



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.

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 November 13, 2019
5. Discussion for possible action to abolish Eligible Lists for Deputy City Marshal (established September 11, 2019); Equipment Operator II (established October 23, 2019); Materials Management Technician (established February 14, 2018)
6. Discussion for possible action to certify Eligible Lists for Communications Quality Improvement Coordinator (open); Customer Service Representative (open); Deputy City Marshal (open); Equipment Operator II (open); Microbiologist (open); Parking Enforcement Officer (open); Sr. Plant Operator (open); Sr. Traffic Systems Technician (promotional)
7. Discussion for possible action to extend Eligible Lists for Chemist (open); Communications Specialist Supervisor (promotional); Environmental Systems Technician Trainee (X) (open); Fire Engineer (promotional); Parking Services Technician (open); Planner I (X) (open)
8. Discussion for possible action to certify Classification Specifications for Fire Fleet Supervisor
9. **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.
10. **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: December 11, 2019

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

SUBJECT: 5. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

BOARD ACTION: APPROVE, NOT APPROVE, OR HOLD IN ABEYANCE

The City is requesting that the following eligible list be abolished in accordance with Civil Service Rules, Chapter IV, Section 9, c. (1):

1. Deputy City Marshal (established September 11, 2019)
2. Equipment Operator II (established October 23, 2019)
3. Materials Management Technician (established February 14, 2018)

The reasoning is as follows:

The current eligible list no longer suits the needs of the department.

RECOMMENDATION

The City recommends approval of the abolishment of this list.

Megan Sakaria

From: Suzana Kotur
Sent: Monday, December 2, 2019 9:40 AM
To: Ronald Prewitt; Megan Sakaria
Subject: FW: Abolishment of List

Please abolish the DCM list. See below for Vince's Approval

From: Vince Zamora <vzamora@LasVegasNevada.GOV>
Sent: Monday, December 2, 2019 9:39 AM
To: Suzana Kotur <skotur@LasVegasNevada.GOV>
Subject: RE: Abolishment of List

Approved.

Vincent Zamora

Deputy Director
Human Resources

Direct (702) 229-5043 | Cell (702) 236-2799
495 S. Main St. | Las Vegas, NV 89101



lasvegasnevada.gov



From: Suzana Kotur <skotur@LasVegasNevada.GOV>
Sent: Monday, December 2, 2019 9:13 AM
To: Vince Zamora <vzamora@LasVegasNevada.GOV>
Subject: Abolishment of List
Importance: High

Hi Vince,

Chief hasn't responded to abolish the list for the DCM (so that we could certify the new DCM list). I just need your email approval for us to abolish the current list to move forward.

As you know we are doing additional suitability's for January 2020 hiring. If this list isn't abolished, we will not be able to move forward as planned.

Can I please have your approval? I need this prior to 9:45AM.

Thanks!

Suzana Kotur | Human Resources Administrator
Human Resources
702-229-4227
495 S. Main St. | Las Vegas, NV 89101



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Megan Sakaria

From: Jacob Tilford
Sent: Thursday, November 14, 2019 2:20 PM
To: Megan Sakaria
Subject: Abolish Equipment Operator II List

Megan,

Please abolish the current Equipment Operator II list. The current list was Certified then it was brought to our attention that a candidate that was qualified was mistakenly overlooked during the recruitment process. We are working to establish a new list in order to capture all qualified candidates in accordance with guidance given from our Human Resources department.

Thanks,

Jacob Tilford | Sr Human Resources Analyst
Human Resources
702-229-4879
495 S. Main St. | Las Vegas, NV 89101



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Megan Sakaria

From: Ronald Prewitt
Sent: Thursday, November 21, 2019 4:38 PM
To: Megan Sakaria
Cc: Suzana Kotur
Subject: Abolish Materials Management Technician Eligible List 17DEC79776

Megan,

We will need to abolish this list at the 12/11/19 CSB.

“Abolish eligible list (established 2/14/18) for Materials Management Technician.”

