

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

JUNE 11, 2014

4:30 P.M.

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 May 28, 2014
5. Discussion for possible action to certify Eligible Lists for Community Program Technician (promotional and open); HVAC Technician (open); Materials Testing Technician (open); Parking Enforcement Supervisor (promotional and open); Signing & Marking Technician (promotional and open)
6. Discussion for possible action to extend Eligible Lists for Assistant Fire Protection Engineer (promotional and open); Custodial Supervisor (open); Deputy Fire Marshal (promotional); Fleet Services Worker (promotional and open); Law Enforcement Support Supervisor (promotional); Materials Management Supervisor (promotional and open); Park Maintenance Field Supervisor (open); Sanitation Billing Inspector (promotional); Senior Custodian (open); Theater Program Specialist (open)
7. Discussion for possible action to certify Classification Specifications for Combination Plans Examiner
8. 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
9. ADJOURNMENT

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.

City of Las Vegas

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: June 11, 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: 8

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Community Program Technician – Promotional	9	4	4
2. Community Program Technician – Open	110	59	57
3. HVAC Technician – Open	38	15	8
4. Materials Testing Supervisor – Open	18	2	2
5. Parking Enforcement Supervisor – Promotional	11	8	8
6. Parking Enforcement Supervisor – Open	32	11	7
7. Signing & Marking Technician – Promotional	20	11	10
8. Signing & Marking Technician – Open	106	26	20

CITY OF LAS VEGAS

ELIGIBLE LIST

Community Program Technician
Examination

May 20, 2014
Examination Date

1400159P
Requisition Number

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

APPLICATIONS		ELIGIBLE LIST	
ACCEPTED	4	GROUP 1	3
REJECTED	5	GROUP 2	1
TOTAL RECEIVED	9	TOTAL ON LIST	4

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)				100%
PASSED				4
FAILED				0
TOTAL TESTED				4
DID NOT APPEAR				0
WITHDREW				0

Community Program Technician - Promo (CSB 6/11/14)

Candidate Name	Group
Barschdorf, Tonya	1
Lopez, Juan	1
Ramirez, Berenice	1
Rich, Travis	2

Total Record Count: 4

CITY OF LAS VEGAS

ELIGIBLE LIST

Community Program Technician
Examination

May 20, 2014
Examination Date

14001590
Requisition Number

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

APPLICATIONS		ELIGIBLE LIST	
ACCEPTED	59	GROUP 1	5
REJECTED	51	GROUP 2	52
TOTAL RECEIVED	110	TOTAL ON LIST	57

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)				100%
PASSED				57
FAILED				2
TOTAL TESTED				59
DID NOT APPEAR				0
WITHDREW				0

Community Program Technician - Open (CSB 6/11/14)

Candidate Name	Group
Brown, Michelle	1
Cochrane, Kim	1
Dunn, Willie	1
Parker, Victoria	1
Samorano, Elias	1
Acosta, Miguel	2
Agard, Stephen	2
Anzalone, Autumn	2
Ardon, Rene	2
Black, Robert	2
BONNET-LABOY, GUILLERMO	2
Bradley, Blaine	2
Brown, Jamahrey	2
BROWN, NATALIE	2
Buffington, Adam	2
Cantal, Bernadette	2
Carducci, Mark	2
Castro, Judith	2
Dabbs, Chynse	2
Esparza, Rene	2
Espejo, Rick	2
Fields, John	2
Frederick, Amber	2
Gamboa, Megan	2
Gonzalez, Stephany	2
Graves, Gary	2

