



## 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 October 23, 2019
5. Discussion for possible action to certify Eligible Lists for Deputy City Marshal Sergeant (promotional); Environmental Compliance Inspector (City Engineer Division) (open); Firefighter/Paramedic (X) (Lateral) (open); Hydrant Technician (open); IT Support Technician (promotional); Materials Management Technician (open); Permits Supervisor (open); Print Media Services Representative (promotional); Project Engineer (open); Recreation Coordinator (open); Senior Parking Enforcement Officer (promotional); Youth Development Specialist (open)
6. Discussion for possible action to extend Eligible Lists for Fire Captain (promotional); Firefighter Trainee (open); Heavy Equipment Operator (promotional); Streets & Sanitation Crew Leader (promotional); Underground Utility Technician (open)
7. Discussion for possible action to certify Classification Specifications for Communications Specialist
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.
9. **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: November 13, 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: 12**

|  | <u>APPLIED</u> | <u>TESTED</u> | <u>PASSED &amp; PLACED<br/>ON ELIGIBLE LISTS</u> |
|--|----------------|---------------|--|
| 1. Deputy City Marshal Sergeant – Promotional        | 16             | 13            | 11   |
| 2. Environmental Compliance Inspector (CED) – Open   | 45             | 21            | 19   |
| 3. Firefighter/Paramedic (X) (Lateral) – Open        | 59             | 40            | 28   |
| 4. Hydrant Technician – Open                         | 189            | 62            | 60   |
| 5. IT Support Technician – Promotional               | 2              | 2             | 1  |
| 6. Materials Management Technician – Open            | 305            | 134           | 101  |
| 7. Permits Supervisor – Open                         | 33             | 5             | 5  |
| 8. Print Media Services Representative – Promotional | 3              | 3             | 3  |
| 9. Project Engineer – Open                           | 24             | 16            | 16   |
| 10. Recreation Coordinator – Open                    | 188            | 100           | 93   |
| 11. Senior Parking Enforcement Officer – Promotional | 8              | 3             | 3  |
| 12. Youth Development Specialist – Open              | 151            | 69            | 30   |

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Deputy City Marshal Sergeant**  
Examination

**September 18, 2019**  
Date

**19AUG5051- P**  
Exam Code

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

|                                     |  |
|-------------------------------------|--|
| <b>DEPUTY CITY MARSHAL SERGEANT</b> |  |
| <b>GROUP 1</b>                      |  |
| See Attached                        |  |
| <b>GROUP 2</b>                      |  |
| See Attached                        |  |

**REPORT OF EXAMINATION**

|                       | <b><u>APPLICATIONS</u></b> |                      |  | <b><u>ELIGIBLE LIST</u></b> |
|-----------------------|----------------------------|----------------------|--|-----------------------------|
| ACCEPTED              | 13                         | GROUP 1              |  | 2                           |
| REJECTED              | 3                          | GROUP 2              |  | 9                           |
| <b>TOTAL RECEIVED</b> | <b>16</b>                  | <b>TOTAL ON LIST</b> |  | <b>11</b>                   |

|                       | <b><u>TESTS</u></b>   |                    |                           |                                |
|-----------------------|-----------------------|--------------------|---------------------------|--------------------------------|
|                       | <b><u>WRITTEN</u></b> | <b><u>ORAL</u></b> | <b><u>PERFORMANCE</u></b> | <b><u>WRITTEN EXERCISE</u></b> |
| (Weight)              | 75%                   | 15%                |                           | 15%                            |
| PASSED                | 11                    |                    |                           |                                |
| FAILED                | 2                     |                    |                           |                                |
| <b>TOTAL TESTED</b>   | <b>13</b>             |                    |                           |                                |
| <b>DID NOT APPEAR</b> |                       |                    |                           |                                |
| <b>WITHDREW</b>       |                       |                    |                           |                                |

**\*Per the MOU between the City of Las Vegas and the Las Vegas Police Protective Association, this eligible list is arranged by score from highest to lowest.**

**DEPUTY CITY MARSHAL SERGEANT (PROMOTIONAL) 11/13/2019**

| <b>Candidate Name</b> | <b>Seq. Rank</b> | <b>Group</b> |
|-----------------------|------------------|--------------|
| Bell, Brandon         | 1                | 1            |
| Arvanites, John       | 2                | 1            |
| Stepp Jr, Richard     | 3                | 2            |
| McCoy, Zachary        | 4                | 2            |
| Burdette, Jonathan    | 5                | 2            |
| DIAZ, MARCUS          | 6                | 2            |
| Bucy, Brent           | 7                | 2            |
| Hunt, Jimmy           | 7                | 2            |
| Cooper, George        | 8                | 2            |
| Hartz, Paul           | 8                | 2            |
| Reinarz, Michael      | 8                | 2            |

**Total Record Count: 11**

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Environmental Compliance Inspector –**  
**City Engineer Division**  
**Examination**

**October 28, 2019**  
**Examination Date**

**19SEP79803-O**  
**Requisition Number**

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

|   |  |
|---|--|
| <b>ENVIRONMENTAL COMPLIANCE INSPECTOR - CED</b> |  |
| <b>GROUP 1</b>                                  |  |
| See Attached                                    |  |
| <b>GROUP 2</b>                                  |  |
| See Attached                                    |  |

**REPORT OF EXAMINATION**

|                       | <b><u>APPLICATIONS</u></b> |                      | <b><u>ELIGIBLE LIST</u></b> |
|-----------------------|----------------------------|----------------------|-----------------------------|
| ACCEPTED              | 21                         | GROUP 1              | 2                           |
| REJECTED              | 24                         | GROUP 2              | 17                          |
| <b>TOTAL RECEIVED</b> | <b>45</b>                  | <b>TOTAL ON LIST</b> | <b>19</b>                   |

**TESTS**

|                       | <b><u>WRITTEN</u></b> | <b><u>ORAL</u></b> | <b><u>PERFORMANCE</u></b> | <b><u>SUPPLEMENTAL<br/>QUESTIONNAIRE</u></b> |
|-----------------------|-----------------------|--------------------|---------------------------|--|
| (Weight)              |                       |                    |                           | 100%   |
| PASSED                |                       |                    |                           | 19   |
| FAILED                |                       |                    |                           | 2  |
| <b>TOTAL TESTED</b>   |                       |                    |                           | <b>21</b>                                    |
| <b>DID NOT APPEAR</b> |                       |                    |                           | <b>0</b>                                     |
| <b>WITHDREW</b>       |                       |                    |                           | <b>0</b>                                     |

