

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: October 13, 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 September 8, 1999
- IV BUSINESS

A. CERTIFICATION OF ELIGIBLE LISTS

1. Concrete Mason I - Promotional
2. Equipment Operator II - Promotional
3. Field Electrician II - Promotional
4. Graphic Equipment Operator I - Promotional
5. Graphic Equipment Operator I - Open
6. Housing Rehab Specialist - Promotional
7. Housing Rehab Specialist - Open
8. Locksmith - Promotional
9. Locksmith - Open
10. Parking Enforcement Officer - Open
11. Planner I (Comp/Current) - Promotional
12. Planner I (Comp/Current) - Open
13. Planner II (Comp/Current) - Promotional
14. Planner II (Comp/Current) - Open
15. Planning Technician - Open
16. Publicity Specialist I - Promotional
17. Publicity Specialist I - Open
18. Purchasing Technician - Promotional
19. Recreation Leader I/Aquatics - Promotional
20. Recreation Leader I/Aquatics - Open
21. Senior Planner (Comp/Current) - Promotional
22. Senior Planner (Comp/Current) - Open
23. Video Programming Technician - Promotional
24. Video Programming Technician - Open
25. Volunteer Program Coordinator - Open

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Date: October 13, 1999

Page Two

B EXTENSION OF ELIGIBLE LISTS

- 1 Communications Specialist - Promotional
- 2 Communications Specialist - Open
- 3 Maintenance Mechanic I (X) - Promotional
- 4 Maintenance Mechanic I (X) - Open
- 5 Motor Sweeper Operator - Promotional
- 6 Systems Administration Specialist - Promotional
- 7 Systems Administration Specialist - Open

C DISCUSSION AND POSSIBLE ACTION ON CLASSIFICATION SPECIFICATIONS

- 1 Cultural Center Coordinator - Revised
- 2 Fire Equipment Mechanic Foreman - Revised
- 3 Senior Citizens Center Coordinator- Revised
- 4 Urban Design Coordinator - Revised
- 5 Water Quality Technician I/II - Revised

D REQUEST TO BE PLACED ON REHIRE LIST SCOTT IRVINE

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
OCTOBER 13, 1999

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

I. CALL TO ORDER: September 8, 1999, at 4:45 p.m., in the Human Resources Department

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

STAFF PRESENT

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

OTHERS PRESENT

Jeff Morgan
Patty Moyer
Terry Hughes

Chairperson Mark Larson welcomed Joseph Orduna to the Board of Civil Service Trustees.

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

III. APPROVAL OF MINUTES: A motion was made by Lou Johnson and seconded by Joseph Orduna that the minutes of the Board meeting on August 11, 1999, be approved. Motion carried.

IV. ELECTION OF VICE CHAIRPERSON

A motion was made by Joseph Orduna to elect Lou Johnson as Vice Chairperson of the Civil Service Board of Trustees, and it was seconded by Chairman Mark Larson. Motion carried.

V. BUSINESS

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: September 8, 1999
PAGE 2

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

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

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

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
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PAGE 3**

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

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

Mr. Anderson stated that all items were in order with the departments and representatives and that he was not aware of any outstanding issues. A motion was made by Lou Johnson and seconded by Joseph Orduna to approve the classification specifications. Motion carried.

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

Mr. Anderson advised that both employees separated from the City in good standing and they have been recommended by their department directors to be placed on the rehire list.

A motion was made by Lou Johnson and seconded by Joseph Orduna to place Michelle Goldyn and Daniel Muirhead on the rehire list. Motion carried.

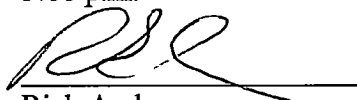
V. ITEMS FOR DISCUSSION ONLY - NO BOARD ACTION REQUIRED

Mr. Anderson informed the Board that the reason legal counsel was not present for this meeting was due to the fact that he was with his wife who was expecting to deliver a baby at any time.

VI. CITIZEN PARTICIPATION

None.

