

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: February 8, 2017

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

SUBJECT: 7. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS: 4

REVISED

1. Corrections Sergeant
2. Deputy City Clerk
3. Fire Communications Supervisor
4. Technical Training Specialist

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

RECOMMENDATION

The City recommends approval of these revised classification specifications.

CORRECTIONS SERGEANT

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 supervise, assign and review the work of subordinates on an assigned shift; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Corrections Lieutenant and higher level departmental staff.

Exercises direct supervision over Corrections Officers, technical and clerical staff on shift.

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

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of corrections officers on an assigned shift; provide overall technical and administrative direction to personnel on an assigned shift.
2. Recommend and assist in the implementation of goals and objectives; implement operational policies and procedures.
3. Follow established schedules and methods for providing detention services; identify resource needs; review needs with Corrections Lieutenant; allocate resources accordingly.
4. Assist with the training, evaluation and disciplinary processes involving subordinates.
5. Prepare reports on operations and activities; maintain daily log and incident reports.
6. Supervise and participate in all normal shift duties as assigned, including enforcing local and state laws pertaining to corrections and treatment of inmates.
7. Respond to incidents and emergencies which occur on shift; coordinate efforts with local fire and police departments; oversee investigation and review of incidents; write incident reports.
8. Provide technical assistance and administrative support to the Corrections Lieutenant.
9. Supervise, authorize and schedule all inmates for transport to and from the detention facilities and court appearances.
10. Review the work of assigned personnel to ensure compliance with department policies and procedures; review reports submitted by subordinates to verify completeness and the meeting of prescribed standards.

CITY OF LAS VEGAS
Corrections Sergeant (*continued*)

Essential Functions (*continued*):

11. Conduct daily briefings prior to each shift; contact subordinates on shift as required; follow-up on problems and complaints; review all incidents involving use of force; inform administration of any potential problems.
12. Assist with planning, coordinating and supervising law enforcement activities for special situations that occur in the City's jurisdiction that result in a sudden increase in inmate population.
13. Conduct security checks, key accountability and related reviews to ensure constant security of the facility and grounds.
14. Attend staff meetings and participate with planning for emergency drills and writing procedures.

Marginal Functions:

1. Respond to requests and inquiries from the general public; represent the department at civic organizations and functions.
2. Attend and participate in group meetings; stay abreast of new trends and innovations in the field of corrections and law enforcement.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Theories and practices of modern correctional and detention programs.
Operations, services and activities of a corrections program.
Modern and complex principles and practices of corrections.
Principles of supervision, training and performance evaluation.
Departmental rules and regulations.
Offensive and defensive weapons nomenclature and theory.
First-aid principles, practices and techniques.
Use of firearms and other modern police equipment.
Self-defense tactics.
Interviewing and interrogation techniques.
Pertinent federal, state and local laws, ordinances and departmental regulations.
Correctional institution security and inmate management.

Ability to:

Supervise, organize and review the work of subordinates on assigned shift.
Select, supervise, train and evaluate staff.
Interpret and explain department policies and procedures.
Understand legal rights of inmates.
Prepare clear and concise reports.

CITY OF LAS VEGAS
Corrections Sergeant (*continued*)

Ability to (continued):

Analyze situations and adopt effective courses of action.

Read, interpret and apply laws and regulations.

Use and care for firearms.

Maintain inmate security and safety.

Control inmate population during emergency situations.

Apply first-aid, CPR and related emergency practices and techniques.

Demonstrate keen powers of observation and memory.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work, including city officials and the general public.

Maintain physical condition to perform essential duties as specified by P.O.S.T. certification and meet city and department medical and physical fitness standards.

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

- *Subduing resisting individuals*
- *Chasing fleeing subjects*
- *Running, walking, crouching or crawling during emergency operations*
- *Moving equipment and injured/deceased persons*
- *Climbing stairs/ladders*
- *Performing life-saving and rescue procedures*
- *Walking, standing, or sitting for extended periods of time.*
- *Operating assigned police equipment and vehicles.*

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

- *Armed/dangerous persons*
- *Communicable diseases*

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under potentially dangerous circumstances*
- *Making sound decisions*
- *Evaluating various options and alternatives and choose an appropriate and reasonable course of action*
- *Demonstrating intellectual capabilities.*

CITY OF LAS VEGAS
Corrections Sergeant (*continued*)

Competencies:

In addition to Core Workforce Competencies:

Supervisor Competencies

Professionalism – Models core values by being honest, respectful and positive; continuously demonstrates the core values of the city; supervisory actions are collaborative whenever possible and intended to grow the city's capacity at an individual, unit, division and/or department level.

Managing Performance – Takes responsibility for own and assigned employees' performance, by setting clear goals and expectations, tracking progress against the goals, ensuring regular feedback, and addressing performance problems and issues promptly.

Decisiveness – Willingness to make difficult decisions in a timely manner.

Developing and Empowering Others – Willingness to delegate responsibility; coaching assigned employee to develop their capabilities.

Facilitating Partnerships – Builds community and partnerships both inside and outside the organization.

Forward Thinking – Anticipating the consequences of situations and decisions; taking appropriate action to be prepared for possible changes.

Providing Support – Provides the tools and creates a supportive environment that allows others to successfully complete their work.

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience in the field of corrections or law enforcement, including experience as a Corrections Officer with the city of Las Vegas.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Possession of a P.O.S.T. Certificate or the equivalent.

Department of Public Safety certification for firearms qualification on annual basis.

CITY OF LAS VEGAS
Corrections Sergeant (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Work in a corrections facility environment; work in potentially hostile and life-threatening conditions; exposure to dangerous persons, firearms, bodily fluids and noise.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, running, crawling, climbing, stooping and lifting.

