

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: January 25, 2016

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

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SUBJECT: 5. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

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

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The City is requesting that the following eligible list be abolished in accordance with Civil Service Rules, Chapter IV, Section 9, c. (1):

1. Business Licensing Auditor – Open

The reasoning is as follows:

The current eligible list no longer suits the needs of the department.

**RECOMMENDATION**

The City recommends approval of the abolishment of this list.

## Alison Packard

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**From:** Lynn Barboza  
**Sent:** Thursday, January 12, 2017 6:27 AM  
**To:** Alison Packard; Denise Marcella; Esther O'Connor  
**Cc:** Graciela F. Manginelli  
**Subject:** RE: Business Licensing Auditor List

Hi Alison... it would be GREAT if you're able to place it on the 1/25 agenda. Thank you. ☺

*Lynn*

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**From:** Alison Packard  
**Sent:** Thursday, January 12, 2017 6:17 AM  
**To:** Lynn Barboza; Denise Marcella; Esther O'Connor  
**Cc:** Graciela F. Manginelli  
**Subject:** RE: Business Licensing Auditor List

Today is the due date for the 1/25/17 CSB meeting. I can place the abolishment of the Business Licensing Auditor on the agenda as long as I have the approval to do so.

Thanks!

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**From:** Lynn Barboza  
**Sent:** Tuesday, January 10, 2017 12:59 PM  
**To:** Denise Marcella; Esther O'Connor  
**Cc:** Graciela F. Manginelli; Alison Packard  
**Subject:** RE: Business Licensing Auditor List

Yes... I believe you'd just specify "Recruitment & Vacancy Fill" under TYPE OF REQUEST.

*****TYPE OF REQUEST*****	
Type of Action	<input type="checkbox"/> Recruitment Only
	<input type="checkbox"/> Vacancy Fill Only
	<input checked="" type="checkbox"/> Recruitment and Vacancy Fill
* Examination Type	<input type="checkbox"/> Written Examination
	<input type="checkbox"/> Oral Examination
	<input type="checkbox"/> Performance Examination
	<input checked="" type="checkbox"/> Supplemental Assessment
	<input type="checkbox"/> Other (HR Analyst will contact department)
	<input type="checkbox"/> Not Applicable (i.e. hourly position, etc)

*Lynn*

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**From:** Denise Marcella  
**Sent:** Tuesday, January 10, 2017 12:56 PM  
**To:** Lynn Barboza; Esther O'Connor  
**Cc:** Graciela F. Manginelli; Alison Packard  
**Subject:** RE: Business Licensing Auditor List

No, because we didn't want to get stuck with an old list. Can I initiate a requisition now?

**From:** Lynn Barboza  
**Sent:** Tuesday, January 10, 2017 12:25 PM  
**To:** Esther O'Connor; Denise Marcella  
**Cc:** Graciela F. Manginelli; Alison Packard  
**Subject:** RE: Business Licensing Auditor List

Hi Denise. I'm copying Graciela as the recruiter for Planning and Alison (she would be the one to include "Request to Abolish" on the next available CSB agenda.) She will let us know the date. Did you initiate the recruitment request (REQ) via NEO GOV yet for SEQ.# 015120?

Department	Division (Org)	Child Org	Position #	Job Name	Full Name
PLANNING & DEVELOPMENT	Business License S	07411	014735	License Technician I (X)	
PLANNING & DEVELOPMENT	Business License S	07411	015120	Business Licensing Auditor	
PLANNING & DEVELOPMENT	Business License S	07411	015286	License Officer	
PLANNING & DEVELOPMENT	Business License S	07411	016265	Internet License Investigator	
PLANNING & DEVELOPMENT	Business License S	07411	016727	License Officer	
PLANNING & DEVELOPMENT	Case & Public Planning S	07301	017409	Sr Management Analyst	

Lynn

**From:** Esther O'Connor  
**Sent:** Tuesday, January 10, 2017 10:44 AM  
**To:** Denise Marcella  
**Cc:** Lynn Barboza  
**Subject:** RE: Business Licensing Auditor List

The list will be 2 years in March 23, 2017. I cc Lynn and can advise if this list can be abolished.

**From:** Denise Marcella  
**Sent:** Tuesday, January 10, 2017 10:40 AM  
**To:** Esther O'Connor  
**Subject:** Business Licensing Auditor List

Hi,

We are planning to recruit for a vacant business licensing auditor position but the existing list is too old. Can it be retired?



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