

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: DECEMBER 8, 1999
TIME: 4:45 p.m.

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

- I CALL TO ORDER
- II ANNOUNCEMENT RE COMPLIANCE WITH THE OPEN MEETING LAW
- III APPROVAL OF MINUTES: Board Meeting of December 8, 1999
- IV BUSINESS

A. CERTIFICATION OF ELIGIBLE LISTS

- 1. Communications Services Coordinator - Promotional
- 2. Electrician I - Promotional
- 3. Electrician I - Open
- 4. Engineering Technician II - Promotional
- 5. Engineering Technician II - Open
- 6. GIS Analyst I - Promotional
- 7. GIS Analyst I - Open
- 8. Inspector (Building) - Promotional
- 9. Inspector (Building) - Open
- 10. Inspector (Electrical) - Promotional
- 11. Inspector (Electrical) - Open
- 12. Inspector (Mechanical/Plumbing) - Promotional
- 13. Inspector (Mechanical/Plumbing) - Open
- 14. Land Surveyor - Promotional
- 15. Land Surveyor - Open
- 16. Office Specialist II - Promotional
- 17. Office Specialist II - Open
- 18. Plans Examination Supervisor - Promotional
- 19. Sanitation Billing Technician - Promotional
- 20. Sanitation Billing Technician - Open
- 21. Senior HVAC Technician - Promotional

B. EXTENSION OF ELIGIBLE LISTS

- 1. Corrections Officer - Open
- 2. Fire Battalion Chief - Promotional
- 3. Firefighter Trainee - Open

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CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Date: December 8, 1999

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4. HVAC Technician I(X) - Open
5. Leisure Activities Assistant - Open
6. Municipal Court Marshal I - Open
7. Public Safety Technician - Open

C DISCUSSION AND POSSIBLE ACTION ON CLASSIFICATION SPECIFICATIONS

1. Senior Cultural Activities Specialist - Revised
2. Housing Rehabilitation Technician - New

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

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
DECEMBER 8, 1999**

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

- I. CALL TO ORDER: **Meeting conducted via conference call** - November 10, 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
Nina Drake
Judy Tuttle
Ann Rubertino-Beck
Sandy Gandy

OTHERS PRESENT

None

- 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 October 13, 1999, be approved. Motion carried.
- 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

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: December 8, 1999
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8. Senior Office Specialist - Promotional
9. Senior Personnel Technician - Promotional
10. Vehicle Parts Specialist - Promotional
11. Vehicle Parts Specialist - 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. 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

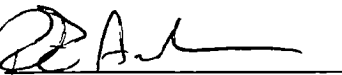
A motion was made by Lou Johnson and seconded by Joseph Orduna to approve the above eligible lists. Motion carried.

V. ITEMS FOR DISCUSSION ONLY - NO BOARD ACTION REQUIRED

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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date **December 8, 1999**

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

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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

TOTAL ELIGIBLE LISTS PRESENTED: 21			
	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1 Communications Services Coordinator - Promotional	4	2	1
2 Electrician I - Promotional	5	5	2
3. Electrician I - Open	67	44	26
4. Engineering Technician II - Promotional	2	0	0
5 Engineering Technician II - Open	32	19	13
6. GIS Analyst I - Promotional	2	1	0
7. GIS Analyst I - Open	12	4	0
8. Inspector (Building) - Promotional	4	4	4
9. Inspector (Building) - Open	41	21	21
10 Inspector (Electrical) - Promotional	2	2	2
11 Inspector (Electrical) - Open	12	8	7
12. Inspector (Mechanical/Plumbing) - Promotional	3	3	3
13 Inspector (Mechanical/Plumbing) - Open	19	7	7
14. Land Surveyor - Promotional	4	2	1
15. Land Surveyor - Open	4	3	0
16. Office Specialist II - Promotional	9	5	4
17. Office Specialist II - Open	141	98	82
18. Plans Examination Supervisor - Promotional	2	2	2
19 Sanitation Billing Technician - Promotional	36	28	22
20. Sanitation Billing Technician - Open	76	61	31
21. Senior HVAC Technician - Promotional	5	4	2