Ron Prewitt

Sr. Human Resources Analyst (Public Safety)

Human Resources | Recruitment and Selection

Phone (702) 229-5049

495 S. Main St. | Las Vegas, NV 89101

Office Hours: M-Th, 7:30am – 6:00pm



lasvegasnevada.gov



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CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: December 11, 2019

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

SUBJECT: 6. ELIGIBLE LISTS TO BE CERTIFIED

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

TOTAL ELIGIBLE LISTS PRESENTED: 8

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Communications Quality Improvement Coordinator – Open	25	8	5
2. Customer Service Representative – Open	162	103	98
3. Deputy City Marshal – Open	639	207	163
4. Equipment Operator II – Open	61	34	34
5. Microbiologist – Open	30	6	5
6. Parking Enforcement Officer – Open	309	126	116
7. Sr. Plant Operator – Open	12	4	4
8. Sr. Traffic Systems Technician – Promotional	7	7	7

CITY OF LAS VEGAS

ELIGIBLE LIST

Communications Quality Improvement Coordinator
Examination

Supplemental: Nov. 4, 2019
Oral Exam: Nov. 18, 2019
Examination Date

19OCT79730-O
Exam Code

Open
Open/Promotional

Communications Quality Improvement Coordinator	
GROUP 1	
See Attached	
GROUP 2	
See Attached	
GROUP 3	
None	

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	8	GROUP 1	1
REJECTED	17	GROUP 2	4
TOTAL RECEIVED	25	GROUP 3	0
		TOTAL ON LIST	5

	<u>TESTS</u>			
	<u>SUPP QUES.</u>	<u>ORAL</u>	<u>PRESENTATION</u>	<u>OTHER</u>
(Weight)	20%	40%	40%	
PASSED	8	5	5	
FAILED	0	0	0	
TOTAL TESTED	8	5	5	
DID NOT APPEAR	0	0	0	
WITHDREW	0	3	3	

COMMUNICATIONS QUALITY IMPROVEMENT COORDINATOR (Open)
12/11/2019

Candidate Name	Group
Morgan, Simone	1
DeCola, Tina	2
Fonseca, Joshua	2
Maloncon, Priscilla	2
WYATT, TIANA	2

Total Record Count: 5

CITY OF LAS VEGAS

ELIGIBLE LIST

Customer Service Representative
Examination

Nov. 4 & 5, 2019
Examination Date

19OCT3713-O
Requisition Number

Open
Open/Promotional

CUSTOMER SERVICE REPRESENTATIVE	
GROUP 1	
See Attached	
GROUP 2	
See Attached	

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	148	GROUP 1	76
REJECTED	14	GROUP 2	22
TOTAL RECEIVED	162	TOTAL ON LIST	98

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)	100%			
PASSED	98			
FAILED	5			
TOTAL TESTED	103			
DID NOT APPEAR	45			
WITHDREW				

CUSTOMER SERVICE REPRESENTATIVE (Open) 12/11/2019

Candidate Name	Group
Acosta, Vanessa	1
Almryde, Pamela	1
Alvarez-Vazquez, Kimberly	1
Andrews, Kelsi	1
Arion, Aisha	1
Ash, Ronique	1
Aston, Trevor	1
Atwood, Devin	1
Ayala, Kathleen	1
Balberdi, David	1
Beasley, Zackory	1
Becze, Sierra	1
Benson, Madison	1
CAMPOS, DIONICIA	1
Caputo, Michael	1
CARRILLO, LAURA	1
Cehade, Michelle	1
Churchill, Mollee	1
Craig, Marisa	1
Dixon, Markie	1
Domenzain Rodriguez, Berenice	1
Donaldson, Alyssa	1
Dullas, Mary Jane	1
Edgar, Leah	1
Eng, Alyssa	1
Evarola, Ashley	1
Fernandez, Yamara	1
FLOYD, TRACY	1
Foster, Jonathan	1
Fuentes, Gabriel	1
Garcia, Jonathon	1
Garcia, Manuel	1
Gomez, Dulce	1
Guthrie, Amanda	1
Hamilton, Patrick	1
HEKI, CARMEL	1
Horn, April	1
Huestis, Ryan	1
Hymas, Amanda	1
Jeter, Ariana	1
Jones, Debra	1
Jordan-Alexis, Rhonda	1

Knowles, Stephanie	1
Koch, James	1
Konsolakis Garcia, Eleni	1
Lacy, Vanessa	1
Lloyd-Leakos, Morgan	1
MAIAVA-PRATT, JERUSHUA	1
Makridis, Crystal	1
Marquez, Ztotchil	1
McAlister, Acacia	1
Overton, Tyler	1
Pace, Analyse	1
Patterson, Laquanna	1
PAYNE, PHILLIP	1
Poole, Shekinah	1
Prince, Darlene	1
Qualls, Colette	1
RAYA, RICARDO	1
Robinson, Marla	1
Robles, Anthony	1
Rodriguez-Ibarra, Ana	1
Saavedra, Jose	1
Salazar, Vangelina	1
Sanchez, Valentin	1
Shepherd, Madison	1
Sherman, Ariana	1
Smith, Christine	1
Smith, Kira	1
Smith, Kyleigh	1
Smith, Sydney	1
Swanson, Nena	1
WARD, DANIELLE	1
White, Jennifer	1
Williams, Theodore	1
Wilson, Tamika	1
Adams, Kim	2
Allen, Xavier	2
Borkowski, Angie	2
Clark, Ronisha	2
Collins, Ianna	2
Dent, Brenita	2
EARL, ANITA	2
Earl, Ebone	2
Fraley, Jordan	2
Gordon, Sandra	2
Have None, Dei	2
Hernandez, Victor	2
James, Kameko	2

