

DENVER CIVIL SERVICE COMMISSION

Function: The Commission's duties, powers and responsibilities include establishing, fostering and maintaining a merit personnel system providing for the selection and appointment by the Manager of Safety of those determined to be the best qualified entry-level applicants and promotional candidates to the Classified Service of the Denver Fire and Police Departments. The Commission is also responsible for establishing and administering a disciplinary and disqualification review process for members of the Classified Service.

Commissioners: Five (5) appointed to serve a two (2) year term and may be reappointed.

City Council Appointee: Neal G. Berlin; current term expires 12/31/2012

City Council Appointee: Anna Flores; current term expires 12/31/2011

Mayoral Appointee: Cecilia E. Mascarenas; current term expires 12/31/2012

Mayoral Appointee: Hillary Potter; current term expires 12/31/2011

Joint Appointee: Matthew Spengler; current term expires 12/31/2012

Two (2) members of the Commission shall be appointed by the Mayor, Two (2) members of the Commission shall be appointed by City Council, and One (1) member of the Commission shall be nominated by the Mayor and appointed by ordinance or resolution of the Council.

Qualifications: The Commissioners shall be citizens of the United States.

Composition: In making appointments to the Commission, the Mayor and City Council shall consider the diversity of the citizens of the City and County of Denver.

Compensation: Compensation: \$100.00 per meeting (not to exceed \$100.00/day) and expenses

Commission Meetings: Monthly on the first and third Fridays at 9:30 a.m. at the Wellington Webb Municipal Building, 201 W. Colfax Avenue, Denver, CO 80202

Commission Executive Director: Earl Peterson

Civil Service Commission Rules: Can be located on our website at www.denvergov.org/civilservice

Authorization: City & County of Denver Charter §9.3.1, §9.3.2 and §9.3.3.

MISSION STATEMENT

The Commission will adhere to the City Charter, the City's Code of Ethics, and we will endeavor to certify the best qualified candidates for employment and promotion that represent the diversity of the community we serve. This will enable the Commission to not only meet but exceed our responsibilities to the Mayor, City Council, Denver Police and Fire Departments, respective unions, employee organizations and the Citizens of Denver.

The Denver Civil Service Commission through its appointed Commissioners, Executive Director and respected staff do hereby affirm our Mission Statement.

EXECUTIVE SUMMARY

The City Charter established the Denver Civil Service Commission in 1904. The Commission is one of the oldest merit systems in the nation and is modeled after the Pendleton Act of 1883, which created the U.S. Civil Service Commission now known as the U. S. Office of Personnel Management.

The duties, powers and responsibilities of the Commission include establishing, fostering and maintaining a merit personnel system for the Classified Service of the Denver Police and Fire Departments. Through this merit process, a listing of eligible applicants determined to be the best qualified, is provided to the Manager of Safety for selection and appointment to the Classified Service.

By Charter and Rule, the Commission has a duty to maintain a merit system that provides for equality, diversity and integrity in the examination process. The Commission evaluates components used in the examination process on a regular basis and determines how these components should be graded and weighted in order to identify the best-qualified applicants and candidates for placement on eligible registers. The Commission's ongoing review of test material, selection methods and policies and procedures ensures an effective, efficient and fair process for entry-level and promotional testing. The Commission is committed to testing and selection processes that are fair, content valid, reliable and job related. The Commission adheres to all applicable Federal, State and local laws and adheres to the Uniform Guidelines on Employee Selection Procedures as established by the Equal Employment Opportunity Commission (EEOC).

The Commission is also committed to Equal Employment Opportunity and non-discrimination. The Commission's consideration and examination of all applicants for employment with the Commission and all applicants and candidates for appointment and promotion in the Classified Service, shall be made without regard to race, color, religion or creed, sex, sexual orientation, age, national origin or ancestry, political affiliation, or disability for individual's otherwise qualified to perform the essential functions of the position with or without reasonable accommodation.

BUDGET

For 2011, the Commission was budgeted \$1,437,300.00. The budget includes costs for a full-time staff of 9 employees, 18 on-call background investigators and payment to hearing officers to conduct disciplinary appeal hearings. The budget also includes payment for entry-level and promotional test development and applicant processing.

This past year, the Commission was involved in the development and administration of the following examinations: Police Sergeant, Police Captain, Fire Lieutenant, Fire Mechanic, and Fire Systems Technical Specialist. In addition the Commission processed Fire applicants and Denver Police Reserve applicants. In December, 2011, the Commission will administer a computer based written test on behalf of the Department of Safety for individuals interested in the Denver Public Safety Cadet program.