SB
REV 1/25/17
FLSA: exempt; City: non-exempt
CSB 2/8/17

CORRECTIONS SERGEANT

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 supervise, assign and review the work of subordinates on an assigned shift; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Corrections Lieutenant and higher level departmental staff.

Exercises direct supervision over Corrections Officers, technical and clerical staff on shift.

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Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of corrections officers on an assigned shift; provide overall technical and administrative direction to personnel on an assigned shift.
2. Recommend and assist in the implementation of goals and objectives; implement operational policies and procedures.
3. Follow established schedules and methods for providing detention services; identify resource needs; review needs with Corrections Lieutenant; allocate resources accordingly.
4. Assist with the training, evaluation and disciplinary processes involving subordinates.
5. Prepare reports on operations and activities; maintain daily log and incident reports.
6. Supervise and participate in all normal shift duties as assigned, including enforcing local and state laws pertaining to corrections and treatment of inmates.
7. Respond to incidents and emergencies which occur on shift; coordinate efforts with local fire and police departments; oversee investigation and review of incidents; write incident reports.
8. Provide technical assistance and administrative support to the Corrections Lieutenant.
9. Supervise, authorize and schedule all inmates for transport to and from the detention facilities and court appearances.
10. Review the work of assigned personnel to ensure compliance with department policies and procedures; review reports submitted by subordinates to verify completeness and the meeting of prescribed standards.

CITY OF LAS VEGAS
Corrections Sergeant (*continued*)

Essential Functions:

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12. Assist with planning, coordinating and supervising law enforcement activities for special situations that occur in the City's jurisdiction that result in a sudden increase in inmate population.
13. Conduct security checks, key accountability and related reviews to ensure constant security of the facility and grounds.
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Marginal Functions:

1. Respond to requests and inquiries from the general public; represent the department at civic organizations and functions.
2. Attend and participate in group meetings; stay abreast of new trends and innovations in the field of corrections and law enforcement.
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QUALIFICATIONS

Knowledge of:

Theories and practices of modern correctional and detention programs.
Operations, services and activities of a corrections program.
Modern and complex principles and practices of corrections.
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Self-defense tactics.
Interviewing and interrogation techniques.
Pertinent federal, state and local laws, ordinances and departmental regulations.
Correctional institution security and inmate management.

Ability to:

Supervise, organize and review the work of subordinates on assigned shift.
Select, supervise, train and evaluate staff.
Interpret and explain department policies and procedures.
Understand legal rights of inmates.
Prepare clear and concise reports.

CITY OF LAS VEGAS
Corrections Sergeant (*continued*)

Ability to:

- Analyze situations and adopt effective courses of action.
- Read, interpret and apply laws and regulations.
- Use and care for firearms.
- Maintain inmate security and safety.
- Control inmate population during emergency situations.
- Apply first-aid, CPR and related emergency practices and techniques.
- Demonstrate keen powers of observation and memory.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work, including city officials and the general public.
- Maintain physical condition to perform essential duties as specified by P.O.S.T. certification and meet city and department medical and physical fitness standards.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:
 - *Subduing resisting individuals*
 - *Chasing fleeing subjects*
 - *Running, walking, crouching or crawling during emergency operations*
 - *Moving equipment and injured/deceased persons*
 - *Climbing stairs/ladders*
 - *Performing life-saving and rescue procedures*
 - *Walking, standing, or sitting for extended periods of time.*
 - *Operating assigned police equipment and vehicles.*
- Effectively deal with personal danger, which may include exposure to:
 - *Armed/dangerous persons*
 - *Communicable diseases*
- Maintain effective audio-visual discrimination and perception needed for:
 - *Making observations*
 - *Communicating with others*
 - *Reading and writing*
 - *Operating assigned equipment and vehicles.*
- Maintain mental capacity which allows the capability of:
 - *Exercising sound judgment and rational thinking under potentially dangerous circumstances*
 - *Making sound decisions*
 - *Evaluating various options and alternatives and choose an appropriate and reasonable course of action*
 - *Demonstrating intellectual capabilities.*

CITY OF LAS VEGAS
Corrections Sergeant (*continued*)

Competencies:

In addition to Core Workforce Competencies:

Supervisor Competencies

Professionalism – Models core values by being honest, respectful and positive; continuously demonstrates the core values of the city; supervisory actions are collaborative whenever possible and intended to grow the city's capacity at an individual, unit, division and/or department level.

Managing Performance – Takes responsibility for own and assigned employees' performance, by setting clear goals and expectations, tracking progress against the goals, ensuring regular feedback, and addressing performance problems and issues promptly.

Decisiveness – Willingness to make difficult decisions in a timely manner.

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Facilitating Partnerships – Builds community and partnerships both inside and outside the organization.

Forward Thinking – Anticipating the consequences of situations and decisions; taking appropriate action to be prepared for possible changes.

Providing Support – Provides the tools and creates a supportive environment that allows others to successfully complete their work.

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience in the field of corrections or law enforcement, including ~~one year supervising inmates in a correctional facility~~ experience as a Corrections Officer with the city of Las Vegas.

Training:

Equivalent to graduation from high school ~~supplemented by an additional two years of course work in political science, criminal justice or a related field.~~

License or Certificate

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

Possession of a P.O.S.T. Certificate or the equivalent.

Department of ~~Detention & Enforcement~~ Public Safety certification for firearms qualification on annual basis.

