

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

# **AGENDA**

**DATE: November 10, 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

**NOTE: MEETING TO BE CONDUCTED VIA CONFERENCE CALL**

- I CALL TO ORDER
- II ANNOUNCEMENT RE COMPLIANCE WITH THE OPEN MEETING LAW
- III APPROVAL OF MINUTES Board meeting of October 13, 1999
- IV BUSINESS

**A CERTIFICATION OF ELIGIBLE LISTS**

- 1 Accounting Technician I - Promotional
- 2 Fire Equipment Mechanic I - Promotional
- 3 Fire Equipment Mechanic I - Open
- 4 Personnel Technician - Promotional
- 5 Plant Operations Supervisor - Promotional
- 6 Plant Operations Supervisor - Open
- 7 Senior Communications Specialist - Promotional
- 8 Senior Office Specialist - Promotional
- 9 Senior Personnel Technician - Promotional
- 10 Vehicle Parts Specialist - Promotional
- 11 Vehicle Parts Specialist - Open

**B EXTENSION OF ELIGIBLE LISTS**

- 1 Inventory Control Clerk - Promotional
- 2 Inventory Control Clerk - Open
- 3 Permits Technician - Promotional
- 4 Permits Technician - Open
- 5 Planner I - Open
- 6 Trolley Operator - Open

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## CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Date: November 10, 1999

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V. ITEMS FOR DISCUSSION ONLY - NO BOARD ACTION REQUIRED:

VI. CITIZEN PARTICIPATION:

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

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

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

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

**CITY OF LAS VEGAS**  
**CIVIL SERVICE BOARD**  
**AGENDA DOCUMENTATION**  
**NOVEMBER 10, 1999**

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

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I. CALL TO ORDER: October 13, 1999, at 4:45 p.m. in the Human Resources Department

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

STAFF PRESENT

Rick Anderson  
Judy Tuttle  
Ann Rubertino-Beck  
Ruth Carroll  
Tina Ramsey  
Patti Miller  
Christina Rost  
Martha Davis

OTHERS PRESENT

Lon Grasmick  
Ron Hughes  
Sarahetta Thompson  
Richard Inness

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 E. LaVonne Lewis that the minutes of the Board meeting on September 8, 1999, be approved. Motion carried.

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

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING  
ANNOTATED MINUTES  
DATE: October 13, 1999  
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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

Mr. Anderson advised the Board that there was a clerical change in item 16. Publicity Specialist I - Promotional. The original document indicated one of the two candidates failed the test; however, both candidates passed. A motion was made by Lou Johnson and seconded by E. LaVonne Lewis that the above certification of eligible lists be approved. Motion carried

**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

A motion was made by E. LaVonne Lewis and seconded by Lou Johnson to approve the above eligible lists. Motion carried.

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

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 E. LaVonne Lewis to approve the classification specifications. Motion carried.

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

Mr. Anderson advised that Mr. Irvine was employed by the Department of Leisure Services and in good standing, and the director of the department had asked that he be placed on the rehire list.

A motion was made by E. LaVonne Lewis and seconded by Lou Johnson to place Scott Irvine on the rehire list. Motion carried.

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

Lon Grasmick, representing the Las Vegas City Employees Association, advised the Board of his desire to reflect in the minutes that whenever possible the City also open tests to promotional in order to provide an opportunity for current City employees to advance. Item 10. Parking Enforcement Officer - Open, under Certification of Eligible Lists was used as an example. Mr. Larson asked for clarification, and Mr. Grasmick explained that an existing City employee could also apply for a position on an open list; however, it could reduce his/her chance of being too low on the eligibility list due to the number of people who are on the open list. Further, Mr. Grasmick stated that for the most part, the City does post both promotional and open lists, and he stated that in this case the department requested that it not be done; however, he asked that the City continue to post promotional when open is posted. Mr. Johnson asked if Mr. Grasmick's recommendation posed a problem. Mr. Anderson stated that typically the City does try to accommodate that request; however in this particular case there had been a promotional list for a long time and the department requested an open recruitment. Mr. Anderson explained to the Board that what Mr. Grasmick was referring to was that if there were both open and promotional lists, one or all may have to be selected from the promotional list as opposed to using the open list also. With just an open list, an employee would receive the same consideration if he/she were in a reachable group as someone who is not an employee. This gives an opportunity for a greater applicant pool. Mr. Anderson stated that the City will continue to accommodate Mr. Grasmick's request whenever possible in the future.

