City of Las Vegas

BOARD OF CIVIL SERVICE TRUSTEES
CITY HALL, 495 S. MAIN STREET
CITY CLERK'S 2ND FLOOR CONFERENCE ROOM
CITY OF LAS VEGAS INTERNET ADDRESS: www.lasvegasnevada.gov

AGENDA

MARCH 12, 2014
4:30 PM

ITEMS LISTED ON THE AGENDA MAY BE TAKEN OUT OF THE ORDER PRESENTED; TWO OR MORE AGENDA ITEMS FOR CONSIDERATION MAY BE COMBINED; AND ANY ITEM ON THE AGENDA MAY BE REMOVED OR RELATED DISCUSSION MAY BE DELAYED AT ANY TIME. BACKUP MATERIAL FOR THIS AGENDA MAY BE OBTAINED FROM BEVERLY K. BRIDGES, CITY CLERK, AT THE CITY CLERK'S OFFICE AT 495 SOUTH MAIN STREET, 2ND FLOOR OR ON THE CITY'S WEBPAGE AT www.lasvegasnevada.gov.

1. CALL TO ORDER

2. ANNOUNCEMENT RE: COMPLIANCE WITH OPEN MEETING LAW

3. PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS ON THE AGENDA FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD. THE AMOUNT OF DISCUSSION, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED

4. For possible action to approve the Final Minutes by reference of the Regular Meeting of February 26, 2014

5. Discussion for possible action to certify Eligible Lists for Fire Prevention Inspection Supervisor (promotional); Janitor (open)

6. Discussion for possible action to extend Eligible Lists for Corrections Officer (open); Deputy City Clerk (open); Deputy City Marshal (open); EMS Field Coordinator (promotional); Firefighter Trainee (open); Planner II (promotional); Senior Carpenter (promotional and open)

7. Discussion for possible action to certify Classification Specifications for Fire Communications Training Specialist; Municipal Court Marshal; Senior Communications Specialist

8. Discussion for possible action to abolish Eligible Lists for Senior Maintenance Mechanic (promotional and open)

9. CITIZENS PARTICIPATION: PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS WITHIN THE JURISDICTION OF THE BOARD. NO SUBJECT MAY BE ACTED UPON BY THE BOARD UNLESS THAT SUBJECT IS ON THE AGENDA AND IS SCHEDULED FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD. THE AMOUNT OF DISCUSSION ON ANY SINGLE SUBJECT, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED

10. ADJOURNMENT

City of Las Vegas

Facilities are provided throughout City Hall for the convenience of disabled persons. Reasonable efforts will be made to assist and accommodate physically handicapped persons. If you need an accommodation to attend and participate in this meeting, please call the City Clerk's office at 229-6311 and advise of your need at least 48 hours in advance of the meeting. Dial 7-1-1 for Relay Nevada.

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:
City Hall, 495 South Main Street, 1st Floor
Clark County Government Center, 500 South Grand Central Parkway
Grant Sawyer Building, 555 East Washington Avenue
City of Las Vegas Development Services Center, 333 North Rancho Drive

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: March 12, 2014

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: DAN TARWATER, SECRETARY

SUBJECT: 5. ELIGIBLE LISTS TO BE CERTIFIED

BOARD ACTION: Vote to Certify or Not Certify
(May be taken as a group)

TOTAL ELIGIBLE LISTS PRESENTED: 2

		APPLIED	TESTED	PASSED & PLACED ON ELIGIBLE LISTS
1.	Fire Prevention Inspection Supervisor – Promotional	6	6	3
2.	Janitor – Open	137	74	71

CITY OF LAS VEGAS

ELIGIBLE LIST

Written: February 18, 2014
Oral: February 26, 2014

Fire Prevention Inspection Supervisor
Examination

Examination Date

1300545P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

APPLICATIONS	
ACCEPTED	6
REJECTED	0
TOTAL RECEIVED	6

ELIGIBLE LIST	
GROUP 1	0
GROUP 2	0
GROUP 3	3
TOTAL ON LIST	3

	TESTS			
	WRITTEN	*ORAL*	*PERFORMANCE*	*OTHER*
(Weight)	75%	25%		
PASSED	3	3		
FAILED	3	0		
TOTAL TESTED	6	3		
DID NOT APPEAR	0	0		
WITHDREW	0	0		

***Per the contractual agreement between the City of Las Vegas and IAFF, Local 1285 this eligible list is arranged by score from highest to lowest.**

Fire Prevention Inspection Supervisor (Promo) - CSB 3/12/14

Candidate Name	Ranking #	Group
ROZIER, RICHARD	1	3
Kusler, Laurence	2	3
Johnson, Kurt	3	3

Total Record Count: 3

CITY OF LAS VEGAS

ELIGIBLE LIST

Janitor
Examination

February 24, 2014
Examination Date

1400042O
Requisition Number

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

APPLICATIONS	
ACCEPTED	110
REJECTED	27
TOTAL RECEIVED	137

ELIGIBLE LIST	
GROUP 1	53
GROUP 2	18
TOTAL ON LIST	71

TESTS

	WRITTEN	*ORAL*	*PERFORMANCE*	*SUPPLEMENTAL QUESTIONNAIRE*
(Weight)	100%			
PASSED	71			
FAILED	3			
TOTAL TESTED	74			
DID NOT APPEAR	34			
WITHDREW	2			

Janitor (Open) - CSB 3/12/14

Candidate Name	Group
Anderson, Troy	1
Bachant JR, Robert	1
banks, samuel	1
Berkman, Todd	1
Boyne, Jason	1
Braunstein, Christopher	1
Brown, Daniel	1
Brunner, Shanice	1
Butler, Susan	1
carrera, margaret	1
carroll, willie	1
Ceron, Omar	1
CHERRY, SOCRATES	1
CHERRY, SOCRATES	1
Clark, John	1
Coker, Kirsten	1
Curry, Kacy	1
Davis, Samuel	1
DE JESUS, NESTOR	1
Foster, Brandon	1
Gallegos, Felipe	1
Gonzalez, Ricardo	1
Gore, Jessica	1
Gorman, Michael	1
Hall, Victoria	1
Hinkle, Ronnie	1
Hughey, Tanah	1
JACKSON SR, DWAYNE	1
Jones, Mario	1

Kalita, Daniel	1
Kennedy, Latisha	1
Kocher, Jamie	1
Leaf, Bruce	1
Lee, Paulus	1
Lewis, Karen	1
lopez, karla	1
McCants, Shanice	1
Miles, LeMarko	1
MURRAY, ALAN	1
Murrizaj, Gjovalin	1
nowka, kevin	1
Phillips , Erin	1
Rogers, Justin	1
Simpson, Andrea	1
Smith, Tony	1
Sobaski, Frank	1
solmirin, alan	1
Sprague, Molly	1
Sullivan, Shannun	1
TARY, CHRISTOPHER	1
Therien, Joshua	1
Thomas, Dayne	1
Velasquez, Adora	1
ali, clement	2
Bolden, Robert	2
Bryant, Donald	2
cisneros, maribel	2
Fields, Sheldon	2
Hickman, David	2
James, Andrew	2
LEWIS, ERIC	2
McClodden, Cedric	2

Moreno, Heriberto	2
plascencia, daniel	2
PUERTA-VALDIVIA, ERNES	2
Richard, Kiandra	2
scales, darin	2
Velasquez, Gina	2
victor, valneisia	2
whitmire, terrell	2
Williams, Dwayne	2

Total Record Count: 2

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: March 12, 2014

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: DAN TARWATER, SECRETARY

SUBJECT: 6. EXTENSION OF ELIGIBLE LISTS

BOARD ACTION: Vote to Extend or Not Extend
(May be taken as a group)

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 8

	REMAINING CANDIDATES ON LIST	LIST EXPIRES	EXT. TO	NUMBER OF THIS EXT.
1. Corrections Officer – Open	232	03/13/14	09/13/14	2
2. Deputy City Clerk – Open	16	03/25/14	09/25/14	1
3. Deputy City Marshal – Open	149	03/13/14	09/13/14	2
4. EMS Field Coordinator – Promotional	13	03/27/14	09/27/14	2
5. Firefighter Trainee – Open	279	03/11/14	09/11/14	2
6. Planner II – Promotional	5	03/27/14	09/27/14	2
7. Senior Carpenter – Promotional	3	03/27/14	09/27/14	2
8. Senior Carpenter – Open	21	03/27/14	09/27/14	2

Corrections Officer (Open) - CSB 3/13/13

Candidate Name	Group	
Adeyemi, Tunji	1	
Adkins, Philip	1	
ALCINDOR, TREVOR	1	
Alfasi, Robert	1	
Anthony, Antone	1	
Artinian, Michael	1	
AVALOS, RICARDO	1	
avalos, victor	1	
Avila, Antonio	1	
Baker, Robert	1	
Bhunyasirirot, Tritawat	1	
bonsignore, michaelangel	1	
Brainard, James	1	
Brigida, Michael	1	
brooks, justin	1	
Burns, Dorean	1	
Chiodini, Anthony	1	
~~Cobb, Rashad~~	~~1~~	~~Ltr 10/1/13 (DE) MD~~
Cruz, Estella	1	
Damico, Joseph	1	
Dancer, Tonia	1	
~~Davenport, Misuelay~~	~~1~~	~~deleted 9/4/13 (DE) MD~~
Davis, Anthony	1	
Dawood, Evon	1	
~~Deas, Deavery~~	~~1~~	~~Ltr 10/1/13 (DE) MD~~
Delgado, Louis	1	
DeNofa, John	1	
Di Bari, John	1	
Downs, Tynisa	1	
Eliason, Lance	1	
Eppenger Jr, Perry	1	
Falldorf, Zachary	1	
Ferriolo, Nickolas	1	
Florio, Michael	1	
Gant, Dionte	1	
Garcia, Ray	1	
Garrelts, David	1	
Geraldi, Jay	1	
Gibson, Lamar	1	

CERTIFIED: 3/13/13 to 9/13/13
Extend: 9/13/13 to 3/13/14
Extend: ____ to ____
Extend: ____ to ____
EXPIRED: ____