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


Rick Anderson
Secretary to the Board

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Rick Anderson
Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date October 13, 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: 25

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Concrete Mason I - Promotional	7	7	4
2. Equipment Operator II - Promotional	16	11	2
3. Field Electrician II - Promotional	5	4	4
4. Graphic Equipment Operator I - Promotional	1	1	1
5. Graphic Equipment Operator I - Open	39	26	8
6. Housing Rehab Specialist - Promotional	3	1	0
7. Housing Rehab Specialist - Open	9	2	1
8. Locksmith - Promotional	2	0	0
9. Locksmith - Open	18	12	9
10. Parking Enforcement Officer - Open	174	135	115
11. Planner I (Comp/Current) - Promotional	2	2	2
12. Planner I (Comp/Current) - Open	24	5	3
13. Planner II (Comp/Current) - Promotional	5	3	3
14. Planner II (Comp/Current) - Open	25	6	5
15. Planning Technician - Open	48	24	12
16. Publicity Specialist I - Promotional	2	2	2
17. Publicity Specialist I - Open	25	13	12
18. Purchasing Technician - Promotional	31	23	19
19. Recreation Leader I/Aquatics - Promotional	0	0	0
20. Recreation Leader I/Aquatics - Open	20	14	14
21. Senior Planner (Comp/Current) - Promotional	1	1	1

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
22. Senior Planner (Comp/Current) - Open	7	4	4
23. Video Programming Technician - Promotional	1	1	1
24. Video Programming Technician - Open	38	29	21
25. Volunteer Program Coordinator - Open	31	15	15

CITY OF LAS VEGAS

ELIGIBLE LIST

Concrete Mason I
Examination

September 15, 1999
Date of Test

99317408P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	4			
FAILED	3			
TOTAL TESTED	7			
DID NOT APPEAR				

CITY OF LAS VEGAS

ELIGIBLE LIST

Equipment Operator II
Examination

September 28 & 29, 1999
Date of Test

99327008P
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	16	GROUP 1	0
REJECTED	0	GROUP 2	1
TOTAL RECEIVED	16	GROUP 3	1
		TOTAL ON LIST	2

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)			100%	
PASSED			2	
FAILED			9	
TOTAL TESTED			11	
DID NOT APPEAR			5	

CITY OF LAS VEGAS

ELIGIBLE LIST

Field Electrician II
Examination

September 23, 1999
Date of Test

99283808P
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	2
REJECTED	0	GROUP 2	1
TOTAL RECEIVED	5	GROUP 3	1
		TOTAL ON LIST	4

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	4			
FAILED	0			
TOTAL TESTED	4			
DID NOT APPEAR	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Graphic Equipment Operator I
Examination

September 20, 1999
Date of Test

99363008P
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	1	GROUP 1	0
REJECTED	0	GROUP 2	0
TOTAL RECEIVED	1	GROUP 3	1
		TOTAL ON LIST	1

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Graphic Equipment Operator I
Examination

September 20, 1999
Date of Test

993630080
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	37	GROUP 1	1
REJECTED	2	GROUP 2	3
TOTAL RECEIVED	39	GROUP 3	4
		TOTAL ON LIST	8

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	8			
FAILED	18			
TOTAL TESTED	26			
DID NOT APPEAR	11			

CITY OF LAS VEGAS

ELIGIBLE LIST

Housing Rehab Specialist
Examination

September 16, 1999
Date of Test

99249408P
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	1	GROUP 1	0
REJECTED	2	GROUP 2	0
TOTAL RECEIVED	3	GROUP 3	0
		TOTAL ON LIST	0

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Housing Rehab Specialist
Examination

September 16, 1999
Date of Test

992494080
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	2	GROUP 1	0
REJECTED	7	GROUP 2	0
TOTAL RECEIVED	9	GROUP 3	1
		TOTAL ON LIST	1

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Locksmith
Examination

September 20, 1999
Date of Test

99282008P
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
TOTAL RECEIVED	2	GROUP 3	0
		TOTAL ON LIST	0

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Locksmith
Examination

September 20, 1999
Date of Test

992820080
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	16	GROUP 1	1
REJECTED	2	GROUP 2	4
TOTAL RECEIVED	18	GROUP 3	4
		TOTAL ON LIST	9

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	9			
FAILED	3			
TOTAL TESTED	12			
DID NOT APPEAR	4			

CITY OF LAS VEGAS

ELIGIBLE LIST

Parking Enforcement Officer
Examination

September 10, 1999
Date of Test

993463080
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	161	GROUP 1	40
REJECTED	13	GROUP 2	43
TOTAL RECEIVED	174	GROUP 3	32
		TOTAL ON LIST	115

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	115			
FAILED	20			
TOTAL TESTED	135			
DID NOT APPEAR	26			

CITY OF LAS VEGAS

ELIGIBLE LIST

Planner I (Comp/Current)
Examination

September 22, 1999
Date of Test

99306903P
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	1
REJECTED	0	GROUP 2	1
TOTAL RECEIVED	2	GROUP 3	0
		TOTAL ON LIST	2

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Planner I (Comp/Current)
Examination

September 22, 1999
Date of Test

993069030
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	14	GROUP 1	0
REJECTED	10	GROUP 2	1
TOTAL RECEIVED	24	GROUP 3	2
		TOTAL ON LIST	3

