



## Board of Civil Service Trustees Agenda

Items listed on the agenda may be taken out of the order presented; two or more agenda items for consideration may be combined; and any item on the agenda may be removed or related discussion may be delayed at any time. Backup material for this agenda may be obtained from LuAnn D. Holmes, City Clerk, at the Office of the City Clerk, 495 South Main Street, 2nd Floor or on the city's webpage at [www.lasvegasnevada.gov](http://www.lasvegasnevada.gov).

1. **Call to Order**
2. **Announcement Regarding: Compliance with Open Meeting Law**
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.
4. For possible action to approve the Final Minutes by reference of the Regular Meeting of June 12, 2019
5. Discussion for possible action to certify Eligible Lists for Fire Engineer (promotional); Planner I (X) (open)
6. Discussion for possible action to certify Classification Specifications for Youth Development Specialist
7. **Citizens Participation:** Public comment during this portion of the agenda must be limited to matters within the jurisdiction of the Board. No subject may be acted upon by the Board unless that subject is on the agenda and is scheduled for action. If you wish to be heard, 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.
8. **Adjournment**

Facilities are provided throughout City Hall for the convenience of persons with disabilities. Reasonable efforts will be made to assist and accommodate persons with disabilities or impairments. If you need an accommodation to attend and participate in this meeting, please call the City Clerk's office at 702-229-6311 and advise of your need at least 48 hours in advance of the meeting. Dial 7-1-1 for Relay Nevada.

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

City Hall, 495 South Main Street, 1st Floor  
Clark County Government Center, 500 South Grand Central Parkway  
Grant Sawyer Building, 555 East Washington Avenue  
City of Las Vegas Development Services Center, 333 North Rancho Drive

**CITY OF LAS VEGAS**

**AGENDA DOCUMENTATION**

**Date: June 26, 2019**

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

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**SUBJECT: 5. ELIGIBLE LISTS TO BE CERTIFIED**

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

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**TOTAL ELIGIBLE LISTS PRESENTED: 2**

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1. Fire Engineer – Promotional	43	36	22
2. Planner I (X) – Open	181	90	49

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Fire Engineer**  
**Examination**

**Written: 5/14/19**  
**Practical Assessment: Week of 6/3/19**  
**Examination Date**

**19MAR4350-P**  
**Exam Code**

**PROMOTIONAL**  
**Open/Promotional**

<b>Fire Engineer</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
See Attached
<b>GROUP 3</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	41	GROUP 1	0
REJECTED	2	GROUP 2	14
<b>TOTAL RECEIVED</b>	<b>43</b>	GROUP 3	8
		<b>TOTAL ON LIST</b>	<b>22</b>

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>PRACTICAL ASSESSMENT</u></b>
(Weight)	30%			70%
PASSED	31			22
FAILED	5			7
<b>TOTAL TESTED</b>	<b>36</b>			<b>29</b>
<b>DID NOT APPEAR</b>	<b>2</b>			<b>0</b>
<b>WITHDREW</b>	<b>3</b>			<b>3</b>

**\*Per the agreement between the City of Las Vegas and IAFF, Local 1285 this eligible list is arranged by score from highest to lowest.**

## FIRE ENGINEER (PROMOTIONAL) 6/26/2019

Candidate Name	Ranking #	Group
Jennings, William	1	2
Elliott, Tyler	2	2
Christensen, Jonathan	3	2
Phillips, Andrew	4	2
Driscoll, Matthew	5	2
Abney, Brett	6	2
Lavietes, Jashua	7	2
Kiesel, Brady	8	2
Boyd, Ryan	9	2
Rhodes, Nicholas	9	2
Dietz, Brian	10	2
Hernandez, Edgar	11	2
Hensey, David	12	2
Reveles, Cynthia	12	2
Leavitt, Nathaniel	13	3
Lofgren, Bret	14	3
Celeste, Nicholas	15	3
Sanchez, Zenen	16	3
Hall, Joseph	17	3
Wilder, Daniel	18	3
Mugaira, Mitxel	19	3
WILMORE JR, ERNEST	20	3

**Total Record Count: 22**

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Planner I (X)**  
**Examination**

**June 10, 2019**  
**Examination Date**

**19APR3069-O**  
**Requisition Number**

**Open**  
**Open/Promotional**

<b>PLANNER I (X)</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	90	GROUP 1	0
REJECTED	91	GROUP 2	49
<b>TOTAL RECEIVED</b>	181	<b>TOTAL ON LIST</b>	49

