

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: March 8, 2017

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

SUBJECT: 6. EXTENSION OF ELIGIBLE LISTS

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

TOTAL EXTENSIONS OF ELIGIBLE LISTS:14

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Accounting Technician II – Open	57	03/23/17	09/23/17	2
2. CERT Program Specialist – Open	21	03/23/17	09/23/17	2
3. Court Clerk – Open	145	03/28/17	09/28/17	1
4. Customer Service Representative – Open	25	03/09/17	09/09/17	2
5. Environmental Compliance Inspector – Open	28	03/23/17	09/23/17	2
6. Irrigation Systems Repairer – Open	31	03/09/17	09/09/17	2
7. Maintenance Mechanic – Open	24	03/23/17	09/23/17	3
8. Permit Technician (continuous) – Open	8	03/28/17	09/28/17	1
9. Sr. Community Program Specialist – Promotional	12	03/28/17	09/28/17	1
10.Sr. Economic Development Specialist (X) – Open	25	03/28/17	09/28/17	1
11.Sr. Engineering Associate – Open	13	03/14/17	09/14/17	1
12.Sr. Engineering Associate – Promotional	4	03/14/17	09/14/17	1
13.Sr. Human Resources Technician – Promotional	2	03/14/17	09/14/17	1
14.Wastewater Utilities Supervisor – Open	15	03/09/17	09/09/17	2

Memorandum

City of Las Vegas
Human Resources

To: Venetta Appleyard, Director
Finance Department

From: Alison Packard, Sr. Human Resources Technician

CC: Susan Hauht

Date: February 16, 2017

Re: Extension of Eligible List – Accounting Technician II

The current open eligible list for the position of Accounting Technician II will expire on March 23, 2017. As of this date, there are fifty-seven (57) candidates on the open eligible list. This list was certified on March 23, 2016.

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

Please indicate your decision below, sign your name and return this memo to Alison Packard, X5041, no later than February 16, 2017 in order that we may meet the Civil Service Board Agenda posting deadline.

Thank you for your cooperation and assistance.

OPEN ELIGIBLE LIST:

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

Venetta Appleyard
Signature

2/16/17
Date

:ap

Memorandum

City of Las Vegas
Human Resources

To: Ted Olivas, Chief of Staff
Office of Administrative Services

From: Alison Packard, Sr. Human Resources Technician

CC: Nichole Malichky

Date: February 6, 2017

Re: Extension of Eligible List – CERT Program Specialist

The current open eligible list for the position of CERT Program Specialist will expire on March 23, 2017. As of this date, there are twenty-one (21) candidates on the open list. This list was certified on March 23, 2016.

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

Please indicate your decision below, sign your name and return this memo to Alison Packard, X5041, no later than February 16, 2017, in order that we may meet the Civil Service Board Agenda posting deadline.

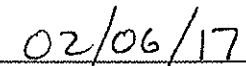
Thank you for your cooperation and assistance.

OPEN ELIGIBLE LIST:

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



Signature



Date

:ap

Memorandum

City of Las Vegas
Human Resources

To: Dana Hlavac, Court Administrator
Municipal Court

From: Alison Packard, Sr. Human Resources Technician

CC: Sandy Santamaria

Date: February 2, 2017

Re: Extension of Eligible List – Court Clerk

The current open eligible list for the position of Court Clerk will expire on March 28, 2017. As of this date, there are one hundred forty five (145) candidates on the open list. This list was certified on September 28, 2016.

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

Please indicate your decision below, sign your name and return this memo to Alison Packard, X5041, no later than February 16, 2017, in order that we may meet the Civil Service Board Agenda posting deadline.

Thank you for your cooperation.

OPEN ELIGIBLE LIST:

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



Signature

2/6/17

Date

:ap

Memorandum

City of Las Vegas
Human Resources

To: Dan Tarwater, Director
Human Resources Department

From: Alison Packard, Sr. Human Resources Technician

CC: Lynn Barboza

Date: February 3, 2017

Re: Extension of Eligible List – Customer Service Representative

The current open eligible list for the position of Customer Service Representative will expire on March 9, 2017. As of this date, there are twenty-five (25) candidates on the open list. This list was certified on March 9, 2016.

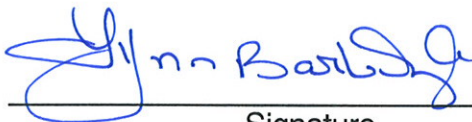
You have the option of either extending this list for an additional six months or allowing it to expire.