Helie, Colleen	2
Hooker, Quevius	2
Jaffe, Robert	2
Jorgensen, James	2
Judie-Mitchell, Sheena	2
Kelley, Antonio	2
Lomax, LaTonya	2
Montes, Arturo	2
Montoya, Juan	2
Nostro, Edward	2
Petcoff , Hayli	2
Phillips, Mary	2
Phillips, Tosha	2
Ramirez, Jose	2
Roberts, Daniel	2
Rodriguez, Sergio	2
Salerno, Michael	2
Saucedo, Gabriela	2
SHELTON, ROY	2
smith, jasmine	2
Thomas, Dayne	2
Tripodi, Ronald	2
Tyler, Alexia	2
Valdez, DebraAnn	2
Van Haitsma, Brooke	2
Vanchieri, Tony	2
Vargas, Luz	2
VERGARA, EVELIO	2
Whipple, Gavin	2

Wickensimer, Gregory	2
Wilkerson, Jonathan	2

Total Record Count: 57

CITY OF LAS VEGAS

ELIGIBLE LIST

HVAC Technician
Examination

May 19, 2014
Examination Date

1400087 O
Requisition Number

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

APPLICATIONS		ELIGIBLE LIST	
ACCEPTED	24	GROUP 1	1
REJECTED	14	GROUP 2	7
TOTAL RECEIVED	38	TOTAL ON LIST	8

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)	100%			
PASSED	8			
FAILED	7			
TOTAL TESTED	15			
DID NOT APPEAR	8			
WITHDREW	1			

HVAC Technician (Open) - CSB 6/11/14

Candidate Name	Group
HOPKINS JR, LES	1
Browne, Evan	2
Byford, Devon	2
Finley, Thomas	2
meads, patrick	2
Meatchi, Tawfik	2
Orozco, Jose	2
Walker, Kirt	2

Total Record Count: 8

CITY OF LAS VEGAS

ELIGIBLE LIST

Materials Testing Supervisor
Examination

May 27, 2014
Examination Date

14001170
Requisition Number

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

APPLICATIONS		ELIGIBLE LIST	
ACCEPTED	2	GROUP 1	1
REJECTED	16	GROUP 2	1
TOTAL RECEIVED	18	TOTAL ON LIST	2

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)				100%
PASSED				2
FAILED				0
TOTAL TESTED				2
DID NOT APPEAR				0
WITHDREW				0

Materials Testing Supervisor (open) CSB - 6/11/14

Candidate Name	Group
Hogan, Daniel	1
Scatena Sr, Wesley	2

Total Record Count: 2

CITY OF LAS VEGAS

ELIGIBLE LIST

Parking Enforcement Supervisor
Examination

May 29, 2014
Examination Date

1400097P
Requisition Number

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	8	GROUP 1	4
REJECTED	3	GROUP 2	4
<i>TOTAL RECEIVED</i>	11	<i>TOTAL ON LIST</i>	8

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)				100%
PASSED				8
FAILED				0
<i>TOTAL TESTED</i>				8
<i>DID NOT APPEAR</i>				0
<i>WITHDREW</i>				0

Parking Enforcement Supervisor (Promo) CSB June 11, 2014

Candidate Name	Group
Dominguez, Daniel	1
Fickel, Joy	1
Gibson, James	1
Ross, Dennis	1
Brooks, Jamie	2
Brown, Larry	2
Masagatani, Keith	2
Mori, Cindy	2

Total Record Count: 8

CITY OF LAS VEGAS

ELIGIBLE LIST

Parking Enforcement Supervisor
Examination

May 29, 2014
Examination Date

14000970
Requisition Number

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	11	GROUP 1	3
REJECTED	21	GROUP 2	4
TOTAL RECEIVED	32	TOTAL ON LIST	7

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)				100%
PASSED				7
FAILED				4
TOTAL TESTED				11
DID NOT APPEAR				0
WITHDREW				0

Parking Enforcement Supervisor (Open) - CSB 6/11/14

Candidate Name	Group
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Abad, Caleb	1
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Rapozo Dela Cruz, Shelcie	1
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Stewart, Richard	1
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Douglas, Eric	2
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Raia, Matthew	2
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Smith, Jerome	2
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Zagalo, Richard	2
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Total Record Count: 7

