



# CITY AND COUNTY OF DENVER CIVIL SERVICE COMMISSION



2020

## FIRE SYSTEMS TECHNICAL SPECIALIST (WEB DEVELOPER) EXAMINATION INFORMATIONAL BOOKLET REVISED JUNE 2020

It is the applicant’s responsibility to read the information contained in this booklet. This booklet details the minimum qualifications required to be considered as a Denver Fire Systems Technical Specialist (Web Developer) and provides applicants with an informational summary of the examination/screening process.

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# INFORMATIONAL SUMMARY

## QUESTIONS (?)

If you have questions not covered in this booklet, call the Denver Civil Service Commission at (720) 913-3371 (Monday-Friday, 7:30 a.m. to 4:00 p.m.) excluding holidays.

## REQUEST FOR REASONABLE ACCOMMODATION

The City and County of Denver is an Equal Opportunity Employer. If any applicant or prospective applicant requires reasonable accommodation (per the Americans with Disabilities Act) in order to participate in any examination phase noted herein, the applicant must advise the Commission in advance, in writing, and provide supporting medical documentation. 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.

## THE ABILITY TO PERFORM THE ESSENTIAL JOB FUNCTIONS

Applicants must be capable of performing the essential job functions of an entry-level Fire Systems Technical Specialist (Web Developer) with or without reasonable accommodation. All phases of the examination are designed to measure an applicant's ability to perform the essential functions of the job. Please refer to the Essential Functions. See also, Essential Knowledge, Skills, and Abilities.

## DUTIES AND WORK RESPONSIBILITIES

Fire Systems Technical Specialists (Web Developer), under the supervision of the Superintendent of Fire Alarm or Assistant Superintendent of Fire Alarm, shall develop, support, and maintain the Department's computer applications or perform such other duties as may be required by the Superintendent of Fire Alarm, the Assistant Superintendent of Fire Alarm, and the Fire Department Chief. Tasks may include assisting other Fire Systems Technical Specialists in their duties when needed. May be required to respond to emergency calls which may occur at any time during a twenty-four-hour period.

## JOB REQUIREMENTS

**Experience:** Applicants must have a minimum of two (2) to four (4) years of work experience in the web application development and support field. Applicants should be familiar with web page layout and design, SQL databases, and web services.

**Skill Requirements:** Proficiency in HTML5, CSS3, JavaScript, SQL, at least one web scripting language such as PHP, ASP, or CFML. *Basic CFML familiarity is required.*

**Skill Preferences:** Responsive web design, Mobile web design, Familiarity with Active Directory/LDAP, JQuery, Angular JS, Wordpress, Microsoft Office Applications.

**Beneficial Skills:** Understanding of Electronics, Electrical systems, and Machinist skills are helpful.

**Copies of any certificates and degrees or course transcripts must be submitted with the online technical questionnaire.**

## **WORK SCHEDULE**

Fire Systems Technical Specialists (Web Developer) typically work Monday through Friday from 7:30 a.m. to 4:00 p.m. but may be required to respond to emergency calls, which may occur at any time during a twenty-four-hour period.

## **SALARY AND BENEFITS**

Pay and benefits for Denver Fire Systems Technical Specialists (Web Developer) is determined by collective bargaining agreements between the City and County of Denver and local union officials. See the current job posting for salary information.

Progression: Automatic yearly step increases from Fire Systems Technical Specialist V, IV, III, II, and I.

Benefits: Paid sick leave and vacation  
Medical and dental insurance  
Uniforms and most equipment furnished  
Educational opportunities  
Pension Plan

Denver Fire and Denver Police offer a variety of benefit options, including a pension plan through the Fire and Police Pension Association (FPPA). For more information on the FPPA Statewide Defined Benefit Plan, please visit: <https://fppaco.org/benefits.html>. For more details regarding benefit plan offerings, please visit the Denver Fire and Police websites.

## **HELPFUL WEBSITES**

The Denver Civil Service Commission's website contains information regarding posting information, the application process, testing, and links to resources and to Department of Safety Recruitment. You can locate us at: <http://www.denvergov.org/civilservice>.

Additionally, you may visit the Department of Safety's recruitment website at: <http://www.denvergov.org/safety/tabid/443731> for upcoming recruitment events and links for Web Developer Department of Safety information and minority resources.

## **CHANGE IN APPLICANT'S PERSONAL INFORMATION**

Applicants are required to notify the Commission in writing of any change in personal information such as legal name, address, telephone/cell number and e-mail. Additionally, applicants called on for further screening/processing must notify the Commission in writing of any change to their supplemental application or background history form information. **Failure to receive notice of and keep any scheduled appointment because of outdated contact information may be cause for disqualification from further testing.**

## **VACATIONS AND/OR EXTENDED ABSENCES**

Upon successful completion of the Written Test, applicants must notify the Commission in writing of any vacation or extended absence of more than seven (7) days in duration to ensure proper notifications can be made.

## **SOLICITATION OF PREFERENTIAL TREATMENT – PROHIBITED**

Solicitation or attempted solicitation of preferential treatment (lobbying) in connection with any application or testing for original appointment, or for placement on an eligible register, or for certification for appointment to a position in the classified service, is prohibited.

An applicant may provide, as part of the background investigation process, letters of reference and the names, contact information, and nature of relationship for references he or she believes should be contacted during the background investigation. Personal references and letters of recommendation are only considered during the background investigation phase of testing. An applicant engaging in solicitation of preferential treatment may be disqualified.

Except for providing relevant background or reference information, any member of the Department of Safety, any City official or City employee, any Commissioner or Commission employee is prohibited from intervening on behalf of any applicant or soliciting or attempting to solicit preferential treatment in consideration of any applicant.

## **MINIMUM QUALIFICATIONS**

**CITIZENSHIP:** Applicants must be citizens of the United States on or before the date of application. Acceptable proof of such must be presented if selected to proceed beyond the written test. Acceptable proof of United States citizenship shall include a birth certificate from within the United States, naturalization papers, a United States passport, or a Certificate of Live Birth Abroad of a United States Citizen.

**COLORADO RESIDENCY:** Applicants must be bona fide residents of the State of Colorado at the time of appointment (hire). **AGE:** Applicants must be at least twenty-one (21) years of age on or before the date of application. Acceptable proof of age will be required if selected to proceed beyond the written test. Acceptable substitutes for a birth certificate include naturalization papers and/or a valid passport.

**AGE:** Applicants must be at least twenty-one (21) years of age on or before the date of application. Acceptable proof of age will be required if selected to proceed beyond the written test. Acceptable substitutes for a birth certificate include naturalization papers and/or a valid passport.

**EDUCATION:** Applicants must have a high school diploma or a General Equivalency Diploma (GED) on or before the date of application. Acceptable proof of a high school diploma or GED certificate will be required if selected to proceed beyond the written test. Acceptable substitutes for a high school diploma or GED certificate include an original certified high school transcript bearing the official school seal and showing graduation date, or an original letter from the school on the school's letterhead which verifies the graduation.

