

City of Las Vegas

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

AGENDA

JANUARY 28, 2015

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 LUANN D. HOMES, ACTING 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 January 14, 2015
5. Discussion for possible action to certify Eligible Lists for Accounting Technician II (open); Cultural Specialist (open); Customer Service Representative (open)
6. Discussion for possible action to certify Classification Specifications for Chemist; Fire Investigator I/II
7. 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
8. 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.

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: January 28, 2015

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: 3

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Accounting Technician II – Open	89	51	21
2. Cultural Specialist – Open	93	49	48
3. Customer Service Representative – Open	535	65	63

CITY OF LAS VEGAS

ELIGIBLE LIST

Accounting Technician II
Examination

January 6, 2015
Examination Date

14004430
Requisition Number

Open
Open/Promotional

NAME	
GROUP 1	
See Attached	
GROUP 2	
See Attached	

REPORT OF EXAMINATION

APPLICATIONS		ELIGIBLE LIST	
ACCEPTED	74	GROUP 1	7
REJECTED	15	GROUP 2	14
TOTAL RECEIVED	89	TOTAL ON LIST	21

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)	100%			
PASSED	21			
FAILED	30			
TOTAL TESTED	51			
DID NOT APPEAR	23			
WITHDREW	0			

Accounting Technician II (Open) - CSB 01/28/15

Candidate Name	Group
Bailey, Wanda	1
Chase, Dana	1
Kallo, Abdoulaye	1
Lam, Dan	1
Sharp, Margaret	1
Voigt, Joyce	1
WARWICK, KITTY	1
Adams, Stephanie	2
Buries, Arlena	2
Cornman, Jim	2
DIETZEL, WENDY	2
Figuereo de prince, Dino	2
Galizio, Kelly	2
Gomez, Maria	2
McCartney, Kelly	2
Ramirez, Adrian	2
Reyes, Zulma	2
Sobanski, Brandy	2
Southerland, Michelle	2
Valencia, Leilani	2
Wheeler, Tina	2

Total Record Count: 21

CITY OF LAS VEGAS

ELIGIBLE LIST

Cultural Specialist
Examination

12/11/14
Examination Date

1400433O
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	49	GROUP 1	12
REJECTED	44	GROUP 2	36
TOTAL RECEIVED	93	TOTAL ON LIST	48

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)				100%
PASSED				48
FAILED				1
TOTAL TESTED				49
DID NOT APPEAR				0
WITHDREW				0

Cultural Specialist (Open) - CSB 01/28/15

Candidate Name	Group
Book, Heather	1
Cardwell, Leanne	1
CHE NGUYEN, ANH TUAN	1
Coleman, ERIN	1
Dominguez, Patricia	1
Goble, Cory	1
Green, Jacqueline	1
HOBBS, CHERYL	1
Holden, Rebecca	1
Lopez, Juan	1
McLemore, Sean	1
Meza, Jonathan	1
Alter, Becky	2
Anderson, Paula	2
Boskovic, Jelena	2
Butalid, Zachary	2
Byrd, LaTonya	2
Corbalan, Georgina	2
Crittenden, Phyllis	2
Dumas, Dante	2
Earl, Danny	2
FARFAN, MARIA	2
Fitzgerald, Brooke	2
Francis, Joi	2
Gomez, Jenny	2

King, Mary	2
Kraft, Casey	2
Lanier, Dionne	2
Long, Rick	2
Lucero, Sonia	2
Luevanos, Gerardo	2
Manor, Tara	2
Parker, Mark	2
Phillips, Tosha	2
Phillips-Folwell, Beth	2
Pickens, Chanelle	2
Rouse, Kathryn	2
Santos, Shannon	2
Scott, Emily	2
Smith, Joshua	2
Smith, Sherri	2
Snow, Kathryn	2
SRIKRISHNAN, RAJAN	2
Stark, Dennis	2
Tolentino, Jeudy	2
Tyler, Alexia	2
Vaillancourt, Anna	2
Woods, Donielle	2

Total Record Count: 48

CITY OF LAS VEGAS

ELIGIBLE LIST

Customer Service Representative
Examination

January 7, 2014
Examination Date

14004850
Requisition Number

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

APPLICATIONS		ELIGIBLE LIST	
ACCEPTED	95	GROUP 1	44
REJECTED	440	GROUP 2	19
TOTAL RECEIVED	535	TOTAL ON LIST	63

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)	100%			
PASSED	63			
FAILED	2			
TOTAL TESTED	65			
DID NOT APPEAR	30			
WITHDREW	0			

