

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

August 22, 2022

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 The provisions of this Examination Announcement may be modified, rescinded, or revised, in writing, by only the Civil Service Commission, which reserves the right to unilaterally modify, cancel or change the provisions of this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

Beginning Salary (July 1, 2022) \$134,048.00 annually

Abbreviated Examination Schedule	
Registration	August 22, 2022 – August 26, 2022
Orientation	September 19, 2022
Multiple-Choice test	September 28, 2022
Assessment Center – Remaining Exercises	October 14, 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 4.

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 the Denver Fire Department; and must have held the position of Mechanic I for a continuous period of not less than 12 months before 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 10:00 a.m. on August 22, 2022 and ends at 4:00 p.m. on August 26, 2022.** Eligible candidates must register online via Workday.

Computerized Data Verification, Confidentiality, and Registration Form: To register for the examination, each candidate shall create a profile in Workday. Candidates must identify and list relatives who may also be sitting for the test. 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 4.)

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

COMPONENT	MAXIMUM POINT VALUES
Multiple-Choice test	25 points maximum
Assessment Center	70 points maximum
Seniority	5 points maximum
TOTAL	100 points maximum

The maximum possible total examination score is 100 points. Of that, a maximum of twenty-five (25) points may be earned for the Multiple-Choice 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.

MULTIPLE-CHOICE TEST: A Multiple-Choice test will be administered to all registered candidates, addressing content areas from among those determined because of the job analysis to be essential or important for the successful performance of the duties and responsibilities of an Assistant Master Mechanic. The Multiple-Choice test is based on the material contained on the official reading list. The Multiple-Choice 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 Multiple-Choice test opens at 7:30 am on September 28, 2022 and closes at 8:00 am.

Scoring the Multiple-Choice test: The determination of the minimum passing score on the 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 the Multiple-Choice test on September 30, 2022, and the Commission will notify all candidates of their status by email during the week of October 3, 2022.

Only those candidates who attain a passing score on the Multiple-Choice 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 Multiple-Choice test.

READING LIST: The Multiple-Choice 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 Multiple-Choice test and who follow all examination regulations and instructions. The remaining assessment exercises components of the Assessment Center will be administered on October 14, 2022, in the Denver Post Building, 101 West Colfax Avenue, Civil Service Commission Office, 7th floor, in Denver.

On or around Thursday, October 3, 2022, 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 because 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 September 19, 2022 via Microsoft Teams. 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 an exercise.

Candidates may wear either their uniform or casual attire (no shorts) to the multiple-choice exam. For the remaining 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 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, Niecy Murray.

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 August 28, 2022, or up to the last day of the month preceding the month in which the Multiple-Choice 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 Multiple-Choice 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 October 21, 2022. 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 August 26, 2022, 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.

CIVIL SERVICE COMMISSION
Niecy Murray
Executive Director