**DRIVER'S LICENSE:** Applicants must possess a valid automobile driver's license on or before the date of application and up to and including the date of appointment and must maintain any licensing requirements of the respective department.

**CHARACTER AND BACKGROUND:** An applicant must be of good moral character as required by the Charter of the City & County of Denver. In reviewing an applicant’s character and background, the Commission will consider the standards of ethical conduct, integrity and honesty that shall guide the behavior of a member of the Denver Fire Department.

## **LEGAL MATTERS & CRIMINAL CONVICTIONS** **GENERAL CONSIDERATIONS**

**CONVICTION:** See below for the definition of “Conviction.” Throughout this booklet the term “Conviction” applies to the following categories of offenses:

- Any adult criminal offense;
- Any juvenile offense when the juvenile was charged as an adult;
- Any juvenile offense adjudicated in a juvenile court when the offense would be classified a felony or misdemeanor (as applicable) if committed by an adult.

### **JUVENILE RECORD OR ADULT CRIMINAL RECORD:**

If you are unsure of the formal legal status of any items in your juvenile record or your adult criminal record, you are urged to obtain a copy of your criminal history. If after reviewing your juvenile or criminal history you still have questions, you should obtain legal advice prior to submitting your application. Civil Service Commission staff cannot provide you with legal advice in these matters.

### **SEALED OR EXPUNGED RECORDS:**

Juvenile records and adult criminal records are not automatically “expunged” or “sealed”. To be expunged or sealed, it requires an “order of the court”. If a criminal record or juvenile record has been “sealed” or has been “expunged”, by an “order of the court”, or if a criminal conviction has been “pardoned”, it may have an effect on how you answer certain questions in the application process.

## **KEY DEFINITIONS – LEGAL & CRIMINAL RELATED STANDARDS**

### **CONVICTION– ADJUDICATION, definition of:**

The **result of a criminal trial** regarding any federal, state, or local law that ends in **entry of a final judgment/sentence**, following a verdict of guilty (by the court or jury), or following a plea of guilty or no contest.

**“Conviction” shall include an “Adjudication”** which is an entry of final judgment/ sentence following a **determination by a juvenile court** that it has been proven beyond a reasonable doubt to the trier of fact that the **juvenile has committed an offense that would have been a crime had it been committed by an adult** (i.e. commission of a delinquent act), or following an entry of a plea of guilty or no contest to a charge of committing such an offense.

**“Conviction” does not include** an entry of a final judgment/sentence that has been pardoned, reversed, set aside, or otherwise rendered null and void; or for which the criminal record or the juvenile record thereof has been formally sealed, or has been formally expunged, by order of the court.

**“Conviction” does not include** a deferred prosecution, deferred judgment, or deferred sentence.

**FELONY, definition of:**

A **criminal offense** that is **classified as a “felony”** under the federal, state or local laws in the jurisdiction where the subject charge was filed; **to also include any juvenile offense that** would constitute a “felony” criminal offense in that jurisdiction, if committed by an adult. (Example: Criminal record may show “F4”, meaning a “4<sup>th</sup> Degree Felony”.)

**MISDEMEANOR, definition of:**

A **criminal offense** that is **classified as a “misdemeanor”** under the federal, state or local law in the jurisdiction where the subject charge was filed; **to also include any juvenile offense that** would constitute a “misdemeanor” criminal offense, if committed by an adult. (Example: Criminal record may show “M1”, meaning a “1st Degree Misdemeanor”.)

**GENERAL DISQUALIFIERS – NO LEGAL IMPEDIMENTS**

**NO LEGAL IMPEDIMENTS:** To be eligible for both application and appointment to a position in the Denver Fire Department, an individual **shall not have any legal impediments to their ability to perform the essential job functions** for the position of Firefighter.

- Please be advised that **adjudication in juvenile court**, for criminal activity as a minor/juvenile, **does not necessarily clear from your record when you become an adult.**
- Any individual who, because of a criminal charge, or plea to a criminal charge, is **currently subject to an active deferred sentence, deferred judgment or deferred prosecution**, or is currently subject to any **court order(s) or stipulation(s) in connection therewith**, will be disqualified.
- Any individual who is **currently incarcerated, on work release, on parole, or on probation** for any crime will be disqualified.

**CRIMINAL CONVICTIONS—LIFETIME DISQUALIFICATION**

**ALL FELONY CONVICTIONS—LIFETIME DISQUALIFICATION:**

Any **adult** (age 18 or above), or **juvenile charged as an adult**, who has been **convicted of a felony crime**; or **juvenile who has been adjudicated in juvenile court for an offense** that would be **classified as a felony** if committed by an adult; will be disqualified.

## CERTAIN MISDEMEANOR CONVICTIONS –

### LIFETIME DISQUALIFICATION

An individual who has ever been convicted (or been adjudicated), for any of the following **misdemeanor** offenses will be disqualified:

- An offense involving domestic violence.
- Assault, menacing, stalking or harassment.
- Sexual assault, unlawful sexual contact, or an offense that would require registration as a sex offender under Colorado law.
- Any offense based on unlawful sexual behavior.
- Failure to register as a sex offender.
- Prostitution.
- Soliciting for prostitution.
- Pandering.
- Indecent exposure.
- Any offense of child abuse or child neglect resulting in any injury to the child or to the child's health.
- Any bias-motivated crime (including harassment or intimidation of a person or group **because of** race, color, ancestry, national origin, religion, creed, age, gender, gender variance, sexual orientation, or physical or mental disability).
- Cruelty to animals.
- Resisting arrest.
- Impersonating a peace officer, firefighter, or public servant.
- Obstruction of government operations.
- Obstruction of a peace officer, firefighter, emergency medical service provider, rescue specialist, or like volunteer.
- False reporting to fire, emergency, or law enforcement authorities.
- Perjury.
- Failure to obey a jury summons.

### CRIMINAL CONVICTIONS

#### **10 YEAR, 7 YEAR, AND 5 YEAR DISQUALIFICATIONS**

### CERTAIN MISDEMEANOR OFFENSES –10 YEAR DISQUALIFICATION

An individual who has been **convicted** (or been adjudicated) for any of the **following misdemeanor** offenses during the **past 120 months** (10 years) **will be disqualified**.

- An offense based on **child abuse** or **child neglect** that **did not involve an injury** to the child or to the child's health.
- The illegal **use** or **possession** of a **firearm** or **edged weapon** (e.g. a knife).

## **MISDEMEANOR OFFENSES – 7 YEAR DISQUALIFICATION**

An individual who has been **convicted** (or been adjudicated) for any of **the following misdemeanor** offenses during the **past 84 months (7 years) will be disqualified.**

- An offense involving **theft**, (to include stealing, shoplifting, embezzlement, etc.)
- An offense involving **fraud**, (to include check fraud, identity theft, forgery, etc.)
- An offense involving **forgery**, (to include actions done with intent to defraud, etc.)

**Misdemeanor convictions for theft, fraud or forgery more than 84 months prior** will be subject to a presumptive disqualification with an opportunity for review for exemption.

