ties shall be broken pursuant to Civil Service Commission Rule 7 § 4(B).

DATES AND LOGISTICS: All registered candidates for this examination will receive a confirmation notice by mail within two weeks of the close of the registration period. This letter will confirm the exact date, time, and location of the written test. Additionally, all candidates taking the written test will be notified of their scores by mail approximately one week after the passing score has been determined. Candidates who pass the written test will receive further information at that time regarding the assessment center. Registered candidates who do not receive a confirmation letter from the Commission prior to any examination phase are responsible for notifying the Commission and confirming the logistical details.

REASONABLE ACCOMMODATION: A candidate must request and describe, in writing, any reasonable accommodation(s) (per the Americans with Disabilities Act) he/she will need to participate in any component of the examination process noted herein, by the registration deadline of October 25, 2013, at 5:00 p.m. A medical statement documenting the candidate's medical restrictions that support the requested reasonable accommodation for the examination process must also be submitted by the registration deadline. 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.

REASONABLE ACCOMMODATION OF MILITARY LEAVE: Examination procedures and/or regulations have been instituted to ensure compliance with the non-discrimination provisions of the Uniformed Services Employment and Re-employment Rights Act of 1994. Opportunity for late registration and for delayed participation in this promotional examination process will be provided on an individual basis for those who are eligible to register and participate in the general administration of the examination components as noted herein, but who are unable to do so based on Military Leave status. Additional examination procedures and/or regulations have been implemented to maintain the confidentiality and integrity of the examination process throughout any extended period of examination administration.

Any candidate who is absent from duty and unable to register due to Military Leave must register for the examination no later than 30 calendar days following the date of their return to duty. Any requests for other specific accommodations are to be made in writing. Candidates can obtain further information about seeking and receiving reasonable accommodation based on Military Leave status by contacting Jeff Wilson, as provided below.

IMPARTIAL AND COMPETITIVE PROCESS: As provided by City Charter §9.3.1 and §9.3.11(f) and Civil Service Commission Rule 6 § 3(A), the components of all examinations shall be impartial and competitive. The Civil Service Commission is committed to a fair, impartial and competitive process. The Commission shall not be influenced by factors that would compromise the principles of a merit based promotional process that the Commission is entrusted within this or any test administration.

PROTEST OR CHALLENGE: Any protest or challenge to the content of this official announcement and the examination plan as set forth herein must be presented by a candidate, in writing, to the Executive Director of the Civil Service Commission. It must be received at the Civil Service Commission Office, Webb Municipal Office Building, 201 West Colfax Avenue, 7th floor, Department 1208, Denver, Colorado 80202-5332, no later than 5:00 p.m. on October 25, 2013.

If you have any questions regarding this examination, please contact Jeff Wilson, Senior H. R. Resource Professional at 720-913-3380 or email him at jeff.wilson@denvergov.org.

CIVIL SERVICE COMMISSION



Earl E. Peterson
Executive Director