**ENVIRONMENTAL COMPLIANCE INSPECTOR (CITY ENGINEER DIVISION) (OPEN)**  
**11/13/2019**

| <b>Candidate Name</b> | <b>Group</b> |
|-----------------------|--------------|
| Foster, Nathan        | 1            |
| Ross, Steven          | 1            |
| Barnes, Kevin         | 2            |
| Caceres, Carlotta     | 2            |
| Craig, Jill           | 2            |
| DERRY, KAREN          | 2            |
| Gabriel, Kevin        | 2            |
| geddie, alia          | 2            |
| Hall, Julie           | 2            |
| Hampshire, James      | 2            |
| Karr, John            | 2            |
| McBee, David          | 2            |
| Miles, Megan          | 2            |
| Murphy, Mary          | 2            |
| Raab, Cody            | 2            |
| Thompson, Marques     | 2            |
| WILKES, JOHN          | 2            |
| Williams, Tammi       | 2            |
| Zimmerman, Michael    | 2            |

**Total Record Count: 19**

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Firefighter/Paramedic (Lateral)**  
Examination

**10/14 - 16/2019**  
Examination Date

**19SEP4302-O**  
Exam Code

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

|  |  |
|--|--|
| <b>FIREFIGHTER/PARAMEDIC (LATERAL)</b> |  |
| <b>GROUP 1</b>                         |  |
| See Attached                           |  |
| <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              | 4                           |
| REJECTED              | 18                         | GROUP 2              | 10                          |
| <b>TOTAL RECEIVED</b> | <b>59</b>                  | GROUP 3              | 14                          |
|                       |                            | <b>TOTAL ON LIST</b> | <b>28</b>                   |

|                       | <b><u>TESTS</u></b>   |                    |                           |                     |
|-----------------------|-----------------------|--------------------|---------------------------|---------------------|
|                       | <b><u>WRITTEN</u></b> | <b><u>ORAL</u></b> | <b><u>PERFORMANCE</u></b> | <b><u>OTHER</u></b> |
| (Weight)              |                       | 100%               |                           |                     |
| PASSED                |                       | 28                 |                           |                     |
| FAILED                |                       | 12                 |                           |                     |
| <b>TOTAL TESTED</b>   |                       | <b>40</b>          |                           |                     |
| <b>DID NOT APPEAR</b> |                       | 0                  |                           |                     |
| <b>WITHDREW</b>       |                       | 1                  |                           |                     |

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

## FIREFIGHTER/PARAMEDIC (X) - LATERAL (OPEN) 11/13/2019

| Candidate Name           | Seq. Rank | Group |
|--------------------------|-----------|-------|
| Seymore, Cole            | 1         | 1     |
| Beach, Ricky             | 2         | 1     |
| Baker, Curtis            | 3         | 1     |
| Van Leuven, Chris        | 4         | 1     |
| BROPHY, TYLER            | 5         | 2     |
| Lucchino, Jamie          | 5         | 2     |
| Estrada, Robert          | 6         | 2     |
| Sanders, Jaymes          | 7         | 2     |
| Alvarado, Paul           | 8         | 2     |
| Johnson, David           | 9         | 2     |
| Fierro, Bryan            | 10        | 2     |
| Schwartz II, Richard     | 10        | 2     |
| Latuda, Cody             | 11        | 2     |
| Orum, Jared              | 11        | 2     |
| Phillips, Tyler          | 12        | 3     |
| Halsey, Ronnie           | 13        | 3     |
| Kovacovich, Grant        | 13        | 3     |
| Lozada Dominguez, Victor | 13        | 3     |
| Zeller, Ean              | 14        | 3     |
| Andrews, Ashton          | 15        | 3     |
| Brown, Matthew           | 15        | 3     |
| Kelley-Coplin, Michael   | 15        | 3     |
| Smith, Matthew           | 15        | 3     |
| Conti, Steven            | 16        | 3     |
| Jefferson, Demetrius     | 16        | 3     |
| Overall, Kurt            | 16        | 3     |
| Patterson, John          | 16        | 3     |
| Terrones, Kyle           | 16        | 3     |

**Total Record Count: 28**

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Hydrant Technician**  
**Examination**

**10/29/2019**  
**Examination Date**

**19SEP80041-O**  
**Exam Code**

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

|                           |  |
|---------------------------|--|
| <b>HYDRANT TECHNICIAN</b> |  |
| <b>GROUP 1</b>            |  |
| See Attached              |  |
| <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              | 87                         | GROUP 1              | 41                          |
| REJECTED              | 102                        | GROUP 2              | 13                          |
| <b>TOTAL RECEIVED</b> | 189                        | GROUP 3              | 6                           |
|                       |                            | <b>TOTAL ON LIST</b> | 60                          |

|                       | <b><u>WRITTEN</u></b> | <b><u>ORAL</u></b> | <b><u>PERFORMANCE</u></b> | <b><u>OTHER</u></b> |
|-----------------------|-----------------------|--------------------|---------------------------|---------------------|
| (Weight)              | 100%                  |                    |                           |                     |
| PASSED                | 60                    |                    |                           |                     |
| FAILED                | 2                     |                    |                           |                     |
| <b>TOTAL TESTED</b>   | 62                    |                    |                           |                     |
| <b>DID NOT APPEAR</b> | 24                    |                    |                           |                     |
| <b>WITHDREW</b>       | 1                     |                    |                           |                     |

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

## HYDRANT TECHNICIAN (OPEN) 11/13/2019

| Candidate Name            | Seq. Rank | Group |
|---------------------------|-----------|-------|
| Ponte, Michael            | 1         | 1     |
| Smith-Rubin, Carl         | 1         | 1     |
| Tucker, Joshua            | 2         | 1     |
| Jones, Sean               | 2         | 1     |
| Angell, Steven            | 2         | 1     |
| Anghilante, Louis         | 2         | 1     |
| Sanders, Dashon           | 2         | 1     |
| Braunstein, Christopher   | 3         | 1     |
| FOLKERSEN, BRYCE          | 3         | 1     |
| Moreno, Jorge             | 3         | 1     |
| Muschong, Ryan            | 3         | 1     |
| Scott Sr, Everett         | 3         | 1     |
| Pace, Deon                | 3         | 1     |
| Smith, Watson             | 3         | 1     |
| Neal, Kenneth             | 3         | 1     |
| SAMA, JOE                 | 3         | 1     |
| Beasley, Zackory          | 4         | 1     |
| Prather, Shawn            | 4         | 1     |
| Soto, Arthur              | 4         | 1     |
| Williams, Christopher     | 4         | 1     |
| lopez, ELias              | 4         | 1     |
| Borges, Jose              | 4         | 1     |
| Mendez, Kevin             | 4         | 1     |
| Gonzalez, Freddy          | 4         | 1     |
| Castillo, Mark            | 4         | 1     |
| Love, David               | 4         | 1     |
| Ebersole, Luke            | 5         | 1     |
| Lochner, Stephen          | 5         | 1     |
| Ramirez Jr, Ruben         | 5         | 1     |
| Martinez-Acevedo, Enrique | 5         | 1     |
| Aranio, Benjamin          | 5         | 1     |
| Bobbett, Joshua           | 5         | 1     |
| Rich, Travis              | 5         | 1     |
| Wright, Adam              | 5         | 1     |
| Aztorga, Joaquin          | 5         | 1     |
| Winqvist, Skyler          | 5         | 1     |
| Jones, Kevin              | 6         | 1     |
| Hazen, Jessicah           | 6         | 1     |
| Campbell, Austin          | 6         | 1     |
| Taylor, Hayley            | 6         | 1     |
| Dizon, Christopher        | 6         | 1     |
| Fenimore, Jacob           | 7         | 2     |