Marchitti, Rob	2
Mondesi, Naomi	2
Monterrosa, Luisana	2
Renteria-Mendoza, Lorena	2
Rodriguez, Sandy	2
Rodriquez, Tammie	2
Schmidt, Cheryl	2
Trebizo, Ernest	2
ZAVALA, PATRICIA	2

Total Record Count: 98

CITY OF LAS VEGAS

ELIGIBLE LIST

Deputy City Marshal
Examination

9/24/19, 10/23/19
11/19/19
Examination Date

19SEP0000-O
Requisition Number

Open
Open/Promotional

DEPUTY CITY MARSHAL
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	605	GROUP 1	163
REJECTED	34	GROUP 2	0
TOTAL RECEIVED	639	TOTAL ON LIST	163

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PHYSICAL AGILITY</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)			100%	
PASSED			163	
FAILED			44	
TOTAL TESTED			207	
DID NOT APPEAR			397	
WITHDREW			1	

DEPUTY CITY MARSHAL (Open) 12/11/2019

Candidate Name	Group
Ackerman, Brandon	1
Acosta, Alonzo	1
Amendola, Kyle	1
Andarge, Shewangizaw	1
Anderson, Aaron	1
Andrews JR, Mark	1
Arias, Juan	1
Arias, Rubi	1
Avila, Antonio	1
Barnes, Timothy	1
Barney, Omar	1
BARRIS, JULIAN	1
Benavides-Benitez, Fredy	1
Brown, Patrick	1
Buckley, Brandi	1
Buckman, LaMont	1
Castaneda, Nicole	1
Chahal, Marlon	1
correia, kenneth	1
Corrujedo, Jonathan	1
Dacken, Michael	1
DE JESUS, ALEXANDER	1
De Leon, Carlos	1
Dees, Amonte	1
Espinoza, Alexis	1
Estell, Michael	1
Flores, William	1
Garrett, Kajearl	1
gonzalez, luis	1
Griffin, Jonathan	1
Hallaway, Dakota	1
Hatfield, Robert	1
Henley, Brian	1
Henson, Richard	1
HOWARD, BRANDON	1
Hunt, Andrew	1
jaeger, david	1
Jean-Francois, Ally	1
Jimenez, Carlos	1
Jimenez, Juan	1
Key, James	1
King, Joshua	1

Kittrell, Paul	1
Knoblauch, Chance	1
Lagler, Priscilla	1
LeCesne, Warren	1
Lee, Breysen	1
Lee, Devontae	1
leon, dahiran	1
Liang, Robert	1
Lima, Alan	1
LIVINGSTON, DONYIL	1
Marshall, Travare	1
McKibbon, Nicholas	1
McLaughlin, William	1
Montano, Ramon	1
Moore, Patrick	1
Morales PEREZ, JOAQUIN	1
Moran III, Carlos	1
Mosley, Ashley	1
Olivero, Luis	1
Parrales, Hector	1
PASCUAL, PETERPAUL	1
Paternostro, Charles	1
Patterson, Maurice	1
Perry, Salarius	1
Polanco, Jaime	1
Porter, Shayna	1
Pulido, Cristian	1
RANGEL-PALACIOS, JOSEPH	1
Rasmuson, Paul	1
Resto, Gilbert	1
Richardson, Quran	1
Rios, Rosario	1
Roberts, Khafre	1
Robinson, Lavell	1
Romero, Nathaniel	1
Scarborough, Mavrick	1
Shaddox, Christopher	1
Shropshire, Jeffrey	1
Smith, Ishe	1
Sotelo-Topete, Manuel De Jesus	1
Soto, Juan	1
Stanton, Eric	1
Strong, Davien	1
SWIDAS, JOHN	1
Thornton, Shantrice	1
Tinoco-Ramirez, David	1
Tucker, Eric	1

