

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

# **AGENDA**

**DATE: June 9, 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 May 12, 1999**

**IV. BUSINESS**

**A. CERTIFICATION OF ELIGIBLE LISTS:**

1. Corrections Officer - Open
2. Fire Prevention Inspection Supervisor - Promotional
3. Municipal Court Marshal I - Open

**B. EXTENSION OF ELIGIBLE LISTS:**

1. Engineering Associate I(X) - Promotional
2. Engineering Associate I(X) - Open
3. Engineering Project Manager - Promotional
4. Equipment Operator I - Promotional
5. Firefighter Trainee - Open
6. Heavy Equipment Operator - Promotional
7. Heavy Equipment Operator - Open
8. HVAC Technician I(X) - Open
9. Leisure Activities Assistant - Open
10. NBS Office Assistant - Open
11. Planner II Comprehensive - Open
12. Planner II Current - Open
13. Public Safety Technician - Open
14. Senior Survey Technician (Party Chief) - Open

**C. DISCUSSION AND POSSIBLE ACTION ON CLASSIFICATION SPECIFICATIONS:**

1. Permits Technician - Revised
2. Plant Operations Supervisor - Revised
3. Secretary - Revised
4. Volunteer Program Coordinator - Revised
5. Audio-Visual Technician - New
6. Graphic Services Technician - New
7. Video Programming Technician - New

# CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Date: June 9, 1999

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D. REQUEST TO BE PLACED ON REHIRE LIST: JASON OLSON

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**  
**JUNE 9, 1999**

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

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I. CALL TO ORDER: May 12, 1999, at 4:45 p.m., in the Human Resources Department

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

STAFF PRESENT

Rick Anderson  
Ann Rubertino-Beck  
Jean Davis  
Ruth Carroll  
Tina Ramsey  
Sandy Gandy

OTHERS PRESENT

Jeff Morgan  
Ron Hughes  
Lon Grasmick

II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW

III. APPROVAL OF MINUTES: A motion was made by Theodore Parker and seconded by Mark Larson that the minutes of the Board meeting on April 14, 1999 be approved. Motion carried.

IV. BUSINESS

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Inventory Control Clerk - Promotional
2. Inventory Control Clerk - Open
3. Office Specialist II - Promotional
4. Permits Technician - Promotional
5. Permits Technician - Open
6. Planner I - Open
7. Planning Technician - Open
8. Senior Planner (Comp/Current) - Open

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING  
ANNOTATED MINUTES  
DATE: May 12, 1999  
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A motion was made by Lou Johnson and seconded by Theodore Parker that the above certification of eligible lists be approved. Motion carried

**B. EXTENSION OF ELIGIBLE LISTS:**

1. Industrial Electrician II - Promotional
2. Industrial Electrician II - Open
3. Trolley Operator - Open

A motion was made by Lou Johnson and seconded by Mark Larson to approve the above eligible lists. Motion carried.

**C. DISCUSSION AND POSSIBLE ACTION ON CLASSIFICATION SPECIFICATIONS:**

1. Maintenance Worker I/II

Mr. Larson asked for clarification and Mr. Anderson stated that language has been revised to include duties in the classification specifications that are specific to the Rapid Response Team. Lon Grasmick, representing the CEA, stated that discussion had taken place with the CEA president and that the CEA Board had concurred with the changes.

A motion was made by Mark Larson and seconded by Lou Johnson to approve the classification specifications.

**D. DISCUSSION AND POSSIBLE APPROVAL OF A CHANGE TO THE LANGUAGE  
REFERRING TO DRIVER'S LICENSE REQUIREMENTS IN ALL APPROPRIATE  
CLASSIFICATION SPECIFICATIONS**

Mr. Anderson advised that many of the classification specifications refer to the possession of or ability to obtain an appropriate valid driver's license. Further, Mr. Anderson stated that the City is requesting approval to change the driver's license language in all appropriate classification specifications in lieu of bringing each individual specification before the Board. The language would be changed to read, "Possession of an appropriate, valid driver's license on the date of application."

## **CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING**

### **ANNOTATED MINUTES**

**DATE: May 12, 1999**

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Ron Hughes, Detention & Enforcement Administrative Officer, asked Mr. Anderson how the language would affect applicants from out of town. Mr. Anderson stated as long as they have a valid driver's license, they are not required under statute to possess a Nevada license until they move to the state and meet the requirements for a Nevada license.

Mr. Parker questioned what would happen if applicants had their driver's license revoked between the time of application and employment and why that wasn't added to the language so there would be no misunderstanding. Mr. Anderson stated in that case they would not meet the minimum qualifications for the job and would not be able to complete probation. Further, Mr. Anderson stated that this requirement is specified under "essential functions" in the appropriate classification specifications. If a driver's license is a requirement for the job and an employee loses his/her license or not able to meet that requirement subsequently, then this matter would have to be handled either through end of probation or through disciplinary action.

A motion was made by Mark Larson to approve the change in the language classification specifications relating to driver's license requirement and seconded by Theodore Parker. Motion carried.

#### **E. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LISTS**

##### **1. Deputy City Marshal - Open**

Mr. Anderson advised the Board that the Department of Detention & Enforcement has conducted numerous interviews with candidates who are remaining on the list. They have filled vacancies off the current eligible list and believe they cannot find any more suitable candidates off the current list and are requesting that the list be abolished for recruitment. Ron Hughes, Detention and Enforcement Administrative Officer, was present to address any questions.

A motion was made by Theodore Parker to approve abolishing the eligible list and it was seconded by Mark Larson. Motion carried.

#### **V. ITEMS FOR DISCUSSION ONLY - NO BOARD ACTION REQUIRED**

Due to the timing of the next scheduled Board meeting and a recruitment for Fire Battalion Chief, Mr. Anderson requested a special telephone conference meeting of the Board shortly after the June 9, 1999, Civil Service Board meeting for purposes of approving an eligible list for Fire Battalion Chief. It was agreed that this telephone conference meeting would be scheduled on Wednesday, June 16, 1999, at 11:00 a.m.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING**

**ANNOTATED MINUTES**

**DATE: May 12, 1999**

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**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 'R. Anderson', written over a horizontal line.

