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**August 6, 2021**

**CIVIL SERVICE COMMISSION**  
**ANNOUNCEMENT OF EXAMINATION**  
**LIEUTENANT**  
**DENVER FIRE DEPARTMENT**  
**Updated 05.21.21**

January 11, 2021

Public notice is 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 Lieutenant's rank 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 contained 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 The provisions of this Examination Announcement may be modified, rescinded, or revised, in writing, by only the Civil Service Commission, which reserves the right to unilaterally modify, rescind, or change the provisions of this Examination Announcement.

Beginning Salary (January 1, 2021) . . . . . \$107,444.00 annually

<b>Abbreviated Examination Schedule</b>	
Registration begins	January 11, 2021
Registration closes	February 12, 2021
Orientation Sessions	April 22-23, 2021
Written (Multiple Choice) Test	June 8, 2021
Assessment Center Written Exercise	July 15, 2021
Assessment Center	July 20-23, 2021

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

**REASONABLE ACCOMMODATION FOR LINE OF DUTY INJURY:** Please see page 6 and 7.

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

**JOB DESCRIPTION:** A written job description for Lieutenant's rank 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 Lieutenant's 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 before May 7, 2021 (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 have completed all phases of the Officer's Development Program 101 or Officer I by May 7, 2021, specified by the Denver Fire Department; and (4) must currently be a member of the classified service. Time served as Technician or Engineer shall count toward longevity in service for eligibility to take the examination.

**REGISTRATION:** Registration for the Lieutenant's examination **begins at 9:00 a.m. on Monday, January 11, 2021, and closes Friday, February 12, 2021.** Registration for this examination shall not be allowed after Friday, February 12, 2021 at 4:00 p.m. Candidates will be able to locate the registration link via logging into their Workday profiles, selecting the **Career** icon in the bottom righthand corner, choosing the **Find Jobs – CCD** under View, and using the search bar to find this job.

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 Reemployment Rights Act of 1994. (See pages 6 and 7.)

**PREPARATION OF EXAMINATION:** According to its rules, the Commission contracted with 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 Lieutenant's rank. FirstIdea, Inc. will be working in consultation with the Commission Staff and Department Subject Matter Experts.

**VIRTUAL ORIENTATION SESSIONS:** Virtual orientation sessions have been tentatively scheduled for **April 22, 2021, from 1:00 p.m. to 3:00 p.m., and on April 23, 2021, from 9:00 a.m. to 11:00 a.m.,** through Microsoft Teams.

All registered candidates for this examination are strongly encouraged to attend at least one orientation session and may attend both if they elect to do so. The content of both sessions will

be similar. 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, some content may vary based on specific candidate questions. The orientations will provide additional information not included in this Announcement. The orientations will cover general information about the written (multiple choice) 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:

<b>COMPONENT</b>	<b>MAXIMUM POINT VALUES</b>
Written (Multiple Choice) Test	32.0 points maximum
Assessment Center	62.0 points maximum
Seniority	6.0 points maximum
<b>TOTAL</b>	<b>100 points maximum</b>

The maximum possible total examination score is 100 points. A maximum of thirty-two (32) points may be earned for the written test, and a maximum of sixty-two (62) points may be made for the Assessment Center. A maximum of six (6) points may be awarded for Seniority. The allocation of points is explained further in the following paragraphs.

**WRITTEN (MULTIPLE CHOICE) TEST:** A written (multiple choice) 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 essential for the successful performance of the duties and responsibilities of a Lieutenant. This written test is a closed book test, which requires candidates to respond to items without reference materials.

The written (multiple choice) test is tentatively scheduled to be administered on June 8, 2021, at the Police Protective Association, 2105 Decatur Street, Denver, CO 80204.

Registration will start at 8:30 a.m. and will close promptly at 9:00 a.m. The written test will begin once registration is closed. Latecomers will not be allowed to register/test. Candidates will be allotted a minimum of two and one-half (2-1/2) hours to complete this test. Cell phones, smartwatches, and other electronic devices except for a stopwatch or watch will not be permitted in the written (multiple choice) test area.