CITY OF LAS VEGAS

ELIGIBLE LIST

Communications Services Coordinator
Examination

November 22, 1999
Date of Test

99794341P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

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

(1) COMMUNICATIONS SERVICES COORD PROMO ELIGIBLE LIST

11/29/1999 10:08 AM

```
=====
LastNm *      FrstNm *      Group *
-----
ZIMMERMAN     HELEN        2.00
```

CITY OF LAS VEGAS

ELIGIBLE LIST

Electrician I
Examination

November 15, 1999
Date of Test

99315410P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

TESTS

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

(2) ELECTRICIAN I PROMOTIONAL ELIGIBLE LIST

11/29/1999 10:29 AM

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=====
LastNm *      FrstNm *      Group  *
-----
MCNULTY       JOHN           2.00
PUMPHREY      CHRIS           3.00
```

CITY OF LAS VEGAS

ELIGIBLE LIST

Electrician I
Examination

November 15, 1999
Date of Test

993154100
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	56	GROUP 1	3
REJECTED	11	GROUP 2	11
<i>TOTAL RECEIVED</i>	67	GROUP 3	12
		<i>TOTAL ON LIST</i>	26

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	26			
FAILED	18			
<i>TOTAL TESTED</i>	44			
<i>DID NOT APPEAR</i>	12			

(26) ELECTRICIAN I OPEN ELIGIBLE LIST

11/29/1999 10:25 AM

```
=====
LastNm *      FrstNm *      Group  *
-----
HOOKS          CALVIN          1.00
SMITH          RANDY           1.00
TORDA          LEO             1.00
AMBROSE        BRYAN           2.00
EBAUGH         JON             2.00
ESTES          KENNETH         2.00
GRETKA         KIRK            2.00
HEIBER         RONALD          2.00
JENKINS        MICHAEL         2.00
MAURO          WILLIAM         2.00
PANKRATIUS     GILBERT         2.00
PERETTI        MICHAEL         2.00
SCHIRMER       BRADLEY         2.00
THOMAS         NEAL            2.00
BERGERON       DAVID           3.00
BRANDT         THOMAS J.       3.00
COSIO          DANIEL          3.00
CZERWINSKI     MARK            3.00
GALABIZ        MARSHALL        3.00
KAUFFMAN       DAVID           3.00
MAXVILLE      ANDRE           3.00
MC KOWN        MICHAEL         3.00
OUTEN          WILBERT         3.00
ROBERTS        JEROME          3.00
RODGERS        RANDOLPH        3.00
YOUNG          DONNA           3.00
```

CITY OF LAS VEGAS

ELIGIBLE LIST

Engineering Technician II
Examination

November 2, 1999
Date of Test

99296109P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Engineering Technician II
Examination

November 2, 1999
Date of Test

992961090
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	26	GROUP 1	0
REJECTED	6	GROUP 2	9
<i>TOTAL RECEIVED</i>	32	GROUP 3	4
		<i>TOTAL ON LIST</i>	13

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	13			
FAILED	6			
<i>TOTAL TESTED</i>	19			
<i>DID NOT APPEAR</i>	7			

(13) ENGINEERING TECHNICIAN II OPEN ELIGIBLE LIST

11/08/1999 10:30 AM

