



## 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).

The public is encouraged to send comments electronically prior to the meeting via e-mail to [meetingcomments@lasvegasnevada.gov](mailto:meetingcomments@lasvegasnevada.gov). Emails MUST contain the meeting name, date and item number in the subject. Emails received up to an hour before the meeting will be considered public record, read during the meeting where appropriate and will be included in the backup. A time limit may be imposed on the reading of comments as is done during meetings when comments are made in person.

1. **Call to Order and Roll Call**
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 July 29, 2020
5. Discussion for possible action to extend Eligible Lists for DPS Communications Specialist (Open); Engineering Project Manager (Open); Fire Administrative Battalion Chief (Promotional); Firefighter Trainee (Open); Insurance Services Specialist (Open); Law Enforcement Support Technician (Open); Maintenance Mechanic (Open); Sr. Engineering Associate (Open); Traffic Field Supervisor (Open)
6. **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.
7. **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  
IN ACCORDANCE WITH THE STATE OF NEVADA EXECUTIVE DEPARTMENT  
DECLARATION OF EMERGENCY DIRECTIVE 006

The City of Las Vegas website – [www.lasvegasnevada.gov](http://www.lasvegasnevada.gov)  
and  
The Nevada Public Notice Website – [notice.nv.gov](http://notice.nv.gov)

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: August 12, 2020

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TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: VINCE ZAMORA, SECRETARY

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SUBJECT: 5. EXTENSION OF ELIGIBLE LISTS

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

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**TOTAL EXTENSIONS OF ELIGIBLE LISTS: 6**

	<u>ACTIVE CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. DPS Communications Specialist – Open	177	8/12/2020	2/12/2021	1
2. Engineering Project Manager - Open	10	8/28/2020	2/28/2021	2
3. Fire Administrative Battalion Chief - Promotional	3	8/28/2020	2/28/2021	2
4. Firefighter Trainee - Open	623	8/26/2020	2/26/2021	1
5. Insurance Services Specialist - Open	32	8/26/2020	2/26/2021	1
6. Law Enforcement Support Technician – Open	195	8/13/2020	2/13/2021	3
7. Maintenance Mechanic – Open	31	8/14/2020	2/14/2021	2
8. Sr. Engineering Associate – Open	21	8/28/2020	2/28/2021	2
9. Traffic Field Supervisor – Open	6	8/14/2020	2/14/2021	2

# Memorandum

City of Las Vegas  
Human Resources

To: Michele Freeman, Director  
Department of Public Safety

From: Megan Sakaria, Administrative Secretary

CC: Patty Hlavac  
Karla Limon

Date: June 29, 2020

RE: Extension of Open Eligible List: DPS Communications Specialist

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The eligible list will expire on: August 12, 2020  
Candidates remaining on list: 177  
Date list was certified: February 12, 2020

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 Jacob Tilford (x4879) no later than the date listed below in order that we may meet the Civil Service Board Agenda posting deadline.

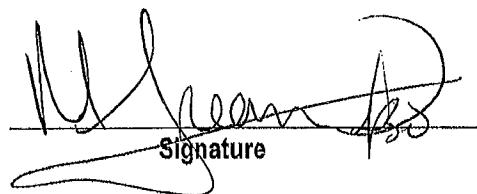
**Signed Memo Due: July 23, 2020**

Thank you for your cooperation.

## OPEN ELIGIBLE LIST:

EXTEND the eligible list six months.

DO NOT EXTEND the eligible list six months.

  
Signature

  
Date

# Memorandum

City of Las Vegas  
Human Resources

To: Kevin McOsker, Director  
Building & Safety Department

From: Megan Sakaria, Administrative Secretary

CC: Tasha Ealy

Date: June 29, 2020

RE: Extension of Open Eligible List: Engineering Project Manager

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The eligible list will expire on: August 28, 2020  
Candidates remaining on list: 10  
Date list was certified: August 28, 2019

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 Megan Sakaria (x6344) no later than the date listed below in order that we may meet the Civil Service Board Agenda posting deadline.

**Signed Memo Due: July 23, 2020**

Thank you for your cooperation.

## OPEN ELIGIBLE LIST:

EXTEND the eligible list six months.