Rick Anderson

Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date June 9, 1999

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

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SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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

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**TOTAL ELIGIBLE LISTS PRESENTED: 3**

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1. Corrections Officer - Open	269	147	92
2. Fire Prevention Inspection Supervisor - Promotional	2	2	2
3. Municipal Court Marshal I - Open	95	67	35

CITY OF LAS VEGAS

ELIGIBLE LIST

Corrections Officer  
Examination

May 17, 1999  
Date of Test

995250030  
Exam Code

Open  
Open/Promotional

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached
<b>GROUP 3</b>
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	262	GROUP 1	17
REJECTED	7	GROUP 2	64
<b>TOTAL RECEIVED</b>	269	GROUP 3	11
		<b>TOTAL ON LIST</b>	92

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%		P/F Physical Agility	
PASSED	137		92	
FAILED	10		33	
<b>TOTAL TESTED</b>	147		125	
<b>DID NOT APPEAR</b>	115		12	

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Prevention Inspection Supervisor  
Examination

May 13 1999  
Date of Test

99794063P  
Exam Code

Promotional  
Open/Promotional

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached
<b>GROUP 3</b>
See Attached

REPORT OF EXAMINATION

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

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	2			
FAILED	0			
<b>TOTAL TESTED</b>	<b>2</b>			
<b>DID NOT APPEAR</b>				

CITY OF LAS VEGAS

ELIGIBLE LIST

Municipal Court Marshal I  
Examination

May 20, 1999  
Date of Test

995783040  
Exam Code

Open  
Open/Promotional

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached
<b>GROUP 3</b>
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	89	GROUP 1	2
REJECTED	6	GROUP 2	21
<b>TOTAL RECEIVED</b>	95	GROUP 3	12
		<b>TOTAL ON LIST</b>	35

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%		P/F Physical Agility	
PASSED	54		35	
FAILED	13		12	
<b>TOTAL TESTED</b>	67		47	
<b>DID NOT APPEAR</b>	22		7	

**CITY OF LAS VEGAS**

**AGENDA DOCUMENTATION**

Date June 9, 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: 14**

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Engineering Associate I (X) - Promotional	2	06/09/99	12/09/99	1
2. Engineering Associate I (X) - Open	3	06/09/99	12/09/99	1
3. Engineering Project Manager - Promotional	2	06/09/99	12/09/99	1
4. Equipment Operator I - Promotional	7	06/09/99	12/09/99	1
5. Firefighter Trainee - Open	576	06/10/99	12/10/99	2
6. Heavy Equipment Operator - Promotional	5	06/09/99	12/09/99	1
7. Heavy Equipment Operator - Open	4	06/09/99	12/09/99	1
8. HVAC Technician I (X) - Open	26	06/09/99	12/09/99	1
9. Leisure Activities Assistant - Open	152	06/09/99	12/09/99	1
10. NBS Office Assistant - Open	27	06/10/99	12/10/99	3
11. Planner II Comprehensive - Open	3	06/09/99	12/09/99	1
12. Planner II Current - Open	3	06/09/99	12/09/99	1
13. Public Safety Technician - Open	21	06/09/99	12/09/99	1
14. Senior Survey Technician (Party Chief) - Open	2	06/09/99	12/09/99	1

**CITY OF LAS VEGAS**

**AGENDA DOCUMENTATION**

Date June 9, 1999

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

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

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**BOARD ACTION: DISCUSSION AND POSSIBLE ACTION**

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**CLASSIFICATION SPECIFICATIONS:**

**REVISED:**

1. Permits Technician
2. Plant Operations Supervisor
3. Secretary
4. Volunteer Program Coordinator

The length of time allowed to obtain certification was revised in the Permits Technician classification specification.

Plant Operations Supervisor was revised to meet the current needs of the division and state requirements for certification.

Secretary was revised to allow speedwriting in lieu of the shorthand requirement, as long as a certificate is obtained.

Volunteer Program Coordinator was revised to reflect changes in responsibilities and minimum qualifications

**NEW:**

5. Audio-Visual Technician
6. Graphic Services Technician
7. Video Programming Technician

Audio-Visual Technician was created to track the growing inventory of audio-visual equipment, and to assist city staff with the set-up and operation of the equipment

Graphic Services Technician was created to provide a liaison for the Graphic Arts section with customers and to assist the supervisor with planning, prioritizing, pricing, coordinating and scheduling printing jobs.

Video Programming Technician was created to support the 24-hour programming that is planned for the government access television channel.

**RECOMMENDATION**

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

## PERMITS TECHNICIAN

*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 provide building code information to the public; to encourage and enforce compliance with regulations applicable to the construction and maintenance of buildings and related structures; and to determine that plans submitted are complete and in compliance with code.

### SUPERVISION RECEIVED

Receives supervision from the Permits Supervisor.

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 both commercial and residential plans for completeness and code compliance; provide contractors, architects, engineers, builders and the general public with specific information to comply with the building, plumbing, electrical and mechanical codes and related city regulations.
2. Review the processing of building permits and plans; answer questions regarding residential building permits and related processing information.
3. Compile price totals on completed plans with the department; extract key paperwork pertinent to vital building operation from other information necessary for fluid field operation; inform contractor of plan ready status.
4. Plans check multiple house (tract) permit applications for correct square footage and dollar amount.
5. Review minor plans for building, structural, electrical, mechanical, plumbing and simple fire codes.
6. Administer and regulate the Desert Tortoise Program in conjunction with related governmental agencies; administer the Water Distribution Authorization Program.

