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**CIVIL SERVICE COMMISSION
ANNOUNCEMENT OF EXAMINATION
ENGINEER - DENVER FIRE DEPARTMENT**

January 7, 2022

Public notice is now 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 Engineer in the Denver Fire Department. All dates and times contained within this announcement are subject to change. Any change in the dates or times within this announcement will be communicated in writing to any affected 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 The provisions of this Examination Announcement may be modified, rescinded, or revised, in writing, by only the Civil Service Commission, which reserves the right to unilaterally modify, cancel or change the provisions of this Examination Announcement.

Beginning Salary (January 2022): Please refer to your Collective Bargaining Agreement

Abbreviated Examination Schedule	
Registration	January 7, 2022 – February 10, 2022
Orientation Sessions	February 17 – 18, 2022
Multiple Choice Exam	April 5, 2022
Practical Test	May 17 – May 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 4.

JOB DESCRIPTION: A written job description for the rank of Engineer is available on the Civil Service Commission website.

ELIGIBILITY:

To be eligible for the Engineer examination, candidates 1) must be duly appointed to the Classified Service rank and Grade of Firefighter, 1st Grade, Denver Fire Department plus 1) Possess **BOTH** a Truck and Engine Certificate issued by DFD prior to April 30, 2017 (reference FCM 037-2017); Candidates that do not possess a Truck and Engine Certificate, or only possess one of the Certificates (Truck or Engine) issued by the DFD prior to April 30, 2017, shall possess a CMCB, Pro Board, Driver Operator Certificate for Aerials, Pumpers, or both 30 days prior to the first day of administration of the first examination component. Must currently be a member of the Classified Service. (Time served in the appointed rank of Technician does count as time served in the Classified Service rank and Grade of Firefighter 1.)

REGISTRATION: Registration for the Engineer examination begins at 10:00 a.m. on January 7, 2022, and ends on February 10, 2022. Registration for this examination will not be allowed after February 10, 2022. Eligible candidates must register online through Workday. A resume is not required. Candidates will locate the registration link from the Civil Service Commission website denvergov.org/civilservice.

PREPARATION OF EXAMINATION: According to its rules, the Commission contracted with Ergometrics & Applied Personnel Research, Inc. to develop and administer this examination. This firm has an extensive professional background in test development and will consult with the Commission Staff and Department Subject Matter Experts.

VIRTUAL ORIENTATION SESSIONS: Two virtual orientation sessions have been scheduled, on **February 17, 2022**, from **1:00 p.m. to 3:00 p.m.**, and on **February 18, 2022**, from **9:00 a.m. to 11:00 a.m.**, to be held on Microsoft Teams. Attendance is optional.

All registered candidates for this examination are strongly encouraged to attend at least one of the orientation sessions and may attend both. Only registered candidates may attend; no mentoring parties will participate. The plan for both orientation sessions is identical; however, some content may vary based on specific candidate questions. The orientations will cover general information about the multiple-choice exam, assessment center, examination scoring, confidentiality requirements, and accommodations for military leave and will not contain test information.

EXAMINATION COMPONENTS – MAXIMUM POINT VALUES: The examination components and related maximum possible points are as follows:

EXAMINATION COMPONENT	MAXIMUM POINT VALUES
Multiple-Choice exam	35.0 points maximum
Practical Test	60.0 points maximum
Seniority	5.0 points maximum
TOTAL	100 points maximum

READING LIST: The multiple-choice exam is based on the material contained on the official readinglist. The reading list will be available to all candidates upon registration. The reading list memo will include information on obtaining all necessary study materials.

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 or essential for the successful performance of the duties and responsibilities of an Engineer. The multiple-choice exam is a closed book test that requires candidates to respond to items without reference materials, except for the Denver Fire Department Engineer's Quick Reference and the Denver Fire Department Pump Chart, which will be provided to the candidates along with the test itself. **Attire must be business casual or uniform.**

The multiple-choice exam is tentatively scheduled for **April 5, 2022**, at the Lakeside Union Hall, 12 Lakeside Lane, Denver, CO. **Registration will begin at 7:30 a.m. and close precisely at 8:00 a.m.** **Candidates who arrive later than 8:00 a.m. will be disqualified.** Candidates will be allotted three (3) hours to complete the test. Cell phones, smartwatches, and other electronic devices will not be permitted in the multiple-choice exam area except for a stopwatch or analog watch.

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. Only those candidates who attain a passing score on the multiple-choice exam may advance to the practical test. The minimum passing score shall be set in conformance with Commission Rule 15 § 8. The passing score will be posted on the Commission's website before noon. The Commission will notify all candidates of their status to be emailed shortly after the random draw.

PRACTICAL TEST: A practical test will be administered to all candidates who pass the multiple-choice exam. The practical test is scheduled to be administered to all eligible candidates during the week of May 17, 2022, at the Rocky Mountain Fire Academy, located at 5440 Roslyn Street in Denver. The scheduled dates of the practical test are subject to change.

On or around Friday, April 15, 2022, a random drawing will be held at the Commission's office to determine each candidate's date and time in the practical test. A representative of Local 858 and a non-participating representative of the Denver Fire Department Administration will be invited to witness the drawing. Any candidates related by blood, marriage, or adoption, participating in the practical test will be scheduled for the same practical test session.

The practical test will consist of job-related exercises designed to measure factors and dimensions from those determined because the job analysis is essential to the successful performance of the Engineer's duties. These factors/dimensions include driving and operating a ladder truck and operating an engine. Candidates must score at a minimum proficiency in each of the two (2) exercises to pass the practical test on the eligible register.

Approximately six to eight weeks after the assessment center, the Commission will email a feedback report to each candidate. 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 completes all components of the examination shall receive one-tenth of one point for each entire 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, up to a maximum of five (5) points. Seniority shall be computed through March 5, 2022, 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 of greater than 30 days. Credit for Seniority shall be computed consistent with Commission Rule 6 § 6. For any candidate who has been re-employed under the provisions of Charter § 9.4.3, credit for Seniority shall be calculated consistent with Rule 6 § 6(B)(3). (Time served in the appointed rank of Technician does count as time served in the Classified Service rank of Firefighter.)

FINAL EXAMINATION SCORE/ELIGIBLE REGISTER: The final examination score shall be the sum of the points earned from the multiple-choice exam and the practical, plus the points awarded for Seniority. According to the final score, the eligible register shall contain only the names of candidates who have completed all examination components in rank order. The Civil Service Commission will approve the eligible register tentatively before June 4, 2022. According to Civil Service Commission Rule 7 § 4(B), Ties shall be broken.

REASONABLE ACCOMMODATION PER THE AMERICANS WITH DISABILITIES

ACT: A candidate must request and describe, in writing via email any reasonable accommodation(s) they will need to participate in any component of the examination process noted herein by the registration deadline of February 10, 2022. 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. Submitting 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. In writing, the candidate must request and describe any reasonable accommodation(s) they 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. Submitting a request does not necessarily mean that the request will be granted.

REASONABLE ACCOMMODATION OF MILITARY LEAVE: Examination procedures and 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 individually 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.

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 with within this or any test administration.

IF YOU HAVE ANY QUESTIONS regarding this examination, please contact Jeannette Giron by email at Jeannette.Giron@denvergov.org.

CIVIL SERVICE COMMISSION
Niecey Murray
Executive Director