**VI. CITIZEN PARTICIPATION**

None.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING**  
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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 November 13, 1999

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

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SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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

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TOTAL ELIGIBLE LISTS PRESENTED: 11

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1. Accounting Technician I - Promotional	19	15	15
2. Fire Equipment Mechanic I - Promotional	2	1	1
3. Fire Equipment Mechanic I - Open	35	17	15
4. Personnel Technician - Promotional	17	11	10
5. Plant Operations Supervisor - Promotional	4	4	3
6. Plant Operations Supervisor - Open	27	8	6
7. Senior Communications Specialist - Promotional	8	6	5
8. Senior Office Specialist - Promotional	37	34	25
9. Senior Personnel Technician - Promotional	12	9	5
10. Vehicle Parts Specialist - Promotional	7	3	1
11. Vehicle Parts Specialist - Open	54	41	15

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Accounting Technician I**  
**Examination**

**October 13, 1999**  
**Date of Test**

**99341008P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

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

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	19	GROUP 1	9
REJECTED	0	GROUP 2	6
<b>TOTAL RECEIVED</b>	19	GROUP 3	0
		<b>TOTAL ON LIST</b>	15

	<b><u>TESTS</u></b>			
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	15			
FAILED	0			
<b>TOTAL TESTED</b>	15			
<b>DID NOT APPEAR</b>	4			

```
=====
LastNm *      FrstNm *      Group *
-----
DODGE         AUDRIE           1.00
DRAMLIC       LJILJANA         1.00
JOHNSON       LINDA            1.00
KAPTEYN       DONNA            1.00
KOCH          LINDA            1.00
ORONA         ROCHELLE S.     1.00
VERNON        JUDY             1.00
WATSON        GINGER           1.00
WRIGHT        ADELLE           1.00
BLUE          MARIAN           2.00
COTTON        EVAMARIE         2.00
CRUZ          ELSA             2.00
FISHER        DEBRA            2.00
RAZO          MARIA             2.00
TEJEDA        MONICA           2.00
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**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Fire Equipment Mechanic I**  
Examination

**October 11, 1999**  
Date of Test

**99450009P**  
Exam Code

**Promotional**  
**Open/Promotional**

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

**REPORT OF EXAMINATION**

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

**TESTS**

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

(1) FIRE EQUIPMENT MECHANIC I PROMO ELIGIBLE LIST

10/12/1999 10:13 AM

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=====
LastNm *      FrstNm *      Group *
-----
MILLER        HAROLD          2.00
```

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Fire Equipment Mechanic I**  
Examination

**October 11, 1999**  
Date of Test

**994500090**  
Exam Code

**Open**  
**Open/Promotional**

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

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	17	GROUP 1	1
REJECTED	18	GROUP 2	9
<b>TOTAL RECEIVED</b>	<b>35</b>	GROUP 3	5
		<b>TOTAL ON LIST</b>	<b>15</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	15			
FAILED	2			
<b>TOTAL TESTED</b>	<b>17</b>			
<b>DID NOT APPEAR</b>				

(15) FIRE EQUIPMENT MECHANIC I OPEN ELIGIBLE LIST

10/12/1999 10:08 AM

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=====
LastNm *      FrstNm *      Group *
-----
IMAI          GAYLAND        1.00
CREIGHTON    JOHN L.        2.00
ESQUIVEL     GLENN          2.00
EUERLE       ANTHONY        2.00
HOPKINS      DANIEL         2.00
LEWIS        STEVE W.       2.00
LINDHORST    MICHAEL        2.00
LITTLEJOHN   THOMAS         2.00
ROORDA       DOUGLAS        2.00
WILKINS      CRAIG M.       2.00
HAENNELT     DAVID          3.00
MARASCO      MICHAEL        3.00
TAGLE        VICTOR         3.00
WATTS        BILL           3.00
WILLIAMSON   ROBERT         3.00
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**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Personnel Technician**  
**Examination**

**October 19, 1999**  
**Date of Test**

**99332909P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

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

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	11	GROUP 1	2
REJECTED	6	GROUP 2	5
<b>TOTAL RECEIVED</b>	17	GROUP 3	3
		<b>TOTAL ON LIST</b>	10

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	10			
FAILED	1			
<b>TOTAL TESTED</b>	11			
<b>DID NOT APPEAR</b>				

