

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: September 8, 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 August 11, 1999
- IV ELECTION OF VICE CHAIRPERSON
- V BUSINESS

A CERTIFICATION OF ELIGIBLE LISTS:

- 1. Assistant Fire Protection Engineer - Open
- 2. Automotive & Emissions Specialist - Promotional
- 3. Cultural Activities Specialist - Promotional
- 4. Cultural Activities Specialist - Open
- 5. Development Project Officer - Promotional
- 6. Development Project Officer - Open
- 7. Maintenance Worker I - Promotional
- 8. Maintenance Worker I - Open
- 9. Programmer I - Promotional
- 10. Programmer I - Open
- 11. Senior Maintenance Mechanic - Promotional
- 12. Senior Maintenance Mechanic - Open
- 13. Senior Publicity Specialist - Promotional
- 14. Senior Publicity Specialist - Open
- 15. Signing & Marking Technician I - Promotional
- 16. Signing & Marking Technician I - Open
- 17. Survey Technician II - Promotional
- 18. Survey Technician II - Open
- 19. Traffic Signal Technician I - Promotional
- 20. Traffic Signal Technician I - Open

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Date: September 8, 1999

Page Two

B. EXTENSION OF ELIGIBLE LISTS

1. Customer Service Representative - Open
2. Engineering Associate I(X) Design & Street Rehab - Promotional
3. Engineering Associate I(X) Design & Street Rehab - Open
4. Fire Prevention Inspector - Promotional
5. Fire Prevention Inspector - Open
6. Fire Captain - Promotional
7. NBS At Risk Specialist - Open
8. Office Specialist I - Open
9. Painter I (X) - Promotional
10. Public Works Maintenance Crew Leader - Promotional
11. Secretary - Promotional
12. Secretary - Open

C. DISCUSSION AND POSSIBLE ACTION ON CLASSIFICATION SPECIFICATIONS.

1. Communications Services Coordinator - Revised
2. Engineering Technician II - Revised
3. Facilities Maintenance Supervisor - Revised
4. Leisure Services Coordinator - Revised
5. Payroll Specialist - Revised
6. Personnel Technician - Revised
7. Plant Operations Shift Supervisor - Revised
8. Plant Operator I/II - Revised
9. Senior Personnel Technician - Revised
10. Senior Plant Operator - Revised
11. Fire Communications Training Specialist - New

D. REQUEST TO BE PLACED ON REHIRE LIST. MICHELLE GOLDYN AND DANIEL MUIRHEAD

VI. ITEMS FOR DISCUSSION ONLY - NO BOARD ACTION REQUIRED

VII. 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
SEPTEMBER 8, 1999

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

I. CALL TO ORDER: August 11, 1999, at 4:45 p.m., in the Human Resources Department

ROLL CALL: Lou Johnson - Present
 Mark Larson - Present
 Theodore Parker - Present
 E. LaVonne Lewis - Absent

STAFF PRESENT

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

OTHERS PRESENT

Larry Bettis

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 Lou Johnson that the minutes of the Board meeting on July 14, 1999, would be approved. Motion carried.

IV. BUSINESS

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Administrative Assistant - Promotional
2. Collections Officer - Promotional
3. Collections Officer - Open
4. Data Control Operator - Promotional
5. Data Control Operator - Open
6. Graphic Services Technician - Promotional

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: August 11, 1999
PAGE 2

7. Graphic Services Technician - Open
8. License Technician - Promotional
9. Planner II (Neighborhood) - Promotional
10. Planner II (Neighborhood) - Open
11. Recreation Leader I - Promotional
12. Recreation Leader I - Open
13. Sanitation Billing Inspector - Promotional
14. Sanitation Billing Inspector - Open
15. Senior Buyer - Promotional
16. Senior Buyer - Open
17. Senior Engineering Technician - Promotional
18. Systems Analyst II - Promotional
19. Systems Analyst II - Open

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

B. EXTENSION OF ELIGIBLE LISTS:

1. Fire Engineer - Promotional
2. Payroll Assistant I - Promotional
3. Planner I - Open
4. Planning Technician - Open
5. Project Engineer - Promotional
6. Project Engineer - Open
7. Senior Engineering Technician - Open

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

C. DISCUSSION AND POSSIBLE ACTION ON CLASSIFICATION SPECIFICATIONS:

1. Graphic Operations Supervisor - Revised
2. Human Resources Specialist - Revised
3. Plant Operations Shift Supervisor - Revised
4. Plant Operator I/II - Revised
5. Senior Plant Operator - Revised
6. Fire Communications Training Specialist - New

Mr. Anderson asked the Board to pull classification specification items 3 through 6. New certifications are required at the treatment plant for items 3 through 5 to be included into the essential functions. Item 6 has not been finalized and is still under discussion with fire union officials. A motion was made by Lou Johnson and

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

DATE: August 11, 1999

PAGE 3

seconded by Theodore Parker to amend Item C., approving only items 1 and 2 of the classification specifications.

Additionally, Mr. Anderson asked the Board to consider the selection of a Chairperson to replace Rev. David Harris whose term expired August 7, 1999. Mr. Johnson nominated Mr. Parker; however, Mr. Parker stated that due to his litigation and trial schedule it would be difficult to commit to serve as Chairperson. Further, he stated that although his first term on the Board was due to expire September 20, 1999, he would be interested in serving another 4 year term. Mr. Parker nominated Mr. Larson for Chairperson and Mr. Johnson for Vice Chairperson; however, Mr. Johnson requested that the Vice Chairperson appointment be placed on the agenda for the September 8, 1999 Civil Service Board meeting. A motion was made by Theodore Parker and seconded by Lou Johnson to appoint Mark Larson as Chairperson of the Civil Service Board.

V. ITEMS FOR DISCUSSION ONLY - NO BOARD ACTION REQUIRED

Mr. Anderson announced that Dr. Barbara Jackson, who was formerly the Deputy Director of Human Resources, was ratified by the City Council on July 12, 1999, as Director of the Leisure Services Department.

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', written over a horizontal line.

Rick Anderson
Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date September 8, 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: 20

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Assistant Fire Protection Engineer - Open	21	11	8
2. Automotive & Emissions Specialist - Promotional	4	4	4
3. Cultural Activities Specialist - Promotional	7	4	3
4. Cultural Activities Specialist - Open	62	22	12
5. Development Project Officer - Promotional	2	0	0
6. Development Project Officer - Open	74	9	6
7. Maintenance Worker I - Promotional	3	2	2
8. Maintenance Worker I - Open	130	110	97
9. Programmer I - Promotional	2	2	0
10. Programmer I - Open	23	18	4
11. Senior Maintenance Mechanic - Promotional	5	4	4
12. Senior Maintenance Mechanic - Open	38	20	7
13. Senior Publicity Specialist - Promotional	4	3	1
14. Senior Publicity Specialist - Open	58	17	9
15. Signing & Marking Technician I - Promotional	25	21	15
16. Signing & Marking Technician I - Open	65	46	22
17. Survey Technician II - Promotional	0	0	0
18. Survey Technician II - Open	13	7	3
19. Traffic Signal Technician I - Promotional	15	13	9
20. Traffic Signal Technician I - Open	55	35	8

CITY OF LAS VEGAS

ELIGIBLE LIST

Assistant Fire Protection Engineer
Examination

August 4, 1999
Date of Test

99420306O
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	13	GROUP 1	0
REJECTED	8	GROUP 2	2
<i>TOTAL RECEIVED</i>	21	GROUP 3	6
		<i>TOTAL ON LIST</i>	8

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		8		
FAILED		3		
<i>TOTAL TESTED</i>		11		
<i>DID NOT APPEAR</i>		2		

CITY OF LAS VEGAS

ELIGIBLE LIST

Automotive & Emissions Specialist
Examination

August 23, 1999
Date of Test

99794208P
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	4	GROUP 1	1
REJECTED	0	GROUP 2	3
<i>TOTAL RECEIVED</i>	4	GROUP 3	0
		<i>TOTAL ON LIST</i>	4

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Cultural Activities Specialist
Examination

August 18, 1999
Date of Test

99332306P
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	5	GROUP 1	0
REJECTED	2	GROUP 2	3
<i>TOTAL RECEIVED</i>	7	GROUP 3	0
		<i>TOTAL ON LIST</i>	3