Please indicate your decision below, sign your name and return this memo to Alison Packard, X5041, no later than February 16, 2017, in order that we may meet the Civil Service Board Agenda posting deadline.

Thank you for your cooperation and assistance.

OPEN ELIGIBLE LIST:

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



Signature

2/9/17

Date

:ap

Memorandum

City of Las Vegas
Human Resources

To: David Bowers, Director
Public Works Department

From: Alison Packard, Sr. Human Resources Technician

CC: Ebony Folk
Kristina Hayes

Date: February 2, 2017

Re: Extension of Eligible List – Environmental Compliance Inspector

The current open eligible list for the position of Environmental Compliance Inspector will expire on March 23, 2017. As of this date, there are twenty-eight (28) candidates on the open list. This list was certified on March 23, 2016.

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

Please indicate your decision below, sign your name and return this memo to Alison Packard, X5041, no later than February 16, 2017, in order that we may meet the Civil Service Board Agenda posting deadline.

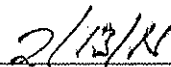
Thank you for your cooperation and assistance.

OPEN ELIGIBLE LIST:

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



Signature



Date

:ap

Memorandum

City of Las Vegas
Human Resources

To: Jerry Walker, Director
Operations & Maintenance Department

From: Alison Packard, Sr. Human Resources Technician

CC: Janet DiAmbrosio-Smith

Date: February 6, 2017

Re: Extension of Eligible List – Irrigation Systems Repairer

The current open eligible list for the position of Irrigation Systems Repairer will expire on March 9, 2017. As of this date, there are thirty-one (31) candidates on the open eligible list (11 in group 1). This list was certified on March 9, 2016.

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

Please indicate your decision below, sign your name and return this memo to Alison Packard, X5041, no later than February 16, 2017, in order that we may meet the Civil Service Board Agenda posting deadline.

Thank you for your cooperation.

OPEN ELIGIBLE LIST:

☒ **EXTEND** the eligible list six months.

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Signature



Date

:ap

Memorandum

City of Las Vegas
Human Resources

To: David Bowers, Director
Public Works Department

From: Alison Packard, Sr. Human Resources Technician

CC: Ebony Folk
Kristina Hayes

Date: February 2, 2017

Re: Extension of Eligible List – Maintenance Mechanic

The current open eligible list for the position of Maintenance Mechanic will expire on March 23, 2017. As of this date, there are twenty-four (24) candidates on the open list. This list was certified on September 23, 2015.

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

Please indicate your decision below, sign your name and return this memo to Alison Packard, X5041, no later than February 16, 2017, in order that we may meet the Civil Service Board Agenda posting deadline.

Thank you for your cooperation and assistance.

OPEN ELIGIBLE LIST:

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



Signature

2/13/17

Date

:ap

Memorandum

City of Las Vegas
Human Resources

To: Christopher Knight, Director
Building & Safety Department

From: Alison Packard, Sr. Human Resources Technician

CC: Yolanda Palomo

Date: February 2, 2017

Re: Extension of Eligible List – Permit Technician (continuous)

The current open eligible list for the position of Permit Technician will expire on March 28, 2017. As of this date, there are eight (8) candidates on the open eligible list. This list was certified on September 28, 2016.

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

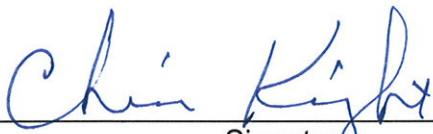
Please indicate your decision below, sign your name and return this memo to Alison Packard, X5041, no later than February 16, 2017, in order that we may meet the Civil Service Board Agenda posting deadline.

Thank you for your cooperation.

OPEN ELIGIBLE LIST:

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Signature



Date

:ap

Memorandum

City of Las Vegas
Human Resources

To: Timothy Hacker, Director
Parks and Recreation Department

From: Alison Packard, Sr. Human Resources Technician

CC: Susie Quintana
April DiGiovanni

Date: February 2, 2017

Re: Extension of Eligible List – Sr. Community Program Specialist

The current promotional eligible list for the position of Sr. Community Program Specialist will expire on March 28, 2017. As of this date, there are twelve (12) candidates on the promotional list. This list was certified on September 28, 2016.

