

<b>POSTING PURPOSES ONLY</b> <b>Do not remove until June 17, 2016</b>
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**CIVIL SERVICE COMMISSION**  
**ANNOUNCEMENT OF EXAMINATION**  
**ENGINEER - DENVER FIRE DEPARTMENT**

**January 4, 2016**

**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 Engineer in the Denver Fire Department. All dates and times contained within this announcement are subject to change. Any change in the dates or times contained within this announcement will be communicated in writing to any affected 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 The provisions of this Examination Announcement may be modified, rescinded, or revised, in writing, by only the Civil Service Commission, which reserves the right to unilaterally modify, rescind or revise the provisions of this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, 2016): ..... \$88,047.00 annually

<b>Abbreviated Examination Schedule</b>	
Registration	January 4, 2016 – February 5, 2016
Orientation Sessions	February 18 – 19, 2016
Written Test	April 7, 2016
Practical Test	May 24 – May 26, 2016

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

**REASONABLE ACCOMMODATION OF MILITARY LEAVE:** Please see page 6.

**JOB DESCRIPTION:** A written job description for the rank of Engineer is available at the Civil Service Commission Office and at the Denver Fire Department Human Resource Bureau. Copies of the job description will be provided to candidates at the time of registration.

**ELIGIBILITY:** To be eligible for the Engineer examination, candidates 1) must be duly appointed to the Classified Service rank and grade of Firefighter, 1<sup>st</sup> Grade, Denver Fire Department; 2) must have held the rank and grade of Firefighter, 1<sup>st</sup> Grade for a continuous period of not less than twelve (12) full months prior to April 7, 2016 (first day of administration

of the first examination component), however, any member appointed under an inter-governmental agreement must also have held the rank of Firefighter with the Denver Fire Department for a period of forty-eight (48) months; 3) shall possess a department issued apparatus driver's license prior to registering; 4) shall possess both a Truck and Engine Certificate issued by DFD by March 31, 2016; and 5) must currently be a member of the Classified Service. (Time served in the appointed rank of Technician does count as time served in the Classified Service rank and grade of Firefighter 1.)

**REGISTRATION:** Registration for the Engineer examination begins at 9:00 a.m. on January 4, 2016, and ends at 5:00 p.m. on February 5, 2016. Registration for this examination will not be allowed after February 5, 2016, at 5:00 p.m. Eligible candidates must register online through the use of a computer. Candidates will be able to locate the registration link from the Civil Service Commission website [denvergov.org/civilservice](http://denvergov.org/civilservice). Candidates may also register online at the Webb Municipal Office Building, 201 West Colfax Avenue, Civil Service Commission Office, 2nd 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 create a profile, review information, enter necessary corrections, and approve their computerized Personal Data Verification, Confidentiality and Registration Form. Candidates will also verify that the points to be awarded for seniority are final. Candidates 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 register 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 will be working in consultation with the Commission Staff and Department Subject Matter Experts.

**ORIENTATION SESSIONS:** Two Orientation sessions have been scheduled, on **February 18, 2016**, from **1:00 p.m. to 3:00 p.m.**, and on **February 19, 2016**, from **9:00 a.m. to 11:00 a.m.**, at the Webb Municipal Office Building, floor 4, room 4.F.6.

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 Practical Test, the scoring of the examination, confidentiality requirements, and accommodations for those on Military Leave, if applicable. A video of the Orientation Sessions will also be made available for review by candidates on a limited and scheduled basis.

**EXAMINATION COMPONENTS – MAXIMUM POINT VALUES:** The examination components and related maximum possible points are as follows:

<b>EXAMINATION COMPONENT</b>	<b>MAXIMUM POINT VALUES</b>
Written Test	35.0 points maximum
Practical Test	60.0 points maximum
Seniority	5.0 points maximum
<b>TOTAL</b>	<b>100 points maximum</b>

The maximum possible total examination score is 100 points. Of that, a maximum of thirty-five (35.0) points may be earned for the Written Test, and a maximum of sixty (60.0) points may be earned for the Practical Test. A maximum of five (5.0) 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 2016 Fire Engineer 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 an Engineer. The written test is a closed book test which requires candidates to respond to items without the use of reference materials, except for the Denver Fire Department Engineer's Quick Reference and the Denver Fire Department Pump Chart, which will be provided to the candidates along with the test itself.