CITY OF LAS VEGAS

ELIGIBLE LIST

Signing & Marking Technician
Examination

May 15, 2014
Examination Date

1400151 P
Requisition Number

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

APPLICATIONS		ELIGIBLE LIST	
ACCEPTED	16	GROUP 1	6
REJECTED	4	GROUP 2	4
TOTAL RECEIVED	20	TOTAL ON LIST	10

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)	100%			
PASSED	10			
FAILED	1			
TOTAL TESTED	11			
DID NOT APPEAR	5			
WITHDREW	0			

Signing & Marking Technician (Promo) CSB Date - 6/11/14

Candidate Name	Group
Juniel, Gerald	1
Longmire, Ian	1
Miller, Raymond	1
Rich, Travis	1
Salmeron, Rember	1
UNTALASCO, ALLAN	1
Beckwith, Michael	2
Gonzalez, Francisco	2
Offenbacher, Brandon	2
shaffer, stephen	2

Total Record Count: 10

CITY OF LAS VEGAS

ELIGIBLE LIST

Signing & Marking Technician
Examination

May 15, 2014
Examination Date

1400151 O
Requisition Number

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

APPLICATIONS		ELIGIBLE LIST	
ACCEPTED	38	GROUP 1	5
REJECTED	68	GROUP 2	15
TOTAL RECEIVED	106	TOTAL ON LIST	20

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)	100%			
PASSED	20			
FAILED	6			
TOTAL TESTED	26			
DID NOT APPEAR	12			
WITHDREW	0			

Signing & Marking Technician (Open) CSB Date - 6/11/14

Candidate Name	Group
Bradway, Brian	1
Hodges, Eric	1
Storla, Andrew	1
Vandenabeele, Wesley	1
Webb, David	1
bezabhe, lilina	2
denney, craig	2
frazier, joseph	2
Grube, Lee	2
Horsman, Christopher	2
hunter, troy	2
Jones, Nevada	2
McNalley, Steve	2
Payan, Raymond	2
Perry, Salarius	2
Quigley, Mike	2
Stuber, Anthony	2
Thomas, Dayne	2
Williams, Taylor	2
Yopez-Amezcuca, Miguel	2

Total Record Count: 20

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: June 11, 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: 13

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF 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

ap

✓

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.

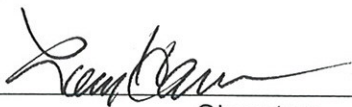
You have the option of either extending this list for an additional six months or allowing it to expire.

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.

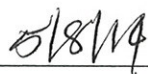
Thank you for your cooperation and assistance.

OPEN ELIGIBLE LIST:

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



Signature



Date

:ap

✓

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.

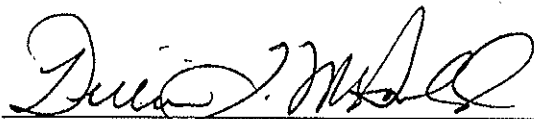
You have the option of either extending this list for an additional six months or allowing the list to expire.

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.


Signature

5/8/2014
Date

:ap

✓

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.

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

5/8/14

Date

:ap

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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.

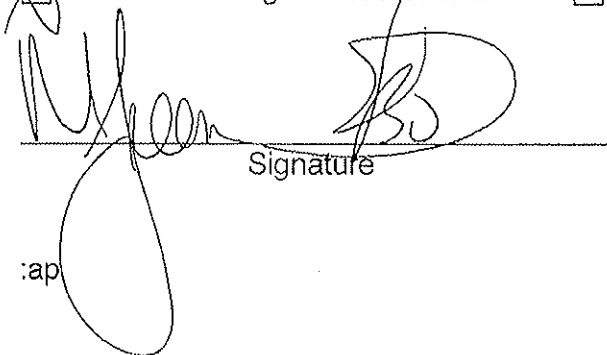
You have the option of either extending this list for an additional six months or allowing the list to expire.