Year-End 2010, the Civil Service Commission returned \$94,530 of the planned operating budget back to the general fund due to reductions in academy needs for Police and Fire as well as reduced operational expenditures. These savings represented 7.25% of the overall Commission budget for 2010. Year-End savings for 2011 will be determined in December, 2011. For 2012, the Commission is budgeted \$1,536,600.00.

CIVIL SERVICE COMMISSIONERS

Cecilia E. Mascarenas, President

Cecilia E. Mascarenas was reappointed to the Commission in December 2010. Commissioner Mascarenas holds a Bachelor of Arts degree in Sociology from Goshen College in Indiana and an Associate of Arts Degree in Elementary Education from Hesston College in Kansas. She enjoyed a 30-year career as a Probation Officer and Probation Administrator for the Denver Juvenile Court. She is a former Governor appointee to the Colorado Board of Parole and a former Mayoral appointee to the Public Safety Review Commission. President Mascarenas has served on community, state and national Boards and Commissions. She served on the Mayor's Public Safety Infrastructure Taskforce Committee. She served as Interim Deputy Manager of the Family and Children's Division at the Denver Department of Human Services, appointed by the Colorado Department of Public Safety to the Regional Community Policing Institute, and was appointed by the Governor to the Justice Assistance Grant Board and the Community Corrections Advisory Council in 2007. As a Mayoral appointee, her term expires December 31, 2012.



Neal G. Berlin, Vice President

Neal G. Berlin was reappointed to the Commission in December 2010. For over 35 years he served local governments as a city manager; including Ann Arbor, Michigan; Arvada, Colorado; Iowa City, Iowa and Hanover, New Hampshire. Major responsibilities included oversight of Police and Fire operations and personnel administration. His primary professional interests are organizational change, responsiveness to citizens, effective and prudent financial management and consensus building. Commissioner Berlin served in the U.S. Army. Commissioner Berlin received a Master in Public Administration degree from the University of Michigan and his Bachelor of Arts degree in Political

Science from Illinois Wesleyan University. He has undertaken additional academic work at the John F. Kennedy School of Government at Harvard University, American University, the University of Colorado and the University of Denver. Commissioner Berlin works to improve the lives of persons who are challenged with developmental disabilities. He is a member of the Board of Directors and finance and personnel committee of the Developmental Disabilities Resource Center in Lakewood that provides services to persons with developmental disabilities in four counties. He is also president of the Windsong at Pinecrest homeowners association. As a City Council appointee, his term expires December 31, 2012.

CIVIL SERVICE COMMISSIONERS

Anna Flores, Commissioner

Anna Flores was reappointed to the Commission in January 2010. Commissioner Flores is a life long Denver resident. She attended Fairview Elementary School, Lake Jr. High, West High School, and Metropolitan State College with a double major in Political Science and Spanish. Former Mayor Frederico Pena appointed her as the Director for the Denver Commission on Aging from 1983 to 1989. Commissioner Flores previously narrated for the Colorado Talking Library for the Blind. She is an author and writes mysteries. She has currently written four books. As a City Council appointee, her term expires December 31, 2011.



Hillary Potter Ph.D., Commissioner

Hillary Potter was appointed to the Commission in January 2009. Dr. Potter is an Assistant Professor of Sociology at the University of Colorado at Boulder, where she teaches criminology courses and her research focuses on the intersections of race, gender, and class issues as they relate to crime and violence.

Dr. Potter, a resident of the Capitol Hill neighborhood, was born and raised in Denver and attended Barrett and Stephen Knight Elementary Schools, Kunsmiller Junior High School, Gove Middle School, and South High School.

Dr. Potter holds a B.A. and a Ph.D. in sociology from the University of Colorado at Boulder and an M.A. in criminal justice from the John Jay College of Criminal Justice, City University of New York. Dr. Potter is the author of *Battle Cries: Black Women and Intimate Partner Abuse* (New York University Press, 2008) and the editor of *Racing the Storm; Racial Implications and Lessons Learned from Hurricane Katrina* (Lexington Books, 2007). As a Mayoral appointee, her term expires December 31, 2011.

CIVIL SERVICE COMMISSIONERS



Matthew Spengler, Commissioner

Matthew Spengler holds a Masters in Public Administration from the University of Colorado-Denver, and a J.D. from George Mason University School of Law. Currently, Mr. Spengler practices law at Hale Westfall, LLP. Prior to joining Hale Westfall, Mr. Spengler was a law clerk for Justice Gregory Hobbs on the Colorado Supreme Court and Judge Susan G. Braden on the United States Court of Federal Claims.

Mr. Spengler worked as Government Relations Manager for the International Association of Fire Chiefs. Mr. Spengler also served as a Presidential Management Fellow at the United States Mint.