**CITY OF LAS VEGAS**  
**Permits Technician (Continued)**

**Marginal Functions:**

1. Build computer screen information for new plan submission and repetitive permits; assist the public in coordinating plans within the department and other departments.
2. Update plan location and other key department computer screens.
3. Collate revisions and additions to plans, both new and old; organize repository to eliminate stagnation or missing plans.
4. Update truss list for quarterly material; update plans and permit "ready" list; call delinquent builders and inform of such by telephone.
5. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Methods and practices of all phases of commercial and residential construction.  
Principles and practices of building technology, code regulations and other related studies.  
Basic mathematical principles, including electrical load, plumbing pipe sizing and various architectural calculations.  
Modern office procedures, methods and computer equipment.  
Principles and procedures of record keeping.  
English usage, spelling, grammar and punctuation.

**Ability to:**

Read and interpret building plans and specifications.  
Learn and interpret all building codes and regulations.  
Explain building codes to public, both verbally and in writing.  
Compile statistics and prepare reports.  
Review budgets and codes and make recommendations based on analysis.  
Inspect buildings and enforce applicable codes in a firm, fair and tactful manner.  
Respond to requests and inquiries from the general public.  
Work independently in the absence of supervision.  
Understand and follow oral and written instructions.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Communicate clearly and concisely, both orally and in writing.  
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.  
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

**Experience and Training Requirements**

**Experience:**

Three years of journey level experience within the building construction trades. One year of increasingly responsible experience in building inspection or plan checking to ensure conformance with standard building codes may be substituted for one and one-half (1 1/2) years of required experience.

**Training:**

Equivalent to graduation from high school. Additional specialized training in the building trades or a related field is desirable.

**License or Certificate**

Possession of a Certified Inspector certification from the International Conference of Building Officials within six months of date of appointment.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; work at a centralized public counter; exposure to computer screens.

**Physical Conditions:**

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

ARB  
REV 5/21/99  
FLSA & City: nonexempt

CSB 12/10/97

## PLANT OPERATIONS 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 the wastewater treatment operations of the Environmental Division within the Public Works Department; to examine and analyze laboratory test results; and to perform a variety of technical tasks designed to ensure that all state and federal regulations are met or exceeded.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Plant Operations and Maintenance Superintendent.

Exercises direct supervision over supervisory 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. Plan, prioritize, assign, supervise and review the work of staff responsible for wastewater treatment operations at all facilities of the Environmental Division, a 66 million gallons per day, single facility operation; planned expansions will increase capacity to 102 million gallons per day at three facilities by 2002.
2. Develop goals and objectives; implement approved policies and procedures; provide direction to subordinate shift supervisors.
3. Inspect and evaluate the processing of wastewater and the equipment used; monitor chemical dosages; obtain and interpret laboratory and process data and direct or make the adjustment of plant processes accordingly; test and maintain proper chlorine residual.
4. Assist in planning and implementing comprehensive wastewater treatment training programs; establish schedules, procedures and methods for providing wastewater treatment operations; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
5. Assess technical requirements needed to maintain treatment standards and equipment to ensure all state, Environmental Protection Agency and other federal standards are met; make inspections of facilities as required; make recommendations for implementation to the Plant Operations & Maintenance Superintendent.

**CITY OF LAS VEGAS**

**Plant Operations Supervisor (*continued*)**

**Essential Functions:**

6. Resolve employee complaints, problems and questions; 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; supervise the maintenance of time, material and equipment use records.
7. Participate in the interviewing and selection of operations staff; provide or coordinate staff training, including the safe handling of hazardous chemicals.
8. Assist Buyers in preparing cost estimates for equipment and supplies; approve the acquisition of materials and supplies.
9. Assist Superintendent to coordinate work and activities of contractors and other sections within the division and the department.
10. Direct the maintenance of skill and data logs; prepare reports on operations, training and activities.
11. Ensure employees adhere to safe work practices.

**Marginal Functions:**

1. Stay abreast of new trends and innovations in the field of wastewater treatment plant operations and process control.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of the processes, machinery, equipment and materials used in a wastewater treatment operations program.  
Modern and complex wastewater treatment principles and techniques, especially activated sludge.  
Advanced Supervisory Control and Data Acquisition (SCADA) system operation and automated control of equipment and processes.  
Principles of supervision, training and performance evaluation.  
Chemical processes involved in wastewater treatment.  
Pertinent federal, state and local laws, codes and regulations.  
Advanced mathematical principles.  
Occupational hazards and standard safety practices.  
Modern office procedures, methods and computer equipment.  
Principles and procedures of record keeping.  
Methods and techniques of construction, operations and repair related to the area of work assigned.  
Emergency first responder procedures.

**CITY OF LAS VEGAS**  
**Plant Operations Supervisor (*continued*)**

**License or Certificate**

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

Possession of a Nevada Grade IV Wastewater Treatment Plant Operator certificate (Assistant Supervisor level) or equivalent on the date of application.

Possession of a Nevada Grade V Wastewater Treatment Plant Operator certificate within 9 months of the date of appointment.

**Special Requirements**

Will be required to be on-call, and respond if necessary, during assigned swing, graveyard and weekend shifts (facilities are 24 hour, 7 day per week operations).

**WORKING CONDITIONS**

**Environmental Conditions:**

Wastewater treatment plant environment and, at times, construction site environment; exposure to waste, hazardous and infectious materials, loud machine noise, electrical hazards, inclement weather conditions.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, kneeling, crawling, moderate lifting for prolonged periods of time.

