

<p>POSTING PURPOSES ONLY Do not remove until November 9, 2018</p>
--

**CIVIL SERVICE COMMISSION
ANNOUNCEMENT OF EXAMINATION
ASSISTANT CHIEF
DENVER FIRE DEPARTMENT**

June 18, 2018

Public notice is hereby given that the Civil Service Commission of the City and County of Denver (the “Commission”) shall hold an examination for the purpose of creating an Eligible Register for promotional appointment to the rank of Assistant Chief for the Denver Fire Department. All dates, times, and locations contained within this announcement are subject to change. Any change in the dates, 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 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 The provisions of this Examination Announcement may be modified, rescinded, or revised, in writing, by only the Commission, which reserves the right to unilaterally modify, rescind or revise the provisions of this Examination Announcement.

Beginning Salary (January 1, 2018) \$132,072.00 annually

Abbreviated Examination Schedule	
Registration	June 18, 2018 – July 20, 2018
Orientation Sessions	September 18, 2018 (1:00 p.m.) & September 19, 2018 (9:00 a.m.)
Assessment Center	October 23-25, 2018

REASONABLE ACCOMMODATION PER THE AMERICANS WITH DISABILITIES ACT: Please see page 5.

REASONABLE ACCOMODATION FOR LINE OF DUTY INJURY: Please see page 5.

REASONABLE ACCOMMODATION OF MILITARY LEAVE: Please see page 5.

JOB DESCRIPTION: A written job description for the rank of Assistant Chief is available at the Commission’s website (www.denvergov.org/civilservice) and at the Human Resources Bureau of the Denver Fire Department. Copies of the job description will be available for download at the time of registration.

ELIGIBILITY: To be eligible for the Assistant Chief's examination, candidates must have been duly appointed to the rank of Captain, Denver Fire Department; must have held the rank of Captain for a continuous period of time of not less than twelve months prior to the first date of the administration of the Assessment Center (October 23, 2018); shall have completed the Officer's Development Program 103 by September 18, 2018; and must currently be a member of the classified service.

REGISTRATION: Registration for the Assistant Chief examination begins at 9:00 a.m. MT on Monday, June 18, 2018, and ends at 4:30 p.m. MT on Friday, July 20, 2018. Registration for this examination will not be allowed after Friday, July 20, 2018, at 4:30 p.m. MT. Eligible candidates must register online through the use of a computer. Candidates will be able to locate the registration link from the Commission website www.denvergov.org/civilservice.

Candidates who fail to register by the registration deadline shall not be allowed to participate in the examination.

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.

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 5.)

PREPARATION OF EXAMINATION: Pursuant to its rules, the Commission contracted with the firm of FirstIdea, 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 Assistant Chief. FirstIdea, 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 **Tuesday, September 18, 2018, from 1:00 p.m. to 3:00 p.m., and Wednesday, September 19, 2018, from 9:00 a.m. to 11:00 a.m., at the Denver Post Auditorium (101 W. Colfax Avenue, Denver, CO, 80202).**

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 Assessment Center. A video of the Orientation Sessions will also be made available for review to candidates who are unable to attend either orientation on a limited and scheduled basis.

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

COMPONENT	MAXIMUM POINT VALUES
Assessment Center	95.0 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 ninety-five (95) points may be earned for the Assessment Center and a maximum of five (5) points may be awarded for seniority. The allocation of points is explained further in the following paragraphs.

ASSESSMENT CENTER: The Assessment Center will be administered to all candidates who follow all examination regulations and instructions. The Assessment Center is tentatively scheduled to be administered during the week of October 22, 2018, at the Commission offices located at the Denver Post Building (101 W. Colfax Avenue, Denver, CO, 80202).

On or around Monday, October 1, 2018 a random drawing will be held at the 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 Denver Fire Department Administration will be asked to witness the drawing. Any candidates related by blood, marriage or adoptions, who are participating in the Assessment Center, will be scheduled for the same Assessment Center session(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 essential or important to the successful performance of the duties and responsibilities of an Assistant Chief. A maximum of ninety-five (95) 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 Assistant Chief 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 a candidate elects to wear his/her uniform, all pins, medals, and other insignia, except the rank,

badge and service stripes/cross, must be removed. No cell phones, smart watches or any other electronic devices (other than a stopwatch or watch) are allowed in any of the exercises during any portion of the 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 Assessment Center exercises will be video recorded. The assessors will not see the video. 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 strengths and weaknesses of his/her performance in the Assessment Center. 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 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 10% (.1000) of a point per full month of continuous service beyond one year in rank as Captain in the Denver Fire Department until a maximum of five (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 September 30, 2018, or up to the last day of the month preceding the month in which the Assessment Center is administered. Credit for Seniority shall be computed consistent with Commission Rule 6 § 6. For example, a candidate who achieved the rank of Captain in the Denver Fire Department on January 1, 2016 would receive 2.1 points for this examination, which accounts for the 21 months of January 1, 2017 (the first month of service beyond one year) through September 30, 2018 (the last full month of service before the Assessment Center).

TOTAL SCORE/ELIGIBLE REGISTER: The total examination score shall be the sum of the points earned from 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 Commission will approve the eligible register on or about November 8, 2018 for posting on November 9, 2018.** Once approved and notification to the Fire Chief has occurred, copies of the Eligible Register will be available at the Commission office, distributed to various locations throughout the Department, and posted on the Commission's website.

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 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 the registration period and the random drawing of the Assessment Center dates and times. This letter will confirm the exact date, time, and location of 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 in order to participate in any component of the examination process noted herein, by the registration deadline of July 20, 2018, at 4:30 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. Additionally, any such request may need to be shared with appropriate Denver Fire Department personnel (as candidates may need to also report that information so the department can make informed assignment, safety, scheduling, and related decisions). However, requests will otherwise be kept confidential by the Commission and will not impact candidates' scores in any way.

REASONABLE ACCOMMODATION OF LINE OF DUTY INJURY: In the event an eligible candidate sustains a "line of duty" injury that impacts their ability to take any component of this announced examination, they may request a reasonable accommodation. The 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. A medical statement documenting the candidate's medical restrictions that support the requested reasonable accommodation for the examination process must also be submitted. 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. 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 Abby Rainer, as listed below. Due to the anticipated size of the candidate pool, due dates for Military Leave documentation will be handled on a case-by-case basis.

IMPARTIAL AND COMPETITIVE PROCESS: As provided by City Charter §9.3.1 and §9.3.11(f) and Commission Rule 6 § 3(A), the components of all examinations shall be impartial and competitive. The 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 Commission. It must be received at the office of the Commission, Denver Post Building Floor 7, 101 W. Colfax Ave., Denver, Colorado, 80202 no later than 4:30 p.m. on July 20, 2018.

If you have any questions regarding this examination, please contact Abby Rainer (Senior Human Resources Data Analyst) at 720-913-3380 or by email at Abby.Rainer@denvergov.org.

CIVIL SERVICE COMMISSION

Earl E. Peterson
Executive Director