

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
FEBRUARY 9, 2000

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

I. CALL TO ORDER: January 19, 2000, at 1:00 p.m. in the Human Resources Department.

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

STAFF PRESENT

Rick Anderson
Nina Drake
Ann Rubertino-Beck
Sandy Gandy

OTHERS PRESENT

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

III. BUSINESS

A. CERTIFICATION OF ELIGIBLE LIST:

1. Neighborhood Development Supervisor - Promotional

A motion was made by LaVonne Lewis and seconded by Lou Johnson that the above certification of eligible list be approved. Motion carried

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 1:05 p.m.


Rick Anderson, Secretary to the Board



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

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
FEBRUARY 9, 2000

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

I. CALL TO ORDER: January 12, 2000, at 4:45 p.m. in the Human Resources Department.

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

STAFF PRESENT

Rick Anderson
Nina Drake
Morgan Davis
Ann Rubertino-Beck
Carol Simmons
Ruth Carroll
Patti Miller
Tina Ramsey
Stacey Campbell

OTHERS PRESENT

Lon Grasmick
Terry Johnson
Sarahetta Thompson
Candace Falder
Mary McQuoid
Karen Coyne

- II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: A motion was made by Lou Johnson and seconded by E. Lavonne Lewis that the minutes of the Board meeting on December 8, 1999, be approved. Motion carried.
- 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

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: January 12, 2000
PAGE 2**

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

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

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

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

C. DISCUSSION AND POSSIBLE ACTION ON CLASSIFICATION SPECIFICATIONS:

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

Mr. Anderson stated that all items were in order. A motion was made by Theodore Parker and seconded by E. LaVonne Lewis to approve the classification specifications. Motion carried.

V. ITEMS FOR DISCUSSION ONLY - NO BOARD ACTION REQUIRED

Rick Anderson informed the Board that Joseph Orduna had to resign from the Board due to other commitments which would prevent him from future participation and City Council would be requested to make another appointment to the Board.

Mr. Anderson apologized for the oversight on the part of the Human Resources Department for inadvertently excluding an eligible list, Neighborhood Development Supervisor - Promotional, on the

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: January 12, 2000
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agenda and appreciated the Board's willingness to have a telephone conference call on January 19, 2000 at 1:00 p.m. to approve the list.

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 dark ink, appearing to read 'Rick Anderson', is 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: FEBRUARY 9, 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 January 12, 2000

IV. BUSINESS

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Adaptive Recreation Leader - Promotional
2. Adaptive Recreation Leader - Open
3. Body Mechanic I - Promotional
4. Body Mechanic I - Open
5. Contracts Specialist - Promotional
6. Contracts Specialist - Open
7. Cultural Leader I - Promotional
8. Cultural Leader I - Open
9. Fire Engineer - Promotional
10. Plans Examiner - Promotional
11. Plans Examiner - Open
12. Secretary - Promotional
13. Secretary - Open
14. Senior Cultural Activities Specialist - Open
15. Senior Custodian - Promotional
16. Senior Engineering Associate - Promotional
17. Senior License Officer - Promotional
18. Skilled Trades Helper - Promotional
19. Skilled Trades Helper - Open
20. Water Quality Technician I - Promotional
21. Water Quality Technician I - Open

B. EXTENSION OF ELIGIBLE LISTS:

1. Collections Officer - Promotional
2. Collections Officer - Open
3. Data Control Operator - Promotional

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Date: February 9, 2000

Page Two

4. License Technician - Promotional
5. Payroll Assistant - Promotional
6. Planner II (Neighborhood Services) - Open
7. Recreation Leader I(X) - Promotional
8. Recreation Leader I(X) - Open
9. Sanitation Billing Inspector - Promotional
10. Sanitation Billing Inspector - Open
11. Senior Engineering Technician - Promotional
12. Senior Engineering Technician - Open

C DISCUSSION AND POSSIBLE ACTION ON CLASSIFICATION SPECIFICATIONS

1. Plumber I/II

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
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STAFF PRESENT

Rick Anderson
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Ann Rubertino-Beck
Sandy Gandy

OTHERS PRESENT

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III. BUSINESS

A. CERTIFICATION OF ELIGIBLE LIST:

1. Neighborhood Development Supervisor - Promotional

A motion was made by LaVonne Lewis and seconded by Lou Johnson that the above certification of eligible list be approved. Motion carried

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12. Senior Court Clerk - Promotional
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Rick Anderson
Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date **February 9, 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: 21