Customer Service Representative (Open) - CSB 01/28/15

Candidate Name	Group
Anzalone, Autumn	1
Arias, Paula	1
Ashley, Kirsten	1
Banagan, Aimee	1
Beckum, Tamara	1
Bigas, Marja	1
Black, Cindy	1
Briones, Jesus	1
Brown, Lari'	1
Carlsen, Donna	1
Carpenter, Tasha	1
Cochrane, Kim	1
CONNER, KIANA	1
contreras, amber	1
Eisenhauer, Renee	1
Engel, Thomas	1
Fuentes, Ingrid	1
Fultz, Bryana	1
Garnett, Mitchell	1
Gilliard, Ramona	1
Haynes, Lawanna	1
hicks, keiona	1
Hughes, Jennifer	1
Jarvis, Sean	1

Jones Crum, Kimberly	1
Lancaster, Jennifer	1
Lomax, LaTonya	1
Lowe, Evonn	1
Lowery, Stephanie	1
Marks, Orien	1
Martinez, Damien	1
MINOGUE, SUSANNA	1
Miramontes, Astrid	1
Moreno, Diana	1
Mori-Frederickson, Cindy	1
Osgood, Laurie	1
Perez, Yvonne	1
Purdy, Megan	1
Quinley, Nakeisha	1
Rankin, Quiana	1
Reyes, Cynthia	1
Robison, Nina	1
Sanchez - Sanchez, Beren	1
Taglioni, Evelin	1
Alarcon, Maria	2
Ames, Ryan	2
Artherton, Vanessa	2
Backus, Rhonda	2
Berry, Manuel	2
Castillo, Cheryl	2
Castro, Judith	2

Clackum, Melissa	2
Coleman, DaShaunae	2
Davis, Mercedes	2
Ever, Samuel	2
Harry, Joshua	2
Jacobsen, Erin	2
Montoya, Juan	2
Nelson, June	2
Stresing, Shaytoya	2
Villalpando, Diego	2
White, Jennifer	2
Williams, Montoya	2

Total Record Count: 63

**FIRE INVESTIGATOR I
FIRE INVESTIGATOR II**

*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 investigate the origin and cause of fires and explosions; to respond to and participate in incidents involving explosive devices; to enforce laws and ordinances pertaining to arson and related offenses; to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

Fire Investigator I: This is the entry level classification in the Fire Investigator series. This class is distinguished from the Fire Investigator II by the performance of the more routine tasks and duties assigned to positions within the series and by the lack of an FBI Bomb Technician certification. This class is used as a training class.

Fire Investigator II: This is the full journey level classification within the Fire Investigator series. This class is distinguished from the Fire Investigator I by the performance of the full range of duties as assigned, by the level of independence with which employees accomplish their responsibilities, by the possession of an FBI Bomb Technician certification and by the level of experience attained. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are filled by advancement from the Fire Investigator I level.

SUPERVISION RECEIVED AND EXERCISED

Fire Investigator I

Receives general supervision from higher level and supervisory and management staff.
Receives functional and technical supervision from the assigned Sr. Fire Investigator.

Fire Investigator II

Receives general supervision from supervisory and management staff.

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

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

Essential Functions:

1. Investigate the origin, cause and circumstances of fires and explosions occurring within the city of Las Vegas, determining whether fires or explosions were the result of carelessness or criminal intent; investigate for mechanical and incendiary devices.
2. Coordinate fire investigation activities with other city, county, state and federal departments and agencies.
3. Conduct the investigation of adults and juveniles suspected of involvement with arsons or attempts thereof; enforce state arson statutes by preparing affidavits to the District Attorney's Office or Juvenile Court Services; make felony arrests when and where deemed necessary.
4. Gather evidence at the fire scene for presentation in courts of law; interview firefighters, victims, witnesses and suspects as to the origin and cause of a fire or explosion; measure, sketch diagrams and take photographs at fire scenes; testify as an expert witness in court on the origin and cause of fires and explosions.
5. Throughout southern Nevada, respond to and participate in resolving incidents involving explosive devices; participate in the disposal of explosives; maintain and update training in handling explosive devices.
6. Consult with and report to the assigned Sr. Fire Investigator; write extensive reports and documentation.
7. Retrieve information from and input information into the National Crime Information Center (NCIC) and the Nevada Criminal Justice Information Systems (NCJIS).

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Fire Investigator I

Knowledge of:

Rules, regulations, and operational procedures of Las Vegas Fire & Rescue.
Principles, practices, and procedures of National Incident Management System Incident Command System (NIMS-ICS).

Fire and explosion investigation guidelines to include basic methodology.

Basic fire science principles.

Fire patterns.

Principles of fire and explosion injuries and death.

Building systems.

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

Properties of electricity and fire.