(10) PERSONNEL TECHNICIAN PROMOTIONAL ELIGIBLE LIST

10/28/1999 04:04 PM

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=====
LastNm *      FrstNm *      Group  *
-----
DODGE         AUDRIE         1.00
HANLEY        COLLEEN        1.00
COPENHEAVER   NANCY          2.00
DAVIS         MARTHA J       2.00
HINKLE        DOLORES        2.00
LARRAMENDY    JESSICA        2.00
WARNER        SUELYNN        2.00
GOMEZ         MINERVA        3.00
GUTIERREZ     MARGARITA      3.00
RYAN          JANICE         3.00
```

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Plant Operations Supervisor**  
**Examination**

**October 26 & 27, 1999**  
**Date of Test**

**99230307P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

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

**REPORT OF EXAMINATION**

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

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

(3) PLANT OPERATIONS SUPERVISOR PROMO ELIGIBLE LIST

10/28/1999 01:22 PM

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=====
LastNm *      FrstNm *      Group *
-----
GWINN         BYRON         2.00
EDWARDS       ADRIAN        3.00
JONES         LEE           3.00
```

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Plant Operations Supervisor**  
**Examination**

**October 26 & 27, 1999**  
**Date of Test**

**992303070**  
**Exam Code**

**Open**  
**Open/Promotional**

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

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	11	GROUP 1	1
REJECTED	16	GROUP 2	1
<b>TOTAL RECEIVED</b>	<b>27</b>	GROUP 3	<b>4</b>
		<b>TOTAL ON LIST</b>	<b>6</b>

	<b><u>TESTS</u></b>			
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)		100%		
PASSED		6		
FAILED		2		
<b>TOTAL TESTED</b>		<b>8</b>		
<b>DID NOT APPEAR</b>		<b>3</b>		

(6) PLANT OPERATIONS SUPERVISOR OPEN ELIGIBLE LIST

10/28/1999 01:23 PM

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=====
LastNm *      FrstNm *      Group *
-----
TUCKER        BRIAN P.        1.00
COSTELLO     THOMAS          2.00
HUTCHINSON   GARY L.         3.00
LITTLEJOHN   ALLEN           3.00
MILLS        RICHARD         3.00
WALSH        BRIAN           3.00
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**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Communications Specialist**  
**Examination**

**October 8, 1999**  
**Date of Test**

**99435409P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

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

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	8	GROUP 1	1
REJECTED	0	GROUP 2	1
<b>TOTAL RECEIVED</b>	<b>8</b>	GROUP 3	<b>3</b>
		<b>TOTAL ON LIST</b>	<b>5</b>

**TESTS**

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

(5) SR COMMUNICATIONS SPECIALIST PROMO ELIGIBLE LIST

10/27/1999 11:23 AM

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=====
LastNm *           FrstNm *           Group *
-----
DARNELL           S JOHN           1.00
HERRIN            STEVEN           2.00
TOBLER            BRYAN            3.00
MILLER            JUDY             3.00
GARZA             MARIA E.         3.00
```

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Office Specialist  
Examination

October 18, 1999  
Date of Test

99351209P  
Exam Code

Promotional  
Open/Promotional

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

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	36	GROUP 1	4
REJECTED	1	GROUP 2	12
<b>TOTAL RECEIVED</b>	<b>37</b>	GROUP 3	9
		<b>TOTAL ON LIST</b>	<b>25</b>

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	25			
FAILED	9			
<b>TOTAL TESTED</b>	<b>34</b>			
<b>DID NOT APPEAR</b>	<b>2</b>			

(25) SENIOR OFFICE SPECIALIST PROMO ELIGIBLE LIST

10/28/1999 01:30 PM

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=====
LastNm *      FrstNm *      Group *
-----
DODGE         AUDRIE         1.00
JOHNSON      LINDA P.      1.00
WARE         MURIEL        1.00
ZIMMERMAN    HELEN         1.00
BENBOW       MAUREEN       2.00
BRANDES      RITA          2.00
COBBLE       LOUISE        2.00
COMBS        CAROLE        2.00
FISHER       DEBRA         2.00
HARRIS       VERONICA      2.00
KAPTEYN      DONNA         2.00
NICHOLS      KATHLEEN     2.00
ROSEMORE     VICTORIA     2.00
TEJEDA       MONICA        2.00
WATSON       GINGER        2.00
WRIGHT       ADELLE       2.00
BRYANT       ELMA          3.00
BURTON       LEE ANN      3.00
HOLGUIN      ANN           3.00
LARRAMENDY   JESSICA      3.00
LAWRENCE     MARY         3.00
MILLER       MARGUERITE   3.00
SCHOENTAG    CHRISTINA    3.00
UNTALASCO    RINA S.      3.00
WARNER       SUELYNN     3.00
=====
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**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Personnel Technician**  
**Examination**

**October 25, 1999**  
**Date of Test**

**99297609P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

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

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	10	GROUP 1	2
REJECTED	2	GROUP 2	2
<b>TOTAL RECEIVED</b>	<b>12</b>	GROUP 3	1
		<b>TOTAL ON LIST</b>	<b>5</b>

	<b><u>TESTS</u></b>			
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	50%		50%	
PASSED	5		5	
FAILED	4		4	
<b>TOTAL TESTED</b>	<b>9</b>		<b>9</b>	
<b>DID NOT APPEAR</b>	<b>1</b>			

(5) SENIOR PERSONNEL TECHNICIAN PROMO ELIGIBLE LIST

10/28/1999 04:06 PM

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=====
LastNm *      FrstNm *      Group *
-----
ATWELL        MELODY          1.00
HROMADA       MARLA           1.00
COPENHEAVER   NANCY           2.00
HANLEY        COLLEEN         2.00
DAVIS         MARTHA J        3.00
```

