

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
JANUARY 12, 2000

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

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

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

STAFF PRESENT

Rick Anderson
Nina Drake
Morgan Davis
Ann Rubertino-Beck
Jean Davis
Sandy Gandy

OTHERS PRESENT

Lon Grasmick

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 Theodore Parker that the minutes of the Board meeting on November 10, 1999, be approved. Motion carried.

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

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

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

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

B. EXTENSION OF ELIGIBLE LISTS:

1. Corrections Officer - Open
2. Fire Battalion Chief - Promotional
3. Firefighter Trainee - Open
4. HVAC Technician I(X) - Open
5. Leisure Activities Assistant - Open
6. Municipal Court Marshal I - Open
7. Public Safety Technician - Open

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

C. DISCUSSION AND POSSIBLE ACTION ON CLASSIFICATION SPECIFICATIONS:

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

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

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: December 8, 1999
PAGE 3


V. ITEMS FOR DISCUSSION ONLY - NO BOARD ACTION REQUIRED

None.

VI. CITIZEN PARTICIPATION

None.

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

A handwritten signature in black ink, appearing to read 'R. Anderson', written over a horizontal line.

Rick Anderson
Secretary to the Board

CITY OF LAS VEGAS 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: JANUARY 12, 2000
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. Accounting Technician II - Promotional
- 2. Accounting Technician II - Open
- 3. Corrections Intake Technician - Promotional
- 4. Corrections Intake Technician - Open
- 5. Court Clerk I - Promotional
- 6. Court Clerk I - Open
- 7. Fire Investigator I - Promotional
- 8. Leisure Services Coordinator - Promotional
- 9. Leisure Services Coordinator - Open
- 10. Mechanic I - Promotional
- 11. Senior Corrections Officer - Promotional
- 12. Senior Court Clerk - Promotional
- 13. Survey Associate - Promotional
- 14. Traffic Signal Electrician II - Promotional
- 15. Urban Design Coordinator - Open
- 16. Vehicle Services Worker - Promotional
- 17. Vehicle Services Worker - Open
- 18. Videographer - Promotional
- 19. Videographer - Open

B. EXTENSION OF ELIGIBLE LISTS:

- 1 Deputy City Marshal - Open
- 2. Engineering Project Manager - Promotional
- 3. Engineering Project Manager - Open
- 4 Microcomputer Specialist I(X) - Open

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Date: January 12, 2000

Page Two

C. DISCUSSION AND POSSIBLE ACTION ON CLASSIFICATION SPECIFICATIONS

1. Deputy City Marshal Sergeant - Revised
2. Electrical Project Engineer - 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



**ELIGIBILITY
LISTS FOR THIS
MEETING ARE
DEEMED
CONFIDENTIAL
PER NRS 603A**

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
JANUARY 12, 2000

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SECRETARY TO THE BOARD

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ROLL CALL: Lou Johnson - Present
Theodore Parker - Present
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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

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
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PAGE 2

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

B. EXTENSION OF ELIGIBLE LISTS:

1. Corrections Officer - Open
2. Fire Battalion Chief - Promotional
3. Firefighter Trainee - Open
4. HVAC Technician I(X) - Open
5. Leisure Activities Assistant - Open
6. Municipal Court Marshal I - Open
7. Public Safety Technician - Open

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

C. DISCUSSION AND POSSIBLE ACTION ON CLASSIFICATION SPECIFICATIONS:

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CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
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PAGE 3

V. ITEMS FOR DISCUSSION ONLY - NO BOARD ACTION REQUIRED

None.

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 January 12, 2000

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: 19

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Accounting Technician II - Promotional	23	18	7
2. Accounting Technician II - Open	114	81	30
3. Corrections Intake Technician - Promotional	7	2	2
4. Corrections Intake Technician - Open	106	40	35
5. Court Clerk I - Promotional	2	2	2
6. Court Clerk I - Open	55	38	36
7. Fire Investigator I - Promotional	10	10	6
8. Leisure Services Coordinator - Promotional	34	32	31
9. Leisure Services Coordinator - Open	77	7	7
10. Mechanic I - Promotional	5	5	5
11. Senior Corrections Officer - Promotional	12	7	6
12. Senior Court Clerk - Promotional	10	10	5
13. Survey Associate - Promotional	2	2	2
14. Traffic Signal Electrician II - Promotional	3	2	2
15. Urban Design Coordinator - Open	8	4	3
16. Vehicle Services Worker - Promotional	5	4	3
17. Vehicle Services Worker - Open	49	34	28
18. Videographer - Promotional	0	0	0
19. Videographer - Open	53	38	38

CITY OF LAS VEGAS

ELIGIBLE LIST

Accounting Technician II
Examination

November 29, 1999
Date of Test

99306010P
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	23	GROUP 1	2
REJECTED	0	GROUP 2	1
TOTAL RECEIVED	23	GROUP 3	4
		TOTAL ON LIST	7

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	7			
FAILED	11			
TOTAL TESTED	18			
DID NOT APPEAR	5			

CITY OF LAS VEGAS

ELIGIBLE LIST

Accounting Technician II
Examination

November 29, 1999
Date of Test

993060100
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	113	GROUP 1	16
REJECTED	1	GROUP 2	11
TOTAL RECEIVED	114	GROUP 3	3
		TOTAL ON LIST	30

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	30			
FAILED	51			
TOTAL TESTED	81			
DID NOT APPEAR	32			

