CORPUS CHRISTI, TEXAS
FIREFIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION
ANNOUNCES A PROMOTIONAL EXAMINATION FOR
FIREFIGHTER II – ASSIGNED TO EMS – TO BE USED FOR EMS ONLY

POSTED
10/26/2026 11:24:22 AM
Rebecca Huerta
City Secretary

DATES & TIME OF EXAMINATION: December 4, 2026 at 9:00 a.m.

LOCATION OF EXAMINATION: CCPD Training Academy
6902 Yorktown Blvd
Corpus Christi, TX 78414

MINIMUM REQUIREMENTS: To be eligible to take the Firefighter II - EMS promotional exam a Firefighter must have two consecutive years of service as a Firefighter I and a certification as a paramedic. Only those Firefighters with Paramedic certification will be eligible to take the Firefighter II — Assigned Emergency Medic Service examination and be promoted accordingly.

FILING DEADLINE: Completed applications must be submitted by **October 30, 2026**, before 5:00pm, either in person to the Human Resources Department or online at https://form.jotform.com/262887063455164.

GENERAL INFORMATION: The examination will be composed of material taken from and documented by the following publications:

1. Corpus Christi Fire Department Patient Care Field Protocols and Standing Orders, (2024). M. Simmons, MD, FACEP.
2. Pumping and Aerial Apparatus Driver/Operator Handbook, 4th Ed., (2024). IFSTA (ISBN 9780879397623).
3. Crew Resource Management: A Force Multiplier for Better Critical Fire Service Decision Making, (2024). 4th Ed. NFFF & IAFC.
4. Structural Firefighting Strategy and Tactics, 4th Ed. (2021). NFPA. B. Klaene, T. Lakamp (ISBN 9781284180299).
5. CCFD Standard Operating Procedures (All approved policies, procedures, and guidelines in the following sections as of January 1, 2026): 100.00-General Rules and Regulations, 101.00-Human Resources, 200.00-Suppression, 202.00-Safety, 204.00-Personal Protective Equipment, 205.00-Communications, 300.00-EMS Administrative Section, and 302.00-Medical Operations).

DATE ANNOUNCED: October 26, 2026

Rebecca Castillo, Director,
Civil Service Commission

CORPUS CHRISTI, TEXAS
FIREFIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION
ANNOUNCES A PROMOTIONAL EXAMINATION FOR
ASSISTANT FIRE CHIEF

POSTED
10/5/2026 1:53:17 PM
Rebecca Huerta
City Secretary

DATES & TIME OF EXAMINATION: November 17, 2026 at 9:00 a.m.

LOCATION OF EXAMINATION: City Hall, Human Resources Dept 2nd Floor, HR Conf. Rm.
1201 Leopard Street Corpus Christi, TX 78401

MINIMUM REQUIREMENTS: The examination is open to all Battalion Chiefs who have served at least two (2) continuous years in the rank of Battalion Chief prior to the date of the examination on November 17, 2026.

FILING DEADLINE: Completed applications must be submitted by October 12, 2026 at 5:00pm, either in person to the Human Resources Department or online at https://form.jotform.com/262564421672155.

GENERAL INFORMATION: The examination will be composed of material taken from and documented by the following publications:

1. Chief Officer, 5th Ed. (2025). IFSTA (ISBN 9780879398033)
2. Agreement Between the City of Corpus Christi and The Corpus Christi Professional Firefighters' Association (October 1, 2024 thru September 30, 2028) (Excluding Article 12 – Health & Life Insurance)
3. Management in the Fire Service, NFPA, 5th Ed. (2017). H. Carter & E. Rausch (ISBN 9781449690786)
4. Mastering Fireground Command: Calm the Chaos! (2024). A. Kastros & B. Brush (ISBN 9781593705992)
5. The Need to Lead: A Topgun Instructor's Lessons on How Leadership Solves Every Challenge (2025). D. Berke, (ISBN 9781250361639)
6. CCFD Standard Operating Procedures (All approved policies, procedures, and guidelines in the following sections as of January 1, 2026): 100.00-General Rules and Regulations, 101.00-Human Resources, 103.00-Public Education/Public Relations, 104.00-Stations/Equipment/Maintenance, 200.00-Suppression, 201.00-Rescue, 202.00-Safety, 203.00-Hazardous Materials, 204.00-Personal Protective Equipment, 205.00-Communications, 300.00 EMS Administrative Section, and 302.00 Medical Operations)

Assessment Center: In accordance with Article 22, Section 6, of the Collective Bargaining Agreement, only the highest ten (10) participants will be allowed to participate in the Assessment Center phase of the promotional process.

The Assessment Center will be held December 15-16, 2026 at the Hilliard Center. Additional information about the Assessment Center will be posted prior to the written examination.

DATE ANNOUNCED: October 5, 2026

Rebecca Castillo, Director,
Civil Service Commission

CITY OF CORPUS CHRISTI
HUMAN RESOURCES DEPARTMENT

To: **Brandon Wade, Fire Chief**

From: **Rebecca Castillo, Director of Civil Service Commission**

Subject: **Notice of Assessment Center Process for Assistant Chief**

Date: **October 5, 2026**

An optional assessment center orientation will be held for all candidates who are registered and eligible to sit for the Assistant Chief promotional examination on Tuesday, November 17, 2026.

The orientation will take place in person on Monday, November 16, 2026, at the City Hall Human Resources Conference Room on the 2nd Floor from 11:00am to 12:30pm, with the option to watch at a later date as the session will be recorded and sent to all tested candidates prior to the assessment center date.

The attachment provided by Industrial/Organizational Solutions (IOS) offers a brief description of the types of exercises that may be utilized during the assessment center.