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Vehicle Parts Specialist**  
**Examination**

**October 21, 1999**  
**Date of Test**

**99346609P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

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

**REPORT OF EXAMINATION**

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

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

(1)VEHICLE PARTS SPECIALIST PROMOTIONAL ELIGIBLE LIST 10/28/1999 04:15 PM

```
=====
LastNm *      FrstNm *      Group *
-----
AGUILAR      STEVEN      3.00
```

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Vehicle Parts Specialist**  
**Examination**

**October 21, 1999**  
**Date of Test**

**993466090**  
**Exam Code**

**Open**  
**Open/Promotional**

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

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	50	GROUP 1	0
REJECTED	4	GROUP 2	3
<b>TOTAL RECEIVED</b>	54	GROUP 3	12
		<b>TOTAL ON LIST</b>	15

	<b><u>TESTS</u></b>			
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	15			
FAILED	26			
<b>TOTAL TESTED</b>	41			
<b>DID NOT APPEAR</b>	9			

(15) VEHICLE PARTS SPECIALIST OPEN ELIGIBLE LIST

10/28/1999 04:03 PM

```
=====
LastNm *      FrstNm *      Group *
-----
CHIPLINSKY    IVAN           2.00
EHA           WILLIAM        2.00
GAYTON        SAUL           2.00
BIGGS         GLENN          3.00
HAIR          RODNEY         3.00
HARE          EDWIN          3.00
IMAI          GAYLAND        3.00
LUCAS         CHAD           3.00
MCCOY         ALEXANDER      3.00
MCKEEGAN      MARK           3.00
MILHAM        THOMAS         3.00
OWENS         KENNETH        3.00
ROORDA        DOUGLAS        3.00
TUCCIO        ANDREW         3.00
WHEELER       DOUGLAS        3.00
```

**CITY OF LAS VEGAS**

**AGENDA DOCUMENTATION**

Date October 13, 1999

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

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**SUBJECT: B. EXTENSION OF ELIGIBLE LISTS**

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

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**TOTAL EXTENSIONS OF ELIGIBLE LISTS: 6**

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Inventory Control Clerk - Promotional	9	11/12/99	05/12/00	1
2. Inventory Control Clerk - Open	78	11/12/99	05/12/00	1
3. Permits Technician - Promotional	9	11/12/99	05/12/00	1
4. Permits Technician - Open	19	11/12/99	05/12/00	1
5. Planner I - Open	25	11/12/99	05/12/00	1
6. Trolley Operator - Open	8	11/12/99	05/12/00	2

**CITY OF LAS VEGAS**

**CIVIL SERVICE BOARD  
AGENDA DOCUMENTATION  
NOVEMBER 10, 1999**

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

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I. CALL TO ORDER: October 13, 1999, at 4:45 p.m. in the Human Resources Department

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

STAFF PRESENT

Rick Anderson  
Judy Tuttle  
Ann Rubertino-Beck  
Ruth Carroll  
Tina Ramsey  
Patti Miller  
Christina Rost  
Martha Davis

OTHERS PRESENT

Lon Grasmick  
Ron Hughes  
Sarahetta Thompson  
Richard Inness

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 E. LaVonne Lewis that the minutes of the Board meeting on September 8, 1999, be approved. Motion carried.