CITY OF LAS VEGAS

ELIGIBLE LIST

Corrections Intake Technician
Examination

December 22, 1999
Date of Test

99333911P
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	5	GROUP 2	0
TOTAL RECEIVED	7	GROUP 3	1
		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

Corrections Intake Technician
Examination

December 22, 1999
Date of Test

993339110
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	48	GROUP 1	3
REJECTED	58	GROUP 2	20
TOTAL RECEIVED	106	GROUP 3	12
		TOTAL ON LIST	35

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	35			
FAILED	5			
TOTAL TESTED	40			
DID NOT APPEAR	8			

CITY OF LAS VEGAS

ELIGIBLE LIST

Court Clerk I
Examination

December 6, 1999
Date of Test

99373010P
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

Court Clerk I
Examination

December 6, 1999
Date of Test

993730100
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	43	GROUP 1	14
REJECTED	12	GROUP 2	16
TOTAL RECEIVED	55	GROUP 3	6
		TOTAL ON LIST	36

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	36			
FAILED	2			
TOTAL TESTED	38			
DID NOT APPEAR	5			

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Investigator I
Examination

December 20, 1999
Date of Test

99430312P
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	10	GROUP 1	1
REJECTED	0	GROUP 2	1
TOTAL RECEIVED	10	GROUP 3	4
		TOTAL ON LIST	6

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	6			
FAILED	4			
TOTAL TESTED	10			
DID NOT APPEAR				

CITY OF LAS VEGAS

ELIGIBLE LIST

Leisure Services Coordinator
Examination

December 8, 9 & 10, 1999
Date of Test

99298209P
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	33	GROUP 1	9
REJECTED	1	GROUP 2	11
TOTAL RECEIVED	34	GROUP 3	11
		TOTAL ON LIST	31

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		31		
FAILED		1		
TOTAL TESTED		32		
DID NOT APPEAR		1		

CITY OF LAS VEGAS

ELIGIBLE LIST

Leisure Services Coordinator
Examination

December 8, 9 & 10, 1999
Date of Test

992982090
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	9	GROUP 1	3
REJECTED	68	GROUP 2	2
TOTAL RECEIVED	77	GROUP 3	2
		TOTAL ON LIST	7

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		7		
FAILED		0		
TOTAL TESTED		7		
DID NOT APPEAR		2		

CITY OF LAS VEGAS

ELIGIBLE LIST

Mechanic I
Examination

December 1, 1999
Date of Test

99327111P
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	1
REJECTED	1	GROUP 2	3
TOTAL RECEIVED	5	GROUP 3	1
		TOTAL ON LIST	5

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	5			
FAILED	0			
TOTAL TESTED	5			
DID NOT APPEAR				

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Corrections Officer
Examination

December 7, 1999
Date of Test

99515011P
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	9	GROUP 1	0
REJECTED	3	GROUP 2	2
TOTAL RECEIVED	12	GROUP 3	4
		TOTAL ON LIST	6

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%	50%		
PASSED	7	6		
FAILED	1	1		
TOTAL TESTED	8	7		
DID NOT APPEAR	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Court Clerk
Examination

December 8, 1999
Date of Test

99346510P
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	10	GROUP 1	0
REJECTED	0	GROUP 2	3
TOTAL RECEIVED	10	GROUP 3	2
		TOTAL ON LIST	5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	5			
FAILED	5			
TOTAL TESTED	10			
DID NOT APPEAR				

CITY OF LAS VEGAS

ELIGIBLE LIST

Survey Associate
Examination

December 8, 1999
Date of Test

99794410P
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
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		2		
FAILED		0		
TOTAL TESTED		2		
DID NOT APPEAR				

CITY OF LAS VEGAS

ELIGIBLE LIST

Traffic Signal Electrician II
Examination

December 15, 1999
Date of Test

99282711P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	3	GROUP 1	0
REJECTED	0	GROUP 2	1
TOTAL RECEIVED	3	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	0			
TOTAL TESTED	2			
DID NOT APPEAR	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Urban Design Coordinator
Examination

December 17, 1999
Date of Test

992213110
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	2
REJECTED	3	GROUP 2	1
TOTAL RECEIVED	8	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		1		
TOTAL TESTED		4		
DID NOT APPEAR		1		

CITY OF LAS VEGAS

ELIGIBLE LIST

Vehicle Services Worker
Examination

December 16, 1999
Date of Test

99355411P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	4	GROUP 1	0
REJECTED	1	GROUP 2	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	1			
TOTAL TESTED	4			
DID NOT APPEAR				

CITY OF LAS VEGAS

ELIGIBLE LIST

Vehicle Services Worker
Examination

December 16, 1999
Date of Test

993554110
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	41	GROUP 1	8
REJECTED	8	GROUP 2	19
TOTAL RECEIVED	49	GROUP 3	1
		TOTAL ON LIST	28

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	28			
FAILED	6			
TOTAL TESTED	34			
DID NOT APPEAR	7			

CITY OF LAS VEGAS

ELIGIBLE LIST

Videographer
Examination

December 17, 1999
Date of Test

99360311P
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

	<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

Videographer
Examination

December 17, 1999
Date of Test

993603110
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	43	GROUP 1	7
REJECTED	10	GROUP 2	22
TOTAL RECEIVED	53	GROUP 3	9
		TOTAL ON LIST	38

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	38			
FAILED	0			
TOTAL TESTED	38			
DID NOT APPEAR	5			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date January 12, 2000

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: 4

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Deputy City Marshal - Open	97	01/14/00	07/14/00	1
2. Engineering Project Manager - Promotional	2	01/14/00	07/14/00	1
3. Engineering Project Manager - Open	4	01/14/00	07/14/00	1
4. Microcomputer Specialist I (X) - Open	40	01/14/00	07/14/00	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date January 13, 2000

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. Deputy City Marshal Sergeant

Deputy City Marshal Sergeant was revised to equate the minimum qualifications with those of the Corrections Sergeant in the same grade.