Date Announced: October 5, 2026

Date of Assistant Chief Written Exam: November 17, 2026

Rebecca Castillo, Director
Civil Service Commission

I/O Solutions Assessment Exercises and Types

The Assessment Center (AC) is intended to complement the multiple-choice job knowledge assessment and will measure your skills and abilities, as well as your application of job knowledge. While in many situations there are department or other source materials (e.g., General Orders) that provide guidance on the appropriate response to a situation, candidates must also use their problem-solving skills, supervisory skills, oral communication skills, and many other skills and abilities to perform the job effectively. The primary goal of the AC is to measure these job-relevant skills and abilities. The following is a list of the various assessment exercises and types that you could see:

- Structured Oral Interview (SOI)
- Staff Meeting (aka Shift Meeting or Roll Call)
- Community Meeting Structured Role-Play
- Highly structured role-plays (Subordinate & Citizen)
- Presentation Exercise (e.g., Topic-based Training, Tactical or Operations Plan, Staffing Plan, etc.)
- Background Qualifications Presentation
- Administrative In-Basket/Inbox Presentation
- Written Exercise
- Tactical Exercise

Each assessment exercise will be discussed in more detail in the next section.

Structured Oral Interview (SOI)

The SOI typically lasts 13-15 minutes and candidates may be provided with questions in advance to allow for preparation. The instructional material you will be given will have rules, expectations, and information on how the process will run and the question content.

Each question is timed separately, so if you have three different scenarios that you must respond to within the 13-15 minutes, you do not have to self-manage your overall time. Instead, we will provide you with time limits for each question. If there is a "Hot-Call", it typically is the first question. Note that the response times are often "short" due to the amount of information that must be covered in that amount of time. We only have 13-15 minutes, and we wish to include as many "opportunities" for you as is possible. Thus, if you have an area that represents a weakness, you have other questions that represent an opportunity for you to demonstrate your job knowledge, skills, and abilities. On some occasions, there are follow-up questions that must be read. You will know there is a follow-up question but will not know what the question is. These are given consistently to all candidates when used and assessors will never go "off script".

Questions given in the initial preparation period are NOT read again. Our rationale is that this would take up too much time and, instead of wasting that time, we would rather hear how you would handle that situation. Assessors will not repeat a follow-up question that is read. Once instructed to begin your response, the time will begin on a question.

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Make sure your responses are logical, orderly, and hit all aspects of the response (initial actions, subsequent actions, follow-up actions, related administrative work, etc.). Make sure your responses are comprehensive such that they address all personnel involved or all aspects of the given problem.

Examples of SOI content include the following:

- Management/Leadership of company/shift: Leadership approach; Expectations of staff; Approach to managing day-to-day shift activities
- Dealing with personnel problems: Sexual harassment; Poor performance
- Focus on the community or citizens
- Administrative Challenges: Similar to an in-basket
- Current dept. issues, operational issues/concerns, etc.

Staff Meeting or Personnel Exercise (aka Shift Brief or Roll Call)

The staff meeting typically consists of three parts when used in full. The first would be a management introduction, where candidates must explain their management approach, leadership philosophy, and his/her expectations. The second part would involve specific current issues framed as an email or two. This information will be provided with the instructions. You are expected to discuss these issues and potential solutions with the staff. The third part of the exercise would transition to a question-and-answer session with the staff. The questions would not be given to you ahead of time, so you do not have time to prepare for them. This is meant to simulate a real-life staff meeting. Some of the pitfalls with this exercise involve not talking enough about one's leadership/management style or current issues. Similarly, for the question-and-answer session, some pitfalls include not giving enough thought to the questions asked.

Another exercise would be the personnel exercise, where you are given detailed background information about a situation involving personnel. These situations range from performance issues to conflicts between coworkers. You are expected to give a presentation detailing how you would handle and ultimately resolve the situation (e.g., actions to be taken, additional information to collect, detailed discussions with involved individuals, etc.).

Community Meeting Structured Role Play

The community meeting exercise typically consists of two parts when used in full. Candidates are given detailed background information describing the situation (e.g., why the community meeting is occurring, the group/association you will be meeting with, etc.). The first part would be a presentation where you would explain your understanding of the issue, actions you would take to address the issue, and/or the department's stance on the issue. The second part involves a question-and-answer session with the hypothetical "community" from either a video prompt or the assessors playing the role of community members. You would not know these questions ahead of time as to simulate a real-life community meeting. There are typically three to five questions that are timed individually and given to all candidates. Some pitfalls of this exercise involve not representing the department well, not espousing the values of the department, or interacting with the community members in an insincere manner. Another pitfall would be failing to address all elements of the community meeting.

Citizen Meeting Structured Role Play

In the citizen meeting structured role play exercise, you would receive background information (e.g., the reason for meeting, what occurred up to that point, etc.) on an issue during your preparation period. You

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would then meet with the hypothetical citizen, played by an actor, to discuss problems, address any concerns, and represent the department well. This exercise would be highly structured, meaning the citizen's dialogue would be scripted and consistent across all candidates. Similar to the community meeting, the pitfalls of this exercise occur when a candidate is dismissive, interrupts the citizen, or fails to address all of the relevant issues.

Subordinate Meeting Structured Role Play

The subordinate meeting is a structured, one-on-one role play exercise. You would receive background information on the issue during the preparation time. Next, you would meet with the subordinate (played by an actor) to discuss the issues, address concerns, and set expectations. Some pitfalls include not holding the subordinate accountable for their performance and not setting expectations. This would be another highly structured exercise where the subordinate's responses remain the same across candidates.

Presentation Exercise

For the presentation exercise, you would be expected to prepare and deliver a presentation on a specific topic area. You would be given detailed background information during the preparation period, and you would have to develop a plan for addressing the issue. Topics might be issues that you must address, developing operations or tactical plans, addressing current issues in the agency and how you would resolve them, or discussing a policy that is currently being reviewed and evaluated. Some of the pitfalls of this exercise are that candidates are not comprehensive enough and fail to discuss all of the different elements of the topic.