Valdez, Richard	1
Valverde, Fernando	1
Vega, Marcos	1
Venegas, Zaira	1
Villa-Tavera, Vladimir	1
Warren, Cortney	1
Waters, Roosevelt	1
watkins, heather	1
Weathers, Christopher David	1
Williams, Isaac	1
williams, lamar	1
Williams, Troy	1
Wilson, Stephen	1
Wolfe Jr, Quincy	1
Zafra, Jason	1
Hernandez, Arnulfo	1
IBIDOKUN, OLUBUKOLA	1
kennedy, Lawrence	1
Thomas, Jonathan	1
Avena, Jaime	1
Ayala, Nicholas	1
Balasabas, Juan Carlo	1
Bangayan, Francis Joshua	1
Belmont, Brandon	1
Brechlin, Jake	1
Brown, Matthew	1
Carson, Cequan	1
Corsaro, Michael	1
Corsaro, Stephen	1
Cuccurullo, Robert	1
Drayton, kenneth	1
Fischer, Paul	1
Glover III, Theotis	1
Gordon, Brian	1
Gumarang, William	1
Haltenhof, Karl	1
Haywood, Ira	1
Hettenbaugh, Richard	1
Hicks, Kevin	1
Hosler, Kyle	1
Jackson Jr, Charles	1
Jimenez Acosta, Jorge	1
Johnson, Darren	1
Kennedy, Montrell	1
Kim, Phil Soo	1
Kociborski, Craig	1
Lazaro, Julius	1

Lobock, Dustin	1
MACHALANI, JOSEPH	1
McKinnon, Vincent	1
Medina, Daniel	1
Murray, Myron	1
Norris, Jesse	1
Pruter, Mark	1
reid, sazian	1
ROSS, JOHN	1
Sanchez, Brenda	1
Situ, Wen Feng	1
Smith, Dillon	1
Tootoo, Cammie	1
Verduzco, Orlando	1
Walls, Stephen	1
Wilson, Reginald	1
Wolden, Brent	1
Woytek, Zachary	1
Dison, Joshua	1
Totten, Lucas	1
Allison, Rayfield	1
GARCIA, BENJAMIN	1
Garrett, Raymond	1
Hildreth, Alyssa	1
Mixon, Michael	1
VÃ¡zquez, Arturo	1
vento, ronald	1

Total Record Count: 163

CITY OF LAS VEGAS

ELIGIBLE LIST

Equipment Operator II
Examination

December 11, 2019
Examination Date

19SEP3270-O
Requisition Number

Open
Open/Promotional

EQUIPMENT OPERATOR II	
GROUP 1	
See Attached	
GROUP 2	
See Attached	

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	34	GROUP 1	9
REJECTED	27	GROUP 2	25
TOTAL RECEIVED	61	TOTAL ON LIST	34

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)				100%
PASSED				34
FAILED				0
TOTAL TESTED				34
DID NOT APPEAR				0
WITHDREW				0

EQUIPMENT OPERATOR II (Open) 12/11/2019

Candidate Name	Group
bonty, steve	1
Campbell, Austin	1
Cassoult, Clyde	1
Gomez, John Francis	1
Hall, Brandon	1
Hernandez, Francisco	1
Krieger, Blake	1
Lee, Kevin	1
McLean II, Joey	1
Arndt, Joseph	2
Barajas Enciso, Gustavo	2
Bonquin, Rupert	2
BOWERS, ROGER	2
Bowman II, Jack	2
Braunstein, Christopher	2
Clark, Timothy	2
COLLIER, DENARVELL	2
Duddridge, Todd	2
Eastman, Doug	2
Edwardson, Christopher	2
Gooden, Rex	2
Hart, Toby	2
Hernandez, Christopher	2
Holowell, Dominic	2
Love, David	2
Mancao, Vincent	2
Neilson, Caleb	2
Parks, John	2
Phillips, Steve	2
Ramos, Juan	2
Smith, Watson	2
Stewart, Marc	2
Strong, Jeremy	2
Vela, Luis	2

Total Record Count: 34

CITY OF LAS VEGAS

ELIGIBLE LIST

Microbiologist
Examination

November 07, 2019
Examination Date

19OCT2495-O
Exam Code

Open
Open/Promotional

MICROBIOLOGIST	
GROUP 1	
See Attached	
GROUP 2	
See Attached	

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	6	GROUP 1	1
REJECTED	24	GROUP 2	4
TOTAL RECEIVED	30	TOTAL ON LIST	5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)	100%			
PASSED				5
FAILED				1
TOTAL TESTED				6
DID NOT APPEAR				

MICROBIOLOGIST OPEN 12/11/2019

Candidate Name	Group
Chung, Kai	1
Carter, Jessie	2
Gerber, Wesley	2
Harney, Sharon	2
Kumar, Nikhil	2