ARB  
REV 5/20/99  
FLSA: exempt; City: nonexempt

CSB 7/10/96

**CITY OF LAS VEGAS**  
**Plant Operations Supervisor (*continued*)**

**Ability to:**

- Supervise, direct, plan, organize, coordinate and evaluate the work of assigned staff.
- Monitor and control wastewater treatment plant functions through the use of the SCADA and other complex computer control systems to achieve compliance with federal and state regulations and standards for the discharge permit.
- Interpret, apply and enforce applicable regulations and standards.
- Train staff in wastewater treatment plant operations processes.
- Interpret, explain and enforce city policies and procedures.
- Read and interpret basic maps and blueprints.
- Work in confined spaces wearing a breathing apparatus.
- Prepare clear and concise reports.
- 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 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 and vehicles.*
- 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:
  - *Making sound decisions*
  - *Effective interaction and communication with others*
  - *Demonstrating intellectual capabilities.*

**Experience and Training Requirements**

**Experience:**

Six years of increasingly responsible experience in wastewater treatment plant operations, including two years of supervisory experience.

**Training:**

Equivalent to graduation from high school. Additional specialized training in wastewater treatment plant operations or a related field is desirable.

## SECRETARY

*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 wide variety of responsible administrative clerical work in support of a division manager; to type and proofread a variety of documents and correspondence; and to provide information and assistance to the public regarding division policies and procedures.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a division manager.

May exercise lead responsibilities over lower level 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. Coordinate and provide support services for a division manager; monitor workload, work activities, priorities and deadlines.
2. Respond to public inquiries either in person or on the telephone in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
3. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records of attendance, facility usage, service levels, permits or related records; prepare statistical reports as required.
4. Perform a wide variety of general clerical work including the maintenance of accurate and detailed logs and records; verify accuracy of information, research discrepancies and record information.
5. Operate a variety of office equipment including a switchboard, copier, facsimile machine, personal computer and computer terminal; input and retrieve data and text; organize and maintain disk storage and filing.

**CITY OF LAS VEGAS**  
**Secretary (Continued)**

**Essential Functions:**

6. Compile information and data for statistical and financial reports; maintain a variety of statistical records; check and tabulate statistical data.
7. Maintain a calendar of activities, meetings and various events for assigned division manager; coordinate activities with other divisions or departments, the public and outside agencies; make travel arrangements as required.
8. Format, prepare and proofread a variety of documents including general correspondence, agendas, reports, memoranda and statistical charts from rough draft, Dictaphone or verbal instruction.
9. Provide information and forms to the public as needed; apply departmental policies and procedures in determining completeness of applications, forms, records and reports.

**Marginal Functions:**

1. May take minutes for assigned boards and committees; prepare and distribute agendas.
2. Contact the public and outside agencies in acquiring and providing information and making referrals.
3. Receive, sort and distribute incoming and outgoing correspondence.
4. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of an assigned division.  
Principles of business letter writing and basic report preparation.  
Practices used in minute taking and preparation.  
Modern office procedures, methods and computer equipment.  
Fundamental principles and procedures of record keeping.  
English usage, spelling, grammar and punctuation.

**Ability to:**

Coordinate, organize and review the work of staff in the area of work assigned.  
Independently perform the most difficult administrative support services.  
Interpret, explain and enforce division policies and procedures.  
Perform responsible secretarial work involving the use of independent judgment and personal initiative.  
Understand the organization and operation of the city and outside agencies as necessary to assume assigned responsibilities.

**CITY OF LAS VEGAS**  
**Secretary (*Continued*)**

**Ability to:**

Perform clerical work including maintenance of appropriate records and compiling information for reports.

Work independently in the absence of supervision.

Operate a variety of office machines including a personal computer.

Perform routine mathematical calculations.

Respond to requests and inquiries from the general public.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing.

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

Maintain mental capacity which allows for effective interaction and communication 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 secretarial and clerical experience.

**Training:**

Equivalent to graduation from high school, supplemented by specialized secretarial training.

**License or Certificate**

May require possession of an appropriate, valid notary public certification.

Must type 50 words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application.

Must take and transcribe dictation at 80 words per minute using any method as demonstrated by a certificate dated no more than one year prior to the date of application.

**WORKING CONDITIONS**

**Environmental Conditions:**

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.

PLM  
REV 5/12/99

## VOLUNTEER PROGRAM 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 plan, organize and supervise the Municipal Court Volunteer Program, identifying tasks to be performed by the volunteer staff, recruit volunteers, assign volunteers, and coordinate the use of volunteers within the various divisions; and to perform a variety of technical tasks related to area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.

Exercises direct supervision over volunteer staff.

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

#### Essential Functions:

1. Provide information and assistance to Municipal Court staff and the public regarding the volunteer program.
2. Identify the Court's needs and potential volunteer opportunities within the scope of the program; promote the volunteer program through formal presentations; plan new programs and ways to utilize volunteer resources.
3. Recruit, interview and assess the skills of volunteer applicants; provide orientation to the Court and its policies and procedures, coordinate fingerprinting and security background checks and volunteer photographing; maintain records of volunteers.
4. Coordinate the use and activities of volunteers and college students earning academic credit through a university intern or independent study program; serve as the liaison between the volunteer staff and the assigned work unit; verify and review work produced by volunteers for completeness and conformance with established regulations and procedures; and evaluate volunteers' performance.
5. Update and maintain records, statistics and files, prepare reports, correspondence and memorandums in support of the volunteer program.
6. Compile customer service surveys, including manual computation of results.
7. Coordinate and conduct tours and visits of foreign dignitaries.

**CITY OF LAS VEGAS**  
**Volunteer Program Coordinator (*Continued*)**

**Marginal Functions:**

1. Operate a variety of office equipment including a computer terminal and personal computer.
2. Assist with administrative tasks within assigned division.
3. Perform related duties and responsibilities as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Principles and techniques of training, supervision and performance evaluation.  
State and local judicial system.  
Jurisdiction, operations, services and activities of a Municipal Court.  
Modern and complex principles and practices of volunteer program development, organization, coordination and monitoring.  
Recent developments, current literature and sources of information related to volunteer services.  
Effective interviewing techniques.  
Modern office procedures and equipment, including common office software.  
Pertinent federal, state and local laws, codes and regulations.  
Correct business English, including grammar, punctuation and spelling.

