

S.V.

AGENDA

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

**ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR ACTION
UNLESS SPECIFICALLY NOTED OTHERWISE**

CALL TO ORDER: November 9, 1994 - 4:45 P.M.
Department of Human Resources
416 North Seventh Street
Las Vegas, NV 89101

ROLL CALL

- A. APPROVAL OF MINUTES: Board meetings of October 12 and October 26, 1994**
- B. PERSONNEL ACTIVITY REPORT: Informational item; no action required**
- C. CERTIFICATION OF ELIGIBLE LISTS:**
 - 1. Court Clerk I - Open**
 - 2. Fire Battalion Chief - Promotional**
 - 3. Paralegal - Promotional**
 - 4. Senior Office Specialist - Promotional**
 - 5. Senior Systems Analyst - Promotional**
 - 6. Water Quality Technician I - Open**
- D. ELIGIBLE LISTS FOR EXTENSION:**
 - 1. Carpenter II - Promotional**
 - 2. Carpenter II - Open**
 - 3. Corrections Intake Assistant - Open**
 - 4. Custodial Supervisor - Promotional**
 - 5. Parking Enforcement Officer - Open**
 - 6. Plumber II - Promotional**
 - 7. Plumber II - Open**
 - 8. Public Works Maintenance Crew Leader - Open**
 - 9. Recreation Activities Specialist - Promotional**
 - 10. Recreation Activities Specialist - Open**
- E. CLASSIFICATION SPECIFICATION FOR APPROVAL:**
Aquatic Assistant - New
- F. REQUEST FOR CIVIL SERVICE RULE MODIFICATION**
- G. EEO REPORT REQUESTED BY CIVIL SERVICE BOARD**
- H. ITEMS FOR DISCUSSION ONLY - NO BOARD ACTION REQUIRED**
- I. CITIZEN PARTICIPATION/COMMENTS**

Items raised under this portion of the Agenda cannot be acted upon until the notice provisions of the Open Meeting Law have been complied with; therefore, any action on such items will have to be considered at a later time.

THIS MEETING HAS BEEN PROPERLY NOTICED & POSTED AS FOLLOWS:

Bradley Building, State of Nevada, 2501 East Sahara
Senior Citizens Center, 450 East Bonanza Road
Bridger Building, 225 Bridger Avenue
Court Clerk's Office Bulletin Board, City Hall Plaza
City Hall Plaza, Special Outside Bulletin Board

If you need an accommodation to attend and participate in this meeting, please call 229-6315 (Voice) or 386-9108 (TDD) and advise of your need at least 48 hours in advance of the meeting.

**CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
OCTOBER 12, 1994
PAGE TWO**

D. ELIGIBLE LISTS FOR EXTENSION:

1. Control Room Supervisor - Promotional
2. Custodian I - Open
3. HVAC Technician I - Open
4. Painter II - Promotional
5. Painter II - Open
6. Recreation Leader I - Open

Motion made by Steve Lofgren and seconded by Reverend Harris that the above eligible lists be approved for extension. Motion carried.

E. REQUEST TO BE PLACED ON REHIRE LIST:

Christine Powell, Senior Court Clerk, Municipal Court

Mary Finch told the Board that, as shown in the Civil Service Board meeting packets the members received, Ms. Powell meets the criteria to be placed on the rehire list.

Motion made by Howard Jones and seconded by Reverend Harris that Christine Powell be approved to be placed on the rehire list. Motion carried.

F. ITEMS FOR DISCUSSION ONLY - NO BOARD ACTION REQUIRED

Since the Board agreed to have two meetings per month through December (the second and fourth Wednesday of each month), Mary Finch asked the Board to decide on date for the second November meeting as the fourth Wednesday of November falls on November 23, the day before Thanksgiving. The Board decided that, since a lot of people take vacation Thanksgiving week, the second meeting in November will be held on November 30, 1994.

G. CITIZEN PARTICIPATION/COMMENTS

Carol White, CEA liaison, asked for clarification as to when the Control Room Operator eligible list expired. Ms. Cook left the meeting to get that information. Ms. White said the CEA had been approached by the membership regarding an opening for a Control Room Operator and the Human Resources Department intends to use the Communications Specialist eligible list to fill the vacancy. The CEA has members who were on the Control Room Operator eligible list which expired, and they wish to be given the test again so they may have an opportunity to compete for the position. It is the CEA's understanding that if a list hasn't been expired more than 90 days, it can be brought back to fill a vacancy. Mary Finch said, no, this is not the case. What can happen is, if the list expired within 90 days of the retest, the people who were on the prior list can go back on the list without testing, or they can retest if they so choose. However, it is not an automatic reinstatement of the list; a new test is given and then the old list can be merged with the new list as long as the same test is given.