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	3			
FAILED	1			
<i>TOTAL TESTED</i>	4			
<i>DID NOT APPEAR</i>	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Cultural Activities Specialist
Examination

August 18, 1999
Date of Test

993323060
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	31	GROUP 1	0
REJECTED	31	GROUP 2	5
<i>TOTAL RECEIVED</i>	62	GROUP 3	7
		<i>TOTAL ON LIST</i>	12

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	12			
FAILED	10			
<i>TOTAL TESTED</i>	22			
<i>DID NOT APPEAR</i>	9			

CITY OF LAS VEGAS

ELIGIBLE LIST

Development Project Officer
Examination

August 25, 1999
Date of Test

99276206P
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	0	GROUP 1	0
REJECTED	2	GROUP 2	0
<i>TOTAL RECEIVED</i>	2	GROUP 3	0
		<i>TOTAL ON LIST</i>	0

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Development Project Officer
Examination

August 25, 1999
Date of Test

99276206O
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	13	GROUP 1	0
REJECTED	61	GROUP 2	2
<i>TOTAL RECEIVED</i>	74	GROUP 3	4
		<i>TOTAL ON LIST</i>	6

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		6		
FAILED		3		
<i>TOTAL TESTED</i>		9		
<i>DID NOT APPEAR</i>		4		

CITY OF LAS VEGAS

ELIGIBLE LIST

Maintenance Worker I
Examination

August 16, 1999
Date of Test

99371007P
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	3	GROUP 1	0
REJECTED	0	GROUP 2	0
<i>TOTAL RECEIVED</i>	3	GROUP 3	2
		<i>TOTAL ON LIST</i>	2

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	2			
FAILED	0			
<i>TOTAL TESTED</i>	2			
<i>DID NOT APPEAR</i>	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Maintenance Worker I
Examination

August 16, 1999
Date of Test

993710070
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	130	GROUP 1	38
REJECTED	0	GROUP 2	43
<i>TOTAL RECEIVED</i>	130	GROUP 3	16
		<i>TOTAL ON LIST</i>	97

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	97			
FAILED	13			
<i>TOTAL TESTED</i>	110			
<i>DID NOT APPEAR</i>	20			

CITY OF LAS VEGAS

ELIGIBLE LIST

Programmer I
Examination

August 24, 1999
Date of Test

99296608P
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	2	GROUP 1	0
REJECTED	0	GROUP 2	0
<i>TOTAL RECEIVED</i>	2	GROUP 3	0
		<i>TOTAL ON LIST</i>	0

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Programmer I
Examination

August 24, 1999
Date of Test

992966080
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	22	GROUP 1	0
REJECTED	1	GROUP 2	1
<i>TOTAL RECEIVED</i>	23	GROUP 3	3
		<i>TOTAL ON LIST</i>	4

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	4			
FAILED	14			
<i>TOTAL TESTED</i>	18			
<i>DID NOT APPEAR</i>	4			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Maintenance Mechanic
Examination

August 18, 1999
Date of Test

99265207P
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	4	GROUP 1	0
REJECTED	1	GROUP 2	4
<i>TOTAL RECEIVED</i>	5	GROUP 3	0
		<i>TOTAL ON LIST</i>	4

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Maintenance Mechanic
Examination

August 18, 1999
Date of Test

992652070
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	26	GROUP 1	0
REJECTED	12	GROUP 2	3
<i>TOTAL RECEIVED</i>	38	GROUP 3	4
		<i>TOTAL ON LIST</i>	7

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	7			
FAILED	13			
<i>TOTAL TESTED</i>	20			
<i>DID NOT APPEAR</i>	6			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Publicity Specialist
Examination

August 4, 1999
Date of Test

99271007P
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	3	GROUP 1	1
REJECTED	1	GROUP 2	0
<i>TOTAL RECEIVED</i>	4	GROUP 3	0
		<i>TOTAL ON LIST</i>	1

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%	50%		
PASSED	1	1		
FAILED	2	0		
<i>TOTAL TESTED</i>	3	1		
<i>DID NOT APPEAR</i>				

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Publicity Specialist
Examination

August 4, 1999
Date of Test

992710070
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	22
REJECTED	36
TOTAL RECEIVED	58

ELIGIBLE LIST

GROUP 1	2
GROUP 2	5
GROUP 3	2
TOTAL ON LIST	9

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%	50%		
PASSED	11	9		
FAILED	6	1		
TOTAL TESTED	17	10		
DID NOT APPEAR	5	1		

CITY OF LAS VEGAS

ELIGIBLE LIST

Signing & Marking Technician I
Examination

August 13, 1999
Date of Test

99342407P
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	25	GROUP 1	0
REJECTED	0	GROUP 2	7
<i>TOTAL RECEIVED</i>	25	GROUP 3	8
<i>TOTAL ON LIST</i>			15

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	15			
FAILED	6			
<i>TOTAL TESTED</i>	21			
<i>DID NOT APPEAR</i>	4			

CITY OF LAS VEGAS

ELIGIBLE LIST

Signing & Marking Technician I
Examination

August 13, 1999
Date of Test

993424070
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	61	GROUP 1	0
REJECTED	4	GROUP 2	8
<i>TOTAL RECEIVED</i>	65	GROUP 3	14
		<i>TOTAL ON LIST</i>	22

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	22			
FAILED	24			
<i>TOTAL TESTED</i>	46			
<i>DID NOT APPEAR</i>	15			

CITY OF LAS VEGAS

ELIGIBLE LIST

Survey Technician II
Examination

August 11 & 17, 1999
Date of Test

99298807P
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	0	GROUP 1	0
REJECTED	0	GROUP 2	0
<i>TOTAL RECEIVED</i>	0	GROUP 3	0
		<i>TOTAL ON LIST</i>	0

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Survey Technician II
Examination

August 11 & 17, 1999
Date of Test

992988070
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	11	GROUP 1	0
REJECTED	2	GROUP 2	3
<i>TOTAL RECEIVED</i>	13	GROUP 3	0
<i>TOTAL ON LIST</i>			3

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%		Pass/Fail	
PASSED	5		3	
FAILED	2		1	
<i>TOTAL TESTED</i>	7		4	
<i>DID NOT APPEAR</i>	4		1	

CITY OF LAS VEGAS

ELIGIBLE LIST

Traffic Signal Technician I
Examination

August 10 & 11, 1999
Date of Test

99297407P
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	13	GROUP 1	3
REJECTED	2	GROUP 2	3
<i>TOTAL RECEIVED</i>	15	GROUP 3	3
<i>TOTAL ON LIST</i>			9

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	9			
FAILED	4			
<i>TOTAL TESTED</i>	13			
<i>DID NOT APPEAR</i>				

CITY OF LAS VEGAS

ELIGIBLE LIST

Traffic Signal Technician I
Examination

August 10 & 11, 1999
Date of Test

992974070
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	44	GROUP 1	0
REJECTED	11	GROUP 2	3
<i>TOTAL RECEIVED</i>	55	GROUP 3	5
		<i>TOTAL ON LIST</i>	8

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	8			
FAILED	27			
<i>TOTAL TESTED</i>	35			
<i>DID NOT APPEAR</i>	9			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date September 8, 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. Customer Service Representative - Open	81	09/09/99	03/09/00	2
2. Engineering Associate I (X) Design & Street Rehab - Promotional	2	09/11/99	03/11/00	2
3. Engineering Associate I (X) Design & Street Rehab - Open	5	09/11/99	03/11/00	2
4. Fire Prevention Inspector - Promotional	2	09/09/99	03/09/00	1
5. Fire Prevention Inspector - Open	8	09/09/99	03/09/00	1
6. Fire Captain - Promotional	19	09/09/99	03/09/00	2
7. NBS At Risk Specialist - Open	10	09/11/99	03/11/00	3
8. Office Specialist I - Open	143	09/09/99	03/09/00	2
9. Painter I (X) - Promotional	15	09/09/98	03/09/00	2
10. Public Works Maintenance Crew Leader - Promotional	9	09/11/99	03/11/00	3
11. Secretary - Promotional	1	09/10/99	03/10/00	1
12. Secretary - Open	3	09/10/99	03/10/00	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date September 8, 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 Communications Services Coordinator
- 2 Engineering Technician II
3. Facilities Maintenance Supervisor
- 4 Leisure Services Coordinator
5. Payroll Specialist
6. Personnel Technician
7. Plant Operations Shift Supervisor
8. Plant Operator I/II
9. Senior Personnel Technician
10. Senior Plant Operator

Communications Services Coordinator, formerly Audio-Visual Technician, was revised to include additional duties that the department overlooked when it was recently developed

Engineering Technician II was revised to update the essential functions and the areas where positions are assigned.