NEW:

2. Electrical Project Engineer

Electrical Project Engineer was created to reflect the job duties assigned to a position in Building Services

RECOMMENDATION

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

DEPUTY CITY MARSHAL SERGEANT

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

DEFINITION

To supervise, assign and review the work of subordinates on an assigned shift; to oversee and participate in law enforcement activities within the boundaries of city parks, recreational facilities or other city properties as assigned; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy City Marshal Lieutenant or higher level departmental staff.

Exercises direct supervision over Deputy City Marshals and clerical staff on shift.

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

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of patrol officers on an assigned shift; provide overall technical and administrative direction to personnel on an assigned shift.
2. Recommend and assist in the implementation of goals and objectives; implement operational policies and procedures.
3. Follow established schedules and methods for providing law enforcement services; identify resource needs; review needs with management staff; allocate resources accordingly.
4. Participate in the training, evaluation and disciplinary processes involving subordinates.
5. Prepare reports on operations and activities.
6. Supervise and participate in all normal shift duties as assigned, including enforcing local and state laws, issuing citations, making arrests and conducting investigation activities on city property; administering first-aid and transporting offenders.

CITY OF LAS VEGAS
Deputy City Marshal Sergeant (*continued*)

Essential Functions:

7. Respond to crimes, accident scenes and emergencies which occur on city property; assume initial command and coordinate efforts with local police departments; oversee investigation and review of crimes, accidents and injuries.
8. Provide technical assistance and administrative support to designated management staff.
9. Supervise and participate in investigating incidents and coordinating law enforcement efforts with local authorities.
10. Review the work of assigned personnel to ensure compliance with department policies and procedures; review reports and citations for violations submitted by subordinates to verify completeness and meeting prescribed standards.
11. Conduct daily briefings prior to each shift; contact subordinate on shift as required; follow up on problems and complaints; review all incidents involving use of force.
12. Assist with planning, coordinating and supervising law enforcement activities for special events, parades and street closures occurring on city property.

Marginal Functions:

1. Respond to requests and inquiries from the general public; represent the department at civic organizations and functions.
2. Attend and participate in group meetings; stay abreast of new trends and innovations in the field of law enforcement.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a law enforcement program.
Modern and complex principles and practices of law enforcement.
Principles of municipal budget preparation and control.
Principles of supervision, training and performance evaluation.
Departmental rules and regulations.
Offensive and defensive weapons nomenclature and theory.
First-aid principles, practices and techniques.
Use of firearms and other modern police equipment.
Self-defense tactics.
Interviewing and interrogation techniques.
Pertinent federal, state and local laws, ordinances and city park regulations.

CITY OF LAS VEGAS
Deputy City Marshal Sergeant (*continued*)

Ability to:

Supervise, organize and review the work of subordinates on assigned shift.

Select, supervise, train and evaluate staff.

Interpret and explain department policies and procedures.

Prepare clear and concise reports.

Analyze situations and adopt effective courses of action.

Interpret and apply laws and regulations.

Use and care for firearms.

Apply first-aid, CPR and related emergency practices and techniques.

Demonstrate keen powers of observation and memory.

Communicate effectively, both orally and in writing.

Meet legal age requirement of 21 years.

Meet citizen requirement or be lawfully entitled to work in United States.

Meet requirement of no prior felony record or prior offense involving moral turpitude, unlawful possession, use or sale of controlled substances, or unlawful use or possession of firearm.

Establish and maintain effective working relationships with those contacted in the course of work, including city officials and the general public.

Maintain physical condition to perform essential duties as specified by P.O.S.T. certification and meet city and department medical and physical fitness standards.

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

- *Effecting arrests;*
- *Subduing resisting individuals;*
- *Chasing fleeing subjects;*
- *Running, walking, crouching or crawling during emergency operations;*
- *Moving equipment and injured or deceased persons;*
- *Climbing stairs and ladders;*
- *Performing life-saving and rescue procedures;*
- *Walking, standing or sitting for extended periods of time; and*
- *Operating assigned police equipment and vehicles.*

Effectively deal with personal danger which may include exposure to:

- *Armed or dangerous persons;*
- *Dangerous animals;*
- *Communicable diseases;*
- *Hazards of emergency driving; and*
- *Natural and man-made disasters.*

Maintain effective audio-visual discrimination and perception needed for:

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

**CITY OF LAS VEGAS
Deputy City Marshal Sergeant (*continued*)**

Ability to:

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under potentially dangerous circumstances;*
- *Making sound decisions;*
- *Evaluating various options and alternatives and choosing an appropriate and reasonable course of action; and*
- *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Four years of increasingly responsible law enforcement experience.

Training:

Equivalent to graduation from high school supplemented by an additional two years of course work in police science, criminal justice or a related field.

License or Certificate

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

Possession of a P.O.S.T. Certificate or the equivalent.

Department of Detention & Enforcement certification for firearms qualification on annual basis.

WORKING CONDITIONS

Environmental Conditions:

Work in an emergency peace control environment; work in potentially hostile and life-threatening conditions; exposure to dangerous persons, firearms, bodily fluids, noise and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, running, crawling, climbing, stooping and lifting for prolonged periods of time.