CITY OF LAS VEGAS
Corrections Sergeant (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Work in a corrections facility environment; work in potentially hostile and life-threatening conditions; exposure to dangerous persons, firearms, bodily fluids and noise.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, running, crawling, climbing, stooping and lifting.

| ~~ARB:hgSB~~

| REV ~~8/12/08 (minor revision to license)~~ 1/25/17

| FLSA: exempt; City: non-exempt

| ~~CSB-10/8/14 (added competencies)~~

Alison Packard

From: Sue Brown
Sent: Wednesday, January 25, 2017 2:04 PM
To: Alison Packard
Subject: 2/8/17 CSB

OK, it's ready. Could you please prepare the revised Corrections Sergeant class spec for the 2/8/17 CSB agenda? Thank you so much.

Sue

From: Alison Packard
Sent: Wednesday, January 25, 2017 10:19 AM
To: Sue Brown
Subject: RE: Job Description Changes

No worries! I'll wait for you.

From: Sue Brown
Sent: Wednesday, January 25, 2017 9:47 AM
To: Alison Packard
Subject: FW: Job Description Changes

FYI...I have a last minute request to revise a class spec for the 2/8 CSB. Working fast to get it to you by tomorrow.... So sorry!

From: Ronald Prewitt
Sent: Tuesday, January 24, 2017 5:09 PM
To: Sue Brown
Cc: Michael Brown; Bananto Smith; Herman Russell
Subject: Job Description Changes

Sue, the department would like to make changes to the CO Sgt. job description to be certified at the 2/8/17 CSB.

1. Drop the additional two years of course work.
2. Limit applications to current DPS employees only. I think fire has some language like that in their promotional positions.



Ron Prewitt | Sr. Human Resources Analyst
Department of Human Resources (Public Safety Recruitment)
495 S. Main Street, 1st Floor, Las Vegas, NV 89101
(702) 229-5049

lasvegasnevada.gov



DEPUTY CITY CLERK

*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

Provides support for the city council. Attends various official meetings under the purview of the City Clerk's office and takes notes. Prepares and distributes meeting action minutes, minutes and recordings. Coordinates publication and mailing of meeting notices to the public.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Deputy City Clerk series. 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.

SUPERVISION RECEIVED

Receives immediate supervision from the Chief Deputy City Clerk and higher level management staff.

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

Essential Functions:

1. Responds to inquiries from the public, city staff and other governmental agencies in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
2. Attends and provides support for city meetings as assigned.
3. Records, proofreads, edits and finalizes meeting minutes.
4. Processes and verifies backup documentation submitted for meetings consistent with statutory compliance.
5. Prepares, distributes, and mails documents for meetings and public hearings including correspondence, postcards and Final Action notices.
6. Prepares and processes publications for public hearings, bills and ordinances in compliance with Nevada Revised Statutes, Nevada Administrative Code and Las Vegas Municipal Code; coordinates with local newspaper to ensure deadlines are met.

CITY OF LAS VEGAS
Deputy City Clerk (*continued*)

Essential Functions (continued):

7. Prepares monthly reports.
8. Occasionally attends off-site and regular meetings during other than normal business hours.
9. Performs all related duties in compliance with Nevada Revised Statutes, Nevada Administrative Code and Las Vegas Municipal Code.

Marginal Functions:

1. Administers oaths of office, notarizes documents and collects fees.
2. Receives all contract bids, stamps in, maintains log and delivers bids to the Purchasing and Contracts Division.
3. Acts as liaison between the Clerk's Office and all departments regarding legal documents and agenda items.
4. Assists the public with requests for research of the Clerk's records.
5. Assists with city elections as required.
6. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.
Techniques of taking and transcribing minutes.
Principles and procedures of record keeping.
English usage, spelling, grammar and punctuation.
Principles of numerical and alphabetical filing systems.
Principles of business letter writing and basic report preparation.
Principles and techniques of taking and preparing minutes for official government meetings.
Pertinent local and state laws, codes and regulations including municipal election laws and procedures, procurement laws and procedures and the Nevada open meeting and financial disclosure laws.

CITY OF LAS VEGAS
Deputy City Clerk (*continued*)

Skills in:

Compiling and maintaining records.
Typing at a speed necessary for successful job performance.

Ability to:

Learn about city ordinances and applicable municipal codes.
Learn to understand the organization and operation of the city, the Clerk's Office and of outside agencies as necessary to assume assigned responsibilities.
Learn specialized software for assigned responsibilities.
Understand and follow oral and written instructions.
Maintain confidentiality of information.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Work independently in the absence of supervision.
Plan and organize work to meet scheduled deadlines.
Comply with all posting and publication guidelines of the Nevada open meeting law.

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.

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:

Two years of responsible secretarial or clerical experience.

Training:

Equivalent to graduation from high school.

CITY OF LAS VEGAS
Deputy City Clerk (*continued*)

License or Certificate

Must type 60 net words per minute as demonstrated by a test certificate dated no more than one year prior to the date of application.

Must attend Security Awareness training required by the FBI National Crime Information Center within 30 days of the date of appointment.

Possession of an appropriate, valid notary public license within 6 months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; work at a centralized public counter.

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 periods 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.*

SB
REV 1/23/17
FLSA & City: nonexempt
CSB 2/8/17

DEPUTY CITY CLERK

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DEFINITION

Provides support for the city council. Attends various official meetings under the purview of the City Clerk's office and takes notes. Prepares and distributes meeting action minutes, minutes and recordings. Coordinates publication and mailing of meeting notices to the public.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Deputy City Clerk series. 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.

SUPERVISION RECEIVED

Receives immediate supervision from the Chief Deputy City Clerk and higher level management staff.

