

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES
Department of Human Resources
416 N. 7th Street
Las Vegas, Nevada
CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.ci.las-vegas.nv.us>

AGENDA

DATE: APRIL 14, 1999

TIME: 4:45 p.m.

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR ACTION UNLESS SPECIFICALLY NOTED OTHERWISE. UNLESS OTHERWISE STATED, ITEMS MAY BE TAKEN OUT OF THE ORDER PRESENTED AT THE DISCRETION OF THE CHAIRPERSON.

- I CALL TO ORDER
- II ANNOUNCEMENT RE COMPLIANCE WITH THE OPEN MEETING LAW
- III APPROVAL OF MINUTES Board meeting of March 10, 1999
- IV BUSINESS

A CERTIFICATION OF ELIGIBLE LISTS

- 1. Court Clerk I - Open
- 2. Custodial Supervisor - Promotional
- 3. Custodial Supervisor - Open
- 4. Inspections Supervisor - Promotional
- 5. Systems Administration Specialist - Promotional
- 6. Systems Administration Specialist - Open

B EXTENSION OF ELIGIBLE LISTS

- 1 Buyer I (X) - Promotional
- 2 Buyer I (X) - Open
- 3 Communications Specialist - Promotional
- 4 Communications Specialist - Open
- 5. Electrician I - Open
- 6. Graphic Operations Supervisor - Open
- 7. Irrigation Systems Repairer I (X) - Promotional
- 8. Irrigation Systems Repairer (X) - Open
- 9 Maintenance Mechanic I (X) - Promotional
- 10 Maintenance Mechanic I (X) - Open
- 11 Motor Sweeper Operator - Promotional
- 12. Senior Plant Operator - Promotional

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C DISCUSSION AND POSSIBLE ACTION ON CLASSIFICATION SPECIFICATIONS

- 1 Civil Engineer - Revised
2. Fire Battalion Chief - Revised
- 3 Publicity Specialist I/II - Revised
4. Publicity Supervisor - Revised
5. Senior GIS Analyst - Quality Assurance Coordinator - Revised
- 6 Senior GIS Analyst - Programming - Revised
- 7 Senior GIS Analyst - System Administration - Revised
8. Senior Publicity Specialist - Revised
9. Automotive & Emissions Specialist - New
- 10 Business Services Supervisor - New

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING LISTS

- 1 Municipal Court Marshal I (X) - Open & Promotional

V ITEMS FOR DISCUSSION ONLY - NO BOARD ACTION REQUIRED

VI CITIZEN PARTICIPATION

ITEMS RAISED UNDER THIS PORTION OF THE AGENDA CANNOT BE DELIBERATED OR ACTED UPON UNTIL THE NOTICE PROVISION OF THE OPEN MEETING LAW HAVE BEEN MET. PLEASE LIMIT YOUR REMARKS TO THOSE MATTERS UNDER THE EXPRESS JURISDICTION OF THE CIVIL SERVICE BOARD IN CONSIDERATION OF OTHERS, AVOID REPETITION, AND LIMIT YOUR COMMENTS TO NO MORE THAN THREE (3) MINUTES TO ENSURE ALL PERSONS EQUAL OPPORTUNITY TO SPEAK, EACH SUBJECT MATTER WILL BE LIMITED TO TEN (10) MINUTES.

Facilities are provided throughout City Hall for the convenience of disabled persons. Special equipment for the hearing impaired is available for use at meetings. If you need an accommodation to attend and participate in this meeting, please call **the DEPARTMENT DESIGNEE at 229-6315** and advise of your need at least 48 hours in advance of the meeting. The City's TDD number is 386-9108.

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

State of Nevada, 555 E. Washington
Senior Citizen Center, 450 East Bonanza Road
Clark County Government Center, 500 So. Grand Central Parkway
Court Clerk's Office Bulletin Board, City Hall Plaza
City Hall Plaza, Special Outside Posting Bulletin Board



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

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
APRIL 14, 1999

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: RICK ANDERSON
SECRETARY TO THE BOARD

I. CALL TO ORDER: March 10, 1999, at 4:45 p.m., in the Human Resources Department

Vice Chairman Mark Larson called the meeting to order. Chairman Rev. David Harris joined the meeting at item IV., Business A., Certification of Eligible Lists, 4. Secretary - Promotional.

ROLL CALL: E. Lavonne Lewis - Present
 Lou Johnson - Present
 Theodore Parker - Present
 Mark Larson - Present
 Rev. David Harris - Present

STAFF PRESENT

Rick Anderson
Judy Tuttle
Ann Rubertino-Beck
Patti Miller
Jean Davis
Tina Ramsey
Morgan Davis
Sandy Gandy

OTHERS PRESENT

Jeff Morgan
Michael Gluskin
Lon Grasmick

- II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: A motion was made by E. Lavonne Lewis and seconded by Theodore Parker that the minutes of the Board meeting on February 10, 1999 be approved. Motion carried.
- IV. BUSINESS

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Planner II (Comprehensive) - Open
2. Planner II (Current) - Open

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3. Planner II (Neighborhood) - Open
4. Secretary - Promotional
5. Secretary - Open
6. Senior Planner (Comprehensive) - Open
7. Senior Planner (Current) - Open
8. Senior Planner (Neighborhood) - Open
9. Statistical Analyst - Open

A motion was made by Mark Larson and seconded by Lou Johnson that the above certification of eligible lists be approved. Motion carried

B. EXTENSION OF ELIGIBLE LISTS:

1. Customer Service Representative - Open
2. Engineering Assoc. I (X) Design & St. Rehabilitation - Promotional
3. Engineering Assoc. I (X) Design & St. Rehabilitation - Open
4. Fire Captain - Promotional
5. Fire Prevention Inspector - Promotional
6. Fire Prevention Inspector - Open
7. Inspector (X) Building - Promotional
8. Inspector (X) Building - Open
9. Inspector (X) Electrical - Promotional
10. Inspector (X) Electrical - Open
11. Inspector (X) Mechanical/Plumbing - Promotional
12. Inspector (X) Mechanical/Plumbing - Open
13. NBS At-Risk Specialist - Open
14. Office Specialist I - Open
15. Office Specialist II - Open
16. Painter I (X) - Promotional
17. Painter I (X) - Open
18. Planner I - Open
19. Public Works Maintenance Crew Leader - Promotional
20. Senior Office Specialist - Promotional
21. Senior Planner (Comprehensive) - Promotional
22. Senior Planner (Current) - Promotional

E. Lavonne Lewis asked the meaning of (X) when indicated after a position. Mr. Anderson explained that it refers to a flex position which allows departments to hire at the entry level I, and when it is determined the individual has reached the experience level or performing job duties at the journey level, then that individual can be promoted (flexed) to the level II position without having to retest. A motion was made by Mark Larson and seconded by Lou Johnson to approve the above eligible lists. Motion carried.

