CIVIL SERVICE COMMISSION MEETING AGENDA

1:00 PM JANUARY 14, 2020 Fitzsimons Room

1) 1:00 PM CALL TO ORDER OF REGULAR MEETING
   A. Introductions
   B. Adoption of Agenda
   C. Approval of Minutes for December 10, 2019

2) AGENDA ITEMS FOR VOTE
   A. None

3) AGENDA ITEMS FOR DISCUSSION
   A. Summary of December Presentation to the Public Safety Committee
      Cain/Dearman

4) REPORTS
   A. COMMISSIONER REPORTS
      - Fire Engineer Written
      - Commissioner Gorin Report
   B. STAFF REPORTS
      - January/February Calendar-Haines
   C. LEGAL COUNSEL REPORTS

5) COMMENTS
   A. FIRE DEPARTMENT
      1. Chief or Designee
      2. Union Designee
   B. POLICE DEPARTMENT
      1. Chief or Designee
      2. Association Designee
         - APA
         - FOP
   C. CITY MANAGER DEPARTMENT
   D. PUBLIC COMMENT – Limited to 3 minutes, no discussion

6) ADJOURNMENT
Slide 1

Slide 2
Citizen Member Board
- Established by Section 3-17 of City Charter
- Chair – Pam Turner
- Vice Chair – Bob Christoffersen
- Commissioner Mike Gorin
- Commissioner Tim Ehgotz
- Commissioner Jim Weeks
- 4 Staff Members
- 12 Contract Background Investigators

Slide 3
Charter Requirements
- Administer an objective and impartial Fire and Police hiring process
- Administer the Fire and Police promotional process
- Disciplinary hearings for Fire and Police

Merit System Principles
- Advance qualified applicants to Academies after fair and open competition
- Treat applicants fairly and equitably
- Maintain high standards of integrity and concern for the public interest
- Protect all applicants from nepotism and favoritism
- Adhere to the highest ethical standards of conduct on behalf of Aurora residents

Fire and Police Hiring Process
- Applications accepted on-line through Neogov (governmentjobs.com) database
- Applicants meeting minimum qualifications invited to Ergometrics Video-Based Examination
  - Police applicants must first pass a PFTA test and attend a "So, you want to be a cop?" seminar
  - Fire applicants must have a valid PFTA by academy start date.
- Top applicants invited to further testing including Job Suitability Interview, Polygraph Examination and complete Background Investigation
Entry-Level Hiring Process Continued

- Applicants passing these steps invited to post-offer psychological assessment, medical exam and substance abuse screening
- Successful applicants begin 13-week Fire Academy or 28-week Police Academy

Promotional Process

- Civil Service ranks:
  - CIVIL SERVICE FIRE RANKS
    - CAPTAIN
    - LIEUTENANT
    - ENGINEER-DRIVER
    - RESCUE TECHNICIAN
  - CIVIL SERVICE POLICE RANKS
    - CAPTAIN
    - LIEUTENANT
    - SERGEANT
    - INVESTIGATOR TECHNICIAN
    - AGENT

- Ranks appointed by Chief:
  - FIRE RANKS BY CHIEF
    - CHIEF
    - DEPUTY CHIEF
  - POLICE RANKS BY CHIEF
    - CHIEF
    - DEPUTY CHIEF
  - BATTALION CHIEF
  - COMMANDER

Promotional Process cont’d

- Eligible candidates must meet service and education requirements
- Candidates take custom-made written examination first
- Remaining candidates then complete a multi-exercise assessment center
- Performance evaluations, education, training and work history evaluated
- Charter rule of one – “All promotions shall be made by appointing the first person on the eligibility list” 3-16 (6)
Slide 10

Appeals of Discipline

- City Charter provides the right for Civil Service members to appeal a disciplinary action, other than reprimand, to the Civil Service Commission.
- Commission conducts multi-day hearings where the member's representation and City Attorney's Office present evidence.
- Commission decision is based solely on the evidence presented in the hearing.

Slide 11

Summary of Entry-Level Fire Applications

<table>
<thead>
<tr>
<th>Year</th>
<th>Apps Rec'd</th>
<th>Tested</th>
<th>Certified</th>
<th>Offered Job</th>
</tr>
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<tr>
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<td>418</td>
<td>341</td>
<td>35</td>
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<tr>
<td>2018</td>
<td>1243</td>
<td>670</td>
<td>497</td>
<td>72</td>
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</tbody>
</table>

- Entry-Level Fire Applications Increasing
- Overall Diversity of Entry-Level Fire Apps is 37% (Race & Gender)
- Overall Diversity of Entry-Level Fire Applicants Offered Job is 33%

Slide 12

Summary of Entry-Level Police Applications

<table>
<thead>
<tr>
<th>Year</th>
<th>Apps Rec'd</th>
<th>Tested</th>
<th>Certified</th>
<th>Offered Job</th>
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</thead>
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<tr>
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<td>1309</td>
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<td>286</td>
<td>34</td>
</tr>
</tbody>
</table>

- Increasing Administrations of Entry-Level Police Testing To Address Staffing Mandate
- Overall Diversity of Entry-Level Police Apps is 50% (Race & Gender)
- Overall Diversity of Entry-Level Police Applicants Offered Job is 41%
Policy Changes By Commission

- Sept, 2019 – CSC approved inviting a representative from Police and Fire to participate in Final Review hiring decision
- July, 2019 – Revised Citizenship Rule to allow applicants with a legal right to work in the US (green card) to apply
- Mid-2019 – Hired additional contract Background Investigators to speed background screening process

Dec, 2018 – Approved receiving Police entry-level applications “year-round”
- Dec, 2018 – Contracted with National Testing Network to accept Frontline Exam scores from out-of-state applicants to reduce their number of trips and expand the potential applicant pool
- Aug, 2016 – Adjusted entry-level qualifications relating to drug usage including lowering marijuana use standard from any use within past 3 years to 1 year.

Charter mandate to administer the separate Civil Service System
- Entry Level Fire applications remain strong and increasing Entry Level Police testing administrations to maximize staffing
- Diversity of applicants offered positions is 33%-41%. Prior to DOJ changes in entry-level process in 2010-13, this was 20%
- Commission has made policy changes to address Police entry-level staffing challenges
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