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

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING  
ANNOTATED MINUTES  
DATE: October 13, 1999  
PAGE 2**

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

Mr. Anderson advised the Board that there was a clerical change in item 16. Publicity Specialist I - Promotional. The original document indicated one of the two candidates failed the test; however, both candidates passed. A motion was made by Lou Johnson and seconded by E. LaVonne Lewis that the above certification of eligible lists be approved. Motion carried

**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

A motion was made by E. LaVonne Lewis and seconded by Lou Johnson to approve the above eligible lists. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING  
ANNOTATED MINUTES  
DATE: October 13, 1999  
PAGE 3**

**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

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 E. LaVonne Lewis to approve the classification specifications. Motion carried.

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

Mr. Anderson advised that Mr. Irvine was employed by the Department of Leisure Services and in good standing, and the director of the department had asked that he be placed on the rehire list.

A motion was made by E. LaVonne Lewis and seconded by Lou Johnson to place Scott Irvine on the rehire list. Motion carried.

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

Lon Grasmick, representing the Las Vegas City Employees Association, advised the Board of his desire to reflect in the minutes that whenever possible the City also open tests to promotional in order to provide an opportunity for current City employees to advance. Item 10. Parking Enforcement Officer - Open, under Certification of Eligible Lists was used as an example. Mr. Larson asked for clarification, and Mr. Grasmick explained that an existing City employee could also apply for a position on an open list; however, it could reduce his/her chance of being too low on the eligibility list due to the number of people who are on the open list. Further, Mr. Grasmick stated that for the most part, the City does post both promotional and open lists, and he stated that in this case the department requested that it not be done; however, he asked that the City continue to post promotional when open is posted. Mr. Johnson asked if Mr. Grasmick's recommendation posed a problem. Mr. Anderson stated that typically the City does try to accommodate that request; however in this particular case there had been a promotional list for a long time and the department requested an open recruitment. Mr. Anderson explained to the Board that what Mr. Grasmick was referring to was that if there were both open and promotional lists, one or all may have to be selected from the promotional list as opposed to using the open list also. With just an open list, an employee would receive the same consideration if he/she were in a reachable group as someone who is not an employee. This gives an opportunity for a greater applicant pool. Mr. Anderson stated that the City will continue to accommodate Mr. Grasmick's request whenever possible in the future.

**VI. CITIZEN PARTICIPATION**

None.

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

**ANNOTATED MINUTES**

**DATE: October 13, 1999**

**PAGE 4**

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

# **AGENDA**

**DATE: November 10, 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.

**NOTE: MEETING TO BE CONDUCTED VIA CONFERENCE CALL**

- I CALL TO ORDER
- II ANNOUNCEMENT RE COMPLIANCE WITH THE OPEN MEETING LAW
- III APPROVAL OF MINUTES. Board meeting of October 13, 1999
- IV BUSINESS
  - A CERTIFICATION OF ELIGIBLE LISTS:
    - 1 Accounting Technician I - Promotional
    - 2. Fire Equipment Mechanic I - Promotional
    - 3 Fire Equipment Mechanic I - Open
    - 4. Personnel Technician - Promotional
    - 5 Plant Operations Supervisor - Promotional
    - 6 Plant Operations Supervisor - Open
    - 7 Senior Communications Specialist - Promotional
    - 8 Senior Office Specialist - Promotional
    - 9 Senior Personnel Technician - Promotional
    - 10. Vehicle Parts Specialist - Promotional
    - 11. Vehicle Parts Specialist - Open
  - B. EXTENSION OF ELIGIBLE LISTS:
    - 1 Inventory Control Clerk - Promotional
    - 2 Inventory Control Clerk - Open
    - 3 Permits Technician - Promotional
    - 4. Permits Technician - Open
    - 5. Planner I - Open
    - 6 Trolley Operator - Open

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

**Date: November 10, 1999**

**Page Two**

V ITEMS FOR DISCUSSION ONLY - NO BOARD ACTION REQUIRED

VI CITIZEN PARTICIPATION

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

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

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

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