DO NOT EXTEND the eligible list six months.

NO PREFERENCE

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

# Memorandum

City of Las Vegas  
Human Resources

To: Mike Janssen, Director  
Public Works Department

From: Megan Sakaria, Administrative Secretary

CC: Ebony Folk  
Kristina Hayes

Date: June 29, 2020

RE: Extension of Open Eligible List: Engineering Project Manager

---

The eligible list will expire on: August 28, 2020  
Candidates remaining on list: 10  
Date list was certified: August 28, 2019

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 Jacob Tilford (x4879) no later than the date listed below in order that we may meet the Civil Service Board Agenda posting deadline.

**Signed Memo Due: July 23, 2020**

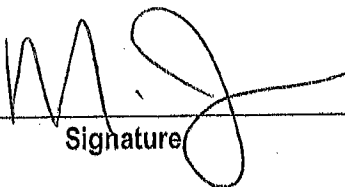
Thank you for your cooperation.

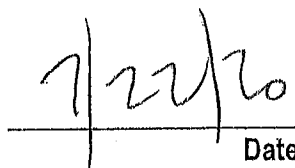
## OPEN ELIGIBLE LIST:

EXTEND the eligible list six months.

DO NOT EXTEND the eligible list six months.

NO PREFERENCE

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

# Memorandum

City of Las Vegas  
Human Resources

To: William McDonald, Director  
Las Vegas Fire & Rescue

From: Megan Sakaria, Administrative Secretary

CC: Kehrin Thomas  
Louisa Tuilagi

Date: June 29, 2020

RE: Extension of Promotional Eligible List: Fire Administrative Battalion Chief

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The eligible list will expire on: August 28, 2020  
Candidates remaining on list: 3  
Date list was certified: August 28, 2019

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 Jacob Tilford (x4879) no later than the date listed below in order that we may meet the Civil Service Board Agenda posting deadline.

**Signed Memo Due: July 23, 2020**

Thank you for your cooperation.

## PROMOTIONAL ELIGIBLE LIST:

EXTEND the eligible list six months.

DO NOT EXTEND the eligible list six months.



Signature

7/1/2020

Date

# Memorandum

City of Las Vegas  
Human Resources

To: William McDonald, Director  
Las Vegas Fire & Rescue

From: Megan Sakaria, Administrative Secretary

CC: Kehrin Thomas  
Louisa Tuilagi

Date: June 29, 2020

RE: Extension of Open Eligible List: Firefighter Trainee

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The eligible list will expire on: August 26, 2020  
Candidates remaining on list: 623  
Date list was certified: February 26, 2020

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 Jacob Tilford (x4879) no later than the date listed below in order that we may meet the Civil Service Board Agenda posting deadline.

**Signed Memo Due: July 23, 2020**

Thank you for your cooperation.

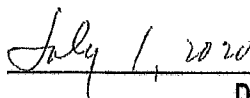
## OPEN ELIGIBLE LIST:

EXTEND the eligible list six months.

DO NOT EXTEND the eligible list six months.



Signature



Date

# Memorandum

City of Las Vegas  
Human Resources

To: Vince Zamora, Acting Director  
Human Resources

From: Megan Sakaria, Administrative Secretary

CC: Suzana Kotur

Date: June 29, 2020

RE: Extension of Open Eligible List: Insurance Services Specialist

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The eligible list will expire on: August 26, 2020  
Candidates remaining on list: 32  
Date list was certified: February 26, 2020

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 Jacob Tilford (x4879) no later than the date listed below in order that we may meet the Civil Service Board Agenda posting deadline.

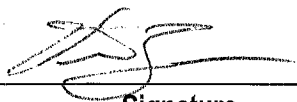
**Signed Memo Due: July 23, 2020**

Thank you for your cooperation.