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

Essential Functions:

1. Responds to inquiries from the public, city staff and other governmental agencies in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
2. Attends and provides support for city meetings as assigned.
3. Records, proofreads, edits and finalizes meeting minutes.
4. Processes and verifies backup documentation submitted for meetings consistent with statutory compliance.
5. Prepares, distributes, and mails documents for meetings and public hearings including correspondence, postcards and Final Action notices.
6. Prepares and processes publications for public hearings, bills and ordinances in compliance with Nevada Revised Statutes, Nevada Administrative Code and Las Vegas Municipal Code; coordinates with local newspaper to ensure deadlines are met.

CITY OF LAS VEGAS
Deputy City Clerk (*continued*)

Essential Functions (*continued*):

7. Prepares monthly reports.
8. Occasionally attends off-site and regular meetings during other than normal business hours.
9. Performs all related duties in compliance with Nevada Revised Statutes, Nevada Administrative Code and Las Vegas Municipal Code.

Marginal Functions:

1. Administers oaths of office, notarizes documents, ~~processes passport services~~ and collects fees.
2. Receives all contract bids, stamps in, maintains log and delivers bids to the Purchasing and Contracts Division.
3. Acts as liaison between the Clerk's Office and all departments regarding legal documents and agenda items.
4. Assists the public with requests for research of the Clerk's records.
5. Assists with city elections as required.
6. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.
Techniques of taking and transcribing minutes.
Principles and procedures of record keeping.
English usage, spelling, grammar and punctuation.
Principles of numerical and alphabetical filing systems.
Principles of business letter writing and basic report preparation.
Principles and techniques of taking and preparing minutes for official government meetings.
Pertinent local and state laws, codes and regulations including municipal election laws and procedures, procurement laws and procedures and the Nevada open meeting and financial disclosure laws.

CITY OF LAS VEGAS
Deputy City Clerk (*continued*)

Skills in:

Compiling and maintaining records.
Typing at a speed necessary for successful job performance.

Ability to:

Learn about city ordinances and applicable municipal codes.
Learn to understand the organization and operation of the city, the Clerk's Office and of outside agencies as necessary to assume assigned responsibilities.
Learn specialized software for assigned responsibilities.
Understand and follow oral and written instructions.
Maintain confidentiality of information.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Work independently in the absence of supervision.
Plan and organize work to meet scheduled deadlines.
Comply with all posting and publication guidelines of the Nevada open meeting law.

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.

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:

Two years of responsible secretarial or clerical experience.

Training:

Equivalent to graduation from high school.

CITY OF LAS VEGAS
Deputy City Clerk (*continued*)

License or Certificate

Must type 60 net words per minute as demonstrated by a test certificate dated no more than one year prior to the date of application.

Must attend Security Awareness training required by the FBI National Crime Information Center within 30 days of the date of appointment.

~~Possession of an appropriate, valid passport agent certificate within 6 months of the date of appointment, and maintenance thereafter.~~

Possession of an appropriate, valid notary public license within 6 months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; work at a centralized public counter.

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 periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
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Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
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- *Demonstrating intellectual capabilities.*

SB

REV ~~8/26/15~~ 8/23/17

FLSA & City: nonexempt

CSB ~~9/23/15~~

Alison Packard

From: Sue Brown
Sent: Monday, January 23, 2017 10:21 AM
To: Alison Packard
Subject: 2/8/17 CSB - Deputy City Clerk

Hi Alison,

Please prepare the revised Deputy City Clerk class spec for the 2/8/17 CSB agenda. Thank you very much.

Sue



Sue Brown | Sr. Human Resources Analyst
Department of Human Resources
495 S. Main Street
Las Vegas, NV 89101
Phone: 702.229.1218

lasvegasnevada.gov



FIRE COMMUNICATIONS SUPERVISOR

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

Plans, directs, supervises and evaluates the activities and personnel of the Combined Communications Center, a multi-agency public safety communications center that handles all fire and medical 9-1-1 calls for Las Vegas, North Las Vegas, Clark County and the Mount Charleston Fire District.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned Deputy or Assistant Fire Chief.

Exercises direct supervision over technical and clerical staff.

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

Essential Functions:

1. Plan and manage all fire department public safety wireless communications systems associated with the operation and dispatch of emergency equipment and personnel; monitor and evaluate technical capabilities of existing equipment; research newly developed communications software and hardware for possible use; recommend changes, enhancements, and/or the need for new equipment; and coordinate the implementation of computer, telecommunications and radio technology.
2. Supervise the Combined Communications Center; directly supervise the Chief Communications Specialist, Communications Quality Improvement Coordinator, Fire Communication Training Specialist, the mapping section and staff involved with maintenance and repair of communication systems.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Ensure compliance with the ISO communication requirements; establish operational protocol.
5. Plan and manage the updating of district maps.

CITY OF LAS VEGAS

Fire Communications Supervisor (*continued*)

Essential Functions (*continued*):

6. Ensure all dispatchers meet training requirements for Emergency Medical Dispatching and other training requirements.
7. Make presentations to outside agencies regarding 911 and other public safety dispatching topics as necessary.
8. Develop and monitor the division budget; approve all billings to other local government entities for their share of the operation and maintenance of the Center.
9. Plan and coordinate work schedules and projects for the division; plan or coordinate staff training; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
10. Consult with and provide guidance to fire and rescue divisions concerning department needs for new programs and systems using the most current radio, telephone, cellular, pager, mobile data and vocal system technology available.
11. Maintain all F.C.C. licensing for all Center communication transmitting equipment; ensure compliance with all state and federal laws and regulations concerning radio and telecommunications facilities and services of the department.
12. Responsible for the maintenance and operation of all recording systems.
13. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of public safety dispatching; incorporate new developments as appropriate into programs.
14. Prepare a variety of analytical and statistical reports and correspondence on operations and activities.
15. Manage filing systems of all fire department communication equipment and department personnel.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Services, activities and operations of an emergency dispatch and communication center using current technology.