Ms. White said she would like to enter into the record copies of letters from an employee which she had just received. She said there are employees who would like for the test to be given again. Ms. Finch said that Ms. Cook, as soon as she returned to the meeting, could tell Ms. White when another Control Room Operator test would be given. Ms. White said, for the record, that Mike Sheldon, Detention & Enforcement Department Director, had spoken with Theresa Hanrahan, CEA President, and indicated to her that he would be willing to sit down with her next week and discuss options other than hiring off of an alternate list. Mr. Vega asked for some clarification from Mary Finch on this issue. Ms. Finch explained to the Board that, as allowed by the Civil Service rules, when there is a vacancy and a current list does not exist, an alternate list which requires the same qualifications can be

**CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
OCTOBER 12, 1994
PAGE THREE**

used to fill a vacancy and that such a list exists, Communications Specialist, and this list is being used under the rules. Ms. White said, also for the record, that the Communications Specialist eligible list is under the Firefighters bargaining unit. Ms. Finch said that no list is under a bargaining unit, only a position. Ms. White asked if the Communications Specialist position was customarily a Firefighters position. Ms. Finch responded that yes, they are represented by IAFF, but they are classified positions that are covered by Civil Service Rules; that the classified positions are covered by three bargaining units.

Ms. Cook stated that the Control Room Operator eligible list expired May 10, 1994, which is not within the 90 day limit. Ms. White said that it was her understanding, when the Civil Service Rules were revised, that an eligible list could be extended up to two years and that the Board advised the CEA that if they had a problem with a list expiring or not expiring, or if the CEA wanted a test to be given which wasn't scheduled, the CEA could come to the Board and ask about it; Ms. White stated that is basically why the CEA is at the meeting today, to say that the CEA's members have indicated that they would like the City to test for the Control Room Operator position. Ms. Finch said that, if she remembers the context under which Ms. White is speaking on extending the list, the concern was that the list would be extended a number of times and employees would not be given the opportunity to test for promotional opportunities. The discussion at the time was if there was a list being proposed for extension and the CEA felt it should not be extended, they could come to the Board and let them know the CEA felt it was inappropriate to extend a list and why. Ms. White asked Ms. Finch if, basically then, there was no understanding that it can be asked that a test be given. Ms. Finch responded that yes, it can be asked, but there is no way to compel that a test be given. Ms. White said the CEA is not compelling, they are asking. Ms. Cook said it is planned to give a Control Room Operator test within 60-90 days.

Lisa Campanella, Parking Enforcement Officer, asked if there was any way, since she took the last Control Room Operator test, to be recruited using the Communications Specialist eligible list.

At this point, Mr. Vega, Board Chairman, asked if this issue had been brought to the Human Resources Department prior to this meeting since the Board feels the CEA and Human Resources should try to work out issues amongst themselves before bringing them before the Board. Ms. Finch responded that therein lies the problem, that an agreement cannot be reached on this issue. There is a basic disagreement because the City is following the Civil Service Rules by using the alternate Communications Specialist eligible list to fill an immediate vacancy for a Control Room Operator and the CEA wants a test to be given immediately to establish a new Control Room Operator eligible list. Ms. Cook remarked that it is the Director of Detention & Enforcement's decision to fill this immediate vacancy from the alternate list.

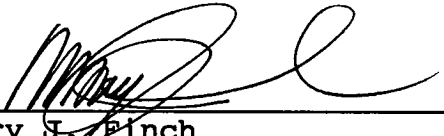
Mr. Vega commented that, since this was not an agenda item, the Board cannot take any action at this time.

Ms. Campanella reiterated her question regarding her eligibility for the immediate vacancy and was informed that no, she cannot be added to the list. The only thing she can do is take the next Control Room Operator test and get on the new eligible list for that position.

**CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
OCTOBER 12, 1994
PAGE FOUR**

Mr. Vega asked Ms. Finch for a report at the November 9, 1994 Board meeting on minority hiring statistics for the City for the past year, and what Human Resources is doing to recruit minorities. Ms. Finch will provide this report as requested.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 5:07 p.m.



Mary J. Finch
Secretary to the Board

MJF:slc

CITY OF LAS VEGAS

CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
NOVEMBER 9, 1994

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: MARY J. FINCH
SECRETARY TO THE BOARD

SUBJECT:

A. ANNOTATED MINUTES CIVIL SERVICE BOARD MEETING - OCTOBER 26, 1994

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

CALL TO ORDER: October 26, 1994, at 5:05 p.m., in the Human Resources Department.