## **MISDEMEANOR OFFENSES – 5 YEAR DISQUALIFICATION**

### **NO MORE THAN ONE (1) MISDEMEANOR DURING THE PAST 5 YEAR:**

An individual who has been **convicted of two (2) or more misdemeanor offenses** within the **past 60 months (5 years) will be disqualified.**

### **NO MISDEMEANOR CONVICTIONS WHILE IN A PUBLIC SAFETY POSITION DURING THE PAST 5 YEARS:**

Within the past 60 months (5 years), an individual shall not have any conviction for a misdemeanor offense (on or off the job) during any period of time while they were an **employee** in, or a **volunteer** in, any of the following public safety related positions:

- Law enforcement
- peace officer
- armed public safety
- correctional officer
- military police
- firefighter
- medical first responder.



## DRUGS

### ILLEGAL USE, PURCHASE, POSSESSION, DISTRIBUTION, SALE, OR MANUFACTURE

#### IMPORTANT DRUG RELATED DEFINITIONS

##### DISTRIBUTION (of Hard and Soft Drugs), definition of:

"Distribution" or "To Distribute" means to deliver, transfer, or transport, or to attempt to deliver, transfer or transport, actually or constructively, from one person to another a controlled substance, either with or without remuneration, barter or exchange.

- **However**, the delivery, transfer or transportation of **one ounce or less of marijuana**, from one person to another; without involving any remuneration, barter or exchange; shall be deemed "use or possession". It shall not be deemed distribution, unless the delivery or transfer is by a person eighteen years of age or older to a person under the age of fifteen.
- The delivery or transfer of **more than one ounce of marijuana** from one person to another, either with or without remuneration, barter or exchange, shall be deemed distribution and/or sale thereof.

**HARD DRUG, definition of:** Any schedule I, II, III or IV controlled substance is considered to be a Hard Drug **except when** a Schedule II, III or IV controlled substance is possessed or used pursuant to being dispensed by or under the direction of a person licensed or authorized by state or federal law to prescribe or administer the drug.

- **Examples include**, but are not limited to the **illegal use** of: Adam, Adderall, Amytal, Anabolic Steroids, Angel Dust, Amphetamine, Black Tar, Blue Birds, Buttons, Cocaine, Codeine (high dose), Crack, Crystal, Darvon, Deca, Demerol, Dilaudid, Ecstasy, GHB, Hallucinogens, Hash & Hash Oil (Marijuana Concentrate), Heroin, Ice, Ketamine, Librium, LSD, Marijuana – 8 ounces or more, Mescaline, Methadone, Meth-amphetamine, MDA, MDMA, Microdot, Morphine, Mushrooms, Opium, Percocet, Percodan, Peyote, PCP, Phenobarbitol, PHP, Psilocybin, Quaalude, Red Birds, Ritalin, Rohypnol, Roofies, Seconal, Smack, Special K, Speed, Spice, Steroids, STP, Talwin, TCP, Thai Sticks (soaked in hash oil), THC, Valium, Xanax, XTC, Yellow Jackets
- **Drugs not included as a Hard Drug:** The **legal use** of Schedule II, III and IV "prescription" drugs by the person for whom the drug was legally prescribed; or the possession of Marijuana, Medical Marijuana or Ganja in a quantity under eight (8) ounces. (Note, while Medical Marijuana in quantity less than 8 ounces is not considered a Hard Drug, the use of Medical Marijuana is not considered to be the legal use of a "Prescription Drug".)

## **MANUFACTURE (of Hard Drugs or Soft Drugs), definition of:**

**"Manufacture" or "Manufacturing" means:** For any person to produce, prepare, propagate, compound, convert, or process a controlled substance, directly or indirectly, by extraction from substances of natural origin, chemical synthesis, or a combination of extraction and chemical synthesis, and includes any packaging or repackaging of the substance or labeling or relabeling of its container.

- **With respect to Marijuana** and Marijuana concentrate, "manufacture" means for any person to cultivate, grow, produce, prepare, process, or otherwise manufacture, or knowingly to allow such to be produced, processed, prepared or manufactured on land owned, occupied, or controlled by him.

NOTE: For information related to **employment in a state regulated, licensed, Marijuana business enterprise**, see item #6 (below).

**MARIJUANA, definition of** (Including Medical Marijuana, Ganja, Marijuana Concentrate, and Edibles containing Marijuana, etc.):

**Because Marijuana is a Schedule I controlled substance under Federal law**, any use, purchase, possession, distribution, sale or manufacture (including delivery, transfer or transport from one person to another) of marijuana or its derivatives that would be regarded as illegal under the federal Controlled Substances Act (as determined at the sole discretion of the Commission) **shall in general be regarded as "illegal" for purposes of application and screening for the position of Firefighter.**

1. **Medical Marijuana:** Because marijuana has **no recognized medical use** under Federal Law, "medical marijuana" or products containing "medical marijuana" are **considered as "illegal"** for the purposes of application.
2. **Synthetic Marijuana and Salvia Divinorum:** The Synthetic Drug Abuse Prevention Act of 2012 makes it unlawful as of July 9, 2012, to use or possess any amount of synthetic cannabinoid (e.g. Spice, K2) or Salvia Divinorum (e.g. Diviner's Sage or Seer's Sage).
3. **Soft Drug – Marijuana:** Marijuana (and its derivatives) **in a quantity less than 8 ounces** is considered to be an illegal Soft Drug for the purposes of Application and Minimum Qualifications.
4. **Hard Drug – Marijuana:** Marijuana (and its derivatives) **in a quantity of 8 ounces or more** is considered to be an illegal Hard Drug for the purposes of Application and Minimum Qualifications.
5. **Exception Regarding Marijuana Distribution:** Any distribution of one (1) ounce or less of marijuana (to deliver, transfer, or transport from one person to another), without any remuneration, barter or exchange, shall generally be deemed "use" or "possession" and not "distribution". It shall be subject to a 36-month time period for disqualification.

6. **Exception Regarding Employment in A State Regulated Marijuana Business:** The purchase, possession, growing, manufacture, distribution or sale of Marijuana (or any of its derivatives) as prohibited by Commission Rule and these minimum qualifications will result in a presumptive disqualification. **However**, any individual engaging in such behavior, **solely as part of their employment** in a state regulated, licensed marijuana related business enterprise may request a case by case review for exemption from such disqualification.

**SALE (of Hard or Soft Drugs), definition of:**

"Sale" means: An illegal barter, exchange, or transfer for payment or promise of payment, of a controlled substance, and each such transaction made by any person, whether for the benefit of the seller or on behalf of another.

Any action on behalf of another (as the **middleman or go-between**, acting for either the seller or the purchaser) in an illegal sale or purchase of a controlled substance, which includes being an active participant in the actual transfer of the drugs or assets involved, shall be deemed "Sale" and not "Purchase."