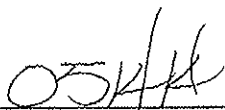
Please indicate your decision below, sign your name and return this memo to Alison Packard, X5041, no later than May 22, 2014 in order that we may meet the Civil Service Board Agenda posting deadline.

Thank you for your cooperation and assistance.

PROMOTIONAL ELIGIBLE LIST:

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


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.

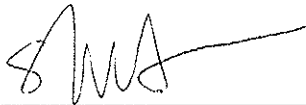
Thank you for your cooperation and assistance.

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

22 MAY 14

Date

:ap

✓

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*

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

OPEN ELIGIBLE LIST: *jas No preference*

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



Signature



Date

:ap

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.

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:

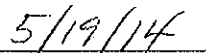
☒ **EXTEND** the eligible list six months. ☐ **DO NOT EXTEND** the eligible list six months.

OPEN ELIGIBLE LIST:

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



Signature



Date

:ap

Memorandum

City of Las Vegas
Human Resources

To: William McDonald, Director
Las Vegas Fire & Rescue

From: Alison Packard, Sr. Human Resources Technician

CC: Kehrinn 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.

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.

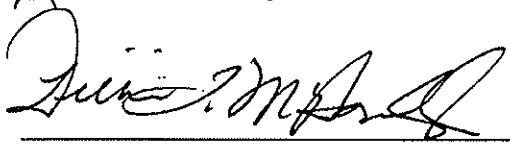
Thank you for your cooperation and assistance.

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

:ap

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.

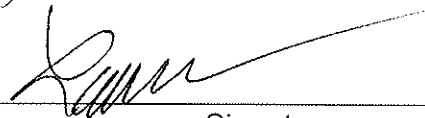
You have the option of either extending this list for an additional six months or allowing the list to expire.

Please indicate your decision below, sign your name and return this memo to Alison Packard, 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.



Signature

5/8/14

Date

:ap

✓

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.

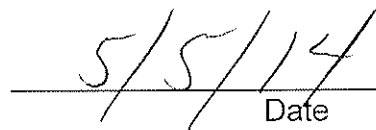
Please indicate your decision below, sign your name and return this memo to Alison Packard, X5014, no later than May 22, 2014, in order that we may meet the Civil Service Board Agenda posting deadline.

Thank you for your assistance.

PROMOTIONAL ELIGIBLE LIST:

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


Signature


Date

:ap

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.

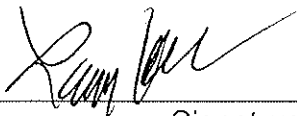
Please indicate your decision below, sign your name and return this memo to Alison Packard, X5041, no later than May 22, 2014, in order that we may meet the Civil Service Board Agenda posting deadline.

Thank you for your cooperation and assistance.

OPEN ELIGIBLE LIST:

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

JAS



Signature



Date

:ap

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

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: June 11, 2014

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

SUBJECT: 7. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION
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CLASSIFICATION SPECIFICATIONS: 1

NEW

1. Combination Plans Examiner

The above classification specification was created at the request of the department.

RECOMMENDATION

The City recommends approval of this new classification specifications.

COMBINATION PLANS EXAMINER

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

Consults with contractors, engineers, architects and the general public concerning the acceptability of drawings for approval to build within the city; reviews building plans and specifications for conformance to building, electrical, plumbing and mechanical codes and laws; assists in special investigations involving unusual applications of the building laws and codes.

SUPERVISION RECEIVED

Receives direction from the Plans and Permits Supervisor and higher level management staff.

May act as a lead worker, exercising functional or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedures, monitoring work progress and reviewing results.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Examines construction plans for buildings and related structures for accuracy, completeness and conformance to applicable codes and regulations. May have an initial primary assignment in one of the following disciplines: building, electrical or plumbing/mechanical. Work will be performed in other disciplines and supplemental areas as needed.
2. Reviews specifications and calculations and consults with originator when needed to clarify or make corrections as necessary.
3. Authorizes acceptance or rejection of building permit applications based on review.
4. Provides inspectors with notes on plans to assist them during inspections, and assists them by phone as necessary.
5. Provides assistance to the general public and home owner-builders with drawings, calculations and codes.
6. Participates in special investigations involving unusual applications of the building codes.
7. Maintains appropriate records; responds to inquiries directed to the department in writing.