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	3			
FAILED	2			
TOTAL TESTED	5			
DID NOT APPEAR	9			

CITY OF LAS VEGAS

ELIGIBLE LIST

Planner II (Comp/Current)
Examination

September 29, 1999
Date of Test

99276411P
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	2	GROUP 2	3
TOTAL RECEIVED	5	GROUP 3	0
		TOTAL ON LIST	3

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		3		
FAILED		0		
TOTAL TESTED		3		
DID NOT APPEAR				

CITY OF LAS VEGAS

ELIGIBLE LIST

Planner II (Comp/Current)
Examination

September 29, 1999
Date of Test

992764110
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	8	GROUP 1	0
REJECTED	17	GROUP 2	3
TOTAL RECEIVED	25	GROUP 3	2
		TOTAL ON LIST	5

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		5		
FAILED		1		
TOTAL TESTED		6		
DID NOT APPEAR		2		

CITY OF LAS VEGAS

ELIGIBLE LIST

Planning Technician
Examination

September 22, 1999
Date of Test

993415030
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	35	GROUP 1	1
REJECTED	13	GROUP 2	6
TOTAL RECEIVED	48	GROUP 3	5
		TOTAL ON LIST	12

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	12			
FAILED	2			
TOTAL TESTED	24			
DID NOT APPEAR	11			

CITY OF LAS VEGAS

ELIGIBLE LIST

**Publicity Specialist I
Examination**

Revised

99334008P

Exam Code

Open/Promotion

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	1
REJECTED	0	GROUP 2	1
TOTAL RECEIVED	2	GROUP 3	0
		TOTAL ON LIST	2

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Publicity Specialist I
Examination

September 22, 1999
Date of Test

99334008P
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	1
REJECTED	0	GROUP 2	1
TOTAL RECEIVED	2	GROUP 3	0
		TOTAL ON LIST	2

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Publicity Specialist I
Examination

September 22, 1999
Date of Test

993340080
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	14	GROUP 1	3
REJECTED	11	GROUP 2	8
TOTAL RECEIVED	25	GROUP 3	1
		TOTAL ON LIST	12

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		12		
FAILED		1		
TOTAL TESTED		13		
DID NOT APPEAR		1		

CITY OF LAS VEGAS

ELIGIBLE LIST

Purchasing Technician
Examination

September 14, 1999
Date of Test

99794438P
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	29	GROUP 1	1
REJECTED	2	GROUP 2	15
TOTAL RECEIVED	31	GROUP 3	3
		TOTAL ON LIST	19

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	19			
FAILED	4			
TOTAL TESTED	23			
DID NOT APPEAR	6			

CITY OF LAS VEGAS

ELIGIBLE LIST

Recreation Leader I/Aquatics
Examination

September 1, 1999
Date of Test

99360407P
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
TOTAL RECEIVED	0	GROUP 3	0
		TOTAL ON LIST	0

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Recreation Leader I/Aquatics
Examination

September 1, 1999
Date of Test

993604070
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	18	GROUP 1	5
REJECTED	2	GROUP 2	9
TOTAL RECEIVED	20	GROUP 3	0
		TOTAL ON LIST	14

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	14			
FAILED	0			
TOTAL TESTED	14			
DID NOT APPEAR				

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Planner (Comp/Current)
Examination

September 30, 1999
Date of Test

99249911P
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	1	GROUP 1	0
REJECTED	0	GROUP 2	1
TOTAL RECEIVED	1	GROUP 3	0
		TOTAL ON LIST	1

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

CITY OF LAS VEGAS

ELIGIBLE LIST

**Senior Planner (Comp/Current)
Examination**

**September 30, 1999
Date of Test**

**992499110
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	5	GROUP 1	0
REJECTED	2	GROUP 2	3
TOTAL RECEIVED	7	GROUP 3	1
		TOTAL ON LIST	4

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		4		
FAILED		0		
TOTAL TESTED		4		
DID NOT APPEAR		1		

CITY OF LAS VEGAS

ELIGIBLE LIST

Video Programming Technician
Examination

September 14, 1999
Date of Test

99794338P
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	1	GROUP 1	0
REJECTED	0	GROUP 2	0
TOTAL RECEIVED	1	GROUP 3	1
		TOTAL ON LIST	1

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Video Programming Technician
Examination

September 14, 1999
Date of Test

997943380
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	34	GROUP 1	1
REJECTED	4	GROUP 2	8
TOTAL RECEIVED	38	GROUP 3	12
		TOTAL ON LIST	21

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	21			
FAILED	8			
TOTAL TESTED	29			
DID NOT APPEAR	5			