For information related to **employment in a state regulated, licensed, marijuana business enterprise**, see "**Marijuana, definition of**" item number 6 (above)

**SOFT DRUG, definition of:**

**Marijuana or Medical Marijuana in a quantity under eight (8) ounces, and any Schedule V controlled substance**, except when a Schedule V controlled substance is possessed or used pursuant to being dispensed by or under the direction of a person licensed or authorized by state or federal law to prescribe or administer the drug.

- **Examples include** but are not limited to the **illegal use** of: cough syrup with low dose codeine, Robitussin AC, Lyrica, and any use of Ganja, Marijuana or Medical Marijuana, or the possession of Marijuana or Medical Marijuana but only in a quantity **less than** eight (8) ounces.
- **Drugs not included as Soft Drugs:** The legal use of Schedule V "prescription" drugs by the person for whom the drug was legally prescribed. (Note: Medical Marijuana is never considered a legal "prescription drug")

**CRIMINAL CONVICTIONS INVOLVING OR RELATED TO  
ANY CONTROLLED SUBSTANCE**

**NO FELONY CONVICTION, AT ANY AGE, INVOLVING  
HARD OR SOFT DRUGS – LIFETIME DISQUALIFICATION**

Any individual who **has ever been "convicted of" a felony offense** involving or relating to any (controlled substance) hard drug or soft drug **will be disqualified**. This includes the "adjudication" of a juvenile for a like offense that would be classified as a felony if committed by an adult.

**NO MISDEMEANOR CONVICTION – INVOLVING OR RELATED TO A CONTROLLED SUBSTANCE – WITHIN 120 MONTHS (10 Years) PRIOR TO APPLICATION**

Any individual who has been **convicted of a misdemeanor offense** involving or relating to any controlled substance (Hard or Soft Drug), **WITHIN the period of 120 Months (10 Years) prior to the date of application**, will be disqualified. This includes the “adjudication” for a like offense that would be classified as a misdemeanor if committed by an adult.

**A MISDEMEANOR CONVICTION – INVOLVING OR RELATED TO A CONTROLLED SUBSTANCE – MORE THAN 120 MONTHS (10 Years) PRIOR TO APPLICATION – PRESUMPTIVE DISQUALIFICATION**

Any individual who has been **convicted of a misdemeanor offense** involving or relating to any controlled substance (Hard or Soft Drug), **MORE THAN 120 months (10 Years) prior to the date of application**, will be subject to a presumptive disqualification. This includes the “adjudication” for a like offense that would be classified as a misdemeanor if committed by an adult.

**However**, the individual so disqualified may request a **case by case review for exemption from disqualification**.

**NO ILLEGAL DISTRIBUTION, SALE OR MANUFACTURE OF HARD OR SOFT DRUGS**

**NO ILLEGAL DISTRIBUTION OF HARD OR SOFT DRUGS**

**AT AGE 21 OR OLDER – LIFETIME DISQUALIFICATION**

**WHILE UNDER AGE 21:**

- **Hard Drug Distribution – 60 MONTH (5-Year) DISQUALIFICATION**
- **Soft Drug Distribution – 36 MONTH (3-Year) DISQUALIFICATION**

Within the age limits and time periods specified: Any individual who has **provided, delivered, transferred, or transported** any hard or soft drugs **to or for another person**, either with or without remuneration, barter, or exchange, will be disqualified.

“Soft Drug” includes any Marijuana, Medical Marijuana, products or edibles containing Marijuana. (See below for more information regarding a limited exception for 1 ounce or less of marijuana, and for information regarding employment in a state regulated Marijuana business.)

Illegal distribution of drugs includes being the **middleman, go between, or “doing a favor for a friend”** in a drug transaction by **actively transferring the drugs from one person to another** even if the “middleman” receives no benefit from the drug transaction.

An individual who engaged in the “distribution” of **Hard or Soft Drugs at age 21 or above** will be subject to a Lifetime Disqualification.

An individual who engaged in the “distribution” of **Hard Drugs while both under the age of 21 and during the 60 months prior to application**, will be disqualified.

An individual who engaged in the “distribution” of **Soft Drugs while both under the age of 21 and during the 36 months prior to application**, will be disqualified.

**Illegal distribution of any Hard or Soft Drug including Marijuana, in any quantity**, to or for another person that **did involve any payment, barter or exchange** is also considered a “**Sale of drugs**” and not “Distribution.” (See below for information regarding “No Illegal Sale of Hard or Soft Drugs”)

**Limited Marijuana Exception:** The “distribution” of one (1) **ounce or less of Marijuana**, that **did not involve any payment, barter or exchange** (e.g. “sharing a joint”), shall be deemed “**Use**” or “**Possession**” and not “**Distribution**,” and is subject to a 3-year disqualification time period.

**Employment in a State Regulated Marijuana Business:** For information regarding employment in a state regulated Marijuana business enterprise, please see the definition of “**Marijuana, item #6 (above)**.”

## **NO ILLEGAL SALE OF HARD OR SOFT DRUGS**

### **AT AGE 21 OR OLDER – LIFETIME DISQUALIFICATION**

#### **WHILE UNDER AGE 21:**

- **Hard Drug Sale – 60 MONTH (5-Year) DISQUALIFICATION**
- **Soft Drug Sale – 36 MONTH (3-Year) DISQUALIFICATION**

Within the age limits and time periods specified: Any individual who **has ever illegally provided, delivered, or transported hard or soft drugs, including any marijuana or medical marijuana** that involved **any barter, exchange, or transfer or promise of payment**, will be disqualified.

- An individual who engaged in the “Sale” of **Hard or Soft Drugs** at age 21 or above will be subject to a **Lifetime Disqualification**.
- An individual who engaged in the “Sale” of **Hard Drugs** while both under the age of 21 and during the **120 months prior to application**, will be disqualified.
- An individual who engaged in the “Sale” of **Soft Drugs** while both under the age of 21 and during the **60 months prior to application**, will be disqualified. Illegal drug sale includes being the **middleman, go between, or “doing a favor for a friend”** in a drug sale or purchase by **actively transferring the drugs, assets, or payment from one person to another** even if the “middleman” receives no benefit from the sale or purchase.

- The acquisition or acceptance **into a purchaser’s possession** of Hard Drugs or Soft Drugs through a sale, barter or exchange; and **involving the use of the assets or money of only the purchaser**, shall be deemed “Purchase” and not “Sale.”
- **Employment in a State Regulated Marijuana Business:** For information regarding employment in a state regulated Marijuana business enterprise, please see the definition of [“Marijuana”](#) item #6 (above).

## **NO ILLEGAL MANUFACTURE OF HARD OR SOFT DRUGS**

### **AT AGE 21 OR OLDER – LIFETIME DISQUALIFICATION**

#### **WHILE UNDER AGE 21:**

- **Hard Drug Manufacture – 120 MONTH (10-Year) DISQUALIFICATION**
- **Soft Drug Manufacture – 60 MONTH (5-Year) DISQUALIFICATION**

Within the age limits and time periods specified: Any individual who **has ever illegally manufactured** (e.g. produced, prepared, processed, grown, packaged or re-packaged) **Hard or Soft Drugs, including any Marijuana or Medical Marijuana or products or edibles containing Marijuana** will be disqualified.