Applicable safety precautions and practices.

Modern office practices, procedures, and methods.

Ability to:

Learn departmental policy, procedures, rules and regulations and the limitations of departmental authority.

Learn the principles, practices and methods employed in arson detection, fire investigations and bomb investigations.

Learn court procedures in trials dealing with arson cases.

Learn pertinent state and local laws regarding the apprehension, arrest and prosecution of arsonists and those pertaining to admissible evidence.

Obtain information through interviews, interrogations and observations.

Analyze situations quickly and objectively and determine the proper course of action.

Cope with situations firmly, courteously and objectively with respect for the rights of others.

Qualify with a department duty weapon as required.

Understand and carry out oral and written instructions.

Enforce laws in a professional manner.

Learn explosive device disposal skills.

Use and care for cameras and other investigative equipment.

Use and care for firearms.

Meet the selection criteria of the FBI Hazardous Device School for training and certification as a Bomb Technician.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Operate office and computer equipment.

~~Maintain effective audio-visual discrimination and perception needed for:~~

~~——— Making observations;~~

~~——— Communicating with others;~~

~~——— Reading and writing; and~~

~~——— Operating assigned equipment.~~

~~Maintain mental capacity 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 may include the following:~~

~~——— Sitting, standing and walking for extended periods of time; and~~

~~——— Operating assigned equipment.~~

CITY OF LAS VEGAS
Fire Investigator I/II (*continued*)

Experience and Training Requirements

Experience:

Five years **of** experience with the **City of** Las Vegas Fire & Rescue Department to include a minimum of:

Three years assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations;

OR

Five years **of** experience in any, or a combination, of the following classifications with the City of Las Vegas **Fire & Rescue Department**:

Fire Prevention Inspector II;

Fire Prevention Inspection Supervisor; or

Deputy Fire Marshal.

Training:

Equivalent to graduation from high school. **Associate's degree College-course-work** in fire science, criminal justice, business administration, or a closely related field is desirable, **but not required.**

License or Certificate

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

Possession of Firefighter II certification or three years of active combat experience or Uniform Fire Code or equivalent certification on the date of application.

Possession of National Incident Management System (NIMS) ICS 100 and IS 700 certification on date of application.

Possession of Nevada P.O.S.T. Category I or II certification within one year of the date of appointment, and maintenance thereafter.

Must attend training and pass background investigation and test required by the FBI National Crime Information Center within one year of the date of appointment, and proficiency must be affirmed every two years thereafter by the designated Terminal Agency Coordinator.

Must qualify, attend and successfully complete the FBI Hazardous Device School Basic Course for training and certification as a Bomb Technician as soon as school scheduling permits.

Special Requirements

Must be a citizen of the United States on the date of application.

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

Fire Investigator II

In addition to the qualifications for Fire Investigator I:

Knowledge of:

Departmental policy, procedures, rules and regulations and the limitations of departmental authority.
Principles, practices and methods employed in arson detection, fire investigations and bomb investigations.
Characteristics of hazardous and explosive materials.
Techniques and methods for resolving incidents involving explosive devices.
Court procedures in trials dealing with arson cases.
Pertinent state and local laws regarding the apprehension, arrest and prosecution of arsonists and those pertaining to admissible evidence.
NCIC and NCJIS systems.
Operation and care of cameras and other investigation equipment.
The science of explosions.
The science of incendiary fires.
Sources of information for investigating fires and explosions.
Techniques and legal considerations of recording the details and gathering evidence of a fire or explosion scene.
Pertinent federal, state and local laws, codes and regulations.
Legal ramifications of fire investigation.
Principles and techniques of planning an investigation.
Techniques and methods of determining the cause of a fire or explosion.
Techniques and methods of determining the origin of a fire or explosion.
Bureau of Fire Investigation Bomb Squad standard operating procedures.

Ability to:

Maintain explosive device disposal skills.

Experience and Training Requirements

Experience:

One year experience as a Fire Investigator I with the City of Las Vegas.

Training:

Equivalent to graduation from high school. Associate's degree ~~College course work in~~ fire science, criminal justice, business administration or a closely related field is desirable, but not required.

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

License or Certificate Requirements

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

Possession of P.O.S.T. Category I or II certification on the date of application, and maintenance thereafter.

Possession of FBI Bomb Technician certification on the date of application, and maintenance thereafter.

Must attend and successfully complete the FBI Hazardous Device School Recertification Course for training and recertification as a Bomb Technician every three years, or as soon as school scheduling permits.

WORKING CONDITIONS

Environmental Conditions:

Work is performed indoors in climate-controlled office setting and outdoors in field environments, including structurally unstable buildings.;

eExposure to computer screens; ~~exposure to~~ dust, noise, smoke, fumes, water, chemicals, hazardous materials, explosive devices; may inspect in restricted spaces.

