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**May 14, 2020**

**CIVIL SERVICE COMMISSION  
ANNOUNCEMENT OF EXAMINATION  
ASSISTANT MASTER MECHANIC  
DENVER FIRE DEPARTMENT**

February 19, 2020

Public notice is hereby given that the Civil Service Commission of the City and County of Denver shall hold an examination to create an eligible register for promotional appointment to the rank of Assistant Master Mechanic 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 The provisions of this Examination Announcement may be modified, rescinded, or revised, in writing, by only the Civil Service Commission, which reserves the right to unilaterally modify, rescind or revise the provisions of this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, 2020) . . . . . \$129,175.000 annually

<b>Abbreviated Examination Schedule</b>	
Registration	February 19, 2020 – March 2, 2020
Orientation	March 10, 2020
Written Test	April 15, 2020
Assessment Center – Writing Exercise	May 5, 2020
Assessment Center – Two Exercises	May 6, 2020

**REASONABLE ACCOMMODATION PER THE AMERICANS WITH DISABILITIES ACT:** Please see pages 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 Master Mechanic is available to candidates at the time of registration.

**\*ELIGIBILITY:** To be eligible for the Assistant Master Mechanic’s examination, candidates must have been duly appointed to the rank of Mechanic I, for Denver Fire Department; and must have held the rank of Mechanic I for a continuous period of time of not less than 12 months prior to the date of the administration of the written (multiple choice) test; and must currently be a member of the classified service.

**REGISTRATION:** Registration for the Assistant Master Mechanic examination **begins at 9:00 a.m. on February 19, 2020 and ends at 4:00 p.m. on March 2, 2020.** Eligible candidates must register online via a computer. Candidates will be able to locate the registration link from the Civil Service Commission website [denvergov.org/civilservice](http://denvergov.org/civilservice).

**Computerized Data Verification, Confidentiality and Registration Form:** To register for the examination, each candidate shall create a profile in Workday, review information, enter necessary corrections, and approve their computerized Personal Data Verification, Confidentiality and Registration Form. At a later date, 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.

**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.)

**ORIENTATION SESSION:** An orientation session has been tentatively scheduled for **March 10, 2020, from 10:00 a.m. to 11:00 a.m., at 5440 Roslyn St., Building B Classroom.** All registered candidates for this examination are strongly encouraged to attend. However, attendance is optional. The orientation will cover general information about the Written Test and the Assessment Center.

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

<b>COMPONENT</b>	<b>MAXIMUM POINT VALUES</b>
Written Test	25 points maximum
Assessment Center	70 points maximum
Seniority	5 points maximum
<b>TOTAL</b>	<b>100 points maximum</b>

The maximum possible total examination score is 100 points. Of that, a maximum of twenty-five (25) points may be earned for the written test, and a maximum of seventy (70) 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.

**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 Assistant Master Mechanic. 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.

**REGISTRATION:** Registration for the Assistant Master Mechanic written test opens at 7:30 am on April 15, 2020 and closes at 8:00 am. The written test will be administered at the Civil Service Commission testing lab located in the Denver Post Building, 101 W. Colfax Ave., 7<sup>th</sup> Floor. **Candidates who arrive later than 8:00 a.m. for registration shall not be allowed to take the test and shall be disqualified.** Candidates will be allotted approximately one and one-half (1.5) hours to complete the test. Cell phones, smart watches, and other electronic devices except for a stop watch or regular watch will not be permitted in the written test area.

Scoring the Written Test: 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 April 23, 2020. An announcement of the passing score will then be made throughout the Department. The Commission will notify all candidates of their status by email during the week of April 27, 2020.

Only those candidates who attain a passing score on the written test may advance to the Assessment Center. A maximum of twenty-five (25) points of a candidate's total score shall be based on the candidate's score on the written test.

**READING LIST:** The Written Test is based on the material contained on the official reading list. The reading list will be provided to all candidates upon registration for the examination. The reading list contains information on how to obtain all necessary study materials.

**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 writing exercise component of the Assessment Center is tentatively scheduled to be administered on Wednesday, May 5, 2020, in the Denver Post Building, 101 West Colfax Avenue, Civil Service Commission Office, 7th floor, in Denver. The other two assessment exercise components of the Assessment Center will be administered on May 6, 2020, in the Denver Post Building, 101 West Colfax Avenue, Civil Service Commission Office, 7th floor, in Denver.

On or around Thursday, April 24, 2020, 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. 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 Assistant Master Mechanic. A maximum of seventy (70) 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 Session scheduled on March 10, 2020 at a location to be determined. A panel of external assessors holding the rank equivalent to Assistant Master Mechanic or higher will evaluate and assign scores to each candidate's performance in a particular exercise.

Candidates may wear either their uniform or casual attire to the writing exercise. For the remaining two exercises, candidates may wear either their uniform or business attire to the Assessment Center. No cell phones, smart watches, or any other electronic devices (other than a stopwatch or regular 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 Denver Post Building or the Assessment Center including previously prepared material. All necessary materials and supplies, such as paper, pens, reference materials, etc. will be provided. Candidates also may not bring any backpacks into the Denver Post Building or the Assessment Center unless there is a medical issue covered by the ADA. This would require prior permission from the Executive Director, Earl Peterson.

**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 Mechanic until the 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 March 31, 2020, 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.

**FINAL EXAMINATION SCORE/ELIGIBLE REGISTER:** The final examination score shall be the sum of the points earned from the Written Test and the Assessment Center, plus the points awarded for Seniority. The eligible register shall contain in rank order, according to final score, only the names of candidates who have successfully completed all examination components. The eligible register will be approved by the Civil Service Commission tentatively on May 14, 2020, for posting on May 14, 2020. Ties shall be broken pursuant to Civil Service Commission Rule 7 § 4(B).

**REASONABLE ACCOMMODATION:** A candidate must request and describe, in writing, any reasonable accommodation(s) (per the Americans with Disabilities Act of 1990, as amended) he/she will need to participate in any component of the examination process noted herein, by the registration deadline of March 2, 2020, at 4:00 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 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.

Following the close of registration, the Denver Fire Department will provide the Commission a list of Candidates on Military Leave. 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 Jeannette Giron, 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.

If you have any questions regarding this examination, please email Jeannette Giron, Senior H. R. Data Analyst at [Jeannette.Giron@denvergov.org](mailto:Jeannette.Giron@denvergov.org).

CIVIL SERVICE COMMISSION  
Earl E. Peterson  
Executive Director