As a joint appointee, his term expires December 31, 2012

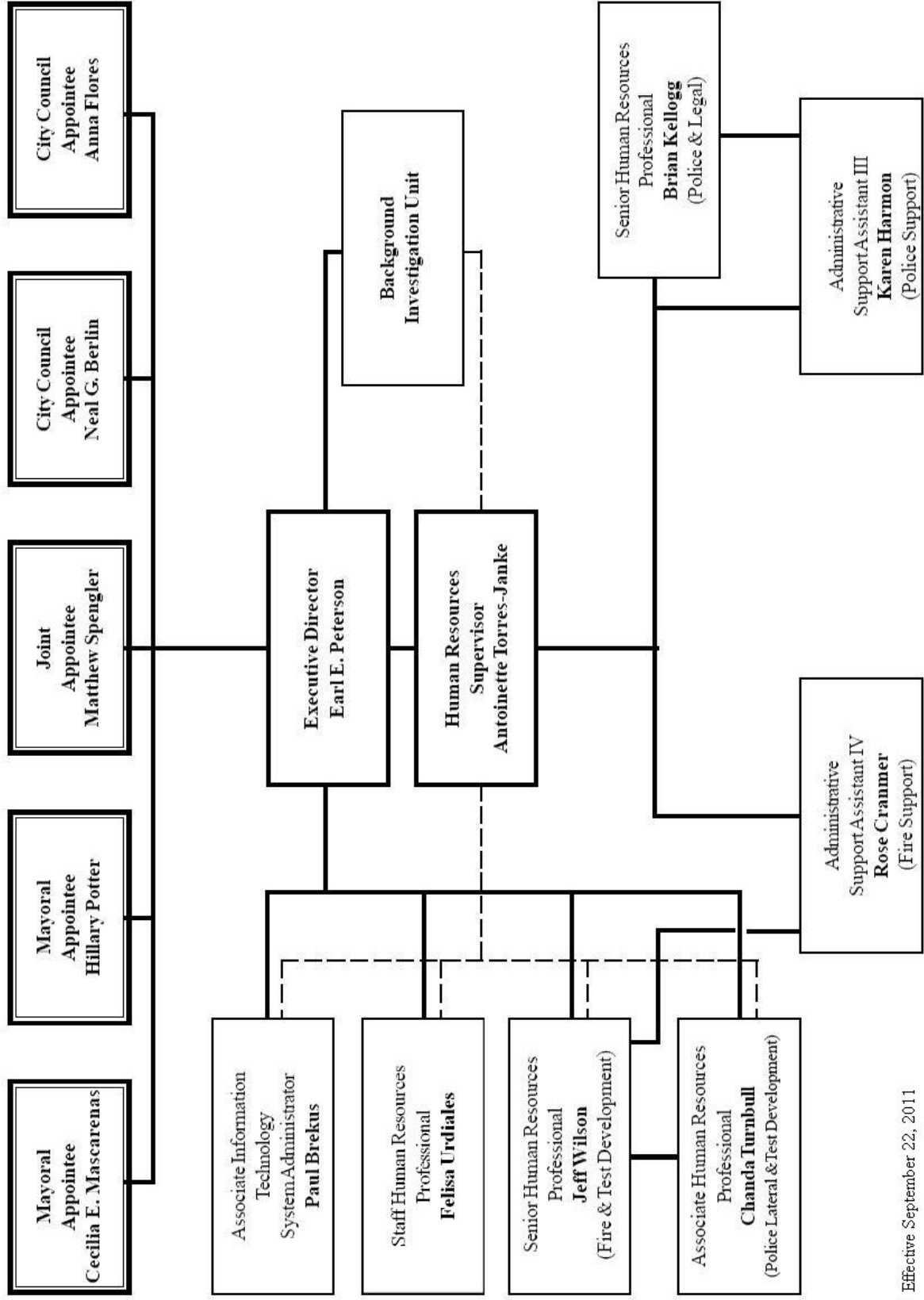
EXECUTIVE DIRECTOR



Earl E. Peterson

Earl E. Peterson has served as Executive Director since November 2000. Prior to this position he was in the private sector for over 19 years with Champion International Corporation, Nationwide Papers Division as Operations Manager, Administration Manager and Marketing Manager. Mr. Peterson is a graduate of the State University College of Arts and Science, Geneseo, NY, and holds a Bachelor of Science Degree in Management Science. Mr. Peterson is an active member of Eastern Hills Community Church. He currently serves on the architectural committee for the Prides Crossing HOA and was Vice President for seven years.

Civil Service Commission Org Chart



Effective September 22, 2011