Facilities Maintenance Supervisor was revised to add a section to the essential functions reflecting the duties of positions at the wastewater treatment plant.

Leisure Services Coordinator is a revision of both the Community Center and Recreation Program Coordinators. These both classifications were consolidated, as there are very few differences between the two.

Payroll Specialist was revised to update the minimum qualifications to reflect our use of the Oracle HR/Payroll software.

Personnel Technician and Senior Personnel Technician were revised to reflect current duties

Plant Operator I/II, Plant Operations Shift Supervisor, and Senior Plant Operator were revised to update the essential functions and minimum requirements.

NEW:

11. Fire Communications Training Specialist

Fire Communications Training Specialist was created to reflect the duties being performed by an employee and to address the needs of the Fire and Rescue Communications (9-1-1) section.

RECOMMENDATION

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

COMMUNICATIONS SERVICES 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 support the use of a variety of audio-visual equipment by city staff; to administer telephone account configurations; to maintain cell phone, pager and radio inventories and their assignments; 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; 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.
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; 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.
3. Assist city staff with formatting computer-based presentations to improve visibility using city standard software.
4. Based on condition, usage and requests, recommend purchases of additional and new audio-visual equipment.
5. Prepare and track purchase requests for audio-visual and telecommunications equipment and supplies; ensure payment of equipment purchase invoices.
6. Set up telephone account configuration for additions, deletions and changes as requested by departments, including long distance access codes; upon request, print reports of telephone usage.

CITY OF LAS VEGAS
Communications Services Coordinator (*continued*)

Essential Functions:

7. Track cell phone and pager assignments; maintain a list of equipment and the employee it is assigned to; produce periodic lists by department, send to department and request they verify the information.
8. Review long distance billings for obvious errors, such as telephone extensions that do not belong to the city or extensions incorrectly grouped by department; inform the vendor of such discrepancies and follow-up to ensure they are corrected; review billings and telephone usage reports to detect trends.
9. Assist departments with developing scripts for interactive voice response units (telephone menus); coordinate the maintenance of scripts.
10. Maintain documents available through fax on demand system.
11. Monitor telephone switch maintenance contract expiration dates and inform manager when they approach.

Marginal Functions:

1. Research innovations in audio-visual products and recommend to manager for consideration.
2. Represent the city in a professional manner when attending meetings to set up equipment, especially those with citizens in attendance.
3. 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.

Record keeping techniques.

Computerized inventory systems or programs.

CITY OF LAS VEGAS
Communications Services Coordinator (*continued*)

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.

Operate common office software programs, including inputting data and extracting information, according to established procedure.

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

Manage a wide variety of assignments.

Determine priorities of requests.

Meet established deadlines for completing assignments.

Maintain a wide variety of records.

Review reports and billings for errors and to detect trends.

Professionally interact with citizens when attending outside meetings.

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*
- *occasional lifting up to 50 pounds*
- *working outside normal business hours.*

Experience and Training Requirements

Experience:

Two years of work experience including all of the following activities:

- Operating or setting up a variety of audio-visual equipment, including computer presentation equipment;
- Using common office software programs, such as word processing or spreadsheet, or performing data entry;
- Providing customer or client support on a routine basis in a business environment.

CITY OF LAS VEGAS
Communications Services Coordinator (*continued*)

Training:

Equivalent to graduation from high school. Specialized training in Windows NT and Microsoft PowerPoint is 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 to moderate lifting, bending, stooping, kneeling, crawling, sitting and standing for prolonged periods of time.

ARB
REV 8/18/99 (formerly Audio-Visual Technician)
FLSA & City: nonexempt

CSB 9/8/99

ENGINEERING TECHNICIAN 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 perform a variety of complex technical work involving civil, traffic, electrical, mechanical and environmental engineering; to perform duties involved in drafting, plans review, field inspection, data gathering and customer assistance; and to provide assistance to professional level engineering staff.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Engineering Technician series. Employees within this class are distinguished from the Engineering Technician I by the performance of the full range of duties as assigned including handling all aspects of assigned counter, design and drafting work. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from higher level 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 skilled drafting for engineering projects; assist engineering staff in preparing engineering designs, drawings, specifications and project estimates.
2. Participate in a variety of engineering studies; conduct research and analyze complex technical data; read and interpret engineering data; write reports and present findings.
3. Perform complex calculations to determine angles, elevations and volume; perform cost estimates; calculate fees and project costs; submit billing information.
4. Investigate public complaints; make recommendations based on findings to resolve problems; interpret federal, state and local regulations for the public.
5. Interact with private citizens to obtain information, resolve problems or provide information.

CITY OF LAS VEGAS
Engineering Technician II (*continued*)

Essential Functions:

6. Operate and manage CAD equipment using software packages such as AutoCAD to produce drawings and graphics.

When assigned to Traffic Functions:

1. Draft and design traffic signal, road markings and traffic signal plans; initiate paperwork to revise standard drawings; update traffic plans and drawings.
2. Perform studies to determine locations of traffic control devices; monitor traffic flow; identify hazardous locations; investigate traffic accidents; make written recommendations for changes to existing traffic control devices; explain information to citizens and committee groups.
3. Maintain records on labor and material costs for traffic construction projects; calculate and coordinate billing transactions with Finance; maintain records on accidents and construction parking permits.
4. Prepare intersection status reports for the signals in specific locations of local area; update traffic computer database; monitor signal systems computer console; inform other jurisdictions of incidents or concerns.

When assigned to Planning Functions:

1. Receive design drawings, maps and plans; review for accuracy and compliance; interpret, catalogue, index and assign file numbers; maintain engineering drawing filing, drawing scanning and retrieval system; maintain cross reference card system; update and revise drawings, maps and plans.
2. Research information requested by engineering firms, contractors, developers, government agencies and the general public; provide information and requested data; reproduce design drawings upon request; maintain information for billing purposes; collect fees for reproductions.
3. Perform civil engineering research from department's engineering plans library; provide technical information for engineering staff; produce documents for project committee groups and public meetings.
4. Update geographic information systems (GIS) right-of-way district maps showing documents and maps of record.

When assigned to Design Functions:

1. Draft and design plans; create designs and drawings for various projects; post right-of-way, vacations, easements and annexations in district books; update and revise information; apply field notes and survey information to draft and sketch material for projects.
2. Write and proofread legal descriptions; check and approve plans and drawings; review study submittals; make written recommendations and reports.

CITY OF LAS VEGAS
Engineering Technician II (*continued*)

Essential Functions:

3. Research, investigate and analyze complex problems in preparation for construction projects, land titles and property acquisitions.
4. Provide information to the public, contractors and consultants relative to public works construction projects.

When assigned to Electrical Functions:

1. Create streetlighting and electrical systems drawings; update and revise electrical drawing books and records; generate plot plans.
2. Verify existing electrical systems and conditions in the field; assist with line locations; provide information for field crews.
3. Read and interpret technical electrical drawings and schematics; make revisions to plans and drawings; maintain files of electrical plans and records.

When assigned to Environmental functions:

1. Maintain a technical library of equipment information and standard maintenance procedures.
2. Prepare preliminary and finished drawings using civil, structural, mechanical and electrical engineering and instrumentation principles.
3. Change construction drawings to maintain accurate reference drawings that reflect completed or modified facilities, including plot plans, motor control center wiring diagrams, plant piping plans, electrical schematics and process and instrumentation drawings; maintain files of drawings using a standard filing system and in orderly condition so they can be easily and quickly retrieved.
4. Maintain and file blueprints received from contractors.

Marginal Functions:

1. Perform purchasing activities for the division.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Techniques and practices of electrical, traffic, design or planning engineering or plant maintenance or water or wastewater treatment.