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C. REQUEST TO REINSTATE AND EXTEND ELIGIBLE LIST FOR ACTING PURPOSES ONLY

1. Fire Battalion Chief - Promotional

Rick Anderson noted that due to an oversight, the Fire Battalion Chief position had been allowed to expire. There are times when the Fire Department requires or needs chiefs to act in a capacity when a Battalion Chief is absent, and the department needs to select an Acting Fire Battalion Chief from the list. Mr. Anderson advised that a recruitment is commencing for Fire Battalion Chief but the department has requested that the list be reinstated for acting purposes only, not for promotion. E. Lavonne Lewis asked if people were selected from the top of the list or if the selection is rotated through the list. Deputy Fire Chief Jeff Morgan, explained that typically it is rotated. Further he explained there are six people on this particular list and three shifts in the Fire Department--two people on each shift. When people are needed for acting purposes they take turns. Mr. Anderson stated there would be a recruitment within sixty days for a new eligible list for Fire Battalion Chief - Promotional. Motion was made by E. Lavonne Lewis and seconded by Lou Johnson to approve the reinstatement and extension of the eligible list.. Motion carried.

D. DISCUSSION AND POSSIBLE ACTION ON CLASSIFICATION SPECIFICATIONS

1. Facilities Engineer - Revised
2. Inventory Control Clerk - Revised
3. Mechanic I/II - Revised
4. Project Engineer - Revised
5. Welder - Revised

Rick Anderson stated that all the classification specification have been properly discussed and no issues are outstanding. Motion was made by Mark Larson and seconded by Theodore Parker to approve the classification specifications.

E. REQUEST TO BE REPLACED ON THE REHIRE LIST

1. Don D. Davis III
2. Steve Haase

Rick Anderson explained that both Messrs. Davis and Haase resigned from the Department of Fire Services for family reasons. The Fire Chief has certified that they are eligible for the rehire list and requested that the Board place them on the rehire list for consideration in the future. Mark Larson made a motion which was seconded by Lou Johnson to approve Messrs. Davis III and Haase on the rehire list.

V. ITEMS FOR DISCUSSION ONLY - NO BOARD ACTION REQUIRED

Rick Anderson informed the Board that Deputy City Manager Ann Holland would be separating employment with the City of Las Vegas on March 12, 1999, to move to northern Nevada where she would be closer to her

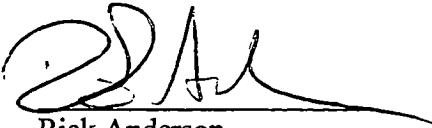
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family. At the present time John McNellis, Deputy Director in the Department of Public Works, has been named interim Deputy City Manager until the City Manager selects a new replacement for Ms. Holland.

VI. CITIZEN PARTICIPATION

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 5:00 p.m.

A handwritten signature in black ink, appearing to read 'Rick Anderson', with a long horizontal flourish extending to the right.

Rick Anderson
Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date April 14, 1999

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: RICHARD ANDERSON, SECRETARY

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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

TOTAL ELIGIBLE LISTS PRESENTED: 6

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1 Court Clerk I - Open	112	78	77
2. Custodial Supervisor - Promotional	11	8	5
3. Custodial Supervisor - Open	67	10	8
4. Inspections Supervisor - Promotional	7	7	7
5. Systems Administration Specialist - Promotional	8	7	7
6 Systems Administration Specialist - Open	28	17	9

CITY OF LAS VEGAS

ELIGIBLE LIST

Court Clerk I
Examination

March 12, 1999
Date of Test

993730020
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	91	GROUP 1	30
REJECTED	21	GROUP 2	42
<i>TOTAL RECEIVED</i>	112	GROUP 3	5
		<i>TOTAL ON LIST</i>	77

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			P/F Typing
PASSED	77			91
FAILED	1			13
<i>TOTAL TESTED</i>	78			104*
<i>DID NOT APPEAR</i>	13			

***NOTE:** Eight were not tested for the following reasons: six applications were rejected because they were not numbered; two applicants missed the filing deadline.

CITY OF LAS VEGAS

ELIGIBLE LIST

Custodial Supervisor
Examination

March 3-4, 1999
Date of Test

99277102P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	8	GROUP 1	1
REJECTED	3	GROUP 2	3
TOTAL RECEIVED	11	GROUP 3	1
TOTAL ON LIST			5

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		5		
FAILED		3		
TOTAL TESTED		8		
DID NOT APPEAR				

CITY OF LAS VEGAS

ELIGIBLE LIST

Custodial Supervisor
Examination

March 3-4, 1999
Date of Test

992771020
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	40	GROUP 1	4
REJECTED	27	GROUP 2	2
TOTAL RECEIVED	67	GROUP 3	2
		TOTAL ON LIST	8

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		T&E
PASSED		8		11
FAILED		2		29
TOTAL TESTED		10		40
DID NOT APPEAR		1		

CITY OF LAS VEGAS

ELIGIBLE LIST

Inspections Supervisor
Examination

March 10, 1999
Date of Test

99226402P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Systems Administration Specialist
Examination

March 25, 1999
Date of Test

99226702P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	7	GROUP 1	2
REJECTED	1	GROUP 2	3
<i>TOTAL RECEIVED</i>	8	GROUP 3	2
		<i>TOTAL ON LIST</i>	7

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Systems Administration Specialist
Examination

March 25, 1999
Date of Test

992267020
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	20	GROUP 1	0
REJECTED	8	GROUP 2	4
TOTAL RECEIVED	28	GROUP 3	5
		TOTAL ON LIST	9

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	9			
FAILED	8			
TOTAL TESTED	17			
DID NOT APPEAR	3			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date April 14, 1999

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: RICHARD ANDERSON, SECRETARY

SUBJECT: B. EXTENSION OF ELIGIBLE LISTS

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

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 12

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Buyer I (X) - Promotional	12	04/08/99	10/09/99	2
2. Buyer I (X) - Open	52	04/08/99	10/08/99	2
3. Communications Specialist - Promotional	2	04/08/99	10/08/99	2
4. Communications Specialist - Open	18	04/08/99	10/08/99	2
5. Electrician I - Open	19	04/08/99	10/08/99	3
6. Graphic Operations Supervisor - Open	6	04/14/99	10/14/99	1
7. Irrigation Systems Repairer I (X) - Promotional	2	04/08/99	10/08/99	2
8. Irrigation Systems Repairer I (X) - Open	32	04/08/99	10/08/99	2
9. Maintenance Mechanic I (X) - Promotional	3	04/08/99	10/08/99	2
10. Maintenance Mechanic I (X) - Open	26	04/08/99	10/08/99	2
11. Motor Sweeper Operator - Promotional	15	04/14/99	10/14/99	1
12. Senior Plant Operator - Promotional	3	04/08/99	10/08/99	2

