



Board of Civil Service Trustees Minutes

1. Call to Order and Roll Call

Minutes:

VICE CHAIR MACK called the meeting to order at 4:40 p.m.

PRESENT: VICE CHAIR MACK and MEMBERS MANHATTAN (via teleconference) and BROWN

EXCUSED: CHAIR CHAIDEZ and MEMBER CLEMENS

ALSO PRESENT: ANDY SPURLOCK, Acting Secretary, MORGAN DAVIS, Assistant City Attorney, and JACQUIE MILLER, Sr. Deputy City Clerk

2. Announcement Regarding: Compliance with Open Meeting Law

Minutes:

ANNOUNCEMENT MADE: This meeting has been properly noticed and posted at the following locations in accordance with the State of Nevada Executive Department Declaration of Emergency Directive 006: The City of Las Vegas website – www.lasvegasnevada.gov and The Nevada Public Notice Website – notice.nv.gov.

3. Public Comment: Comment during this portion of the agenda must be limited to matters on the agenda for action. If you wish to be heard, come forward and give your name for the record. The amount of discussion, as well as the amount of time any single speaker is allowed, may be limited.

Minutes:

None.

4. For possible action to approve the Final Minutes by reference of the Regular Meeting of February 24, 2021

Motion made by Valerie Brown to Approve

Passed For: 3; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 2

For-Lois Mack, Richard Manhattan, Valerie Brown; Excused-Rumaldo Chaidez, Greg Clemens;

5. Discussion for possible action to abolish Eligible List for Deputy City Marshal – Lateral POST I (Established July 9, 2020)

Motion made by Valerie Brown to Approve

Passed For: 3; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 2

For-Lois Mack, Richard Manhattan, Valerie Brown; Excused-Rumaldo Chaidez, Greg Clemens;

6. Discussion for possible action to certify Eligible Lists for Court Services Supervisor (Open); Deputy City Marshal – Lateral POST I (Open)

Motion made by Valerie Brown to Approve

Passed For: 3; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 2

For-Lois Mack, Richard Manhattan, Valerie Brown; Excused-Rumaldo Chaidez, Greg Clemens;

7. Discussion for possible action to extend Eligible Lists for Communications Specialist (Open); Court Compliance Officer (Open); Fire Battalion Chief (56 hour) (Promotional); Fire Captain (Promotional); Fire Equipment Mechanic Foreman (Open); Mobile Pre-K Teacher (Open)

Motion made by Valerie Brown to Approve

Passed For: 3; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 2

For-Lois Mack, Richard Manhattan, Valerie Brown; Excused-Rumaldo Chaidez, Greg Clemens;

8. Discussion for possible action to certify Classification Specifications for Terminal Agency Coordinator; Environmental Compliance Inspector; Theater Program Specialist

Minutes:

MEMBER MANHATTAN noted that there were some minor errors in the Classification Specifications as follows: Terminal Agency Coordinator – Page 2, Item 12 – the word “multiples” should be “multiple”, and he believed the word “participates” in Item 21 should be “participants”; Environmental Compliance Inspector – Page 1, end of the first paragraph (Distinguishing Characteristics) – he believed there should be a hyphen between the words “environmental related”.

ANDY SPURLOCK, Sr. Human Resources Analyst, noted it was difficult to hear MEMBER MANHATTAN'S comments but thought he was pointing out minor spelling and punctuation corrections and asked counsel if he could speak with MEMBER MANHATTAN at a later time to clarify the request. ASSISTANT CITY ATTORNEY MORGAN DAVIS also thought the errors appeared to be grammatical/spelling/punctuation type errors but did not seem to effect the substance of the Classification Specifications. He stated that what was aegendized and included in the backup included the errors; however, if they did not have any substantial impact on the Classification Specifications, he advised voting on the item at this meeting and if cleanup is necessary, bring the revised Classification Specifications back to the Board for approval at a future meeting. MR. SPURLOCK inquired if the changes could be made at this meeting or if the cleaned up version would have to be brought back, and MR. DAVIS replied that he could not hear all of the comments MEMBER MANHATTAN made, but rather than hold this item in abeyance, if there are no issues of substance being raised, he recommended to approve the Classification Specifications as noticed and provided in the backup, clarify the errors that were noted, fix them and bring this item back.

MEMBER MANHATTAN confirmed the recommendations he made were minor grammatical corrections, and MR. SPURLOCK stated he would speak with MEMBER MANHATTAN about the changes.

MR. SPURLOCK stated that the Environmental Compliance Inspector Classification Specifications were revised, and in the past the Board indicated they would like the revised version to be literally what changed from the last job description to the current one. He explained that on occasion, he receives revisions from a department, and when there are large scale changes such as moving large sections like Essential Functions, it looks like a paragraph has been deleted, but it is elsewhere in the document as a clean paragraph. He acknowledged that has been confusing to some of the Board members in the past, but it was done due to time constraints. MR. SPURLOCK stated it still represents a technically accurate job description in that anything that is crossed out does not apply, and anything that is not crossed out does apply. He clarified that he received the Classification Specification close to the agenda deadline and included the revisions as the department submitted them.

Motion made by Valerie Brown to Approve

Passed For: 3; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 2

For-Lois Mack, Richard Manhattan, Valerie Brown; Excused-Rumaldo Chaidez, Greg Clemens;

9. **Citizens Participation:** Public comment during this portion of the agenda must be limited to matters within the jurisdiction of the Board. No subject may be acted upon by the Board unless that subject is on the agenda and is scheduled for action. If you wish to be heard, come forward and give your name for the record. The amount of discussion on any single subject, as well as the amount of time any single speaker is allowed, may be limited.

Minutes:
None.

10. **Adjournment**

Minutes:
The meeting was adjourned at 4:55 p.m.

Respectfully submitted:

Jacquie Miller, Sr. Deputy City Clerk

Andy Spurlock, Acting Secretary

THIS MEETING WAS PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS
IN ACCORDANCE WITH THE STATE OF NEVADA EXECUTIVE DEPARTMENT
DECLARATION OF EMERGENCY DIRECTIVE 006
The City of Las Vegas website – www.lasvegasnevada.gov
and
The Nevada Public Notice Website – notice.nv.gov