Background Qualifications Presentation

Often called an oral resume, the background qualifications presentation typically involves three parts. In the first part, you must discuss your job-related experience and qualifications. You would discuss your work history in relation to the agency, any highlights, take-away experiences, knowledge, skills, and abilities (KSAs) you developed, and why you are qualified for the promotion. It is important to discuss your skill set or knowledge obtained, including how this was obtained, what it includes, and how it can be beneficial to the department. In this part, you will also discuss the quality of your work experiences. It is also acceptable to discuss other work experience, community involvement, etc. The second part involves discussing your training, education, and other relevant training (e.g., military service); this can include non-standard or specialized training as well. The third part focuses on leadership experiences and management KSAs, preferably within the department. This is especially important for candidates applying to higher ranks. You also may discuss your leadership style or approach in this section. Personal characteristics that fit the role, reasons for seeking promotion, and steps to prepare for the promotion are also acceptable to discuss during this exercise. The goal is to present your career highlights and achievements to the assessors.

Administrative In-Basket/In-Box Presentation

The in-basket or inbox presentation involves viewing 5-12 items in writing during your preparation period (e.g., memos, voicemails, or emails from subordinates, peers, citizens, politicians, etc.). We typically run an "oral in-basket," meaning you would give a presentation on how you would handle each item. You would be expected to explain the timeliness and priority of each item. Some pitfalls occur when candidates are not comprehensive enough during their presentation or when candidates fail to realize that some items are interrelated.

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Written Exercise

The written exercise can cover a variety of content areas. Similar to a problem-solving exercise, you would be given detailed background information to which you must write a response. You would be given formatting instructions when typing a response and a template in which to write your response. Some pitfalls are that candidates focus more on the formatting than the content and organization of their message. Another pitfall involves failing to address all topics given in the background information.

Tactical Exercise

The Tactical typically lasts 13-20 minutes. If utilized, the tactical exercise will be presented to you via a video either on a tablet computer or projected onto a screen. The tactical exercises we utilize for fire departments are created using the digital combustion software, Fire Studio. These simulations are then compiled into a single video which will play out in front of you in the exercise room. You will respond to an evolving fire incident, assuming the rank for which you are testing. You will have a set amount of time to respond to each question. This exercise is not interactive in the sense that you would have role players or individuals that you are interacting with and there is no branching. All candidates will view the same video from start to finish and will provide responses to the same questions throughout the exercise, when prompted. We ask questions in the video as the incident progresses with the intention of gaining more insight into your thought process in the moment as if you were on scene. Any time you are asked a question within this type of exercise, you should be sure to be as detailed as possible and provide as much information regarding your rationale or thought process.

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CORPUS CHRISTI, TEXAS
FIREFIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION
ANNOUNCES A PROMOTIONAL EXAMINATION FOR
FIREFIGHTER II – ASSIGNED TO EMS – TO BE USED FOR EMS ONLY

DATES & TIME OF EXAMINATION: March 25, 2026 at 9:00 a.m.

POSTED
2/23/2026 10:33:37 AM
Rebecca Huerta
City Secretary

LOCATION OF EXAMINATION: **Public Health Department, Auditorium**
1702 Horne Road
Corpus Christi, TX 78416

MINIMUM REQUIREMENTS: This examination is open to any non-probationary Firefighter with less than two years of service, who is a certified paramedic. Only those Firefighters with Paramedic certification will be eligible to take the Firefighter II – Assigned Emergency Medic Service examination and be promoted accordingly.

FILING DEADLINE: Completed applications must be submitted by **February 27, 2026**, before 5:00pm, either in person to the Human Resources Department or online at https://form.jotform.com/260423752893159.

GENERAL INFORMATION: The examination will be composed of material taken from and documented by the following publications:

1. Corpus Christi Fire Department Patient Care Field Protocols and Standing Orders, (2024). M. Simmons, MD, FACEP
2. Pumping and Aerial Apparatus Driver/Operator Handbook, 4th Ed., (2024). IFSTA (ISBN 9780879397623)
3. Crew Resource Management for the Fire Service (2004). R. Okray, T. Lubnau II (ISBN 9781593700065)
4. Structural Firefighting Strategy and Tactics, 4th Ed. (2021). NFPA. B. Klaene, T. Lakamp (ISBN 9781284180299)
5. CCFD Standard Operating Procedures (All approved policies, procedures, and guidelines in the following sections as of January 1, 2025): 100.00-General Rules and Regulations, 101.00-Human Resources, 200.00-Suppression, 202.00-Safety, 204.00-Personal Protective Equipment, 205.00-Communications, 300.00-EMS Administrative Section, and 302.00-Medical Operations).

DATE ANNOUNCED: February 13, 2026
DATE AMENDED: February 23, 2026

Rebecca Castillo,
Director of Civil Service Commission

CORPUS CHRISTI, TEXAS
FIREFIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION ANNOUNCES A PROMOTIONAL EXAMINATION FOR BATTALION CHIEF

POSTED
2/4/2026 12:37:31 PM
Rebecca Huerta
City Secretary

DATES & TIME OF EXAMINATION: March 6, 2026 at 9:00 a.m.

LOCATION OF EXAMINATION: Hilliard Center
1901 N. Shoreline Blvd.
Corpus Christi, TX 78401

MINIMUM REQUIREMENTS: The examination is open to all Fire Captains who have served at least two (2) continuous years in the rank of Fire Captain prior to the date of the examination on March 6, 2026.

FILING DEADLINE: Completed applications must be submitted by February 18, 2026 at 5:00pm, either in person in the Human Resources Department or online at https://form.jotform.com/learningcc/battalion-chief---exam-application-.