Operations and capabilities of radio, telephone, mapping, computer-aided dispatch, and other communication systems and equipment in an emergency communications center.

CITY OF LAS VEGAS

Fire Communications Supervisor (*continued*)

Knowledge of (continued):

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

Budget preparation and control.

Computerized record keeping and filing systems.

Principles and practices of supervision, training and performance evaluation.

Ability to:

Schedule and lay out work.

Supervise, train and evaluate employees.

Motivate employees; create and maintain a positive working environment including recognizing exemplary performance and positive counseling.

Plan and organize work to meet changing priorities and deadlines.

Perform administrative work involved in the management of the communications center, including budget preparation, evaluation of personnel and equipment needs, report preparation, and policy review and preparation.

Plan, coordinate and supervise the operation of the fire and rescue communication center and all other communications systems of the fire department.

Research, review and recommend new communications and computer filing technology.

Learn the requirements of the National Fire Protection Association and Insurance Services Office, a national rating agency for municipal fire departments.

Use initiative and independent judgement within established guidelines.

Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.

Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.

Communicate clearly and concisely, both orally and in writing.

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

Maintain effective audio-visual discrimination and perception needed for:

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

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 for extended periods of time; and*
- *Operating assigned equipment.*

CITY OF LAS VEGAS

Fire Communications Supervisor (*continued*)

Competencies:

In addition to Core Workforce Competencies:

Supervisor Competencies

Professionalism – Models core values by being honest, respectful and positive; continuously demonstrates the core values of the city; supervisory actions are collaborative whenever possible and intended to grow the city's capacity at an individual, unit, division and/or department level.

Managing Performance – Takes responsibility for own and assigned employees' performance, by setting clear goals and expectations, tracking progress against the goals, ensuring regular feedback, and addressing performance problems and issues promptly.

Decisiveness – Willingness to make difficult decisions in a timely manner.

Developing and Empowering Others – Willingness to delegate responsibility; coaching assigned employee to develop their capabilities.

Facilitating Partnerships – Builds community and partnerships both inside and outside the organization.

Forward Thinking – Anticipating the consequences of situations and decisions; taking appropriate action to be prepared for possible changes.

Providing Support – Provides the tools and creates a supportive environment that allows others to successfully complete their work.

Experience and Training Requirements

Experience:

Five years of responsible emergency communications dispatching experience including two years of lead or supervisory experience. Experience in a multi-agency public safety communications center is desirable.

Training:

A Bachelor's degree from an accredited college or university with major in computer science, business administration, public administration, fire science, communications, EMS or a field closely related to the assignment. 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.

CITY OF LAS VEGAS

Fire Communications Supervisor (*continued*)

License or Certificate

Possession of at least one of the following within one year of the date of hire:

- Communications Center Supervisor certification from the Association of Public-Safety Communications Officials (APCO)
- Emergency Medical Dispatch Manager certification from APCO
- Communication Center Managers certification from the International Academies of Emergency Dispatch (IAED)

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; travel from site to site throughout Clark County.

Physical Conditions:

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

SB

REV 11/9/16

FLSA: exempt; City: nonexempt

CSB 2/8/17

FIRE COMMUNICATIONS SUPERVISOR

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

Plans, ~~implement~~directs, supervises and evaluates the activities and personnel of the Combined Fire and Rescue Communications Center, a multi-agency public safety communications center that handles all fire and medical 9-1-1 calls for Las Vegas, North Las Vegas, Clark County and the Mount Charleston Fire District. ~~and specialized communications systems associated with the operation and dispatch of emergency equipment and personnel.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned Deputy or Deputy Assistant Fire Chief. ~~assigned to administration.~~

Exercises direct supervision over technical and clerical staff.

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

Essential Functions:

1. Plan and manage all fire department public safety wireless communications systems associated with the operation and dispatch of emergency equipment and personnel; monitor and evaluate technical capabilities of existing equipment; research newly developed communications software and hardware for possible use; recommend changes, enhancements, and/or the need for new equipment; and coordinate the implementation of computer, telecommunications and radio technology. ~~including an 800Mhz trunked radio system and wireless data system supporting the mobile data and computer data terminals, microwave system, telephone systems, computer-aided dispatch system, automatic vehicle location system, fire station vocal systems.~~
2. Supervise ~~and participate in the operation of~~ the Combined ~~Fire~~ Communications Dispatch Center; directly supervise the Chief Communications Specialist, Communications Quality Improvement Coordinator, the mapping section, Fire Communication Training Specialist, the mapping section and staff involved with maintenance and repair of communication systems. ~~and equipment including communication equipment for the deaf;~~
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.