Gillihan, Ryan	1	
~~Giron, Yannis~~	~~1~~	Selected 4/4/13 (DE) md
gonzalez, victoria	1	
Green, Evan	1	
Grenci, Michael	1	
Gutierrez jr, Javier	1	
Handy Jr, Annias	1	
Harpel, James	1	
Harris, David	1	
Harris, Larry	1	
Harrison, Frank	1	
Hegna, Jewel	1	
Hill, Jacob	1	
Holliday, Gregory	1	
Howard, Jason	1	
hunter, kerry	1	
Ibe, Allen	1	
Irwin, William	1	
Izquierdo, Jose	1	
Johnson, Elia	1	
Johnson, Kevin	1	
~~Jones, Angel~~	~~1~~	Sel 4/10/13 (DE) md
Jones, Darryl	1	
Krozel, Jeff	1	
Kyles, Irvin	1	
Lancaster, Craig	1	
Lang, Joshua	1	
Larkin, Justin	1	
Leyba, Gabriel	1	
Lona, Efrain	1	
~~Loper, Joshua~~	~~1~~	Sel 10/1/13 (DE) md
Luna, Samuel	1	
~~MACK, LOY~~	~~1~~	Selected 4/10/13 (DE) md
~~Mann, Leigh~~	~~1~~	Selected 4/4/13 (DE) md
Mashburn, Callie	1	
McCuistion, Ralph	1	
McDaniel, William	1	Selected 4/4/13 (DE) md - DECLINED
mediano, richard	1	
Medoff, Matthew	1	
~~mendoza, ashley~~	~~1~~	Sel 10/1/13 (DE) md
Mercer, Caitlin	1	
~~Mikell, Keala~~	~~1~~	Selected 4/4/13 (DE) md
Miles, Alonzo	1	
Mitchell, Brandon	1	

Mitchell, Johnathan	1	
Molina, Marty	1	
Montano, Igor	1	
Morgan, Joseph	1	
Motion, Sabrina	1	
Murrell, Gregory	1	
Nieto, Cesar	1	
~~Nua, Sage~~	~~1~~	selected 4/4/13 (DC) mcl
Pabst Jr., Larry	1	
Parker, Aaron	1	
PARR, JACOB	1	
Pennington, Vincent	1	
Phillips, Cedric	1	
Plakio, Juan	1	
Pollard, Troy	1	
Prisbrey, Tarra	1	
Ragsdale, Jerry	1	
Ramirez jr, Juan	1	
Ramos, William	1	
Richardson, Byran	1	selected 4/4/13 (DC) mcl DECLINED
Rivera-Reynoso, Marissa	1	
ROBINSON, NATHAN	1	
Rodriguez, Veronica	1	
Rogers, Tyler	1	
Romrell, Darin	1	
Roundtree, Benjamin	1	
Rozar, Angela	1	
Sailers, Murrell	1	
Santiago, Anna	1	
~~Shelton, Roy~~	~~1~~	selected 4/4/13 (DC) mcl
Smith, Brandon	1	
Smith, Brittany	1	
Sobrero, Cortney	1	
SONE, SERINA	1	
~~Stanbra, Nathan~~	~~1~~	selected 4/4/13 (DC) mcl
Stefan, Randolph	1	
Stewart, Travis	1	
Stone, Erik	1	
Tamayo-soto, Gabriel	1	
Thomas, Kimberly	1	
Thompson, Brady	1	
Tolentino, Jeudy	1	
Torres, Manuel	1	
Trujillo, Dominic	1	

Tschogl, Candace	1	
Vittori, Dominic	1	
Wallace, Deirdre	1	
Wieger, William	1	
Williams, Alan	1	[illegible] DECLINED
Zavala, Gustavo	1	
Zepeda, Tanya	1	
Acosta, Anthony	2	
Adams, Tavares	2	
Afo, Taufao	2	
Aguirre, Silverio	2	
Alinea, Eugene Ver	2	
Alvarez, Miguel	2	
Anderson, Kenneth	2	
Appah, Francis	2	
Arnold, Douglas	2	
Aversa, Robert	2	
bacchetta, Andy	2	
Bailey, Donald	2	
Balagtas, Patrick	2	
Barajas, Eulice	2	
Barker, Jason	2	
~~Belanger, Danielle~~	2	[illegible]
BERKELEY, CHRISTOPHER	2	
~~Blake, Kristle~~	2	[illegible]
Boeglin, Ryan	2	
BOLIBOL, GERALD	2	
Bowen, Robert	2	
Burcham, Paul	2	
cephas, jerell	2	
~~Chalmers, Amanda~~	2	[illegible]
Chambers, Michael	2	
Chavez, Raul	2	
Clark, Stephen	2	
Clark, Timothy	2	
Clarksondean, Janelle	2	
clizbe, robert	2	
Contreras, Jeff	2	
Corey, Jacob	2	
Cortez, Jesus	2	
Cruz, Brandon	2	
D'Ambrosio, Joseph	2	
daniels, dior	2	
~~Davis, Dominique~~	2	[illegible]

Dennis, Jeffrey	2	
Diaz, Marcos	2	
Dokiwari, Duncan	2	
Dominguez, Dean	2	
Fijolek, Lukasz	2	
Flores, Aaron	2	
Follosco, Shaun	2	
grance, stanley	2	
Haeseker, Michael	2	
~~Hall, Derek~~	2	selected 4/8/13 (DE) mk
Hardy, Jacob	2	
Headley, Joshua	2	
Heinreich, Tatianna	2	
Henderson, Dwayne	2	
Hernandez, Janina	2	
~~Hill, Robert~~	2	selected 4/8/13 (DE) mk
Hughes, Matthew	2	
Inman, Ryan	2	
Jenkins, Tara	2	
Johnson I, Tywan	2	
JOHNSON, CORNELL	2	
JONES, ANTHONY	2	
Killman, Jennie	2	
kincaid, antonio	2	
Kinnell, John	2	
Kurtz, Altovise	2	
Lee, Jason	2	Selected 4/8/13 (DE) mk DECLINED
LIMON-GONZALEZ, PEDRO	2	
Linan, Martin	2	
Lomeli, Javier	2	
Lopez, Briar	2	
MARCHI, MARIBEL	2	
Marshall JR, Samuel	2	
Martin, Tariel	2	
Martinez, Joe	2	
Mattox, Michael	2	
Mcknight, Bobby	2	
Mendez, German	2	
Minor, Jarrod	2	
Mitchell, Cedric	2	
Moser, Spencer	2	
Nameth, Bradley	2	
Neilson, Randy	2	
~~Newman, Matthew~~	2	Sel 10/1/13 (DE) mk

Nguyen, Karine	2
Nolan, Dominic	2
OBryant, Kale	2
Palomares, Samuel	2
Parotte, Edmond	2
Petties, Cedric	2
Pulliam V, Glenn	2
Ramos, Shawn	2
Ramsey, Kenneth	2
Robinson, James	2
Salgado, Anthony	2
Sanchez, Jose	2
Santiago, Raymond	2
Schaefer Jr, Brian	2
Silber, Brandon	2
Simpson, Kendall	2
Slyman, George	2
Smith, Kevin	2
~~Smith, Lorin~~	2 fel. 10/1/13 (DC) mb
Soun, Darin	2
Starling, Jack	2
Stewart, Glenda	2
Stubbs, Brandon	2
Thomas, Benjamin	2
Thomas, Jonathan	2
Totten, Lucas	2
Tybor, Daniel	2
Velasquez, david	2
vizcarra, omayra	2
Walker, Alisha	2
Wehner, Christopher	2
White, Eugene	2
Williams, Ariel	2
Williams, Bronson	2
Wilson, Christopher	2
Wilson, Daniel	2
wright, adam	2
Yepiz, Frenchy	2

Total Court: 253

Deputy City Clerk (Open) - CSB 9/28/13

Candidate Name	Group
Bryner, Jill	1
Evans, Austin	1
Harris, Brittany	1
Makridis, Crystal	1
~~Miller, Jacquie~~	~~1~~ Del 11/7/13 (cc) mk
Myers, Gary	1
Outland, Debra	1
Pinnock, Jolene	1
Rexroad, Sue	1
Spredeman, Lori	1
Choate, Terri	2
Kerr, Sierralyn	2
Lewis, Michael	2
Osborne, Danita	2
Pineda, Tracie	2
Smalley, Deanna	2
Taglioni, Evelin	2

Total Record Count: 17

CERTIFIED: 9/25/13 to 3/25/14
Extend: _____ to _____
Extend: _____ to _____
Extend: _____ to _____
EXPIRED: _____

Deputy City Marshal (Open) - CSB 3/13/13

Candidate Name	Group
DeNofa, John	1
Di Bari, John	1
Gates, Christopher	1
Gutierrez, Richard	1
Hall, Derek	1
Harper, Gregory	1
Hill, Jacob	1
~~Johnson, Jacob~~	1
Kennedy, Shane	1
Lee, Jason	1
Lopez, John	1
Martinez, Christian	1
McCuistion, Ralph	1
Medoff, Matthew	1
Mendes, Antone	1
Minor, Jarrod	1
Nelson, Joshua	1
Sailers, Murrell	1
Smith, Brandon	1
Tamayo-soto, Gabriel	1
Totten, Lucas	1
WATTS, JESSE	1
Zvulun, Joshua	1
Adeyemi, Tunji	2
Adkins, Justin	2
allen, timothy	2
Anthony, Antone	2
Arnold, Douglas	2
Avalos, Miguel	2
AVALOS, RICARDO	2
avalos, victor	2

See 1/7/14 (DC) mk

CERTIFIED: 3/13/13 to 9/13/13
Extend: 9/13/13 to 3/13/14
Extend: ____ to ____
Extend: ____ to ____
EXPIRED: ____