Use of safety equipment, as needed.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, crawling, climbing, stooping, lifting, reaching or sitting for prolonged periods of time while wearing a protective bomb suit weighing approximately 80 pounds.

Maintain effective audio-visual discrimination and perception needed for:

-- Making observations;

-- Communicating with others;

-- Reading and writing; and

-- Operating assigned equipment.

Maintain mental capacity 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 may include the following:

-- Sitting, standing and walking for extended periods of time; and

-- Operating assigned equipment.

SMM

REV 10/17/05-

CITY OF LAS VEGAS
Fire Investigator I/II (*continued*)

FLSA & City: nonexempt

| CSB 12/14/05

Alison Packard

From: Andy Spurlock
Sent: Wednesday, January 14, 2015 4:00 PM
To: Alison Packard
Subject: RE: CSB Agenda Items

Alison, please find the Fire Investigator I II class specification in the TEST SPECS directory and prepare it for the CSB meeting of January 28.

If you need to have me review anything or need to ask me questions, please do so as much before 8:00 tomorrow morning as I will be in lengthy training from that point on. Thanks!

From: Alison Packard
Sent: Wednesday, January 14, 2015 2:04 PM
To: Andy Spurlock; Sue Brown; Anna A. Lewandowski; Glenna Kouns; Helen Gonzales
Cc: Benet Murphy
Subject: CSB Agenda Items
Importance: High

If you have any items for the 1/28/15 CSB meeting please submit them no later than 11 am tomorrow (1/15/15).

Thanks!

Alison Packard
Senior Human Resources Technician
City of Las Vegas - Human Resources
702-229-5041
Business Hours: M - Thu | 7am - 5pm | Closed Fri.

"Human Resources - Delivering Talent for the Future"

Think before you print...Please consider the environment before printing this email.

CHEMIST

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

Collects samples; performs chemical and bacteriological analyses necessary for determining the efficiency of the chemical and biological processes of wastewater treatment in accordance with established methods; and performs a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Environmental Laboratory and Compliance Manager or higher level management.

May act as a lead worker, exercising functional and technical supervision including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, 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. Collects a variety of samples from various stages of the wastewater treatment process, including collection from satellite Reuse Facilities; maintains full chain of custody, maintains sampling equipment.
2. Analyzes samples for physical, chemical and microbial constituents; calculates and evaluates results; completes documentation; enters data into databases and spreadsheets.
3. Analyzes and interprets data; prepares reports on routine sampling and analyses, special projects and quality control.
4. May serve as a lead, providing functional and technical oversight and training to assigned staff; assigns, plans, directs, coordinates and schedules assignments; monitors work progress and reviews work results; ensures safe work practices are followed.
5. Performs physical, chemical, bacteriological and biochemical investigations and research to develop and improve sampling and laboratory procedures and methods, and to improve treatment or process control.
6. Conducts field and laboratory experiments to determine the effects and suitability of

CITY OF LAS VEGAS
Chemist (*continued*)

chemicals used in wastewater treatment.

CITY OF LAS VEGAS
Chemist (*continued*)

Essential Functions:

7. Devises, adapts and recommends standard and complex tests, procedures and sampling methods; writes and revises standard operating procedures.
8. Prepares technical reports on routine analyses, special projects, quality control and other operational issues to ensure that quality standards, efficiency and schedules are met.
9. Evaluates statistically complex data; confers with professional and technical staff to interpret test results.
10. Attends meetings with city staff and other agencies; represents the city in discussions related to wastewater treatment, laboratory procedures, biomonitoring, ambient monitoring and the watershed.
11. Prepares standard solutions; performs stoichiometric calculations.
12. Determines the cause(s) of problems with wastewater processes; provides corrective action recommendations to manager and wastewater treatment plant staff.
13. Cleans glassware and equipment; performs laboratory housekeeping.
14. Performs quality assurance and quality control tasks related to State of Nevada laboratory certification requirements; ensures that quality assurance and quality control procedures and measures are followed; calibrates instruments; participates in ensuring the laboratory maintains its certification.
15. Operates a ~~truck~~-motor vehicle and transports a sampling boat and trailer to other treatment facilities, Lake Mead and various other sites to collect deep water samples and conduct analyses. Operates boat according to proper procedure.