ROLL CALL : Reverend David Harris - Present
Howard Jones - Present
Steve Lofgren - Present

STAFF PRESENT:

Mary Finch
Willie Cook
Sandy Clayton
Chris Peterson
Dorothy Smith

OTHERS PRESENT:

Bob Cullins
Dean Fletcher
Theresa Hanrahan
Ron Hughes
Richard Inness
Angus MacEachern
Carol White

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Equipment Operator II - Promotional
2. Maintenance Mechanic I - Promotional
3. Maintenance Mechanic I - Open
4. Office Specialist I - Open
5. Municipal Court Office Supervisor - Promotional
6. Senior Office Specialist - Open

Steve Lofgren, Board Vice-Chairman, was informed that the City would have to pull the Senior Office Specialist - Open eligible list from the agenda as it was incorrectly posted as "Open" rather than "Promotional."

With the above exception of Senior Office Specialist - Open, a motion was made by Reverend Harris and seconded by Howard Jones that the above eligible lists be approved for certification. Motion carried.

B. CITIZEN PARTICIPATION/COMMENTS

Mr. Inness informed the Board that the CEA had a meeting with Willie Cook, Human Resources Manager, Personnel Services Division, regarding the letter the CEA had presented to the Board on October 12, 1994 on policies and procedures for the posting and advertising of open and promotional listings, and that the CEA was very pleased with the outcome of that meeting.

Angus MacEachern, Executive Director of the CEA, requested that an item be put on the November 9, 1994 agenda for modification of the Civil Service Rules, Chapter IV, Section 7, c. The proposed draft addition is: "an appropriate, alternative, existing eligible list must be for a classification in the same bargaining unit as the classification of

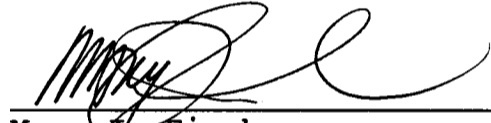
CIVIL SERVICE BOARD MEETING
MINUTES OF OCTOBER 26, 1994
PAGE TWO

the position being filled." Mr. MacEachern explained that there had been a recent situation where an eligible list was used to fill a vacancy at the Detention Center that was developed for use at Fire Services. Mr. MacEachern stated that this is definitely going across bargaining unit lines, even though the positions referenced are similar in nature. Dean Fletcher, President of Local Firefighters #1285 bargaining unit, stated that #1285 is in support of the CEA on this issue.

Mr. Lofgren said that this item will be put on the November 9, 1994 agenda.

Mr. MacEachern requested that the City postpone filling the requisition for a Control Room Operator in the Detention & Enforcement Department until a ruling is made by the Board regarding the requested change by the CEA to the Civil Service Rules. Ms. Finch acknowledged the request.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 5:10 p.m.



Mary J. Finch
Secretary to the Board

MJF:slc



**ELIGIBILITY
LISTS FOR THIS
MEETING ARE
DEEMED
CONFIDENTIAL
PER NRS 603A**

<u>TOTAL POSITIONS VACATED</u>	4	27
SEPARATIONS	4	23
TERMINATION	0	3
RESIGNATION	4	14
DETENTION & ENFORCEMENT	1	
PUBLIC WORKS	3	
NON-CONFIRMATION OF APPOINTMENT	0	0
DECEASED	0	1
REDUCTION IN FORCE	0	0
RETIREMENT	0	5
STATUS CHANGES OUT OF CIVIL SERVICE	0	4

CITY OF LAS VEGAS

ELIGIBLE LIST

Court Clerk I
Examination

October 6, 1994
Date

37300994
Exam Code

Open
Type of Exam

NAME	ACTION	DATE ACTION TAKEN
GROUP 1		
See Attached		
GROUP 2		
See Attached		
GROUP 3		
See Attached		

REPORT OF EXAMINATION

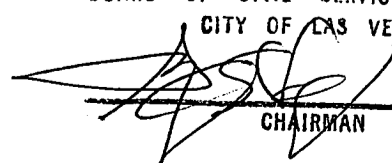
	APPLICATIONS		ELIGIBLE LIST
ACCEPTED	105	GROUP 1	36
REJECTED	2	GROUP 2	15
TOTAL RECEIVED	107	GROUP 3	6
		TOTAL ON LIST	57

TESTS

(Weight)	WRITTEN 100%	ORAL	PERFORMANCE	OTHER P/F Typing
PASSED	81			57
FAILED	4			5
TOTAL TESTED	85			62

DID NOT APPEAR

APPROVED NOV 09 1994
BOARD OF CIVIL SERVICE TRUSTEES
CITY OF LAS VEGAS


CHAIRMAN

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Battalion Chief
Examination

October 26, 1994
Date

40000994P
Exam Code

Promotional
Type of Exam

NAME	ACTION	DATE ACTION TAKEN
GROUP 1		
See Attached		
GROUP 2		
See Attached		
GROUP 3		
See Attached		