Martha Davis

Aversa, Robert	2	
Avila, Antonio	2	
Baily, George	2	
Bass, Richard	2	
Bell, Brandon	2	
Blyveis, Samuel	2	
~~Bourne, Stephanie~~	~~2~~	Sel 9/10/13 (DE) md
Brainard, James	2	
Bunker, Jeremy	2	
BURTON, SHANE	2	
CABRADILLA JR, DOMINAI	2	
Caldwell, Stephen	2	
Cano, Doroteo	2	
Castaneda, Pedro	2	
cephas, jerell	2	
Chavez, Raul	2	
CLARK JR, CHARLES	2	
Cohen, Gather	2	
Colin, Johnny	2	
Cortez, Jesus	2	
Diaz, Marcos	2	
Dixon, Mary	2	
~~Downs, Tynisa~~	~~2~~	Selected 9/9/13 (DE) md
Elfberg, Matthew	2	
Eliason, Ryan	2	Sel 9/12/13 (DE) md DECLINED 9/30/13
Eppenger Jr, Perry	2	
Fannin, Torrin	2	
Ferriolo, Nickolas	2	
Fijolek, Lukasz	2	
Garcia, Romeo	2	
Garcia-Manzo, Oscar	2	
Garrelts, David	2	
Geraldi, Jay	2	
Gibson, Lamar	2	
Gifford II, Frank	2	

Godfrey, James	2	
Green, Evan	2	Selected 4/4/13 (DE) md DECLINED
Hageman, Zeke	2	
Hardy, Jacob	2	
Harrison, Frank	2	
Heffron Jr, James	2	
Henderson, Dwayne	2	
Hernandez, Douglas	2	
Hernandez, Jose	2	
Hibbard, Cody	2	
Holliday, Gregory	2	
Howard, Jason	2	
hunter, kerry	2	
Ibe, Allen	2	
Inman, Ryan	2	
Jayne, Kingsley	2	
JOHNSON, CORNELL	2	
Johnson, Elia	2	
Johnson, Kevin	2	
JONES, ANTHONY	2	
Kebles, Robert	2	
Kemp, Christopher	2	
kight, robert	2	
Kinnell, John	2	
Koch, Brian	2	
Krozel, Jeff	2	
~~Kumamaru, Anthony~~	2	Selected 4/4/13 (DE) md
Kyles, Irvin	2	
LEBARON, RYAN	2	Sel 9/12/13 (DE) md DECLINED 9/30/13
Lifoifoi, Raymond	2	
Lona, Efrain	2	
~~Lopez, Sendy~~	2	Selected 4/4/13 (DE) md
MARCHI, MARIBEL	2	
Martinez, Joe	2	
Mattson, Michael	2	

~~McCoy, Zachary~~	2 Selected 4/4/13 (DE) MD
~~McCrimon, Cody~~	2 Selected 4/4/13 (DE) MD
McCue, Brad	2
McDaniel, William	2
McMahan, Alfred	2
Mendez, German	2
Miles, Alonzo	2
Minton, Cody	2
Molina, Marty	2
Moon, Michael	2
Moser, Spencer	2
Motion, Sabrina	2
Nameth, Bradley	2
Nolan, Dominic	2
Odell, Christopher	2
O'Steen, William	2
Pabst Jr., Larry	2
Parker, Aaron	2
penney, christopher	2
Pikyavit, Skyler	2
Plakio, Juan	2
Pollard, Troy	2
~~Ramos, Virginia~~	2 Selected 4/4/13 (DE) MD
Ramos, William	2
Ramsey, Kenneth	2
Reese, Jeffrey	2
revere, jeremy	2
Richardson, Byran	2
Robinson, James	2
ROBINSON, NATHAN	2
RODRIGUEZ, JOSHUA	2
Santiago, Raymond	2
Schopp, Mark	2
~~Scott, Jacory~~	2 Selected 4/4/13 (DE) MD
Shelton, Roy	2

SHIELDS, DEZJUAN	2
Smith, Carl	2
Smith, Jonathan	2
~~Soares, Brandon~~	~~2~~ Libertad 4/4/2(D.C.) ml
Soken, Sara	2
SONE, SERINA	2
Stefan, Randolph	2
Thomas, Joseph	2
Thompson, Charles	2
Torres, Manuel	2
Trujillo, Dominic	2
Tschogl, Candace	2
Turner, Brent	2
Turner, Lawrence	2
Tyler, Paul	2
Villablanca, Karl	2
Washington III, Leon	2
White, Chase	2
White, Eugene	2
Williams, Bronson	2
Wilson, Christopher	2
wright, adam	2
Zavala, Gustavo	2

Total Count: 159

EMS Field Coordinator (Promo) - CSB 3/27/13

Candidate Name	Ranking #	Group
Saracene, Rob	1	1
Phillips, Scott	2	2
Perillo, Arthur	3	2
Azeman, Jeff	4	2
Signor, Dustin	5	2
Calhoun, Jayson	6	2
Osborn Jr, David	7	2
Schmidt, Jason	8	3
Arquette, Michael	9	3
Burton, Stephen	10	3
Gordon, Sherry	11	3
Wilbanks, Randall	12	3
Garvin, Darrell	13	3
~~Molinar, David~~	~~14~~	~~3~~ Voluntary remove from list per email 8/13/13 MD

Total Record Count: 14

CERTIFIED:	3/27/13	to 9/27/13
Extend:	9/27/13	to 3/27/14
Extend:		to
Extend:		to
EXPIRED:		

Firefighter Trainee (Open) – CSB: 9/11/13

Candidate Name	Group	
Abrego, Jonatan	1	
Arenas, Darren	1	
Barbour, Jason	1	
~~Barris, Stephen~~	~~1~~	Sel 11/26/13 (FF) md
Birchfield, Michelle	1	Sel 11/26/13 (FF) md - DECLINED
Booth, Christopher	1	
~~Burkhalter, Patrick~~	~~1~~	Sel 11/25/13 (FF) md
Burton, Rashad	1	
Cannon, Jodie	1	
~~Christensen, Jonathan~~	~~1~~	Sel 11/25/13 (FS) md
Clohesy, Justin	1	
Cruz Jr, Alfredo	1	
DeMars, Luke	1	
~~Dietz, Brian~~	~~1~~	Sel 11/25/13 (FF) md
Drechsler, Karl	1	
~~Elliott, Tyler~~	~~1~~	Sel 11/29/13 (FF) md
Fan, Stephen	1	
Farmer, Brennan	1	
Farmer, Kyle	1	
Faulkner, Clay	1	
~~Fernandez, Juan~~	~~1~~	Sel 12/19/13 (FF) md
Hartwig, Alex	1	Sel 11/29/13 (FF) md - DECLINED
Helm, Sadie	1	
~~Hensey, David~~	~~1~~	Sel 11/25/13 (FF) md
~~Hopfe, Michael~~	~~1~~	Sel 11/25/13 (FF) md
~~Houston, Tallon~~	~~1~~	Sel 11/29/13 (FF) md
~~Kiesel, Brady~~	~~1~~	Sel 11/25/13 (FF) md
Krieg, Anthony	1	
~~Lairmore, Chase~~	~~1~~	Sel 11/29/13 (FF) md
~~Leavitt, Karl~~	~~1~~	Sel 11/29/13 (FF) md
Leavitt, Lance	1	
~~Liemandt, Mark~~	~~1~~	Sel 11/29/13 (FF) md
~~Lofgren, Bret~~	~~1~~	Sel 11/27/13 (FF) md
Malerba, Marco	1	
Maples, Michael	1	
~~Martinez, Michael~~	~~1~~	Sel 11/29/13 (FF) md
~~Muguira, Mitxel~~	~~1~~	Sel 11/25/13 (FF) md
O'Neal, Christopher	1	

CERTIFIED: 9/11/13 to 3/11/14
Extend: ____ to ____
Extend: ____ to ____
Extend: ____ to ____
EXPIRED: ____

~~Patat, Andrew~~	~~1~~	Sel 11/25/13 (FR) md
~~Pavelka, Nicholas~~	~~1~~	Sel 11/29/13 (FR) md
~~Penick, Benjamin~~	~~1~~	Sel 11/29/13 (FR) md
~~Prisbrey, Bryson~~	~~1~~	Sel 11/29/13 (FR) md
~~Reveles, Cynthia~~	~~1~~	Sel 11/29/13 (FR) md
Rogers, Jefferson	1	
~~Rueda, Mario~~	~~1~~	Sel 11/29/13 (FR) md
Sanders, Jaymes	1	
Sassone, Christopher	1	
~~Schrader, Mark~~	~~1~~	Sel 11/29/13 (FR) md
Serwatka, Jamison	1	
Smith, Jermaine	1	
Smith, Nathan	1	
Smyth, Kevin	1	
Spradling, Ryan	1	
Tarabochia, Paul	1	
Taylor, Mark	1	
~~Thatcher, Jacob~~	~~1~~	Sel 11/29/13 (FR) md
~~Tolleson, Laric~~	~~1~~	Sel 11/25/13 (FR) md
~~Tremblay, Robert~~	~~1~~	Sel 11/25/13 (FR) md
~~Velasquez, Timothy~~	~~1~~	Sel 11/29/13 (FR) md
Volden, Justin	1	
~~White, Preston~~	~~1~~	Sel 11/29/13 (FR) md
~~Yeoman, Zachery~~	~~1~~	Sel 11/29/13 (FR) md
~~Alberi, Courtney~~	~~2~~	Sel (FR) BS/md
Alexander, Nathanael	2	
Allen, Dustin	2	
Almansoori, Nasser	2	
ARMINGTON, KEITH	2	
Bangle, Melanie	2	
Barillas, Fernando	2	
Barron, Eddie	2	
Barrone, Joshua	2	
Bartlett, Lucas	2	
Barto, Jarod	2	
bettinger, sean	2	
Black, Billy	2	
Boatright, Derek	2	
Borsack, Brian	2	
Boynak, Corey	2	
~~Breed, Nicholas~~	~~2~~	Sel 12/3/13 (FR) md
brown, anthony	2	
Brown, Matthew	2	