Marginal Functions:

1. Maintains sampling compositors.
2. Maintains adequate stock of lab chemicals, supplies and equipment.
3. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS
Chemist (continued)

QUALIFICATIONS

Knowledge of:

Principles of organic, inorganic, and physical chemistry.
Principles of qualitative and quantitative analysis.
Chemical laboratory procedures, techniques and equipment.
Principles of biochemistry.
Permit requirements and regulations related to the analysis of wastewater.
Modern laboratory procedures, methods and computer equipment.
Applicable sampling procedures and field equipment.
Validation procedures.
Pertinent federal, state and local laws, codes and regulations.
Occupational hazards and standard lab and applicable sampling safety practices.

Skills in:

Interpreting and explaining laboratory policies and procedures.
Conducting complex research projects.
Using and maintaining laboratory equipment.
Developing sampling plans.
Analyzing, interpreting, and applying the results of laboratory testing.
Coordinating the activities of a technical laboratory.
Interpreting, applying and explaining applicable city, department and division policies and procedures.
Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
Performing competently in the use of spreadsheet, word processing, email and other applicable software applications.
Using computers and a variety of complex computer software programs.
Preparing clear, concise and technical reports.
Working independently with minimal supervision.
Using a Global Positioning System (GPS).
Swimming at a sufficient level to ensure personal safety while taking water samples.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work, including City officials and the general public.

Competencies:

Core Workforce Competencies

Professionalism – Demonstrates core values by being honest, respectful and positive.

Effective Communication – Expresses verbal and written thought in a clear and understandable manner.

Customer Focus – Demonstrates genuine concern and satisfies external and/or internal customers based on the CLV core purpose and values.

CITY OF LAS VEGAS
Chemist (continued)

Competencies (continued):

Adaptability – Able to effectively modify behavior to suit changing workforce demands.

Problem Solving – Solves problems by considering all causes, solutions and outcomes.

Productive Partnerships – Develops, maintains and strengthens partnerships with others.

Technical and Safety Expertise – Possesses a depth of knowledge, skill and ability in a technical (job) area.

Experience and Training Requirements

Experience:

Three years of ~~increasingly responsible chemical or biological laboratory testing experience.~~ technical lead in chemical and/or bacteriological testing and instrumentation experience in a water or wastewater laboratory involving one or more of the following areas: troubleshooting and method development for complex laboratory instruments, microbiological or zooplankton identification.

Training:

~~Equivalent to a~~ Bachelors degree from an accredited college or university with a major in chemistry, microbiology or a closely related science field.

A combination of formal education and directly related work experience may substitute for the degree. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

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

Possession of a State of Nevada Division of Wildlife Safe Boating certificate within 6 months of the date of appointment, and maintenance thereafter.

Possession of a Wastewater Quality Analyst in Training certificate from the Nevada Water Environment Association within 9 months of the date of appointment.

Possession of a Grade 1 Wastewater Quality Analyst certificate from the Nevada Water Environment Association within 1 year of the date of appointment.

Possession of a Grade 2 Wastewater Quality Analyst certificate from the Nevada Water Environment Association within 2 years of the date of appointment.

CITY OF LAS VEGAS
Chemist (continued)

Possession of a Grade 3 Wastewater Quality Analyst certificate from the Nevada Water Environment Association within 3 years of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Laboratory, wastewater treatment plant and field environments; exposure to potentially hazardous chemicals, waste and infectious materials; inclement weather conditions; work in or with water; work along the banks of the wash. Environment includes water sampling in a wash and on board a boat on a large lake, at times during extreme weather conditions.

Physical Conditions:

| Essential and marginal functions require:

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

- *Walking, climbing, standing or sitting for extended periods of time;*
- *Moderate to heavy lifting; and*
- *Operating assigned equipment and vehicles.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Performing laboratory analyses;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment, vehicles and watercraft.*

Maintaining mental capacity which allows the capability of:

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

SB

| REV 10/16/14, added competencies 1/12/15

FLSA: exempt; City: nonexempt

| CSB 10/8/14 (blanket approval)

Alison Packard

From: Sue Brown
Sent: Tuesday, January 13, 2015 2:05 PM
To: Alison Packard
Subject: 1/28/15 CSB - Chemist

Hi Alison,

Please prepare the Chemist job description for the 1/28/15 CSB agenda. It is being revised at the request of the department.

Thank you,

Sue Y Brown
City of Las Vegas
Sr Human Resources Analyst – Classification & Compensation
Phone: 702.229.1218
Email: sbrown@lasvegasnevada.gov

Office Hours: Monday – Thursday; 7:00am – 5:30pm

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: January 28, 2015

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

SUBJECT: 6. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION
--

CLASSIFICATION SPECIFICATIONS: 2

REVISED

1. Chemist
2. Fire Investigator I / II

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

RECOMMENDATION

The City recommends approval of these revised classification specifications.