CITY OF LAS VEGAS

ELIGIBLE LIST

Volunteer Program Coordinator
Examination

August 30 & 31, 1999
Date of Test

993514070
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	17	GROUP 1	6
REJECTED	14	GROUP 2	9
TOTAL RECEIVED	31	GROUP 3	0
		TOTAL ON LIST	15

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		15		
FAILED		0		
TOTAL TESTED		15		
DID NOT APPEAR		2		

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date October 13, 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: 7

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Communications Specialist - Promotional	2	10/08/99	04/08/00	3
2. Communications Specialist - Open	16	10/08/99	04/08/00	3
3. Maintenance Mechanic I (X) - Promotional	3	10/08/99	04/08/00	3
4. Maintenance Mechanic I (X) - Open	26	10/08/99	04/08/00	3
5. Motor Sweeper Operator - Promotional	15	10/14/99	04/14/00	2
6. Systems Administration Specialist - Promotional	6	10/14/99	04/14/00	1
7. Systems Administration Specialist - Open	9	10/14/99	04/14/00	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date October 13, 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. Cultural Center Coordinator
2. Fire Equipment Mechanic Foreman
3. Senior Citizens Center Coordinator
4. Urban Design Coordinator
5. Water Quality Technician I/II

Cultural Center Coordinator and Senior Citizens Center Coordinator were revised to delete the CPR certificate requirement

Fire Equipment Mechanic Foreman was revised to update and convert to current approved format.

Urban Design Coordinator was revised to combine two existing classifications, as the department feels significant differences between them no longer exist.

Water Quality Technician I/II was revised to reflect current and expanded duties, and to correlate certificate testing requirements with minimum qualifications.

RECOMMENDATION

The City recommends approval of these revised classification specifications.

CULTURAL CENTER 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, coordinate, conduct and supervise activities at assigned cultural facility and to oversee and participate in all related work.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the higher level supervisory or 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 cultural 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, select, train and supervise full-time, seasonal and volunteer workers and instructors; plan, direct and assign work.
4. Develop and maintain positive working relationships with school administration, community, performing arts groups and other agencies.
5. Develop, administer, monitor and coordinate budgets for assigned center or programs, including use of grant monies; purchase equipment and supplies.
6. Negotiate and coordinate performers' contracts.
7. Perform public relations duties to include television interviews, radio interviews, public speaking engagements and conducting tours.
8. Design and maintain brochures and other materials for marketing programs.
9. Enforces facility rules and regulations.

CITY OF LAS VEGAS
Cultural Center Coordinator (*continued*)

Essential Functions:

10. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards.
11. Prepare and maintain a variety of reports.

Marginal Functions:

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

QUALIFICATIONS

Knowledge of:

Basic principles and practices of cultural activities.
Principles of 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.

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.
Independently perform the most difficult work assigned.
Interpret, explain and enforce policies and procedures.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
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 capacity which allows the capability of:
– *Making sound decisions*
– *Demonstrating intellectual capabilities.*

CITY OF LAS VEGAS
Cultural Center Coordinator (*continued*)

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in cultural program development and implementation or cultural center management.

Training:

Equivalent to an Associate's degree from an accredited community college with major course work in theater or performing arts, 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 cultural facilities and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, kneeling; moderate to heavy lifting.

ARB
REV 9/15/99
FLSA & City: nonexempt

CSB 10/13/99

FIRE EQUIPMENT MECHANIC FOREMAN

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, assign, direct and supervise the repair and maintenance of Fire and Rescue vehicles and equipment; instruct department staff on routine maintenance and safe operation of equipment; to perform a variety of tasks related to assigned area of responsibility; and to provide administrative support to the Support Services Fire Battalion Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Support Services Fire Battalion Chief.

Exercises direct supervision over technical staff.

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

Essential Functions:

1. Plan, direct, assign, supervise and review the work of staff assigned to the Fire mechanical shop; schedule and set priorities for the work to be performed; coordinate services with other divisions.
2. Supervise and participate in general overhaul work, servicing, repair and regular maintenance on fire apparatus, including diesel and gasoline engines.
3. Establish schedules and methods for providing maintenance and repair services; identify resource needs; review needs with appropriate management staff; allocate resources to maximize the level of service provided.
4. Supervise and participate in the service, repair and maintenance of non-automotive equipment such as fire hoses, couplings, nozzles, self-contained breathing apparatus (SCBA) and small tools including chain saws, circular saws, axes and pike poles.
5. Direct and supervise the service and repair of fire hydrants throughout the city on a regular schedule; oversee the maintenance of records indicating the identification numbers and location of all fire hydrants.
6. Oversee an inspection and testing program designed to ensure the full operating condition of all fire fighting equipment and apparatus; oversee a program of inspection of fire station equipment and generators.