```
=====
LastNm *      FrstNm *      Group  *
-----
BROWN         BRENT          2.00
GALACGAC      GIOVANNI       2.00
HAKKILA       GREGG         2.00
MARTIN        RAYMOND G     2.00
MARTINA       RYAN          2.00
MONTEROS      DANIEL        2.00
NASH          WAYNE         2.00
RUDY          EDWARD        2.00
SEKIOKA       PETER         2.00
BITTNER       MARIA D.      3.00
HOWARD        WILLIAM       3.00
LAMOREAUX     DONALD        3.00
VANWY         SHIRLEY       3.00
=====
```

CITY OF LAS VEGAS

ELIGIBLE LIST

GIS Analyst I
Examination

November 10, 1999
Date of Test

99281710P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

GIS Analyst I
Examination

November 10, 1999
Date of Test

992817100
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	4	GROUP 1	0
REJECTED	8	GROUP 2	0
<i>TOTAL RECEIVED</i>	12	GROUP 3	0
		<i>TOTAL ON LIST</i>	0

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Inspector (Building)
Examination

November 15, 1999
Date of Test

99255419P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

TESTS

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

(4) INSPECTOR (BUILDING) PROMOTIONAL ELIGIBLE LIST

11/29/1999 10:11 AM

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=====
LastNm *      FrstNm *      Group *
-----
BRITT          R  BECCA          1.00
FELMLEE        RAYMOND           1.00
SHINES         DANIEL            1.00
SMITH          TERRY             1.00
```

CITY OF LAS VEGAS

ELIGIBLE LIST

Inspector (Building)
Examination

November 15, 1999
Date of Test

992554190
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	27	GROUP 1	7
REJECTED	14	GROUP 2	9
<i>TOTAL RECEIVED</i>	41	GROUP 3	5
		<i>TOTAL ON LIST</i>	21

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	21			
FAILED	0			
<i>TOTAL TESTED</i>	21			
<i>DID NOT APPEAR</i>	6			

(21) INSPECTOR (BUILDING) OPEN ELIGIBLE LIST

11/29/1999 10:12 AM

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=====
LastNm *      FrstNm *      Group  *
-----
ANDREWS      DANA      1.00
ASHWORTH     DANIEL    1.00
BARBOUR      ROBERT    1.00
KIMM         LENNY     1.00
LASHAM       LLOYD     1.00
MEAD         LOYD      1.00
SMALL        DENNIS    1.00
HARRIS       STEPHEN   2.00
JOHNSON      BRUCE F.  2.00
NELSON       MICHAEL   2.00
REYLING      JANE      2.00
RUDY         EDWARD    2.00
SCHELL       JEREMY    2.00
SCHUMACHER   RON       2.00
TAEGER       TIM       2.00
URGA         BRIAN     2.00
BRATTON      VICTORIA  3.00
GHARIBIAN    ZAREH     3.00
HANDLEY      DAVID     3.00
OLSON        RICK D.   3.00
PERKO        MICHAEL   3.00
```

CITY OF LAS VEGAS

ELIGIBLE LIST

Inspector (Electrical)
Examination

November 16, 1999
Date of Test

99255429P
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	2
REJECTED	0	GROUP 2	0
<i>TOTAL RECEIVED</i>	2	GROUP 3	0
<i>TOTAL ON LIST</i>			2

TESTS

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

(2) INSPECTOR (ELECTRICAL) PROMOTIONAL ELIGIBLE LIST

11/29/1999 10:09 AM

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=====
LastNm *      FrstNm *      Group  *
-----
OBRIEN        RICHARD        1.00
SMITH         TERRY          1.00
```

CITY OF LAS VEGAS

ELIGIBLE LIST

Inspector (Electrical)
Examination

November 16, 1999
Date of Test

992554290
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	10	GROUP 1	0
REJECTED	2	GROUP 2	6
<i>TOTAL RECEIVED</i>	12	GROUP 3	1
		<i>TOTAL ON LIST</i>	7

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	7			
FAILED	1			
<i>TOTAL TESTED</i>	8			
<i>DID NOT APPEAR</i>	2			