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date April 14, 1999

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: RICHARD ANDERSON, SECRETARY

SUBJECT: C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED:

1. Civil Engineer
2. Fire Battalion Chief
3. Publicity Specialist I/II
4. Publicity Supervisor
5. Senior GIS Analyst - Quality Assurance Coordinator
6. Senior GIS Analyst - Programming
7. Senior GIS Analyst - System Administration
8. Senior Publicity Specialist

Civil Engineer was revised to consolidate the Civil Engineer I and II to one level and to add a professional engineer license requirement.

Fire Battalion Chief was revised to delete the option of attending Officers Candidate School as a means of qualifying to test, since the Las Vegas Fire Department no longer offers the school (see last page under "Important Note").

Publicity Specialists I/II, Publicity Supervisor, and Senior Publicity Specialist were revised so they would be more generic, rather than department specific, as was the case. This was prompted by the fact that we now have Publicity Specialist positions in more than one department. Revisions were also made under the "Experience and Training Requirements" sections.

Senior GIS Analyst - Quality Assurance Coordinator, Senior GIS Analyst - Programming, and Senior GIS Analyst - System Administration were formerly one classification, Senior GIS Analyst. It was revised and separated into three different classifications as the minimum qualifications and duties are different.

NEW:

9. Automotive & Emissions Specialist
10. Business Services Supervisor

Automotive & Emissions Specialist was created to conduct mandated emissions control testing and repair of City vehicles and equipment.

Business Services Supervisor was created to assist with the supervision of a portion of the business licensing staff and with special projects.

RECOMMENDATION

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

CIVIL ENGINEER

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 professional engineering work involving the design, investigation and construction of public works projects including streets, traffic controls, water and utility systems; and to review and prepare plans and specifications.

DISTINGUISHING CHARACTERISTICS

This is the first level in the professional engineer series. This class is distinguished from the Project Engineer by the performance of technical support tasks and duties including conducting independent plan reviews, performing independent design of smaller projects, reviewing complex construction drawings, and serving as a project team member for large and complex projects. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level engineering staff.

May exercise functional and technical supervision over technical engineering staff.

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

Essential Functions:

1. Perform professional civil engineering calculations for various projects; prepare and review the adequacy and accuracy of computations, preliminary layouts and design work from field and survey data.
2. Prepare special engineering studies and reports; conduct comprehensive studies for system master planning of future expansions including traffic and flood control systems and other public works projects.
3. Prepare engineering designs, specifications, costs and quantity estimates for public work projects; obtain required easements or permits for streets, water and sewer system construction, utility structures and other public works projects.
4. Exercise professional engineering judgment in accordance with current accepted practice of civil engineering and appropriate laws and codes.

CITY OF LAS VEGAS
Civil Engineer (*continued*)

Essential Functions:

5. Provide assistance to construction inspectors in the interpretation of plans and resolution of problems during construction; review as-built plans to ensure compliance with original plans and specifications.
6. Review and approve changes to approved plans and specifications; process a variety of permits.
7. Provide public counter support to developers, builders, contractors and the general public pertaining to city engineering policies and procedures.
8. Prepare maps, deeds, legal descriptions and other contract documents; operate in autocad.
9. Maintain constant awareness of progress on assigned projects to assure compliance with designated time and cost schedules for project completion.

Marginal Functions:

1. Attend planning commission meetings and other sessions of various committees as directed by management staff.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of civil and structural engineering.

Terminology, methods, practices and techniques used in technical civil engineering report preparation.

Materials, tools and equipment used in civil engineering.

Principles of mathematics as applied to engineering work.

Modern office procedures, methods and computer equipment.

Recent developments, current literature and sources of information regarding civil engineering.

Pertinent federal, state and local laws, codes and regulations including civil engineering laws and regulations.

Ability to:

Develop, review and modify civil engineering plans, designs and specifications.

Conduct basic engineering studies and develop appropriate recommendations.

Perform technical research on engineering problems.

Compile rough technical data and prepare statistical and narrative reports from field studies.

Prepare and maintain technical civil engineering records and prepare reports.

Operate computer engineering systems.

Communicate clearly and concisely, both orally and in writing.

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

Maintain mental capacity which allows for effective interaction and communication with others.

CITY OF LAS VEGAS
Civil Engineer (continued)

Ability to:

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

One year of professional (post-license) civil engineering experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a field related to the work.

License or Certificate

Possession of a professional civil engineer license in any state on the date of application, and possession of a professional civil engineer license in the state of Nevada within six months of the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; exposure to dust, noise and construction equipment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing and walking for prolonged periods of time.

ARB

REV 3/23/99 (formerly Civil Engineer I/II (X))

FLSA & City: nonexempt

FIRE BATTALION CHIEF

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 supervise the activities and operations of the assigned battalion; to assist in the development and implementation of a comprehensive fire prevention, suppression, hazardous material, emergency medical services, inspection, training, public education and support services; and to coordinate and participate in fire operation, prevention, emergency medical and investigative activities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Fire Chief.

Exercises direct supervision over assigned personnel.

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

Essential Functions:

1. Coordinate the organization, staffing and operational activities of a battalion; assist in the development and implementation of comprehensive fire prevention, suppression, hazardous material, emergency medical services, inspection, training and public education programs.
2. Participate in the development and implementation of goals, objectives, policies and priorities for assigned area of responsibility; identify resource needs; recommend and implement policies and procedures.
3. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
4. Direct, coordinate and review the work plan for assigned programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
5. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
6. Participate in the development and administration of the assigned program budget; forecast additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

CITY OF LAS VEGAS
Fire Battalion Chief(Continued)

Essential Functions:

7. Coordinate assigned activities with those of other divisions, outside agencies and organizations; provide staff assistance to the Deputy Fire Chief; prepare and present staff reports and other necessary correspondence.
8. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire prevention, operation, investigation and emergency medical services.
9. Respond to fire alarms; participate in conducting fire drills in various schools and industrial plants.
10. Inspect various facilities including schools, hospitals, factories and buildings; ensure adherence to fire safety standards.
11. Evaluate existing fire safety conditions and federal, state and local codes applicable to fire safety; recommend policies, procedures and ordinance revisions as necessary.
12. Develop and implement procedural methods and practices for reviewing plans, conducting inspections, investigating incidents and related activities as required; provide continued technical support and training as required.
13. Develop and maintain a variety of records and reports.
14. Conduct specialized educational programs to discourage arson, eliminate fire hazards in homes and buildings and stress safety; review and assess available educational programs.
15. Assist in preparing specifications for firefighting apparatus and equipment, emergency medical services and hazardous material apparatus and equipment.
16. Review and assess training needs and available programs; oversee and coordinate the attendance of departmental staff at training programs and seminars; research policies and procedures related to training activities.
17. Develop and coordinate training outreach strategies; ensure compliance with affirmative action and EEO guidelines.
18. May assume responsibility for the Fire Department in the absence of the Deputy Fire Chief.
19. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Fire Battalion Chief(Continued)

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive fire operation, prevention, and emergency medical services program.
Principles, practices and procedures of fire prevention, operation and emergency medical services.
Principles, practices, techniques and procedures of modern firefighting.
Mechanical, chemical and related characteristics of a wide variety of flammable and explosive materials and objects.
Pertinent federal, state and local laws, codes and regulations including those pertaining to fire prevention.
Principles and practices of supervision and training.
Department policies, rules and regulations.
Principles of municipal budget preparation and control.
Local geography including the location of water mains and hydrants and the major fire hazards of the city.
Principles of emergency medical treatment and CPR.

Ability to:

Manage and coordinate the work of a battalion.
Select, supervise, train and evaluate staff.
Interpret and explain city fire operation, prevention and emergency medical policies and procedures.
Conduct training on fire prevention.
Prepare clear and concise operational work records and reports.
Properly interpret and make decisions in accordance with laws, regulations and policies.
Make technical and emergency decisions quickly and calmly under emergency conditions.
Conduct thorough fact-finding investigations and enforce regulations firmly, tactfully and impartially.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition to perform essential duties as specified by firefighter certification.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Performing life threatening firefighting activities in an emergency situation*
- *Running, walking, crouching or crawling during emergency operations*
- *Moving equipment and injured/deceased persons*
- *Climbing stairs/ladders*
- *Performing life-saving and rescue procedures*
- *Walking, standing or sitting for extended periods of time*
- *Operating assigned equipment and vehicles.*

Effectively deal with personal danger which may include exposure to:

- *Fire encompassed surroundings*
- *Dangerous persons*
- *Dangerous animals*
- *Hazards of emergency driving*
- *Hazards associated with traffic control and working in and near traffic*
- *Natural and man-made disasters.*

CITY OF LAS VEGAS
Fire Battalion Chief(Continued)

Ability to:

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances*
- *Evaluating various options and alternatives and choosing an appropriate and reasonable course of action*
- *Demonstrating intellectual capabilities during training and testing processes.*

Experience and Training Requirements

Experience:

Any combination of ten (10) years experience in the Las Vegas Fire Department Suppression Division including four years experience in the L.V.F.D. as a Fire Captain or Fire Training Officer.

Training:

Equivalent to graduation from high school.

Licenses and Certificates

Possession of an appropriate valid driver's license on the date of application.

IMPORTANT NOTE: To test for Fire Battalion Chief, the candidate must:

1. Meet the employment standards for Fire Battalion Chief as listed above;
2. Have met all NFPA Standards for Firefighter I and Firefighter II;
3. Have been on active combat duty assignment* for twelve (12) months out of the last 24 months immediately preceding the closing date of the Fire Battalion Chief test.

*** NOTE:** Active combat duty assignment includes:

Firefighter (X)
Fire Engineer
Firefighter/Paramedic (X)
Fire Captain
Fire Investigator I (X)
Fire Investigator II (X)

ARB

REV 3/19/99 (Revised titles and deleted Officers Candidate School in Note above)

CSB 7/18/94

PUBLICITY SPECIALIST I
PUBLICITY SPECIALIST II

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 plan, coordinate and present public relations information relative to the activities and programs of assigned department; and to perform a variety of technical tasks relative to areas of assigned responsibility.

DISTINGUISHING CHARACTERISTICS

Publicity Specialist I--This is the entry level class in the Publicity Specialist series. This class is distinguished from the Publicity Specialist II by the performance of the more routine tasks and duties assigned to positions within the series. This class may be used as a training class, wherein employees need only limited or no directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

Publicity Specialist II--This is the full journey level class within the Publicity Specialist series. Employees within this class are distinguished from the Publicity Specialist I by the performance of the full range of duties as assigned. 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. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience.

SUPERVISION RECEIVED

Publicity Specialist I

Receives direct supervision from higher level staff.

Publicity Specialist II

Receives general supervision from the Publicity Supervisor or other higher level staff.

CITY OF LAS VEGAS
Publicity Specialist I/II (*continued*)

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

Essential Functions:

1. Write and edit reports, news releases, speeches; provide copy for radio and television stations, newspapers, weeklies and periodicals. Establish and maintain contacts, and coordinate with newspapers, schools, radio and television stations to disseminate public relations information. Represent the assigned division through personal appearances on television and before groups and organizations for speaking engagements.
2. Assist with disseminating public relations information through audio visual media, such as newspapers and radio and television, and a variety of formats produced in-house. Summarize the radio and television air-time data provided by the stations.
3. Plan and coordinate programs for providing information to the public regarding activities of assigned department. Design and develop brochures and posters for publicizing activities and special events for assigned department, coordinate the distribution.
4. May plan and coordinate special events such as exhibits and open houses, community fairs and other public gatherings.
5. Participate in creating and maintaining a positive image in the community for assigned department.
6. Maintain files of print clipping, radio and television presentations and photographs, and targeted mailing lists.
7. Assume a coordinating or leadership role in the promotion and marketing aspect of community partnerships and City-wide events.
8. Assist in developing private sector partnerships, which provide avenues for local businesses to support community activities.
9. Take photographs and videotapes of events for files. Produce a variety of visual presentations using file photos or videos that require form, style and content.
10. Design brochures, newsletters and publications.

Marginal Functions:

1. Interview program participants for articles.
2. Participate in special events or projects as assigned.
3. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Publicity Specialist I/II (*continued*)

QUALIFICATIONS

Publicity Specialist I

Knowledge of:

Basic audio and visual techniques.
Principles of organization and planning.
Basic public relations principles and practices.
Creative writing techniques.
Assigned department's programs.
Principles of English language usage including correct grammar and punctuation.
A second language is helpful.