- An individual who engaged in the “Manufacture” of **Hard or Soft Drugs** at age 21 or above will be subject to a **Lifetime Disqualification**.
- An individual who engaged in the “Manufacture” of **Hard Drugs** while both under the age of 21 **and** during the **120 months prior to application**, will be disqualified.
- An individual who engaged in the “Manufacture” of **Soft Drugs** while both under the age of 21 **and** during the **60 months prior to application**, will be disqualified.
- **Employment in a State Regulated Marijuana Business:** For information regarding employment in a state regulated Marijuana business enterprise, please see the definition of [“Marijuana”](#) .

## **NO ILLEGAL DISTRIBUTION, SALE OR MANUFACTURE OF SYNTHETIC MARIJUANA or SALVIA DIVINORUM SINCE JULY 9, 2012**

- **AT AGE 21 OR OLDER – LIFETIME DISQUALIFICATION**
- **WHILE UNDER AGE 21 – 10 YEAR DISQUALIFICATION**

Within the age limits and time periods specified: Any individual who, **since July 9, 2012**, has ever provided, delivered, transferred, or transported, sold or manufactured, any quantity of synthetic marijuana (e.g. Spice, K2) or Salvia Divinorum (e.g. Diviner’s Sage or Seer’s Sage), to or for another person, will be disqualified. This includes being the **“middleman”** or **“go between”** in a drug transaction, by actively transferring the drug or payment from one person to another.

- An individual who engaged in the Distribution, Sale or Manufacture of **Synthetic Marijuana or Salvia Divinorum** at age 21 or above will be subject to a **Lifetime Disqualification**.
- An individual who engaged in the Distribution, Sale or Manufacture of **Synthetic Marijuana or Salvia Divinorum** while both under the age of 21 and during the 120 months prior to application, will be disqualified.

**NO ILLEGAL USE, PURCHASE, OR POSSESSION OF  
HARD DRUGS OR SOFT DRUGS**

**NO ILLEGAL DRUG USE, PURCHASE OR POSSESSION WHILE IN A  
PUBLIC SAFETY POSITION – 10 YEAR DISQUALIFICATION:**

Any individual who has ever illegally used, purchased or possessed soft drugs or hard drugs (on or off the job), during any period of time while an employee or volunteer in any law enforcement; peace officer; armed public safety; correctional officer; military police; firefighter; or medical first responder position, AND within the 120 months (10 years) prior to the date of application, will be disqualified.

**NO ILLEGAL USE, PURCHASE, POSSESSION OF HARD DRUGS – PAST 5  
YEARS:**

Any individual who has illegally **used, purchased, or possessed hard drugs** within the past 60 months (5 years) prior to application, will be disqualified.

**NO ILLEGAL USE, PURCHASE, POSSESSION OF SOFT DRUGS – PAST 3  
YEARS:**

Any individual who has illegally **used, purchased, or possessed any soft drug**, including any marijuana, products or edibles containing marijuana, medical marijuana or synthetic marijuana within the past 36 months (3 years), will be disqualified.

**Employment in State Regulated Marijuana Business:** For information regarding employment in a state regulated Marijuana business enterprise, please see the definition of "["Marijuana"](#)" Item #6 (above)

**NO ILLEGAL USE OF SCHEDULE II – IV PRESCRIPTION DRUGS NOT  
PRESCRIBED FOR YOU:**

Any individual who has **used someone else's schedule II-IV prescription drug** within the past 60 months (5 years), will be required to explain the details and circumstance of such use and, **MAY BE** disqualified. Any use for recreational or non-medical purposes will result in disqualification.

**NO ILLEGAL USE OF SCHEDULE V PRESCRIPTION DRUGS NOT  
PRESCRIBED FOR YOU:**

Any individual who has used someone else's schedule V prescription drug within the past 36 months (3 years), will be required to explain the details and circumstance of such use and, may be disqualified. Any use for recreational or non-medical purposes will result in disqualification.

**TRAFFIC AND DRIVING RELATED OFFENSES**  
**AUTOMATIC DISQUALIFIERS**

**NO CONVICTION FOR OPERATING A MOTOR VEHICLE WITHOUT INSURANCE WITHIN THE PAST 1 YEAR:**

Any individual who has been **convicted of** a traffic violation/infraction based on **operating a motor vehicle without insurance** within the **12 months (1 year)** prior to date of application will be disqualified.

**NO DRIVER'S LICENSE SUSPENSION WITHIN THE PAST 3 YEARS:**

Any individual who has had their **driver's license suspended**, based on moving traffic violations/infractions, **within the past 36 months (3 years)** prior to date of application will be disqualified.

**NO DUI or DWAI WITHIN THE PAST 5 YEARS:**

Any individual who has been **convicted of DUI** (Driving Under the Influence) or **DWAI** (Driving While Ability Impaired) **within the past 60 months (5 years)** prior to date of application, will be disqualified. This includes all like offenses applicable to any means of motorized transport, such as Boating Under the Influence.

**NO MORE THAN ONE DUI or DWAI IN YOUR LIFETIME:**

Any individual who **has been convicted of** either a DUI (Driving Under the Influence) and/or a DWAI (Driving While Ability Impaired) offense **two (2) or more times** will be disqualified. This includes all like offenses applicable to any means of motorized transport, such as Boating Under the Influence.

**NO MAJOR TRAFFIC VIOLATIONS/INFRACTIONS WITHIN THE PAST 5 YEARS:**

Any individual who has **been convicted of** any of the following major traffic violations or infractions, within the **past 60 months (5 years) prior to the date of application**, will be disqualified.

- Leaving the scene of an accident.
- Eluding or attempting to elude a peace officer.
- Engaging in a speed contest.
- Reckless driving.
- A driving infraction or offense that states the violation resulted in serious bodily injury or death



## APPLICATION AND EXAMINATION PROCESS

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 original appointment to the position of Fire Systems Technical Specialist (Web Developer) for the Denver Fire Department. The eligible register shall be composed of the names of applicants who have successfully completed and passed all phases of this examination and who are approved for placement on the respective eligible register by the Civil Service Commissioners.

**APPLICATION PERIOD:** The application period **will open** as indicated in the job posting.

**HOW TO APPLY:** Prospective applicants can apply for this position on our website at <http://www.denvergov.org/civilservice> . Applicants will be required to create a Workday Account in order to complete the required on-line application and a technical questionnaire.

**ELIGIBILITY:** All applicants will receive a notice determining their eligibility, and if qualified, further logistical information.

## EXAMINATION AND SCREENING PHASES

**PHASE 1:** Applicants must initially complete an on-line application and technical questionnaire. Qualified applicants will also be required to complete a behavioral questionnaire as part of their eligibility determination.