**Ability to:**

Interview, select, supervise, train and evaluate volunteer staff.  
Plan, organize and coordinate the volunteer program, working with volunteers and court staff.  
Interpret and explain department policies and procedures.  
Prepare clear and concise reports.  
Operate and use modern office equipment including a personal computer.  
Research, analyze and evaluate new service delivery methods, procedures and techniques.  
Relate to a wide variety of individuals of all ages, races and social and cultural backgrounds.  
Work independently in the absence of supervision.  
Use sound judgment regarding the use of volunteers.  
Recommend and implement goals, objectives and practices for providing effective and efficient volunteer service.  
Elicit community and organizational support for volunteer programs.  
Present material to the general public through public speaking and formal presentations.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain mental capacity which allows for effective interaction and communication with others.  
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.*  
Maintain effective audio-visual discrimination and perception needed for:  
— *Making observations*  
— *Communicating with others*  
— *Reading and writing*  
— *Operating assigned equipment.*

**CITY OF LAS VEGAS**  
**Volunteer Program Coordinator (*Continued*)**

**Experience and Training Requirements**

**Experience:**

One year of experience in coordinating volunteers or in a court system.

**Training:**

Equivalent to a bachelors degree with major course work in social sciences, communications or a related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

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

ARB  
REV 5/14/99  
FLSA and City: nonexempt

CSB 7/08/94

## AUDIO VISUAL TECHNICIAN

*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 support the use of audio-visual equipment by city staff for presentations and conferences; to assist customer with formatting visual presentations; to assist with the development of scripts for interactive telephone menus; and to perform a variety of tasks related to assigned area of responsibility.

### SUPERVISION RECEIVED

Receives general supervision from the Information Technologies Operations Manager or other management 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. Maintain records to track the location of each piece of audio-visual equipment, the staff member who signed it out, date of anticipated return and future reservations.
2. Set-up, configure and take down audio-visual equipment, such as video projectors, overhead projectors, VCRs, laptop computers, teleconferencing equipment and video switching equipment; demonstrate the operation of the equipment to city staff.
3. Assist city staff with formatting computer-based presentations to improve visibility using city standard software.
4. Maintain the inventory and security of audio-visual equipment; as equipment is returned, ensure it is in proper working order and coordinate timely repair of defective units.
5. Attend presentations at off-site locations, such as City Council town hall meetings, to deliver, set-up and take down equipment and assist with equipment operation.
6. Based on condition, usage and requests, recommend purchases of additional and new audio-visual equipment.
7. Assist departments with developing scripts for interactive voice response units (telephone menus); coordinate the maintenance of scripts.
8. Assign and maintain codes for long distance telephone access.

**CITY OF LAS VEGAS**  
**Audio-Visual Technician (*continued*)**

**Marginal Functions:**

1. Research innovations in audio-visual products and recommend to manager for consideration.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operational characteristics of a wide variety of audio-visual equipment, such as video/computer projectors, overhead projectors, VCRs, laptop computers and teleconferencing equipment.

Presentation software such as Microsoft PowerPoint.

Broadcast and computer video connection standards including VGA, RGB, NTSC.

Basic audio-visual switching equipment including equalizers and video switchers.

Connections between computer modems and telephone equipment.

Techniques of delivering effective customer service.

**Ability to:**

Set up and log onto desktop and laptop computers.

Assist users to format presentations using software such as PowerPoint for optimal viewing by an audience.

Perform basic user maintenance on projection equipment.

Properly connect presentation and host equipment.

Provide an acceptable level of customer service to a wide variety of employees, including department directors, the Mayor and City Council members.

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*
- *Effective interaction and communication with others*
- *Demonstrating intellectual capabilities.*

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

- *walking, standing and sitting for extended periods of time*
- *operating assigned equipment*
- *working in a variety of locations and office and meeting room conditions*
- *working outside normal business hours.*

**CITY OF LAS VEGAS**  
**Audio-Visual Technician (*continued*)**

**Experience and Training Requirements**

**Experience:**

One year of experience operating a variety of audio-visual equipment, including computer presentation equipment.

**Training:**

Equivalent to graduation from high school. Specialized training in Windows NT and Microsoft PowerPoint desirable.

**License or Certificate**

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

**Special Requirements**

Will be required to attend evening and weekend presentations at off-site locations, such as City Council town hall meetings, to deliver, set-up and take down equipment and assist with equipment operation.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office and meeting room environments; occasional travel from site to site; exposure to computer screens, electrical energy.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for light lifting, bending, stooping, kneeling, crawling, sitting and standing for prolonged periods of time.

ARB  
NEW 5/21/99  
FLSA & City: nonexempt

CSB 6/9/99

## GRAPHIC SERVICES TECHNICIAN

*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 serve as the Graphic Arts section's primary liaison with customers and outside vendors; to assist the Graphic Operations Supervisor with planning, prioritizing and coordinating the scheduling of jobs; and to perform a variety of technical tasks related to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Graphic Operations Supervisor or higher level management.

May exercise functional and technical supervision over Graphic Arts 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. Serve as the Graphic Arts section's primary liaison with customers and outside vendors.
2. Communicate with customers in person and on the telephone to obtain proper specifications for timely and correct production of requested product; advise customers on the best format, size, colors, paper stock and type of material to be used.
3. Coordinate and attend meetings with Graphic Arts design staff and customers.
4. Provide estimates and final prices for requested jobs; obtain bids and coordinate jobs produced by outside vendors; research and recommend vendors to provide supplies and printing services; send invoices for printing services to customers.
5. Order paper and supplies from vendors; maintain inventory of supplies at appropriate level.
6. Plan, prioritize and coordinate the scheduling of jobs with the Graphic Operations Supervisor and Graphic Arts staff; participate in the design, layout and composition of jobs.