CITY OF LAS VEGAS
Fire Equipment Mechanic Foreman (*continued*)

Essential Functions:

7. Supervise, motivate and evaluate fire mechanic shop staff; provide or coordinate training of staff; 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; participate in interviewing fire mechanic shop applicants.
8. Train staff in diagnostics, equipment operation, safety, certification requirements and parts room procedures; train staff in the policies and procedures of the department and division.
9. Respond to fire alarms when requested to supervise the operation of equipment in service; coordinate and participate in after-hours emergency and call-out services.
10. Recommend and participate in the development of goals, objectives, policies and priorities for the shop; implement approved goals, objectives, policies and priorities.
11. Oversee the maintenance of records on service and maintenance work performed on all equipment; oversee the maintenance of inventory records.
12. Maintain an adequate inventory of parts and supplies to avoid foreseeable delays in the delivery of service.
13. Prepare periodic reports of operations and activities, as required.
14. Participate in the preparation and administration of the shop budget; submit budget recommendations; monitor expenditures.
15. Provide estimates for labor and parts for requested service.

Marginal Functions:

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

QUALIFICATIONS

Knowledge of:

Operations, services and activities of fire equipment fleet and equipment management programs.
The operation, repair and maintenance of fire equipment and apparatus.
Mechanical functions and operations of gasoline and diesel engines.
Repair and maintenance techniques, methods, parts and supplies for all automotive systems, including transmission, centrifugal pumps and related plumbing, ignition, electrical, cooling, brake, air conditioning, hydraulic, front end assemblies, steering.
Machine shop operations.

CITY OF LAS VEGAS

Fire Equipment Mechanic Foreman (*continued*)

Knowledge of:

Automotive parts and products.

Basic inventory control methods and techniques.

Record keeping principles and techniques.

Principles of supervision, training and performance evaluation.

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

Ability to:

Supervise, plan, direct, organize and review the work of staff.

Select, train and evaluate staff.

Estimate repair time and cost.

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

Diagnose and repair automotive mechanical problems.

Recognize mechanical defects and non-compliance with specifications.

Overhaul diesel engines.

Read and comprehend technical information and disseminate to staff.

Oversee a variety of concurrent activities.

Operate computerized diagnostic equipment and computerized fire equipment systems.

Maintain a variety of detailed records.

Operate a personal computer.

Prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

- *Making sound decisions*
- *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 or sitting for extended periods of time*
- *Operating assigned equipment.*

CITY OF LAS VEGAS
Fire Equipment Mechanic Foreman (*continued*)

Experience and Training Requirements

Experience:

Seven years of experience in the major repair of light and heavy duty automotive equipment, including diesel engines, electrical and electronic systems; OR one year experience working in the City of Las Vegas as a Fire Equipment Mechanic III. One year of lead or supervisory experience is required.

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 the following certificates from the National Institute for Automotive Excellence (NIASE) is required on the date of application:

Engine repair or heavy duty gasoline engines;
Brakes;
Diesel engines;
Electrical systems;
Automatic transmissions;
Air conditioning;
Heavy duty suspension and steering.

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

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

ARB
REV 10/1/99
FLSA: exempt; City: nonexempt

CSB 10/13/99

SENIOR CITIZENS CENTER 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, coordinate, conduct and supervise activities at a senior citizens center and to oversee and participate in all related work.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level 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 activities, programs and classes to meet the needs of the people in the senior citizens community.
2. Evaluate activities, programs and classes for content, techniques and special problems.
3. Interview, select, train and supervise full-time, seasonal and volunteer workers and instructors; plan, direct and assign work.
4. Develop and maintain positive working relationships with the community and other agencies.
5. Develop, administer, monitor and coordinate budgets for assigned center, including use of grant monies; purchase equipment and supplies.
6. Perform public relations duties to include television interviews, radio interviews, public speaking engagements and conducting tours.
7. Design and maintain bulletin boards, brochures and other materials for marketing programs.
8. Enforce facility rules and regulations.
9. Verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards.
10. Prepare and maintain a variety of reports.

CITY OF LAS VEGAS
Senior Citizens Center Coordinator (*continued*)

Marginal Functions:

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

QUALIFICATIONS

Knowledge of:

Basic principles and practices of senior citizen recreation and leisure time activities.
Principles of 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 and CPR.

Ability to:

Interact effectively with senior citizens.
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.
Independently perform the most difficult work assigned.
Interpret, explain and enforce policies and procedures.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
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 capacity which allows the capability of:

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

CITY OF LAS VEGAS
Senior Citizens Center Coordinator (*continued*)

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in senior citizen program development and implementation.