Ability to:

Manage multiple tasks.
Conduct research and apply information to a specific project.
Develop and evaluate community awareness programs.
Learn the principles and practices of assigned department. Speak in front of large and small groups.
Communicate effectively with media organizations, groups and individuals both orally and in writing.
Write articles for all forms of news media.
Learn to plan and coordinate public relations information programs and special events.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.
Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Experience and Training Requirements

Experience:

One year experience in communications, public relations, journalism, marketing or a similar field.

CITY OF LAS VEGAS
Publicity Specialist I/II (*continued*)

Experience and Training Requirements

Training

Equivalent to an Associate degree from an accredited college or university with major course work in communications, public relations, marketing, journalism or a related field.

License or Certificate

Possession of valid, appropriate driver's license on the date of application.

Publicity Specialist II

In addition to the qualifications of the Publicity Specialist I:

Knowledge of:

Composition, typesetting, layout and past-up process.
Fundamentals of photojournalism.
Audio and visual techniques.
Publication design and layout.
Department's current methods of publicizing to the community.
Media formats and procedures.
Commercial writing and editing techniques.
Industry recognized methods of publicizing information.
Basic graphic design principles.
Desk top publishing, design and layout procedures.
Principles of television production, camera operation and posting.
Principles and practices of assigned department's programs and activities.
Public relations principles and practices.
Computer graphic programs.
Fundamentals of the printing process.

Ability to:

Create informational brochures, newsletters, and reports.
Plan and coordinate public relations information programs and other special events.
Work independently in the absence of supervision.
Create a concept and produce audiovisual materials.

CITY OF LAS VEGAS
Publicity Specialist I/II (*continued*)

Experience and Training Requirements

Experience:

Two years work experience in communications, public relations, journalism, marketing, or other similar field, which must include 1 year of writing experience.

Training:

Equivalent to an Associate degree from an accredited college or university with major course work in communications, public relations, marketing, journalism or a related field.

License or Certificate

Possession of valid, appropriate driver's license on the date of application.

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; office environment or indoor/outdoor facilities; may be exposed to inclement weather conditions.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for sitting for prolonged periods of time and the ability to distinguish color.

PLM
REVISED 2/8/99
FLSA and City: nonexempt

PUBLICITY 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

To supervise, assign and review the work of staff responsible for public information and community relations activities involving all forms of news media communications, advertising and publicity; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.

Exercises direct supervision over technical staff.

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

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for publicity of assigned department.
2. Research, develop and sell financial sponsorship to private industry for selected special events.
3. Plan, develop, produce and/or supervise the production of a wide variety of materials including informational and educational brochures, newsletters, reports, audiovisual material for public and departmental use.
4. Write, edit and review all press releases.
5. Establish and maintain liaison with various media representatives; maintain a schedule of personal appearances on television and radio.
6. Answer inquiries and provides information concerning the department and its functions.
7. Maintain accurate records and reports; prepare analytical and statistical reports on operations and activities.
8. Establish schedules and methods for providing media marketing, publicity and promotional strategies for the department.

CITY OF LAS VEGAS
Publicity Supervisor (*Continued*)

Marginal Functions:

1. Develop and coordinate visual displays.
2. Maintain department photo library and function as a photographer as needed.
3. Coordinate bulk mailing as needed by department.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles of marketing and media buying.
Commercial print shop, desk top publishing, design and layout procedures.
Principles of television production, camera operation and posting.
Techniques in creating press releases.
Public relations principles and practices.
Report writing and record keeping.
Techniques of creative writing.

Ability to:

Write articles for all forms of news media.
Create informational brochures, newsletters, and reports.
Communicate effectively with media organizations, groups and individuals both orally and in writing.
Supervise the work of technical staff.
Understand the organization and operation of assigned department and outside agencies as necessary to assume assigned responsibilities.
Interpret and apply administrative and departmental policies and procedures.
Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.
Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

CITY OF LAS VEGAS
Publicity Supervisor (*Continued*)

Experience and Training Requirements

Experience:

Three years of responsible experience in mass media and public relations involved in the preparation and dissemination of information to the general public.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in communications, public relations, marketing, journalism or related field.

License or Certificate

Possession of valid, appropriate driver's license on the date of application.

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; office environment or indoor/outdoor facilities; may be exposed to inclement weather conditions.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for walking for prolonged periods of time; sitting for prolonged periods of time.

PLM
REVISED 2/9/99
FLSA: exempt; City: nonexempt

SENIOR GIS ANALYST - QUALITY ASSURANCE COORDINATOR

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 lead, oversee and participate in the more complex and difficult work of staff responsible for implementation, maintenance and quality assurance and control of GIS databases and to perform a variety of technical duties as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the GIS Analyst series. Employees within this class are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the GIS Manager.

Exercises functional and technical supervision over professional and technical staff.

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

Essential Functions:

1. Lead, plan, participate in and review the work of staff responsible for designing, creating and maintaining GIS data sets.
2. Plan, direct and participate in the quality control checks of the GIS data sets.
3. Train assigned employees in use of computer software and hardware.
4. Resolve user problems in the operation of hardware devices or uses of software commands; assist other departments with program and operational problems; analyze causes of problems and design solutions; take corrective actions.
5. Provide in-depth analysis for enhancements to data maintenance and data extraction systems and processes; develop and revise standards for documentation and quality control.
6. Modify, test and troubleshoot existing maintenance-related computer programs; analyze problems; make modifications to individual programs as required.

City of Las Vegas
Senior GIS Analyst-Quality Assurance (*Continued*)

Essential Functions:

7. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
8. Document results from research of new computer technology; prepare recommendations and proposals of technology to be used by the department.

Marginal functions:

1. Participate in the development of the department budget.
2. Serve as staff on a variety of committees; prepare and present staff reports and other necessary correspondence.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Thorough Knowledge of:

Arc/Info.

An object oriented programming language, such as Arc Avenue, Visual Basic, Delphi, Powerbuilder or C++.

Knowledge of:

Principles and techniques of data maintenance quality assurance and control.

Operations, services and activities of a geographic information systems program.

Principles and techniques of lead supervision and training.

Methods and techniques of complex on-line applications programming and troubleshooting.

Microsoft Windows NT, UNIX and Oracle operating systems.

Operational characteristics of computer equipment and peripherals.

Arc Macro Language (AML).

Programming languages such as Avenue, Delphi, Visual Basic, Developer 2000, Visual C++, Oracle Forms, Powerbuilder, MS Access Basic or HTML.

The network and grid components of the Arc/Info software program.

Methods and techniques of planning and documenting a large and complex programming project.