Total Record Count: 5

CITY OF LAS VEGAS

ELIGIBLE LIST

Parking Enforcement Officer
Examination

11/6/19 & 11/7/19
Examination Date

19OCT3463-O
Requisition Number

Open
Open/Promotional

PARKING ENFORCEMENT OFFICER	
GROUP 1	
See Attached	
GROUP 2	
See Attached	

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	239	GROUP 1	73
REJECTED	70	GROUP 2	43
TOTAL RECEIVED	309	TOTAL ON LIST	116

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)	100%			
PASSED	116			
FAILED	10			
TOTAL TESTED	126			
DID NOT APPEAR	112			
WITHDREW	1			

PARKING ENFORCEMENT OFFICER (OPEN) 12/11/2019

Candidate Name	Group
Ahrendt, Kara-Lyn	1
ALLISON, MARQUELLA	1
Alvarado, Johana	1
Anderson, Jasmin	1
Anderson, Theran	1
Arndt, Joseph	1
Aztorga, Joaquin	1
Bailey, Roxanne	1
Baldwin, Sarah	1
Baran, Timothy	1
BECHTOLD, Jasmine	1
Biagas, Novetta	1
Bradley, Corey	1
Capizzi-Tucker, Carla	1
Carter, Bianca	1
Clark, David	1
Clayton, Rochelle	1
Coon, Timothy	1
Crockett, Darnell	1
Dallas, Tlogun	1
Dees, Amonte	1
DICKSON, LYLE	1
Dodson, Hoang dung	1
Durham II, Patrick	1
ENAMORADO, MARCEL	1
Ever, Samuel	1
Feather, Stephen	1
FIELDS, DONTRELL	1
Fox, Mark	1
Gudino, Gerardo	1
Hal II, Jamar	1
hamlet, craig	1
HARAWAY, CHRISTOPHER	1
Harmon, Paul	1
Hemphill, Josh	1
Higgins, Alexis	1
Higgins, Andrew	1
Humphreys, Denver	1
IRICK, TRISTAN	1
Jackson, Omari	1
Johnson, Shawanna	1
jones, tressia	1

Lippmann, Scott	1
Love, David	1
Lundgren, Kevin	1
MAIAVA-PRATT, JERUSHUA	1
Manganello, Scott	1
Mccoy II, Darron	1
Mejia, Robi	1
Ortega, Zaya	1
Pellinen, Daniel	1
Prather, Shawn	1
Purkey, Pamela	1
Rank, Teresa	1
Reeves, Elizabeth	1
Rose, Erica	1
Salkanovic, Haris	1
Schram, Rene'	1
Smith, Howard	1
Smith, Watson	1
Solomon, Donna	1
Taub, Rebecca	1
TOVAR, RODOLFO	1
Vidal, Raul	1
Villarba, Michael Angelo	1
Watkins, Tialai	1
Williams, ADream	1
Williams, Larry	1
Wilson, James	1
Wishengrad, Evan	1
Wright, Shannon	1
Xu, Chao	1
Youngblood, Denise	1
Aguirre, Rodolfo	2
ARTEAGA, DAVID	2
Arvidson, Peter	2
Baughn, Lisa	2
brown-boyd, arica	2
Chinn, Kimberly	2
Christensen, Danielle	2
Davis, Chris	2
Duhe, June	2
Dukulay, Ibrahim	2
Ensminger, Sarah	2
Fonseca, Valeria	2
Fox, Danielle	2
Garcia, Jose	2
Gonzales, Daniel	2
Hendley, Marquise	2

HERNANDEZ, DANIEL	2
Hernandez, Victor	2
Hollis, Marcus	2
Holmes, Willontray	2
Junio, Kristian King	2
Kim, Won	2
Lacy, Andrea	2
Lee, Edward	2
love, stacey	2
MARIN, EDWIN	2
Nichols, De'Andre	2
NICOLAE, OVIDIU	2
O'Donnell, William	2
Reyes-cordova, Jorge	2
Ripley, Jason	2
Soriano, Jonathan	2
Spight, Tyler	2
Squyres, Stephanie	2
Sutton, Jimmy	2
Talcott, Rachel	2
Thomas, Ronnie	2
Walker, Vicki	2
Walton-Bolden, TJeda	2
Weaver, Jonathan	2
Williams, Isaac	2
Witten, Toni	2
Zamudio, David	2