|                      |    |   |
|----------------------|----|---|
| Branch, Jason        | 7  | 2 |
| Greene, John         | 7  | 2 |
| Wiatt, Robert        | 7  | 2 |
| FIORE, ANTHONY       | 7  | 2 |
| Gomez, John Francis  | 7  | 2 |
| Soderman, Jason      | 7  | 2 |
| Rice, Daniel         | 8  | 2 |
| Elwell, Kevin        | 8  | 2 |
| Schoch, Michael      | 8  | 2 |
| McDonough, Matthew   | 8  | 2 |
| Revette, Boone       | 8  | 2 |
| calantropio, michael | 9  | 2 |
| Gonzalez, Francisco  | 10 | 3 |
| Jones, Charles       | 10 | 3 |
| Cota jr, Ramon       | 11 | 3 |
| Lopez, Reyes         | 12 | 3 |
| Williams, Larry      | 12 | 3 |
| Ramos, Juan          | 13 | 3 |

**Total Record Count: 60**

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**IT Support Technician**  
Examination

**October 29, 2019**  
Examination Date

**19OCT79822-P**  
Requisition Number

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

|                              |  |
|------------------------------|--|
| <b>IT SUPPORT TECHNICIAN</b> |  |
| <b>GROUP 1</b>               |  |
| See Attached                 |  |
| <b>GROUP 2</b>               |  |
| See Attached                 |  |

**REPORT OF EXAMINATION**

|                       | <b><u>APPLICATIONS</u></b> |                      | <b><u>ELIGIBLE LIST</u></b> |
|-----------------------|----------------------------|----------------------|-----------------------------|
| ACCEPTED              | 1                          | GROUP 1              | 1                           |
| REJECTED              | 1                          | GROUP 2              | 0                           |
| <b>TOTAL RECEIVED</b> | <b>2</b>                   | <b>TOTAL ON LIST</b> | <b>1</b>                    |

**TESTS**

|                       | <b><u>WRITTEN</u></b> | <b><u>ORAL</u></b> | <b><u>PERFORMANCE</u></b> | <b><u>SUPPLEMENTAL QUESTIONNAIRE</u></b> |
|-----------------------|-----------------------|--------------------|---------------------------|--|
| (Weight)              |                       |                    |                           | 100%                                     |
| PASSED                |                       |                    |                           | 1  |
| FAILED                |                       |                    |                           | 1  |
| <b>TOTAL TESTED</b>   |                       |                    |                           | <b>2</b>                                 |
| <b>DID NOT APPEAR</b> |                       |                    |                           | 0  |
| <b>WITHDREW</b>       |                       |                    |                           | 0  |

**IT SUPPORT TECHNICIAN (PROMOTIONAL) 11/13/2019**

| <b>Candidate Name</b>        | <b>Group</b> |
|------------------------------|--------------|
| Yoro, Ryan                   | 1            |
| <b>Total Record Count: 1</b> |              |

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Materials Management Technician**  
Examination

**10/21/19 & 10/22/19**  
Examination Date

**19SEP79766-O**  
Requisition Number

**Open**  
Open/Promotional

|  |  |
|--|--|
| <b>MATERIALS MANAGEMENT TECHNICIAN</b> |  |
| <b>GROUP 1</b>                         |  |
| See Attached                           |  |
| <b>GROUP 2</b>                         |  |
| See Attached                           |  |

**REPORT OF EXAMINATION**

|                       | <b><u>APPLICATIONS</u></b> |                      | <b><u>ELIGIBLE LIST</u></b> |
|-----------------------|----------------------------|----------------------|-----------------------------|
| ACCEPTED              | 242                        | GROUP 1              | 54                          |
| REJECTED              | 63                         | GROUP 2              | 47                          |
| <b>TOTAL RECEIVED</b> | <b>305</b>                 | <b>TOTAL ON LIST</b> | <b>101</b>                  |

**TESTS**

|                       | <b><u>WRITTEN</u></b> | <b><u>ORAL</u></b> | <b><u>PERFORMANCE</u></b> | <b><u>SUPPLEMENTAL ASSESSMENT</u></b> |
|-----------------------|-----------------------|--------------------|---------------------------|---------------------------------------|
| (Weight)              | 100%                  |                    |                           |                                       |
| PASSED                | 101                   |                    |                           |                                       |
| FAILED                | 33                    |                    |                           |                                       |
| <b>TOTAL TESTED</b>   | <b>134</b>            |                    |                           |                                       |
| <b>DID NOT APPEAR</b> | 108                   |                    |                           |                                       |
| <b>WITHDREW</b>       |                       |                    |                           |                                       |

## MATERIALS MANAGEMENT TECHNICIAN (OPEN) 11/13/2019

| Candidate Name          | Group |
|-------------------------|-------|
| Allen, Jeffrey          | 1     |
| Anderson, Neil          | 1     |
| Armstrong, Jarad        | 1     |
| Bosco, Michael          | 1     |
| Boyle, Christopher      | 1     |
| Carpenter, Brady        | 1     |
| Castellano, Christopher | 1     |
| Chahal, Marlon          | 1     |
| Chan, Jeremy            | 1     |
| Chetto, Sharon          | 1     |
| Cole, Antonio           | 1     |
| Combs, Angela           | 1     |
| Cooper, Briceson        | 1     |
| Cosgrove, Sean          | 1     |
| Crofford, Amanda        | 1     |
| Dalsfoist, Athena       | 1     |
| Duncan, Keith           | 1     |
| Durham II, Patrick      | 1     |
| Ellington, Brian        | 1     |
| Feliciano, Storm Andre  | 1     |
| FERGUSON, JOHN          | 1     |
| Foy, William            | 1     |
| GRUNWALD, BRADLEY       | 1     |
| Hatmaker, Ryan          | 1     |
| Henson, Richard         | 1     |
| Hicks, Kenneth          | 1     |
| Humphreys, Denver       | 1     |
| James, Kenyell          | 1     |
| Koch, James             | 1     |
| Kruckeberg, Kim         | 1     |
| Leary, Scott            | 1     |
| Lindsey, Zoya           | 1     |
| Lopez, Gabriela         | 1     |
| Lund, Jessica           | 1     |
| Lupinos, Danielle       | 1     |
| Marin, Michael          | 1     |
| Martinez, Blas          | 1     |
| Mayer, Markus           | 1     |
| Medina, Edgar           | 1     |
| Mendez, Alan            | 1     |
| Mickens III, James      | 1     |
| Neldberg, David         | 1     |