(7) INSPECTOR (ELECTRICAL) OPEN ELIGIBLE LIST

11/29/1999 10:08 AM

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=====
LastNm *      FrstNm *      Group  *
-----
ANDREWS      DANA      2.00
HUNT         DENNIS    2.00
LASHAM       LLOYD     2.00
LUCAS        RICHARD   2.00
SCAPPA       ANTHONY   2.00
WISHENGRAD   STUART    2.00
LORD         DAVID     3.00
```


CITY OF LAS VEGAS

ELIGIBLE LIST

Inspector (Mechanical/Plumbing)
Examination

November 16, 1999
Date of Test

99255439P
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	2
REJECTED	0	GROUP 2	1
<i>TOTAL RECEIVED</i>	3	GROUP 3	0
		<i>TOTAL ON LIST</i>	3

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

(3INSPECTOR (MECHANICAL/PLUMBING) PROMO ELIGIBLE LIST 11/29/1999 10:10 AM

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=====
LastNm *      FrstNm *      Group  *
-----
HEARONS      EDWARD      1.00
SMITH        TERRY       1.00
CUMMINGS     RANDALL     2.00
```

CITY OF LAS VEGAS

ELIGIBLE LIST

Inspector (Mechanical/Plumbing)
Examination

November 16, 1999
Date of Test

992554390
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	10	GROUP 1	2
REJECTED	9	GROUP 2	2
<i>TOTAL RECEIVED</i>	19	GROUP 3	3
<i>TOTAL ON LIST</i>			7

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	7			
FAILED	0			
<i>TOTAL TESTED</i>	7			
<i>DID NOT APPEAR</i>	3			

(7) INSPECTOR (MECHANICAL/PLUMBING) OPEN ELIGIBLE LIST 11/29/1999 10:11 AM

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=====
LastNm *      FrstNm *      Group  *
-----
ANDREWS      DANA      1.00
LASHAM      LLOYD      1.00
JOHNSON      BRUCE F.    2.00
RUDY      EDWARD      2.00
FRANKLIN      SAM      3.00
HANDLEY      DAVID      3.00
OLSON      RICK D.    3.00
```

CITY OF LAS VEGAS

ELIGIBLE LIST

Land Surveyor
Examination

November 19, 1999
Date of Test

99794420P
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	1	GROUP 2	1
TOTAL RECEIVED	4	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		1		
TOTAL TESTED		2		
DID NOT APPEAR		1		

(1) LAND SURVEYOR PROMOTIONAL ELIGIBLE LIST

11/29/1999 10:13 AM

```
=====
LastNm *      FrstNm *      Group  *
-----
PEACE         NANCY         2.00
```

CITY OF LAS VEGAS

ELIGIBLE LIST

Land Surveyor
Examination

November 19, 1999
Date of Test

997944200
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	4	GROUP 1	0
REJECTED	0	GROUP 2	0
TOTAL RECEIVED	4	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		3		
TOTAL TESTED		3		
DID NOT APPEAR		1		

CITY OF LAS VEGAS

ELIGIBLE LIST

Office Specialist II
Examination

November 9, 1999
Date of Test

99366209P
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	6	GROUP 1	0
REJECTED	3	GROUP 2	2
<i>TOTAL RECEIVED</i>	9	GROUP 3	2
		<i>TOTAL ON LIST</i>	4

TESTS

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

(4) OFFICE SPECIALIST II PROMOTIONAL ELIGIBLE LIST

11/29/1999 10:18 AM

```
=====
LastNm *      FrstNm *      Group  *
-----
BENNEMAN      MELISSA      2.00
WHITE         JUDY        2.00
RABANES       JENNIFER    3.00
TAMEZ         DENISE      3.00
```

CITY OF LAS VEGAS

ELIGIBLE LIST

Office Specialist II
Examination

November 9, 1999
Date of Test

993662090
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	124	GROUP 1	4
REJECTED	17	GROUP 2	30
<i>TOTAL RECEIVED</i>	141	GROUP 3	48
		<i>TOTAL ON LIST</i>	82

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	82			
FAILED	16			
<i>TOTAL TESTED</i>	98			
<i>DID NOT APPEAR</i>	26			

(82) OFFICE SPECIALIST II OPEN ELIGIBLE LIST

11/29/1999 10:19 AM