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	10
REJECTED	1
TOTAL RECEIVED	11

ELIGIBLE LIST

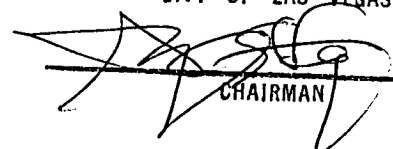
GROUP 1	3
GROUP 2	4
GROUP 3	0
TOTAL ON LIST	7

TESTS

(Weight)	<u>WRITTEN</u> 100%	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
PASSED	7			
FAILED	3			
TOTAL TESTED	10			

DID NOT APPEAR

APPROVED NOV 09 1994
BOARD OF CIVIL SERVICE TRUSTEES
CITY OF LAS VEGAS


CHAIRMAN

CITY OF LAS VEGAS

ELIGIBLE LIST

Paralegal
Examination

October 19, 1994
Date

29640994P
Exam Code

Promotional
Type of Exam

NAME	ACTION	DATE ACTION TAKEN
GROUP 1		
See Attached		
GROUP 2		
See Attached		
GROUP 3		
See Attached		

REPORT OF EXAMINATION

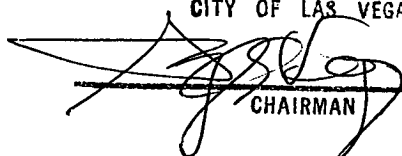
	APPLICATIONS		ELIGIBLE LIST
ACCEPTED	2	GROUP 1	1
REJECTED	1	GROUP 2	0
TOTAL RECEIVED	3	GROUP 3	0
		TOTAL ON LIST	1

TESTS

(Weight)	WRITTEN	ORAL 100%	PERFORMANCE	OTHER
PASSED		1		
FAILED		1		
TOTAL TESTED		2		

DID NOT APPEAR

APPROVED NOV 09 1994
BOARD OF CIVIL SERVICE TRUSTEES
CITY OF LAS VEGAS


CHAIRMAN

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Office Specialist
Examination

September 27, 1994
Date

35120894
Exam Code

Promotional
Type of Exam

NAME	ACTION	DATE ACTION TAKEN
GROUP 1		
See Attached		
GROUP 2		
See Attached		
GROUP 3		
See Attached		

REPORT OF EXAMINATION

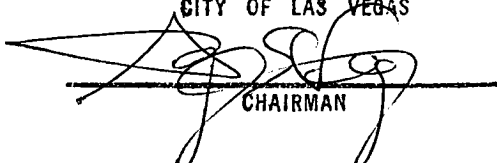
	APPLICATIONS		ELIGIBLE LIST
ACCEPTED	46	GROUP 1	2
REJECTED	3	GROUP 2	9
TOTAL RECEIVED	49	GROUP 3	5
		TOTAL ON LIST	16

TESTS

(Weight)	WRITTEN 100%	ORAL	PERFORMANCE	OTHER P/F Typing
PASSED	29			16
FAILED	11			3
TOTAL TESTED	40			19

DID NOT APPEAR

APPROVED NOV 09 1994
BOARD OF CIVIL SERVICE TRUSTEES
CITY OF LAS VEGAS


CHAIRMAN

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Systems Analyst
Examination

October 25, 1994
Date

22661094P
Exam Code

Promotional
Type of Exam

NAME	ACTION	DATE ACTION TAKEN
GROUP 1		
See Attached		
GROUP 2		
See Attached		
GROUP 3		
See Attached		

REPORT OF EXAMINATION

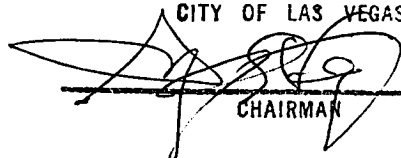
	APPLICATIONS		ELIGIBLE LIST
ACCEPTED	9	GROUP 1	0
REJECTED	1	GROUP 2	6
TOTAL RECEIVED	10	GROUP 3	2
		TOTAL ON LIST	8

TESTS

(Weight)	WRITTEN	ORAL 100%	PERFORMANCE	OTHER
PASSED		8		
FAILED		0		
TOTAL TESTED		8		

DID NOT APPEAR

APPROVED NOV 09 1994
BOARD OF CIVIL SERVICE TRUSTEES
CITY OF LAS VEGAS


CHAIRMAN

CITY OF LAS VEGAS

ELIGIBLE LIST

Water Quality Technician I
Examination

October 25, 1994
Date

346709940
Exam Code

Open
Type of Exam

NAME	ACTION	DATE ACTION TAKEN
GROUP 1		
See Attached		
GROUP 2		
See Attached		
GROUP 3		
See Attached		

