



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.

The public is encouraged to send comments electronically prior to the meeting via e-mail to meetingcomments@lasvegasnevada.gov. E-mails MUST contain the meeting name, date and item number in the subject. E-mails 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 September 9, 2020
5. Discussion for possible action to certify Eligible Lists for Fire Battalion Chief (Promotional); Fire Captain (Promotional); License Officer (Promotional)
6. Discussion for possible action to certify Classification Specifications for CERT Program Coordinator
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
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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: September 23, 2020

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

SUBJECT: 5. ELIGIBLE LISTS TO BE CERTIFIED

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

TOTAL ELIGIBLE LISTS PRESENTED: 3

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Fire Battalion Chief – Promotional	11	7	7
2. Fire Captain - Promotional	57	50	46
3. License Officer - Promotional	18	14	14

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Battalion Chief
Examination

August 31, 2020
Examination Date

20MAY4002-P
Requisition Number

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	10	GROUP 1	1
REJECTED	1	GROUP 2	3
TOTAL RECEIVED	11	GROUP 3	3
		TOTAL ON LIST	7

TESTS

	<u>WRITTEN</u>	<u>Assessment Center</u>	<u>Oral</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)	30%	70%		
PASSED	8	7		
FAILED	1	0		
TOTAL TESTED	9	7		
DID NOT APPEAR	0			
WITHDREW	1	1		

FIRE BATTALION CHIEF (PROMOTIONAL) 09/23/20

Candidate Name	Seq. Rank	Banded Rank
Gray, Brian	1	1
Palenske, Stephen	2	2
PEREZ, FRANK	3	2
Heckard, David	4	2
Flowers, Julian	5	3
Jolley III, John	6	3
Stout, Daniel	7	3

Total Record Count: 7

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Captain
Examination

September 4, 2020
Examination Date

20MAY4202-P
Requisition Number

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	56	GROUP 1	8
REJECTED	1	GROUP 2	25
TOTAL RECEIVED	57	GROUP 3	13
		TOTAL ON LIST	46

TESTS

	<u>WRITTEN</u>	<u>Assessment Center</u>	<u>Oral</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)	30%	70%		
PASSED	46	46		
FAILED	4	0		
TOTAL TESTED	50	46		
DID NOT APPEAR	0	0		
WITHDREW	6	0		

FIRE CAPTAIN (PROMOTIONAL) 09/23/20

Candidate Name	Seq. Rank	Banded Rank
Pavelka, Nicholas	1	1
Clinker, Anthony	2	1
Houston, Tallon	3	1
Penick, Benjamin	4	1
Oliveri, Jonathan	5	1
SEMMENS, SCOT	6	1
Hallowell, Joseph	7	1
MACIAS, ROBERT	8	1
Palmer, Jacqueline	9	2
Lairmore, Chase	10	2
Reinhart, Vernon	11	2
Seminoff, Michael	12	2
Moore, Nathan	13	2
Teschler, Dustin	14	2
Flannery, Michael	15	2
Christensen, Jonathan	16	2
Sasaoka, Moke	17	2
CONTRERAS, DEVIN	18	2
Garrett, Timothy	19	2
Velasquez, Timothy	20	2
Friend, Jeff	21	2
CAHILL, ERIC	22	2
Bunting, James	23	2
Vidal, Ricardo	24	2
HOUGHTON, PAUL	25	2
Chairsell, Tyler	26	2
Ferguson, Tyler	27	2
Saracene, Rob	28	2
Weldon, Christopher	29	2
Wolfe, Daniel	30	2
Saragosa, Mark	31	2
Preece, Garret	32	2
Leavitt, Nathaniel	33	2
Gardea, Carlos	34	3
Phillipenas, Shannon	35	3
Merkt, Edward	36	3
Kischer, Ronnie	37	3
Schelin, Dustin	38	3
Lopez, David	39	3
Hyink, Christopher	40	3
Montague, Justin	41	3
Shaffer, Mark	42	3
Cantwell, Ryan	43	3
Shupp, Alfred	44	3
Tetley, James	45	3
Delaune, Brandon	46	3

Total Record Count: 46

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ELIGIBLE LIST

License Officer
Examination

September 8, 2020
Examination Date

20AUG79816-P
Requisition Number

Promotional
Open/Promotional

LICENSE OFFICER
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>			<u>ELIGIBLE LIST</u>
ACCEPTED	14	GROUP 1		8
REJECTED	4	GROUP 2		6
TOTAL RECEIVED	18	TOTAL ON LIST		14

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL</u>	
(Weight)					100%
PASSED					14
FAILED					0
TOTAL TESTED					14
DID NOT APPEAR					0
WITHDREW					0

LICENSE OFFICER (PROMOTIONAL) 09/23/20

Candidate Name	Banded Rank
Acosta, Anthony	1
Castro, Wendy	1
Furse, David	1
Higgins, Alexis	1
Huff, Shajuan	1
Medina Baker, Lauren	1
SHEPPARD, MARQUIS	1
Valdespino, Juan	1
ATIMALALA, DESIREE	2
Cicale, Rhea	2
Hamlet, Craig	2
Mackelprang, Jared	2
Vidal, Raul	2
Wright, Adam	2

Total Record Count:14

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: September 23, 2020

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

SUBJECT: 6. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS: 1

NEW

1. Cert Program Coordinator

The above classification specifications were created at the request of the departments.