Camacho, Rafael	2	
Cameron, Kyle	2	
Campbell, Jordan	2	
Carrier, Christopher	2	
Clickner, Kevin	2	
~~Clinker, Anthony~~	~~2~~	Sel 12/3/13 mrl
Cooper, Matthew	2	
~~Crowley, Christopher~~	~~2~~	Sel 12/5/13 mrl
~~Crutcher Jr, Michael~~	~~2~~	Sel 12/5/13 mrl
Cummings, Daniel	2	
D'Alessio, Tianna	2	
Darrington, Dustin	2	
De La Barcena, Alexander	2	
~~Donat, Gregory~~	~~2~~	Sel 12/3/13 mrl
Douglas, David	2	
Ebert, John	2	
Eliason, Tate	2	
Esau, Joseph	2	
Espejo, Zacarias	2	
fernandez, philip	2	
Figiel, Michael	2	
Fitzgerald, Adam	2	
Frank, Max	2	
Fuhrman, Joshua	2	
Geyer, Kevin	2	
Gibson, Noel	2	
Giles, Nicholas	2	
~~Goins, Nathan~~	~~2~~	Sel 12/3/13 mrl
Gonzales, Michael	2	
Gradillas, Benjamin	2	
Green, Erik	2	
Gregory, Christopher	2	
Griffith, Ryan	2	
~~Hanor, Jason~~	~~2~~	Sel 12/3/13 mrl
Hinden, Matthew	2	
Hurley, Kyle	2	
Hutchens, Jack	2	
Jaime, Joel	2	
James, Aaron	2	
Jay, Robert	2	
Jensen, Zebulon	2	
Jerez, Victor	2	
Johnson, Dion	2	

Johnson, Timothy	2	
Kam, Daniel	2	
Keele, Jeremy	2	
Kehoe Jr, William	2	
Keller, Dustin	2	
Kepler, Dale	2	
Kleven, Elliott	2	
Knerr, Kristopher	2	
Knudsen, Zachery	2	
Lavin, Thomas	2	
Lawrence, Chase	2	
~~Lloyd, Scott~~	~~2~~	Led 12/3/13 md
Low, Chaisson	2	
Luna, Julio	2	
Manfra, Matthew	2	
~~Manyvong, Te~~	~~2~~	Led 12/3/13 md
~~Martin, Jeffrey~~	~~2~~	Led 12/3/13 md
Martinez, Noe	2	
Mascola, James	2	
Massa, Joseph	2	
McCarther, Dwayne	2	
McFate, Tyler	2	
McTaggart, Colin	2	
Moler, Brian	2	
Morris, James	2	
Mueggler, Ralph	2	
Nansen, Erica	2	
Nelsen, David	2	
Nickell, Curtis	2	
Nolan, Joseph	2	
Ongman, Aaron	2	
Otteson, Tyrel	2	
Parry, Brett	2	Led 12/3/13 md - DECLINED
Pasquale, Justin	2	
Petersen, Sean	2	
Phillips, Andrew	2	
Plott, Jonathon	2	
Primus, Jared	2	
Randall, Caden	2	
Ratto, Anthony	2	
Reed, Wilbert	2	
Richards, Michael	2	
ripley, jason	2	

Salgado, Jose	2
SANTISTEBAN, ALEXIS	2
Santos, John	2
Sarokas, Robert	2
Schilling, James	2
Shaw, Curtis	2
Shorey, Kevin	2
Silva, James	2
Smith, Edward	2
Snyder, Christopher	2
Sonner, Kelli	2
Stecki, Brian	2
Taoipu, Veldrick	2
Taylor, Justin	2
Thomas, Tyler	2
Thornton, Fredrick	2
Vaca, Danny	2
Van Rhyn Jr., Jeffrey	2
Villalobos, Andrew	2
Vivone, Jordan	2
Whitworth-Brizeno, Austin	2
Wiatt, Robert	2
Wiencek, Andrew	2
wilson, adam	2
Winlow, John	2
Winn, Charles	2
Woodard, James	2
Woods, Kristin	2
~~Youssef, Daniel~~	~~2~~ Sel 12/3/13 MD
Zimmerman, Michael	2
Zoukas, Alexander	2
Adams, Jo'ell	3
Andrews, Brent	3
anselmo, josh	3
Arentzoff, Joshua	3
Austin II, Bruce	3
Barken, Whitney	3
Beauchamp, jason	3
Belluomini Jr, Alfred	3
Bennett, Joshua	3
Bourne, Stephanie	3
Bower, David	3
Broberg, Richard	3

Brown, Andre	3
Brown, Matthew	3
Burkhart, Jason	3
Cameron, Kenneth	3
Carter, Majeedah	3
Clark, Nicholas	3
Clary, Kyle	3
Clear, Brian	3
Clement, Steven	3
Coyne, Brian	3
Crews, Randall	3
Culbreth, Matthew	3
Cummings, Joshua	3
D'Amico, Michael	3
Dennis, Nick	3
Dysinger, Scott	3
Easton, Kara	3
Easton, Michael	3
Eisenhauer, Christopher	3
Erickson, Joshua	3
Ernest Jr., Christopher	3
FERNANDEZ, JOSE	3
Fonseca, Carlos	3
Froby, Justin	3
Furnas, Kelley	3
Garcia, Matthew	3
Gartner-st.hilaire, Robert	3
Gudino, Esteban	3
Hajek, Nickolas	3
Hartshorn, Matthew	3
Hennington, Marvin	3
Henrie, Cal	3
Hsia, William	3
Jarrard, Hobart	3
Juarez-Carpio, David	3
Juliussen, Brian	3
Kalogeras, Billy	3
King, Zachary	3
Klein, Favian	3
Klingler, Frederick	3
Leist, Matt	3
Lemieux, Matthew	3
Liguori, Matthew	3

Loop, Wesley	3
Lucero, Carlos	3
Luna, Jacob	3
Martin, William	3
McFall, Allen	3
McKeever Jr., Timothy	3
McMahon, Stephen	3
McMillan, Jason	3
Medina, Dakota	3
Montes, Stephanie	3
Munford, Chance	3
Munger, Jeffrey	3
Neil, John	3
Nelson, Ryan	3
Newlin, Andre	3
Nielsen, Alexander	3
Nielsen, Norman	3
North, Chad	3
Oliveri, Matthew	3
Owens, James	3
Paddock, Christopher	3
PARR, JACOB	3
Pinson, Rudy	3
Power, Aaron	3
Provstgaard, Matt	3
puentes, alberto	3
Ramos, Jr., Miguel	3
Ray, Justin	3
Reed II, Paul	3
Regan, Kevin	3
Robone, Anthony	3
Ross, Joshua	3
Rowley, Thomas	3
Sanders, Koby	3
Schilling, Damon	3
Schrader, Michael	3
Schwartz, Douglas	3
Shaw, Daniel	3
Shaw, Mike	3
Simpson, Eric	3
Simpson, Shawn	3
Skinner, Kari	3
Soto, Javier	3

Spalding, Donald	3
Spicer, Kayla	3
Stanton, Dennis	3
Starbird, Cody	3
Stephens, Omari	3
Stevens, Matthew	3
Stout, Thomas	3
Sturman, Jennabea	3
Thomas, Matthew	3
Thrasher, Douglas	3
Tidwell, Steve	3
Tobler, Kurt	3
Tuttle, Kegan	3
Unger, Paul	3
Van Wingerden, Nathen	3
Walton, Nigel	3
Watters, Dakota	3
Wide, Eddie	3
Williams, Julius	3
Williams, Justin	3
Willis, Kyle	3
Winder, William	3
Wolfenden, Tamara	3
Wood, Bryan	3

Total Record Count = 320

Planner II (Promo) - CSB 3/27/13

Candidate Name	Group
Boyles, Jonathan	1
Cornoyer, David	1
Gumarang, Romeo	2
Obodai, Alberta	2
Rex, Mark	2

Total Record Count: 5

CERTIFIED:	3/27/13	to 9/27/13
Extend:	9/27/13	to 3/27/14
Extend:		to
Extend:		to
EXPIRED:		

Senior Carpenter (Promo) - CSB 3/27/13

Candidate Name	Group	
~~Cuilly, Michael~~	~~1~~	Ltr 4/3/13 (OM) MA
Clifford ii, Michael	1	
Campanella, Joseph	1	
Tanguay, Lionel	1	

Total Record Count: 4

CERTIFIED: 3/27/13 to 9/27/13
Extend: 9/27/13 to 3/27/14
Extend: _____ to _____
Extend: _____ to _____
EXPIRED: _____

Martha Davis

Senior Carpenter (Open) - CSB 3/27/13

Candidate Name	Group
DeMille, Tam	1
Peters, Kevin	1
ROBERTSON, ERIC	1
Vandenberg, James	1
Cincotto, Frank	2
Cole, Larry	2
franco jr, feliciano	2
gonzalez, julio	2
henry, robert	2
Koopman, Robert	2
Labo, William	2
Lombardo, James	2
Meyer, Michael	2
paoletta jr, frank	2
Rahmati, Hamid	2
Redic, Quincy	2
Riggs, Damion	2
Shelley, Tom	2
Stewart, Glenn	2
THOMAS, ANTHONY	2
Westmoreland, Donald	2

Total Record Count: 21

CERTIFIED: 3/27/13 to 9/27/13
Extend: 9/27/13 to 3/27/14
Extend: _____ to _____
Extend: _____ to _____
EXPIRED: _____

Martha Davis

FIRE COMMUNICATIONS TRAINING SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To train and certify all newly hired and promoted Fire Communications staff; to maintain the certification levels of staff; to develop and deliver public education programs regarding the 9-1-1 system; and to perform a variety of technical tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the ~~Supervisor of~~ Fire Communications Supervisor.

Exercises technical supervision over all levels of Communications Specialists.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Train and certify all newly hired and promoted Communication Specialists on all aspects of the job, including ~~CPR and~~ Emergency Medical Dispatch (EMD) certification programs and cardiopulmonary resuscitation (CPR); participate in conducting needs assessments based on changing technology and analysis of performance statistics and develop and present training programs based on those needs.