```

=====
LastNm *           FrstNm *           Group *
-----
CLARK              SANDRA G.             1.00
FRIEDLAND         INGRID               1.00
HUGHES            VALERIE              1.00
KING              MARGARET            1.00
BARR              LAUREN              2.00
BELLOMIO          PAMELA              2.00
COGLE             ROSANA              2.00
COOPER            JACQUE              2.00
DIGIOVANNI        JACQUELINE          2.00
GAILEY            MARY                2.00
GELLER            RITA                2.00
GOWEN             JOAN                2.00
GRENN             CHARLOTTE           2.00
HAZARD            JOYCE               2.00
HEINRICH          SHELLEY             2.00
HEMMINGS          TERESA              2.00
HOFFMAN           SHERRI              2.00
HOLLAND           MARGARETTE          2.00
JONES             MILDRED             2.00
KRYLO             TRACY               2.00
LAWSON            ANN                 2.00
LEE               MICHELLE            2.00
LEVI              ERRIN               2.00
MC DONALD         KATHRYN M.          2.00
NORFLEET          CORLISS             2.00
PAVLOWSKI         DEBORAH             2.00
RALPH             ROSEMARIE           2.00
ROCHTTIS          MARLEAN             2.00
SALAZAR LESTER    PATTI               2.00
SANDOVAL          FRANCES             2.00
SCOTT             CARMEN              2.00
TABLIZO           CELY                2.00
WRIGHT            SANDRA              2.00
YOUNG             RITA                2.00
AMIGO             LYCEL               3.00
ARCHIE            TA SHA              3.00
ARDIZZONE         JOANNE              3.00
AYERSMAN          HELENA              3.00
BAILEY            CAROL               3.00
BARNES            MELODIE             3.00
BLAKE JOHNSON     DELINA              3.00
BOUCHE            THERESA             3.00
BROWN             DEBRA               3.00
BUSTAMANTE        SHELIA              3.00
CAMPOBASSO        JOANN               3.00
COOPER            JANICE              3.00
CROCKETT          SAKECIA             3.00
DERRY             ROSE                3.00
DIAMBROSIO        SHARON              3.00
DIXON             PEGGY               3.00
ESGUERRA          LUZMARIE            3.00
ESPINOSA-ZUNIG    CECILIA             3.00
FLORES            PATRICIA            3.00

```

City of Las Vegas

MARLA

(82) OFFICE SPECIALIST II OPEN ELIGIBLE LIST

(continued)

LastNm *	FrstNm *	Group *
GIANNINI	LINDA	3.00
GLOVER SMITH	PATRICIA	3.00
GONZALES	MARIA	3.00
HALL	TERI D.	3.00
HOBSON	KIMELA	3.00
HOFFECKER	BONNIE	3.00
HOLMES	DESREIE	3.00
HURTER	CAROL J.	3.00
IRBY	PHYLLIS	3.00
JOHNS CHANDLER	HAZEL	3.00
JOSEY	KISMET	3.00
LEAVITT	JANA	3.00
LUCAS	LINDER	3.00
MILLER	LORI K.	3.00
MUNIZ	ANN	3.00
NITSCHKE	DARLENE	3.00
PERKINS	BARNEY	3.00
PUERNER	BARBARA A.	3.00
PUNZALAN	ANGELITA	3.00
ROBINSON	BELINDA	3.00
SANCHEZ	VIVIANA	3.00
STOTTS	CARRIE	3.00
TRIBBLE	ROSALINDA	3.00
VELASQUEZ	ALICE	3.00
VIVION	MICHELE	3.00
WIDEEN	ROBERTA	3.00
WILLIAMS	TAMMI	3.00
WILSON	GILDA	3.00
ZACKERY	PATSY	3.00

CITY OF LAS VEGAS

ELIGIBLE LIST

Plans Examination Supervisor
Examination

November 19, 1999
Date of Test

99214010P
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
<i>TOTAL RECEIVED</i>	2	GROUP 3	0
<i>TOTAL ON LIST</i>			2

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

(2) PLANS EXAMINATION SUPERVISOR PROMO ELIGIBLE LIST

11/29/1999 10:14 AM