Organization, policies and operating procedures of the division.

Ability to:

Plan, lead, organize, direct and review the work of assigned task.

Effectively manage projects, including the maintenance of schedules and timetables for projects assigned.

Independently perform the more complex programming and design activities.

Interpret, explain and enforce division policies and procedures

Analyze, design, program, install and maintain complex computer systems.

City of Las Vegas
Senior GIS Analyst-Quality Assurance (*Continued*)

Ability to:

Read, interpret and apply information from technical publications, manuals and other documents.
Analyze data and develop logical solutions to complex computer application programming problems.

Develop applications using object oriented programming tools in a Windows NT environment.

Communicate clearly and concisely, both orally and in writing.

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

Maintain mental capacity which allows for effective interaction and communications with others.

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

- *Sitting for extended periods of time*
- *Operating assigned equipment.*

Maintain effective audio/visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in GIS database development or GIS systems analysis using Arc/Info software, including one year using an object oriented programming language.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in, information systems, engineering, geography or a related field.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; ; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

ARB

REV 2/23/99

FLSA and City: nonexempt

SENIOR GIS ANALYST - PROGRAMMING

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 lead, oversee and participate in the more complex and difficult work of staff responsible for design and development of GIS applications for end users and to perform a variety of technical duties as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the GIS Analyst series. Employees within this class are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the GIS Manager.

Exercises functional and technical supervision over professional and technical staff.

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

Essential Functions:

1. Lead, plan, participate in and review the work of staff responsible for providing design and development of GIS applications including Arc-Info, Arcview and MapObjects.
2. Plan, direct and participate in the programming, testing and maintenance of GIS end user application systems for personal computers and UNIX workstations.
3. Actively manage GIS programming projects using project management software such as MS Project.
4. Train assigned employees in use of computer software and hardware.
5. Work with other GIS staff to resolve end user problems in the operation of hardware devices or uses of software commands; assist other departments with program and operational problems; analyze causes of problems and design solutions; take corrective actions.

City of Las Vegas
Senior GIS Analyst - Programming (Continued)

Essential Functions:

6. Provide in-depth analysis for enhancements to new and existing systems; define programming requirements; develop and revise standards for programming, documentation and quality control.
7. Modify, test and troubleshoot existing programs; analyze problems; make modifications to systems and individual programs as required.
8. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
9. Document results from research of new computer technology; prepare recommendations and proposals of technology to be used by the department.

Marginal functions:

1. Participate in the development of the department budget.
2. Serve as staff on a variety of committees; prepare and present staff reports and other necessary correspondence.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Thorough Knowledge of: Arc/Info and at least two object oriented programming languages, such as Avenue, Visual Basic, Delphi, PowerBuilder or C++.

Knowledge of:

Operations, services and activities of a geographic information systems program.

Principles and techniques of lead supervision and training.

Methods and techniques of complex on-line applications programming and troubleshooting.

Microsoft Windows NT and UNIX operating systems.

Project management software, such as MS Project.

Operational characteristics of computer equipment and peripherals.

Microsoft Windows NT compatible programming languages such as Arc Macro, Avenue, Delphi, Visual Basic, Developer 2000, Visual C++, Oracle Forms, Powerbuilder, MS Access Basic or HTML.

Methods and techniques of planning and documenting a large and complex programming project.

Organization, policies and operating procedures of the division.

City of Las Vegas
Senior GIS Analyst - Programming (*Continued*)

Ability to:

Plan, lead, organize, direct and review the work of assigned staff.

Effectively manage projects, including the maintenance of schedules and timetables for projects assigned.

Independently perform the more complex programming and design activities.

Interpret, explain and enforce division policies and procedures

Analyze, design, program, install and maintain complex computer systems.

Read, interpret and apply information from technical publications, manuals and other documents.

Analyze data and develop logical solutions to complex application programming problems.

Develop end user applications using object oriented programming tools in a Windows NT environment.

Train or instruct on-line end users in the use of custom designed applications.

Communicate clearly and concisely, both orally and in writing.

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

Maintain mental capacity which allows for effective interaction and communications with others.

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

- *Sitting for extended periods of time*

- *Operating assigned equipment.*

Maintain effective audio/visual discrimination and perception needed for:

- *Making observations*

- *Communicating with others*

- *Reading and writing*

- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

Three years of increasingly responsible programming or systems analysis experience using an object oriented programming language.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in geographic information systems, information systems, engineering, geography or a related field.

City of Las Vegas
Senior GIS Analyst - Programming (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

ARB

REV 2/12/99

FLSA and City: nonexempt

SENIOR GIS ANALYST - SYSTEM ADMINISTRATION

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 lead, oversee and participate in the more complex and difficult work of staff responsible for creating, gathering and manipulating data to be used in Geographic Information Systems (GIS) applications and designing programs to make the data available to city and external customers; to administer GIS system components; and to perform a variety of technical duties as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the GIS Analyst series. Employees within this class are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the GIS Manager.

Exercises functional and technical supervision over professional and technical staff.

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

Essential Functions:

1. Lead, plan, participate in and review the work of staff responsible for creating, gathering and manipulating data to be used in Geographic Information Systems (GIS) applications, designing programs to make the data available to city and external customers and administering GIS system components.
2. Assign system access rights to end users and maintain system security.
3. Plan, install and maintain hardware and software; perform routine computer system maintenance and tuning including installation, connection and configuration; participate in the maintenance of peripheral equipment.
4. Provide new GIS users with an orientation to the system.

City of Las Vegas
Senior GIS Analyst - System Administration (*Continued*)

Essential Functions:

5. Work with other GIS staff to resolve end user problems in the operation of hardware devices or uses of software commands; assist other departments with program and operational problems; analyze causes of problems and design solutions; take corrective actions.
6. Modify, test and troubleshoot existing programs; analyze problems; make modifications to systems and individual programs as required.
7. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
8. Document results from research of new computer technology; prepare recommendations and proposals of technology to be used by the department.

Marginal functions:

1. Participate in the development of the department budget.
2. Serve as staff on a variety of committees; prepare and present staff reports and other necessary correspondence.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Thorough Knowledge of:

Arc-Info.
Arc Macro Language (AML).
Oracle database set up and administration techniques.
The network component of Arc-Info.
On-line programming and documentation techniques.

Knowledge of:

Operations, services and activities of a geographic information systems program.
Principles and techniques of lead supervision and training.
Methods and techniques of complex on-line applications programming and troubleshooting.
Operational characteristics of computer equipment and peripherals.
Principles and techniques of the UNIX operating system (Solaris) and the Microsoft Windows NT operating system.
IP networking architecture.
Sources of data and access methods used by GIS and its applications.
Complex techniques of data creation and manipulation.
Organization, policies and operating procedures of the division.