Trigonometry as applied to the computation of angles, areas, distances and traverses.

Design and construction theory and engineering design standards.

CITY OF LAS VEGAS
Engineering Technician II (*continued*)

Knowledge of:

Terminology, methods, practices and techniques of drafting.
Materials, methods and techniques of modern construction.
Methods and techniques of construction inspection.
Engineering maps and records.
Construction plans and specifications.
Modern office procedures, methods, computer equipment and software.
Applicable laws, regulations, codes and department policies governing assigned engineering duties.

Ability to:

Interpret and apply state and local policies, procedures, laws, codes and regulations.
Reduce, interpret and apply field notes in the performance of drafting and engineering duties.
Compile rough technical data and prepare statistical and narrative reports from field studies.
Perform civil engineering design and drafting work.
Understand and interpret engineering plans and specifications.
Deal firmly and tactfully with contractors, engineers and property owners.
Prepare accurate engineering records.
Use algebraic formulas, trigonometry tables and statistical mathematics to accomplish the level of work described herein.
When assigned to the Environmental Division only: Learn basic maintenance practices and basic safety procedures and practices used in equipment maintenance.
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 effective audio-visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

Two years of increasingly responsible technical engineering experience in one or more of the following areas of public works: project drafting, planning, design, traffic, electrical or water or wastewater treatment.

Training:

Equivalent to an Associate degree from an accredited college with major course work in engineering or courses related to assigned areas of responsibility.

CITY OF LAS VEGAS
Engineering Technician II (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Field and office environment; exposure to computer screens and inclement weather conditions.

Physical Conditions:

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

ARB
REV 8/17/99
FLSA & City: nonexempt

CSB 9/8/99

FACILITIES MAINTENANCE 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 maintaining city buildings, facilities, parks, playgrounds and wastewater treatment facilities; 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 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 the maintenance, upkeep and remodeling of city buildings, facilities, parks, playgrounds and wastewater treatment facilities.
2. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Establish schedules and methods for providing maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
4. Participate in the selection of technical and clerical 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.
5. Participate in the preparation and administration of the assigned division's budget; submit budget recommendations; monitor expenditures.
6. Supervise the maintenance of time, material and equipment records; prepare analytical and statistical reports on operations and activities.
7. Supervise the use and operation of dump trucks, forklifts and a variety of skilled trades hand and power tools including saws, grinders, torches, arc welders and other equipment used for the remodeling, repair and maintenance of buildings and facilities.

CITY OF LAS VEGAS
Facilities Maintenance Supervisor (*Continued*)

Essential Functions:

8. Train assigned employees on maintenance and repair methods related to assigned areas of work; ensure employees adhere to safe work practices; train staff to handle hazardous chemicals safely.
9. Participate in the acquisition of materials, supplies, tools and equipment.
10. Respond to public and internal inquiries in a courteous manner; provide information within the area of assignment.

When Assigned to Building Services Division

1. Plan, prioritize, assign, coordinate and supervise remodeling and maintenance projects of all sizes within the City Hall tower complex and other city buildings and facilities.
2. Oversee and coordinate the activities of all on-site personnel working on a remodeling or maintenance project, including city staff, contractors and temporary staff.
3. Prepare specifications for projects; read and interpret blueprints; participate in meetings with contractors from the pre-bid process to project completion.

When Assigned to Park Maintenance Division

1. Plan, coordinate and supervise or oversee new construction in parks such as rest rooms, ball fields, group shelters and playground equipment built by city staff or a contractor.
2. Supervise the use and operation of dump trucks, forklifts, skilled trades tools, and other equipment needed for maintaining parks, park buildings and facilities and playground equipment.
3. Supervise staff engaged in constructing chain link fences, concrete finishing, swimming pool maintenance, anti-graffiti painting, plumbing and other skilled trades activities.

When Assigned to Environmental Division

1. Assess technical requirements needed to repair, modify, maintain and rehabilitate wastewater treatment equipment; make recommendations for implementation to the Plant Operations & Maintenance Superintendent; ensure all Environmental Protection Agency standards are met.
2. Monitor outlying lift stations; maintain schedules for maintenance and inspecting.
3. Design, test and install modified equipment to enhance operations; check wastewater treatment facility and equipment for needed maintenance and repairs.
4. Ensure state and federal wastewater quality standards and guidelines are met; make public inspections of facilities as required.

CITY OF LAS VEGAS
Facilities Maintenance Supervisor (*Continued*)

Marginal Functions:

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

QUALIFICATIONS

Knowledge of (depending on assignment):

Operations, services and activities of a facility, park or wastewater maintenance or facility remodeling program.
Tools, materials, methods and procedures as applied to the maintenance of public buildings, grounds, parks or wastewater treatment facilities.
Basic principles and practices of plumbing and public restroom repair.
Basic principles and techniques of heating and ventilation unit repairs.
Principles and practices of welding and metal fabrication.
Principles and practices of cement and carpentry work.
Principles and practices of painting and wall finishing.
Methods, techniques and tools of construction, maintenance and repair related to the area of assignment.
Applicable mathematical principles.
Operational characteristics of mechanical equipment and tools used in the area of assignment.
Principles of supervision, training and performance evaluation.
Modern and complex principles and practices of facility maintenance.
Pertinent federal, state and local laws, codes and regulations.
Occupational hazards and standard safety practices.
Purchasing principles.
Principles and practices of recordkeeping.

Ability to:

Supervise, organize and review the work of lower level staff.
Select, supervise, train and evaluate staff.
Plan, schedule, coordinate and monitor projects.
Oversee a variety of skilled trades, depending on assignment.
Perform skilled maintenance and repair work in the area of assignment.
Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.
Perform a variety of manual tasks for extended periods of time in unfavorable weather conditions.
Estimate time and materials needed for projects.
Read and interpret basic maps and blueprints.
Work in confined spaces wearing a breathing apparatus.
Work independently without direct supervision.
Interpret, explain and enforce city policies and procedures.
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 including city officials and the general public.

CITY OF LAS VEGAS
Facilities Maintenance Supervisor (*Continued*)

Ability to:

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 and vehicles.*

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

Four years of increasingly responsible facility, mechanical or electrical maintenance experience, or skilled journey-level electrical, carpentry, plumbing or air-conditioning experience, including one year of supervisory or lead experience.

Training:

Equivalent to graduation from high school. Additional specialized training in one of the skilled trades, or management or supervisory courses are desirable.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; office, field and shop environments; exposure to noise, dust, grease, smoke, fumes, gases, high voltage; work at heights on scaffolding and ladders.

When assigned to Environmental Division only: wastewater treatment plant environment; exposure to waste, hazardous and infectious materials, loud machine noise, electrical hazards, inclement weather; work in confined spaces.

Physical Conditions:

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

ARB

REV 8/20/99

FLSA: exempt; City: nonexempt

CSB 9/8/99

LEISURE SERVICES 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, conduct, coordinate and supervise recreation activities; to oversee and participate in all related work.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Leisure Activities Field Supervisor or other supervisory and management staff.

Exercises technical and functional 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. Plan, direct and coordinate diversified recreation activities, programs and classes to meet the needs of the people in the community.
2. Evaluate activities, programs and classes for content, techniques and special problems.
3. Interview and select seasonal, hourly and volunteer workers and instructors.
4. Train assigned employees.
5. Develop and maintain positive working relationships with school administration, community groups and other agencies.
6. Develop, administer, monitor and coordinate budgets for assigned community center or leisure programs, including use of grant funds; purchase equipment and supplies.
7. Perform public relations duties to include television interviews, radio interviews, public speaking engagements and conducting tours.
8. Design and maintain bulletin boards, brochures and other materials for marketing programs.
9. Enforce facility or program rules and regulations.
10. Plan, direct, assign and verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards.

CITY OF LAS VEGAS
Leisure Services Coordinator (*continued*)

Essential Functions:

11. Prepare and maintain a variety of reports.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation programming.
2. May assist with interviewing and selecting full-time staff.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of researching, planning, organizing, coordinating and overseeing leisure activities.

Basic principles and practices of the functions of a community center.

Principles of lead supervision and training.

Modern and complex principles and practices of maintaining public facilities.