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>SUPPLEMENTAL QUESTIONNAIRE</u></b>
(Weight)				100%
<b>PASSED</b>				49
<b>FAILED</b>				41
<b>TOTAL TESTED</b>				90
<b>DID NOT APPEAR</b>				0
<b>WITHDREW</b>				0

## PLANNER I (X) (OPEN) 6/26/2019

Candidate Name	GROUP
Adams, Bridget	2
Ageno, Alexander	2
ALVARADO, JEAN	2
Amaro, Michael	2
Bertrand, John	2
BRADFORD, PHILIP	2
Bronczyk, Christopher	2
Bruestle, Jennifer	2
Cervantes, Christian	2
Curtis, Jacob	2
Damaj, Bilal	2
Delp, Michael	2
Dimperio, Thomas	2
DUNSON, RAVEN	2
Escobar, Juan	2
Fitzgerald, Michael	2
Franklin, Shirese	2
Gonzalez, Francisco	2
Hall, Ashley	2
Hoffman, Victoria	2
Jones, Aerial	2
Lewis, Naomi	2
Lewison, Rachel	2
Ludolph, Timothy	2
Marker, Lori	2
Martinez, Adriana	2
Mattimiro, Alaina	2
Mauer, Kevin	2
McIntosh, Clinton	2
McKell, Ryan	2
MILLER, MARCELLO	2
Miranda, Oliver	2
MUSGRAVE, ARIELLE	2
Oliver, James	2
Orozco, Oscar-Armando	2
Osborne-Morris, Danita	2
Owens, Helen	2
Patel, Smit	2
Peterson, Bonnie	2
Price, Jarell	2
Raviz, Byron	2
Ryan, Andrew	2

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SIMS, IAN	2
Stewart, Chase	2
Taitano, Mary	2
Ternate, Rhoel	2
Vazin, Jasmine	2
Yilma, Sintayehu	2
Young, Beth	2

**Total Record Count: 49**

**CITY OF LAS VEGAS**  
**AGENDA DOCUMENTATION**

Date: June 26, 2019

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

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**SUBJECT: 6. CLASSIFICATION SPECIFICATIONS FOR APPROVAL**

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**BOARD ACTION: DISCUSSION AND POSSIBLE ACTION**

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**CLASSIFICATION SPECIFICATIONS: 1**

**REVISED**

1. Youth Development Specialist

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

**RECOMMENDATION**

The City recommends approval of the revised classification specifications.

## YOUTH DEVELOPMENT 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

Implements and coordinates a variety of youth development programming throughout the city. Provides customer service to patrons.

### DISTINGUISHING CHARACTERISTICS

Youth Development Specialist is the first class in a series of four classes (Youth Development Specialist, Senior Youth Development Specialist, Youth Development Coordinator, and Youth Development Program Supervisor). Employees at this level are expected to perform a full range of duties with only occasional instruction or assistance, which may be preceded by a brief learning period. Employees are fully aware of the operating procedures within the work unit. Youth Development Specialists are distinguished from the Senior Youth Development Specialists by the responsibility that Seniors have for overall program development and oversight.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned Youth Development Coordinator or higher level supervisory or management staff.

May receive functional and technical supervision from Senior Youth Development Specialist.

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

#### Essential Functions:

1. Coordinates and implements various youth development and community-oriented programs, activities and special events, including but not limited to Safekey before and after school programs and other out-of-school time programs and special events.
2. Assists with gathering information from various sources to identify needs and trends for new programs; drafts program outlines and reviews with higher level staff.

**CITY OF LAS VEGAS**  
**Youth Development Specialist (Continued)**

**Essential Functions (continued):**

3. Participates in front desk operations, including answering telephones, registering participants, selling passes, collecting fees, preparing cash deposit and report, providing information and responding to emails and complaints.
4. Create new customer accounts; screen for and merge duplicate household accounts; create new passes and data entry for activity rollover.
- ~~3.5.~~ Create and maintain new user accounts and passwords for staff.
- 4.6. Assists in preparing marketing materials and displays.
- ~~5.7.~~ Assists with selecting volunteers; may oversee the work of volunteers.
- ~~6.8.~~ Provides training and support to hourly and volunteer staff.
- ~~7.9.~~ Maintains inventory of supplies and equipment. Participates in the procurement process.
10. Enters and updates class and program information in the computer system. Maintains documentation on all programs and participants; prepares statistical and summary reports as needed. Complete daily attendance audit reconciliation.
- ~~8.11.~~ Assist customers with on-line accounts; correct payment errors, chargebacks and export and analyze financial and attendance reports.
- ~~9.12.~~ Responds to routine inquiries and complaints in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
- ~~10.13.~~ May assist with scheduling hourly staff; ensures appropriate staff to participant ratio for assigned Safekey and children's programs.
- ~~11.14.~~ Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, and other general clerical work.