```
=====
LastNm *      FrstNm *      Group  *
-----
RUSSELL      EARL          1.00
BELL         ROBERT         2.00
```

CITY OF LAS VEGAS

ELIGIBLE LIST

Sanitation Billing Technician
Examination

November 10, 1999
Date of Test

99317610P
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	35	GROUP 1	2
REJECTED	1	GROUP 2	8
<i>TOTAL RECEIVED</i>	36	GROUP 3	12
		<i>TOTAL ON LIST</i>	22

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	22			
FAILED	6			
<i>TOTAL TESTED</i>	28			
<i>DID NOT APPEAR</i>	7			

(22) SANITATION BILLING TECH PROMOTIONAL ELIGIBLE LIST 11/29/1999 10:05 AM

```
=====
LastNm *      FrstNm *      Group *
-----
WRIGHT        ADELLE          1.00
ZANGGER       ROBERT          1.00
BARRERA       KIMBERLY        2.00
CONNER        JEANETTE        2.00
DRAMLIC       LJILJANA        2.00
JOHNSON       LINDA           2.00
KAPTEYN       DONNA           2.00
TEJEDA        MONICA           2.00
VERNON        JUDY            2.00
WHITE         JUDY            2.00
BIGGS         TEDDI           3.00
BOTOSANU      JACQULIN        3.00
BURTON        LEE ANN         3.00
CAMPBELL      STACEY          3.00
COTTON        EVAMARIE        3.00
CRUZ          ELSA            3.00
GOMEZ         MINERVA         3.00
HUDDLESTON    STACY           3.00
HUGHES        LINDA           3.00
MIR           TERESA          3.00
MURPHY        BARBARA         3.00
SCHOENTAG     CHRISTINA       3.00
```


CITY OF LAS VEGAS

ELIGIBLE LIST

Sanitation Billing Technician
Examination

November 10, 1999
Date of Test

993176100
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	65	GROUP 1	1
REJECTED	11	GROUP 2	7
<i>TOTAL RECEIVED</i>	76	GROUP 3	23
		<i>TOTAL ON LIST</i>	31

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	31			
FAILED	30			
<i>TOTAL TESTED</i>	61			
<i>DID NOT APPEAR</i>	4			

(31) SANITATION BILLING TECHNICIAN OPEN ELIGIBLE LIST

11/29/1999 10:06 AM

```
=====
LastNm *      FrstNm *      Group  *
-----
FRIEDLAND     INGRID      1.00
HALE          JODY        2.00
HOLLAND       ROBERT      2.00
KRASN         LISA        2.00
LAWSON        ANN         2.00
LEONI         DEBORAH     2.00
NICHOLS       SUSAN       2.00
RICHARDSON    DUANE       2.00
BARNES        GLADYS      3.00
BEECHER       PEGGY       3.00
CHILDSPOOLE   CLAUDETTE   3.00
COSTON        JEAN        3.00
DIAMBROSIO    SHARON      3.00
DIAMOND       VIVIAN      3.00
DIXON         PEGGY       3.00
FACTOR        JANE        3.00
GEIGER        TINA        3.00
GOODE         TINA        3.00
HUBBARD       GERALD      3.00
OLSON         BELINDA     3.00
PAGE          EARTH       3.00
PEARSON       MARTHA      3.00
POLLACK       AMY         3.00
ROBINSON      BELINDA     3.00
ROWLAND       ROXANNE     3.00
SCOTT         LISA        3.00
SMITH         BETTY       3.00
SMITH         DIANA       3.00
STEPHENSON    BRENDA      3.00
SUTHERLAND    JANE        3.00
SWANSON       TEODORA     3.00
```

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior HVAC Technician
Examination

November 8, 1999
Date of Test

99256210P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	4	GROUP 1	1
REJECTED	1	GROUP 2	0
<i>TOTAL RECEIVED</i>	5	GROUP 3	1
		<i>TOTAL ON LIST</i>	2

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

(2) SENIOR HVAC TECHNICIAN PROMOTIONAL ELIGIBLE LIST

11/30/1999 09:15 AM