CITY OF LAS VEGAS
Fire Communications Supervisor (*continued*)

- 1.4. Ensure compliance with the ISO communication requirements; establish operational protocol; ~~maintain and update the division manual of operation.~~
- 2.5. Plan and manage the updating of district maps.
- 6. Ensure all dispatchers meet training requirements for Emergency Medical Dispatching and other training requirements.
- 3.7. Make presentations to outside agencies regarding 911 and other public safety dispatching topics as necessary.
- 4.8. Develop and monitor the division budget; approve all billings to other local government entities for their share of the operation and maintenance of the Center.
- 5. ~~Recommend purchase of technical equipment and supplies; updates and maintains division standard operating procedures.~~
- 6.9. Plan and coordinate work schedules and projects for the division; plan or coordinate staff training; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
- Essential Functions:**
- 7. ~~Consult with and provide guidance to fire and rescue divisions concerning department needs for new programs and systems using the most current radio, telephone, cellular, pager, mobile data and vocal system technology available.~~
- 8.10. ~~Provide information and assistance to state, county and other governmental entities and private industries.~~
- 10.11. ~~Maintain detailed expense and financial records; M~~maintain all F.C.C. licensing for all Center communication transmitting equipment; ensure compliance with all state and federal laws and regulations concerning radio and telecommunications facilities and services of the department.
- 11. ~~Prepare and send report of all EMS transmissions and copies of tapes to the Clark County Health District; maintain tape recordings of all radio and telephone transmissions for thirty days.~~
- 12. ~~Record all problems associated with the computer-aided dispatch systems and report to Clark County Fire computer personnel.~~
- 12. Responsible for the maintenance and operation of all recording systems.
- 13. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of public safety dispatching; incorporate new developments as appropriate into programs.

CITY OF LAS VEGAS

Fire Communications Supervisor (*continued*)

14. Prepare a variety of analytical and statistical reports and correspondence on operations and activities.

~~13.15. Maintain~~ Manage -filing systems of all fire department communication equipment and department personnel.

~~14. Prepare detailed and comprehensive reports as required.~~

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Services, activities and operations of an emergency dispatch and communication center using current technology.

~~Design, construction, operation, uses and maintenance of an 800Mhz radio trunking system, microwave systems, mobile data, automatic vehicle location equipment, telephone systems, frame relay, paging, recording equipment, closed circuit television, projection systems, digital and radio vocal systems for fire stations and computer-aided dispatch system. Operations and capabilities of radio, telephone, mapping, computer-aided dispatch, and other communication systems and equipment in an emergency communications center.~~

~~Requirements of the National Fire Protection Association and Insurance Services Office, a national rating agency for municipal fire departments.~~

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

Budget preparation and control.

Computerized record keeping and filing systems.

Principles and practices of supervision, ~~and~~ training and performance evaluation.

Ability to:

Schedule and lay out work.

Supervise, train and evaluate employees.

Motivate employees; create and maintain a positive working environment including recognizing exemplary performance and positive counseling.

Plan and organize work to meet changing priorities and deadlines.

Perform administrative work involved in the management of the communications center, including budget preparation, evaluation of personnel and equipment needs, report preparation, and policy review and preparation.

Plan, coordinate and supervise the ~~construction, installation and~~ operation of the fire and rescue communication center and all other communications systems of the fire department.

Research, review and recommend new communications and computer filing technology.

Learn the requirements of the National Fire Protection Association and Insurance Services Office, a national rating agency for municipal fire departments.

Use initiative and independent judgment within established guidelines.

CITY OF LAS VEGAS

Fire Communications Supervisor (*continued*)

Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.

Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.

Communicate clearly and concisely, both orally and in writing.

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

Maintain effective audio-visual discrimination and perception needed for:

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

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 for extended periods of time; and*
- *Operating assigned equipment.*

Competencies:

In addition to Core Workforce Competencies:

Supervisor Competencies

Professionalism – Models core values by being honest, respectful and positive; continuously demonstrates the core values of the city; supervisory actions are collaborative whenever possible and intended to grow the city's capacity at an individual, unit, division and/or department level.

Managing Performance – Takes responsibility for own and assigned employees' performance, by setting clear goals and expectations, tracking progress against the goals, ensuring regular feedback, and addressing performance problems and issues promptly.

Decisiveness – Willingness to make difficult decisions in a timely manner.

Developing and Empowering Others – Willingness to delegate responsibility; coaching assigned employee to develop their capabilities.

Competencies, continued:

Facilitating Partnerships – Builds community and partnerships both inside and outside the organization.

Forward Thinking – Anticipating the consequences of situations and decisions; taking appropriate action to be prepared for possible changes.

Providing Support – Provides the tools and creates a supportive environment that allows others to successfully complete their work.

CITY OF LAS VEGAS
Fire Communications Supervisor (continued)

Experience and Training Requirements

Experience:

~~Five years experience as the manager or assistant manager of a multi-agency public safety communication center, including experience in the design, construction, operation and maintenance of a 911 communication center and related communication, computer, data and telephone systems. Five years of responsible emergency communications dispatching experience including two years of lead or supervisory experience. Experience in a multi-agency public safety communications center is desirable.~~

Training:

~~Equivalent to a~~ A ~~b~~ B Bachelor's degree from an accredited college or university with major in ~~electronic engineering,~~ computer science, business administration, public administration, fire science, communications, EMS or a field closely related to the assignment. 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 at least one of the following ~~on the date of application~~ within one year of the date of hire:

- ~~▪ a first class F.C.C. license;~~
- ~~▪ a second class F.C.C. license;~~
- ~~▪ Communications~~ Center Supervisor certification from the Association of Public-Safety Communications Officials (APCO);
- ~~▪ Emergency Medical Dispatch Manager certification from APCO~~
- ~~▪ Communication Center Managers certification from the International Academies of Emergency Dispatch (IAED)~~

~~Possession of an appropriate, valid driver's license on the date of application.~~

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; travel from site to site throughout Clark County.

Physical Conditions:

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

Alison Packard

From: Sue Brown
Sent: Wednesday, January 25, 2017 3:29 PM
To: Alison Packard
Subject: 2/8/17 CSB - Fire Communications Supervisor

Hi, Alison,

I have another one for you. Please prepare the revised Fire Communications Supervisor for the 2/8/17 CSB agenda for approval. Thank you!