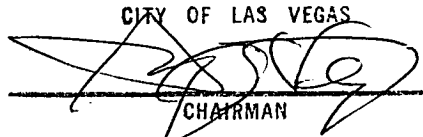
REPORT OF EXAMINATION

	APPLICATIONS		ELIGIBLE LIST
ACCEPTED	58	GROUP 1	1
REJECTED	24	GROUP 2	5
TOTAL RECEIVED	82	GROUP 3	9
		TOTAL ON LIST	15

TESTS

(Weight)	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
	100%			
PASSED	15			
FAILED	34			
TOTAL TESTED	49			

DID NOT APPEAR

APPROVED NOV 09 1994
 BOARD OF CIVIL SERVICE TRUSTEES
 CITY OF LAS VEGAS

 CHAIRMAN

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date November 9, 1994

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: MARY J. FINCH, SECRETARY
CIVIL SERVICE BOARD OF TRUSTEES

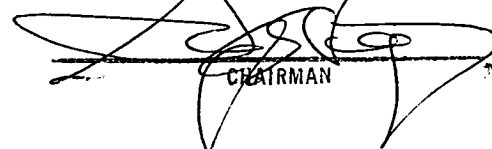
SUBJECT: D. EXTENSION OF ELIGIBLE LISTS

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

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 10

	<u>REMAINING CANDIDATES ON LIST</u>	<u>REQUEST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF EXT.</u>
1. Carpenter II - Promotional	4	11/11/94	05/11/95	0
2. Carpenter II - Open	33	11/11/94	05/11/95	0
3. Corrections Intake Assistant - Open	39	11/10/94	05/10/95	2
4. Custodial Supervisor - Promotional	1	11/11/94	05/11/95	0
5. Parking Enforcement Officer - Open	384	11/10/94	05/10/95	2
6. Plumber II - Promotional	2	11/11/94	05/11/95	0
7. Plumber II - Open	22	11/11/94	05/11/95	0
8. Public Works Maintenance Crew Leader - Open	5	11/13/94	05/13/95	0
9. Recreation Activities Specialist - Promotional	1	11/10/94	05/10/95	2
10. Recreation Activities Specialist - Open	5	11/10/94	05/10/95	2

NOV 09 1994
APPROVED
BOARD OF CIVIL SERVICE TRUSTEES
CITY OF LAS VEGAS


CHAIRMAN

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

November 9, 1994

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: MARY J. FINCH
SECRETARY TO THE BOARD

SUBJECT: E. CLASSIFICATION SPECIFICATION FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

Efforts to convert the hourly employees working in the Parks & Leisure Activities Department continue. As part of this conversation to regular classified positions, the need to establish a new classification of Aquatic Assistant has developed.

This new classification specification has been reviewed with the CEA and they have agreed with the content and the salary placement

RECOMMENDATION

The City recommends approval of the Aquatic Assistant classification specification.

CITY OF LAS VEGAS

Date

INTER-OFFICE MEMORANDUM

November 2, 1994

TO: MARY J. FINCH, DIRECTOR HUMAN RESOURCES	FROM: <i>Willie Cook</i> WILLIE COOK, CHIEF PERSONNEL SERVICES
SUBJECT: NEW CLASSIFICATION SPECIFICATION AQUATIC ASSISTANT	COPIES:

Efforts to convert the hourly employees working in the Parks and Leisure Activities Department continue. As part of this conversion to regular classified positions the need to establish a new classification of Aquatic Assistant has developed.

In the past hourly employees performed a variety of activities assisting with the supervision of City pools. Most of those employees fall within the guidelines of seasonal or the true "hourly" status. However, the employees who work full time at the Municipal Pool, which is open year round, will need to be placed in regular classified positions. Because they will lead the work of employees hired in the new classification of Leisure Activity Attendant as well as seasonal and hourly employees, the salary placement should be Salary Grade 08 which is 5% above those they will lead.

I have discussed this new classification with CEA and they have agreed with the content of the class spec and the salary placement.

With your approval, I will see that it is placed on the CSB agenda.

APPROVED: *Mary J. Finch*

NOT APPROVED: _____

Mary J. Finch
MARY J. FINCH, DIRECTOR
HUMAN RESOURCES

11/2/94
DATE

WC:hg
Attachments

AQUATIC ASSISTANT

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 perform a variety of activities associated in assisting with the supervision of City pools.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from higher level staff.