**Marginal Functions:**

1. May provide instruction for classes, activities and programs.
2. Assists with opening and closing Safekey sites and other out-of-school time programming sites; and setting up and taking down equipment and supplies as necessary, ensuring that equipment is in good working order and easily accessible.
3. Performs related duties and responsibilities as required.

**CITY OF LAS VEGAS**  
**Youth Development Specialist (Continued)**

**QUALIFICATIONS**

**Knowledge of:**

Recreation, education, and/or youth development programs.  
Customer service techniques, both in person and on the telephone.  
Modern office software, procedures, methods and computer equipment.  
[Personal computer operations and common office software including word processing, spreadsheet, email and other related applications at an intermediate level.](#)  
English usage, spelling, grammar and punctuation.  
Principles and practices of a comprehensive recreation program for all ages.  
Report writing techniques.  
Principles and procedures of record keeping.

**Skills in:**

Organizing numerous details of a program.  
Operating a computer.  
Operating a cash register or cash box.  
Maintaining records and reports.

**Ability to:**

Interact effectively with all ages.  
Demonstrate effective problem solving skills.  
Understand and follow oral and written instructions.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Communicate clearly and concisely, both orally and in writing.  
Communicate with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.  
[Learn and use any specialized programs and software in the assigned department.](#)

**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.

**CITY OF LAS VEGAS**  
**Youth Development Specialist (Continued)**

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:**

One year of full-time experience in education, child development, youth programming, or recreation programming. Experience in youth development programs is desirable.

**Training:**

Associate's degree from an accredited college or university in education, child development, public administration, recreation management, or a field related to the essential functions.

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

**Licenses and Certifications**

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

Possession of First Aid/CPR/AED certificate is preferred but not required.

**Special Requirements**

Fluency in Spanish is preferred.

**WORKING CONDITIONS:**

**Environmental Conditions:**

Office and both indoor and outdoor environments; travel from site to site; exposure to computer screens; occasional exposure to noise and inclement weather conditions.

**CITY OF LAS VEGAS**  
**Youth Development Specialist (Continued)**

**Physical Conditions:**

Essential and marginal functions require:

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

- *Walking, 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.*

[SBRW](#)

[NEW Revised 2/3/20165/29/19](#)

FLSA and City: nonexempt

[CSB 3/9/166/26/19](#)

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**CITY OF LAS VEGAS**  
**Youth Development Specialist (Continued)**

**Essential Functions (continued):**

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4. Create new customer accounts; screen for and merge duplicate household accounts; create new passes and data entry for activity rollover.
5. Create and maintain new user accounts and passwords for staff.
6. Assists in preparing marketing materials and displays.
7. Assists with selecting volunteers; may oversee the work of volunteers.
8. Provides training and support to hourly and volunteer staff.
9. Maintains inventory of supplies and equipment. Participates in the procurement process.
10. Enters and updates class and program information in the computer system. Maintains documentation on all programs and participants; prepares statistical and summary reports as needed. Complete daily attendance audit reconciliation.
11. Assist customers with on-line accounts; correct payment errors, chargebacks and export and analyze financial and attendance reports.
12. Responds to routine inquiries and complaints in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
13. May assist with scheduling hourly staff; ensures appropriate staff to participant ratio for assigned Safekey and children's programs.
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Demonstrate effective problem solving skills.  
Understand and follow oral and written instructions.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Communicate clearly and concisely, both orally and in writing.  
Communicate with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.  
Learn and use any specialized programs and software in the assigned department.

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**CITY OF LAS VEGAS  
Youth Development Specialist (Continued)**

**Competencies (continued):**

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**CITY OF LAS VEGAS**  
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Maintaining mental capacity which allows the capability of:

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

RW

Revised 5/29/19

FLSA and City: nonexempt

CSB 6/26/19

## Megan Sakaria

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**From:** Rhonda M. Watson  
**Sent:** Monday, June 17, 2019 7:30 AM  
**To:** Megan Sakaria  
**Cc:** Sue Brown; Andy Spurlock  
**Subject:** CSB Meeting - 6-26-19

Hey Megan,

CEA got back to me quicker than I thought. Please prepare Youth Development Specialist for the June 26<sup>th</sup> meeting. It is in the Test Spec folder.

Thank you ☺

### Rhonda Watson

Human Resources Analyst  
Human Resources | Classification & Compensation  
(702) 229-5037  
495 S. Main St. | Las Vegas, NV 89101



[lasvegasnevada.gov](http://lasvegasnevada.gov)