The determination of applicants' status as qualified or not qualified shall be made by the Civil Service Commission and the Denver Fire Department after all applicants' online technical questionnaire responses have been rated, but before any applicant's identity is known by any Commissioner. The online technical questionnaire responses are worth up to 25 points.

**Confidentiality Agreement:** The contents of the Civil Service Commission's online technical questionnaire are considered highly confidential and may not be divulged in any manner to anyone. Applicants who fill out the online technical questionnaire are required to sign a confidentiality agreement before the questionnaire can be submitted. Additionally, applicants who are processed will be subject to questions during the polygraph regarding maintenance of the confidentiality agreement.

**“Not Qualified” Rating on Online Technical Questionnaire:** Applicants who receive a “Not Qualified” status on the online technical questionnaire will be required to wait until the next Fire Systems Technical Specialist (Web Developer) application period to re-apply, unless otherwise provided by Commission Rule

**“Qualified” Rating on Online Technical Questionnaire:** Applicants who receive a “Qualified” status on the online technical questionnaire will be scheduled for a Fire Department Interview.

**PHASE II: Fire Department Interview:** Applicants who receive a “Qualified” rating on the online technical questionnaire will be notified of the specific date, time, and location of their Fire Department Interview. An applicant may opt to use Skype or other electronic means for the interview at the Commission's discretion. Applicant's will be responsible for providing their own equipment and internet connection.

Interview questions will be based on three (3) dimensions of the Fire Systems Technical Specialist (Web Developer) job: Stress Management, Interpersonal Communication, and Situational Judgment. Responses to the Stress Management, Interpersonal Communication, and Situational Judgment questions will be equally weighted and rated on a scale of 0 (Demonstrates No Competence) to 5 (Demonstrated Complete Competence) for a total up to seventy-five (75) points possible. Criteria for each possible rating and question will be pre-determined by a team comprised of Denver Fire Department subject matter experts and Civil Service Commission staff.

**Ranking – Final Examination Score - Examination List:** Qualified applicants who successfully complete the Fire Department Interview process will be **ranked** based on their online technical questionnaire score and Fire Department Interview ratings, plus any Military Veteran Preference Points, as applicable. The **Final Examination Score** is the score used to rank applicants on an examination list for selection for additional testing and screening. Ties shall be broken randomly.

**Military Veteran Preference Points:** Military Veteran Preference points shall be awarded in accordance with Article 12, Section 15 of the Constitution of the State of Colorado. A total of either five (5) or ten (10) Veteran Preference points (no more than a total of ten points) shall be added to the converted Written Test Score and converted Oral Test Score of any applicant who qualifies. Further details regarding the awarding of Veteran Preference points are provided in the *Fire Systems Technical Specialist (Web Developer) Examination Informational Booklet*.

**The following steps are required only if applicants are selected for additional screening:**

When selecting individuals for additional screening, the Commission will consider an applicant's ranking and the anticipated personnel needs of the Department of Safety.

#### ***Before Conditional Job Offer***

#### **PHASE III: Completion of Background History Form.**

Applicants selected for further screening/processing are required to complete a background history form detailing, but not limited to, motor vehicle record; drug use; alcohol use; legal information; references and financial information. The information provided must be complete and honest. Omissions or falsification of information may be grounds for disqualification.

#### **PHASE IV: Polygraph**

All applicants shall take a polygraph examination. The polygraph is used in review of an applicant's qualifications and suitability.

#### **PHASE V: Written Suitability Assessment and Oral Suitability Interview**

This phase consists of a battery of non-medical written tests specifically designed to assess behavior and character traits to determine if an individual is suitable or unsuitable for employment as a Fire Systems Technical Specialist (Web Developer) for the Denver Fire Department. A Commission designated licensed psychologist will then utilize the assessment as one tool in their review to determine if an applicant is rated as "suitable" or "unsuitable" to continue in the screening process. The report on any individual deemed "unsuitable" by the psychologist, will be submitted to the Civil Service Commissioners for additional review. Upon the Commissioners' review of the report, it will be determined whether or an applicant moves forward in the process. An applicant who is not moved forward by the Commissioners, will be removed from further processing and prohibited from reapplying to either Denver Fire Department or Denver Police Department for a period of (1) year from date of notification.

**“No Show” Policy for Polygraph and Oral Suitability Interview Appointments:** Applicants unable to attend their scheduled appointment are required to cancel their appointment by contacting the Commission and the provider at least 24 hours in advance. Applicants who are a “no-call/no-show” for their appointment will be assessed a **fee of up to \$200.00**. The applicant will also be prohibited from further processing and/or re-applying until this assessed fee is paid.

#### **PHASE VI: Background Investigation**

Applicants shall be investigated as to character, conduct, driving record, employment, criminal history, and references. The background investigator will also use the results of the polygraph exam and the suitability assessment when conducting the background investigation. The results of the background investigation will be reviewed by the Civil Service Commission and are considered confidential.

#### **PHASE VII: Commission Deliberative Review**

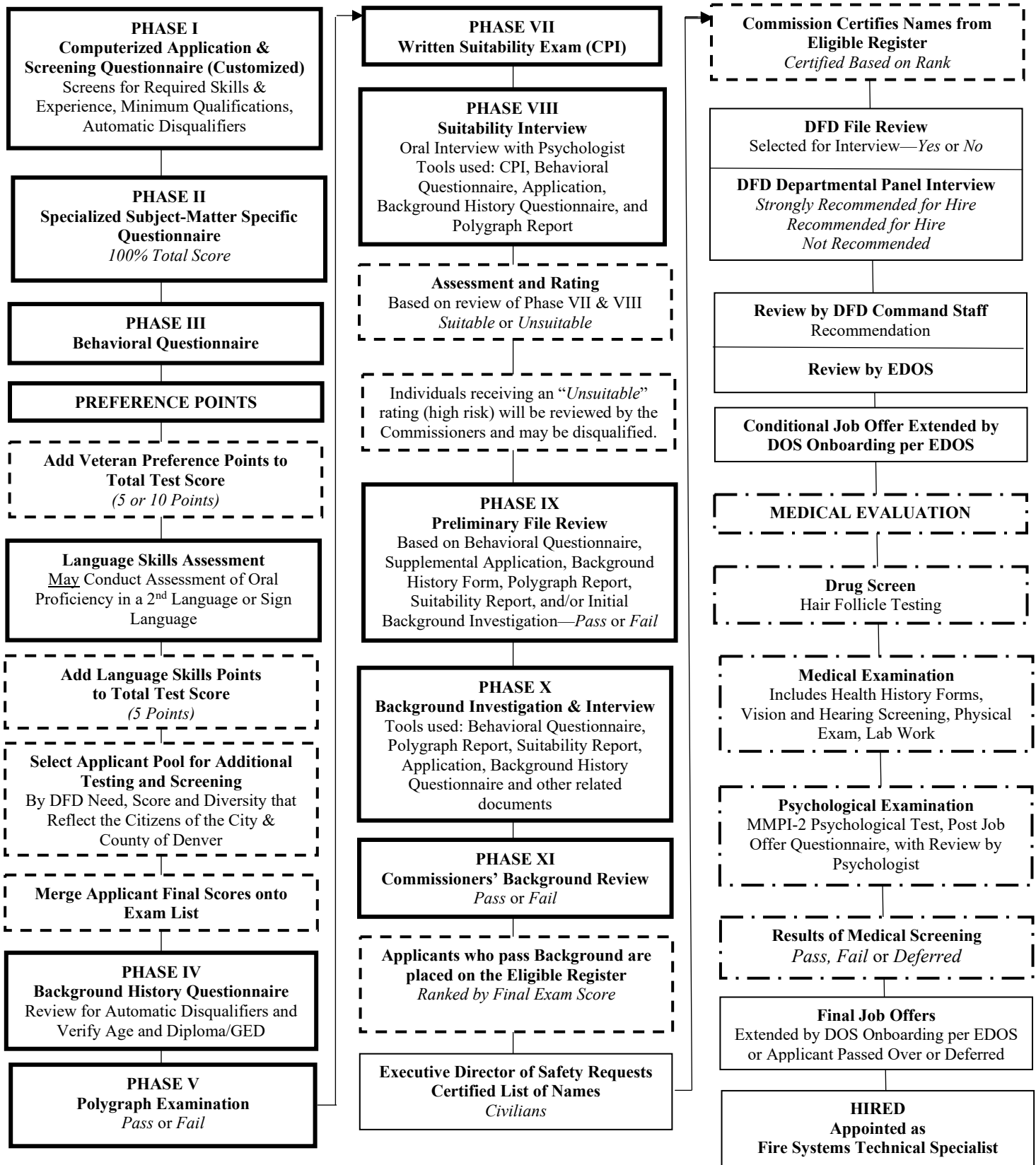
The results of the background investigation, polygraph and suitability assessment, along with information contained in the applicant’s file related to qualifications and suitability will be reviewed, by the Commissioners. An applicant must meet the minimum standards related to qualification and suitability to the satisfaction of a majority of the Commission, to be approved for placement on the eligible register.