\*Scoring the Written (Multiple Choice) Test: On or about the afternoon of June 17, 2021, individual scores, by candidate Workday number will be posted at the Commission and on the Commission's website. 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 (multiple choice) 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 this written test on June 16, 2021. An announcement of the passing score will then be made throughout the Department. Only those who attain a passing score on the written (multiple choice) test may advance to the Assessment Center. A maximum of thirty-two (32) points of a candidate's total score shall be based on the candidate's score on the written test.

**READING LIST:** The written (multiple choice) test is based on the official reading list material. The reading list will be distributed 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 (multiple choice) test and follow all examination regulations and instructions. The Assessment Center is tentatively scheduled to be administered during the week of July 20, 2021, in the Denver Post Building, 101 West Colfax Avenue, Civil Service Commission Office, 7th floor, in Denver.

On or around Friday, June 18, 2021, a random drawing will be held at the Civil Service Commission office and virtually 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's administration 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 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 from among those determined as a result of the job analysis to be essential or essential to the successful performance of a lieutenant's duties and responsibilities. A maximum of sixty-two (62) points of a candidate's total score shall be based on the Assessment Center's score.

General information about the types of exercises and the dimensions 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 Lieutenant or higher will evaluate and assign scores to each candidate's performance in a particular exercise.

Candidates may wear either their Class A 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, smartwatches, 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.

Approximately six to eight weeks after the Assessment Center, candidates will be given a feedback report from the Commission, evaluating the strengths and weaknesses of their performance in the Assessment Center. Feedback is not a scoring mechanism and is not subject to appeal. Candidates

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, prepared by the Commission, and provided solely for the candidate's use in identifying and evaluating opportunities for personal development. 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 or Line of Duty Injury status of otherwise eligible candidates.

**SENIORITY:** Each candidate who successfully completes all components of the examination shall receive .166 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 until the maximum of six (6) points for Seniority has been reached. Seniority shall be computed through May 31, 2021, 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 greater than 30 days. Credit for Seniority shall be computed consistent with Commission Rule 6 § 6. However, for any candidate who has been re-employed under the provisions of Rule 11 § 4, the computation of the length of service shall include both the Seniority which he/she had at separation, which was retained under Rule 11 § 4(B), and the Seniority accrued following reemployment, in spite of such combined service being considered noncontinuous. (Time served in the appointed rank of Technician and the promoted rank of Engineer does count as time served.)

**FINAL EXAMINATION SCORE/ELIGIBLE REGISTER:** The final examination score shall be the sum of the points earned from the Written (Multiple Choice) Test and the Assessment Center, plus the points awarded for Seniority. The Eligible Register shall contain in rank order, according to the final examination score, the names of only those candidates who have successfully completed all examination components. The Civil Service Commission will tentatively approve the eligible register on August 2, 2021, for posting on August 5, 2021 (Dates subject to change by Civil Service Commission ONLY). Copies will be sent to Fire Administration before notification to candidates.

The scoring procedures will be explained in further detail in the final notification emails sent to all candidates. Ties shall be broken according to Civil Service Commission Rule 11 § 4(B).

**REASONABLE ACCOMMODATION PER THE AMERICANS WITH DISABILITIES ACT:** 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 January 11, 2021, 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 FOR 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. 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 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 are unable to do so on Military Leave status. Additional examination procedures and/or regulations have been implemented to maintain the examination process's confidentiality and integrity 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 Jeannette Giron, Senior Human Resources Analyst, 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.

**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 Commission's office, 101 West Colfax Ave., 7<sup>th</sup> Floor, Denver, Colorado, 80202, no later than 4:00 p.m. on January 11, 2021.

If you have any questions regarding this examination, please contact Jeannette Giron, Senior Human Resources Analyst, at 720-913-3356 or at [Jeannette.Giron@denvergov.org](mailto:Jeannette.Giron@denvergov.org).