## OPEN ELIGIBLE LIST:

**EXTEND** the eligible list six months.

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



\_\_\_\_\_  
Signature

06/29/2020

\_\_\_\_\_  
Date

# Memorandum

City of Las Vegas  
Human Resources

To: Michele Freeman, Director  
Department of Public Safety

From: Megan Sakaria, Administrative Secretary

CC: Patty Hlavac  
Karla Limon

Date: June 29, 2020

RE: Extension of Open Eligible List: Law Enforcement Support Technician

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The eligible list will expire on: August 13, 2020  
Candidates remaining on list: 195  
Date list was certified: February 13, 2019

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

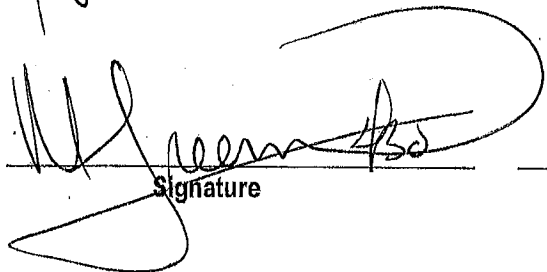
Please indicate your decision below, sign your name and return this memo to Jacob Tilford (x4879) no later than the date listed below in order that we may meet the Civil Service Board Agenda posting deadline.

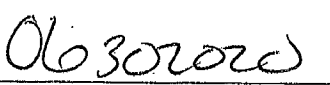
**Signed Memo Due: July 23, 2020**

Thank you for your cooperation.

**OPEN ELIGIBLE LIST:**

EXTEND the eligible list six months.       DO NOT EXTEND the eligible list six months.

  
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Signature

  
\_\_\_\_\_  
Date

# Memorandum

City of Las Vegas  
Human Resources

To: Mike Janssen, Director  
Public Works Department

From: Megan Sakaria, Administrative Secretary

CC: Ebony Folk  
Kristina Hayes

Date: June 29, 2020

RE: Extension of Open Eligible List: Maintenance Mechanic

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The eligible list will expire on: August 14, 2020  
Candidates remaining on list: 31  
Date list was certified: August 14, 2019

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 Jacob Tilford (x4879) no later than the date listed below in order that we may meet the Civil Service Board Agenda posting deadline.

**Signed Memo Due: July 23, 2020**

Thank you for your cooperation.

## OPEN ELIGIBLE LIST:

EXTEND the eligible list six months.

DO NOT EXTEND the eligible list six months.

  
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Signature

  
\_\_\_\_\_  
Date

# Memorandum

City of Las Vegas  
Human Resources

To: Mike Janssen, Director  
Public Works Department

From: Megan Sakaria, Administrative Secretary

CC: Ebony Folk  
Kristina Hayes

Date: June 29, 2020

RE: Extension of Open Eligible List: Sr. Engineering Associate

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The eligible list will expire on: August 28, 2020  
Candidates remaining on list: 21  
Date list was certified: August 28, 2019

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 Jacob Tilford (x4879) no later than the date listed below in order that we may meet the Civil Service Board Agenda posting deadline.

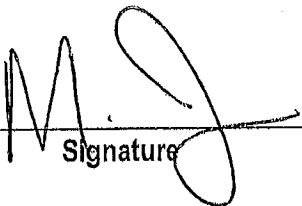
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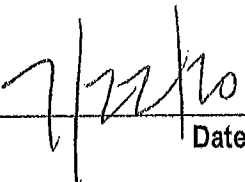
Thank you for your cooperation.

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Signature

  
\_\_\_\_\_  
Date

# Memorandum

City of Las Vegas  
Human Resources

To: Mike Janssen, Director  
Public Works Department

From: Megan Sakaria, Administrative Secretary

CC: Ebony Folk  
Kristina Hayes

Date: June 29, 2020

RE: Extension of Open Eligible List: Traffic Field Supervisor

---

The eligible list will expire on: August 14, 2020  
Candidates remaining on list: 6  
Date list was certified: August 14, 2019

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 Jacob Tilford (x4879) no later than the date listed below in order that we may meet the Civil Service Board Agenda posting deadline.

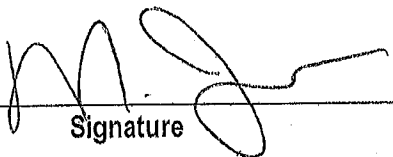
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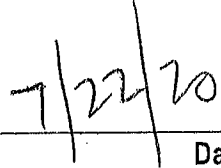
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Signature

  
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Date