CHEMIST

*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

Collects samples; performs chemical and bacteriological analyses necessary for determining the efficiency of the chemical and biological processes of wastewater treatment in accordance with established methods; and performs a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Environmental Laboratory and Compliance Manager or higher level management.

May act as a lead worker, exercising functional and technical supervision including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, 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. Collects a variety of samples from various stages of the wastewater treatment process, including collection from satellite Reuse Facilities; maintains full chain of custody, maintains sampling equipment.
2. Analyzes samples for physical, chemical and microbial constituents; calculates and evaluates results; completes documentation; enters data into databases and spreadsheets.
3. Analyzes and interprets data; prepares reports on routine sampling and analyses, special projects and quality control.
4. May serve as a lead, providing functional and technical oversight and training to assigned staff; assigns, plans, directs, coordinates and schedules assignments; monitors work progress and reviews work results; ensures safe work practices are followed.

CITY OF LAS VEGAS
Chemist (*continued*)

Essential Functions:

5. Performs physical, chemical, bacteriological and biochemical investigations and research to develop and improve sampling and laboratory procedures and methods, and to improve treatment or process control.
6. Conducts field and laboratory experiments to determine the effects and suitability of chemicals used in wastewater treatment.
7. Devises, adapts and recommends standard and complex tests, procedures and sampling methods; writes and revises standard operating procedures.
8. Prepares technical reports on routine analyses, special projects, quality control and other operational issues to ensure that quality standards, efficiency and schedules are met.
9. Evaluates statistically complex data; confers with professional and technical staff to interpret test results.
10. Attends meetings with city staff and other agencies; represents the city in discussions related to wastewater treatment, laboratory procedures, biomonitoring, ambient monitoring and the watershed.
11. Prepares standard solutions; performs stoichiometric calculations.
12. Determines the cause(s) of problems with wastewater processes; provides corrective action recommendations to manager and wastewater treatment plant staff.
13. Cleans glassware and equipment; performs laboratory housekeeping.
14. Performs quality assurance and quality control tasks related to State of Nevada laboratory certification requirements; ensures that quality assurance and quality control procedures and measures are followed; calibrates instruments; participates in ensuring the laboratory maintains its certification.
15. Operates a motor vehicle and transports a sampling boat and trailer to other treatment facilities, Lake Mead and various other sites to collect deep water samples and conduct analyses. Operates boat according to proper procedure.

Marginal Functions:

1. Maintains sampling compositors.
2. Maintains adequate stock of lab chemicals, supplies and equipment.
3. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS
Chemist (*continued*)

QUALIFICATIONS

Knowledge of:

Principles of organic, inorganic, and physical chemistry.
Principles of qualitative and quantitative analysis.
Chemical laboratory procedures, techniques and equipment.
Principles of biochemistry.
Permit requirements and regulations related to the analysis of wastewater.
Modern laboratory procedures, methods and computer equipment.
Applicable sampling procedures and field equipment.
Validation procedures.
Pertinent federal, state and local laws, codes and regulations.
Occupational hazards and standard lab and applicable sampling safety practices.

Skills in:

Interpreting and explaining laboratory policies and procedures.
Conducting complex research projects.
Using and maintaining laboratory equipment.
Developing sampling plans.
Analyzing, interpreting, and applying the results of laboratory testing.
Coordinating the activities of a technical laboratory.
Interpreting, applying and explaining applicable city, department and division policies and procedures.
Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
Performing competently in the use of spreadsheet, word processing, email and other applicable software applications.
Using computers and a variety of complex computer software programs.
Preparing clear, concise and technical reports.
Working independently with minimal supervision.
Using a Global Positioning System (GPS).
Swimming at a sufficient level to ensure personal safety while taking water samples.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work, including City officials and the general public.

Competencies:

Core Workforce Competencies

Professionalism – Demonstrates core values by being honest, respectful and positive.

Effective Communication – Expresses verbal and written thought in a clear and understandable manner.

Customer Focus – Demonstrates genuine concern and satisfies external and/or internal customers based on the CLV core purpose and values.

CITY OF LAS VEGAS
Chemist (continued)

Competencies (continued):

Adaptability – Able to effectively modify behavior to suit changing workforce demands.

Problem Solving – Solves problems by considering all causes, solutions and outcomes.

Productive Partnerships – Develops, maintains and strengthens partnerships with others.

Technical and Safety Expertise – Possesses a depth of knowledge, skill and ability in a technical (job) area.

Experience and Training Requirements

Experience:

Three years of technical lead in chemical and/or bacteriological testing and instrumentation experience in a water or wastewater laboratory involving one or more of the following areas: troubleshooting and method development for complex laboratory instruments, microbiological or zooplankton identification.