Total Record Count: 116

CITY OF LAS VEGAS

ELIGIBLE LIST

Sr. Plant Operator
Examination

November 18, 2019
Examination Date

19OCT2655-O
Requisition Number

OPEN
Open/Promotional

Sr. Plant Operator
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	4	GROUP 1	1
REJECTED	8	GROUP 2	3
TOTAL RECEIVED	12	TOTAL ON LIST	4

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)				100%
PASSED				4
FAILED				0
TOTAL TESTED				4
DID NOT APPEAR				
WITHDREW				

SR. Plant Operator (Open) 12/11/2019

Candidate Name	Group
Johnson, Kenneth	1
Dizon, Bernardo	2
Fernandez, Dennis	2
Vega, Victor	2

Total Record Count: 4

CITY OF LAS VEGAS

ELIGIBLE LIST

Sr. Traffic Systems Technician
Examination

November 18, 2019
Examination Date

19OCT79908-P
Requisition Number

Promotional
Open/Promotional

Sr. Traffic Systems Technician	
GROUP 1	
See Attached	
GROUP 2	
See Attached	

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	7	GROUP 1	4
REJECTED	0	GROUP 2	3
TOTAL RECEIVED	7	TOTAL ON LIST	7

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)				100%
PASSED				7
FAILED				0
TOTAL TESTED				7
DID NOT APPEAR				
WITHDREW				

SR. TRAFFIC SYSTEMS TECHNICIAN (PROMOTIONAL) 12/11/2019

Candidate Name	Group
Bradway, Brian	1
Gomez, Gerardo	1
Hunt, Shane	1
LOERA-GUERRERO, AARON	1
Burley, Brien	2
Day, Brian	2
Deyarmin, Douglas	2

Total Record Count: 7

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: December 11, 2019

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

SUBJECT: 7. EXTENSION OF ELIGIBLE LISTS

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

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 6

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Chemist – Open	13	12/12/19	6/13/19	1
2. Communications Specialist Supervisor – Promotional	6	12/13/19	6/13/19	3
3. Environmental Systems Technician Trainee (X) – Open	63	12/13/19	6/13/19	3
4. Fire Engineer – Promotional	22	12/26/19	6/23/19	1
5. Parking Services Technician – Open	56	12/12/19	6/12/19	1
6. Planner I (X) – Open	47	12/26/19	6/26/19	1

Memorandum

City of Las Vegas
Human Resources

To: Mike Janssen, Director
Public Works Department

From: Megan Sakarla, Administrative Secretary

CC: Ebony Folk
Kristina Hayes

Date: November 5, 2019

RE: Extension of Open Eligible List: Chemist

The eligible list will expire on: December 12, 2019
Candidates remaining on list: 13
Date list was certified: June 12, 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 Sakarla (x6344) no later than the date listed below in order that we may meet the Civil Service Board Agenda posting deadline.

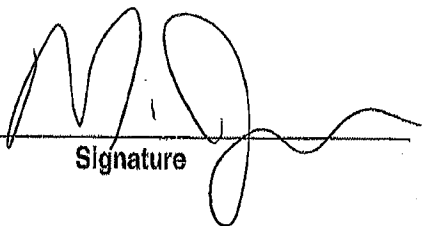
Signed Memo Due: November 25, 2019

Thank you for your cooperation.

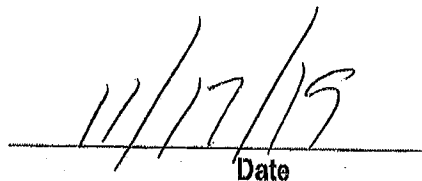
OPEN ELIGIBLE LIST:

EXTEND the eligible list six months.

DO NOT EXTEND the eligible list six months.



Signature



Date

Memorandum

City of Las Vegas
Human Resources

To: William McDonald, Director
Las Vegas Fire & Rescue

From: Megan Sakaria, Administrative Secretary

CC: Louisa Tullagi
Kehrin Thomas

Date: November 5, 2019

RE: Extension of Promotional Eligible List: Communications Specialist Supervisor

The eligible list will expire on: December 13, 2019
Candidates remaining on list: 6
Date list was certified: June 13, 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: November 25, 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: Mike Janssen, Director
Public Works Department

From: Megan Sakaria, Administrative Secretary

CC: Ebony Folk
Kristina Hayes

Date: November 5, 2019

RE: Extension of Open Eligible List: Environmental Systems Technician Trainee (X)

The eligible list will expire on: December 13, 2019
Candidates remaining on list: 63
Date list was certified: June 13, 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: November 25, 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: William McDonald, Director
Las Vegas Fire & Rescue

From: Megan Sakaria, Administrative Secretary

CC: Louisa Tuilagi
Kehrin Thomas

Date: November 5, 2019

RE: Extension of Promotional Eligible List: Fire Engineer

The eligible list will expire on: December 26, 2019
Candidates remaining on list: 22
Date list was certified: June 26, 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.