Occupational hazards and standard safety practices.

Modern office procedures and equipment.

Pertinent federal, state and local laws, codes and regulations.

Basic first aid.

Ability to:

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

Analyze problems, identify alternative solutions and project consequences of proposed actions.

Manage the operations of assigned community center or leisure programs without direct supervision.

Interpret, explain and enforce policies and procedures.

Work effectively with citizens of all ages and from various ethnic and socio-economic backgrounds.

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

- *Walking and standing for extended periods of time*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Operating assigned equipment.*

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

CITY OF LAS VEGAS
Leisure Services Coordinator (*continued*)

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in recreation program development and implementation, community center management or a related field.

Training:

Equivalent to an Associate degree from an accredited community college with major course work in recreation management or a related field.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Work in both indoor and outdoor recreational facilities, and inclement weather conditions.

Physical Conditions:

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

ARB

REV 7/30/99 (formerly Community Center and Recreation Program Coordinators)

FLSA & City: nonexempt

CSB 9/8/99

PAYROLL 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

Under general supervision, perform specialized work in connection with payroll and payroll reporting procedures and perform a variety of special projects related to payroll; maintain the integrity of the payroll process and computer system.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Payroll series. It is distinguished from the Payroll Assistant II by the complexity of duties and responsibilities assigned, the independence and judgment with which it is expected to perform and the exercise of lead supervision over lower level staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.

Exercises functional and 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. Review incoming source documents for accuracy and completeness, ensuring conformance with appropriate union contracts, administrative policies and regulations and federal and state labor laws.
2. Prepare tax returns, unemployment reports and other reporting documentation related to payroll matters, such as IRS forms 940 and W-2's; prepare and forward appropriate payroll tax deposits and payments to medical insurance carriers.
3. Process separating employees, including calculating final pay due to the employee; explain the process to employees and department staff as needed.
4. Review approved bargaining unit contracts and note system or process changes required to comply with contract provisions; develop and recommend solutions to management or the Oracle Change Control Committee; implement approved changes.
5. Prepare financial and statistical reports relative to payroll; maintain catastrophic leave account.

CITY OF LAS VEGAS
Payroll Specialist (Continued)

Essential Functions:

6. Review and verify data coming to the payroll system from various sources; summarize and balance payroll biweekly.
7. Verify pay increases, shift differential, holiday, acting, longevity, stand-by and call-out pay; monitor and process miscellaneous deductions and adjustments.
8. Prepare and coordinate payments for miscellaneous deductions such as garnishments, union dues and fees, credit union and deferred compensation.
9. Maintain accumulated leave records for all employee, including annual and sick leave used or accrued and process adjustments and corrections; maintain proper payroll records as prescribed by law; provide various documents as custodian of the records when subpoenaed.
10. Respond to inquiries regarding the payroll system; complete employee pay verifications for various organizations.

Marginal Functions:

1. Perform a variety of general clerical duties including typing, computer input and maintaining files and records.
2. Request needed materials and supplies, including specialized forms and manuals.
3. Maintain microfiche files on payroll documents.
4. Perform other duties related to maintaining an effective payroll system.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of an automated payroll program.
Federal, state and local laws and regulations related to payroll processing.
Principles of lead supervision and training.
Methods and techniques of bookkeeping, accounting and payroll practices.
Operational characteristics of computers and modern equipment and tools.
Principles and practices of fiscal record keeping and reporting.
Advanced clerical accounting methods and techniques.
Principles and procedures related to accounts payable and receivable.
Advanced principles of arithmetic.
Modern office methods, procedures and computer equipment.

Ability to:

Lead, organize and review the work of staff in the area of work assigned.
Train assigned staff in payroll functions.
Independently perform the most difficult accounting functions.
Interpret, explain and enforce department and city policies and procedures.

CITY OF LAS VEGAS
Payroll Specialist (*Continued*)

Ability to:

- Analyze automated payroll system problems or required changes and recommend solutions.
- Operate a variety of computerized equipment including various software programs.
- Understand, interpret and communicate payroll procedures, rules and regulations.
- Implement approved procedures.
- Maintain a variety of financial records and files.
- Perform varied technical accounting clerical work.
- Accurately tabulate, record and balance assigned transactions.
- Perform routine clerical work.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- 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.*

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience performing the full range of payroll functions for a large company or government entity, including one year of experience with a complex computerized payroll system. Experience with Oracle HR/Payroll is preferred. Experience in a union environment is desirable.

Training:

Equivalent to graduation from high school, supplemented by college level course work in accounting, business administration or a related field.

License or Certificate

Possession of a related professional certification such as Certified Payroll Professional is desirable.

CITY OF LAS VEGAS
Payroll Specialist (*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 8/5/99
FLSA and City: nonexempt

CSB 9/8/99

PERSONNEL 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 perform a variety of specialized clerical and technical duties in support of the city's recruiting and staffing functions ; to provide information and assistance to city employees and the general public;; and to perform a variety of technical tasks related to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Personnel Technician series. It is distinguished from the Sr. Personnel Technician by the performance of routine duties assigned to positions within the series.

SUPERVISION RECEIVED

Receives general supervision from higher level supervisory or 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. Provide information and general assistance to city staff and the public regarding human resources policies, procedures and processes; answer questions and provide information regarding recruitments, staffing, personnel actions, employee records, seniority and related matters; assist in resolving routine problems or complaints.
2. Process personnel actions; confer with departments regarding alternatives; provide or receive additional information as appropriate.
3. Process personnel requisitions to fill positions; input data into the HR/Payroll system; calculate percentages for promotions, demotions, acting pay, step and merit increases; verify current salary; coordinate with the payroll section in the Finance Department to ensure actions are correctly processed.
4. Work with managers and supervisors to inform them when eligible lists become certified, to provide them with information about the applicants from the job applications, set up hiring interviews and to select a candidate from the eligible list.
5. Support the recruitment process by preparing and distributing job announcements; placing job advertisements in newspapers, trade publications and on the Internet; entering applicant data into the Sigma applicant tracking system, either by scanning or data entry; typing written tests and other testing materials; scheduling testing dates and times with applicants; using Sigma to score the tests; preparing and sending notices to applicants regarding test results.

CITY OF LAS VEGAS
Personnel Technician (*continued*)

Essential Functions:

6. When preparing documents for recruitments, ensure they are proofread and are error-free, and safeguard the confidentiality of documents and test results.
7. Compile and prepare the portion of the Civil Service agenda that applies to the Personnel Services Division activities.
8. Maintain accurate classification seniority records, following contract provisions and any memorandums of understanding that are in place; research issues brought up by employees and recommend solutions; periodically send seniority lists to departments.
9. Coordinate, schedule, conduct and oversee the processing in of large numbers of seasonal employees.
10. Research history or records to provide information needed to address a concern, issue or problem.
11. Assist in maintaining the division's budget; provide budget reports as needed.
12. Update and maintain various manuals, reports and files; prepare correspondence and memorandums in support of human resources functions.
13. Verify and review materials for accuracy, completeness and conformance with established regulations and procedures.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic operations, principles, practices and procedures of a human resources department.
Modern office procedures, methods and computer equipment.
Common office software, including word processing, e-mail and spreadsheets.
Business letter writing and basic report preparation.
English usage, spelling, grammar and punctuation.
Record keeping methods and procedures.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Learn general personnel policies and procedures applicable to the city.
Learn techniques of human resources processing.
Learn basic operations of a complex, automated PC-based HR/Payroll system, if applicable to assignment.
Operate a variety of modern office equipment including computer equipment.
Collect and compile information and data for a variety of reports.

CITY OF LAS VEGAS
Personnel Technician (*continued*)

Ability to:

Perform mathematical calculations quickly and accurately.

Type or word process at a speed necessary for adequate job performance.

Work independently in the absence of supervision.

Maintain confidentiality of work.

Interact with a wide variety of city staff, bargaining unit representatives and citizens.

Communicate effectively, 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.

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:

Two years of general experience in the human resources or personnel department of a government agency or company.

Training:

Equivalent to graduation from high school.

WORKING CONDITIONS

Environmental Conditions:

Office environment; computer screens.