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

Essential Functions:

1. Coordinate scheduling of lifeguards and other pool staff; maintain files on certifications for pool staff and monitor expiration dates.
2. Monitor and enforce adherence of pool hours and other applicable regulations; maintain security of assigned keys; complete all accident and incident forms daily or as needed.
3. Responsible for the cleanliness of pools, locker rooms, and offices; conduct pool check daily.
4. Maintain daily files, receipts, and records for review by immediate supervisor at the end of the summer program; maintain time cards on a daily basis; follows established cash flow procedures.
5. Provide appropriate staff for the opening and closing of pool facilities.
6. Submit all appropriate records, registration forms and verify accuracy of all written reports.
7. Respond to public inquiries and complaints in appropriate manner.
8. Serve as instructor, training agent and recruiter of seasonal and year round aquatic staff.

CITY OF LAS VEGAS
Aquatic Assistant (Continued)

Marginal Functions:

1. May be required to provide support for special events.
2. Perform related duties and responsible as required.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience performing work related to parks and leisure activities with six months of that experience in performing work related to aquatic activities.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of Lifeguard Training, Water Safety Instructor, and CPR/First Aid certificate, and ability to obtain CPR/First Aid Instructor and Lifeguard Training Instructor certificate.

WC:hg
EST. 10/26/94

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

November 9, 1994

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: MARY J. FINCH
SECRETARY TO THE BOARD

SUBJECT: F. REQUEST FOR CIVIL SERVICE RULE MODIFICATION

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

Attached is a request from the City Employees' Protective & Benefit Association (CEA) to change current Civil Service Rule Chapter IV, Section 7, c. The City would like to bring to the Board's attention the following:

1. As we review our current classifications, this particular situation (i.e., using the Communications Specialist list to staff a Control Room Operator vacancy) is probably the only time the use of an alternate list crossing bargaining units will occur.
2. It will limit the department's opportunity to staff this critical vacancy in a timely manner.
3. Changing the Civil Service Rules to address situations specific to bargaining units may imply that the Civil Service Rules do not apply across the board to all classified positions. It begins to establish a separation between bargaining units within the Civil Service Rules. The intent of the Civil Service Rules is to address all classified positions equally.
4. This change must go before the City Council for adoption if approved by the Civil Service Board.

RECOMMENDATION

The City does not believe we should change the Civil Service Rules for an isolated incident.

The City recommends the requested modification to the Civil Service Rules not be approved.



November 1, 1994

Mary Finch, Director
Department of Human Resources
City of Las Vegas
400 East Stewart
Las Vegas, Nevada 89101

Re: Civil Service Rule Change - Chapter IV Section 7 c

Dear Ms. Finch

Pursuant to our discussion at the last Civil Service Board meeting, the City Employees' Association is requesting that a Civil Service rule modification be placed on the next Civil Service Board meeting agenda. It is our understanding from the Civil Service Board members present that they consented to this item being placed on the agenda.

The proposed rule addition to Chapter IV Section 7 c is:


An appropriate alternative existing eligible list must be for a classification in the same recognized employee Bargaining Unit as the classification of the position being filled.

The purpose of this proposed rule modification is to stop the use of eligible lists developed to fill classification/position vacancies in one Bargaining Unit in another and totally different Bargaining Unit and/or Employee Organization. It is understood that the Bargaining Unit and Employee Organization will need to have been recognized and established in accordance with NRS 288.

If you have any questions, please contact me prior to the Civil Service Board meeting.

Thank you for your assistance in this matter.

Sincerely,


J. Angus MacEachern
Executive Director

cc: T. Hanrahan

EEO CATEGORY	TOTAL	MALE % OF TOTAL	FEMALE % OF TOTAL	WHITE % OF TOTAL	AFRICAN- AMERICAN % OF TOTAL	HISPANIC % OF TOTAL	ASIAN % OF TOTAL	NATIVE AMERICAN % OF TOTAL
Officials								
December 1992	34	29	5	30	2	1	1	0
		85.3%	14.7%	88.2%	5.9%	2.9%	2.9%	
December 1993	32	28	4	28	3	1	0	0
		87.5%	12.5%	87.5%	9.3%	3.1%		
June 30, 1994	26	21	5	21	4	1	0	0
		80.8%	19.2%	80.8%	15.4%	3.8%		
Sept. 30, 1994	25	20	5	20	4	1	0	0
		80.0%	20.0%	80.0%	16.0%	4.0%		
Professionals								
December 1992	314	221	93	258	27	19	6	4
		70.4%	29.6%	82.1%	8.6%	6.1%	1.9%	1.3%
December 1993	322	218	104	261	27	23	7	4
		67.7%	32.3%	81.1%	8.4%	7.1%	2.2%	1.2%
June 30, 1994	328	214	114	264	28	24	8	4
		65.2%	34.8%	80.5%	8.5%	7.3%	2.5%	1.2%
Sept. 30, 1994	341	225	116	268	36	25	8	4
		66.0%	34.0%	78.6%	10.5%	7.4%	2.3%	1.2%
Technicians								
December 1992	231	179	52	201	14	9	5	2
		77.5%	22.5%	87.0%	6.0%	3.9%	2.2%	0.9%
December 1993	260	194	66	228	15	8	6	3
		74.6%	25.4%	87.7%	5.8%	3.1%	2.3%	1.1%
June 30, 1994	257	191	66	225	15	8	6	3
		74.3%	25.7%	87.6%	5.8%	3.1%	2.3%	1.2%
Sept. 30, 1994	279	211	68	245	16	8	7	3
		75.6%	24.4%	87.8%	5.7%	2.9%	2.5%	1.1%