**THE ORDER OF TEST PHASES:** The Commission reserves the right to change the order of test phases as required. Applicants who fail to show for further testing when notified in writing may be disqualified. Failing any portion of the examination shall disqualify the applicant from any further participation in the examination process until the next registration period for testing unless otherwise allowed by Commission rule.

If an applicant anticipates the need to **miss** any scheduled test or appointment, an alternate schedule must be requested **in writing** from the Civil Service Commission. All requests will be evaluated on a case-by-case basis. Rescheduling will occur only if an available time slot exists. If no alternate time exists, and the applicant cannot attend the originally scheduled time, the applicant will be disqualified from further testing.

Applicants who **fail** to show for further phases when notified in writing may be assessed a fee, stricken from the examination list and disqualified from further phases. **Failure to appear on time** for any part of the examination as set forth herein or for any other scheduled appointment may also result in a fee being assessed and potential disqualification from further testing.

**DENVER CIVIL SERVICE COMMISSION**  
**FIRE SYSTEMS TECHNICAL SPECIALIST EXAMINATION PROCESS\***  
 (REV. APRIL 2020)



\*The Order of Administration of testing and screening components may be modified.  
 DFD FSTS Flow Chart Update April 2020

## **ELIGIBLE REGISTER**

An Eligible Register for original appointment shall be established and maintained to accommodate anticipated personnel needs of the Department of Safety. An eligible register shall contain a rank order listing of the names of approved applicants from the corresponding examination list. Applicants who pass all above mentioned Commission test phases may be placed on an eligible register for original appointment for possible certification to the Executive Director of Safety.

## **CERTIFICATION**

When a requisition to hire for a Fire Systems Technical Specialist (Web Developer) has been received from the Executive Director of Safety, the Commission shall certify to the Manager of Safety a list of names equal to the number to be appointed plus as many names from the respective Eligible Register in rank order as the Commission deems necessary. From the certification list received, the Executive Director of Safety shall select those applicants, in consideration of an appointment, who are to receive a conditional offer of employment.

## **CONDITIONAL OFFER OF EMPLOYMENT**

The Executive Director of Safety retains the authority to extend a conditional offer of employment or to rescind a conditional offer based on the provisions of the City and County of Denver Charter, the Denver Civil Service Commission Rules, and other relevant legal authority (including the Americans with Disabilities Act).

**A conditional offer of employment may be revoked** if an applicant is unable to perform the essential functions of the job (with or without reasonable accommodation); poses a direct threat to the health and safety of themselves or others; is unable to comply with the post-conditional offer appointment schedule; or is unable to begin work with the Denver Fire Department when scheduled. The conditional offer may also be revoked should an applicant have his/her name removed from the Eligible Register or be determined that he/she does not meet the qualifications for original appointment.

Applicants receiving a conditional offer of employment from the Executive Director of Safety are subject to the following:

**MEDICAL EVALUATION:** Applicants shall be required to successfully undergo a medical evaluation at the City's expense. The medical evaluation includes, but is not limited to, a medical examination, a psychological test, a post-job offer questionnaire, a psychological evaluation, and a drug screen. In order to be hired, each applicant must be able to perform the essential functions of the job (with or without reasonable accommodation, as appropriate). Further, the applicant shall not pose a direct threat to the health and safety of themselves or others, as determined by a medical evaluation conducted by the approved medical examiner and psychologist, consistent with the Americans with Disabilities Act. Applicants shall be provided individual consideration in the assessment of any disability-related physical or mental limitations and the ability to provide reasonable accommodation for those limitations.

**DRUG SCREEN:** As part of the drug screen, drug use will be evaluated first against the Minimum Qualifications, and as appropriate on a case-by-case basis and may be grounds for disqualification. If the drug screen (hair follicle analysis) shows the use of a controlled substance, that fact may be cause for disqualification. Where use of a prescription drug is detected, applicants

may be required to offer proof that the drug has been prescribed by a physician for the applicant. If the applicant is unable to provide such proof, employment may be denied. Employment may also be denied where future or continued use of a prescribed drug poses a threat to safety or would impair job performance. The question of future or continued use of a prescribed drug shall be referred to the medical examiner for an evaluation and recommendation under the Civil Service rules and other applicable legal authority.

## **FINAL JOB OFFER**

Contingent on the number of available positions, final job offers will be made to qualified applicants who have successfully completed all conditional offer testing/screening and who are able to perform the essential functions of the job (with or without reasonable accommodation) and who don't otherwise pose a direct threat to the health and safety of themselves or others.

## **MILITARY SERVICE and VETERAN PREFERENCE POINTS**

**Every applicant for original appointment who is a Veteran**, regardless of eligibility for Veteran preference points, **is required to submit a copy of his/her DD214 (Member-4 or Service-2 copy)**, as part of the background investigation, for verification of the nature and character of military service.