ARB REV 12/1/99
CSB 1/12/00

FLSA & City: nonexempt

ELECTRICAL PROJECT ENGINEER

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

DEFINITION

To lead, oversee and participate in complex City building electrical remodeling and maintenance projects involving engineering design, planning, investigation and construction; to coordinate programs and projects with City architects, engineers of different disciplines and outside engineering consultants; to provide responsible staff assistance to the Building Services Manager and the City energy conservation committee.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the professional electrical engineering series. This class is distinguished from the Engineering Associate-Electrical by the possession of a professional engineer license and several years of professional electrical engineering experience. Employees manage projects of varying sizes from conception to final installation, and provide technical direction and troubleshooting assistance to skilled trades employees performing the installation.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Building Services Manager. Receives project direction from the Architectural Services Division.

Exercises limited technical supervision over other Building Services technical and supervisory staff.

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

Essential Functions:

1. Lead and oversee City building electrical construction, remodeling and maintenance projects; coordinate programs and projects with City architects, engineers, utility companies and outside engineering consultants.
2. Prepare electrical engineering designs, specifications, costs and quantity estimates for City building power and lighting system upgrading, expansion and renovation; prepare conditions of approval for building and public works projects including extensions for power services and new lighting systems; stamp electrical design plans and submit to the Building and Safety Department for the purpose of obtaining a permit before proceeding with the work.

CITY OF LAS VEGAS
Electrical Project Engineer (*continued*)

Essential Functions:

3. Propose, plan, prioritize, design, lead and oversee all City building energy reduction projects; conduct economic and engineering analyses and audits; monitor workflow, equipment quality and cost; coordinate with electrical power utility to monitor the energy reduction; prepare and retain detailed project documentation.
4. Identify, conduct comprehensive engineering studies and plan for capital improvement projects, including building power and lighting system expansion and upgrades.
5. Operate various engineering equipment including computer design, drafting and engineering calculation software; use common office software to prepare reports and communicate with other City employees.
6. Serve as a member of the City energy committee; provide recommendations and assistance to the committee regarding energy conservation policies and procedures.
7. Prepare requests for proposal and bid documents for contracted electrical engineering projects; participate in the coordination and review of consultants' designs; provide professional judgment and recommendations for electrical system design approval.
8. Exercise professional judgment in accordance with current accepted practices of electrical engineering and applicable laws, codes and regulations; interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.
9. Identify, review and approve plans, methods, materials, equipment and procedures with electrical field supervisor before and during construction to insure the work is in compliance with the design; assist in coordinating work among the carpentry, electrical, plumbing and air conditioning trades.
10. Coordinate with outside agencies, utility companies and other city departments to search for and evaluate new available technologies and products and to evaluate and plan future energy projects.
11. Respond to and resolve difficult customer inquires regarding building electrical power and lighting issues; resolve difficult and complex regulatory and system design questions.
12. Prepare and maintain technical engineering records and drawings; prepare and maintain the City's files of as-built drawings; prepare complex and comprehensive reports.
13. Assist with the preparation of the work unit's budget; monitor expenses related to area of assignment.

Marginal Functions:

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

CITY OF LAS VEGAS
Electrical Project Engineer (*continued*)

QUALIFICATIONS

Knowledge of:

Principles and practices of electrical engineering.
Operational characteristics, services and activities of a comprehensive physical plant electrical engineering program.
Terminology, principles, methods, practices and techniques used in technical electrical and energy engineering.
Principles of mathematics as applied to electrical engineering.
Recent developments, current literature and sources of information regarding electrical and energy engineering.
Materials, tools and equipment used in electrical engineering.
Techniques of developing, reviewing and modifying electrical engineering plans, designs and specifications.
Automated engineering drafting software, such as Autocad.
Pertinent federal, state and local laws, codes and regulations.
Modern office procedures, methods and computer equipment and software.

Ability to:

Exercise professional engineering judgment to achieve results consistent with objectives.
Work closely and cooperatively with Building Services supervisors and skilled trades employees in the planning and installation phases.
Conduct technical research and solve multi-disciplinary engineering projects.
Work with a high degree of independence, initiative and professional judgment.
Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.
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; and*
- *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

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

- *sitting for extended periods of time; and*
- *operating assigned equipment.*

CITY OF LAS VEGAS
Electrical Project Engineer (*continued*)

Experience and Training Requirements

Experience:

Three years of increasingly responsible professional (post-license) electrical engineering experience.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in electrical engineering or a closely related field.

License or Certificate

Possession of a professional electrical engineer license on the date of application, and possession of a professional electrical engineer license in the state of Nevada within 6 months of the date of appointment.

Possession of a Certified Lighting Efficiency Professional designation from the Association of Energy Engineers within 6 months of the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Office and field environments; exposure to computer screens; exposure to electrical energy.