City of Las Vegas
Senior GIS Analyst - System Administration (*Continued*)

Ability to:

Lead, organize and review the work of assigned staff in the GIS Division.

Effectively manage projects, including the maintenance of schedules and timetables for projects assigned.

Independently perform the more complex programming and design activities.

Locate and use all available resources to obtain required data.

Interpret, explain and enforce division policies and procedures.

Analyze, design, program, install and maintain complex computer systems and hardware.

Read, interpret and apply information from technical publications, manuals and other documents.

Analyze data and develop logical solutions to complex computer application programming problems.

Train or instruct on-line end users in the use of computer equipment and GIS operating procedures.

Communicate clearly and concisely, both orally and in writing.

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

Maintain mental capacity which allows for effective interaction and communications with others.

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

- *Sitting for extended periods of time*
- *Operating assigned equipment.*

Maintain effective audio/visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible systems administration or systems analysis experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in geographic information systems, information systems, engineering, geography or a related field.

City of Las Vegas
Senior GIS Analyst - System Administration (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; ; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; very heavy lifting; pushing and pulling.

ARB
REV 2/12/99
FLSA and City: nonexempt

SENIOR PUBLICITY 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 lead, oversee and participate in the most complex publicity work, including planning, coordinating and presenting public relations information relative to the assigned department's activities and programs; and to perform a variety of technical tasks relative to areas of assigned responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Publicity Specialist series. This class is distinguished from other classes by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Publicity Supervisor or other higher level staff.

May exercise functional and technical supervision over publicity staff.

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

Essential Functions:

1. Lead, plan and review the work of staff responsible for delivering an integrated publicity program for the assigned department.
2. Train assigned employees in the techniques of public relations, creative writing, design and layout and media production.
3. Establish and communicate publicity standards to department management.
4. Plan, evaluate and support the promotional and marketing needs of the department with the objective of providing information to the public regarding activities of assigned department. Review, evaluate and negotiate division marketing requests. Counsel managers, supervisors and coordinators regarding promotions and graphics. Establish production schedules for publications and media presentations. Authorize release of completed projects and return to divisions.

CITY OF LAS VEGAS
Senior Publicity Specialist (Continued)

Essential Functions:

5. May plan and coordinate special events such as exhibits and open houses, community fairs, and other public gatherings.
6. Participate in creating and maintaining a positive image in the community for the assigned department..
7. Assume a coordinating or leadership role in the promotion and marketing aspect of community partnerships and City-wide events.

Marginal Functions:

1. Interview program participants for articles.
2. Participate in special events or projects as assigned.
3. Perform related duties and responsibilities as required.
4. May assume the responsibilities of the Publicity Supervisor in his/her absence.

QUALIFICATIONS

Knowledge of:

Audio and visual techniques.
Industry recognized methods of publicizing information.
Graphic design principles.
Desk top publishing, design and layout procedures.
Assigned department's current methods of publicizing to the community.
Media formats and procedures.
Principles of television production, camera operation and posting.
Principles of organization and planning.
Public relations principles and practices.
Creative writing techniques.
Commercial writing and editing techniques.
Principles and practices of assigned department's programs and activities.
Principles of English language usage including correct grammar and punctuation.
Principles of lead supervision and training.
A second language is helpful.

CITY OF LAS VEGAS
Senior Publicity Specialist (*Continued*)

Ability to:

Lead, organize and review the work of staff.

Effectively manage projects.

Manage multiple tasks.

Establish publicity standards and ensure that programs adhere to and coordinate with them.

Interpret, explain and enforce the established publicity standards.

Negotiate solutions with management.

Conduct research and apply information to a specific project.

Develop and evaluate community awareness programs.

Speak in front of large and small groups.

Communicate effectively with media organizations, groups and individuals both orally and in writing.

Write articles for all forms of news media.

Plan and coordinate public relations information programs and special events.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Experience and Training Requirements

Experience:

Three years experience in communications, public relations, journalism, marketing, or a similar field.

Training:

Equivalent to an Associate degree from an accredited college or university with major course work in communications, public relations, marketing, journalism or a related field.

License or Certificate

Possession of a valid, appropriate driver's license on the date of application.

CITY OF LAS VEGAS
Senior Publicity Specialist (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; office environment or indoor/outdoor facilities; may be exposed to inclement weather conditions.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for sitting for prolonged periods of time and the ability to distinguish color.

PLM
REVISED 2/9/99
FLSA and City: nonexempt

AUTOMOTIVE & EMISSIONS 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 diagnose, maintain and repair the most complex problems and systems of internal combustion engines, including diesels and alternative fuel vehicles; to conduct emissions testing and repairs to meet mandated standards; and to perform a variety of tasks related to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the Mechanic series. Positions at this level are distinguished from the Mechanic I and II by the performance of the most complex diagnostic and repair duties, and by the performance of emissions testing and repair. Employees at this level possess the most advanced technical expertise, but are distinguished from the Senior Mechanic in that they do not provide functional supervision to lower level classes. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level staff.

May exercise technical supervision over lower level staff.

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

Essential Functions:

1. Inspect, diagnose, repair and provide instruction to staff on the most complex mechanical, electrical, air brakes, air conditioning and hydraulic defects and problems in automotive, construction and other motorized equipment; diagnose and repair electronic fuel, emissions and computer-controlled systems in gasoline and diesel engines; maintain specialized equipment such as trolleys, scooters and heavy equipment.
2. Conduct emissions testing using computerized equipment; determine cause of failure to meet mandated standards; perform repairs to bring vehicle up to standard, or instruct other employees in repair procedures; sign all completed emission-related repair orders.
3. Convert, maintain, diagnose and repair alternative fuel vehicles.

CITY OF LAS VEGAS

Automotive & Emissions Specialist (*continued*)

Essential Functions:

4. Operate shop and motorized machinery and equipment such as all types of electronic testing equipment, lathes, presses, grinders, blasters, fork lifts, mobile service trucks and wreckers.
5. Perform accurate measurements and tolerances.
6. Test drive vehicles to observe problems and check effectiveness of repairs.
7. Repair vehicles and fabricate parts using arc and gas welding when required.
8. Read and interpret blueprints, diagrams and manufacturers' technical service bulletins.
9. Prepare clear and concise reports of activities.