#### Marginal Functions:

1. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS  
Graphic Services Technician (*continued*)

**QUALIFICATIONS**

**Knowledge of:**

Printing estimation techniques.  
Printing production planning and scheduling techniques.  
Customer service principles and practices.  
Telephone communication practices.  
Basic printing equipment operation.  
Supply inventory practices and procedures.  
Products and supplies used in printing operations.  
Common office software packages.  
Basic mathematics principles.  
Basic bookkeeping principles and procedures.  
Correct business English, including spelling, punctuation and grammar.

**Ability to:**

Provide acceptable level of customer service.  
Plan, prioritize and coordinate job requests with customers, Graphic Arts section staff and outside vendors.  
Assist customers with decisions on the format, size, colors, paper stock and type of material to be used.  
Research and recommend products, sources of products and supplies, and outside printers.  
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*
- *Effective interaction and communication with others*
- *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.*

**CITY OF LAS VEGAS**  
**Graphic Services Technician (*continued*)**

**Experience and Training Requirements**

**Experience:**

Three years of increasingly responsible printing or graphic arts experience, including planning, coordinating, pricing and scheduling jobs.

**Training:**

Equivalent to graduation from high school. Additional specialized training in graphic arts, printing or a related field is desirable.

**WORKING CONDITIONS**

**Environmental Conditions:**

Printing office environment; exposure to noise and dust; 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 5/14/99  
FLSA & City: nonexempt

## VIDEO PROGRAMMING TECHNICIAN

*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 review, recommend and acquire programming that will be aired on the government access television channel in accordance with established policies; to program and maintain an automated video playback system to run programming as scheduled; and to perform tasks related to assigned area of responsibility.

### SUPERVISION RECEIVED

Receives general supervision from higher level management 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. Recommend programming that will be aired on the government access television channel in accordance with established policies; schedule the programming and compile a printed schedule and distribute.
2. Program and maintain an automated video playback system to run daily programming as scheduled.
3. Create and update video graphic and text pages using a PC or a character generator.
4. Operate video equipment of various formats to produce dubs and edit programming in preparation for playback.
5. Locate, review and recommend outside programming, screen for content and quality; assist in negotiating acquisition rights and fees.
6. Catalog and index taped programs and maintain tape library.
7. Assist with videotaping City Council meetings and studio productions.
8. May be required to respond to equipment malfunctions during evening and weekend hours.

#### Marginal Functions:

1. Perform related duties and responsibilities as required.

**CITY OF LAS VEGAS**  
**Video Programming Technician (*continued*)**

**QUALIFICATIONS**

**Knowledge of:**

Automated video playback system operation.  
Television scheduling practices and priorities.  
Basic professional video camera operations.  
Desktop publishing software for video graphic and text layout.  
Basic cable television practice and policies.  
Basic television programming rights, fees and acquisition practices.  
Principles and practices of record keeping.  
Basic cataloging techniques and practices.

**Ability to:**

Program and operate an automated video playback system.  
Schedule programming according to established policy.  
Operate semi-automated video systems.  
Operate desktop publishing software.  
Catalog and maintain tape library.  
Screen programming for appropriate content and quality.  
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*
- *Effective interaction and communication with others*
- *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:**

Some experience operating and maintaining an automated video playback system and in television program scheduling, or one year experience as a videographer.

**Training:**

Equivalent to an associate degree from an accredited college or university with major course work in telecommunications, information systems or a related field.

**CITY OF LAS VEGAS**  
**Video Programming Technician (*continued*)**

**WORKING CONDITIONS**

**Environmental Conditions:**

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; occasional heavy lifting.

ARB  
NEW 4/23/99  
FLSA and City: nonexempt

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date June 9, 1999

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

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**SUBJECT: D. REQUEST TO BE PLACED ON REHIRE LIST: JASON OLSON**

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

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Mr. Jason Olson, a City Employee from 5/03/93 to 8/07/98, has requested to be placed on the Rehire List for Maintenance Worker II. A copy of his Department Director's approval letter is attached for the Board's information and review.

Civil Service Rules {Chapter IV, Section 7a(3), Page 11} state that to be eligible for placement on a Rehire List, the former employee must: (a) have had regular status in the classification; (b) have left the City's employment in good standing within the past twenty-four months; (c) have the written permission of his/her former department director to have his/her name placed on the list; and (d) receive the Civil Service Board's approval of said request.

Mr. Olson meets the criteria for placement on the Rehire List, and it is recommended that the Board approve this request.

Patty Moyer

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From: Patty Moyer  
Sent: Friday, May 28, 1999 5:15 PM  
To: Judy Tuttle  
Cc: Larry Haugsness  
Subject: Jason Olson



APPROVED RDGoecke:PDMoyer

This is written to give permission to Jason Olson to be placed on the rehire list for Maintenance Worker I/II. He left as a Maintenance Worker II. He has submitted a letter requesting to be rehired which will be forwarded to you via interoffice mail.

**CIVIL SERVICE BOARD**

**1999 SCHEDULE  
MEETINGS AND AGENDA PREPARATION DATES**

<b>MEETING DATE</b>	<b>DOCUMENTATION DUE</b>	<b>AGENDA POSTED/ PACKETS MAILED</b>
<b>JANUARY 13</b>	<b>JANUARY 4</b>	<b>JANUARY 7</b>
<b>FEBRUARY 10</b>	<b>FEBRUARY 1</b>	<b>FEBRUARY 4</b>
<b>MARCH 10</b>	<b>MARCH 1</b>	<b>MARCH 4</b>
<b>APRIL 14</b>	<b>APRIL 5</b>	<b>APRIL 8</b>
<b>MAY 12</b>	<b>MAY 3</b>	<b>MAY 6</b>
<b>JUNE 9</b>	<b>*MAY 28</b>	<b>JUNE 3</b>
<b>JULY 14</b>	<b>*JULY 2</b>	<b>JULY 8</b>
<b>AUGUST 11</b>	<b>AUGUST 2</b>	<b>AUGUST 5</b>
<b>SEPTEMBER 8</b>	<b>AUGUST 30</b>	<b>SEPTEMBER 2</b>
<b>OCTOBER 13</b>	<b>OCTOBER 4</b>	<b>OCTOBER 7</b>
<b>NOVEMBER 10</b>	<b>*OCTOBER 29</b>	<b>NOVEMBER 4</b>
<b>DECEMBER 8</b>	<b>NOVEMBER 29</b>	<b>DECEMBER 2</b>

