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**November 5, 2010**

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

July 26, 2010

Public notice is hereby given that the Civil Service Commission of the City and County of Denver 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 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 The provisions of this Examination Announcement may be modified, rescinded, or revised, in writing, by only the Civil Service Commission, which reserves the right to unilaterally modify, rescind or revise the provisions of this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, 2010) \$103,432.00 annually

<b>Abbreviated Examination Schedule</b>	
Registration	July 26, 2010 - August 27, 2010
Orientation Sessions	September 28, 2010 (1:00 p.m.) & September 29, 2010 (9:00 a.m.)
Assessment Center	October 26-28, 2010

**REASONABLE ACCOMMODATION PER THE AMERICAN WITH DISABILITIES ACT:** 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 Civil Service Commission 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 26, 2010); shall have completed the Officer's Development Program 103 by July 20, 2010; and must currently be a member of the classified service.

**REGISTRATION:** Registration for the Assistant Chief examination **begins at 7:00 a.m. on Monday, July 26, 2010, and ends at 5:00 p.m. on Friday, August 27, 2010.** Registration for this examination shall not be allowed after Friday, August 27, 2010, at 5:00 p.m. Eligible candidates must register online through the use of a computer on the City network. To register, go to [denvergov.org/civilservice](http://denvergov.org/civilservice) and select the "Promotional Fire" link on the left side. There will be a link located under the 2010 Assistant Chief Examination Schedule to the registration page. Candidates may also register online at the Webb Municipal Office Building, 201 West Colfax Avenue, Civil Service Commission Office, 7<sup>th</sup> floor, in Denver. Office hours are 7:00 a.m. to 5:00 p.m., Monday – Friday, not including holidays. Phone 720-913-3370.

**Computerized Data Verification, Confidentiality and Registration Form:** To register for the examination, each candidate shall review, enter necessary corrections, and approve their computerized Data Verification, Confidentiality and Registration Form. The form lists name, address, and other data as it appears in the Commission's database. In approving the form, the candidate verifies that the points to be awarded for seniority are final. Each candidate 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 complete and approve their computerized Data Verification, Confidentiality and Registration Form by the registration deadline shall not be allowed to participate in the examination.

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 CPS Human Resource Services 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. CPS Human Resource Services will be working in consultation with the Commission Staff and Department Subject Matter Experts.

**ORIENTATION SESSIONS:** Orientation sessions have been tentatively scheduled for **Tuesday, September 28, 2010, at 1:00 p.m., and on Wednesday, September 29, 2010, at 9:00 a.m., at the Wellington E. Webb Building, 201 W. Colfax (Conference Room 4.F.6), in Denver.**

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 videotape 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>
Assessment Center	95.0 points maximum
Seniority	5.0 points maximum
<b>TOTAL</b>	<b>100 points maximum</b>

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 is tentatively scheduled to be administered **during the week of October 26, 2010**, at the Wellington E. Webb Building in Denver. Eligible candidates will be notified at a later time of the exact location of the Assessment Center. The assessment center will be administered to all candidates who follow all examination regulations and instructions.

On or around September 8, 2010, 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 Denver Fire Department Administration will be asked to witness the drawing. Candidates are also invited to witness the drawing, if they desire. 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 written, multiple-choice tests. 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 an Assistant Chief.

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. 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.

The Commission will mail a feedback report to each candidate, evaluating the relative strengths and weaknesses of his/her performance in the Assessment Center. The feedback report is formulated 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. The date of the distribution of feedback reports is to be determined. It will be contingent upon completion of any and all delayed administrations of the examination due to the Military Leave status of otherwise eligible candidates.

All oral Assessment Center exercises will be video recorded. For the general administration of the Assessment Center the assessors will not see the videotapes. The videotapes will be made for the Commission's records and to allow a candidate to review his/her performance after receiving the feedback report. Delayed individual administration of the Assessment Center, for accommodation of Military Leave, may involve the scoring of a candidate's videotaped exercises by the assessors.

**SENIORITY:** Each candidate who successfully completes all components of the examination shall receive one-tenth of one point for each full month of continuous service beyond twelve (12) full months of service in the Classified Service rank of Captain in the Denver Fire Department, following the candidate's most recent appointment to the Classified Service, until the maximum of five (5) points for seniority has been reached. Seniority shall be computed through September 30, 2010. 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 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.

**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 Civil Service Commission will approve the eligible register on or about November 5, 2010.** Once approved and notification to the Fire Chief has occurred, copies of the Eligible Register will be available at the Commission office, will be 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 Civil Service 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 American 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 August 27, 2010, at 5:00 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 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 Jeff Wilson, as provided below.

**ADDITIONAL INFORMATION:** Any material misrepresentation of fact at the time of registration for this examination or during any examination component shall be grounds for disqualification of a candidate. Any violation by a candidate of the examination regulations or instructions shall be grounds for disqualification.

The examination shall be conducted in conformance with Commission Rules 6 and 15.

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 office of the Commission, 201 W. Colfax Ave., Dept. 1208., Denver, Colorado, 80202 no later than 5:00 p.m. on August 27, 2010.

If you have any questions regarding this examination, please contact Jeff Wilson, Senior Human Resources Professional at 720-913-3380 or by email at [jeff.wilson@denvergov.org](mailto:jeff.wilson@denvergov.org).

CIVIL SERVICE COMMISSION

A handwritten signature in black ink, reading "Earl E. Peterson". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Earl E. Peterson  
Executive Director