

**CITY OF NEW BRAUNFELS
CIVIL SERVICE COMMISSION**

**BE IT ORDERED BY THE CITY OF NEW BRAUNFELS CIVIL SERVICE
COMMISSION:**

Notice and appropriate action regarding the approval of the BATTALION/DIVISION CHIEF written Promotional Examination. The written examination will be administered on the following date and time:

Date: Monday, January 8, 2024
Time: 9:00 am
Place: Police Department Training Room
3030 West San Antonio Street, New Braunfels, Texas

The Battalion Chief Online Written Examination will begin promptly at 9:00 a.m., Monday, January 8, 2024. The participants must be present and seated prior to 9:00 a.m. **Late arrivals will not be admitted and are no longer eligible for this examination on this date. Photo identification by valid driver's license or other government issued identification will be required at time of check-in for the examination. Check-in will start at 8:30 a.m.**

The Battalion Chief Examination is open to each Fire Captain who has continuously been in the Fire Captain position for at least two (2) years, and who has four (4) years of service with the New Braunfels Fire Department, in accordance with the City of New Braunfels Firefighters and Police Officers Civil Service Commission Rules and Regulations, and Local Government Code Chapter 143.

EXAM SIGN UPS WILL BE COMPLETED ELECTRONICALLY. All eligible team members desiring to participate in the promotional examination must submit a [Request for Action Form](#) no later than 5:00 p.m., Monday, October 23, 2023. **On the Request for Action Form, select "Other" then provide the rank/exam in the "Explanation for Other" section. No other information is required for this form.** Once the request is submitted and received, an HR team member will submit an electronic registration form via Adobe E-Sign requesting your signature.

The individual raw test scores will be posted on the main lobby bulletin board of City Hall on Tuesday, January 9, 2024 in accordance with Section 143.033 of Local Government Code.

Notice and appropriate action regarding the approval of the **BATTALION/DIVISION CHIEF Promotional Assessment Orientation/Training and Assessment Centers**. The following will be administered on the following dates and times in accordance with the New Braunfels Firefighter Association Meet and Confer Agreement:

Battalion/Division Chief Assessment Orientation/Training (Option #1 & #2)

Date: Tuesday, January 16, 2024
Time: 3:00 pm & 4:00 pm
Place: Virtual

(MUST ATTEND ONE OF THE TWO OPTIONS LISTED ABOVE)

Battalion/Division Chief Assessment Center

Date: Tuesday, January 23, 2024
Time: 8:00 am – 5:30 pm
Place: McKenna Event Center
801 W. San Antonio St., New Braunfels, Texas

PASSED AND APPROVED this *9th day of October 2023*.

PAUL ERICKSEN
CHAIRPERSON

HEIDI ALEMAN
VICE-CHAIRMAN

ANDREW HAMILTON
COMMISSIONER

ATTEST:

Posted: _____

BECCA MIEARS
CIVIL SERVICE DIRECTOR

Date/Time: _____