**\*DUE TO HOLIDAY**

a:csb1999schedule

**ATTENDANCE REPORT**  
**BOARD OF CIVIL SERVICE TRUSTEES**

MEETING DATE 1/13/99

	<u>PRESENT</u>	<u>ABSENT</u>
DAVID HARRIS	<u>✓</u>	<u>    </u>
LOU JOHNSON	<u>✓</u>	<u>    </u>
MARK LARSON	<u>✓</u>	<u>    </u>
E. LAVONNE LEWIS	<u>    </u>	<u>✓</u>
THEODORE PARKER	<u>    </u>	<u>✓</u>

CHARGE TO:05101/510800

APPROVED BY: Casandra S. Gandy

*Sent to acct. payable  
1/14/99*

SIGN-IN SHEET  
CIVIL SERVICE BOARD MEETING

DATE: 1/13/99

**PLEASE PRINT**

NAME

ORGANIZATION

✓ <u>ROBERT GREELE</u>	<u>FIRE</u>
<u>Judy Tuttle</u>	<u>Human Resources</u>
<u>Mark Larson</u>	<u>Trustee</u>
✓ <u>Tina Ramsey</u>	<u>HR</u>
✓ <u>PATTI MILLER</u>	<u>HR</u>
✓ <u>Musea Johnson</u>	
✓ <u>ED PARKER</u>	<u>HR</u>
✓ <u>BR Ann</u>	<u>HR</u>
✓ <u>John Davis</u>	<u>HR</u>
✓ <u>Bob Collins</u>	<u>LUFIAP</u>
✓ <u>Lon Grasmick</u>	<u>CEA</u>

**ATTENDANCE REPORT**  
**BOARD OF CIVIL SERVICE TRUSTEES**  
**MEETING DATE** 2/10/99

	<u>PRESENT</u>	<u>ABSENT</u>
DAVID HARRIS	<u>✓</u>	_____
LOU JOHNSON	<u>✓</u>	_____
MARK LARSON	<u>✓</u>	_____
E. LAVONNE LEWIS	<u>✓</u>	_____
THEODORE PARKER	<u>✓</u>	_____

CHARGE TO:05101/510800

APPROVED BY: *Charles S. Gandy*

**SIGN-IN SHEET  
CIVIL SERVICE BOARD MEETING**

DATE: 2/10/99

**PLEASE PRINT**

NAME

ORGANIZATION

Lon Grasmick

CEA

Jean Davis

HR

PATTI MILLER

H.R.

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**ATTENDANCE REPORT**  
**BOARD OF CIVIL SERVICE TRUSTEES**  
**MEETING DATE** 3/10/99

	<u>PRESENT</u>	<u>ABSENT</u>
DAVID HARRIS	<u>✓</u>	_____
LOU JOHNSON	<u>✓</u>	_____
MARK LARSON	<u>✓</u>	_____
E. LAVONNE LEWIS	<u>✓</u>	_____
THEODORE PARKER	<u>✓</u>	_____

CHARGE TO:05101/510800

APPROVED BY: Cassandra S Gandy

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*Sent to Acct Payable  
3/11/99  
Sj*

**SIGN-IN SHEET  
CIVIL SERVICE BOARD MEETING**

DATE: 3/10/99

**PLEASE PRINT**

NAME

ORGANIZATION

JEFF MORGAN

LVFD

MICHAEL GUSKIN

LVCEA

Patte Miller

HR

Jean Davis

HR

Tina Ramsey

HR

Lon Grasmick

CEA

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ATTENDANCE REPORT  
BOARD OF CIVIL SERVICE TRUSTEES

MEETING DATE 4/14/99

	<u>PRESENT</u>	<u>ABSENT</u>
DAVID HARRIS	<u>✓</u>	<u>   </u>
LOU JOHNSON	<u>✓</u>	<u>   </u>
MARK LARSON	<u>✓</u>	<u>   </u>
E. LAVONNE LEWIS	<u>   </u>	<u>✓</u>
THEODORE PARKER	<u>   </u>	<u>✓</u>

CHARGE TO:05101/510800

APPROVED BY: Cassandra S. Gandy

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*Sent to Accts Payable  
4/15/99*

**ATTENDANCE REPORT**  
**BOARD OF CIVIL SERVICE TRUSTEES**  
**MEETING DATE** 5/12/99

	<u>PRESENT</u>	<u>ABSENT</u>
DAVID HARRIS	<u>✓</u>	<u>   </u>
LOU JOHNSON	<u>✓</u>	<u>   </u>
MARK LARSON	<u>✓</u>	<u>   </u>
E. LAVONNE LEWIS	<u>   </u>	<u>✓</u>
THEODORE PARKER	<u>✓</u>	<u>   </u>

CHARGE TO:05101/510800

APPROVED BY: Cassandra S. Gordy

*Sent to Accts Payable  
5/12/99  
Ag*

**SIGN-IN SHEET  
CIVIL SERVICE BOARD MEETING**

DATE: 3/12/99

**PLEASE PRINT**

NAME

ORGANIZATION

Lon A Grasmick

CEA

Tina Remsey

HR

Ron Hughes

DOE

Jean Davis

HR

RUTH CARROLL

HR

JEFF MORGAN

LAS VEGAS FIRE

**ATTENDANCE REPORT**  
**BOARD OF CIVIL SERVICE TRUSTEES**

MEETING DATE 6/9/99

	<u>PRESENT</u>	<u>ABSENT</u>
DAVID HARRIS	_____	_____✓
LOU JOHNSON	_____✓	_____
MARK LARSON	_____✓	_____
E. LAVONNE LEWIS	_____✓	_____
THEODORE PARKER	_____✓	_____