2. Develop, update, and maintain ~~a~~ training manual; ~~and~~ assist with development and maintenance of~~a~~ the communications standard operating procedures manual; ~~develop and~~ assist in the maintenance~~ain~~ of job performance standards.

3. ~~Develop, implement and~~Assist in the management and maintenance~~ain~~ of contingency plans and required equipment and supplies needed to continue functioning in the event of various types of system failure.

4. Develop lesson plans, lectures, and workshops ~~designed~~ to motivate and improve the performance of staff.

5. Maintain training records for staff, including certification records.

6. Coordinate with other department training staff to update and deliver radio and computer training to suppression staff.

7. ~~Develop and coordinate training for inter-agency communications staff so they can interact effectively with city communications staff.~~

~~Essential Functions:~~

~~8. Oversee the Quality Assurance Committee; schedule and coordinate monthly committee meetings; select 911 calls for review; maintain records of committee findings; recommend training to appropriate supervisory personnel based on committee findings.~~

~~9.~~8. ~~Oversee the Communications Awards Committee; maintain committee records.~~

~~10.~~9. Develop programs for public education~~,~~; ~~including instructional videos, other visual aids and booth displays at local malls;~~ participate in public education efforts to promote proper use of the 9-1-1 system.

10. ~~Fill in as a Sr.~~ Perform call taking and dispatching duties as needed in the event of an emergency or assigned by the Fire Communications Supervisor. ~~Communications Specialist as required.~~

11. Assist in overseeing the operation and maintenance of the logging recorder; make audio recordings as needed.

12. Travel to area dispatch centers and fire stations as part of training curriculum. Attend training exercises and other related meetings as required.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

~~A modern 9-1-1 communication system.~~
Modern principles, practices, and techniques of technical and emergency dispatch procedures training.
Principles and practices of training program research, development, and evaluation.
Cardiopulmonary resuscitation instruction ~~(CPR)~~.
~~Principles and practices of training program research, development and evaluation.~~
~~The radio and computer equipment used in a fire communication system.~~
Methods and techniques ~~of~~ for collecting and analyzing performance statistics.
The structure and interrelationships of the Las Vegas Valley 9-1-1 system.
Principles of National Incident Management System Incident Command System (NIMS-ICS).
Pertinent federal, state, and local laws, codes, and regulations.
Department policies, rules, and regulations.
A modern 9-1-1 communication system.
Radio and computer equipment used in a 9-1-1 communication system.
Modern office procedures and equipment, ~~and methods and personal computers~~ and common office software.
English language usage, grammar, and punctuation.

~~Pertinent federal, state and local laws, codes and regulations.~~

Ability to:

Plan, research, develop and present a variety of technical training programs that enhance the performance and effectiveness of the Fire Communications section.
Maintain current training and standard operating procedures manuals.
Develop and present programs to the ~~general~~ public.
Maintain complete training and certification records.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

~~Ability to:~~

Maintain mental capacity ~~which~~ that allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities ~~which~~ that may include the following:

- *standing or sitting for extended periods ~~of time~~; and*
- *operating assigned equipment.*

Experience and Training Requirements

Experience:

~~Four~~ Five years total experience as a ~~9-1-1 operator~~Communications Specialist or Senior Communications Specialist in the Las Vegas Fire & Rescue Combined Communications Center.

Training:

Equivalent to graduation from high school. Associate's Degree from an accredited college or university with major course work in communications, emergency communications, business administration, public administration, or a field related to the essential functions is desired, but not required.

License and Certificate

Possession of an appropriate valid driver's license on the date of application, and maintenance thereafter.

Possession of the Emergency Medical Dispatcher course certification on the date of application, and maintenance thereafter.

Possession of Cardiopulmonary Resuscitation certification on the date of application, and maintenance thereafter.

Possession of Cardiopulmonary Resuscitation Instructor certification within twelve months of the date of appointment, and maintenance thereafter.

Possession of National Incident Management System (NIMS) ICS 100 and ICS 200 certification within twelve months of the date of appointment.

Special Requirement

~~Possession of CPR Instructor certificate within one year of the date of appointment, and maintenance thereafter.~~

May be required to conduct training during swing, graveyard, and weekend shifts (facility is a 24 hour, 7 day per week operation).

WORKING CONDITIONS

Environmental Conditions:

Work is performed indoors in aclimate-controlled ~~n~~-emergency communications environment; occasional travel from site to site; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting or standing for ~~prolonged~~ extended periods ~~of time~~.

~~ARB~~SB
REV ~~7/23/08 (minor revision to certificate)~~2/18/14
FLSA & City: nonexempt

CSB ~~9/8/99~~

MUNICIPAL COURT MARSHAL

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To serve as Peace Officer for the Municipal Court; to perform a variety of sworn law enforcement related duties including~~to~~ serveing arrest warrants, ~~and~~ subpoenas, and other court orders; to conduct misdemeanor probation services; ~~and~~ to make arrests ~~for offenses under the jurisdiction of the Municipal Court~~; and to maintain order in the court and ~~escort personnel~~transport prisoners to court and jail.

SUPERVISION RECEIVED

Receives general supervision from Municipal Court Marshal Sergeant and higher level management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Apprehend, arrest and maintain custody of offenders and individuals sought on arrest warrants and other court orders issued by the Municipal Court judges, which often involve ~~house searches and~~ searches for defendants with lengthy criminal records, including felonies. Serve subpoenas, summonses, complaints, and other court orders including temporary orders for protection.

2. Provide court security and related services; ~~Maintain order and provide security for the judge, court staff and public in the courtroom;~~ prevent or address disturbances; respond to emergency situations in Municipal Court and other city facilities as requested; remand persons to custody as ordered by the judge; provide first aid and CPR as needed.

3. Transport prisoners between court and local city and county jails; transport individuals who have been detained by other jurisdictions on city warrants.

4. Operate metal detection and x-ray devices to screen persons entering the court; monitor security cameras, alarms, and access to secured areas.

5. Obtain criminal history and driving records from a variety of databases and computer systems, when applicable~~, on individuals appearing before the Court~~; enter and update information into computer systems; verify insurance and other documents submitted as proof of compliance; prepare reports on operational assignments.

6. Conduct investigations of injury and accidents occurring in ~~any~~ Court facilities~~y~~ or other assigned areas; investigate crimes; gather and preserve evidence; interview victims,

complainants and witnesses; identify and interrogate suspects; testify and present evidence in court.

7. Enforce laws and ordinances, issue warnings and citations and make arrests for violations occurring in areas of assignment.

8. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

~~Essential Functions:~~

9. Attend training sessions on changes in laws pertaining to arrests, the use of force and other law enforcement related issues; attend training sessions on the use of new equipment and procedures, including proper driving techniques for emergency situations and modern ~~radio~~ communication systems.

10. Complete arrest, incident, investigative, and other reports as required.

11. While on duty, carry a firearm and other department approved protective devices; maintain ~~qualifications to carry a firearm~~proficiency with approved weapons.

12. Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the public.

13. Interview witnesses and various members of the public to obtain information pertaining to active investigations to locate individuals for service of legal court documents.

~~13. Prepare reports on operational assignments.~~

When assigned to Probation Services:

1. Supervise offenders placed on suspended sentence by the Municipal Court to include random drug and alcohol testing; home, office, jail and work visits; electronic monitoring; house arrest; case reporting; sanction enforcement; and apprehension of violators.

2. Conduct pre-intake interviews to determine eligibility to participate in Probation Services programs.

3. Explain policies, rules and expectations regarding terms of probation; issue equipment; collect administrative fees.

4. Monitor participants for whereabouts and program compliance by conducting status check interviews, field observations and using a variety of telecommunication, monitoring and tracking systems.

5. Appear and testify in court; provide written and oral reports to the court with sentencing recommendations.

6. Provide crisis intervention as needed; refer offenders requiring intensive counseling to Alternative Sentencing; work with Alternative Sentencing to assist probationers requiring intensive counseling; coordinate placement of offenders into substance abuse, mental health, domestic violence and other treatment programs as needed.

7. Collect and provide offender information in accordance with established policies and principles of confidentiality.

8. Prepare and maintain a variety of automated and manual forms, records, and files; update case files as necessary; prepare program performance statistics and reports.

9. Monitor compliance with program payments and renegotiate payments if offender falls in arrears; accept payments.

Marginal Functions:

~~1. File updated changes to the Nevada Revised Statutes and Las Vegas Municipal Codes.~~

~~2.~~1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.
~~Basic self-defense tactics.~~
Techniques of communicating with customers.
~~Basic first aid techniques.~~
~~Basic interviewing techniques.~~
Basic report writing techniques.
Proper English grammar, spelling and punctuation.

When assigned to Probation Services:

Basic counseling methods and practices.
Crisis intervention techniques and applications.

Ability to:

Meet and maintain the established physical requirements.
Successfully complete Police Officer Standards and Training (P.O.S.T.) Category I academy.
Successfully complete first aid and CPR training.
Learn defensive tactics.
Learn interviewing techniques.
Learn to interpret and enforce laws pertaining to courtroom procedures.
Learn public relations practices.

Learn to work independently.
Learn to cope with adverse situations.
Accurately observe and remember names, faces, numbers, incidents, details and places.
Adopt quick and responsible plans of action in emergency situations.
Understand and follow oral and written instructions, regulations and laws.
Properly use and maintain a firearm.
~~**Ability to:**~~

Operate standard equipment and facilities required for assigned duties.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.

