

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: June 11, 2014

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

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SUBJECT: 6. EXTENSION OF ELIGIBLE LISTS

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

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TOTAL EXTENSIONS OF ELIGIBLE LISTS: 13

|                                                     | <u>REMAINING<br/>CANDIDATES<br/>ON LIST</u> | <u>LIST<br/>EXPIRES</u> | <u>EXT. TO</u> | <u>NUMBER OF<br/>THIS EXT.</u> |
|-----------------------------------------------------|---------------------------------------------|-------------------------|----------------|--------------------------------|
| 1. Assistant Fire Protection Engineer – Promotional | 3                                           | 06/26/14                | 12/26/14       | 2                              |
| 2. Assistant Fire Protection Engineer – Open        | 9                                           | 06/26/14                | 12/26/14       | 2                              |
| 3. Custodial Supervisor – Open                      | 24                                          | 06/12/14                | 12/12/14       | 2                              |
| 4. Deputy Fire Marshal – Promotional                | 4                                           | 06/26/14                | 12/26/14       | 2                              |
| 5. Fleet Services Worker – Promotional              | 1                                           | 06/11/14                | 12/11/14       | 1                              |
| 6. Fleet Services Worker – Open                     | 32                                          | 06/11/14                | 12/11/14       | 1                              |
| 7. Law Enforcement Support Supervisor – Promotional | 4                                           | 06/26/14                | 12/26/14       | 2                              |
| 8. Materials Management Technician – Promotional    | 2                                           | 06/12/14                | 12/12/14       | 2                              |
| 9. Materials Management Technician – Open           | 46                                          | 06/12/14                | 12/12/14       | 2                              |
| 10. Park Maintenance Field Supervisor – Open        | 24                                          | 06/12/14                | 12/12/14       | 2                              |
| 11. Sanitation Billing Inspector – Promotional      | 12                                          | 06/26/14                | 12/26/14       | 2                              |
| 12. Senior Custodian – Open                         | 25                                          | 06/11/14                | 12/11/14       | 1                              |
| 13. Theater Program Specialist – Open               | 25                                          | 06/12/14                | 12/12/14       | 2                              |

# Memorandum

City of Las Vegas  
Human Resources

To: William McDonald, Director  
Las Vegas Fire & Rescue

From: Alison Packard, Sr. Human Resources Technician

CC: Kehrin Thomas

Date: May 5, 2014

Re: Extension of Eligible Lists – Assistant Fire Protection Engineer

The current Promotional and Open Eligible Lists for the position of Assistant Fire Protection Engineer will expire on June 26, 2014. As of this date, there are three (3) candidates on the Promotional Eligible list and nine (9) candidates on the Open Eligible list. These lists were certified on June 26, 2013.

You have the option of either extending one or both of these lists for an additional six months or allowing one or both lists to expire.

Please indicate your decision below, sign your name and return this memo to Alison Packard, X5014, no later than May 22, 2014, in order that we may meet the Civil Service Board Agenda posting deadline.

Thank you for your cooperation and assistance.

## PROMOTIONAL ELIGIBLE LIST:

☒ **EXTEND** the eligible list six months. ☐ **DO NOT EXTEND** the eligible list six months.

## OPEN ELIGIBLE LIST:

☒ **EXTEND** the eligible list six months. ☐ **DO NOT EXTEND** the eligible list six months.



Signature

5/8/2014

Date

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✓

# Memorandum

City of Las Vegas  
Human Resources

To: Larry Haugsness, Director  
Operations & Maintenance Department

From: Alison Packard, Sr. Human Resources Technician

CC: Janet DiAmbrosio

Date: May 5, 2014

Re: Extension of Eligible List – Custodial Supervisor

The current Open Eligible List for the position of Custodial Supervisor will expire on June 12, 2014. As of this date, there are twenty-four (24) candidates on the Open Eligible list. This list was certified on June 12, 2013.

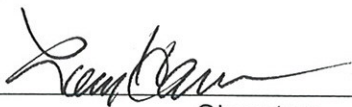
You have the option of either extending this list for an additional six months or allowing it to expire.

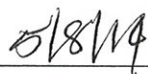
Please indicate your decision below, sign your name and return this memo to Alison Packard, X5041, no later than May 22, 2014, in order that we may meet the Civil Service Board Agenda posting deadline.

Thank you for your cooperation and assistance.

## OPEN ELIGIBLE LIST:

☒ **EXTEND** the eligible list six months. ☐ **DO NOT EXTEND** the eligible list six months.

  
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Signature

  
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Date

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# Memorandum

City of Las Vegas  
Human Resources

To: William McDonald, Director  
Las Vegas Fire & Rescue

From: Alison Packard, Sr. Human Resources Technician

CC: Kehrin Thomas

Date: May 5, 2014

Re: Extension of Eligible List – Deputy Fire Marshal

The current Promotional List for the position of Deputy Fire Marshal will expire on June 26, 2014. As of this date, there are four (4) candidates on the Promotional Eligible list. This list was certified on June 26, 2013.