GENERAL INFORMATION: The examination will be composed of material taken from and documented by the following publications:

1. Chief Officer, 4th Ed. (2019). IFSTA (ISBN 9780879396442)
2. Mastering Fireground Command: Calm the Chaos! (2024). A. Kastros & B. Brush (ISBN 9781593705992)
3. Agreement Between the City of Corpus Christi and The Corpus Christi Professional Firefighters' Association (October 1, 2024 thru September 30, 2028) (Excluding Article 12 – Health & Life Insurance)
4. Situational Awareness for Emergency Response (2013) R. Gasaway Ph. D (ISBN 9781593703073)
5. Leadership Strategy and Tactics Field Manual (FM-02) (2020). Jocko Willink (ISBN 9781250226846)
6. CCFD Standard Operating Procedures (All approved policies in the following sections as of January 1, 2025): 100.00-General Rules and Regulations, 101.00-Human Resources, 103.00-Public Education/Public Relations, 104.00-Stations/Equipment/Maintenance, 200.00-Suppression, 201.00-Rescue, 202.00-Safety, 203.00-Hazardous Materials, 204.00-Personal Protective Equipment, 205.00-Communications, 300.00 EMS Administrative Section, and 302.00 Medical Operations)

Assessment Center: In accordance with Article 22, Section 6, of the Collective Bargaining Agreement, only the highest ten (10) participants will be allowed to participate in the Assessment Center phase of the promotional process.

The Assessment Center will be held April 8, 2026 at the Police Training Academy. Additional information about the Assessment Center will be posted prior to the written examination.

DATE ANNOUNCED: February 4, 2026

N. Odette Cruz
for Rebecca Castillo, Director
Civil Service Commission

CITY OF CORPUS CHRISTI
HUMAN RESOURCES DEPARTMENT

POSTED
2/4/2026 1:06:45 PM
Rebecca Huerta
City Secretary

To: **Brandon Wade, Fire Chief**

From: **Rebecca Castillo, Director of Civil Service Commission**

Subject: **Notice of Assessment Center Process for Battalion Chief**

Date: **February 4, 2026**

An optional assessment center orientation will be held for all tested candidates who sit for the Battalion Chief promotional examination on Friday, March 6, 2026.

The orientation will take place in person on Tuesday, March 24, 2026, at the City Hall Human Resources Conference Room (City Hall 2nd Floor) from 9:30am to 11:00am, with the option to watch at a later date as the session will be recorded and sent to all tested candidates prior to the assessment center date.

The provided attachment from Industrial/Organizational Solutions (IOS) offers a brief description of the types of exercises that may be utilized during the assessment center.

Date Announced: February 4, 2026

Date of Battalion Chief Written Exam: March 6, 2026

for Rebecca Castillo, Director
Civil Service Commission

I/O Solutions Assessment Exercises and Types

The Assessment Center (AC) is intended to complement the multiple-choice job knowledge assessment and will measure your skills and abilities, as well as your application of job knowledge. While in many situations there are department or other source materials (e.g., General Orders) that provide guidance on the appropriate response to a situation, candidates must also use their problem-solving skills, supervisory skills, oral communication skills, and many other skills and abilities to perform the job effectively. The primary goal of the AC is to measure these job-relevant skills and abilities. The following is a list of the various assessment exercises and types that you could see:

- Structured Oral Interview (SOI)
- Staff Meeting (aka Shift Meeting or Roll Call)
- Community Meeting Structured Role-Play
- Highly structured role-plays (Subordinate & Citizen)
- Presentation Exercise (e.g., Topic-based Training, Tactical or Operations Plan, Staffing Plan, etc.)
- Background Qualifications Presentation
- Administrative In-Basket/Inbox
- Written Exercise
- Tactical Exercise

Each assessment exercise will be discussed in more detail in the next section.

Structured Oral Interview

The SOI typically lasts 13-15 minutes and candidates may be provided with questions in advance to allow for preparation. The instructional material you will be given will have rules, expectations, and information on how the process will run and the question content.

Each question is timed separately, so if you have three different scenarios that you must respond to within the 13-15 minutes, you do not have to self-manage your overall time. Instead, we will provide you with time limits for each question. If there is a "Hot-Call", it typically is the first question. Note that the response times are often "short" due to the amount of information that must be covered in that amount of time. We only have 13-15 minutes, and we wish to include as many "opportunities" for you as is possible. Thus, if you have an area that represents a weakness, you have other questions that represent an opportunity for you to demonstrate your job knowledge, skills, and abilities. On some occasions, there are follow-up questions that must be read. You will know there is a follow-up question but will not know what the question is. These are given consistently to all candidates when used and assessors will never go "off script".

Questions given in the initial preparation period are NOT read again. Our rationale is that this would take up too much time and, instead of wasting that time, we would rather hear how you would handle that situation. Assessors will not repeat a follow-up question that is read. Once instructed to begin your response, the time will begin on a question.

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Make sure your responses are logical, orderly, and hit all aspects of the response (initial actions, subsequent actions, follow-up actions, related administrative work, etc.). Make sure your responses are comprehensive such that they address all personnel involved or all aspects of the given problem.

Examples of SOI content include the following:

- Management/Leadership of company/shift: Leadership approach; Expectations of staff; Approach to managing day-to-day shift activities
- Dealing with personnel problems: Sexual harassment; Poor performance
- Focus on the community or citizens
- Administrative Challenges: Similar to an in-basket
- Current dept. issues, operational issues/concerns, etc.