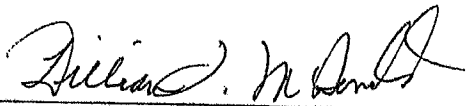
Signed Memo Due: November 25, 2019

Thank you for your cooperation.

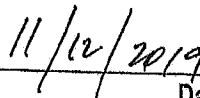
PROMOTIONAL ELIGIBLE LIST:

EXTEND the eligible list six months.

DO NOT EXTEND the eligible list six months.



Signature



Date

Memorandum

City of Las Vegas
Human Resources

To: Bill Arent, Director
Economic & Urban Development Department

From: Megan Sakaria, Administrative Secretary

CC: Margaret Lynn Smith

Date: November 5, 2019

RE: Extension of Open Eligible List: Parking Services Technician

The eligible list will expire on: December 12, 2019

Candidates remaining on list: 56

Date list was certified: June 12, 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: November 25, 2019

Thank you for your cooperation.

OPEN ELIGIBLE LIST:

EXTEND the eligible list six months.

DO NOT EXTEND the eligible list six months.



Signature

11-12-19

Date

William Arent

Memorandum

City of Las Vegas
Human Resources

To: Robert Summerfield, Director
Planning Department

From: Megan Sakaria, Administrative Secretary

CC: Candice Buford

Date: November 5, 2019

RE: Extension of Open Eligible List: Planner I (X)

The eligible list will expire on: December 26, 2019
Candidates remaining on list: 47
Date list was certified: June 26, 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: November 25, 2019

Thank you for your cooperation.

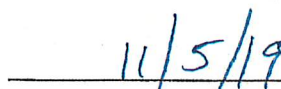
OPEN ELIGIBLE LIST:

EXTEND the eligible list six months.

DO NOT EXTEND the eligible list six months.



Signature



Date

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: December 11, 2019

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

SUBJECT: 8. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS: 1

NEW

1. Fire Fleet Supervisor

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.

FIRE FLEET SUPERVISOR

*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

Supervises and coordinates aspects of the fire fleet program and activities. Coordinates assigned activities with other city departments, divisions and outside agencies; and provides highly responsible and complex administrative support to the Battalion Chief of Support Services.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Fire Administrative Battalion Chief (Support Services).

Exercises direct supervision over the fire fleet program, the Fire Equipment Mechanic Foreman and supporting activities and personnel.

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

Essential Functions:

1. Writing and reviewing technical specifications for equipment acquisition, rotation and replacement, and providing staff assistance to the department.
2. Supervise and participate in the development and implementation of goals, objectives, policies, and priorities for the Fire Shop, assigned programs and associated personnel; recommend, develop and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within Departmental policy, appropriate service levels.
4. Assist with the annual development and submission of business plan measures. Prepare and present monthly performance statistics and reports.
5. Participate in the preparation and administration of the program budget. Submit budget recommendations. Monitor financial transactions and expenditures, identifies and reports potential financial overruns and variances at an early stage. Prepare reports on actual and estimated revenues and expenditures.

CITY OF LAS VEGAS
Fire Fleet Supervisor (*continued*)

Essential Functions (*continued*):

6. Inspect vehicles and equipment for repair and maintenance needs. Test-drive, deliver, and retrieve vehicles and equipment when needed.
7. Participate in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed.
8. Provide cost accounting reports to various user groups; and implement unit based cost accounting and life cycle analyses to provide for comparison with industry standards.
9. Administer an automated work order system; update and improve the system as appropriate. Coordinates repair and maintenance services with other departments and divisions.
10. Ensure compliance with mandates of regulatory agencies having oversight of fuel site operations and fleet maintenance activities, including but not limited to Clark County Department of Air Quality and Environmental Management, Southern Nevada Health District, Nevada Department of Environmental Protection, Nevada Department of Motor Vehicles, Nevada Occupational Safety and Health Administration, U.S. Department of Energy, and U.S. Environmental Protection Agency; maintain functional knowledge of all environmental and safety requirements; ensure timely completion of testing and certification requirements; and submit regulatory permitting applications and reporting as necessary.
11. Implement and enforce capital replacement policies and procedures to ensure cost effective operations, fleet reliability, consideration of environmental and cost sustainability goals, and service of user needs; work with user organizations for specification of replacement of vehicles and equipment; follow city procedures for sale of retired units; and document vehicle life cycles as required by NRS documentation statutes.
12. Serve as liaison for the division with other departments, divisions, outside agencies; negotiate, and resolve sensitive and controversial issues.
13. Serve as staff on a variety of boards, and committees; prepare and present staff reports and other necessary correspondence.
14. Provide responsible staff assistance to the Battalion Chief of Support Services. Conduct a variety of organizational and operational studies and investigations; recommend modifications to programs, policies and procedures as appropriate.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fleet and transportation supervision.
16. Prepare analytical and statistical reports on fleet operations and activities.