|                      |   |
|----------------------|---|
| PACKE, JODI          | 1 |
| Potichny, Ashley     | 1 |
| Reese, Michael       | 1 |
| Reeves, Elizabeth    | 1 |
| Rios, Joseph         | 1 |
| Robinson, John       | 1 |
| Romero, Alfred       | 1 |
| Thiriot, Jeff        | 1 |
| Tuilagi, Jared       | 1 |
| Tyson, Noah          | 1 |
| Wallace, Roderick    | 1 |
| Wasserman, Ben       | 1 |
| Allen, LaDora        | 2 |
| Ambrosio, Jayson     | 2 |
| Blake, Alexander     | 2 |
| Bradley, Corey       | 2 |
| calantropio, michael | 2 |
| Camarillo, Ramon     | 2 |
| CARDONA, DAWN        | 2 |
| Carter, Beau         | 2 |
| Caruthers, De Andre  | 2 |
| Choate, Christina    | 2 |
| Christofferson, Joel | 2 |
| COMETA, HADJI        | 2 |
| Davis, Nicholas      | 2 |
| Dockery, Shuron      | 2 |
| Domenzain, Isaac     | 2 |
| Dullas, Mary Jane    | 2 |
| Gautreau, Lucien     | 2 |
| Geffrard, Shad       | 2 |
| Gerodias, Jessica    | 2 |
| Guerrero, Daniel     | 2 |
| Higuera, Luis        | 2 |
| Holland, Troy        | 2 |
| Hu, Bowen            | 2 |
| Huestis, Ryan        | 2 |
| Hunt, Dawn           | 2 |
| Hunter, Sharronie    | 2 |
| Kim, Won             | 2 |
| Kuriakose, Rohith    | 2 |
| Lewis, Quinn         | 2 |
| Manse, Cyril Floyd   | 2 |
| Mccoy II, Darron     | 2 |
| Miles, Dionte        | 2 |
| Montoya, Andrew      | 2 |
| MOSDELL, JUSTIN      | 2 |
| Ramos, Jesus         | 2 |

|                          |   |
|--------------------------|---|
| RELOSA, MARK             | 2 |
| RIVERS, BRANDEN          | 2 |
| Smith, Watson            | 2 |
| Sticka, Gary             | 2 |
| Tatum, Alyssia           | 2 |
| Trivett, Richard         | 2 |
| Valenzuela, Erica        | 2 |
| Villarba, Michael Angelo | 2 |
| Whorton, Ken             | 2 |
| Wilford, Cynthia         | 2 |
| Williams, Theodore       | 2 |
| Woll, Gary               | 2 |

**Total Record Count: 101**

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Permits Supervisor**  
Examination

**October 31, 2019**  
Examination Date

**19OCT2235-O**  
Requisition Number

**Open**  
Open/Promotional

|                           |  |
|---------------------------|--|
| <b>PERMITS SUPERVISOR</b> |  |
| <b>GROUP 1</b>            |  |
| See Attached              |  |
| <b>GROUP 2</b>            |  |
| See Attached              |  |

**REPORT OF EXAMINATION**

|                       | <b><u>APPLICATIONS</u></b> |                      | <b><u>ELIGIBLE LIST</u></b> |
|-----------------------|----------------------------|----------------------|-----------------------------|
| ACCEPTED              | 5                          | GROUP 1              | 4                           |
| REJECTED              | 28                         | GROUP 2              | 1                           |
| <b>TOTAL RECEIVED</b> | <b>33</b>                  | <b>TOTAL ON LIST</b> | <b>5</b>                    |

**TESTS**

|                       | <b><u>WRITTEN</u></b> | <b><u>ORAL</u></b> | <b><u>PERFORMANCE</u></b> | <b><u>SUPPLEMENTAL<br/>QUESTIONNAIRE</u></b> |
|-----------------------|-----------------------|--------------------|---------------------------|--|
| (Weight)              |                       |                    |                           | 100%   |
| PASSED                |                       |                    |                           | 5  |
| FAILED                |                       |                    |                           | 0  |
| <b>TOTAL TESTED</b>   |                       |                    |                           | <b>5</b>                                     |
| <b>DID NOT APPEAR</b> |                       |                    |                           | 0  |
| <b>WITHDREW</b>       |                       |                    |                           | 0  |

## PERMITS SUPERVISOR (OPEN) 11/13/2019

| Candidate Name    | Group |
|-------------------|-------|
| Blanco, Oscar     | 1     |
| Buckley, Marco    | 1     |
| Gutierrez, Glenda | 1     |
| Ling, Nashira     | 1     |
| Mata, Karen       | 2     |

**Total Record Count: 5**

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Print Media Services Representative**  
Examination

**November 4, 2019**  
Examination Date

**19OCT79844-P**  
Requisition Number

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

|  |  |
|--|--|
| <b>PRINT MEDIA SERVICES REPRESENTATIVE</b> |  |
| <b>GROUP 1</b>                             |  |
| See Attached                               |  |
| <b>GROUP 2</b>                             |  |
| None                                       |  |

**REPORT OF EXAMINATION**

|                       | <b><u>APPLICATIONS</u></b> |                      | <b><u>ELIGIBLE LIST</u></b> |
|-----------------------|----------------------------|----------------------|-----------------------------|
| ACCEPTED              | 3                          | GROUP 1              | 3                           |
| REJECTED              | 0                          | GROUP 2              | 0                           |
| <b>TOTAL RECEIVED</b> | <b>3</b>                   | <b>TOTAL ON LIST</b> | <b>3</b>                    |

**TESTS**

|                       | <b><u>WRITTEN</u></b> | <b><u>ORAL</u></b> | <b><u>PERFORMANCE</u></b> | <b><u>SUPPLEMENTAL<br/>QUESTIONNAIRE</u></b> |
|-----------------------|-----------------------|--------------------|---------------------------|--|
| (Weight)              |                       |                    |                           | 100%   |
| PASSED                |                       |                    |                           | 3  |
| FAILED                |                       |                    |                           | 0  |
| <b>TOTAL TESTED</b>   |                       |                    |                           | <b>3</b>                                     |
| <b>DID NOT APPEAR</b> |                       |                    |                           | <b>0</b>                                     |
| <b>WITHDREW</b>       |                       |                    |                           | <b>0</b>                                     |

**PRINT MEDIA SERVICES REPRESENTATIVE (PROMOTIONAL) 11/13/2019**

| <b>Candidate Name</b>       | <b>Group</b> |
|-----------------------------|--------------|
| Locklair, Shane C           | 1            |
| Mori, Frederickson, Cindy A | 1            |
| Saucedo, Gabriela           | 1            |