Physical Conditions:

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

ARB
NEW 12/30/99
FLSA: exempt; City: nonexempt

CSB 1/12/00

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: JANUARY 12, 2000

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 Accounting Technician II - Promotional
- 2 Accounting Technician II - Open
- 3 Corrections Intake Technician - Promotional
- 4. Corrections Intake Technician - Open
- 5 Court Clerk I - Promotional
- 6. Court Clerk I - Open
- 7 Fire Investigator I - Promotional
- 8 Leisure Services Coordinator - Promotional
- 9 Leisure Services Coordinator - Open
- 10 Mechanic I - Promotional
- 11 Senior Corrections Officer - Promotional
- 12 Senior Court Clerk - Promotional
- 13 Survey Associate - Promotional
- 14 Traffic Signal Electrician II - Promotional
- 15 Urban Design Coordinator - Open
- 16 Vehicle Services Worker - Promotional
- 17 Vehicle Services Worker - Open
- 18. Videographer - Promotional
- 19. Videographer - Open

B. EXTENSION OF ELIGIBLE LISTS.

- 1 Deputy City Marshal - Open
- 2. Engineering Project Manager - Promotional
- 3 Engineering Project Manager - Open
- 4. Microcomputer Specialist I(X) - Open

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Date: January 12, 2000

Page Two

C DISCUSSION AND POSSIBLE ACTION ON CLASSIFICATION SPECIFICATIONS

- 1 Deputy City Marshal Sergeant - Revised
2. Electrical Project Engineer - 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
JANUARY 12, 2000

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

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

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

STAFF PRESENT

Rick Anderson
Nina Drake
Morgan Davis
Ann Rubertino-Beck
Jean Davis
Sandy Gandy

OTHERS PRESENT

Lon Grasmick

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 Theodore Parker that the minutes of the Board meeting on November 10, 1999, be approved. Motion carried.

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

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

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

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

B. EXTENSION OF ELIGIBLE LISTS:

1. Corrections Officer - Open
2. Fire Battalion Chief - Promotional
3. Firefighter Trainee - Open
4. HVAC Technician I(X) - Open
5. Leisure Activities Assistant - Open
6. Municipal Court Marshal I - Open
7. Public Safety Technician - Open

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

C. DISCUSSION AND POSSIBLE ACTION ON CLASSIFICATION SPECIFICATIONS:

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

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

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: December 8, 1999
PAGE 3

V. ITEMS FOR DISCUSSION ONLY - NO BOARD ACTION REQUIRED

None.

VI. CITIZEN PARTICIPATION

None.

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

A handwritten signature in black ink, appearing to read 'Rick Anderson', written over a horizontal line.

Rick Anderson
Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date January 12, 2000

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: 19

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Accounting Technician II - Promotional	23	18	7
2. Accounting Technician II - Open	114	81	30
3. Corrections Intake Technician - Promotional	7	2	2
4. Corrections Intake Technician - Open	106	40	35
5. Court Clerk I - Promotional	2	2	2
6. Court Clerk I - Open	55	38	36
7. Fire Investigator I - Promotional	10	10	6
8. Leisure Services Coordinator - Promotional	34	32	31
9. Leisure Services Coordinator - Open	77	7	7
10. Mechanic I - Promotional	5	5	5
11. Senior Corrections Officer - Promotional	12	7	6
12. Senior Court Clerk - Promotional	10	10	5
13. Survey Associate - Promotional	2	2	2
14. Traffic Signal Electrician II - Promotional	3	2	2
15. Urban Design Coordinator - Open	8	4	3
16. Vehicle Services Worker - Promotional	5	4	3
17. Vehicle Services Worker - Open	49	34	28
18. Videographer - Promotional	0	0	0
19. Videographer - Open	53	38	38

CITY OF LAS VEGAS

ELIGIBLE LIST

Accounting Technician II
Examination

November 29, 1999
Date of Test

99306010P
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	23	GROUP 1	2
REJECTED	0	GROUP 2	1
TOTAL RECEIVED	23	GROUP 3	4
		TOTAL ON LIST	7

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	7			
FAILED	11			
TOTAL TESTED	18			
DID NOT APPEAR	5			

CITY OF LAS VEGAS

ELIGIBLE LIST

Accounting Technician II
Examination

November 29, 1999
Date of Test

993060100
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	113	GROUP 1	16
REJECTED	1	GROUP 2	11
TOTAL RECEIVED	114	GROUP 3	3
		TOTAL ON LIST	30

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	30			
FAILED	51			
TOTAL TESTED	81			
DID NOT APPEAR	32			

CITY OF LAS VEGAS

ELIGIBLE LIST

Corrections Intake Technician
Examination

December 22, 1999
Date of Test

99333911P
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	5	GROUP 2	0
TOTAL RECEIVED	7	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	0			
TOTAL TESTED	2			
DID NOT APPEAR				

CITY OF LAS VEGAS

ELIGIBLE LIST

Corrections Intake Technician
Examination

December 22, 1999
Date of Test

993339110
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	48	GROUP 1	3
REJECTED	58	GROUP 2	20
TOTAL RECEIVED	106	GROUP 3	12
		TOTAL ON LIST	35

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	35			
FAILED	5			
TOTAL TESTED	40			
DID NOT APPEAR	8			

CITY OF LAS VEGAS

ELIGIBLE LIST

Court Clerk I
Examination

December 6, 1999
Date of Test

99373010P
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>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

Court Clerk I
Examination

December 6, 1999
Date of Test

993730100
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	43	GROUP 1	14
REJECTED	12	GROUP 2	16
TOTAL RECEIVED	55	GROUP 3	6
		TOTAL ON LIST	36

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	36			
FAILED	2			
TOTAL TESTED	38			
DID NOT APPEAR	5			

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Investigator I
Examination

December 20, 1999
Date of Test

99430312P
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	10	GROUP 1	1
REJECTED	0	GROUP 2	1
TOTAL RECEIVED	10	GROUP 3	4
		TOTAL ON LIST	6

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	6			
FAILED	4			
TOTAL TESTED	10			
DID NOT APPEAR				