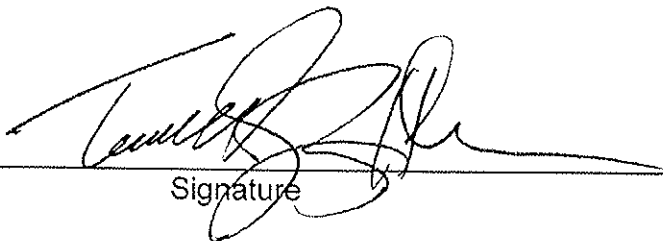
You have the option of either extending this list for an additional six months or allowing the list to expire.

Please indicate your decision below, sign your name and return this memo to Alison Packard, X5041, no later than February 16, 2017, in order that we may meet the Civil Service Board Agenda posting deadline.

Thank you for your cooperation and assistance.

PROMOTIONAL ELIGIBLE LIST:

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


Signature

2/6/17
Date

:ap

Memorandum

City of Las Vegas
Human Resources

To: Bill Arent, Director
Economic & Urban Development Department

From: Alison Packard, Sr. Human Resources Technician

CC: Margaret Lynn Smith

Date: February 2, 2017

Re: Extension of Eligible List – Sr. Economic Development Specialist (X)

The current open eligible list for the position of Sr. Economic Development Specialist (X) will expire on March 28, 2017. As of this date, there are twenty-five (25) candidates on the open list. This list was certified on September 28, 2016.

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

Please indicate your decision below, sign your name and return this memo to Alison Packard, X5041, no later than February 16, 2017, in order that we may meet the Civil Service Board Agenda posting deadline.

Thank you for your cooperation.

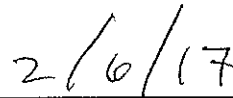
OPEN ELIGIBLE LIST:

☒ EXTEND the eligible list six months.

☐ DO NOT EXTEND the eligible list six months.



Signature



Date

:ap

Memorandum

City of Las Vegas
Human Resources

To: David Bowers, Director
Public Works Department

From: Alison Packard, Sr. Human Resources Technician

CC: Ebony Folk
Kristina Hayes

Date: February 2, 2017

Re: Extension of Eligible Lists – Sr. Engineering Associate

The current promotional and open eligible lists for the position of Sr. Engineering Associate will expire on March 14, 2017. As of this date, there are four (4) candidates on the promotional eligible list and thirteen (13) candidates on the open eligible list. These lists were certified on September 14, 2016.

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

Please indicate your decision below, sign your name and return this memo to Alison Packard, X5041, no later than February 16, 2017, in order that we may meet the Civil Service Board Agenda posting deadline.

Thank you for your cooperation.

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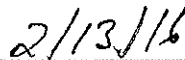
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Date

Memorandum

City of Las Vegas
Human Resources

To: Dan Tarwater, Director
Human Resources Department

From: Alison Packard, Sr. Human Resources Technician

CC: Lynn Barboza

Date: February 3, 2017

Re: Extension of Eligible List – Sr. Human Resources Technician

The current promotional eligible list for the position of Sr. Human Resources Technician will expire on March 14, 2017. As of this date, there are two (2) candidates on the promotional list. This list was certified on September 14, 2016.

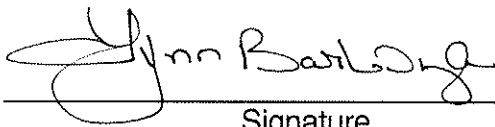
You have the option of either extending this list for an additional six months or allowing it to expire.

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Thank you for your cooperation and assistance.

PROMOTIONAL ELIGIBLE LIST:

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Signature

2/9/17

Date

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Memorandum

City of Las Vegas
Human Resources

To: David Bowers, Director
Public Works Department

From: Alison Packard, Sr. Human Resources Technician

CC: Ebony Folk
Kristina Hayes

Date: February 2, 2017

Re: Extension of Eligible List – Wastewater Utilities Supervisor

The current open eligible list for the position of Wastewater Utilities Supervisor will expire on March 9, 2017. As of this date, there are fifteen (15) candidates on the open eligible list. This list was certified on March 9, 2016.

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

Please indicate your decision below, sign your name and return this memo to Alison Packard, X5041, no later than February 16, 2017, in order that we may meet the Civil Service Board Agenda posting deadline.

Thank you for your cooperation.

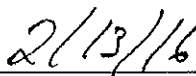
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Signature

:ap



Date