Physical Conditions:

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

ARB

REV 8/24/99

FLSA & City: nonexempt

CSB 9/8/99

PLANT OPERATIONS SHIFT 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 lead, oversee and review the work of staff on assigned shift responsible for wastewater treatment operations of the Water Pollution Control Facility within the Public Works Department; 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 Supervisor.

Exercises direct supervision over technical and skilled 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. Review and supervise the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specifications; 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; may participate in the selection of operations section staff.
2. Assist in the development of goals and objectives; implement approved policies and procedures; provide direction to assigned subordinate personnel.
3. Establish schedules and methods for providing wastewater treatment operations; identify resource needs; review needs with appropriate management staff.
4. Direct, coordinate and review the work plan for assigned responsibilities; 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. Resolve employee complaints, problems and questions; supervise the maintenance of time, material and equipment use records.
6. Assist in planning and implementing comprehensive wastewater treatment training programs.

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

Essential Functions:

7. Inspect and evaluate wastewater processing; obtain and interpret laboratory and process data in order to recommend or make adjustments to plant processes accordingly.
8. Inspect, analyze and evaluate plant equipment, process control equipment, anaerobic digesters, bar screens, grit chambers, heaters, trickling filter pumps, secondary basins, pumps and the dewatering facility for proper operation, maximum performance and maintenance needs, and generate work orders for corrective action as needed.
9. Monitor chemical dosages; order treatment plant chemicals; test and maintain proper chlorine residual.
10. Assist in the coordination of plant shut-downs for tie-ins and equipment installation.
11. Monitor and adjust set points on computer terminal units.
12. Maintain skill and data logs; prepare reports on operations, training and activities.
13. Ensure that employees adhere to safe work practices; train assigned staff in the safe handling of hazardous chemicals.
14. Assist in the removal of biological residue from primary and secondary weirs.

Marginal Functions:

1. Stay abreast of new trends and innovations in the field of wastewater treatment plant maintenance.
2. Coordinate work with contractors and other personnel.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of flow dynamics, shut down processes and remote terminal units used in a wastewater treatment operations program.
Modern and complex wastewater principles and techniques, especially activated sludge and dewatering facility equipment.
Supervisory Control and Data Acquisition (SCADA) system operation and automated control of equipment and processes.
Principles and regulations of wastewater treatment and distribution of reuse water.
Chemical processes involved in wastewater treatment.
Advanced mathematical principles.
Processing wastewater and equipment usage.
Operation of a chlorine facility.

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

Knowledge of:

Principles of hydraulics.
Occupational hazards and standard safety practices.
Modern office procedures, methods and computer equipment.
Principles and procedures of record keeping.
Principles of supervision, training and performance evaluation.
Chemical processes involved in wastewater treatment.
Pertinent federal, state and local laws, codes and regulations.
Methods and techniques of construction, operations and repair related to the area of work assigned.

Ability to:

Plan, organize, direct and review the work of assigned staff.
Supervise, train and evaluate assigned staff.
Interpret, explain and enforce city and department policies and procedures.
Monitor and control treatment plant functions through the use of the SCADA system and complex computer control systems to achieve compliance with federal and state regulations and standards for the discharge permit.
Read and interpret basic maps and blueprints.
Shut down and start up processes.
Recognize maintenance problems and take corrective action.
Manage emergency situations.
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 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:

- *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*

Maintain effective audio-visual discrimination and perception needed for:

- *Reading and writing*
- *Operating assigned equipment and vehicles.*

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in the field of treatment plant operations, including one year of supervisory or lead experience.

Training:

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

License or Certificate

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

Possession of a Grade III Wastewater Treatment Operator certificate on the date of application.

Possession of a Grade IV Wastewater Treatment Operator certificate within six months of the date of appointment.

Possession of a forklift certificate on the date of application.

Special Requirements

The Water Pollution Control Facility is a 24 hour, 7 day per week operation. Assigned work schedule may change and may be for any shift and any day of the week.

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 standing, walking, bending, stooping, kneeling, crawling and moderate lifting for prolonged periods of time.

ARB
REV 7/19/99
FLSA: exempt; City: nonexempt

CSB 9/8/99

PLANT OPERATOR I
PLANT OPERATOR 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 operate and maintain the city's wastewater treatment system; and to operate and maintain various pump equipment and production facilities in support of the city's wastewater system.

DISTINGUISHING CHARACTERISTICS

Plant Operator I—This is the entry level class in the Plant Operator series. This class is distinguished from the Plant Operator 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.

Plant Operator II—This is the full journey level class within the Plant Operator series. Employees within this class are distinguished from the Plant Operator I by the performance of the full range of duties 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.

SUPERVISION RECEIVED

Plant Operator I

Receives immediate supervision from the Plant Operations Shift Supervisor and higher level management.

Plant Operator II

Receives general supervision from the Plant Operations Shift Supervisor and higher level management.

CITY OF LAS VEGAS
Plant Operator 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. Control and monitor mechanical devices used to treat wastewater and related sludges, both manually and through the use of the Supervisory Control and Data Acquisition (SCADA) and computer control systems.
2. Monitor, both manually and through the use of the SCADA system, unit process variables and initiate changes as determined through calculations, test procedures and independent judgment to achieve operational goals.
3. Inspect and evaluate wastewater processing; determine computer setpoints to maintain operating parameters necessary to insure compliance with federal and state regulations and standards for the discharge permit; obtain and interpret laboratory and process data and recommend adjustments to or adjust plant processes accordingly.
4. Inspect all pumps, bar screen and related equipment, grit chambers, digesters and heaters, trickling filters, and primary and secondary basins on a daily basis and record all vital information on production totals.
5. Inspect all pumps and wastewater treatment equipment for malfunctions or leaks; conduct weekly testing of equipment and machinery to maintain quality assurance and high performance; diagnose needed repairs; perform minor preventive and corrective maintenance and adjustment of equipment; refer other maintenance and repair problems to supervisor.
6. Clean and lubricate pumps and other production equipment as needed.
7. Take sludge samples twice per shift and monitor sludge level; take primary samples; clean build-up on weirs; check pumps, drive motor, flights, chains and secondary electrical building; hose down scrub box, pump down well, skim primary basins and clean rags; assist in the removal of biological residue from primary and secondary weirs.
8. Record production and water flow on a daily basis; maintain the accuracy of the reclaimed water system.
9. Obtain water samples for organic or chemical analysis from various locations.
10. Ensure the accuracy and proper functioning of the treatment plant and ensure Environmental Protection Agency operating standards are met or exceeded.
11. Monitor gauges, meters and control panels; operate valves and gates; start and stop pumps, engines and other equipment used to control process.
12. Assist in maintaining a neat and orderly work area.

CITY OF LAS VEGAS
Plant Operator I/II (*Continued*)

Marginal Functions:

1. Conduct tours of the facilities and operations; explain the water treatment and pumping process.
2. Assist in maintaining the security of water pumping facilities.
3. Operate motorized equipment such as trucks, forklifts and mowers.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Plant Operator I

Knowledge of:

Basic operations, services and activities of a wastewater treatment program.
Operational characteristics of pump equipment.
Basic principles of hydraulics.
Pump capabilities to regulate water flow.
Basic mathematical calculations.
Occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Monitor and control wastewater treatment plant functions through the use of the SCADA and complex computer control systems.
Learn the principles and regulations of the treatment and distribution of reuse water.
Learn chlorine formulas and testing techniques.
Perform less complex wastewater treatment operations.
Learn to operate a variety of pumping equipment in a safe and effective manner.
Learn to recognize improper pump operation through visual or auditory inspection.
Learn to perform minor preventive and corrective maintenance on water control and pumping equipment.
Learn to calculate chemical needs of wastewater based on analysis results.
Work in confined spaces wearing a breathing apparatus.
Understand and follow oral and written instructions.
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 communications 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 and vehicles.*
Maintain effective audio-visual discrimination and perception needed for:
 -- *Making observations*
 -- *Communicating with others*
 -- *Operating assigned equipment and vehicles.*

CITY OF LAS VEGAS
Plant Operator I/II (*Continued*)

Experience and Training Requirements

Experience:

One year of experience operating piping, valves and controls in a process or manufacturing environment. Experience involving the installation, maintenance and repair of fluid pumps and related systems with a minimum capacity of 200 gallons per minute is desirable.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Plant Operator II

In addition to the qualifications for the Plant Operator I:

Knowledge of:

Operations, services and activities of a wastewater treatment program.
Principles and regulations of the treatment and distribution of reuse water.
Methods and techniques of pump regulation.
Principles of hydraulics.
Chlorine formulas and testing techniques.
Chemical and chemical feeders.
Mathematical calculations.