Sue Brown | Sr. Human Resources Analyst
Department of Human Resources
495 S. Main Street
Las Vegas, NV 89101
Phone: 702.229.1218

lasvegasnevada.gov



TECHNICAL TRAINING SPECIALIST

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

DEFINITION

Plans, assesses, develops, implements, conducts, monitors and evaluates training programs. Evaluates department needs and develops and/or coordinates training, curriculum development and testing which may include online classes.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level staff.

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

Essential Functions:

1. Researches and develops materials for training and specialized department programs as required; develops on-the-job training lessons; copies allowable audio-visual materials for future use; develops testing materials; employs various media, including interactive video training, in addition to written materials.
2. Works with management to develop and implement a comprehensive training program as a critical component of organizational health, assesses needs, creates curriculums and implements the program; ensures that training supports and coordinates with the in-house employee engagement and development goals.
3. Locates and obtains information regarding applicable advanced education classes and other professional training; when necessary, arranges for outside vendors to provide training; publicizes all types of training information to employees and other jurisdictions when appropriate; assists employees in determining the training that best meets their career and personal development needs; and satisfies all legal requirements.
4. Evaluates, schedules, and conducts in-house training classes; schedules facilities to hold courses and coordinates instructors as necessary.
5. Identifies problem areas and recommends new, or changes to existing, training programs to resolve problems; ensures that course materials include relevant, current information.

CITY OF LAS VEGAS

Technical Training Specialist (*continued*)

Essential Functions (continued):

6. Conducts needs assessments for future training programs and educational classes as needed and reports findings to management; ensures that training is in place to meet organizational needs as they arise.
7. Maintains comprehensive training records; produces data analysis and reports as requested.
8. Makes recommendations for improvement in training programs that maximize program efficiencies and optimizes opportunities for expanding programming.
9. Prepares training justifications and various authorization forms.
10. Monitors the progress of employees in self-study programs.
11. Maintains training materials and curriculum library; coordinates loan of training and curriculum materials.
12. Collects, compiles and analyzes information from various sources on a variety of specialized topics related to training issues; validates skills learned, prepares reports which present and interpret data and identifies alternatives; makes and justifies recommendations.
13. Reviews requirements, specifications, standards, and recommendations from outside sources such as contractors, consultants, and regulatory agencies in order to incorporate applicable information into training classes and to satisfy all legal requirements.

Marginal Functions:

1. Attends and participates in professional group meetings; stays abreast of current trends and innovations in the field of employee training, development and education programming curriculum design.
2. Performs other duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Best practice training principles, methods and techniques used in adult education.
Automated and online training development, marketing and evaluation.
Group dynamics and human behavior.
Principles and practices of conducting training needs analysis.
Techniques of curriculum planning, design, development and evaluation.
Methods and techniques of research and program analysis.
Methods and techniques of report preparation.

CITY OF LAS VEGAS

Technical Training Specialist (*continued*)

Knowledge of (continued):

English sentence structure, usage, spelling, grammar and punctuation.

Modern office procedures, methods and common office hardware and software, including word processing, spreadsheets and presentation software.

Up to date audiovisual and computer equipment used in training.

Principles and procedures of record keeping.

Pertinent federal, state and local laws and regulations.

Skills in:

Learning the organization, operation and needs of the department as necessary to assume assigned responsibilities.

Learning the principles and techniques of municipal budget preparation and administration.

Learning applicable municipal purchasing policies and regulations.

Interpreting and applying city, department and division policies and procedures.

Working independently with minimal supervision.

Delivering effective oral training presentations.

Instructing adults in a classroom setting.

Utilizing appropriate online and in-person presentation software.

Using initiative and independent judgment within established guidelines.

Defining issues, collecting and analyzing pertinent data, identifying alternative solutions, projecting consequences of proposed actions, drawing valid conclusions, proposing sound recommendations, and implementing approved solution in support of goals.

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.

Communicating clearly and concisely, both orally and in writing.

Organizational development, employee engagement and organizational health.

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

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.

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

CITY OF LAS VEGAS
Technical Training Specialist (*continued*)

Competencies (continued):

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 experience developing, evaluating and presenting training or training programs. Multiple training methods such as face to face and online preferred.

Training:

Bachelor's degree from an accredited college or university with major in education, psychology, sociology, human resources, business administration, public administration or a field related to the area of assignment.

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.

WORKING CONDITIONS

Environmental Conditions:

Location: Work location and training venues may vary by position and may at times involve construction sites or outdoor environments. Most common will be office and classroom environments.

Hazards: Exposure to computer screens and variable lighting. Certain positions such as in the Courthouse may be exposed to hostile environment and individuals; with possible exposure to bloodborne pathogens.

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 periods of time; and*
- *Operating assigned equipment.*

CITY OF LAS VEGAS

Technical Training Specialist *(continued)*

Physical Conditions (continued):

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

REV 1/17/17

FLSA & City: nonexempt

CSB 2/8/17

TECHNICAL TRAINING SPECIALIST

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

DEFINITION

Plans, assesses, develops, implements, conducts, monitors and evaluates ~~employee technical~~ training programs, ~~within the Public Works Environmental Division~~. Evaluates department needs and develops and/or coordinates training, curriculum development and testing which may include online classes.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from ~~the Environmental Manager or higher level staff~~ higher level staff.