Training:

Bachelor's degree from an accredited college or university with a major in chemistry, microbiology or a closely related science field.

A combination of formal education and directly related work experience may substitute for the degree. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

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

Possession of a State of Nevada Division of Wildlife Safe Boating certificate within 6 months of the date of appointment, and maintenance thereafter.

Possession of a Wastewater Quality Analyst in Training certificate from the Nevada Water Environment Association within 9 months of the date of appointment.

Possession of a Grade 1 Wastewater Quality Analyst certificate from the Nevada Water Environment Association within 1 year of the date of appointment.

Possession of a Grade 2 Wastewater Quality Analyst certificate from the Nevada Water Environment Association within 2 years of the date of appointment.

Possession of a Grade 3 Wastewater Quality Analyst certificate from the Nevada Water Environment Association within 3 years of the date of appointment, and maintenance thereafter.

CITY OF LAS VEGAS
Chemist (continued)

WORKING CONDITIONS

Environmental Conditions:

Laboratory, wastewater treatment plant and field environments; exposure to potentially hazardous chemicals, waste and infectious materials; inclement weather conditions; work in or with water; work along the banks of the wash. Environment includes water sampling in a wash and on board a boat on a large lake, at times during extreme weather conditions.

Physical Conditions:

Essential and marginal functions require:

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

- *Walking, climbing, standing or sitting for extended periods of time;*
- *Moderate to heavy lifting; and*
- *Operating assigned equipment and vehicles.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Performing laboratory analyses;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment, vehicles and watercraft.*

Maintaining mental capacity which allows the capability of:

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

SB

REV 1/12/15

FLSA: exempt; City: nonexempt

CSB 1/28/15

**FIRE INVESTIGATOR I
FIRE INVESTIGATOR II**

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 investigate the origin and cause of fires and explosions; to respond to and participate in incidents involving explosive devices; to enforce laws and ordinances pertaining to arson and related offenses; to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

Fire Investigator I: This is the entry level classification in the Fire Investigator series. This class is distinguished from the Fire Investigator II by the performance of the more routine tasks and duties assigned to positions within the series and by the lack of an FBI Bomb Technician certification. This class is used as a training class.

Fire Investigator II: This is the full journey level classification within the Fire Investigator series. This class is distinguished from the Fire Investigator I by the performance of the full range of duties as assigned, by the level of independence with which employees accomplish their responsibilities, by the possession of an FBI Bomb Technician certification and by the level of experience attained. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are filled by advancement from the Fire Investigator I level.

SUPERVISION RECEIVED AND EXERCISED

Fire Investigator I

Receives general supervision from higher level and supervisory and management staff.
Receives functional and technical supervision from the assigned Sr. Fire Investigator.

Fire Investigator II

Receives general supervision from supervisory and management staff.

CITY OF LAS VEGAS
Fire Investigator I/II (*continued*)

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

Essential Functions:

1. Investigate the origin, cause and circumstances of fires and explosions occurring within the city of Las Vegas, determining whether fires or explosions were the result of carelessness or criminal intent; investigate for mechanical and incendiary devices.
2. Coordinate fire investigation activities with other city, county, state and federal departments and agencies.
3. Conduct the investigation of adults and juveniles suspected of involvement with arsons or attempts thereof; enforce state arson statutes by preparing affidavits to the District Attorney's Office or Juvenile Court Services; make felony arrests when and where deemed necessary.
4. Gather evidence at the fire scene for presentation in courts of law; interview firefighters, victims, witnesses and suspects as to the origin and cause of a fire or explosion; measure, sketch diagrams and take photographs at fire scenes; testify as an expert witness in court on the origin and cause of fires and explosions.
5. Throughout southern Nevada, respond to and participate in resolving incidents involving explosive devices; participate in the disposal of explosives; maintain and update training in handling explosive devices.
6. Consult with and report to the assigned Sr. Fire Investigator; write extensive reports and documentation.
7. Retrieve information from and input information into the National Crime Information Center (NCIC) and the Nevada Criminal Justice Information Systems (NCJIS).

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Fire Investigator I

Knowledge of:

Rules, regulations, and operational procedures of Las Vegas Fire & Rescue.
Principles, practices, and procedures of National Incident Management System Incident Command System (NIMS-ICS).
Fire and explosion investigation guidelines to include basic methodology.
Basic fire science principles.
Fire patterns.

CITY OF LAS VEGAS
Fire Investigator I/II (*continued*)

Knowledge of (cont'd):

Principles of fire and explosion injuries and death.
Building systems.
Properties of electricity and fire.
Applicable safety precautions and practices.
Modern office practices, procedures, and methods.