Ability to:

Independently perform wastewater treatment operations.
Monitor and control wastewater treatment plant functions through the use of the SCADA and complex computer control systems to achieve compliance with federal and state regulations and standards for the discharge permit.
Perform routine wastewater treatment operations.
Operate a variety of pumping equipment in a safe and effective manner.
Recognize improper pump operation through visual or auditory inspection.
Perform minor preventive and corrective maintenance on water control and pumping equipment.
Calculate chemical needs of wastewater based on analysis results.
Prepare clear and concise reports.
Work independently in the absence of supervision.

CITY OF LAS VEGAS
Plant Operator I/II (*Continued*)

Experience and Training Requirements

Experience:

Two years of experience in wastewater treatment plant operations OR three years experience operating piping, valves and controls in a process or manufacturing environment. Experience involving the installation, maintenance and repair of fluid pumps and related systems with a minimum capacity of 1500 gallons per minute is desirable.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Possession of a Grade I Wastewater Treatment Operator certificate on the date of application.

Possession of a Grade II Wastewater Treatment Operator certificate within six months of the date of appointment.

Special Requirements

The Water Pollution Control Facility is a 24 hour, 7 day per week operation. Assigned work schedule may change and may be for any shift and any day of the week.

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 standing, walking, bending, stooping, kneeling, crawling and moderate lifting for prolonged periods of time.

ARB
REV 7/22/99
FLSA & City: nonexempt

CSB 9/8/99

SENIOR PERSONNEL 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 perform a variety of complex, specialized technical duties in support of the city's human resources functions including recruiting, staffing, training and employee services; to advise and assist departments in preparing forms; to perform a variety of data tracking and reporting; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Personnel Technician series. This class is distinguished from the Personnel Technician by the performance of more complex duties with a greater level of independence. This class is distinguished from the Human Resources Specialist in that the latter performs the most complex and difficult duties, is expected to exercise a high degree of judgment and perform independently, and provides lead supervision over lower levels within the series. Employees at the journey level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Human Resources Manager.

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

Essential Functions:

1. Provide assistance to staff and the public regarding the application of human resources policies, procedures and processes, especially in non-routine situations; resolve problems or complaints and assist in resolving complex problems in assigned area.
2. Advise and assist departments in processing a variety of personnel actions including promotions, upgrades, position fills, step increases and new hires; review policies and procedures and provide recommendations for resolution of problems when appropriate; review and forward requests for final approval.
3. Research history or records to provide information needed to address a concern, issue or problem; make recommendations based on the information gathered and knowledge of past practice.

CITY OF LAS VEGAS
Senior Personnel Technician (continued)

Essential Functions:

4. Conduct portions of the monthly new employee orientation; coordinate with presenters of additional portions.
5. Update various databases and track information, such as training class attendance, tuition reimbursement, unemployment claims and Career Development Action Plan completion; prepare a variety of reports extracted from the data.
6. Assist with process improvement projects by preparing surveys and compiling the results of completed surveys.
7. Update and maintain various manuals, reports and files; prepare correspondence and memorandums in support of human resources functions.
8. Collect and organize data as needed for statistical reports.

Essential Functions:

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a human resource management and records management program.

Modern office procedures, methods and computer equipment.

Common office software, including word processing, e-mail and spreadsheets.

Business letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Methods and techniques of record keeping and records management.

Pertinent federal, state and local laws, codes and regulations pertaining to human resource management and record keeping.

Ability to:

Independently perform the more complex tasks involved in processing personnel actions, maintaining complete records, and tracking and reporting complex data.

Interpret, explain, apply and enforce department policies and procedures.

Maintain confidential information and records.

Learn technical personnel policies and procedures applicable to the city.

Learn to operate a complex, automated PC-based HR/Payroll system, if applicable to assignment.

Operate a variety of modern office equipment including computer equipment.

Collect and compile information and data for a variety of reports.

Perform advanced mathematical calculations quickly and accurately.

CITY OF LAS VEGAS

Senior Personnel Technician *(continued)*

Ability to:

Type or word process at a speed necessary for adequate job performance.

Work independently without close supervision.

Interact with a wide variety of city staff, bargaining unit representatives and citizens.

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 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 general experience in the human resources or personnel department of a government agency or company. Experience with Oracle HR/Payroll is preferred. Experience in a union environment is desirable.

Training:

Equivalent to graduation from high school. College course work in human resource management, personnel, business administration or a related field, or specialized training in an area related to assignment is preferred.

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.

ARB

REV 8/24/99

FLSA & City: nonexempt

Approved: CSB: 9/8/99

SENIOR PLANT OPERATOR

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 and difficult work of staff responsible for wastewater treatment operations; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Plant Operator series. Positions at this level 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 including the performance of the full range of duties with only occasional instruction or assistance. 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 Plant Operations Shift Supervisor.

Exercises functional and technical supervision over lower level plant operator 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 wastewater treatment operations including regulating and calculating flow, monitoring chemical additions, maintaining state regulated effluent quality and implementing Environmental Protection Agency testing policies and procedures.
2. Plan, direct and participate in activities designed to monitor pumps, gauges and basins; run the sludge handling facility; handle chemicals and their tests, collect samples and remove dried sludge and grit.
3. Control and monitor mechanical devices used to treat wastewater and related sludges, both manually and through the use of the Supervisory Control and Data Acquisition (SCADA) and computer control systems.

CITY OF LAS VEGAS
Sr. Plant Operator (continued)

Essential Functions:

4. Monitor, both manually and through the use of the SCADA system, unit process variables and initiate changes as determined through calculations, test procedures and independent judgment to achieve operational goals.
5. Inspect equipment and perform minor preventive and corrective maintenance and adjustment.
6. Inspect and evaluate wastewater processing; determine computer setpoints to maintain operating parameters necessary to insure compliance with federal and state regulations and standards for the discharge permit; obtain and interpret laboratory and process data and recommend adjustments or adjust plant processes accordingly.
7. Supervise the use of and operate forklifts, front end loaders, centrifuges, hydraulic power packs and small trucks.
8. Train assigned employees in wastewater treatment methods and techniques and in the set up and use of equipment.
9. Verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specification.
10. Ensure that employees adhere to safe work practices and procedures.
11. Check bar screen for rag disposal and proper operation; monitor drive units; monitor and participate in grit collection and removal; take sludge samples; log readings; check remote control panels and change set points; assist in the removal of biological residue from primary and secondary weirs.
12. Monitor and participate in digester operation, including monitoring temperatures and cross checking feed, loading and superriate flows.
13. Inspect all pumps and wastewater treatment equipment on a daily basis; record vital information; assess malfunctions or leaks; diagnose needed repairs; schedule maintenance and repairs as needed.
14. Clean and lubricate pumps and other production equipment as needed; perform weekly testing of equipment and machinery to maintain quality assurance and high performance.
15. Record production and other information on a weekly basis; maintain the accuracy of the effluent water system.
16. Determine chemical needs of the water; test and maintain proper chlorine residual; calculate chemical dosages and add appropriate chemicals to water as needed.
17. Assist in maintaining the security of wastewater treatment facilities.
18. Maintain inventory of chemicals for testing and plant check sheets and replenish supplies.