```
=====
LastNm *      FrstNm *      Group  *
-----
PAPPAS        RICHARD        1.00
POWER         REX             3.00
```

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. Corrections Officer - Open	85	12/09/99	06/09/00	1
2. Fire Battalion Chief - Promotional	6	12/16/99	06/16/00	1
3. Firefighter Trainee- Open	551	12/10/99	06/10/00	3
4. HVAC Technician I (X) - Open	26	12/09/99	06/09/00	2
5. Leisure Activities Assistant - Open	150	12/09/99	06/09/00	2
6. Municipal Court Marshal I - Open	34	12/09/99	06/09/00	1
7. Public Safety Technician - Open	21	12/09/99	06/09/00	2

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date December 8, 1999

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

SUBJECT: C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED:

1. Senior Cultural Activities Specialist

Senior Cultural Activities Specialist was revised to remove references to recreation and add Neon Museum functions

NEW:

2. Housing Rehabilitation Technician

Housing Rehabilitation Technician was created to allow the department to recruit at a lower level, as we have had difficulty finding qualified applicants for the current Specialist level.

RECOMMENDATION

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

SENIOR CULTURAL ACTIVITIES SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job

DEFINITION

To plan, organize, coordinate, conduct and supervise cultural activities, programs and facilities including outreach, art galleries, visual arts, public art projects and visual and performing arts education; to provide technical assistance to and oversee projects for the Las Vegas Arts Commission, the Neon Museum, the Arts District and other community arts organizations.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Cultural Activities Specialist series. Positions at this level are distinguished from the other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series. The Senior Cultural Activities Specialist may also provide lead supervision over lower level staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from supervisory or managerial staff.

Exercises technical and functional supervision over lower level staff.

ESSENTIAL FUNCTION STATEMENTS—*Essential 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, and other agencies.
5. Develop, administer, monitor and coordinate budgets for assigned programs including use of grant funds; purchase equipment and supplies.

CITY OF LAS VEGAS
Senior Cultural Activities Specialist (*Continued*)

Essential Functions: (*continued*)

6. Coordinate and implement assigned cultural programs, working with commissions, boards and facilities.
7. Negotiate and coordinate a wide variety of professional contracts.
8. Perform public relations duties to include television interviews, radio interviews, public speaking engagements, presentations before boards and City Council meetings, introducing speakers, moderating public panels and conducting tours.
9. Design and maintain bulletin boards, brochures and other materials for marketing programs.
10. Verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards.
11. Prepare and maintain a variety of reports.
12. Write grant proposals based on criteria set forth by various granting agencies, following prescribed format and guidelines, including required City approvals.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of cultural programming.
2. May enforce facility rules and regulations.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles, practices and techniques of the visual arts field.
Principles and practices of cultural services.
Principles of lead supervision and training.
Basic accounting principles and practices.
Basic record keeping practices and techniques.
Occupational hazards and standard safety practices.
Modern office procedures and equipment, including personal computers, word processing and spreadsheet software programs.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Work with appointed and volunteer commissions and boards.
Develop, administer, coordinate and monitor program budgets.
Track financial balances and expenditures.
Lead, organize and review the work of staff in the area of work assigned.

CITY OF LAS VEGAS
Senior Cultural Activities Specialist (*Continued*)

Ability to:

- 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, standing or sitting for extended periods of time; and*
 - *Operating assigned equipment and vehicles.*
- Maintain effective audio-visual discrimination and perception needed for:
- *Making observation;s*
 - *Communicating with others; and*
 - *Operating assigned equipment.*

Experience and Training Requirements

Experience:

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

Training:

Equivalent to an Associate's degree from an accredited community college with major course work in fine arts, public or business administration 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 facilities, and inclement weather conditions.