Ability to:

Learn departmental policy, procedures, rules and regulations and the limitations of departmental authority.
Learn the principles, practices and methods employed in arson detection, fire investigations and bomb investigations.
Learn court procedures in trials dealing with arson cases.
Learn pertinent state and local laws regarding the apprehension, arrest and prosecution of arsonists and those pertaining to admissible evidence.
Obtain information through interviews, interrogations and observations.
Analyze situations quickly and objectively and determine the proper course of action.
Cope with situations firmly, courteously and objectively with respect for the rights of others.
Qualify with a department duty weapon as required.
Understand and carry out oral and written instructions.
Enforce laws in a professional manner.
Learn explosive device disposal skills.
Use and care for cameras and other investigative equipment.
Use and care for firearms.
Meet the selection criteria of the FBI Hazardous Device School for training and certification as a Bomb Technician.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Operate office and computer equipment.

CITY OF LAS VEGAS
Fire Investigator I/II (*continued*)

Experience and Training Requirements

Experience:

Five years of experience with the City of Las Vegas Fire & Rescue Department to include a minimum of:

Three years assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations;

OR

Five years of experience in any, or a combination, of the following classifications with the City of Las Vegas Fire & Rescue Department:

Fire Prevention Inspector II;
Fire Prevention Inspection Supervisor; or
Deputy Fire Marshal.

Training:

Equivalent to graduation from high school. Associate's degree in fire science, criminal justice, business administration, or a closely related field is desirable, but not required.

License or Certificate

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

Possession of Firefighter II certification or three years of active combat experience or Uniform Fire Code or equivalent certification on the date of application.

Possession of National Incident Management System (NIMS) ICS 100 and IS 700 certification on date of application.

Possession of Nevada P.O.S.T. Category I or II certification within one year of the date of appointment, and maintenance thereafter.

Must attend training and pass background investigation and test required by the FBI National Crime Information Center within one year of the date of appointment, and proficiency must be affirmed every two years thereafter by the designated Terminal Agency Coordinator.

Must qualify, attend and successfully complete the FBI Hazardous Device School Basic Course for training and certification as a Bomb Technician as soon as school scheduling permits.

Special Requirements:

Must be a citizen of the United States on the date of application.

CITY OF LAS VEGAS
Fire Investigator I/II (*continued*)

Fire Investigator II

In addition to the qualifications for Fire Investigator I:

Knowledge of:

Departmental policy, procedures, rules and regulations and the limitations of departmental authority.

Principles, practices and methods employed in arson detection, fire investigations and bomb investigations.

Characteristics of hazardous and explosive materials.

Techniques and methods for resolving incidents involving explosive devices.

Court procedures in trials dealing with arson cases.

Pertinent state and local laws regarding the apprehension, arrest and prosecution of arsonists and those pertaining to admissible evidence.

NCIC and NCJIS systems.

Operation and care of cameras and other investigation equipment.

The science of explosions.

The science of incendiary fires.

Sources of information for investigating fires and explosions.

Techniques and legal considerations of recording the details and gathering evidence of a fire or explosion scene.

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

Legal ramifications of fire investigation.

Principles and techniques of planning an investigation.

Techniques and methods of determining the cause of a fire or explosion.

Techniques and methods of determining the origin of a fire or explosion.

Bureau of Fire Investigation Bomb Squad standard operating procedures.

Ability to:

Maintain explosive device disposal skills.

Experience and Training Requirements

Experience:

One year experience as a Fire Investigator I with the City of Las Vegas.

Training:

Equivalent to graduation from high school. Associate's degree in fire science, criminal justice, business administration or a closely related field is desirable, but not required.

CITY OF LAS VEGAS
Fire Investigator I/II (*continued*)

License or Certificate

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

Possession of P.O.S.T. Category I or II certification on the date of application, and maintenance thereafter.

Possession of FBI Bomb Technician certification on the date of application, and maintenance thereafter.

Must attend and successfully complete the FBI Hazardous Device School Recertification Course for training and recertification as a Bomb Technician every three years, or as soon as school scheduling permits.

WORKING CONDITIONS

Environmental Conditions:

Work is performed indoors in climate-controlled office setting and outdoors in field environments, including structurally unstable buildings.

Exposure to computer screens; dust, noise, smoke, fumes, water, chemicals, hazardous materials, explosive devices; may inspect in restricted spaces.

Use of safety equipment, as needed.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, crawling, climbing, stooping, lifting, reaching or sitting for prolonged periods of time while wearing a protective bomb suit weighing approximately 80 pounds.

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity 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 may include the following:

- *Sitting, standing and walking for extended periods of time; and*
- *Operating assigned equipment.*