CITY OF LAS VEGAS
Combination Plans Examiner (*continued*)

Essential Functions:

8. Informs contractors, engineers and architects of appropriate professional acceptable standards; assists these professionals with submitting drawings having conformity and reliability.
9. Provides direction to Permits Technicians pertaining to codes and calculations.
10. Represents the department at meetings with other government agencies.
11. Attends inspection appeal meetings to participate in resolving "code or equal" questions.
12. Provides code clarification to solve pending problems at job site.

Marginal Functions:

1. Assists in coordinating work of the department with other city departments and other public agencies.
2. Performs related duties and responsibilities as required.
3. Assists in drafting new ordinances pertaining to related codes and laws.

QUALIFICATIONS

Knowledge of:

All relevant areas of plans examination performed by the Department.
Methods and materials used in building, electrical or plumbing/mechanical construction of buildings and related structures, depending on the areas of assignment.
Basic and advanced mathematical formulae including algebra and geometry.
Acceptable and pertinent safety standards.
English usage, spelling, grammar and punctuation.
Pertinent federal, state and local laws, codes and regulations related to the construction of buildings in all phases.
Plans, blueprints and specifications.
Current building, electrical, or plumbing and mechanical codes and ordinances, depending on assignment.
Principles of business letter writing and basic report preparation.
Principles and procedures of record keeping.

Skills in:

Communicating technical aspects of various areas of plans examination to other less experienced staff.
Reading and interpreting blueprints and specifications.

CITY OF LAS VEGAS
Combination Plans Examiner (*continued*)

Skills in:

Drafting, understanding and interpreting building, electrical, or plumbing and mechanical codes and ordinances, depending on assignment, and conveying their meaning to others.

Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.

Verifying calculations to ensure specifications and drawings are in compliance with applicable codes and safety standards.

Work independently with minimal supervision.

Responding to requests and inquiries from the general public.

Planning, organizing and prioritizing assignments.

Meeting critical deadlines.

Managing multiple assignments.

Demonstrating respect and sensitivity for cultural differences

Communicating with individuals from a variety of social, cultural, economic and educational backgrounds.

Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.

Understanding and following oral and written instructions.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Communicating clearly and concisely, both orally and in writing.

Experience and Training Requirements

Experience:

Three (3) years of experience, within the last six years, in reviewing architectural, electrical, or plumbing/mechanical plans used in building construction.

Training:

Associate's degree from an accredited college or university with major in engineering, architecture, construction management or a related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Possession of Building Plans Examiner certification issued by the International Code Council (ICC) on the date of application and maintenance thereafter; AND

Possession of one (1) of the Core Certifications listed below on the date of application and maintenance thereafter; AND

CITY OF LAS VEGAS
Combination Plans Examiner (*continued*)

License or Certificate

As a condition of continued employment, an employee must acquire and maintain at least one (1) additional core and one (1) additional supplemental certification each year after initial hire, in an order to be determined by management for each employee, until all certifications listed below have been achieved.

Core Certifications

- Electrical Plans Examiner issued by ICC or IAEE (International Association of Electrical Inspectors)
- Mechanical Plans Examiner issued by IAPMO (International Association of Plumbing and Mechanical Officials)
- Plumbing Plans Examiner issued by IAPMO.

Supplemental Certifications:

- ICC Residential Plans Examiner
- ICC Accessibility Inspector/Plans Examiner
- ICC Commercial Energy Plans Examiner or Commercial Plans Examiner with ASHRAE

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment.

Hazards: Exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended period of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

AS NEW 5/29/14

FLSA & City: nonexempt CSB 6/11/14