Staff Meeting or Personnel Exercise (aka Shift Brief or Roll Call)

The staff meeting typically consists of three parts when used in full. The first would be a management introduction, where candidates must explain their management approach, leadership philosophy, and his/her expectations. The second part would involve specific current issues framed as an email or two. This information will be provided with the instructions. You are expected to discuss these issues and potential solutions with the staff. The third part of the exercise would transition to a question-and-answer session with the staff. The questions would not be given to you ahead of time, so you do not have time to prepare for them. This is meant to simulate a real-life staff meeting. Some of the pitfalls with this exercise involve not talking enough about one's leadership/management style or current issues. Similarly, for the question-and-answer session, some pitfalls include not giving enough thought to the questions asked.

Another exercise would be the personnel exercise, where you are given detailed background information about a situation involving personnel. These situations range from performance issues to conflicts between coworkers. You are expected to give a presentation detailing how you would handle and ultimately resolve the situation (e.g., actions to be taken, additional information to collect, detailed discussions with involved individuals, etc.).

Community Meeting Structured Role Play

The community meeting exercise typically consists of two parts when used in full. Candidates are given detailed background information describing the situation (e.g., why the community meeting is occurring, the group/association you will be meeting with, etc.). The first part would be a presentation where you would explain your understanding of the issue, actions you would take to address the issue, and/or the department's stance on the issue. The second part involves a question-and-answer session with the hypothetical "community" from either a video prompt or the assessors playing the role of community members. You would not know these questions ahead of time as to simulate a real-life community meeting. There are typically three to five questions that are timed individually and given to all candidates. Some pitfalls of this exercise involve not representing the department well, not espousing the values of the department, or interacting with the community members in an insincere manner. Another pitfall would be failing to address all elements of the community meeting.

Citizen Meeting Structured Role Play

In the citizen meeting structured role play exercise, you would receive background information (e.g., the reason for meeting, what occurred up to that point, etc.) on an issue during your preparation period. You

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would then meet with the hypothetical citizen, played by an actor, to discuss problems, address any concerns, and represent the department well. This exercise would be highly structured, meaning the citizen's dialogue would be scripted and consistent across all candidates. Similar to the community meeting, the pitfalls of this exercise occur when a candidate is dismissive, interrupts the citizen, or fails to address all of the relevant issues.

Subordinate Meeting Structured Role Play

The subordinate meeting is a structured, one-on-one role play exercise. You would receive background information on the issue during the preparation time. Next, you would meet with the subordinate (played by an actor) to discuss the issues, address concerns, and set expectations. Some pitfalls include not holding the subordinate accountable for their performance and not setting expectations. This would be another highly structured exercise where the subordinate's responses remain the same across candidates.

Presentation Exercise

For the presentation exercise, you would be expected to prepare and deliver a presentation on a specific topic area. You would be given detailed background information during the preparation period, and you would have to develop a plan for addressing the issue. Topics might be issues that you must address, developing operations or tactical plans, addressing current issues in the agency and how you would resolve them, or discussing a policy that is currently being reviewed and evaluated. Some of the pitfalls of this exercise are that candidates are not comprehensive enough and fail to discuss all of the different elements of the topic.

Background Qualifications Presentation

Often called an oral resume, the background qualifications presentation typically involves three parts. In the first part, you must discuss your job-related experience and qualifications. You would discuss your work history in relation to the agency, any highlights, take-away experiences, knowledge, skills, and abilities (KSAs) you developed, and why you are qualified for the promotion. It is important to discuss your skill set or knowledge obtained, including how this was obtained, what it includes, and how it can be beneficial to the department. In this part, you will also discuss the quality of your work experiences. It is also acceptable to discuss other work experience, community involvement, etc. The second part involves discussing your training, education, and other relevant training (e.g., military service); this can include non-standard or specialized training as well. The third part focuses on leadership experiences and management KSAs, preferably within the department. This is especially important for candidates applying to higher ranks. You also may discuss your leadership style or approach in this section. Personal characteristics that fit the role, reasons for seeking promotion, and steps to prepare for the promotion are also acceptable to discuss during this exercise. The goal is to present your career highlights and achievements to the assessors.

In-Basket/In-Box Presentation

The in-basket or inbox presentation involves viewing 5-12 items in writing during your preparation period (e.g., memos, voicemails, or emails from subordinates, peers, citizens, politicians, etc.). We typically run an "oral in-basket," meaning you would give a presentation on how you would handle each item. You would be expected to explain the timeliness and priority of each item. Some pitfalls occur when candidates are not comprehensive enough during their presentation or when candidates fail to realize that some items are interrelated.

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Written Exercise

The written exercise can cover a variety of content areas. Similar to a problem-solving exercise, you would be given detailed background information to which you must write a response. You would be given formatting instructions when typing a response and a template in which to write your response. Some pitfalls are that candidates focus more on the formatting than the content and organization of their message. Another pitfall involves failing to address all topics given in the background information.

Tactical Exercise

The Tactical typically lasts 13-20 minutes. If utilized, the tactical exercise will be presented to you via a video either on a tablet computer or projected onto a screen. The tactical exercises we utilize for fire departments are created using the digital combustion software, Fire Studio. These simulations are then compiled into a single video which will play out in front of you in the exercise room. You will respond to an evolving fire incident, assuming the rank for which you are testing. You will have a set amount of time to respond to each question. This exercise is not interactive in the sense that you would have role players or individuals that you are interacting with and there is no branching. All candidates will view the same video from start to finish and will provide responses to the same questions throughout the exercise, when prompted. We ask questions in the video as the incident progresses with the intention of gaining more insight into your thought process in the moment as if you were on scene. Any time you are asked a question within this type of exercise, you should be sure to be as detailed as possible and provide as much information regarding your rationale or thought process.

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CORPUS CHRISTI, TEXAS
FIREFIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION
ANNOUNCES A PROMOTIONAL EXAMINATION FOR
FIREFIGHTER II – ENGINEER

POSTED
1/5/2026 1:28:41 PM
Rebecca Huerta
City Secretary

DATES & TIME OF EXAMINATION: February 19, 2026 at 9:00 a.m.