CITY OF LAS VEGAS

ELIGIBLE LIST

Leisure Services Coordinator
Examination

December 8, 9 & 10, 1999
Date of Test

99298209P
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	33	GROUP 1	9
REJECTED	1	GROUP 2	11
TOTAL RECEIVED	34	GROUP 3	11
		TOTAL ON LIST	31

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		31		
FAILED		1		
TOTAL TESTED		32		
DID NOT APPEAR		1		

CITY OF LAS VEGAS

ELIGIBLE LIST

Leisure Services Coordinator
Examination

December 8, 9 & 10, 1999
Date of Test

992982090
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	9	GROUP 1	3
REJECTED	68	GROUP 2	2
TOTAL RECEIVED	77	GROUP 3	2
		TOTAL ON LIST	7

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		7		
FAILED		0		
TOTAL TESTED		7		
DID NOT APPEAR		2		

CITY OF LAS VEGAS

ELIGIBLE LIST

Mechanic I
Examination

December 1, 1999
Date of Test

99327111P
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	1
REJECTED	1	GROUP 2	3
TOTAL RECEIVED	5	GROUP 3	1
		TOTAL ON LIST	5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	5			
FAILED	0			
TOTAL TESTED	5			
DID NOT APPEAR				

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Corrections Officer
Examination

December 7, 1999
Date of Test

99515011P
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	9	GROUP 1	0
REJECTED	3	GROUP 2	2
TOTAL RECEIVED	12	GROUP 3	4
		TOTAL ON LIST	6

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%	50%		
PASSED	7	6		
FAILED	1	1		
TOTAL TESTED	8	7		
DID NOT APPEAR	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Court Clerk
Examination

December 8, 1999
Date of Test

99346510P
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	10	GROUP 1	0
REJECTED	0	GROUP 2	3
TOTAL RECEIVED	10	GROUP 3	2
		TOTAL ON LIST	5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	5			
FAILED	5			
TOTAL TESTED	10			
DID NOT APPEAR				

CITY OF LAS VEGAS

ELIGIBLE LIST

Survey Associate
Examination

December 8, 1999
Date of Test

99794410P
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
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		2		
FAILED		0		
TOTAL TESTED		2		
DID NOT APPEAR				

CITY OF LAS VEGAS

ELIGIBLE LIST

Traffic Signal Electrician II
Examination

December 15, 1999
Date of Test

99282711P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Urban Design Coordinator
Examination

December 17, 1999
Date of Test

992213110
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	2
REJECTED	3	GROUP 2	1
TOTAL RECEIVED	8	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		1		
TOTAL TESTED		4		
DID NOT APPEAR		1		

CITY OF LAS VEGAS

ELIGIBLE LIST

Vehicle Services Worker
Examination

December 16, 1999
Date of Test

99355411P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	4	GROUP 1	0
REJECTED	1	GROUP 2	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	1			
TOTAL TESTED	4			
DID NOT APPEAR				

CITY OF LAS VEGAS

ELIGIBLE LIST

Vehicle Services Worker
Examination

December 16, 1999
Date of Test

993554110
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	41	GROUP 1	8
REJECTED	8	GROUP 2	19
TOTAL RECEIVED	49	GROUP 3	1
		TOTAL ON LIST	28

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	28			
FAILED	6			
TOTAL TESTED	34			
DID NOT APPEAR	7			

CITY OF LAS VEGAS

ELIGIBLE LIST

Videographer
Examination

December 17, 1999
Date of Test

99360311P
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

	<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

Videographer
Examination

December 17, 1999
Date of Test

993603110
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	43	GROUP 1	7
REJECTED	10	GROUP 2	22
TOTAL RECEIVED	53	GROUP 3	9
		TOTAL ON LIST	38

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	38			
FAILED	0			
TOTAL TESTED	38			
DID NOT APPEAR	5			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date January 12, 2000

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: 4

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Deputy City Marshal - Open	97	01/14/00	07/14/00	1
2. Engineering Project Manager - Promotional	2	01/14/00	07/14/00	1
3. Engineering Project Manager - Open	4	01/14/00	07/14/00	1
4. Microcomputer Specialist I (X) - Open	40	01/14/00	07/14/00	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date January 13, 2000

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. Deputy City Marshal Sergeant

Deputy City Marshal Sergeant was revised to equate the minimum qualifications with those of the Corrections Sergeant in the same grade.

NEW:

2. Electrical Project Engineer

Electrical Project Engineer was created to reflect the job duties assigned to a position in Building Services.

RECOMMENDATION

The City recommends approval of these revised and new classification specifications

DEPUTY CITY MARSHAL SERGEANT

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

DEFINITION

To supervise, assign and review the work of subordinates on an assigned shift; to oversee and participate in law enforcement activities within the boundaries of city parks, recreational facilities or other city properties as assigned; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy City Marshal Lieutenant or higher level departmental staff.

Exercises direct supervision over Deputy City Marshals and clerical staff on shift.

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

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of patrol officers on an assigned shift; provide overall technical and administrative direction to personnel on an assigned shift.
2. Recommend and assist in the implementation of goals and objectives; implement operational policies and procedures.
3. Follow established schedules and methods for providing law enforcement services; identify resource needs; review needs with management staff; allocate resources accordingly.
4. Participate in the training, evaluation and disciplinary processes involving subordinates.
5. Prepare reports on operations and activities.
6. Supervise and participate in all normal shift duties as assigned, including enforcing local and state laws, issuing citations, making arrests and conducting investigation activities on city property; administering first-aid and transporting offenders.

