



CITY OF HOUSTON

Human Resources
Department

Interoffice

Correspondence

To: Tameka Hardison
Divison Manager

From: Jane E. Cheeks 
Human Resources Director

Date: July 28, 2021

Subject: CSC APPROVAL

At its special meeting held on July 28, 2021, the Fire Fighters' & Police Officers' Civil Service Commission reviewed and approved the following:

- The Examination Announcement for the Houston Fire Department, 2021 Communications Captain Promotional Examination, to be announced on July 29, 2021.

If you have any questions regarding this matter, please contact Robin Jolivet of my staff at (832) 393-6176.

JEC:rj

Cc: Fire Chief Samuel Peña
Asst. Chief Shelby Walker
Jacque Ray
Danny Presson
Vincent Bejarano
Patricia Scott



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DP

To: Fire Fighters' and Police Officers'
Civil Service Commission

From: Danny Presson
Administration Manager, Classified
Testing, Human Resources

Date: July 28, 2021

Subject: **ANNOUNCEMENT FOR THE 2021 HFD
COMMUNICATIONS CAPTAIN EXAM**

Attached for your review is the Exam Announcement for Houston Fire Department, Communications Captain promotional exam.

Action Request: Please approve the Exam Announcement for this promotional examination. This announcement will be posted on July 29th, 2021.

CSC R0UD 21JUL'21 12:10

cc: Tameka Hardison,
Division Manager, Human Resources

CIVIL SERVICE COMMISSION
CITY OF HOUSTON
EXAMINATION ANNOUNCEMENT FOR
THE POSITION OF
COMMUNICATIONS CAPTAIN
HOUSTON FIRE DEPARTMENT

**QUALIFICATIONS FOR
ELIGIBILITY TO TAKE TEST:**

All Classified Fire Department Employees who have ever held a position for two (2) continuous years or more in the classification of Engineer/Operator and who have four (4) years actual service in the Houston Fire Department are eligible. In order to be promoted, applicants must comply with all applicable provisions of Chapter 143 of the Texas Local Government Code.

DUTIES:

As assigned by the superior officer.

APPLICATION TO TAKE TEST:

ONLY "on-line" applications will be accepted. To apply for this examination, please log on to www.governmentjobs.com/careers/houston/promotionaljobs.

Access to the Internet and to computer terminals may be found at any Public Library. On-line applications must be submitted by 4:30 p.m., Friday, **August 20, 2021**.

**DATE AND TIME OF
EXAMINATION:**

The examination will be given at **9:00 a.m. on Friday, November 12, 2021**.

***Source Materials to be announced at a later date. ***

Please note that rankings for this exam may be adjusted on the eligibility list as officers returning from military service take a comparable examination and are added to this list. (Uniformed Services Employment and Reemployment Act).

**REASONABLE
ACCOMMODATIONS:**

Please notify Classified Testing (HFDCST@houstontx.gov) if you will need special accommodations at the test site. You must submit the necessary documents **3 weeks before the exam date**.

**COVID – 19
PRECAUTIONS:**

Classified Testing and Houston Fire Department will follow appropriate health precautions issued by the City of Houston, Harris County and the Center for Disease Control. These precautions are subject to change.

DATE OF ANNOUNCEMENT:

July 29, 2021

CSC RQUD 21JUL'2112:17

AN EQUAL OPPORTUNITY EMPLOYER M/F

POST UNTIL: August 20, 2021