LOCATION OF EXAMINATION: Hilliard Center
1901 N. Shoreline Blvd.
Corpus Christi, TX 78401

MINIMUM REQUIREMENTS: Firefighters must serve a minimum of two (2) consecutive years as a Firefighter II/EMS, or eight (8) consecutive years as a Firefighter I, to be eligible to take the examination for promotion to Firefighter II/Engineer.

FILING DEADLINE: Completed applications must be submitted by January 16, 2026, at 5:00pm either in person to the Human Resources Department or online at https://form.jotform.com/260016047073144.

GENERAL INFORMATION: The examination will be composed of material taken from and documented by the following publications:

1. Building Construction Related to the Fire Service, 4th Ed. (2016). IFSTA (ISBN 9780879395940)
2. Pumping and Aerial Apparatus Driver/Operator Handbook, 4th Ed. (2024). IFSTA (ISBN 9780879397623)
3. Structural Firefighting Strategy and Tactics, 4th Ed. (2021). NFPA. B. Klaene, T. Lakamp (ISBN 9781284180299)
4. The 9L's: Key Concepts for Building a High Performance Culture (2002). Corley Moore (ISBN 9798838157720)
5. CCFD Standard Operating Procedures (All approved policies in the following sections as of January 1, 2025): 100.00-General Rules and Regulations, 101.00-Human Resources, 103.00-Public Education/Public Relations, 104.00-Stations/Equipment/Maintenance, 200.00-Suppression, 201.00-Rescue, 202.00-Safety, 204.00-Personal Protective Equipment, and 205.00-Communications).

DATE ANNOUNCED: January 5, 2026

for Rebecca Castillo, Director,
Civil Service Commission

Marie Odette Cruz, Assistant Director

CORPUS CHRISTI FIRE DEPARTMENT
EXAMINATION QUESTIONS WILL BE TAKEN FROM SOME OR ALL OF THE FOLLOWING SOURCE MATERIALS FOR PROMOTION EXAMS GIVEN DURING THE ONE-YEAR PERIOD BEGINNING ON APRIL 1, 2026

POSTED
1/2/2026 9:14:33 AM
Rebecca Huerta
City Secretary

FIREFIGHTER II-EMS

1. Corpus Christi Fire Department Patient Care Field Protocols and Standing Orders, (2024). M. Simmons, MD, FACEP
2. Pumping and Aerial Apparatus Driver/Operator Handbook, 4th Ed., (2024). IFSTA (ISBN 9780879397623)
3. Crew Resource Management: A Force Multiplier for Better Critical Fire Service Decision Making, (2024). 4th Ed. NFFF & IAFC
4. Structural Firefighting Strategy and Tactics, 4th Ed. (2021). NFPA. B. Klaene & T. Lakamp (ISBN 9781284180299)
5. CCFD Standard Operating Procedures (All approved policies, procedures, and guidelines in the following sections as of January 1, 2026): 100.00-General Rules and Regulations, 101.00-Human Resources, 200.00-Suppression, 202.00-Safety, 204.00-Personal Protective Equipment, 205.00-Communications, 300.00-EMS Administrative Section, and 302.00-Medical Operations).

FIREFIGHTER II-ENGINEER

1. Brannigan's Building Construction for the Fire Service, 6th Ed. (2021). NFPA. G. Corbett & F. Brannigan (ISBN 9781284177312)
2. Pumping and Aerial Apparatus Driver/Operator Handbook, 4th Ed., (2024). IFSTA (ISBN 9780879397623)
3. Structural Firefighting Strategy and Tactics, 4th Ed. (2021). NFPA. B. Klaene & T. Lakamp (ISBN 9781284180299)
4. The Culture Code: The Secrets of Highly Successful Groups, (2018). D. Coyle (ISBN 9780804176989)
5. CCFD Standard Operating Procedures (All approved policies, procedures, and guidelines in the following sections as of January 1, 2026): 100.00-General Rules and Regulations, 101.00-Human Resources, 103.00-Public Education/Public Relations, 104.00-Stations/Equipment/Maintenance, 200.00-Suppression, 201.00-Rescue, 202.00-Safety, 204.00-Personal Protective Equipment, and 205.00-Communications).

FIRE CAPTAIN

1. Fire Officer's Handbook of Tactics 5th Ed. (2019). John Norman (ISBN 9781593704186)
2. Fire Officer Principles and Practice, 4th Ed. (2021). NFPA M. J. Ward (ISBN 9781284172393)
3. Fire Fighter Safety and Survival, 3rd Ed. (2021). D. Zimmerman. (ISBN 9781284180176)
4. Hazardous Materials: Managing the Incident, 5th Ed. (2022). G. Noll & M. Hildebrand (ISBN 9781284255676)
5. Leadership Strategy and Tactics Field Manual (FM-02) (2020). Jocko Willink (ISBN 9781250226846)
6. CCFD Standard Operating Procedures (All approved policies, procedures, and guidelines in the following sections as of January 1, 2026): 100.00-General Rules and Regulations, 101.00-Human Resources, 103.00-Public Education/Public Relations, 104.00-Stations/Equipment/Maintenance, 200.00-Suppression, 201.00-Rescue, 202.00-Safety, 203.00-Hazardous Materials, 204.00-Personal Protective Equipment, and 205.00-Communications).