Marginal Functions:

1. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
2. Perform preventive maintenance on vehicles and equipment, including lubricating and replacing worn parts; changing, rotating and repairing tires; tune-ups; adjusting brakes; fueling; greasing; checking fluid levels; and conducting safety inspections.
3. Assist in the general maintenance and cleaning of automotive shop area.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Advanced operational characteristics and uses of automotive and construction equipment and diagnostic and repair tools, including emissions testing equipment.

Advanced principles, practices, techniques and procedures of inspection, diagnosis and repair of internal combustion, gasoline, diesel and alternative fuel engines, and emissions control, electronic, computer-controlled, hydraulic and air brake systems.

Automotive, construction and park maintenance equipment.

Occupational hazards and standard safety practices.

Ability to:

Diagnose the most complex problems and repair automotive, construction, electrical, hydraulic, air conditioning and other motorized equipment, including diesel and alternative fuel engines, electronic and emissions control systems, computer-controlled components and air brake and hydraulic systems.

Operate computerized emissions testing equipment.

Diagnose and repair emissions control problems.

CITY OF LAS VEGAS
Automotive & Emissions Specialist (*continued*)

Ability to:

Provide clear instruction to other employees in diagnostic and repair techniques, methods and practices.

Read and interpret standards, blueprints, diagrams and manufacturers' technical service bulletins.

Work independently without direct supervision.

Prepare clear and concise reports.

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*
- *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:

- *Making sound decisions*
- *Demonstrating intellectual capabilities.*

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

- *Walking, standing or sitting for extended periods of time*
- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

Four years of increasingly responsible and varied automotive mechanic experience, including experience with diesel engines and electrical and electronic component repair. Experience with alternative fuel vehicles is desirable.

Training:

Equivalent to graduation from high school, supplemented by specialized training in diversified mechanical repair of vehicles and automotive equipment

CITY OF LAS VEGAS
Automotive & Emissions Specialist (*continued*)

License or Certificate

Possession of an appropriate, valid driver's license on the date of application.

Possession of a 2G Emissions Inspector license from the state of Nevada on the date of application.

Possession of a fork lift certificate issued by the City of Las Vegas within 6 months of the date of appointment.

Possession of a National Institute for Automotive Service Excellence (NIASE) certificate in diesel engines, alternative fuel vehicles, engine performance, air brakes, advanced engine performance, air conditioning or electrical systems is desirable.

Possession of a class A commercial driver's license is desirable.

WORKING CONDITIONS

Environmental Conditions:

Shop environment; exposure to noise, dust, grease, smoke, fumes, gases, toxic materials; extreme weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate lifting, bending, stooping, kneeling, crawling, crouching, lying and standing for prolonged periods of time; operating motorized vehicles and equipment.

ARB
NEW 4/1/99
FLSA and City: nonexempt

BUSINESS SERVICES 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

To supervise, assign and review the work of staff responsible for general business licensing, child care licensing and the audit of business license fees and taxes; to provide responsible staff assistance to the division manager; to coordinate projects within the division as assigned by the division manager; and to perform a variety of tasks relative to the assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Business Services Manager or higher level management.

Exercises direct supervision over professional, technical and clerical staff.

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

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for general business licensing, child care licensing and the audit of business license fees and taxes; ensure the quality of business license applications processed by staff; ensure the delivery of quality customer service.
2. Assist in the development of budget needs and with updating, recommending and implementing goals, objectives, policies and procedure; develop and coordinate strategies for the review, design, development and implementation of business license improvement projects.
3. Establish schedules and methods for improving services; coordinate work with that of other staff, divisions, departments and agencies; review needs with appropriate management staff; allocate resources accordingly.
4. Resolve the most complex licensing issues and problems pertaining to the components of the business license approval process, including the explanation of fees, taxes, licensing procedures and regulations.
5. Participate in the selection of staff; provide or coordinate staff training; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.

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Business Services Supervisor (*continued*)

Essential Functions:

6. Coordinate and provide staff training; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
7. Work with the Nevada Child Care Licensing Board to develop regulations and legislation, and recommend related regulations to the city Child Care Board; review and approve the agenda for city board meeting to ensure quality and accuracy; and attend all meetings and provide information to board members as requested.
8. Review and interpret state law as to its applicability to business license codes, policies, procedures and the business license process.
9. Coordinate division representation at small business development seminars several times per year; inform visitors of general business licensing regulations, processes and procedures.
10. Represent the division on large commercial development coordination teams, along with representatives of other city departments, developers and business owners.
11. Participate in the preparation and administration of the division budget; submit budget recommendations; monitor expenses; estimate time, materials and equipment required to accomplish goals and objectives and requisition materials as needed.
12. Prepare analytical and statistical reports on operations and activities.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of business licensing.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of the Business Licensing division.
Business licensing rules, regulations and procedures.
Pertinent federal, state and local laws, codes and regulations.
Principles of supervision, training and performance evaluation.
Principles and practices of municipal budget preparation and administration.
Computer system application re-design processes.
Principles of business writing and report preparation.
Complex record keeping procedures and techniques.
Current office procedures, methods, computer equipment and common office software packages.

CITY OF LAS VEGAS

Business Services Supervisor (*continued*)

Ability to:

Provide highly responsible administration of the business licensing, child care and license audit programs.

Supervise, organize, assign and review the work of assigned staff.

Select, train and evaluate staff.

Develop and coordinate strategies for the review, design, development and implementation of business license improvement projects.

Interpret, explain and enforce policies, procedures and regulations.

Accurately calculate license fees and taxes based on codes and regulations.

Act calmly, rationally, decisively and tactfully in difficult situations.

Analyze complex problems, identify alternative solutions, project consequences of proposed actions and recommend best options.

Interpret and apply federal, state and local laws and ordinances.

Prepare clear and concise reports.

Maintain accurate records.

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*
- *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:

- *Making sound decisions*
- *Demonstrating intellectual capabilities.*

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

- *sitting for extended periods of time*
- *operating assigned equipment.*

Experience and Training Requirements

Experience:

Four years of progressively responsible business license customer service or business management experience, including two years of supervisory or lead experience.

Training:

Equivalent to a bachelors degree from an accredited college or university with major course work in business administration, public administration or a related field.

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Business Services Supervisor (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Office environment; occasional travel to field locations; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

ARB

NEW 2/9/99

FLSA: exempt; City: nonexempt

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date April 14, 1999

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: RICHARD ANDERSON, SECRETARY

SUBJECT: D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LISTS

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 (4):

1. Municipal Court Marshal I (X) -Open & Promotional

The reasoning is as follows:

The remaining pool of candidates on this eligible list do not meet the current needs of the department.

RECOMMENDATION

The City recommends approval of the abolishment of this list.