**Total Record Count: 3**

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Project Engineer**  
**Examination**

**October 31, 2019**  
**Examination Date**

**19OCT2160-O**  
**Requisition Number**

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

|                         |
|-------------------------|
| <b>PROJECT ENGINEER</b> |
| <b>GROUP 1</b>          |
| See Attached            |
| <b>GROUP 2</b>          |
| See Attached            |

**REPORT OF EXAMINATION**

|                       | <b><u>APPLICATIONS</u></b> |                      | <b><u>ELIGIBLE LIST</u></b> |
|-----------------------|----------------------------|----------------------|-----------------------------|
| ACCEPTED              | 16                         | GROUP 1              | 10                          |
| REJECTED              | 8                          | GROUP 2              | 6                           |
| <b>TOTAL RECEIVED</b> | <b>24</b>                  | <b>TOTAL ON LIST</b> | <b>16</b>                   |

**TESTS**

|                       | <b><u>WRITTEN</u></b> | <b><u>ORAL</u></b> | <b><u>PERFORMANCE</u></b> | <b><u>SUPPLEMENTAL<br/>QUESTIONNAIRE</u></b> |
|-----------------------|-----------------------|--------------------|---------------------------|--|
| (Weight)              |                       |                    |                           | 100%   |
| PASSED                |                       |                    |                           | 16   |
| FAILED                |                       |                    |                           | 0  |
| <b>TOTAL TESTED</b>   |                       |                    |                           | <b>16</b>                                    |
| <b>DID NOT APPEAR</b> |                       |                    |                           | 0  |
| <b>WITHDREW</b>       |                       |                    |                           | 0  |

## PROJECT ENGINEER (OPEN) 11/13/2019

| Candidate Name     | Group |
|--------------------|-------|
| Brown, Jeffrey     | 1     |
| Chen, Yanjie       | 1     |
| Cruz, Raul         | 1     |
| Fong, Stanley      | 1     |
| Karagdag, Rolando  | 1     |
| Miller, Thomas     | 1     |
| Panaligan, Dominic | 1     |
| Shinn, Jennifer    | 1     |
| Short, Aaron       | 1     |
| Tran, Bao Tran     | 1     |
| Accad, Angelito    | 2     |
| Casey, Stephania   | 2     |
| Halim, Muhsin      | 2     |
| nezam, magda       | 2     |
| Ota, Troy          | 2     |
| Yobero, Rep Lester | 2     |

**Total Record Count: 16**

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Recreation Coordinator**  
**Examination**

**October 30, 2019**  
**Examination Date**

**19SEP80045-O**  
**Exam Code**

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

|                               |  |
|-------------------------------|--|
| <b>RECREATION COORDINATOR</b> |  |
| <b>GROUP 1</b>                |  |
| See Attached                  |  |
| <b>GROUP 2</b>                |  |
| See Attached                  |  |

**REPORT OF EXAMINATION**

|                       | <b><u>APPLICATIONS</u></b> |                      | <b><u>ELIGIBLE LIST</u></b> |
|-----------------------|----------------------------|----------------------|-----------------------------|
| ACCEPTED              | 100                        | GROUP 1              | 26                          |
| REJECTED              | 88                         | GROUP 2              | 67                          |
| <b>TOTAL RECEIVED</b> | <b>188</b>                 | <b>TOTAL ON LIST</b> | <b>93</b>                   |

|                       | <b><u>WRITTEN</u></b> | <b><u>TESTS</u></b><br><b><u>ORAL</u></b> | <b><u>PERFORMANCE</u></b> | <b><u>Supplemental</u></b><br><b><u>Assessment</u></b> |
|-----------------------|-----------------------|---|---------------------------|--|
| (Weight)              |                       |   |                           | 100%   |
| PASSED                |                       |   |                           | 93   |
| FAILED                |                       |   |                           | 7  |
| <b>TOTAL TESTED</b>   |                       |   |                           | <b>100</b>   |
| <b>DID NOT APPEAR</b> |                       |   |                           |  |

## RECREATION CORDINATOR (OPEN) 11/13/2019

| Candidate Name                | Group |
|-------------------------------|-------|
| Anzalone - Shifflett, Andrea  | 1     |
| Beckham, Kenneth              | 1     |
| Carducci, Kristen             | 1     |
| Carrillo, Freddy              | 1     |
| Chambers, Mark                | 1     |
| Del Real, Anastacio           | 1     |
| Dervishian, Brandon           | 1     |
| Dickens, LaKeisha             | 1     |
| Domenzain Rodriguez, Berenice | 1     |
| Fowler, Justin                | 1     |
| FREEMAN, YAUSMENDA            | 1     |
| Furse, David                  | 1     |
| Gaston, Joshua                | 1     |
| Guerrero, Mathilda            | 1     |
| Hart, Julie                   | 1     |
| Hillard, Samantha             | 1     |
| Jarvis, Alice                 | 1     |
| Kauffman, Erin                | 1     |
| Koehlmoos, Ashley             | 1     |
| Luevanos, Gerardo             | 1     |
| Montenegro, Hugo              | 1     |
| Nettles-Williams, alina       | 1     |
| Rabanes, Jennifer             | 1     |
| Reese, Archie                 | 1     |
| Smith, Priscilla              | 1     |
| Winder, Jennifer              | 1     |
| Allen, Brittany               | 2     |
| Anderson, Joshua              | 2     |
| Arellano, Dion                | 2     |
| Banos, Kay                    | 2     |
| Bates, Cameo                  | 2     |
| Bennett, Jared                | 2     |
| Bozic, Goran                  | 2     |
| BRIGHT, TATIANA               | 2     |
| Brown, Andre                  | 2     |
| Campbell, Miltia              | 2     |
| Carrillo, Kasandra            | 2     |
| Castro, Evelyn                | 2     |
| Chrysanthou, Nicholas         | 2     |
| Cline, Adam                   | 2     |
| Curtis, Hayden                | 2     |
| Downes-Covington, Lana        | 2     |