When assigned to Probation Services:

Successfully complete Department approved and mandated training.
Learn city, state and federal laws, regulations and ordinances related to probation programs.
Recognize the signs and symptoms of substance abuse.
~~Maintain effective audio-visual discrimination and perception needed for:~~
- ~~*Making observations;*~~
- ~~*Communicating with others;*~~
- ~~*Reading and writing; and*~~
- ~~*Operating assigned equipment and vehicles.*~~

~~Maintain mental capacity which allows the capability of:~~
- ~~*Exercising sound judgment and rational thinking under dangerous circumstances;*~~
- ~~*Evaluating various options and alternatives and choosing an appropriate and reasonable course of action;*~~
- ~~*Effective interaction and communication with others; and*~~
- ~~*Demonstrating intellectual capabilities.*~~

~~Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:~~
- ~~*Walking, standing or sitting for extended periods of time;*~~
- ~~*Running, crouching, crawling, lifting, climbing stairs or ladders during emergency situations; and*~~
- ~~*Operating assigned equipment and vehicles.*~~

~~Effectively deal with personal danger, which may include exposure to:~~
- ~~*Armed or dangerous persons;*~~
- ~~*Communicable diseases;*~~
- ~~*Hazards of emergency driving; and*~~
- ~~*Natural or man-made disasters.*~~

Experience and Training Requirements

Experience:

One year of public contact experience, preferably in the field of law enforcement.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Must be 21 years of age and a citizen of the United States on the date of application (P.O.S.T. requirement).

Possession of a Nevada Peace Officer Standards and Training (P.O.S.T.) Category I basic certificate within one year of the date of appointment, and maintenance thereafter. Formal law enforcement academy training equivalent to Nevada P.O.S.T. may be substituted; successfully challenging the Nevada P.O.S.T. Category I requirements will be required for substitution.

Must qualify with a duty firearm every quarter.

Must obtain applicable level of Nevada Criminal Justice Information System (NCJIS) certification and/or training within 6 months of the date of appointment and maintain proficiency as needed.

When assigned to Probation Services: Must successfully complete the Crisis Intervention Team (CIT) training offered by the Las Vegas Metropolitan Police Department within one year of assignment.

Special Qualifications for Lateral Recruitments

Experience:

Two years of continuous service with a law enforcement agency in the performance of duties directly related to Category I Peace Officer standards immediately preceding application with the City of Las Vegas.

Training:

Equivalent to graduation from high school. Successful completion of a Category I Peace Officer or equivalent academy at the applicant's expense or sponsored by an organization tasked with the training of new police officers; such academy must be certified by the Police Officer Standards and Training board in the state where the academy was held.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Must be 21 years of age and a citizen of the United States on the date of application.

Possession of Nevada P.O.S.T. category I (Police Officer) certification on the date of application, and maintenance thereafter;
OR
Possession of a valid equivalent certification from another state on the date of application. Within one year of the date of appointment, must ~~attend P.O.S.T. required 80 hour academy, sit for the Nevada P.O.S.T. category I (Police Officer) equivalency exam and obtain a passing score~~complete required reciprocity training and pass the written State Certification Examinations.

Must obtain applicable level of Nevada Criminal Justice Information System (NCJIS) certification and/or training within 6 months of the date of appointment and maintain proficiency as needed.

When assigned to Probation Services: Must successfully complete the Crisis Intervention Team (CIT) training offered by the Las Vegas Metropolitan Police Department within one year of assignment.

WORKING CONDITIONS

Environmental Conditions:

Courtroom and field environments; occasionally work in an emergency peace control environment; travel from site to site; exposure to potentially hostile environments and individuals, potentially life-threatening conditions, dangerous persons, firearms, human bodily fluids, inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require: ~~maintaining physical condition necessary for heavy lifting, bending, stooping, walking, sitting, running, climbing, stooping, crouching or standing for prolonged periods of time; operating motorized equipment and vehicles.~~

Maintaining effective audio-visual discrimination and perception needed for:
- -- *Making observations;*
- -- *Communicating with others;*
- -- *Reading and writing; and*
- -- *Operating assigned equipment and vehicles.*

Maintaining mental capacity which allows the capability of:
- -- *Exercising sound judgment and rational thinking under dangerous circumstances;*
- -- *Evaluating various options and alternatives and choosing an appropriate and reasonable course of action;*
- -- *Effective interaction and communication with others; and*
- -- *Demonstrating intellectual capabilities.*

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- -- *Walking, standing or sitting for extended periods of time;*
- -- *Running, crouching, crawling, lifting, climbing stairs or ladders during emergency situations; and*

-- *Operating assigned equipment and vehicles.*

Effectively deal with personal danger, which may include exposure to:

-- *Armed or dangerous persons;*

-- *Communicable diseases;*

-- *Hazards of emergency driving; and*

-- *Natural or man-made disasters.*

~~ARB~~SB
REV ~~6/18/08~~2/10/14
FLSA & City: nonexempt

CSB~~-7/9/08~~

SENIOR COMMUNICATIONS SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, supervises and participates in the reception and transmission of general and emergency communications and does other duties as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Communication Specialist series. Positions at this level are distinguished from other classes in this series by the level of responsibility assumed, the complexity of duties assigned, and the level of independence expected. Employees perform the most difficult and responsible types of duties assigned to classes in this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Communications Specialist, the Fire Communications Supervisor and higher management staff.

Exercises functional and technical supervision over Communications Specialists.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Plan, schedule, and assign work to Communications Specialists on a designated shift, including resolution of problems, which arise pertaining to staff and shift activities. Makes call backs to fill vacancies when shift is short of personnel. Reports the conduct of all activities to superiors. Maintain all staffing records using Telestaff, a specialized automated system.

2. Lead, train, and review the work of assigned staff, including performance evaluation.

3. Oversee operation of general and emergency communications using fire alarm systems, telephones, and radio; receive calls, assess type of emergency and contact appropriate emergency response unit; access and enter information from computer terminal; maintain communications with all units in the field and coordinate communications with emergency response organizations.

Essential Functions:

4. Test, inspect, and troubleshoot communication equipment in the Communication Center. Oversee all direct line testing to make certain they are in working order.

5. Records alarms, emergency calls, dispatches, apparatus movements and other data.

6. Compile records and prepare reports.

7. Supervise in the recording of alarms, emergency calls, dispatches, apparatus movements, and other data. Perform routine clerical operations.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles of supervision.
Practical knowledge of electricity.
Radio and telephone communications.
The operation of radio and telephone equipment.
The geography of Las Vegas, North Las Vegas and rural and unincorporated areas of Clark County.
The location of local streets.
The types and use of firefighting equipment.
C.P.R. sufficient to allow instruction over the telephone.
Principles and techniques of Emergency Medical Dispatch programprinciples and techniques.
Principles, practices, and procedures of National Incident Management System Incident Command System (NIMS-ICS).
The operation of computer terminals, and keyboards, and common Windows-based software.
Techniques of filing, typing and record keeping.
Pertinent federal, state, and local laws, codes, regulations.
Department policies, rules, and regulations.

Ability to:

Communicate quickly, clearly, accurately and concisely, both orally and in writing.
Supervise personnel in emergency situations.
Think clearly when in a stressful situation.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:

- -- *Making observations;*
- -- *Communicating with others;*
- -- *Reading and writing; and*
- -- *Operating assigned equipment.*

~~**Ability to:**~~

Maintain mental capacity~~,~~ that~~which~~ allows the capability of:

- -- *Making sound decisions;*
- -- *Effective interaction and communication with others; and*
- -- *Demonstrating intellectual capabilities.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities~~, which~~that may include the following:

- -- *Extended duty hours, up to a 16 hour shift, when necessary;*
- -- *Sitting for extended periods of time; and*
- -- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

Two years experience as a Communications Specialist with the Las Vegas Fire & Rescue Department.

Training:

Equivalent to graduation from high school. Associate's Degree from an accredited college or university with major course work in communications, emergency communications, business administration, public administration, or a field related to the essential functions is desired, but not required.

License and Certification

Possession of Emergency Medical Dispatcher Course certification on the date of application, and maintenance thereafter.

Possession of Cardiac~~ Ppulmonary Resuscitation Ccertification on the date of application, and maintenance thereafter.

Possession of National Incident Management System (NIMS) ICS 100 and ICS 200 certification within 12 months of the date of appointment.

WORKING CONDITIONS

Constantly = more than 2/3 of the time; Frequently = 1/3 to 2/3 of the time; Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.

Environmental Conditions:

Location: Work is performed indoors in climate-controlled office setting.

Hazards: Exposure to continual work pressures, dealing with emergencies.
Equipment Used: Computerized dispatch system, computer terminal, telephone, radio, and other office equipment as required.
Safety Equipment: As needed.

Physical Conditions:

Standing/walking: Occasionally, short distances within assigned dispatch area, office environment.
Sitting: Frequently-constantly, at console throughout shift in adjustable chair; dispatch duties.
Lift/carry: Occasionally, 1-10 lbs., paperwork, manuals. Infrequently, up to 20 lbs., supplies, computer paper, distances up to 25 ft.
Push/pull: Occasionally, minimal requirement, doors, drawers, etc.
Climbing: Occasionally, steps in work area.
Bending/twisting: Frequently, at waist and neck performing dispatch duties while seated at console.
Kneeling/crouching/crawling: Infrequently, troubleshooting equipment on a console.
Hands/arms: Fine motor skills and constant use of both hands and arms in extended reaching, handling, grasping, and fingering while using communications equipment and keyboarding. Some overhead reaching required.
Sight: Constantly, working at computer terminal. Hand/eye coordination with near- and mid-range vision required.
Speech/hearing: Constantly, in communicating throughout work shift. Constantly, read, write, speak and understand English including when it is spoken by people who are confused, agitated or angry.
Other physical/mental demands: Intense attentiveness for prolonged periods of time.

Mental Conditions:

Constant mental alertness with attention to detail and high degree of accuracy required at all times.
Must possess excellent verbal skills in communicating with individuals experiencing emergency situations; must be able to ascertain factual information, remain calm; ability to deal with all types of people in a professional and efficient manner.
Must be able to read, write, and speak English, and perform basic mathematical calculations.
Must be able to make decisions independently, exercise creative problem solving ability and continually deal with work pressures, including: emergencies, complaints, angry people, frequent interruptions and time constraints.

~~ARB~~SB
REV ~~4/3/13~~2/11/14
CSB ~~4/24/13~~

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: March 12, 2014

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: DAN TARWATER, SECRETARY

SUBJECT: 7. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED

1. Fire Communications Training Specialist
2. Municipal Court Marshal
3. Senior Communications Specialist

The above classification specifications were revised at the request of the departments.

RECOMMENDATION

The City recommends approval of these revised classification specifications.