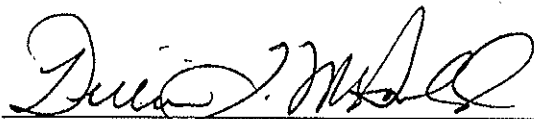
You have the option of either extending this list for an additional six months or allowing the list to expire.

Please indicate your decision below, sign your name and return this memo to Alison Packard, X5014, no later than May 22, 2014, in order that we may meet the Civil Service Board Agenda posting deadline.

Thank you for your cooperation and assistance.

## PROMOTIONAL ELIGIBLE LIST:

☒ **EXTEND** the eligible list six months. ☐ **DO NOT EXTEND** the eligible list six months.

  
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Signature

5/8/2014  
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Date

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# Memorandum

City of Las Vegas  
Human Resources

To: Larry Haugsness, Director  
Operations & Maintenance Department

From: Alison Packard, Sr. Human Resources Technician

CC: Janet DiAmbrosio

Date: May 5, 2014

Re: Extension of Eligible Lists – Fleet Services Worker

The current Promotional and Open Eligible Lists for the position of Fleet Services Worker will expire on June 11, 2014. As of this date, there is one (1) candidate on the Promotional Eligible list and thirty-two (32) candidates on the Open Eligible list. These lists were certified on December 11, 2013.

You have the option of either extending one or both of these lists for an additional six months or allowing one or both lists to expire.

Please indicate your decision below, sign your name and return this memo to Alison Packard, X5041, no later than May 22, 2014, in order that we may meet the Civil Service Board Agenda posting deadline.

Thank you for your cooperation and assistance.

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City of Las Vegas  
Human Resources

# Memorandum

To: Michele Freeman, Director  
Detention & Enforcement Department

From: Alison Packard, Sr. Human Resources Technician

CC: Tracy Townsend

Date: May 5, 2014

Re: Extension of Eligible List – Law Enforcement Support Supervisor

The current Promotional Eligible List for the position of Law Enforcement Support Supervisor will expire on June 26, 2014. As of this date, there are four (4) candidates on the Promotional Eligible list. This list was certified on June 26, 2013.

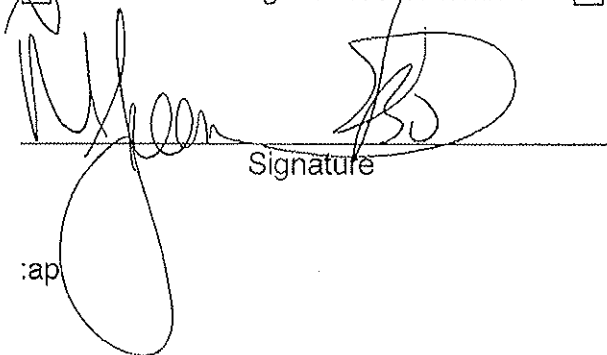
You have the option of either extending this list for an additional six months or allowing the list to expire.

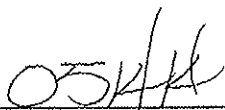
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Signature

  
Date

# Memorandum

City of Las Vegas  
Human Resources

To: Joseph Marcella, Director  
Information Technologies Department

From: Alison Packard, Sr. Human Resources Technician

CC: Melissa Benneman

Date: May 5, 2014

Re: Extension of Eligible List –Materials Management Technician

The current Promotional and Open Lists for the position of Materials Management Technician will expire on June 12, 2014. As of this date, there are two (2) candidates on the Promotional Eligible list and forty-six (46) candidates on the Open Eligible list. These lists were certified on June 12, 2013.

You have the option of either extending one or both of these lists for an additional six months or allowing one or both lists to expire.

Please indicate your decision below, sign your name and return this memo to Alison Packard, X5014, no later than May 22, 2014, in order that we may meet the Civil Service Board Agenda posting deadline.

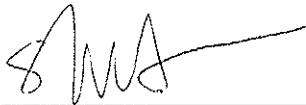
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## **PROMOTIONAL ELIGIBLE LIST:**

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## **OPEN ELIGIBLE LIST:**

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Signature

22 MAY 14

Date

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# Memorandum

City of Las Vegas  
Human Resources

To: Larry Haugsness, Director  
Operations & Maintenance Department

From: Alison Packard, Sr. Human Resources Technician

CC: Janet DiAmbrosio

Date: May 5, 2014

Re: Extension of Eligible List – Materials Management Technician

The current Promotional and Open Lists for the position of Materials Management Technician will expire on June 12, 2014. As of this date, there are two (2) candidates on the Promotional Eligible list and forty-six (46) candidates on the Open Eligible list. These lists were certified on June 12, 2013.

You have the option of either extending one or both of these lists for an additional six months or allowing one or both lists to expire.

Please indicate your decision below, sign your name and return this memo to Alison Packard, X5014, no later than May 22, 2014, in order that we may meet the Civil Service Board Agenda posting deadline.

Thank you for your cooperation and assistance.