Training:

Equivalent to an Associate's 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 bending, stooping, kneeling and moderate to light lifting for prolonged periods of time.

ARB
REV 9/24/99
FLSA & City: nonexempt

CSB: 10/13/99

URBAN DESIGN 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 develop and implement programs and policies to improve the quality of urban design of residential, commercial and public sector development; design plans from the conceptual and preliminary design stage through final designs for urban design projects; interact with other city departments and outside agencies, elected officials, property owners, developers and contractors to ensure completion of assigned projects; provide highly responsible staff assistance to division manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from higher level management staff.

Exercises functional and technical supervision over professional, technical and clerical staff.

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

Essential Functions:

1. Develop, recommend, coordinate and implement various urban design projects, plans and programs to encourage a high quality of urban design standards for both public and private development.
2. Develop urban design criteria and standards to support and enhance general, neighborhood and area plans; draft ordinances, legislation and resolutions to implement the design process.
3. Research, analyze and compile complex information from various sources related to urban design projects; plan, organize and prepare comprehensive technical reports for client review; perform program analyses, programming research and cost analyses in the preparation of comprehensive development studies and plans.
4. Prepare conceptual, preliminary and final design plans using computer-aided drafting software; produce technical project illustrations, layouts and designs; prepare construction specifications and preliminary cost estimates.
5. Review permits, site plans and plats related to neighborhood, area and corridor plans, ordinances and studies.

CITY OF LAS VEGAS
Urban Design Coordinator (*continued*)

Essential Functions: (*continued*)

6. Prepare and present graphic and oral representations of the urban design process to elected officials, staff, citizens and stakeholders; plan, organize and produce comprehensive reports and complex designs; design displays and exhibits of various sizes for presentations at public meetings and special city events.
7. Supervise, lead, plan, assign, direct and review the work of assigned project staff; meet with staff to identify problems; monitor work flow; review and evaluate work product; provide performance evaluation input to managers.
8. Meet with clients and consultants to determine needs and compile project information; perform field work and data collection for design projects on as-builts; perform design field work to determine plan compliance; review and approve shop drawings and submittals from contractors.
9. Assume a leadership role to assist the division manager in the development and implementation of division goals, objectives, policies and priorities and identification of resources needed.
10. Prepare, review and negotiate applicable professional services agreements.
11. Oversee and coordinate all aspects of urban design or urban design projects from the initial planning stage to completion; attend and participate in all phases of project design and construction meetings; review pre-design, design and development contract documents; review final contract construction documents for necessary revisions; discuss concerns and recommendations with city departments and consultants.
12. Represent the department at public and committee meetings as required.
13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of urban design.

Marginal Functions:

1. Participate in the development and administration of assigned division or section budget; forecast additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Architectural and urban design concepts.
Integration of architectural and urban design plans and specifications.

CITY OF LAS VEGAS
Urban Design Coordinator (*continued*)

Knowledge of:

Environmental and historical preservation techniques.
Principles and practices of project development relating to urban design projects.
Environmental and historical preservation techniques.
Techniques and practices of project cost estimating and cost/benefit analysis
Methods and techniques of project management.
Fundamentals of architecture, landscape architecture and urban design.
Methods and techniques of computer-aided drafting.
Operational characteristics of computer and plotting equipment and tools.
Design schematics, site plans and architectural drawings.
General construction materials, costs and methods.
Local, state and federal building codes.
Principles of design for architecture, landscape architecture or urban design.
Algebra, geometry and trigonometry.
Advanced research methods and technical report writing.
Instruments, materials and tools for drafting and drawing.
City and departmental policies and procedures.
Procedures, processes and methods used in manual and computer design.
Principles of budget preparation and control.

Ability to:

Organize and coordinate all stages of projects.
Demonstrate a leadership role in coordinating urban design projects and assisting the division manager.
Prepare conceptual designs and technical reports.
Oversee and coordinate the work of professional, technical and clerical staff.
Perform cost/benefit analyses.
Prepare graphic designs and presentations.
Understand, interpret and apply rules of applicable building codes.
Perform complex research work.
Lead, organize and coordinate the work of assigned staff.
Provide appropriate levels of internal and external customer service.
Write clear and concise reports.
Follow verbal and written instruction.
Perform design work using computer graphic programs.
Perform drafting using computer-aided drafting programs.
Communicate clearly and concisely, both orally and in writing.
Work independently in the absence of supervision.
Advise others on processes and procedures.
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:
-- *Walking, standing or sitting for extended periods of time*
-- *Operating assigned equipment and vehicles*

CITY OF LAS VEGAS
Urban Design Coordinator (*continued*)

Ability to:

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Distinguishing colors and shapes*
- *Operating assigned equipment*
- *Using drafting tools and materials*

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience in managing medium to large scale urban design projects.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in architecture, landscape architecture, urban design, planning or a related field.