CITY OF LAS VEGAS
Sr. Plant Operator (continued)

Essential Functions:

19. Supervise and participate in the maintenance of surrounding foliage.

Marginal Functions:

1. Conduct tours of the facilities and operations; explain the wastewater treatment process.
2. Clean and maintain pump rooms; scrub weirs and walkways; assist in providing a neat and orderly work area.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a wastewater treatment program.
Principles and regulations of treatment and distribution of reuse water.
Chemical processes involved in wastewater treatment.
Principles of lead supervision and training.
Supervisory Control and Data Acquisition (SCADA) system operation and automated control of equipment and processes.
Principles of hydraulics.
Pump capabilities to regulate water flow.
Chlorine formulas and testing techniques.
Basic mathematical calculations.
Chemical and chemical feeders.
Basic methods and techniques of, and tools used in, pump installation and repair.
Advanced methods and techniques of pump regulation.
Advanced operational characteristics of pump equipment.
Occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Lead, organize and review the work of staff in the area of work assigned.
Train assigned employees.
Independently perform the most difficult wastewater treatment operations.
Monitor and control treatment plant functions through the use of the SCADA and complex computer control systems to achieve compliance with federal and state regulations and standards for the discharge permit.
Interpret, explain and enforce department policies and procedures.
Operate a variety of pumping equipment in a safe and effective manner.
Recognize improper pump operation through visual or auditory inspection.
Perform minor repair of water control and pumping equipment.
Calculate chemical needs of wastewater based on analysis results.
Work in confined spaces wearing a breathing apparatus.

CITY OF LAS VEGAS
Sr. Plant Operator (continued)

Ability to:

Prepare clear and concise reports.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

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 communications 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 and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in the field of wastewater operations.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Possession of a Grade II Wastewater Treatment Operator certificate on the date of application.

Possession of a Grade III Wastewater Treatment Operator certificate within six months of the date of appointment.

Special Requirements

The Water Pollution Control Facility is a 24 hour, 7 day per week operation. Assigned work schedule may change and may be for any shift and any day of the week.

CITY OF LAS VEGAS
Sr. Plant Operator (continued)

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 standing, walking, bending, stooping, kneeling, crawling and moderate lifting for prolonged periods of time.

ARB
REV 7/19/99
FLSA & City: nonexempt

CSB 9/8/99

FIRE COMMUNICATIONS TRAINING 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 train and certify all newly hired and promoted Fire Communications staff; to maintain the certification levels of staff; to develop and deliver public education programs regarding the 9-1-1 system; and to perform a variety of technical tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Supervisor of Fire Communications.

Exercises technical supervision over all levels of Communications Specialists.

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

Essential Functions:

1. Train and certify all newly hired and promoted Communication Specialists on all aspects of the job, including CPR and Emergency Medical Dispatch (EMD) certification programs; participate in conducting needs assessments based on changing technology and analysis of performance statistics and develop and present training programs based on those needs.
2. Develop, update and maintain a training manual and a communications standard operating procedures manual; develop and maintain job performance standards.
3. Develop, implement and maintain contingency plans and required equipment and supplies needed to continue functioning in the event of various types of system failure.
4. Develop lesson plans, lectures and workshops designed to motivate and improve the performance of staff.
5. Maintain training records for staff, including certification records.
6. Coordinate with other department training staff to update and deliver radio and computer training to suppression staff.
7. Develop and coordinate training for inter-agency communications staff so they can interact effectively with city communications staff.

CITY OF LAS VEGAS

Fire Communications Training Specialist (*continued*)

Essential Functions:

8. Oversee the Quality Assurance Committee; schedule and coordinate monthly committee meetings; select 911 calls for review; maintain records of committee findings; recommend training to appropriate supervisory personnel based on committee findings.
9. Oversee the Communications Awards Committee; maintain committee records.
10. Develop programs for public education, including instructional videos, other visual aids and booth displays at local malls; participate in public education efforts to promote proper use of the 9-1-1 system.
11. Fill in as a Sr. Communications Specialist as required.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

A modern 9-1-1 communication system.
Modern principles and techniques of technical and emergency procedures training.
Cardiopulmonary resuscitation (CPR).
Principles and practices of training program research, development and evaluation.
The radio and computer equipment used in a fire communication system.
Methods and techniques of collecting and analyzing performance statistics.
The structure and interrelationships of the Las Vegas Valley 9-1-1 system.
Modern office procedures and methods and personal computers and common office software.
English language usage, grammar and punctuation.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Plan, research, develop and present a variety of technical training programs that enhance the performance and effectiveness of the Fire Communications section.
Maintain current training and standard operating procedures manuals.
Develop and present programs to the general public.
Maintain complete training and certification 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.*

CITY OF LAS VEGAS

Fire Communications Training Specialist (*continued*)

Ability to:

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:

Four years experience as a 9-1-1 operator.

Training:

Equivalent to graduation from high school.

Special Requirement

Possession of CPR Instructor certificate within one year of the date of appointment.

May be required to conduct training during swing, graveyard and weekend shifts (facility is a 24 hour, 7 day per week operation).

WORKING CONDITIONS

Environmental Conditions:

Work in an emergency communications 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

NEW 8/23/99

FLSA & City: nonexempt

CSB 9/8/99

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date September 8, 1999

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

**SUBJECT: D. REQUEST TO BE PLACED ON REHIRE LIST: MICHELLE GOLDYN AND
DANIEL MUIRHEAD**

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

Ms. Michelle Goldyn, a City Employee from 2/12/95 to 5/15/98 has requested to be placed on the Rehire List for Recreation Leader II (X). A copy of her Department Director's approval letter is attached for the Board's information and review.

Mr. Daniel Muirhead, a City Employee from 2/8/88 to 1/2/98, has requested to be placed on the Rehire List for Project Engineer. 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.

Ms. Goldyn and Mr Muirhead both meet the criteria for placement on the Rehire List, and it is recommended that the Board approve these requests.

Marla Hromada

From: Glenna Worthington
Sent: Tuesday, August 10, 1999 1:04 PM
To: Judy Tuttle
Cc: Melody Atwell; Marla Hromada
Subject: FW: Rehire List

-----Original Message-----

From: Patty Moyer
Sent: Tuesday, August 10, 1999 10:56 AM
To: Glenna Worthington
Subject: Rehire List

APPROVED RDGoecke:PDMoyer

Please initiate the process to place Daniel W. Muirhead, P.E., on the rehire list for Project Engineer. He meets the standards to be placed on the Rehire List separated within the last 24 months (1/2/98) and left in "good standing" and this email is to be considered "written permission" from his former department director. His letter requesting consideration will be sent interoffice mail to be attached to this request.

CC Glenn/HR

July 14, 1999

Mr. Richard D. Goecke, Director
Department of Public Works
City of Las Vegas
400 E Stewart Avenue
Las Vegas, NV 89101

RE: Placement on Re-Hire List

Dear Mr. Goecke:

I telephoned Ms. Patty Moyer recently expressing my intention of returning to the public sector and inquiring about upcoming positions at the City. Patty informed me that the simplest way to make myself eligible for future positions would be to have my name placed on the City's re-hire list

At this time, I would respectfully request to have my name placed on this list. I feel that my ten years of service with the City both in Engineering Design and Land Development would make me an ideal candidate for upcoming positions in Public Works and I am enthusiastic about re-joining the City team.

Thank you for your time and consideration in this matter

Sincerely,


Daniel W. Muirhead, P.E.

2-03-99
5
1-02-98

Memorandum

City of Las Vegas
Leisure Services

To: RICK ANDERSON, DIRECTOR, HUMAN RESOURCES

From: DR BARBARA P. JACKSON, DIRECTOR

CC: BILLIE M BASTIAN

Date: AUGUST 17, 1999

Re: REHIRE LIST

The Department of Leisure Services recently received the attached letter from Michelle Goldyn, requesting that she be placed on the rehire list for Recreation Leader. At this time, I am requesting for her to be placed on the rehire list for this position.

Thank you for your assistance.

BPJ cw/rehire list

Attachment

City of Las Vegas
Department of Leisure Services
Ms. Billie Bastian
Las Vegas, NV 89101

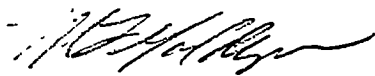
August 10, 1999

Dear Ms. Bastian,

Please allow this letter to serve as my official request to be considered for placement on the active eligibility list for Recreation Leader and Aquatic Recreation Leader for the City of Las Vegas. It has been 16 months since I resigned my position as a Recreation Leader II; within this time I have come to miss the opportunities and relationships I had in the Recreation Division. If you require any additional information or if I can be of further assistance please contact me at 256-4140.

I look forward to hearing from you and am excited at the prospect of returning to the City of Las Vegas Recreation Division.

Sincerely,



Michelle Goldyn

RECEIVED

1999 AUG 23 A 8:59

LEISURE DEPT