**PROMOTIONAL ELIGIBLE LIST:** *jas No preference*

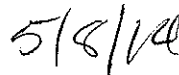
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**OPEN ELIGIBLE LIST:** *jas No preference*

☐ **EXTEND** the eligible list six months. ☐ **DO NOT EXTEND** the eligible list six months.



Signature



Date

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# Memorandum

City of Las Vegas  
Human Resources

To: Jorge Cervantes, Director  
Public Works Department

From: Alison Packard, Sr. Human Resources Technician

CC: Ebony Folk

Date: May 5, 2014

Re: Extension of Eligible List – Materials Management Technician

The current Promotional and Open Lists for the position of Materials Management Technician will expire on June 12, 2014. As of this date, there are two (2) candidates on the Promotional Eligible list and forty-six (46) candidates on the Open Eligible list. These lists were certified on June 12, 2013.

You have the option of either extending one or both of these lists for an additional six months or allowing one or both lists to expire.

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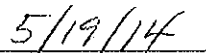
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# Memorandum

City of Las Vegas  
Human Resources

To: William McDonald, Director  
Las Vegas Fire & Rescue

From: Alison Packard, Sr. Human Resources Technician

CC: Kehrin Thomas

Date: May 5, 2014

Re: Extension of Eligible Lists – Materials Management Technician

The current Promotional and Open Lists for the position of Materials Management Technician will expire on June 12, 2014. As of this date, there are two (2) candidates on the Promotional Eligible list and forty-six (46) candidates on the Open Eligible list. These lists were certified on June 12, 2013.

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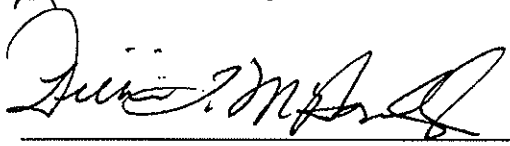
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5/8/2014  
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# Memorandum

City of Las Vegas  
Human Resources

To: Larry Haugsness, Director  
Operations & Maintenance Department

From: Alison Packard, Sr. Human Resources Technician

CC: Janet DiAmbrosio

Date: May 5, 2014

Re: Extension of Eligible List – Park Maintenance Field Supervisor

The current Open Eligible List for the position of Park Maintenance Field Supervisor will expire on June 12, 2014. As of this date, there are twenty-four (24) candidates on the Open Eligible list. This list was certified on June 12, 2013.

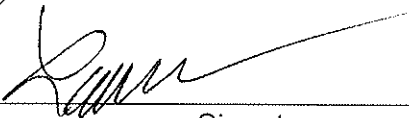
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Signature

5/8/14  
\_\_\_\_\_  
Date

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# Memorandum

City of Las Vegas  
Human Resources

To: Chris Knight, Director  
Building & Safety Department

From: Alison Packard, Sr. Human Resources Technician

CC: Yolanda Palomo

Date: April 30, 2014

Re: Extension of Eligible List – Sanitation Billing Inspector

The current Promotional Eligible List for the position of Sanitation Billing Inspector will expire on June 26, 2014. As of this date, there are twelve (12) candidates on the Promotional Eligible list. This list was certified on June 26, 2013.

You have the option of either extending this list for an additional six months or allowing it to expire.

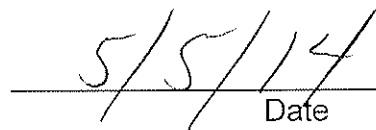
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Signature

  
Date

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# Memorandum

City of Las Vegas  
Human Resources

To: Larry Haugsness, Director  
Operations & Maintenance Department

From: Alison Packard, Sr. Human Resources Technician

CC: Janet DiAmbrosio

Date: May 5, 2014

Re: Extension of Eligible List – Senior Custodian

The current Open Eligible List for the position of Senior Custodian will expire on June 11, 2014. As of this date, there are twenty-five (25) candidates on the Open Eligible list. This list was certified on December 11, 2013.

You have the option of either extending this list for an additional six months or allowing the list to expire.

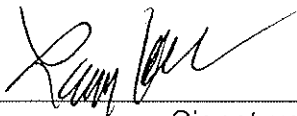
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Thank you for your cooperation and assistance.

## OPEN ELIGIBLE LIST:

☒ **EXTEND** the eligible list six months. ☐ **DO NOT EXTEND** the eligible list six months.

JAS



Signature



Date

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City of Las Vegas  
Human Resources

The current Open Eligible List for the position of Theater Program Specialist will expire on June 12, 2014. As of this date, there are twenty-five (25) candidates on the Open Eligible List. This list was certified on June 12, 2013.

Please indicate your decision below, sign your name and return this memo to Alison Packard, X5041, no later than May 22, 2014, in order that we may meet the Civil Service Board Agenda posting deadline.

**OPEN ELIGIBLE LIST:**

Signature \_\_\_\_\_ Date 5-15-14

F:\PERSONNEL\MARLA\Ask Dept for Extension Cultural Affairs May.doc