License and Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Office and field environments; travel to construction sites.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate lifting, sitting and standing for prolonged periods of time, the ability to distinguish color, shapes, small print.

ARB

REV 8/23/99 (formerly Sr. Urban Designer and Urban Design Project Coordinator)

FLSA: exempt; City: nonexempt

CSB 10/13/99

**WATER QUALITY TECHNICIAN I
WATER QUALITY 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 collect samples and perform precise and accurate routine and complex laboratory and field tests on water and sludge samples for physical, biological and chemical components; to enter and evaluate data for reporting purposes and process control decisions; to prepare a variety of analytical reports; and to perform a variety of technical tasks relative to area of responsibility.

DISTINGUISHING CHARACTERISTICS

Water Quality Technician I—This is the entry level class in the Water Quality Technician series. This class is distinguished from the Water Quality Technician II by the performance of the more routine tasks and duties assigned to positions within the series including following standardized procedures or detailed instructions in performing work varying from routine to complex under close supervision. 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.

Water Quality Technician II—This is the full journey level class within the Water Quality Technician series. Employees within this class are distinguished from the Water Quality Technician I by the performance of the full range of duties assigned including performing laboratory work requiring initiative in adapting a variety of standard tests, treatments and equipment and various data management activities. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, are filled by candidates with prior experience.

SUPERVISION RECEIVED

Water Quality Technician I

Receives immediate supervision from the Laboratory Superintendent.

Water Quality Technician II

Receives general supervision from the Laboratory Superintendent.

CITY OF LAS VEGAS
Water Quality Technician 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. Collect a variety of limnological, treatment process control and permit-compliance samples according to regulatory requirements and good laboratory practice standards .
2. Set up and maintain laboratory and field testing equipment; evaluate equipment needs and recommend replacement when needed; prepare coolers, sample containers, packing materials and preservatives to meet permit-required and regulatory protocols.
3. Conduct routine, difficult and intricate physical, chemical, bacteriological, biological and field analyses on water, wastewater and sludge samples according to standardized procedures; assist in water quality or bacteriological research by performing various tests on water and other samples.
4. Coordinate sampling and analytical activities with contract laboratories, other departments within the city, various agencies and other parties.
5. Receive and log in samples as they arrive in the laboratory; check samples for proper identification and condition; record any irregularities or other relevant data concerning sample receipt and analyses to be performed; record special project requirements and inform all personnel affected; insure samples are properly stored to prevent degradation and cross-contamination.
6. Maintain standard operating procedures and material safety data sheets for established sampling and analytical procedures; modify the standard operating procedures as necessary to reflect changes in safety practices and work performed.
7. Perform chemical, physical and biological investigations to develop and modify analytical methods for wastewater analysis, water quality control and treatment; assist in water quality or bacteriological research by conducting various tests on water and sludge samples.
8. Drive a truck pulling a sampling boat and trailer to other treatment facilities, Lake Mead and various other sites to collect deep water samples and conduct analyses.
9. Conduct preliminary analyses for complex industrial waste research projects.
10. Enter data and prepare technical reports, graphs and statistical studies using word processing, spreadsheet and database programs; design spreadsheet applications for tabular and graphical presentation and analysis of laboratory data and calculation of various process control parameters such as mean cell residence times, food to microorganism ratios, detention times, solids inventory, etc.
11. Examine data for compliance with discharge permit requirements, water quality standards and miscellaneous regulations and statutes and present reports on such examinations; interpret and review laboratory reports for clarity and accuracy; identify anomalies and unusual trends and alert appropriate staff for corrective action.

CITY OF LAS VEGAS
Water Quality Technician I/II (Continued)

Essential Functions: (continued)

12. Water Quality Technician II's may train new laboratory staff in the routine sampling and analytical procedures and associated duties.
13. Maintain a neat and orderly work area including glassware cleaning and related hygienic practices inherent to bacteriological and chemical analysis.

Marginal Functions:

1. Assist biologist with bioassay process.
2. Order supplies, chemical apparatus and equipment.
3. Clean compositor buildings.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Water Quality Technician I

Knowledge of:

Basic laboratory techniques, equipment, terminology and procedures.
Basic principles and practices of qualitative and quantitative chemistry, mathematics, biology and bacteriology.
Basic principles of chemical and physical analysis.
Modern laboratory procedures, methods and computer equipment.
Sampling procedures and field equipment.
Occupational hazards and standard safety practices.
Basic mathematics.
Basic word processing, spreadsheet, graphing and database software.