CHARGE TO:05101/510800

APPROVED BY: Cassandra S. Hardy

*Sent to Payable  
Accts 6/9/99  
TJ*

**SIGN-IN SHEET  
CIVIL SERVICE BOARD MEETING**

DATE: 6/9/99

**PLEASE PRINT**

<u>NAME</u>	<u>ORGANIZATION</u>
<u>Theresa Johnson</u>	<u></u>
<u>Tina Ramsay</u>	<u>HR-CLV</u>
<u>Lon Grasmick</u>	<u>CEA</u>
<u>Jean Davis</u>	<u>HR</u>
<u>Row Hughes</u>	<u>DD E</u>
<u>Samy Santomaso</u>	<u>Muni CT.</u>
<u>JEFF Morgan</u>	<u>FIRE &amp; RESCUE</u>
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*sent to  
Accounts Payable  
7/14/99  
HJ*

**ATTENDANCE REPORT  
BOARD OF CIVIL SERVICE TRUSTEES**

MEETING DATE 7/14/99

	<u>PRESENT</u>	<u>ABSENT</u>
DAVID HARRIS	<u>✓</u>	<u>    </u>
LOU JOHNSON	<u>    </u>	<u>✓</u>
MARK LARSON	<u>✓</u>	<u>    </u>
E. LAVONNE LEWIS	<u>✓</u>	<u>    </u>
THEODORE PARKER	<u>    </u>	<u>✓</u>

CHARGE TO:05101/510800

APPROVED BY: *Casandra S. Gandy*

**SIGN-IN SHEET  
CIVIL SERVICE BOARD MEETING**

DATE: 7/14/99

**PLEASE PRINT**

NAME

ORGANIZATION

Lon Grasmick

CEA

Jean Davis

HR

Ruth Connell

HR

Tammy Hughes

Public Works

Ron Hughes

DOE

PATTI MILLER

HR

JEFF MORGAN

FIRE & RESCUE

RITA LUMOS

CLV SURVEY

Sandra Santamaria

Menu CT

ATTENDANCE REPORT  
BOARD OF CIVIL SERVICE TRUSTEES  
MEETING DATE 8/11/99

*Sent to  
Acct Payable  
8/12/99*

	<u>PRESENT</u>	<u>ABSENT</u>
<del>DAVID THERRIS</del> <i>Term expired 8/7/99</i>	<u>  ✓  </u>	<u>  </u>
LOU JOHNSON	<u>  ✓  </u>	<u>  </u>
MARK LARSON	<u>  ✓  </u>	<u>  </u>
E. LAVONNE LEWIS	<u>  </u>	<u>  ✓  </u>
THEODORE PARKER	<u>  ✓  </u>	<u>  </u>

CHARGE TO: 05101/510800

APPROVED BY: *Cassandra S. Gandy*





**ATTENDANCE REPORT**  
**BOARD OF CIVIL SERVICE TRUSTEES**  
MEETING DATE 9/8/99

	<u>PRESENT</u>	<u>ABSENT</u>
MARK LARSON	<u>✓</u>	<u>—</u>
LOU JOHNSON	<u>✓</u>	<u>—</u>
THEODORE PARKER	<u>—</u>	<u>✓</u>
E. LAVONNE LEWIS	<u>—</u>	<u>✓</u>
JOSEPH A. ORDUNA	<u>✓</u>	<u>—</u>

CHARGE TO:05101/510800

APPROVED BY: Cassandra S Hardy



**ATTENDANCE REPORT**  
**BOARD OF CIVIL SERVICE TRUSTEES**  
**MEETING DATE Oct. 13, 1999**

	<u>PRESENT</u>	<u>ABSENT</u>
MARK LARSON	<u>  x  </u>	<u>      </u>
LOU JOHNSON	<u>  x  </u>	<u>      </u>
THEODORE PARKER	<u>      </u>	<u>      </u>
E. LAVONNE LEWIS	<u>  x  </u>	<u>      </u>
JOSEPH A. ORDUNA	<u>      </u>	<u>      </u>

CHARGE TO: 05101/510800

APPROVED BY: Maitha Davis  
*for Casandra Gandy*

*Sent to Beth Brown  
on 10/14/99  
ML*



**ATTENDANCE REPORT**  
**BOARD OF CIVIL SERVICE TRUSTEES**  
**MEETING DATE NOV 7, 1999**

	<u>PRESENT</u>	<u>ABSENT</u>
MARK LARSON	<u>✓</u>	<u>    </u>
LOU JOHNSON	<u>✓</u>	<u>    </u>
THEODORE PARKER	<u>    </u>	<u>✓</u>
E. LAVONNE LEWIS	<u>    </u>	<u>✓</u>
JOSEPH A. ORDUNA	<u>✓</u>	<u>    </u>

CHARGE TO:05101/510800

APPROVED BY: *Cassandra S. Gouley*

*Sent to  
Beth Snow  
11/10/99  
Sj*

**ATTENDANCE REPORT**  
**BOARD OF CIVIL SERVICE TRUSTEES**

MEETING DATE 12/8/99

	<u>PRESENT</u>	<u>ABSENT</u>
MARK LARSON	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LOU JOHNSON	<input checked="" type="checkbox"/>	<input type="checkbox"/>
THEODORE PARKER	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. LAVONNE LEWIS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
JOSEPH A. ORDUNA	<input type="checkbox"/>	<input checked="" type="checkbox"/>

CHARGE TO:05101/510800

APPROVED BY: Cassandra S. Gandy

*sent to  
Felix Brown  
12/9/99  
88*

**SIGN-IN SHEET  
CIVIL SERVICE BOARD MEETING**

**DATE:** 12/8/99

**PLEASE PRINT**

NAME

ORGANIZATION

Lon Grasmick

CEA

Jean Davis

HR

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