Physical Conditions:

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

ARB REV 11/22/99
FLSA & City: nonexempt
CSB 12/8/99

HOUSING REHABILITATION TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job

DEFINITION

To learn and assist in the administration of the city's housing code enforcement and rehabilitation programs; and to perform a variety of tasks related to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Housing Rehabilitation series. This class is distinguished from the Housing Rehabilitation Specialist by the performance of the less complex tasks and duties and is not expected to perform with the same level of independence.

SUPERVISION RECEIVED

Receives immediate supervision from higher level management staff.

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

Essential Functions:

1. Inspect dwellings to identify substandard conditions.
2. Explain the housing rehabilitation process to applicants.
3. Write draft specifications for the work required and submit to the Sr. Housing Rehabilitation Specialist for review; initiate, schedule and conduct bid openings; monitor and conduct the bidding process.
4. Draw up contracts and escrow documents and place liens on the property; arrange for appraisals and loans and monitor continued ownership status.
5. Organize work on substandard housing and monitor compliance with city building codes and other regulations.
6. Respond to and resolve owner concerns and complaints during housing rehabilitation with the assistance of the supervisor.
7. Maintain accurate records on all housing rehabilitation projects.

CITY OF LAS VEGAS
Housing Rehabilitation Technician (*Continued*)

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

City housing codes.
Basic principles of sound home construction and repair.
Basic project management practices.
General office procedures and practices.
Principles and techniques of communicating with the public.
Record keeping techniques and practices.

Ability to:

Inspect residences and determine repairs required to bring structure to code requirements.
Understand and apply federal, state and local regulations and codes.
Organize all assigned housing rehabilitation projects and monitor progress and compliance with housing codes.
Learn federal and state regulations governing urban renewal and community development activities.
Learn city housing code enforcement remedies.
Learn general real estate appraisal methods and financing plans.
Learn city ordinances regulating construction contracting, bidding and purchasing procedures.
Learn to review applications for assistance, evaluate eligibility and determine the correct assistance program.
Express ideas effectively in writing, orally and in presentations before various City boards and the general public.
Maintain mental capacity which allows for effective interaction and communications with others.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Sitting and standing for extended periods of time and;*
- *Operating computers, copiers and related office machines.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing and;*
- *Operating computers, copiers and related office equipment.*

CITY OF LAS VEGAS
Housing Rehabilitation Technician (*Continued*)

Experience and Training Requirements

Experience:

One year of experience in either of the following areas: hands-on home construction, remodeling or repair; the interpretation and enforcement of local housing codes; or a closely related field.

Training:

Equivalent to graduation from high school.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Office and field environments; exposure to heat and cold.

Physical Conditions:

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

ARB
NEW 11/15/99
FLSA and City: nonexempt
CSB 12/8/99

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
DECEMBER 8, 1999

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

- I. CALL TO ORDER: **Meeting conducted via conference call** - November 10, 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
Nina Drake
Judy Tuttle
Ann Rubertino-Beck
Sandy Gandy

OTHERS PRESENT
None

- 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 October 13, 1999, be approved. Motion carried.
- 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

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

8. Senior Office Specialist - Promotional
9. Senior Personnel Technician - Promotional
10. Vehicle Parts Specialist - Promotional
11. Vehicle Parts Specialist - 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. 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

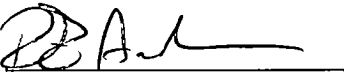
A motion was made by Lou Johnson and seconded by Joseph Orduna to approve the above eligible lists. Motion carried.

V. ITEMS FOR DISCUSSION ONLY - NO BOARD ACTION REQUIRED

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