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July 9, 2022

**CIVIL SERVICE COMMISSION
ANNOUNCEMENT OF EXAMINATION
DENVER FIRE DEPARTMENT
CAPTAIN**

September 27, 2021

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 a 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, times, or sites within this announcement will be communicated in writing to all registered candidates.

The provisions 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 The provisions of this Examination Announcement may be modified, rescinded, or revised, in writing, by only the Civil Service Commission, which reserves the right to unilaterally modify, cancel or alter the provisions of this Examination Announcement.

Beginning Salary (January 1, 2022). \$145,721.00 annually

Abbreviated Examination Schedule	
Registration	September 27, 2021- October 30, 2021
Virtual Orientation Sessions	February 11 & 12, 2022
Multiple-choice exam	April 21, 2022
Assessment Center - Two Oral Exercises	June 16-19, 2022

REASONABLE ACCOMMODATION PER THE AMERICANS WITH DISABILITIES ACT: Please see page 4.

REASONABLE ACCOMMODATION FOR LINE OF DUTY INJURY: Please see page 4.

REASONABLE ACCOMMODATION OF MILITARY LEAVE: Please see page 5.

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 provided 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 position of Lieutenant for a continuous period of not less than one year before the date of the Administration of the multiple-choice test; shall have received CMCB Fire Instructor or the equivalent ODP 102 Certification by April 14, 2022; and must currently be a member of the classified service.

REGISTRATION: Registration for the Captain examination **begins at 8:00 a.m. on September 27, 2021 and ends at midnight on October 30, 2021.** Late registration will not be allowed. Eligible candidates must register through Workday.

Computerized Data Verification, Confidentiality, and Registration Form: To register for the examination, each candidate will log into Workday and apply, a resume is not required. 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.

PREPARATION OF EXAMINATION: According to its rules, the Commission contracted with the firm of Ergometrics to develop and administer this examination. Ergometrics will be working in consultation with the Commission Staff and Department Subject Matter Experts.

Virtual Orientation Sessions: Orientation sessions have been tentatively scheduled for **February 10, 2022**, from **1:00 p.m. to 3:00 p.m.**, and on **February 11, 2022**, from **9:00 a.m. to 11:00 a.m.**, virtually through Teams.

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. Attendance is optional. Only registered candidates may attend. The agenda for both orientation sessions is identical; however, based on specific candidate questions, some content may vary. The orientations will cover general information about the multiple-choice exam, assessment center, examination scoring, confidentiality requirements, and accommodations for those on Military Leave.

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

COMPONENT	MAXIMUM POINT VALUES
Multiple-choice exam	31.5 points maximum
Assessment Center	63.5 points maximum
Seniority	5.0 points maximum
TOTAL	100 points maximum

Multiple-Choice Exam: A multiple-choice exam will be administered to all registered candidates, addressing content areas from among those determined because of the job analysis to be essential for the successful performance of the duties and responsibilities of a Captain. The multiple-choice exam is based on the material contained on the official reading list and is tentatively scheduled to be administered on April 21, 2022, at a location to be determined. Registration will begin at 7:30 a.m. and will close promptly at 8:00 a.m. **Candidates who arrive later than 8:00 a.m. for registration will not be allowed to take the test and will be disqualified.** Candidates will be allotted approximately two and one-half (2-1/2) hours to complete the test. No cell phones, smartwatches, or any other electronic devices (other than a stopwatch or watch) are allowed in any of the exercises during any portion of the assessment.

Scoring the multiple-choice exam: The determination of the minimum passing score on the multiple-choice exam 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 multiple-choice exam on May 13, 2022. Only those candidates who attain a passing score on the multiple-choice exam may advance to the assessment center.

On or around May 10, 2022, a random drawing will be held at the Civil Service Commission to determine each candidate's date and time 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 participating in the Assessment Center will be scheduled for the same Assessment Center sessions(s).

READING LIST: The multiple-choice exam is based on the material contained on the official reading list and is posted on the Civil Service Commission website. Any questions about the content of the list may be addressed to Division Chief Wendi Moeder.

ASSESSMENT CENTER: The assessment center will be administered to all candidates who pass the multiple-choice exam and follow all examination regulations and instructions. The assessment center's remaining exercise components are tentatively scheduled to be administered June 14 - 17, 2022, in the Denver Post Building, 101 West Colfax Avenue, Civil Service Commission Office, 7th floor, in Denver.

General information about the types of exercises and the dimensions to be rated by the assessors will be provided at the orientation sessions. All oral 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 will not receive any information relating to schedules until the day of the assessment center.

Candidates may wear either their uniform or business attire to the assessment center. All pins, medals, and other insignia except the rank and badge must be removed if candidates elect to wear their uniform. No cell phones, smartwatches, 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 Denver Post Building or the assessment center, including previously prepared material. All necessary materials will be supplied. Candidates also may not bring any backpacks into the Denver Post Building or the assessment center unless a medical issue is covered by the ADA. This would require prior permission from Executive Director Niecy Murray.

Approximately six to eight weeks after the assessment center, the Commission will email a feedback report to each candidate, evaluating their performance's relative strengths and weaknesses in the Assessment Center. They will be allowed to review a video of their presentation of their assessment center exercises. The feedback report is formulated by comments from the assessors and provided solely for the candidate's use in identifying and evaluating opportunities for personal development and is not appealable. The exact date of the distribution of feedback reports will be contingent upon completing all delayed administrations of the examination due to the Military Leave or Line of Duty Injury status of otherwise eligible candidates.

SENIORITY: Each candidate who successfully completes all examination components shall receive .1000 of one (1) point for each entire month of continuous service beyond one year in rank as Lieutenant 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, 2022, or up to the last day of the month preceding the month in

which the multiple-choice exam 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 Multiple-choice exam and the Assessment Center, plus the points awarded for Seniority. According to the final score, the eligible register shall contain in rank order only the names of candidates who have successfully completed all examination components. The Civil Service Commission will approve the eligible register tentatively before but reserves the right to approve and post after the July 9, 2022 date. Ties shall be broken according 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) he/she will need to participate in any component of the examination process noted herein by the registration deadline of October 30, 2021, at 4 p.m. A medical statement documenting the candidate's medical restrictions that support the requested reasonable accommodation for the examination 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: If 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. In writing, the candidate must request and describe 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 Reemployment Rights Act of 1994. Opportunity for late registration and delayed participation in this promotional examination process will be provided on an individual basis for those eligible to register and participate in the general Administration of the examination components as noted herein but who cannot 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, competitive, and

unbiased 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.

CIVIL SERVICE COMMISSION
Niecy Murry
Executive Director