CITY OF LAS VEGAS
Fire Fleet Supervisor (*continued*)

Marginal Functions:

1. Coordinate and participate in after hour emergency and call services.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a fleet operations program.
Principles and practices of program development and administration.
Principles of supervision and program evaluation.
Principles and practices of fleet management and general automotive and truck mechanics.
Principles of life cycle analysis and cost accounting.
Applicable regulatory requirements for fleet maintenance operations.
Equipment standards and specifications.
Purchasing, record keeping, inventory and warehousing procedures.
Principles and practices of budget preparation and administration.
Modern office procedures, methods and computer equipment.
Principles and procedures of financial record keeping and reporting.
Occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Evaluate changing technology and apply it to fleet operations.
Operate computerized equipment.
Implement new software programs related to fleet operations.
Use initiative and independent judgment within established guidelines.
Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.
Interpret, explain, apply and enforce federal, state and local policies, laws, regulations, city policies, and procedures.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Competencies:

In addition to Core Workforce Competencies:

Supervisor Competencies

Professionalism – Models core values by being honest, respectful and positive; continuously demonstrates the core values of the city; supervisory actions are collaborative whenever possible and intended to grow the city's capacity at an individual, unit, division and/or department level.

CITY OF LAS VEGAS
Fire Fleet Supervisor (*continued*)

Competencies (continued):

Managing Performance – Takes responsibility for own and assigned employees' performance, by setting clear goals and expectations, tracking progress against the goals, ensuring regular feedback, and addressing performance problems and issues promptly.

Decisiveness – Willingness to make difficult decisions in a timely manner.

Developing and Empowering Others – Willingness to delegate responsibility; coaching assigned employee to develop their capabilities.

Facilitating Partnerships – Builds community and partnerships both inside and outside the organization.

Forward Thinking – Anticipating the consequences of situations and decisions; taking appropriate action to be prepared for possible changes.

Providing Support – Provides the tools and creates a supportive environment that allows others to successfully complete their work.

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in fleet management, business management, or public asset maintenance and administration, including one year of administrative or supervisory responsibility.

Training:

Equivalent to graduation from high school.

Bachelor's degree from an accredited college with a major in business management, public administration, logistics, fire management, fleet management, automotive services, or a related field is desired.

License or Certificate

Possession of a Nevada Class B Commercial Driver's License, as well as an "N" endorsement (Tank Vehicle) within 6 months of date of hire, and maintenance thereafter.

Possession of a valid forklift certificate issued by the city of Las Vegas within six months of the date of appointment.

An Automotive Service Excellence (ASE) Certificate in one or more areas is desirable.

CITY OF LAS VEGAS
Fire Fleet Supervisor (*continued*)

WORKING CONDITIONS

Special Requirements:

Certain city functions operate on a 24 hour per day, seven day per week schedule, and may require support on any shift. May be required to respond to calls for assistance during any shift.

Environmental Conditions:

Location: Office, shop, and fleet warehouse environments.

Hazards: Exposure to noise, dust, grease, smoke, fumes, gases, toxic materials, heat and cold; exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

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

- *Walking, standing, bending, stooping, kneeling, crawling or sitting for extended periods of time;*
- *Heavy to moderate lifting; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

AS
NEW 10/29/19
FLSA & City: nonexempt
CSB 12/11/19

Megan Sakaria

From: Andy Spurlock
Sent: Monday, December 2, 2019 10:19 AM
To: Megan Sakaria
Subject: NEW Classification - Fire Fleet Supervisor

Megan,

Please submit the Fire Fleet Supervisor for the 12/11/19 CSB. It is a NEW IAFF classification and is located in our Test Specs subdirectory currently as a Word document titled "Fire Fleet Supervisor – 10-16-19".

Thank you.

Andreas (Andy) Spurlock

Senior HR Analyst

Human Resources | Classification & Compensation

Office: (702) 229-6677 | Personal Cell/Text: (702) 496-8494

HR 2nd Fl., 495 S. Main St., Las Vegas, NV 89101



lasvegasnevada.gov