|                     |   |
|---------------------|---|
| Drake, Alisha       | 2 |
| EDWARDS, KUMMIRE    | 2 |
| Erickson, Meagan    | 2 |
| Erwin, Christopher  | 2 |
| Evans, Alena        | 2 |
| Farrar, Amanda      | 2 |
| Fleury, Salem       | 2 |
| Fowlkes, Marina     | 2 |
| GUTIERREZ, FRANCES  | 2 |
| Hicks, Chryshana    | 2 |
| HOFFMAN, SARAH      | 2 |
| Hughes, Karley      | 2 |
| Jamwal, Paras       | 2 |
| Jeeves, Tina        | 2 |
| Jones, Ian          | 2 |
| Jones, Maureen      | 2 |
| KAZ, JEYNIFER       | 2 |
| Keith, Jan          | 2 |
| Kennedy, Molly      | 2 |
| Kingsley, Aleisha   | 2 |
| LAKEY, NICOLE       | 2 |
| Lee, Marquis        | 2 |
| MALLOY, MOLLY       | 2 |
| Maloata, Gladys     | 2 |
| Martinez, Mariah    | 2 |
| MASTRANGELO, NICOLE | 2 |
| MCDONALD, ROBBERT   | 2 |
| McLeod, Michelle    | 2 |
| Miller, Kevin       | 2 |
| Myers, Tammy        | 2 |
| Oglesby, Davian     | 2 |
| Pargmann, Melissa   | 2 |
| PENA, SILVANA       | 2 |
| Reed, T-Lawn        | 2 |
| Ripley, Shey        | 2 |
| Ritchie, Sean       | 2 |
| Roselle III, Robert | 2 |
| Sailor, Saimone     | 2 |
| Schmiege, Marci     | 2 |
| Smith, Juanita      | 2 |
| Spitsyna, Elena     | 2 |
| Terry, Julie        | 2 |
| Thelen, Lexi        | 2 |
| Thom, Kristen       | 2 |
| Thomas, Dominic     | 2 |
| Turner Sr, Ronnie   | 2 |
| Vibanco, Anna       | 2 |

|                     |   |
|---------------------|---|
| Webster, KaRonn     | 2 |
| Williamson, Natalie | 2 |
| Woods, Scott        | 2 |
| Young, Keith        | 2 |

**Total Record Count: 93**

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Parking Enforcement Officer**  
Examination

**October 24, 2019**  
Examination Date

**19SEP3177-P**  
Requisition Number

**Promotional**  
Open/Promotional

|   |  |
|---|--|
| <b>SENIOR PARKING ENFORCEMENT OFFICER</b> |  |
| <b>GROUP 1</b>                            |  |
| See Attached                              |  |
| <b>GROUP 2</b>                            |  |
| None                                      |  |

**REPORT OF EXAMINATION**

|                       | <b><u>APPLICATIONS</u></b> |                      | <b><u>ELIGIBLE LIST</u></b> |
|-----------------------|----------------------------|----------------------|-----------------------------|
| ACCEPTED              | 3                          | GROUP 1              | 3                           |
| REJECTED              | 5                          | GROUP 2              | 0                           |
| <b>TOTAL RECEIVED</b> | <b>8</b>                   | <b>TOTAL ON LIST</b> | <b>3</b>                    |

**TESTS**

|                       | <b><u>WRITTEN</u></b> | <b><u>ORAL</u></b> | <b><u>PERFORMANCE</u></b> | <b><u>SUPPLEMENTAL<br/>QUESTIONNAIRE</u></b> |
|-----------------------|-----------------------|--------------------|---------------------------|--|
| (Weight)              |                       |                    |                           | 100%   |
| PASSED                |                       |                    |                           | 3  |
| FAILED                |                       |                    |                           | 0  |
| <b>TOTAL TESTED</b>   |                       |                    |                           | <b>3</b>                                     |
| <b>DID NOT APPEAR</b> |                       |                    |                           | 0  |
| <b>WITHDREW</b>       |                       |                    |                           | 0  |

**SENIOR PARKING ENFORCEMENT OFFICER (PROMOTIONAL) 11/13/2019**

| <b>Candidate Name</b> | <b>Group</b> |
|-----------------------|--------------|
| Mackelprang, Jared    | 1            |
| Snyder, David         | 1            |
| Soto, Arthur          | 1            |

**Total Record Count: 3**

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Youth Development Specialist**  
Examination

**October 28, 2019**  
Examination Date

**19SEP79983-O**  
Requisition Number

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

|                                     |  |
|-------------------------------------|--|
| <b>YOUTH DEVELOPMENT SPECIALIST</b> |  |
| <b>GROUP 1</b>                      |  |
| See Attached                        |  |
| <b>GROUP 2</b>                      |  |
| See Attached                        |  |

**REPORT OF EXAMINATION**

|                       | <b><u>APPLICATIONS</u></b> |                      |  | <b><u>ELIGIBLE LIST</u></b> |
|-----------------------|----------------------------|----------------------|--|-----------------------------|
| ACCEPTED              | 69                         | GROUP 1              |  | 2                           |
| REJECTED              | 82                         | GROUP 2              |  | 28                          |
| <b>TOTAL RECEIVED</b> | <b>151</b>                 | <b>TOTAL ON LIST</b> |  | <b>30</b>                   |

**TESTS**

|                       | <b><u>WRITTEN</u></b> | <b><u>ORAL</u></b> | <b><u>PERFORMANCE</u></b> | <b><u>SUPPLEMENTAL QUESTIONNAIRE</u></b> |
|-----------------------|-----------------------|--------------------|---------------------------|--|
| (Weight)              |                       |                    |                           | 100%                                     |
| PASSED                |                       |                    |                           | 30                                       |
| FAILED                |                       |                    |                           | 39                                       |
| <b>TOTAL TESTED</b>   |                       |                    |                           | <b>69</b>                                |
| <b>DID NOT APPEAR</b> |                       |                    |                           | <b>0</b>                                 |
| <b>WITHDREW</b>       |                       |                    |                           | <b>0</b>                                 |

## YOUTH DEVELOPMENT SPECIALIST (OPEN) 11/13/2019

| Candidate Name        | Group |
|-----------------------|-------|
| Gugino, Anthony       | 1     |
| O'Leary, Michelle     | 1     |
| Anderson, Courtney    | 2     |
| Babero, Alejandro     | 2     |
| Beard, Jessica        | 2     |
| Brassard, Shellee     | 2     |
| Brown, Tinesha        | 2     |
| Butler, Courtney      | 2     |
| CALIGAGAN, ERIKA      | 2     |
| Culpepper, Kylee      | 2     |
| Evans, Alena          | 2     |
| Gundogdu, Michelle    | 2     |
| Gupton, Natalie       | 2     |
| Macarena, Laura       | 2     |
| Millares Forno, Carla | 2     |
| Morales, Vianney      | 2     |
| Morris, Tina          | 2     |
| Myers, Chelise        | 2     |
| Nichols, De'Andre     | 2     |
| Rosensteel, Angelina  | 2     |
| Salas, Julissa        | 2     |
| Thomas, Jonathan      | 2     |
| Tillman, Sharrel      | 2     |
| Toston, Britanney     | 2     |
| Tropf, Kristina       | 2     |
| Tucker, Blake         | 2     |
| VALENCIA, DEVIN       | 2     |
| Vela-Gonzalez, Oscar  | 2     |
| WALKER, WILLIE        | 2     |
| Zachodni, Jasmine     | 2     |