To be considered for an award of Veteran preference points, **please provide the copy of your DD-214 (Member-4 or Service-2 copy) to the Commission at the time of the Written Test**. If you are unable to provide proof at that time, the Commission will add Veteran preference points to an eligible applicant's Converted Written Test Score and Converted Oral Test Score **upon receipt of proof of eligibility**. Preference points shall be awarded only when proof is provided. An applicant currently serving on active duty is not a Veteran, unless he/she has previously separated from the Armed Forces of the United States.

As provided by the Constitution of the State of Colorado, Article 12, Section 15, Veteran preference points shall be awarded to each applicant who has served, other than for training purposes, in any branch of the Armed Forces of the United States, who is separated under honorable conditions, and who has met the requirements of service or disability. Veteran preference points shall also be awarded to a **surviving spouse** of any such Veteran. [See below for more specific information on preference points.]

A total of either five (5) or ten (10) Veteran preference points (no more than a total of ten points) shall be added to the Converted Written Test Score and Converted Oral Test Score of any applicant who qualifies. A pertinent summary of those who may be eligible for Veteran preference points is provided below:

- 1) **Five (5) preference points** may be awarded to:
  - A. Any Veteran with an honorable or Web Developer discharge who served on active duty (other than for training purposes) in the Army, Navy, Air Force, Marine Corps, or Coast Guard during the following **periods of undeclared war or armed hostilities**:
    - a. For more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976;

- b. During the Gulf War period beginning August 2, 1990, and ending January 2, 1992; or
  - c. For more than 180 consecutive days, any part of which occurred during the period beginning September 11, 2001 and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom.
- B. Any Veteran with an honorable or Web Developer discharge who served on active duty (other than for training purposes) in the Army, Navy, Air Force, Marine Corps, or Coast Guard in any campaign or expedition for which a **campaign or expeditionary medal has been authorized**, such as El Salvador, Lebanon, Granada, Panama, Southwest Asia, Somalia, Haiti, Afghanistan and Iraq. (See the following for examples of medals that do and do not qualify.)

Examples of Campaign and Expeditionary Medals that **Qualify** for Veteran Preference:

Armed Forces <u>Expeditionary</u> Medal	Vietnam Service Medal
Navy Expeditionary Medal	Kuwait Liberation Medal
Marine Corps Medal for various operations	Global War on Terrorism <u>Expeditionary</u> Medal
Southwest Asia Service Medal	Kosovo Campaign Medal

Examples of Non-combat Medals that **Do Not Qualify** for Veteran Preference:

The Medal of Merit	The Armed Forces <u>Service</u> Medal
The Medal of Freedom	The Global War on Terrorism <u>Service</u> Medal
The Antarctica Service Medal	The Armed Forces Reserve Medal
The National Defense Service Medal	

- C. The **surviving spouse** of any Veteran who was or would have been entitled to Veteran preference points under paragraph 1(A) or 1(B) above or, of any person who died during such service or as a result of service connected cause while on active duty in any such branch, other than for training purposes.

For a surviving spouse to receive Veteran preference points, the surviving spouse must submit to the Commission a letter from the Veterans Administration verifying the marital relationship and documentary proof to establish that 1) the deceased Veteran would have qualified under paragraph 1(A) or 1(B) above, or 2) the deceased Veteran died either during such service or as a result of service connected cause while on active duty in any such branch, other than for training purposes.

2. **Ten (10) preference points** may be awarded to (certain disabled Veterans):

- A. Any Veteran with an honorable or Web Developer discharge who served on active duty (other than for training purposes) in the Army, Navy, Air Force, Marine Corps, or Coast Guard, as provided in paragraph 1(A) or 1(B) above, **AND**
- B. Who, because of disability incurred in the line of duty (service connected disability), is receiving monetary disability compensation or disability retirement benefits by

reason of public laws administered by the Department of Defense or the Veterans Administration.

A letter from the Veterans Administration, dated within the prior six (6) months, stating that the applicant is receiving monetary compensation or disability retirement benefits because of a 10% or greater disability incurred in the line of duty shall constitute proof of a service-connected disability.

## **ESSENTIAL FUNCTIONS OF A FIRE SYSTEMS TECHNICAL SPECIALIST (WEB DEVELOPER)**

Maintain existing applications the Department uses currently.

Develop new applications as needed by the Department.

Facilitate integration between Department applications as necessary.

Serve as a technical liaison between the Department, other City Agencies and Vendors of applications used by the Department.

Seek ways Department functions can be enhanced by or streamlined via new applications.

Work with Department members to ensure applications are meeting their needs.

Make recommendations on potential software application purchases by the Department.

Maintain working relationships with other City Agencies to ensure Department applications conform to City standards

Assist other Fire Systems Technical Specialists in their duties from time to time.

Perform other Department tasks as assigned

## **ESSENTIAL PHYSICAL FUNCTIONS**

Standing: remaining on one's feet in an upright position.

Lifting: raising or lowering an object from one level to another weighing more than 50 pounds.

Carrying: transporting an object, usually by hand, arm or shoulder.

Climbing: ascending or descending objects usually with hands/feet.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Fingering: picking, pinching or otherwise working with fingers.



Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

## **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge HTML5.

Knowledge CSS3 and CSS scripting.

Knowledge of JavaScript.

Knowledge of SQL.

Knowledge of a web scripting language such as PHP, ASP, or CFML.

Knowledge of CFML basics.

Knowledge of grammar, spelling and punctuation sufficient to be able to communicate and present factual information relative to the work assignment.

Skill in implementing safety rules on a day-to-day basis.

Skill in the use of computers for data entry and retrieval.

Skill in organizing and maintaining departmental records and reports.

Ability to perform neat and accurate workmanship.

Ability to work as a member of a team.

Ability to work independently.

Ability to type at a functional level.

Ability to keep accurate records of work performed and time spent on each job.

Ability to clean work area when necessary.

Ability to recognize unsafe conditions and take proper steps to correct dangerous situations.

Ability to follow written instructions.

Ability to follow oral instructions.

## **DENVER CIVIL SERVICE COMMISSION**

### **STREET ADDRESS:**

**DENVER POST BUILDING – 7<sup>TH</sup> Floor  
101 W. Colfax Ave  
Denver, CO 80202  
Phone: 720-913-3371  
Fax: 720-913-3373**

### **MAILING ADDRESS:**

**WELLINGTON WEBB BUILDING  
DEPT. 1208  
201 W. COLFAX AVE  
DENVER, CO 80202**

**<http://www.denvergov.org/civilservice>**

### **SECURITY SCREENING**

All visitors to the Denver Post Building are subject to security screening.

### **BUS AND LIGHT RAIL SERVICE**

Easy access by Bus and Light Rail service is available. (2 Blocks from Civic Center)

For information on routes and schedules **contact RTD.**

- RTD's local Denver number: **303-299-6000.**
- Outside the 303 area code call RTD toll free at **1-800-366-7433.**
- Contact RTD on the web at: **<http://www.RTD-Denver.com>**

### **PUBLIC PARKING**

Parking is available in a variety of public lots and garages in the downtown area. Parking fees vary but are typically between \$5.00 and \$20.00.

Free parking is not available in the downtown area.