RECOMMENDATION

The City recommends approval of the new and revised classification specifications.

CERT PROGRAM COORDINATOR

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction of the Emergency Management Administrator, the CERT (Community Emergency Response Team) Program Coordinator coordinates, plans, organizes, and supports the City of Las Vegas Office of Emergency Management with CERT related services including training, volunteer coordination, facility logistics, public information and collaborative efforts with external participating agencies.

SUPERVISION RECEIVED AND EXERCISED

May act as a lead worker over volunteer and part-time staff, exercising functional or technical oversight, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Assists with data collection and tracking of performance measures related to CERT activities monthly.
2. Maintains and updates CERT database and record keeping systems.
3. Responds, in a timely manner, to requests from community members regarding outreach programs and training.
4. Apply for and manage new and recurring grants. Monitor and ensure grant purchases are in line with grant budget and that all purchases comply with applicable guidelines. Write synopsis of CERT activities as needed and file grant progress reports as needed.
5. Conducts CERT and personal preparedness trainings.
6. Assists, plans, and attends CERT program meetings with CERT leaders on topics related to emergency preparedness.
7. Schedule, arrange and prepare for CERT classes for Southern Nevada to include scheduling instructors, ensuring teaching facilities are adequate, and ensure classroom supplies are present for the classes. Obtain alternative locations as need arises. Coordinate and teach CERT classes personally on an ongoing basis; develops lesson plans for training.

CITY OF LAS VEGAS
CERT Program Coordinator
(continued)

8. Lead in developing CERT curriculum, schedules, training/ drill programs, and annual full-scale exercise.
9. Assists with developing and maintaining working partnerships with government, business, nonprofit, and community members throughout the region.
10. Coordinates and supports OEM and participating agencies with all-hazard exercises and drills.
11. Recruits, trains and supervises volunteers; maintain all reporting to include volunteer performance evaluations, managing volunteer database, tracking attendance and volunteer hours, and conducting regular meetings with volunteers.
12. Researches methods to increase community outreach; attend community meetings and/or outreach events including, fairs, festivals, national campaigns and other department activities related to CERT.

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Federal and State grants management.
- Purchasing restrictions and guidelines regarding procurement of equipment and supplies for the CERT program at the federal, state and local level.
- Strong public speaking skills.
- Basic principles of training in an adult-learner educational environment.
- Occupational hazards and standard safety practices.
- Modern office procedures and equipment.
- Relevant federal, state and local laws, codes and regulations as applied to the CERT program.

Ability to:

- Understand the organizational and operational needs of the CERT program and effectively implement them.
- Develop and maintain excellent working relationships with a diverse variety of stakeholders.
- Lead and coordinate the work of CERT instructional staff, and other assigned staff.
- Manage multiple projects and tasks simultaneously.
- Work in a team environment with full-time and part-time Emergency Operations Center staff.
- When needed, function as backup CERT instructor.
- Analyze problems, identify alternative solutions and project consequences of proposed actions for the maintenance and improvement of the CERT program.
- Interpret, explain and enforce policies and procedures of the CERT program.

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CERT Program Coordinator
(continued)

Prepare clear and concise reports, and generate statistical analysis of trends within the CERT program.

Communicate clearly and concisely.

Ability to adapt quickly to changing work environments and priorities, especially in emergency situations.

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.

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:

Two (2) years full-time experience in emergency management, disaster preparedness, public administration, fire service, emergency medical, law enforcement or public safety.

Experience providing training to employees, citizens, or volunteers.

Experience in overseeing work of others or lead work experience is desirable.

Experience in grants administration at the local, state or federal level is desirable.

Training:

Associate's degree from an accredited college or university.

May substitute a combination of equivalent education and experience. The City assesses 1.5 years of full-time experience as equivalent to one year of education.

CITY OF LAS VEGAS
CERT Program Coordinator
(continued)

License or Certification

Possession of a valid Nevada driver's license at the date of application and maintenance thereafter.

Must obtain, and maintain thereafter, the following certifications within one (1) year of date of hire: FEMA Incident Command system 100 and 200, FEMA IS-120.C, IS-139.A, IS-317, IS-700, IS-800 and IS-2200; and FEMA courses EO428 and EO427.

Associate Emergency Manager or Certified Emergency Manager certification through International Association of Emergency Managers (IAEM) preferred.

First Aid Training Certification and CPR Training Certification is desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site; occasional outdoor training and presentations that has exposure to adverse weather conditions, noise, fumes, heat, dust, wet and slippery surfaces, and chemicals.

Physical Conditions:

Maintain mental capacity which allows the capability of:

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

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

- Physical agility necessary to demonstrate skills in CERT courses;
- Walking, standing or sitting for extended periods of time; and
- Operating computerized equipment.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations;
- Communicating with others;
- Reading and writing; and
- Operating computerized equipment.

A.S.
NEW 7/13/20
FLSA & City: nonexempt
CSB 9/23/20