Ability to:

Conduct routine chemical, biological and bacteriological examinations and analyses.
Conduct routine mathematical calculations.
Operate and maintain analytical laboratory instruments.
Prepare a variety of culture media, dyes and reagents used in a water or wastewater bacteriological laboratory.
Learn the pertinent federal, state and local laws, codes and regulations.
Operate a vehicle pulling a boat and trailer.
Operate and maneuver a 26 foot sampling boat.
Swim at a sufficient level to ensure personal safety while taking samples on Lake Mead.
Use computers and a variety of computer software programs.
Prepare clear, concise and technical 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
Water Quality Technician I/II (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 and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

One year of experience using common office software, including spreadsheets, is required. One year of experience conducting a variety of tests in a physical, chemical or biological laboratory is desirable.

Training:

Equivalent to an associate degree from an accredited college with major course work in chemistry, biology, limnology, statistics, mathematics, water or wastewater technology or data management.

License or Certificate

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

Possession of a Nevada Division of Wildlife "Navigating Nevada" boating safety course certificate within six months of the date of appointment.

Water Quality Technician II

In addition to the qualifications for Water Quality Technician I:

Knowledge of:

Modern laboratory procedures, techniques, methods, equipment and terminology.

Principles and practices of qualitative and quantitative chemistry, mathematics, biology and bacteriology.

Principles of chemical and physical analysis.

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

Occupational hazards and standard safety practices.

Water, wastewater and treatment process control calculations.

Water and wastewater sampling procedures.

Water and wastewater testing processes, procedures and techniques.

Methods of comparing test results to requirements and standards.

Word processing, spreadsheet, graphing and database software.

CITY OF LAS VEGAS
Water Quality Technician I/II (Continued)

Ability to:

Analyze and interpret test results.
Maintain data in computerized spreadsheets and databases.
Prepare required reports and graphs using test data.

Experience and Training Requirements

Experience:

Two years of experience conducting both laboratory water quality sampling and analyses and data management and reporting activities.

Training:

Equivalent to an associate degree from an accredited college with major course work in chemistry, biology, limnology, statistics, mathematics, water or wastewater technology or data management. Supplemental technical courses related to the use and interpretation of wastewater or water quality data are desirable.

License or Certificate

Possession of a Grade I Wastewater Quality Analyst certificate from the Nevada Water Environment Association on the date of application.

Possession of a Grade II Wastewater Quality Analyst certificate from the Nevada Water Environment Association within six months of the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Laboratory, wastewater treatment plant and field environments; exposure to potentially hazardous chemicals, waste and infectious materials; work outdoors in heat, cold and in inclement weather conditions; work in or with water; operate a boat on Lake Mead; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting, walking, working at a computer, standing or sitting for prolonged periods of time; operating motorized vehicles; operating a motorized water craft.

ARB
REV 9/24/99
FLSA & City: nonexempt

CSB 10/13/99

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date October 13, 1999

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

SUBJECT: D. REQUEST TO BE PLACED ON REHIRE LIST: SCOTT IRVINE

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

Mr. Scott Irvine, a City Employee from 5/19/97 to 3/26/99 has requested to be placed on the Rehire List for Recreation Leader II (X). A copy of his Department Director's approval letter is attached for the Board's information and review.

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

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

Memorandum

City of Las Vegas
Leisure Services

To: Rick Anderson, Director, Human Resources

From: Dr Barbara P. Jackson, Director

CC: Billie M. Bastian

Date: September 8, 1999

Re: Rehire List

The Department of Leisure Services recently received the attached letter from Scott Irvine, requesting that he be placed on the rehire list for Recreation Leader. At this time, I am requesting for him to be placed on the rehire list for this position.

Thank you for your assistance.

BPJ cw/rehire list Scott Irvine

Attachment

September 7, 1999

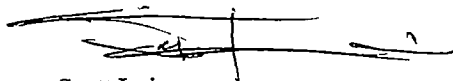
City of Las Vegas
Department of Leisure Services
749 Veterans Memorial Drive
Las Vegas, NV 89101
Attn: Billie Bastian

Dear Ms Bastian:

Please accept this letter as my formal request to be placed on the re-hire list for Recreation Leader I for the City of Las Vegas Department of Leisure Services.

I was previously employed by the Recreation Division before taking a promotional position with the City of Henderson Aquatics Section (March 1999) I would like to be considered for any future recreation positions if/when they become available. I understand that it is City of Las Vegas policy that I have two years to be re-instated if a position becomes available. Please contact me at your earliest convenience to discuss the aforementioned. Thank you for your time and consideration.

Sincerely,



Scott Irvine
H). 877-9811
W). 565-3224