WORKFORCE ANALYSIS (DEC. 1992 TO SEPT. 30, 1994)

EEO CATEGORY	TOTAL	MALE % OF TOTAL	FEMALE % OF TOTAL	WHITE % OF TOTAL	AFRICAN- AMERICAN % OF TOTAL	HISPANIC % OF TOTAL	ASIAN % OF TOTAL	NATIVE AMERICAN % OF TOTAL
Para-Prof								
December 1992	106	51	55	86	17	2	1	0
		48.1%	51.9%	81.1%	16.0%	1.9%	0.9%	
December 1993	116	60	56	93	17	5	1	0
		51.7%	48.3%	80.2%	14.7%	4.3%	0.8%	
June 30, 1994	123	63	60	94	23	5	1	0
		51.2%	48.8%	76.4%	18.7%	4.1%	0.8%	
Sept. 30, 1994	112	50	62	89	16	6	1	0
		44.6%	55.4%	79.5%	14.3%	5.3%	0.9%	
Prot.Serve								
December 1992	362	324	38	272	49	29	9	3
		89.5%	10.5%	75.2%	13.5%	8.0%	2.5%	0.8%
December 1993	369	332	37	273	52	30	11	3
		90.0%	10.0%	74.0%	14.1%	8.1%	3.0%	0.8%
June 30, 1994	373	334	39	275	53	31	12	2
		89.5%	10.5%	73.7%	14.2%	8.3%	3.2%	0.5%
Sept. 30, 1994	369	327	42	273	53	29	12	2
		88.6%	11.4%	74.0%	14.4%	7.8%	3.3%	0.5%
Clerical								
December 1992	318	24	294	210	61	35	7	5
		7.6%	92.4%	66.0%	19.2%	11.0%	2.2%	1.6%
December 1993	315	25	290	207	59	36	8	5
		7.9%	92.1%	65.7%	18.7%	11.4%	2.5%	1.6%
June 30, 1994	311	25	286	205	56	38	7	5
		8.0%	92.0%	65.9%	18.0%	12.2%	2.3%	1.6%
Sept. 30, 1994	310	27	283	201	57	39	8	5
		8.7%	91.3%	64.8%	18.4%	12.6%	2.6%	1.6%

WORKFORCE ANALYSIS (DEC. 1992 TO SEPT. 30, 1994)

EEO CATEGORY	TOTAL	MALE % OF TOTAL	FEMALE % OF TOTAL	WHITE % OF TOTAL	AFRICAN- AMERICAN % OF TOTAL	HISPANIC % OF TOTAL	ASIAN % OF TOTAL	NATIVE AMERICAN % OF TOTAL
Skilled Craft								
December 1992	209	199	10	157	29	18	5	0
		95.2%	4.8%	75.1%	13.9%	8.6%	2.4%	
December 1993	224	213	11	170	28	19	6	1
		95.1%	4.9%	75.9%	12.5%	8.5%	2.7%	0.4%
June 30, 1994	229	217	11	172	31	19	5	1
		95.2%	4.8%	75.5%	13.6%	8.3%	2.2%	0.4%
Sept. 30, 1994	247	236	11	185	36	21	4	1
		95.5%	4.5%	74.9%	14.6%	8.5%	1.6%	0.4%
Service Maint.								
December 1992	175	153	22	99	53	18	5	0
		87.4%	12.6%	56.5%	30.3%	10.3%	2.9%	
December 1993	184	165	19	107	55	16	6	0
		89.7%	10.3%	58.1%	29.9%	8.7%	3.3%	
June 30, 1994	188	169	19	111	53	17	6	1
		89.9%	10.1%	59.1%	28.2%	9.0%	3.2%	0.5%
Sept. 30, 1994	160	142	18	91	47	15	6	1
		88.8%	11.2%	56.8%	29.4%	9.4%	3.8%	0.6%
TOTAL								
December 1992	1749	1180	569	1313	252	131	39	14
		67.5%	32.5%	75.1%	14.4%	7.5%	2.2%	0.8%
December 1993	1822	1235	587	1367	256	138	45	16
		67.8%	32.2%	75.0%	14.0%	7.6%	2.5%	0.9%
June 30, 1994	1834	1234	600	1367	263	143	45	16
		67.3%	32.7%	74.5%	14.3%	7.8%	2.5%	0.9%
Sept. 30, 1994	1843	1238	605	1372	265	144	46	16
		67.2%	32.8%	74.4%	14.4%	7.8%	2.5%	0.9%