**Total Record Count: 30**

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: November 13, 2019

---

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

---

SUBJECT: 6. EXTENSION OF ELIGIBLE LISTS

---

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

---

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 5

|   | <u>REMAINING<br/>CANDIDATES<br/>ON LIST</u> | <u>LIST<br/>EXPIRES</u> | <u>EXT. TO</u> | <u>NUMBER OF<br/>THIS EXT.</u> |
|---|---|-------------------------|----------------|--------------------------------|
| 1. Fire Captain – Promotional                     | 36  | 11/14/19                | 05/14/20       | 2                              |
| 2. Firefighter Trainee – Open                     | 657   | 11/14/19                | 05/14/20       | 2                              |
| 3. Heavy Equipment Operator – Promotional         | 12  | 11/14/19                | 05/14/20       | 2                              |
| 4. Streets & Sanitation Crew Leader – Promotional | 18  | 11/23/19                | 05/23/20       | 3                              |
| 5. Underground Utility Technician – Open          | 35  | 11/08/19                | 05/08/20       | 1                              |

# Memorandum

City of Las Vegas  
Human Resources

To: William McDonald, Director  
Las Vegas Fire & Rescue

From: Megan Sakaria, Administrative Secretary

CC: Louisa Tuilagi  
Kehrin Thomas

Date: October 1, 2019

RE: Extension of Promotional Eligible List: Fire Captain

---

The eligible list will expire on: November 14, 2019  
Candidates remaining on list: 36  
Date list was certified: November 14, 2018

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: October 24, 2019**

Thank you for your cooperation.

## PROMOTIONAL 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: William McDonald, Director  
Las Vegas Fire & Rescue

From: Megan Sakaria, Administrative Secretary

CC: Louisa Tuilagi  
Kehrin Thomas

Date: October 1, 2019

RE: Extension of Open Eligible List: Firefighter Trainee

---

The eligible list will expire on: November 14, 2019  
Candidates remaining on list: 657  
Date list was certified: November 14, 2018

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: October 24, 2019**

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: Jerry Walker, Director  
Operations & Maintenance Department

From: Megan Sakaria, Administrative Secretary

CC: Janet DiAmbrosio

Date: October 1, 2019

RE: Extension of Promotional Eligible List: Heavy Equipment Operator

---

The eligible list will expire on: November 14, 2019  
Candidates remaining on list: 12 ( Group 1 - All)  
Date list was certified: November 14, 2018

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: October 24, 2019**

Thank you for your cooperation.

## PROMOTIONAL 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: Jerry Walker, Director  
Operations & Maintenance Department

From: Megan Sakaria, Administrative Secretary

CC: Janet DiAmbrosio

Date: October 1, 2019

RE: Extension of Promotional Eligible List: Streets & Sanitation Crew Leader

---

The eligible list will expire on: November 23, 2019  
Candidates remaining on list: 18 (Group 1 - 15)  
Date list was certified: May 23, 2018

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: October 24, 2019**

Thank you for your cooperation.

## PROMOTIONAL ELIGIBLE LIST:

EXTEND the eligible list six months.

DO NOT EXTEND the eligible list six months.

  
\_\_\_\_\_  
Signature

10-3-19  
\_\_\_\_\_  
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: October 1, 2019

RE: Extension of Open Eligible List: Underground Utility Technician

---

The eligible list will expire on: November 8, 2019  
Candidates remaining on list: 35  
Date list was certified: May 8, 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: October 24, 2019**

Thank you for your cooperation.

## OPEN ELIGIBLE LIST:

**EXTEND** the eligible list six months.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

**Date: November 13, 2019**

---

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

---

**SUBJECT: 7. CLASSIFICATION SPECIFICATIONS FOR APPROVAL**

---

**BOARD ACTION: DISCUSSION AND POSSIBLE ACTION**

---

---

**CLASSIFICATION SPECIFICATIONS: 1**

---

**REVISED**

1. Communications Specialist

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

**RECOMMENDATION**

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

## COMMUNICATIONS 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

To receive and transmit signals, telephone and radio fire and medical alarms; to receive and transmit general communications and emergency calls, and operate computer terminals and keyboards; and to perform related work as required.

### DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Communications Specialist series. This class is distinguished from the Sr. Communications Specialist by the performance of the full range of duties as assigned, whereas the Sr. Communications Specialist has lead responsibilities in addition to performing the more complex and difficult assignments. After the initial training period, employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### SUPERVISION RECEIVED

Receives general supervision from the Chief Communications Specialist, the Fire Communications Supervisor and higher management staff. Receives technical and functional supervision from the Sr. Communications Specialists.

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

#### Essential Functions:

1. Receive emergency medical and fire calls from 9-1-1 telephone lines, radios and direct telephone lines; obtain all necessary information from alarm sources; enter information into computer terminal and obtain dispatch information from data terminal and computer printouts, indicating the dispatch of proper equipment, fire company and district location; communicate pre-arrival instructions to calling party; communicate through the communication center's vocal system to the proper fire station and fire company; maintain radio link communications between Communications Center and field unit until unit returns to station.
2. Maintain communication service with all local area police, ambulance, hospitals and other emergency and public service organizations.

**CITY OF LAS VEGAS**  
**Communications Specialist (continued)**

**Essential Functions (continued):**

3. Record emergency calls and all moving apparatus; maintain proper logs and forms pertaining to communications center dispatches; update and enter data into communications center computer terminals and maintain information in the computer systems.
4. Maintain records of the location and movement of emergency medical and fire apparatus; keep extensive records and logs.
5. Perform clerical and office tasks such as typing and filing; receive and transmit messages.

**Marginal Functions:**

1. Perform related duties and responsibilities as required.
2. Perform a variety of cleaning and maintenance tasks in the communications center.

**QUALIFICATIONS**

**Knowledge of:**

The geography of Las Vegas, North Las Vegas and rural and unincorporated areas of Clark County.

The operation of computer terminals and keyboards.

Principles and techniques of filing, typing and record keeping.

**Ability to:**

Learn knowledge required to perform the essential functions.

Obtain essential information from excited persons.

Use the computer keyboard to type information in the computer terminals.

Think clearly, remain calm, make sound decisions and act quickly in emergency situations.

Communicate pre-arrival instructions.

Work in a fast-paced 9-1-1 emergency call and dispatch office.

Maintain simple clerical records.

Speak with good diction and in a clear speaking voice.

Work well under pressure.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for:

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

**CITY OF LAS VEGAS**  
**Communications Specialist (continued)**

**Ability to (continued):**

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:

- *Extended duty hours, up to a 14 hour shift, when necessary;*
- *Sitting for extended periods of time; and*
- *Operating assigned equipment.*

**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.

**Minimum Requirements:**

**Experience:**

One year of full-time customer service or public contact experience.