CITY OF LAS VEGAS
Deputy City Marshal Sergeant (*continued*)

Essential Functions:

7. Respond to crimes, accident scenes and emergencies which occur on city property; assume initial command and coordinate efforts with local police departments; oversee investigation and review of crimes, accidents and injuries.
8. Provide technical assistance and administrative support to designated management staff.
9. Supervise and participate in investigating incidents and coordinating law enforcement efforts with local authorities.
10. Review the work of assigned personnel to ensure compliance with department policies and procedures; review reports and citations for violations submitted by subordinates to verify completeness and meeting prescribed standards.
11. Conduct daily briefings prior to each shift; contact subordinate on shift as required; follow up on problems and complaints; review all incidents involving use of force.
12. Assist with planning, coordinating and supervising law enforcement activities for special events, parades and street closures occurring on city property.

Marginal Functions:

1. Respond to requests and inquiries from the general public; represent the department at civic organizations and functions.
2. Attend and participate in group meetings; stay abreast of new trends and innovations in the field of law enforcement.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a law enforcement program.
Modern and complex principles and practices of law enforcement.
Principles of municipal budget preparation and control.
Principles of supervision, training and performance evaluation.
Departmental rules and regulations.
Offensive and defensive weapons nomenclature and theory.
First-aid principles, practices and techniques.
Use of firearms and other modern police equipment.
Self-defense tactics.
Interviewing and interrogation techniques.
Pertinent federal, state and local laws, ordinances and city park regulations.

CITY OF LAS VEGAS
Deputy City Marshal Sergeant (*continued*)

Ability to:

Supervise, organize and review the work of subordinates on assigned shift.

Select, supervise, train and evaluate staff.

Interpret and explain department policies and procedures.

Prepare clear and concise reports.

Analyze situations and adopt effective courses of action.

Interpret and apply laws and regulations.

Use and care for firearms.

Apply first-aid, CPR and related emergency practices and techniques.

Demonstrate keen powers of observation and memory.

Communicate effectively, both orally and in writing.

Meet legal age requirement of 21 years.

Meet citizen requirement or be lawfully entitled to work in United States.

Meet requirement of no prior felony record or prior offense involving moral turpitude, unlawful possession, use or sale of controlled substances, or unlawful use or possession of firearm.

Establish and maintain effective working relationships with those contacted in the course of work, including city officials and the general public.

Maintain physical condition to perform essential duties as specified by P.O.S.T. certification and meet city and department medical and physical fitness standards.

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

- *Effecting arrests;*
- *Subduing resisting individuals;*
- *Chasing fleeing subjects;*
- *Running, walking, crouching or crawling during emergency operations;*
- *Moving equipment and injured or deceased persons;*
- *Climbing stairs and ladders;*
- *Performing life-saving and rescue procedures;*
- *Walking, standing or sitting for extended periods of time; and*
- *Operating assigned police equipment and vehicles.*

Effectively deal with personal danger which may include exposure to:

- *Armed or dangerous persons;*
- *Dangerous animals;*
- *Communicable diseases;*
- *Hazards of emergency driving; and*
- *Natural and man-made disasters.*

Maintain effective audio-visual discrimination and perception needed for:

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

**CITY OF LAS VEGAS
Deputy City Marshal Sergeant (*continued*)**

Ability to:

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under potentially dangerous circumstances;*
- *Making sound decisions;*
- *Evaluating various options and alternatives and choosing an appropriate and reasonable course of action; and*
- *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Four years of increasingly responsible law enforcement experience.

Training:

Equivalent to graduation from high school supplemented by an additional two years of course work in police science, criminal justice or a related field.

License or Certificate

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

Possession of a P.O.S.T. Certificate or the equivalent.

Department of Detention & Enforcement certification for firearms qualification on annual basis.

WORKING CONDITIONS

Environmental Conditions:

Work in an emergency peace control environment; work in potentially hostile and life-threatening conditions; exposure to dangerous persons, firearms, bodily fluids, noise and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, running, crawling, climbing, stooping and lifting for prolonged periods of time.

ARB REV 12/1/99
CSB 1/12/00

FLSA & City: nonexempt

ELECTRICAL PROJECT ENGINEER

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

DEFINITION

To lead, oversee and participate in complex City building electrical remodeling and maintenance projects involving engineering design, planning, investigation and construction; to coordinate programs and projects with City architects, engineers of different disciplines and outside engineering consultants; to provide responsible staff assistance to the Building Services Manager and the City energy conservation committee.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the professional electrical engineering series. This class is distinguished from the Engineering Associate-Electrical by the possession of a professional engineer license and several years of professional electrical engineering experience. Employees manage projects of varying sizes from conception to final installation, and provide technical direction and troubleshooting assistance to skilled trades employees performing the installation.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Building Services Manager. Receives project direction from the Architectural Services Division.

Exercises limited technical supervision over other Building Services technical and supervisory staff.

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

Essential Functions:

1. Lead and oversee City building electrical construction, remodeling and maintenance projects; coordinate programs and projects with City architects, engineers, utility companies and outside engineering consultants.
2. Prepare electrical engineering designs, specifications, costs and quantity estimates for City building power and lighting system upgrading, expansion and renovation; prepare conditions of approval for building and public works projects including extensions for power services and new lighting systems; stamp electrical design plans and submit to the Building and Safety Department for the purpose of obtaining a permit before proceeding with the work.

