



I certify that the above notice of meeting was posted on the bulletin board in the Municipal Building, 1520 Avenue K, Plano, Texas on the 21st day of October 20 16, at 5:00 o'clock, p.m.

Allen D. Sydnor  
Asst. City Secretary

DATE: October 21, 2016  
TO: **CANDIDATES FOR FIRE CAPTAIN**  
FROM: Shante' Akafia, Director of Fire Fighters' and Police Officers' Civil Service  
SUBJECT: **PROMOTIONAL EXAMINATION FOR FIRE CAPTAIN**

The Civil Service examination for the position of Fire Captain will be administered as follows:

**DATE:** Friday, January 20, 2017  
**TIME:** 8:00 a.m. No one admitted to testing area after 8:00 a.m.  
**PLACE:** Building Inspections Training Room, Plano Municipal Center, 1520 K Ave  
**ELIGIBILITY:** Individuals who have, at any time before the date of the promotional exam listed above, have held the position for at least two (2) years in the classification of Fire Lieutenant with the Plano Fire Department **and** who have at least four (4) years of service with the Department.

**APPLICATION:** Eligible employees must submit an application to sit for a promotional examination in the following manner:

Complete and Submit Official Application for Promotion Examination form on-line through People Soft, **prior to 12:00 noon, Friday, January 6, 2017**

**Failure to follow any of the above instructions in the manner prescribed within the specified timeframe will render the employee ineligible to take the examination.**

**SOURCE OF TEST QUESTIONS:**

Questions will be taken from the list of current promotional reading lists provided and posted.

Shante' Akafia  
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Director of Fire Fighters' and Police Officers' Civil Service