NEW HIRES, JANUARY - SEPTEMBER, 1994

RACE/GENDER	NUMBER	% OF TOTAL
WHITE	68	68.7%
AFRICAN AMERICAN	17	17.2%
HISPANIC	10	10.1%
ASIAN	3	3.0%
NATIVE AMERICAN	1	1.0%
TOTAL	99	100.0%
TOTAL WOMEN HIRED, ALL CATEGORIES	38	38.4%

CITY OF LAS VEGAS

ELIGIBLE LIST

Construction Inspector I (*Revised)
Examination

November 4, 1994
Date

291009940
Exam Code

Open
Type of Exam

NAME	ACTION	DATE ACTION TAKEN
GROUP 1		
See Attached		
GROUP 2		
See Attached		
GROUP 3		
See Attached		

REPORT OF EXAMINATION

	APPLICATIONS		ELIGIBLE LIST
ACCEPTED	118	GROUP 1	1
REJECTED	26	GROUP 2	16
TOTAL RECEIVED	144	GROUP 3	30
		TOTAL ON LIST	47

	WRITTEN	ORAL	PERFORMANCE	OTHER
(Weight)	100%			
PASSED	47			
FAILED	46			
TOTAL TESTED	93			

DID NOT APPEAR	25			
----------------	----	--	--	--

*List revised due to question on test challenged and consequently corrected.

CITY OF LAS VEGAS

ELIGIBLE LIST

Programmer (*Revised)
Examination

November 9, 1994
Date

296609940
Exam Code

Open
Type of Exam

NAME	ACTION	DATE ACTION TAKEN
GROUP 1		
See Attached		
GROUP 2		
See Attached		
GROUP 3		
See Attached		

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	70	GROUP 1	1
REJECTED	9	GROUP 2	3
TOTAL RECEIVED	79	GROUP 3	12
		TOTAL ON LIST	16

TESTS

(Weight)	<u>WRITTEN</u> 100%	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
PASSED	16			
FAILED	37			
TOTAL TESTED	53			

DID NOT APPEAR	17			
-----------------------	----	--	--	--

*List revised due to question on test challenged and consequently omitted.

TRUSTEES.

CITY OF LAS VEGAS EMPLOYEES ASSOCIATION

NOV 14 1994

Theresa Hanrahan
President

November 14, 1994

Richard Inness
Vice PresidentChristina Erwin
SecretaryTom Allsteadt
TreasurerShirley Warmouth
TrusteeMary Hastings
TrusteeLon Grasmick
TrusteeMary Finch, Director
Human Resources Department
400 E. Stewart Ave.
Las Vegas, Nevada 89101

Re: Civil Service Board

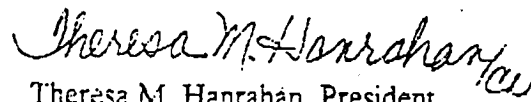
Dear Ms. Finch:

During a review of our Civil Service Records, it became apparent that one position extended on the November 9, 1994 Civil Service Agenda had already expired. Public Works Maintenance Crew Leader-Open expired October 13, 1994.

Please verify for us if this list was extended in error or if the CEA has an error in our records.

Your assistance in this matter would be greatly appreciated.

Sincerely,



Theresa M. Hanrahan, President
City Employees Association

cc: Willie Cook
Angus MacEachern

857 N. Eastern Ave

Las Vegas

Nevada 89101

(702) 649-6606

Fax (702) 649-2135

11/15/94 - Mary,

Willie got copied on this. Unfortunately, the CEA is right. I would imagine Willie will take care of this at the next CSB meeting.

SC

Willie
for your action.
get w/ Larry Bettis
& see what can be
done - let me
know options &
recommendations

I know I don't
need to tell you
that we must need
to watch date &
process on these
lists more closely
Thanks
MJ

11/16/94