BATTALION CHIEF

1. Chief Officer, 5th Ed. (2025). IFSTA (ISBN 9780879398033)
2. Mastering Fireground Command: Calm the Chaos! (2024). A. Kastros & B. Brush (ISBN 9781593705992)
3. Agreement Between the City of Corpus Christi and The Corpus Christi Professional Firefighters' Association (October 1, 2024 thru September 30, 2028) (Excluding Article 12 – Health & Life Insurance)
4. Situational Awareness for Emergency Response (2013) R. Gasaway Ph. D (ISBN 9781593703073)
5. The Wisdom of the Bullfrog: Leadership Made Simple (2023). Admiral W.H. McRaven, (ISBN 9781538710241)
6. CCFD Standard Operating Procedures (All approved policies, procedures, and guidelines in the following sections as of January 1, 2026): 100.00-General Rules and Regulations, 101.00-Human Resources, 103.00-Public Education/Public Relations, 104.00-Stations/Equipment/Maintenance, 200.00-Suppression, 201.00-Rescue, 202.00-Safety, 203.00-Hazardous Materials, 204.00-Personal Protective Equipment, 205.00-Communications, 300.00 EMS Administrative Section, and 302.00 Medical Operations).

ASSISTANT CHIEF

1. Chief Officer, 5th Ed. (2025). IFSTA (ISBN 9780879398033)
2. Agreement Between the City of Corpus Christi and The Corpus Christi Professional Firefighters' Association (October 1, 2024 thru September 30, 2028) (Excluding Article 12 – Health & Life Insurance)
3. Management in the Fire Service, NFPA, 5th Ed. (2017). H. Carter & E. Rausch (ISBN 9781449690786)
4. Mastering Fireground Command: Calm the Chaos! (2024). A. Kastros & B. Brush (ISBN 9781593705992)
5. The Need to Lead: A Topgun Instructor's Lessons on How Leadership Solves Every Challenge (2025). D. Berke, (ISBN 9781250361639)
6. CCFD Standard Operating Procedures (All approved policies, procedures, and guidelines in the following sections as of January 1, 2026): 100.00-General Rules and Regulations, 101.00-Human Resources, 103.00-Public Education/Public Relations, 104.00-Stations/Equipment/Maintenance, 200.00-Suppression, 201.00-Rescue, 202.00-Safety, 203.00-Hazardous Materials, 204.00-Personal Protective Equipment, 205.00-Communications, 300.00 EMS Administrative Section, and 302.00 Medical Operations).

DATE ANNOUNCED: January 2, 2026

DO NOT REMOVE
MUST REMAIN POSTED
THROUGH MARCH 31, 2027

CORPUS CHRISTI, TEXAS
FIREFIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION ANNOUNCES A PROMOTIONAL EXAMINATION FOR FIRE CAPTAIN

POSTED
12/23/2025 1:44:16 PM
Rebecca Huerta
City Secretary

DATES & TIME OF EXAMINATION: February 10, 2026 at 9:00 a.m.

LOCATION OF EXAMINATION: Hilliard Center
1901 N. Shoreline Blvd.
Corpus Christi, TX 78401

MINIMUM REQUIREMENTS:

All Firefighters must serve at least 5 (five) years as a Full Duty Firefighter, with a minimum of 2 (two) consecutive years as a Firefighter II to be eligible to take the Captain promotional exam.

The Time in Grade requirement does not apply to a Firefighter II, who on September 30, 2024, would have been eligible to take the Captain's exam under the terms of the previous collective bargaining agreement dated 10/1/20 – 9/30/24.

All Firefighters hired before May 1, 2000, who have served as a Firefighter II for more than two (2) consecutive years and served continuously in the Department since their hire date need not possess Paramedic certification to be eligible for the Captain promotional exam.

All Firefighters hired on or after May 1, 2000, must possess Paramedic certification to be eligible to take the Captain promotional exam.

FILING DEADLINE: Completed applications must be submitted by January 6, 2026, at 5:00 pm either in person to the Human Resources Department* or online at https://form.jotform.com/253446813537159. *In person applications **not** available from 12/26/2025-1/1/2026 due to City Hall Winter Closure.

GENERAL INFORMATION: The examination will be composed of material taken from and documented by the following publications:

1. Fire Officer's Handbook of Tactics 5th Ed. (2019). John Norman (ISBN 9781593704186)
2. Fire Officer Principles and Practice, 4th Ed. (2021). NFPA M. J. Ward (ISBN 9781284172393)
3. Fire Fighter Safety and Survival, 3rd Ed. (2021). D. Zimmerman. (ISBN 9781284180176)
4. Hazardous Materials: Managing the Incident, 5th Ed. (2022). G. Noll & M. Hildebrand (ISBN 9781284255676)
5. The New Company Officer (2018). Jason Hoevelmann (ISBN 9781593704117)
6. CCFD Standard Operating Procedures (All approved policies in the following sections as of January 1, 2025): 100.00-General Rules and Regulations, 101.00-Human Resources, 103.00-Public Education/Public Relations, 104.00-Stations/Equipment/Maintenance, 200.00-Suppression, 201.00-Rescue, 202.00-Safety, 203.00-Hazardous Materials, 204.00-Personal Protective Equipment, and 205.00-Communications).

DATE ANNOUNCED: December 23, 2025

Rebecca Castillo, Director,
Civil Service Commission

POSTED
11/10/2025 4:51:19 PM
Rebecca Huerta
City Secretary

CORPUS CHRISTI FIRE DEPARTMENT

IS NOW ACCEPTING APPLICATIONS FOR FIREFIGHTER CADET

Those interested in applying are encouraged to carefully review the minimum qualifications. The City of Corpus Christi is an equal opportunity employer.

DATES & TIME OF EXAMINATION: January 27, 2026, 9:00 a.m.
.DATES & TIME OF CPAT: April 13 and 14, 2026 at 8:00 a.m.

