



Board of Civil Service Trustees Minutes

1. Call to Order and Roll Call

Minutes:

ACTING CHAIR CLEMENS called the meeting to order at 4:31 p.m.

PRESENT: ACTING CHAIR CLEMENS and MEMBERS MACK (via telephone), MANHATTAN and BROWN (via telephone)

EXCUSED: CHAIR CHAIDEZ

ALSO PRESENT: ANDY SPURLOCK, Acting Secretary, JACK ESLINGER, Deputy 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 August 26, 2020

Motion made by Richard Manhattan to Approve

Passed For: 4; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 1

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

5. Discussion for possible action to certify Eligible Lists for Call Center Specialist (Promotional); Mobile Pre-K Teacher (Open); Sr Business Licensing Auditor (Open)

Motion made by Richard Manhattan to Approve

Passed For: 4; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 1

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

6. Discussion for possible action to extend Eligible Lists for Assistant Terminal Agency Coordinator (Open); Communications Specialist (Open); Corrections Officer (Open); Court Compliance Officer (Open); Fire Equipment Mechanic Foreman (Open); Irrigation Systems Repairer (Open); Parks Crew Leader (Promotional)

Motion made by Lois Mack to Approve

Passed For: 3; Against: 1; Abstain: 0; Did Not Vote: 0; Excused: 1

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

7. Discussion for possible action to certify Classification Specifications for Equipment Operator I; Equipment Operator II; Human Resources Technician; Skilled Trades Helper; Video Production Engineer

Minutes:

DEPUTY CITY ATTORNEY JACK ESLINGER announced that there were questions regarding the classifications, and he asked Human Resources for clarification, particularly as it relates to the Human Resources Technician classification.

ANDY SPURLOCK, Sr. Human Resources Analyst, reminded the members that anything beyond a minor punctuation change or spelling error comes before this Board for review. He stated that one of the Board members had asked staff questions about each of the classifications, and he wished to respond to those as follows:

Equipment Operator I and Equipment Operator II – The question was about the only change being the deletion of Parks and Open Spaces Division; Skilled Trades Helper – the question was why a minor change would come before this Board. MR. SPURLOCK explained that a reorganization occurred, and the parks maintenance function was moved from the Operations and Maintenance Department to the Parks and Recreation Department. He added that the changes to Equipment Operator 1, Equipment Operator II and Skilled Trades Helper were a result of a general search that was done after the reorganization took place in order to change the Division reference.

Human Resources Technician – There was one change to the minimum qualifications section where it says, in part, one year of performing human resources; a statement was added to say or three years of general clerical, data entry, or reporting experience. MR. SPURLOCK thought there might be confusion on this classification because the page with this change is missing from the revised job description in the packet. He noted that he spoke with counsel and understood it was okay as long as in essence, the Board is approving the revised job description. MR. ESLINGER confirmed that was correct.

Video Production Engineer – MR. SPURLOCK explained that there were much more extensive changes to this classification because a 30-year employee retired, and the classification specifications had not changed in 10 years but the field has changed dramatically. This position was getting away from tasks such as script writing and working with actors on productions to being a pure technical job. A question asked was how to know what was added to the classification specifications. MR. SPURLOCK explained that when there are many changes made and/or essential functions are moved to reprioritize or renumber them, it may look like there are many additions, but there are not. Deletions on the document are easily identified by the strike through of the language, but additions can only be seen when comparing to the prior document. He noted that staff would point out the additions to anyone who inquires. Another question was why the term computer software development versus computer software deployment was used, and MR. SPURLOCK stated this is the highest level technical position in the Communications Department he took the word of the Manager and Director for this change. This person is a standalone and has to do it all, but he thought that pure development was probably done in conjunction with an outside vendor or consultant.

MR. SPURLOCK asked the members if there were any further questions, and MEMBER MANHATTAN said there was not.

Motion made by Richard Manhattan to Approve

Passed For: 4; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 1

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

8. **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.

9. **Adjournment**

Minutes:
The meeting was adjourned at 4:44 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