FIRE COMMUNICATIONS TRAINING SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To train and certify all newly hired and promoted Fire Communications staff; to maintain the certification levels of staff; to develop and deliver public education programs regarding the 9-1-1 system; and to perform a variety of technical tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Fire Communications Supervisor.

Exercises technical supervision over all levels of Communications Specialists.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Train and certify all newly hired and promoted Communication Specialists on all aspects of the job, including Emergency Medical Dispatch (EMD) certification programs and cardiopulmonary resuscitation (CPR); participate in conducting needs assessments based on changing technology and analysis of performance statistics and develop and present training programs based on those needs.

2. Develop, update, and maintain training manual; assist with development and maintenance of the communications standard operating procedures manual; assist in the maintenance of job performance standards.

3. Assist in the management and maintenance of contingency plans and required equipment and supplies needed to continue functioning in the event of various types of system failure.

4. Develop lesson plans, lectures, and workshops to motivate and improve the performance of staff.

5. Maintain training records for staff, including certification records.

6. Coordinate with other department training staff to update and deliver radio and computer training to suppression staff.

Essential Functions:

7. Develop programs for public education; participate in public education efforts to promote proper use of the 9-1-1 system.

8. Perform call taking and dispatching duties as needed in the event of an emergency or assigned by the Fire Communications Supervisor.

9. Assist in overseeing the operation and maintenance of the logging recorder; make audio recordings as needed.

10. Travel to area dispatch centers and fire stations as part of training curriculum. Attend training exercises and other related meetings as required.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern principles, practices, and techniques of technical and emergency dispatch procedures training.
Principles and practices of training program research, development, and evaluation.
Cardiopulmonary resuscitation instruction.
Methods and techniques for collecting and analyzing performance statistics.
The structure and interrelationships of the Las Vegas Valley 9-1-1 system.
Principles of National Incident Management System Incident Command System (NIMS-ICS).
Pertinent federal, state, and local laws, codes, and regulations.
Department policies, rules, and regulations.
A modern 9-1-1 communication system.
Radio and computer equipment used in a 9-1-1 communication system.
Modern office procedures and equipment, and common office software.
English language usage, grammar, and punctuation.

Ability to:

Plan, research, develop and present a variety of technical training programs that enhance the performance and effectiveness of the Fire Communications section.
Maintain current training and standard operating procedures manuals.
Develop and present programs to the public.
Maintain complete training and certification records.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Ability to:

Maintain effective audio-visual discrimination and perception needed for:
- -- *Making observations;*
- -- *Communicating with others;*
- -- *Reading and writing; and*
- -- *Operating assigned equipment.*

Maintain mental capacity that allows the capability of:
- -- *Making sound decisions;*
- -- *Effective interaction and communication with others; and*
- -- *Demonstrating intellectual capabilities.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following:
- -- *standing or sitting for extended periods; and*
- -- *operating assigned equipment.*

Experience and Training Requirements

Experience:

Five years total experience as a Communications Specialist or Senior Communications Specialist in the Las Vegas Fire & Rescue Combined Communications Center.

Training:

Equivalent to graduation from high school. Associate's Degree from an accredited college or university with major course work in communications, emergency communications, business administration, public administration, or a field related to the essential functions is desired, but not required.

License and Certificate

Possession of an appropriate valid driver's license on the date of application, and maintenance thereafter.

Possession of the Emergency Medical Dispatcher course certification on the date of application, and maintenance thereafter.

Possession of Cardiopulmonary Resuscitation certification on the date of application, and maintenance thereafter.

Possession of Cardiopulmonary Resuscitation Instructor certification within twelve months of the date of appointment, and maintenance thereafter.

Possession of National Incident Management System (NIMS) ICS 100 and ICS 200 certification within twelve months of the date of appointment.

Special Requirement

May be required to conduct training during swing, graveyard, and weekend shifts (facility is a 24 hour, 7 day per week operation).

WORKING CONDITIONS

Environmental Conditions:

Work is performed indoors in climate-controlled emergency communications environment; occasional travel from site to site; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting or standing for extended periods.

SB
REV 2/18/14
FLSA & City: nonexempt
CSB 3/12/14

MUNICIPAL COURT MARSHAL

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To serve as Peace Officer for the Municipal Court; to perform a variety of sworn law enforcement related duties including serving arrest warrants, subpoenas, and other court orders; to conduct misdemeanor probation services; to make arrests; and to maintain order in the court and transport prisoners to court and jail.

SUPERVISION RECEIVED

Receives general supervision from Municipal Court Marshal Sergeant and higher level management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Apprehend, arrest and maintain custody of offenders and individuals sought on arrest warrants and other court orders issued by the Municipal Court judges, which often involve searches for defendants with lengthy criminal records, including felonies. Serve subpoenas, summonses, complaints, and other court orders including temporary orders for protection.

2. Provide court security and related services; prevent or address disturbances; respond to emergency situations in Municipal Court and other city facilities as requested; remand persons to custody as ordered by the judge; provide first aid and CPR as needed.

3. Transport prisoners between court and local city and county jails; transport individuals who have been detained by other jurisdictions on city warrants.

4. Operate metal detection and x-ray devices to screen persons entering the court; monitor security cameras, alarms, and access to secured areas.

5. Obtain criminal history and driving records from a variety of databases and computer systems, when applicable; enter and update information into computer systems; verify insurance and other documents submitted as proof of compliance; prepare reports on operational assignments.

6. Conduct investigations of injury and accidents occurring in Court facilities or other assigned areas; investigate crimes; gather and preserve evidence; interview victims, complainants and witnesses; identify and interrogate suspects; testify and present evidence in court.

Essential Functions:

7. Enforce laws and ordinances, issue warnings and citations and make arrests for violations occurring in areas of assignment.

8. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

9. Attend training sessions on changes in laws pertaining to arrests, the use of force and other law enforcement related issues; attend training sessions on the use of new equipment and procedures, including proper driving techniques for emergency situations and modern communication systems.

10. Complete arrest, incident, investigative, and other reports as required.

11. While on duty, carry a firearm and other department approved protective devices; maintain proficiency with approved weapons.

12. Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the public.

13. Interview witnesses and various members of the public to obtain information pertaining to active investigations to locate individuals for service of legal court documents.

When assigned to Probation Services:

1. Supervise offenders placed on suspended sentence by the Municipal Court to include random drug and alcohol testing; home, office, jail and work visits; electronic monitoring; house arrest; case reporting; sanction enforcement; and apprehension of violators.

2. Conduct pre-intake interviews to determine eligibility to participate in Probation Services programs.

3. Explain policies, rules and expectations regarding terms of probation; issue equipment; collect administrative fees.

4. Monitor participants for whereabouts and program compliance by conducting status check interviews, field observations and using a variety of telecommunication, monitoring and tracking systems.

5. Appear and testify in court; provide written and oral reports to the court with sentencing recommendations.

When assigned to Probation Services:

6. Provide crisis intervention as needed; refer offenders requiring intensive counseling to Alternative Sentencing; work with Alternative Sentencing to assist probationers requiring intensive counseling; coordinate placement of offenders into substance abuse, mental health, domestic violence and other treatment programs as needed.

7. Collect and provide offender information in accordance with established policies and principles of confidentiality.

8. Prepare and maintain a variety of automated and manual forms, records, and files; update case files as necessary; prepare program performance statistics and reports.

9. Monitor compliance with program payments and renegotiate payments if offender falls in arrears; accept payments.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.
Techniques of communicating with customers.
Basic report writing techniques.
Proper English grammar, spelling and punctuation.

When assigned to Probation Services:

Basic counseling methods and practices.
Crisis intervention techniques and applications.

Ability to:

Meet and maintain the established physical requirements.
Successfully complete Police Officer Standards and Training (P.O.S.T.) Category I academy.
Successfully complete first aid and CPR training.
Learn defensive tactics.
Learn interviewing techniques.
Learn to interpret and enforce laws pertaining to courtroom procedures.
Learn public relations practices.
Learn to work independently.
Learn to cope with adverse situations.
Accurately observe and remember names, faces, numbers, incidents, details and places.

Ability to:

Adopt quick and responsible plans of action in emergency situations.
Understand and follow oral and written instructions, regulations and laws.
Properly use and maintain a firearm.
Operate standard equipment and facilities required for assigned duties.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.

When assigned to Probation Services:

Successfully complete Department approved and mandated training.
Learn city, state and federal laws, regulations and ordinances related to probation programs.
Recognize the signs and symptoms of substance abuse.

Experience and Training Requirements

Experience:

One year of public contact experience, preferably in the field of law enforcement.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Must be 21 years of age and a citizen of the United States on the date of application (P.O.S.T. requirement).

Possession of a Nevada Peace Officer Standards and Training (P.O.S.T.) Category I basic certificate within one year of the date of appointment, and maintenance thereafter. Formal law enforcement academy training equivalent to Nevada P.O.S.T. may be substituted; successfully challenging the Nevada P.O.S.T. Category I requirements will be required for substitution.

Must qualify with a duty firearm every quarter.

Must obtain applicable level of Nevada Criminal Justice Information System (NCJIS) certification and/or training within 6 months of the date of appointment and maintain proficiency as needed.

License or Certificate

When assigned to Probation Services:

Must successfully complete the Crisis Intervention Team (CIT) training offered by the Las Vegas Metropolitan Police Department within one year of assignment.

Special Qualifications for Lateral Recruitments

Experience:

Two years of continuous service with a law enforcement agency in the performance of duties directly related to Category I Peace Officer standards immediately preceding application with the City of Las Vegas.

Training:

Equivalent to graduation from high school. Successful completion of a Category I Peace Officer or equivalent academy at the applicant's expense or sponsored by an organization tasked with the training of new police officers; such academy must be certified by the Police Officer Standards and Training board in the state where the academy was held.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Must be 21 years of age and a citizen of the United States on the date of application.

Possession of Nevada P.O.S.T. category I (Police Officer) certification on the date of application, and maintenance thereafter;
OR
Possession of a valid equivalent certification from another state on the date of application. Within one year of the date of appointment, must complete required reciprocity training and pass the written State Certification Examinations.