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

Essential Functions:

1. Researches and develops materials for training and court-specialized department programs as required; develops on-the-job training lessons; copies allowable audio-visual materials for future use; develops testing materials; employs various media, including interactive video training, in addition to written materials.
2. Works with ~~division~~ management to develop and implement a comprehensive technical training program as a critical component of organizational health of the Environmental Systems Technician (EST) program; assesses needs, creates curriculums and implements the program; ensures that training supports and coordinates with the in-house EST certification skill block employee engagement and development goals.
3. Locates and obtains information regarding applicable college advanced education classes and other professional training; when necessary, arranges for outside vendors to provide training; publicizes all types of training information to ~~division staff employees and other jurisdictions~~ when appropriate; assists employees in determining the training that best meets their career and personal development needs; and satisfies all legal requirements.
4. Evaluates, Schedules-schedules, and conducts in-house training classes; schedules facilities to hold courses and coordinates instructors as necessary.

CITY OF LAS VEGAS

Technical Training Specialist (*continued*)

5. Identifies problem areas and recommends new, or changes to existing, training programs to resolve problems; ensures that course materials include relevant, current information.

6. Conducts needs assessments for future training programs and educational classes as needed and reports findings to management; ensures that training is in place to meet division organizational needs as they arise.

Essential Functions:

7. Maintains comprehensive training records; produces data analysis and reports as requested.

7.8. Makes recommendations for improvement in training programs that maximize program efficiencies and optimizes opportunities for expanding programming.

8.9. Prepares training justifications and various authorization forms.

9.10. Monitors the progress of employees in self-study programs.

10.11. Maintains training materials and curriculum library; ~~videotapes classes as required~~; coordinates loan of training and curriculum materials.

11.12. Collects, compiles and analyzes information from various sources on a variety of specialized topics related to employee training issues; validates skills learned, prepares reports which present and interpret data and identifies alternatives; makes and justifies recommendations.

12.13. ~~Reviews contracts from primary engineering contractor to ensure adequate training is provided on new equipment and building operations; makes recommendations on contracts pertaining to new items.~~ Reviews requirements, specifications, standards, and recommendations from outside sources such as contractors, consultants, and regulatory agencies in order to incorporate applicable information into training classes and to satisfy all legal requirements.

13. ~~Reviews material safety data sheets (MSDS) and incorporates applicable information into training classes.~~

Marginal Functions:

1. Attends and participates in professional group meetings; stays abreast of current trends and innovations in the field of employee ~~technical~~ training, ~~and development~~ and education programming curriculum design.

2. Performs ~~related other~~ duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

CITY OF LAS VEGAS

Technical Training Specialist (*continued*)

~~Modern~~—Best practice technical training principles, methods and techniques used in adult education.

Automated and online training development, marketing and evaluation.

Group dynamics and human behavior.

Principles and practices of conducting training needs analysis.

Techniques of curriculum planning, ~~design~~, development and evaluation.

Methods and techniques of research and program analysis.

Methods and techniques of report preparation.

English sentence structure, usage, spelling, grammar and punctuation.

Modern office procedures, methods and common office hardware and software, including word processing, spreadsheets and presentation software.

~~Modern~~ Up to date audiovisual and computer equipment ~~commonly~~ used in training.

Principles and procedures of record keeping.

Pertinent federal, state and local laws and regulations.

Skills in:

Learning the organization, operation and needs of the ~~assigned division and department~~ department as necessary to assume assigned responsibilities.

Learning the principles and techniques of municipal budget preparation and administration.

Learning applicable municipal purchasing policies and regulations.

Interpreting and applying city, department and division policies and procedures.

Working independently with minimal supervision.

Delivering effective oral training presentations.

Instructing adults in a classroom setting.

Utilizing appropriate online and in-person presentation software

Using initiative and independent judgment within established guidelines.

Defining issues, collecting and analyzing pertinent data, identifying alternative solutions, projecting consequences of proposed actions, drawing valid conclusions, proposing sound recommendations, and implementing approved solution in support of goals.

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.

Communicating clearly and concisely, both orally and in writing.

Organizational development, employee engagement and organizational health.

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

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

CITY OF LAS VEGAS
Technical Training Specialist (continued)

manner.

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

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 experience in developing, evaluating and presenting training or training programs employee training. Multiple training methods such as face to face and online preferred.

Training:

Bachelor's degree from an accredited college or university with major in education, psychology, sociology, environmental studies, human resources, business administration, public administration or a field related to the area of assignment. 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.

WORKING CONDITIONS

Environmental Conditions:

Location: Work location and training venues may vary by position and may at times involve construction sites or outdoor environments. Most common will be office and classroom environments. Wastewater treatment plant environment and, at times, construction site environment; travel from site to site.

Hazards: Exposure to computer screens; and -variable lighting. Certain positions such as in the Courthouse may be exposed to hostile environment and -individuals; with possible exposure to bloodborne pathogens. Exposure to waste, hazardous and infectious materials, loud machine noise, electrical hazards, inclement weather conditions.

Physical Conditions:

Essential and marginal functions require:

CITY OF LAS VEGAS

Technical Training Specialist (*continued*)

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

- *Walking, standing, or sitting for extended periods 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.*

A.S.SEGAL

REV 1/17/17 7/5/11

FLSA & City: nonexempt

CSB 10/8/14 (~~added competencies~~)

Alison Packard

From: Andy Spurlock
Sent: Tuesday, January 24, 2017 4:34 PM
To: Alison Packard
Cc: Sue Brown
Subject: Technical Training Specialist - REV..for 2/8 CSB

Please prepare the revised Technical Training Specialist job description in our TEST SPECS subdirectory for the CSB meeting of February 8.

Thanks!



Andreas (Andy) Spurlock, HR Analyst
Human Resources
2nd Fl., 495 S. Main St.
Las Vegas, NV 89101
(702) 229-6673

lasvegasnevada.gov

