

<b>SPECIAL CIVIL SERVICE COMMISSION MEETING</b>		
<b>AGENDA</b>		
<b>11:30 AM</b>	<b>FEBRUARY 28, 2023</b>	<b>Aurora Room and TEAMS</b> (Email <a href="mailto:civilservice@auroragov.org">civilservice@auroragov.org</a> for link)
<b>1) 11:30 AM CALL TO ORDER OF SPECIAL MEETING</b>		
<b>A. Adoption of Agenda as Written</b>		
<b>2) ITEMS FOR DISCUSSION and POSSIBLE VOTE</b>		
<b>A.</b> Proposal Regarding the Fire Entry-Level Testing Process	Charlie Richardson, Local 1290 Legal Representative	
<b>B.</b> Clarification of One Year Waiting Period	Commission	
<b>3) PUBLIC COMMENT</b>		
<b>4) ADJOURNMENT</b>		

# Local 1290 Fire Entry-Level Testing Process Proposal

(Updated 2/21/23)

1) Candidates are recruited by AFR. Mentors assigned to each candidate.

2) Candidates fill out job interest cards which are entered into Applicant Tracking System (ATS).

3) CSC publishes online job announcement with dates for receipt of application.

4) Candidates complete application online.

5) CSC screens applications to ensure minimum qualifications are met.

6) Candidates complete written test.

7) CSC applies preference points and establishes preliminary ranking.

8) Candidate completes Personal History Statement.

9) Job Suitability Report with deficits provided by external vendor to CSC background investigators.

10) Background Investigation conducted by CSC Investigators with deficits noted.

11) File review to determine if candidate should proceed under "Whole Person" analysis (includes Fire rep w/ CSC).

12) HR receives all files and administers Oral Interview w/ 3 AFR reps and 3 CSC reps to decide who receives Conditional Job Offers. Tie vote means applicant passes.

13) Conditional Job Offers made to passing applicants from step #12 to fill Academy. Alternates identified and fill Academy spots if any passing applicants decline the job offer.

14) Psychological Evaluation provided by external vendor to HR.

15) Medical examination provided by external vendor to HR.

16) Substance Abuse screening provided by external vendor to HR.

17) CPAT Physical Fitness Test certification provided by applicant to HR from external vendor of CPAT testing.

18) Final Job Offer made. Applicants enter Academy.

LEGEND: **AFR RESPONSIBILITY** **CANDIDATE RESPONSIBILITY** **CSC RESPONSIBILITY**  
**EXTERNAL VENDOR (CITY PROCUREMENT PROCESS OVERSEEN BY HR)** **HR RESPONSIBILITY**

## CLARIFICATION OF ONE YEAR WAITING PERIOD 02-28-23

SECTION III. 22. BACKGROUND INVESTIGATION. The Commission may conduct background investigations on all applicants. Applicants will not be granted interviews or furnished feedback information pertaining to their backgrounds. Records of the investigation will not be released to applicants pursuant to C.R.S. 24-72-204 (2)(a)(I) except upon advice from the City Attorney. Applicants wishing to withdraw from the testing process may do so prior to the initial background interview without prejudice. **Applicants who withdraw after the initial background investigation interview will be subject to the 12-month disqualification period.**

SECTION II. 4. GENERAL. Applicants for original appointment (in reference to both Entry-Level and Cadet appointments) to Civil Service positions of the Fire or Police department shall be subject to qualification and examination procedures stated in the following paragraphs. The Commission is the sole judge of qualifications of applicants for original appointment. All applicants who possess the minimum qualifications established by the Commission will be allowed to participate in the examination process. Should the Commission determine that an applicant is not suitable for employment, the applicant will be denied the opportunity for examination and informed of the reason for the disqualification. If the applicant has previously applied for any Aurora Civil Service position (fire and/or police) and was disqualified for failing the Substance Abuse Screening, Job Suitability Assessment or Background Investigation, the applicant will be denied further consideration for any public safety position for a 24-month period, as determined by the Commission. **Applicants disqualified twice because of Background Investigations shall be prohibited from applying again for a period of 10 years.**