Must obtain applicable level of Nevada Criminal Justice Information System (NCJIS) certification and/or training within 6 months of the date of appointment and maintain proficiency as needed.

When assigned to Probation Services:

Must successfully complete the Crisis Intervention Team (CIT) training offered by the Las Vegas Metropolitan Police Department within one year of assignment.

WORKING CONDITIONS

Environmental Conditions:

Courtroom and field environments; occasionally work in an emergency peace control environment; travel from site to site; exposure to potentially hostile environments and individuals, potentially life-threatening conditions, dangerous persons, firearms, human bodily fluids, inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require:

Maintaining effective audio-visual discrimination and perception needed for:
- -- *Making observations;*
- -- *Communicating with others;*
- -- *Reading and writing; and*
- -- *Operating assigned equipment and vehicles.*

Maintaining mental capacity which allows the capability of:
- -- *Exercising sound judgment and rational thinking under dangerous circumstances;*
- -- *Evaluating various options and alternatives and choosing an appropriate and reasonable course of action;*
- -- *Effective interaction and communication with others; and*
- -- *Demonstrating intellectual capabilities.*

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- -- *Walking, standing or sitting for extended periods of time;*
- -- *Running, crouching, crawling, lifting, climbing stairs or ladders during emergency situations; and*
- -- *Operating assigned equipment and vehicles.*

Effectively deal with personal danger, which may include exposure to:
- -- *Armed or dangerous persons;*
- -- *Communicable diseases;*
- -- *Hazards of emergency driving; and*
- -- *Natural or man-made disasters.*

SB
REV 2/10/14
FLSA & City: nonexempt
CSB 3/12/14

SENIOR COMMUNICATIONS SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, supervises and participates in the reception and transmission of general and emergency communications and does other duties as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Communication Specialist series. Positions at this level are distinguished from other classes in this series by the level of responsibility assumed, the complexity of duties assigned, and the level of independence expected. Employees perform the most difficult and responsible types of duties assigned to classes in this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Communications Specialist, the Fire Communications Supervisor and higher management staff.

Exercises functional and technical supervision over Communications Specialists.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Plan, schedule, and assign work to Communications Specialists on a designated shift, including resolution of problems, which arise pertaining to staff and shift activities. Makes call backs to fill vacancies when shift is short of personnel. Reports the conduct of all activities to superiors. Maintain all staffing records using Telestaff, a specialized automated system.

2. Lead, train, and review the work of assigned staff, including performance evaluation.

3. Oversee operation of general and emergency communications using fire alarm systems, telephones, and radio; receive calls, assess type of emergency and contact appropriate emergency response unit; access and enter information from computer terminal; maintain communications with all units in the field and coordinate communications with emergency response organizations.

Essential Functions:

4. Test, inspect, and troubleshoot communication equipment in the Communication Center. Oversee all direct line testing to make certain they are in working order.

5. Records alarms, emergency calls, dispatches, apparatus movements and other data.

6. Compile records and prepare reports.

7. Supervise in the recording of alarms, emergency calls, dispatches, apparatus movements, and other data. Perform routine clerical operations.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles of supervision.
Practical knowledge of electricity.
Radio and telephone communications.
The operation of radio and telephone equipment.
The geography of Las Vegas, North Las Vegas and rural and unincorporated areas of Clark County.
The location of local streets.
The types and use of firefighting equipment.
C.P.R. sufficient to allow instruction over the telephone.
Principles and techniques of Emergency Medical Dispatch program.
Principles, practices, and procedures of National Incident Management System Incident Command System (NIMS-ICS).
The operation of computer terminals, keyboards, and common Windows-based software.
Techniques of filing, typing and record keeping.
Pertinent federal, state, and local laws, codes, regulations.
Department policies, rules, and regulations.

Ability to:

Communicate quickly, clearly, accurately and concisely, both orally and in writing.
Supervise personnel in emergency situations.
Think clearly when in a stressful situation.
Establish and maintain effective working relationships with those contacted in the course of work.

Ability to:

Maintain effective audio-visual discrimination and perception needed for:
- -- *Making observations;*
- -- *Communicating with others;*
- -- *Reading and writing; and*
- -- *Operating assigned equipment.*

Maintain mental capacity that allows the capability of:
- -- *Making sound decisions;*
- -- *Effective interaction and communication with others; and*
- -- *Demonstrating intellectual capabilities.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following:
- -- *Extended duty hours, up to a 16 hour shift, when necessary;*
- -- *Sitting for extended periods of time; and*
- -- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

Two years experience as a Communications Specialist with the Las Vegas Fire & Rescue Department.

Training:

Equivalent to graduation from high school. Associate's Degree from an accredited college or university with major course work in communications, emergency communications, business administration, public administration, or a field related to the essential functions is desired, but not required.

License and Certification

Possession of Emergency Medical Dispatcher Course certification on the date of application, and maintenance thereafter.

Possession of Cardiopulmonary Resuscitation certification on the date of application, and maintenance thereafter.

Possession of National Incident Management System (NIMS) ICS 100 and ICS 200 certification within 12 months of the date of appointment.

WORKING CONDITIONS

Constantly = more than 2/3 of the time; Frequently = 1/3 to 2/3 of the time; Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.

Environmental Conditions:

Location: Work is performed indoors in climate-controlled office setting.
Hazards: Exposure to continual work pressures, dealing with emergencies.
Equipment Used: Computerized dispatch system, computer terminal, telephone, radio, and other office equipment as required.
Safety Equipment: As needed.

Physical Conditions:

Standing/walking: Occasionally, short distances within assigned dispatch area, office environment.
Sitting: Frequently-constantly, at console throughout shift in adjustable chair; dispatch duties.
Lift/carry: Occasionally, 1-10 lbs., paperwork, manuals. Infrequently, up to 20 lbs., supplies, computer paper, distances up to 25 ft.
Push/pull: Occasionally, minimal requirement, doors, drawers, etc.
Climbing: Occasionally, steps in work area.
Bending/twisting: Frequently, at waist and neck performing dispatch duties while seated at console.
Kneeling/crouching/crawling: Infrequently, troubleshooting equipment on a console.
Hands/arms: Fine motor skills and constant use of both hands and arms in extended reaching, handling, grasping, and fingering while using communications equipment and keyboarding. Some overhead reaching required.
Sight: Constantly, working at computer terminal. Hand/eye coordination with near- and mid-range vision required.
Speech/hearing: Constantly, in communicating throughout work shift. Constantly, read, write, speak and understand English including when it is spoken by people who are confused, agitated or angry.
Other physical/mental demands: Intense attentiveness for prolonged periods of time.

Mental Conditions:

Constant mental alertness with attention to detail and high degree of accuracy required at all times.
Must possess excellent verbal skills in communicating with individuals experiencing emergency situations; must be able to ascertain factual information, remain calm; ability to deal with all types of people in a professional and efficient manner.
Must be able to read, write, and speak English, and perform basic mathematical calculations.
Must be able to make decisions independently, exercise creative problem solving ability and continually deal with work pressures, including: emergencies, complaints, angry people, frequent interruptions and time constraints.

SB
REV 2/11/14
FLSA & City: Non-exempt
CSB 3/12/14

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date March 12, 2014

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: DAN TARWATER, SECRETARY

SUBJECT: 8. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

BOARD ACTION: APPROVE, NOT APPROVE, OR HOLD IN ABEYANCE

The City is requesting that the following eligible list(s) be abolished in accordance with Civil Service Rules, Chapter IV, Section 9, c. (4):

1. Senior Maintenance Mechanic - Promotional
2. Senior Maintenance Mechanic - Open

The reasoning is as follows:

The current eligible lists no longer suit the needs of the department.

RECOMMENDATION

The City recommends approval of the abolishment of these lists.

Martha Davis

From: Lynn Barboza
Sent: Monday, February 24, 2014 10:48 AM
To: Martha Davis
Subject: RE: Abolish Sr. MM eligible list

APPROVED.

Lynn

From: Martha Davis
Sent: Monday, February 24, 2014 9:31 AM
To: Lynn Barboza
Subject: FW: Abolish Sr. MM eligible list

For your approval. Please read the thread of emails below. There are three on the Promotional list and two on the Open list.

From: Anna A. Lewandowski
Sent: Monday, February 24, 2014 9:03 AM
To: Martha Davis
Cc: Glenna Kouns; Benet Murphy
Subject: FW: abolish Sr. MM eligible list

Good Morning Martha- Not sure whether you received this but below is a request to abolish the Sr. Maint. Mechanic list.

Thank you, Anna

From: Jorge Cervantes
Sent: Monday, February 24, 2014 8:44 AM
To: Anna A. Lewandowski
Cc: Tammy G. Hughes; Ebony Folk
Subject: RE: abolish Sr. MM eligible list

Please abolish the Sr. Maintenance Mechanic list.

From: Ebony Folk
Sent: Monday, February 24, 2014 8:40 AM
To: Jorge Cervantes
Cc: Tammy G. Hughes
Subject: FW: abolish Sr. MM eligible list

Jorge, the Plant is requesting to abolish the Sr Maintenance Mechanic eligible list that was certified February 2013. There are five applicants remaining on the list, but we would like to have HR conduct a new recruitment and give the existing Maintenance Mechanics an opportunity to apply.

If you agree, please forward your approval to Anna Lewandowski. Thank you.

Ebony Folk
Sr Management Analyst
Department of Public Works
(702) 229-6909

From: Tammy G. Hughes
Sent: Thursday, February 20, 2014 2:46 PM
To: Ebony Folk
Subject: abolish Sr. MM eligible list

The Environmental Division would like to abolish the Sr. Maintenance Mechanic eligible list. A Sr. Maintenance Mechanic position became vacant due to a promotion after the list was extended. We've hired 4 new Mechanics who didn't get the opportunity to apply for the position. We would like to open the position in order for other employees to have the opportunity to promote.

The Eligible List is to due to expire on 8-13-14. Currently there are a total of 5 applicants left on the list.