CITY OF LAS VEGAS
Electrical Project Engineer (*continued*)

Essential Functions:

3. Propose, plan, prioritize, design, lead and oversee all City building energy reduction projects; conduct economic and engineering analyses and audits; monitor workflow, equipment quality and cost; coordinate with electrical power utility to monitor the energy reduction; prepare and retain detailed project documentation.
4. Identify, conduct comprehensive engineering studies and plan for capital improvement projects, including building power and lighting system expansion and upgrades.
5. Operate various engineering equipment including computer design, drafting and engineering calculation software; use common office software to prepare reports and communicate with other City employees.
6. Serve as a member of the City energy committee; provide recommendations and assistance to the committee regarding energy conservation policies and procedures.
7. Prepare requests for proposal and bid documents for contracted electrical engineering projects; participate in the coordination and review of consultants' designs; provide professional judgment and recommendations for electrical system design approval.
8. Exercise professional judgment in accordance with current accepted practices of electrical engineering and applicable laws, codes and regulations; interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.
9. Identify, review and approve plans, methods, materials, equipment and procedures with electrical field supervisor before and during construction to insure the work is in compliance with the design; assist in coordinating work among the carpentry, electrical, plumbing and air conditioning trades.
10. Coordinate with outside agencies, utility companies and other city departments to search for and evaluate new available technologies and products and to evaluate and plan future energy projects.
11. Respond to and resolve difficult customer inquires regarding building electrical power and lighting issues; resolve difficult and complex regulatory and system design questions.
12. Prepare and maintain technical engineering records and drawings; prepare and maintain the City's files of as-built drawings; prepare complex and comprehensive reports.
13. Assist with the preparation of the work unit's budget; monitor expenses related to area of assignment.

Marginal Functions:

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

CITY OF LAS VEGAS
Electrical Project Engineer (*continued*)

QUALIFICATIONS

Knowledge of:

Principles and practices of electrical engineering.
Operational characteristics, services and activities of a comprehensive physical plant electrical engineering program.
Terminology, principles, methods, practices and techniques used in technical electrical and energy engineering.
Principles of mathematics as applied to electrical engineering.
Recent developments, current literature and sources of information regarding electrical and energy engineering.
Materials, tools and equipment used in electrical engineering.
Techniques of developing, reviewing and modifying electrical engineering plans, designs and specifications.
Automated engineering drafting software, such as Autocad.
Pertinent federal, state and local laws, codes and regulations.
Modern office procedures, methods and computer equipment and software.

Ability to:

Exercise professional engineering judgment to achieve results consistent with objectives.
Work closely and cooperatively with Building Services supervisors and skilled trades employees in the planning and installation phases.
Conduct technical research and solve multi-disciplinary engineering projects.
Work with a high degree of independence, initiative and professional judgment.
Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.
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; and*
- *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

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

- *sitting for extended periods of time; and*
- *operating assigned equipment.*

CITY OF LAS VEGAS
Electrical Project Engineer (*continued*)

Experience and Training Requirements

Experience:

Three years of increasingly responsible professional (post-license) electrical engineering experience.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in electrical engineering or a closely related field.

License or Certificate

Possession of a professional electrical engineer license on the date of application, and possession of a professional electrical engineer license in the state of Nevada within 6 months of the date of appointment.

Possession of a Certified Lighting Efficiency Professional designation from the Association of Energy Engineers within 6 months of the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Office and field environments; exposure to computer screens; exposure to electrical energy.

Physical Conditions:

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

ARB
NEW 12/30/99
FLSA: exempt; City: nonexempt

CSB 1/12/00

*Amt to Betty Brown
1/13/00
Sg*

**ATTENDANCE REPORT
BOARD OF CIVIL SERVICE TRUSTEES**

MEETING DATE 1/12/00

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

CHARGE TO:05101/510800

APPROVED BY: Cassandra L Gandy

Joseph A. Orduna resigned effective 1/6/00.

SIGN-IN SHEET
CIVIL SERVICE BOARD MEETING

DATE: 1/12/2000

PLEASE PRINT

NAME

ORGANIZATION

Lon Grasmick

CEA

Terry Johnson

Sarahella Thompson

D&E

RUTH CARROLL

HR

CANDACE FALDER

FINANCE & BUSINESS SERVICES

MARY McQuoid

✓

Tina Ramsay

HR

Patti Miller

HR

Carol Simmons

HR

Stacey Campbell

HR

TAREN COYNE

D&E

CIVIL SERVICE BOARD

**2000 SCHEDULE
MEETINGS AND AGENDA PREPARATION DATES**

MEETING DATE	DOCUMENTATION DUE	AGENDA POSTED/ PACKETS MAILED
JANUARY 12	JANUARY 3	JANUARY 6
FEBRUARY 9	JANUARY 31	FEBRUARY 3
MARCH 8	FEBRUARY 28	MARCH 2
APRIL 12	APRIL 3	APRIL 6
MAY 10	MAY 1	MAY 4
JUNE 14	JUNE 5	JUNE 8
JULY 12	*JUNE 30	JULY 6
AUGUST 9	JULY 31	AUGUST 3
SEPTEMBER 13	*SEPTEMBER 1	SEPTEMBER 7
OCTOBER 11	OCTOBER 2	OCTOBER 5
NOVEMBER 8	OCTOBER 30	NOVEMBER 2
DECEMBER 13	DECEMBER 4	DECEMBER 7

***DUE TO HOLIDAY**

a:csb2000schedule