Desirable Qualifications: Previous experience as a full-time telephone operator as an emergency dispatcher in public safety or medical operations.

**Training:**

Equivalent to graduation from high school.

**CITY OF LAS VEGAS**  
**Communications Specialist (continued)**

**License and Certification**

Possession of Emergency Medical Dispatcher Certification within three months of the date of appointment, and maintenance thereafter.

Must obtain Cardiac Pulmonary Resuscitation Certification within three months of the date of appointment, and maintenance thereafter.

**Special Requirement**

Employees are required to work shifts in a 24-hour/day, seven day/week emergency environment.

**WORKING CONDITIONS**

*Constantly = more than 2/3 of the time; Frequently = 1/3 to 2/3 of the time; Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.*

**Environmental Conditions:**

*Location:* Work is performed indoors in climate-controlled office setting.

*Hazards:* Exposure to continual work pressures, dealing with emergencies.

*Equipment Used:* Computerized dispatch system, computer terminal, telephone, radio, and other office equipment as required.

*Safety Equipment:* As needed.

**Physical Conditions:**

*Standing/walking:* Occasionally, short distances within assigned dispatch area, office environment.

*Sitting:* Frequently-constantly, at console throughout shift in adjustable chair; dispatch duties.

*Lift/carry:* Occasionally, 1-10 lbs., paperwork, manuals. Infrequently, up to 20 lbs., supplies, computer paper, distances up to 25 ft.

*Push/pull:* Occasionally, minimal requirement, doors, drawers, etc.

*Climbing:* Occasionally, steps in work area.

*Bending/twisting:* Frequently, at waist, knees, and neck performing dispatch duties while seated at console.

*Kneeling/crouching/crawling:* Not required.

*Hands/arms:* Constant use of both hands and arms in extended reaching, handling, grasping, and fingering while using communications equipment and keyboarding. Some overhead reaching required.

*Sight:* Constantly, working at computer terminal. Hand/eye coordination with near- and mid-range vision required.

*Speech/hearing:* Constantly, in communicating throughout work shift.

*Other physical/mental demands:* Intense attentiveness for prolonged periods of time.

**CITY OF LAS VEGAS**

**Communications Specialist (*continued*)**

**Mental Conditions:**

Constant mental alertness with attention to detail and high degree of accuracy required at all times.

Must possess excellent verbal skills in communicating with individuals experiencing emergency situations; must be able to ascertain factual information, remain calm; ability to deal with all types of people in a professional and efficient manner.

Must be able to read, write and speak English, and perform basic mathematical calculations.

Must be able to make decisions independently, exercise creative problem solving ability and continually deal with work pressures, including: emergencies, complaints, angry people, frequent interruptions and time constraints.

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REV 10/1/19

CSB 11/13/19

## COMMUNICATIONS 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

To receive and transmit signals, telephone and radio fire and medical alarms; to receive and transmit general communications and emergency calls, and operate computer terminals and keyboards; and to perform related work as required.

### DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Communications Specialist series. This class is distinguished from the Sr. Communications Specialist by the performance of the full range of duties as assigned, whereas the Sr. Communications Specialist has lead responsibilities in addition to performing the more complex and difficult assignments. After the initial training period, employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### SUPERVISION RECEIVED

Receives general supervision from the Chief Communications Specialist, the Fire Communications Supervisor and higher management staff. Receives technical and functional supervision from the Sr. Communications Specialists.

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

#### Essential Functions:

1. Receive emergency medical and fire calls from 9-1-1 telephone lines, radios and direct telephone lines; obtain all necessary information from alarm sources; enter information into computer terminal and obtain dispatch information from data terminal and computer printouts, indicating the dispatch of proper equipment, fire company and district location; communicate pre-arrival instructions to calling party; communicate through the communication center's vocal system to the proper fire station and fire company; maintain radio link communications between Communications Center and field unit until unit returns to station.
2. Maintain communication service with all local area police, ambulance, hospitals and other emergency and public service organizations.

**CITY OF LAS VEGAS**  
**Communications Specialist (*continued*)**

**Essential Functions (continued):**

3. Record emergency calls and all moving apparatus; maintain proper logs and forms pertaining to communications center dispatches; update and enter data into communications center computer terminals and maintain information in the computer systems.
4. Maintain records of the location and movement of emergency medical and fire apparatus; keep extensive records and logs.
5. Perform clerical and office tasks such as typing and filing; receive and transmit messages.

**Marginal Functions:**

1. Perform related duties and responsibilities as required.
2. Perform a variety of cleaning and maintenance tasks in the communications center.

**QUALIFICATIONS**

**Knowledge of:**

The geography of Las Vegas, North Las Vegas and rural and unincorporated areas of Clark County.

The operation of computer terminals and keyboards.

Principles and techniques of filing, typing and record keeping.

**Ability to:**

Learn knowledge required to perform the essential functions.

Obtain essential information from excited persons.

Use the computer keyboard to type information in the computer terminals.

Think clearly, remain calm, make sound decisions and act quickly in emergency situations.

Communicate pre-arrival instructions.

Work in a fast-paced 9-1-1 emergency call and dispatch office.

Maintain simple clerical records.

Speak with good diction and in a clear speaking voice.

Work well under pressure.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for:

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

**Ability to (continued):**

**CITY OF LAS VEGAS**  
**Communications Specialist (continued)**

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:

- *Extended duty hours, up to a 14 hour shift, when necessary;*
- *Sitting for extended periods of time; and*
- *Operating assigned equipment.*

**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.

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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.

**Minimum Requirements:**

**Experience:**

One year of full-time customer service or public contact experience.

Desirable Qualifications: Previous experience as a full-time telephone operator as an emergency dispatcher in public safety or medical operations.

**Training:**

Equivalent to graduation from high school.

CITY OF LAS VEGAS  
Communications Specialist (*continued*)

**License and Certification**

~~Must type 35 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.~~

Possession of Emergency Medical Dispatcher Certification within three months of the date of appointment, and maintenance thereafter.

Must obtain Cardiac Pulmonary Resuscitation Certification within three months of the date of appointment, and maintenance thereafter.

**Special Requirement**

Employees are required to work shifts in a 24-hour/day, seven day/week emergency environment.

**WORKING CONDITIONS**

*Constantly = more than 2/3 of the time; Frequently = 1/3 to 2/3 of the time; Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.*

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*Sight:* Constantly, working at computer terminal. Hand/eye coordination with near- and mid-range vision required.

*Speech/hearing:* Constantly, in communicating throughout work shift.

*Other physical/mental demands:* Intense attentiveness for prolonged periods of time.

CITY OF LAS VEGAS  
Communications Specialist (*continued*)

**Mental Conditions:**

Constant mental alertness with attention to detail and high degree of accuracy required at all times.

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REV ~~9/19/16~~10/1/19

CSB 10/12/16