The written test is tentatively scheduled for **April 7, 2016**, at a site to be determined. **Registration will begin at 8:30 a.m. and will close promptly at 9:00 a.m.** Candidates who

arrive later than 9:00 a.m. for registration shall not be allowed to take the test and shall be disqualified. Candidates will be allotted three (3) 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 April 11, 2016, 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 from the general administration of the written test on April 7, 2016. The minimum passing score shall be set in conformance with Commission Rule 15 § 8. The Commissioners are tentatively scheduled to set the passing score for the Written Test on April 15, 2016. The passing score will then be announced. It will be posted at the Commission, and on the Commission's web site that afternoon. It will also be distributed to the Department. The Commission will notify all candidates of their status by mail during the week of April 18, 2016.

Only those candidates who attain a passing score on the written test may advance to the practical test. A maximum of thirty-five (35) points of a candidate's total score shall be based on the candidate's score on the written test.

**PRACTICAL TEST:** A practical test will be administered to all candidates who pass the written test and who follow all examination regulations and instructions. The practical test is tentatively scheduled to be administered to all eligible candidates during the week of May 23, 2016, (Tuesday – Thursday) at the Rocky Mountain Fire Academy, located at 5440 Roslyn Street, in Denver. The scheduled dates of the practical test are subject to change.

On or around Wednesday, April 21, 2016, a random drawing will be held at the Commission's office to determine the date and time each candidate will participate in the practical test. A non-participating representative of Local 858, and a non-participating representative of the Denver Fire Department Administration will be invited to witness the drawing. Candidates are also invited to witness the drawing, if they desire. Any candidates related by blood, marriage or adoption, who are participating in the practical test, will be scheduled for the same practical test session.

The practical test will consist of two (2) job-related exercises designed to measure factors and dimensions from among those determined as a result of the job analysis to be essential to the successful performance of the duties of Engineer. These factors/dimensions include the ability to drive and operate a ladder truck, and operate an engine. A maximum of 60.0 points of the total score shall be based on the candidate's score for the practical test. Candidates must score at

a minimum proficiency in each of the two (2) exercises in order to pass the practical test and be placed on the Eligible Register. The minimum proficiency for each exercise will be set before the approval of the new Eligible Register.

The Commission will mail a feedback report to each candidate, evaluating the relative strengths and weaknesses of his/her performance in the practical test, approximately six to eight weeks after the practical test. The feedback report is formulated by comments from the assessors, prepared by the Consultant, 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 practical test score, but instead is solely provided as a learning tool for the candidate. The exact date of the distribution of feedback reports will be contingent upon completion of any and all delayed administrations of the examination due to the Military Leave status of otherwise eligible candidates.

**SENIORITY:** Each candidate who successfully completes all components of the examination shall receive one-tenth of one point for each full month of continuous service beyond fifty (50) full months of service in the Classified Service rank of Firefighter in the Denver Fire Department, following the candidate's most recent appointment to the Classified Service, up to a maximum of five (5) points. Seniority shall be computed through March 31, 2016, or through and including the last day of the month preceding the month in which the first examination component is administered. 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 of greater than 30 days. Credit for Seniority shall be computed consistent with Commission Rule 6 § 6. For any candidate who has been re-employed under the provisions of Charter § 9.4.3, credit for seniority shall be computed consistent with Rule 6 § 6(B)(3). (Time served in the appointed rank of Technician does count as time served in the Classified Service rank of Firefighter.)

**TOTAL SCORE/ELIGIBLE REGISTER:** The total examination score shall be the sum of the points earned from the written test, the practical test, and seniority. The eligible register shall contain in rank order, according to total examination score, the names of only those candidates who have successfully completed all examination components. **The Civil Service Commission will approve the eligible register on June 17, 2016.** Once approved and notification to the Fire Chief has occurred, copies of the eligible register will be available at the Commission office, will be distributed to the Department, and will be posted on the Commission's web site.

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. Tie scores 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 following the close of registration. This notice 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 to two weeks after the passing score has been determined. Candidates who pass the written test will receive further information at that time regarding the practical test. Registered candidates who do not receive a confirmation letter from the

Commission following completion of any examination component are responsible for notifying the Commission and confirming the logistical details for the next component.

**REASONABLE ACCOMMODATION:** A candidate must request and describe, in writing, any reasonable accommodation(s) he/she will need to participate in any component of the examination process noted herein, by the registration deadline of February 5, 2016, 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, 2nd floor, Department 1208, Denver, Colorado 80202-5332, no later than 5:00 p.m. on February 5, 2016.

**IF YOU HAVE ANY QUESTIONS** regarding this examination, please contact Senior H. R. Professional Jeff Wilson at 720-913-3380, or by email at [jeff.wilson@denvergov.org](mailto:jeff.wilson@denvergov.org).

CIVIL SERVICE COMMISSION  
Earl E. Peterson  
Executive Director