LOCATION OF WRITTEN EXAMINATION: Hilliard Center,
1901 N. Shoreline Blvd. Corpus Christi, Texas 78401
Exhibit Hall "A"

LOCATION OF PHYSICAL ABILITY EXAM: 4101 Old Brownsville Rd., CCFD Training FEMA Dome
Corpus Christi, Texas

APPLICATION WEBSITE: WWW.CCTEXASJOBS.COM

DEADLINE TO APPLY: January 9, 2026

Corpus Christi Firefighters are entrusted with the responsibility of keeping our city safe. A history of ethical and moral behavior is of the utmost importance. Your background will be looked at very closely. Candidates who have a history of unethical or immoral behavior will not be hired. Your background evaluation must not demonstrate a history of unethical or immoral behavior. Your work, military (if applicable), school, financial and driving history must demonstrate and reflect favorably on your character. The highest standard of honesty and integrity must be reflected throughout the hiring process.

Corpus Christi Firefighters must respect the rights of all people and have appreciation for the diversity that characterizes the Corpus Christi Fire Department.

On the date of the exam, applicants who have served in the armed services of the United States and have been Honorably Discharged may submit a DD-214 Member 4 Form demonstrating at least 180 days of Active-Duty Status. No other discharge status will be accepted. If applicable, you may receive an extra 5 points added to the passing written score. "Veterans preference" shall not be allowed in order to obtain a passing grade on the written examination.

MINIMUM REQUIREMENTS:

- Applicants for Firefighter Cadet shall be at least 18 years of age by the date of the written exam.
- Applicants for Firefighter Cadet must not have reached their 36th birthday prior to being certified as eligible for a beginning position in the Fire Department.
- All applicants shall have a High School Diploma or a GED.
- All applicants shall be a United States Citizen.
- All applicants must have a current driver's license at the time of application and the time of hire.
- All applicants must be able to obtain a Class B exempt driver's license for the purpose of operating emergency vehicles.
- Upon hiring, an applicant must reside in a location as to be able to reach City Hall within 60 minutes by travel.
- All applicants shall meet the City requirements regarding traffic violations or traffic collisions.
- All applicants must score a minimum of 70% or higher on the written examination.
- All applicants must score a minimum of 70% or higher on the Oral Interview Board.
- Applicants must not have been convicted of an offense above a class B misdemeanor. Has never been on court ordered community supervision or probation for any criminal offense above a class B misdemeanor, or a class B misdemeanor within the last 5 years of the court order.
- Must not have ever been convicted of any family violence offense; must not have ever been convicted of a felony offense.
- Applicant is medically, physically, and psychologically fit to perform the essential duties of a Firefighter.
- Applicant must not have been discharged from any military service under less than honorable conditions.
- Applicants must demonstrate maturity, dependability, integrity, good work ethic, and loyalty to their past and present employers.
- Applicants must successfully complete entry requirements, including a written examination, a physical fitness examination, a panel interview, a background check, a medical/psychological examination, possible polygraph, and drug testing.

- Successful candidates will complete the Fire Academy and obtain Basic Structural Firefighter Certification from the Texas Commission of Fire Protection and Paramedic certification from the Texas Department of State Health Services. Successful candidates who have Basic Structural Firefighter and Paramedic Certification from the Texas Department of State Health Services may be fast tracked but must still attend an academy specifically designed for candidates who are already certified. All candidates must successfully complete the CCFD physical fitness program.
- Firefighters are required to maintain Paramedic Certification as a condition of employment.
- All candidates for employment in the Fire Department must obtain paramedic certification as issued by the Texas Department of Health within Twenty - eight (28) months from the date of employment.

Anyone with a disability who needs a reasonable accommodation related to the application process may call Human Resources at 826-3300.

Eligibility list will be effective for 365 days from the date of the written examination.

DATE ANNOUNCED: November 10, 2025

Rebecca Castillo, Director of Human Resources
& Secretary of Civil Service Commission

CORPUS CHRISTI FIRE DEPARTMENT
EXAMINATION QUESTIONS WILL BE TAKEN FROM SOME OR ALL OF THE FOLLOWING SOURCE MATERIALS FOR PROMOTION EXAMS GIVEN DURING THE ONE-YEAR PERIOD BEGINNING ON APRIL 1, 2025

POSTED
1/15/2025 3:28:45 PM
Rebecca Huerta
City Secretary

FIREFIGHTER II-EMS

1. Corpus Christi Fire Department Patient Care Field Protocols and Standing Orders, (2024). M. Simmons, MD, FACEP
2. Pumping and Aerial Apparatus Driver/Operator Handbook, 4th Ed., (2024). IFSTA (ISBN 9780879397623)
3. Crew Resource Management for the Fire Service (2004). R. Okray, T. Lubnau II (ISBN 9781593700065)
4. Structural Firefighting Strategy and Tactics, 4th Ed. (2021). NFPA. B. Klaene, T. Lakamp (ISBN 9781284180299)
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4. Situational Awareness for Emergency Response (2013) R. Gasaway Ph. D (ISBN 9781593703073)
5. Leadership Strategy and Tactics Field Manual (FM-02) (2020). Jocko Willink (ISBN 9781250226846)
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3. Management in the Fire Service, NFPA, 5th Ed. (2017). H. Carter & E. Rausch (ISBN 9781449690786)
4. Mastering Fireground Command: Calm the Chaos! (2024). A. Kastros & B. Brush (ISBN 9781593705992)
5. The 7 Secrets of Neuron Leadership (2017). W. Craig Reed (ISBN 9781119428244)
6. CCFD Standard Operating Procedures (All approved policies, procedures, and guidelines in the following sections as of January 1, 2025): 100.00-General Rules and Regulations, 101.00-Human Resources, 103.00-Public Education/Public Relations, 104.00-Stations/Equipment/Maintenance, 200.00-Suppression, 201.00-Rescue, 202.00-Safety, 203.00-Hazardous Materials, 204.00-Personal Protective Equipment, 205.00-Communications, 300.00 EMS Administrative Section, and 302.00 Medical Operations).

DATE ANNOUNCED: JANUARY 15, 2025

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THROUGH MARCH 31, 2026