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Adaptive Recreation Leader - Promotional	2	1	1
2. Adaptive Recreation Leader - Open	21	8	8
3. Body Mechanic I - Promotional	2	2	1
4. Body Mechanic I - Open	17	14	0
5. Contracts Specialist - Promotional	3	3	1
6. Contracts Specialist - Open	29	17	3
7. Cultural Leader I - Promotional	1	0	0
8. Cultural Leader I - Open	56	27	20
9. Fire Engineer - Promotional	15	15	13
10. Plans Examiner - Promotional	5	5	4
11. Plans Examiner - Open	8	6	3
12. Secretary - Promotional	1	1	1
13. Secretary - Open	10	4	4
14. Senior Cultural Activities Specialist - Open	5	5	1
15. Senior Custodian - Promotional	10	9	9
16. Senior Engineering Associate - Promotional	13	11	4
17. Senior License Officer - Promotional	4	3	3
18. Skilled Trades Helper - Promotional	10	6	6
19. Skilled Trades Helper - Open	55	50	24
20. Water Quality Technician I - Promotional	3	3	2
21. Water Quality Technician I - Open	74	56	24

CITY OF LAS VEGAS

ELIGIBLE LIST

Adaptive Recreation Leader
Examination

January 6, 2000
Date of Test

99341110P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	2
REJECTED	0
TOTAL RECEIVED	2

ELIGIBLE LIST

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

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight)

100%

PASSED		1		
FAILED		0		
TOTAL TESTED		1		

DID NOT APPEAR

	1		
--	---	--	--

CITY OF LAS VEGAS

ELIGIBLE LIST

Adaptive Recreation Leader
Examination

January 6, 2000
Date of Test

993411100
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	9
REJECTED	12
TOTAL RECEIVED	21

ELIGIBLE LIST

GROUP 1	3
GROUP 2	3
GROUP 3	2
TOTAL ON LIST	8

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight)

100%

PASSED		8		
FAILED		0		
TOTAL TESTED		8		

DID NOT APPEAR

	1		
--	---	--	--

CITY OF LAS VEGAS

ELIGIBLE LIST

Body Mechanic I
Examination

January 11, 2000
Date of Test

99327912P
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	0
<i>TOTAL RECEIVED</i>	2	GROUP 3	0
<i>TOTAL ON LIST</i>			1

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Body Mechanic I
Examination

January 11, 2000
Date of Test

993279120
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	16	GROUP 1	0
REJECTED	1	GROUP 2	0
<i>TOTAL RECEIVED</i>	17	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	14			
<i>TOTAL TESTED</i>	14			
<i>DID NOT APPEAR</i>	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Contracts Specialist
Examination

January 26, 2000
Date of Test

99230112P
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
<i>TOTAL RECEIVED</i>	3	GROUP 3	0
		<i>TOTAL ON LIST</i>	1

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Contracts Specialist
Examination

January 26, 2000
Date of Test

992301120
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	22	GROUP 1	1
REJECTED	7	GROUP 2	0
<i>TOTAL RECEIVED</i>	29	GROUP 3	2
		<i>TOTAL ON LIST</i>	3

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%	50%		
PASSED	6	3		
FAILED	11	3		
<i>TOTAL TESTED</i>	17	6		
<i>DID NOT APPEAR</i>	5	0		

CITY OF LAS VEGAS

ELIGIBLE LIST

Cultural Leader I
Examination

Nov. 19, 1999 & Jan. 5, 2000
Date of Test

99359909P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS		ELIGIBLE LIST	
ACCEPTED	0	GROUP 1	0
REJECTED	1	GROUP 2	0
TOTAL RECEIVED	1	GROUP 3	0
		TOTAL ON LIST	0

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Cultural Leader I
Examination

Nov. 19, 1999 & Jan. 5, 2000
Date of Test

993599090
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	36	GROUP 1	4
REJECTED	20	GROUP 2	13
<i>TOTAL RECEIVED</i>	56	GROUP 3	3
		<i>TOTAL ON LIST</i>	20

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%	50%		
PASSED	21	20		
FAILED	6	0		
<i>TOTAL TESTED</i>	27	20		
<i>DID NOT APPEAR</i>	9	1		

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Engineer
Examination

Dec. 15, 1999 & Jan. 10, 2000
Date of Test

99435011P
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	15	GROUP 1	2
REJECTED	0	GROUP 2	5
<i>TOTAL RECEIVED</i>	15	GROUP 3	6
		<i>TOTAL ON LIST</i>	13

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	30%		70%	
PASSED	14		13	
FAILED	1		1	
<i>TOTAL TESTED</i>	15		14	
<i>DID NOT APPEAR</i>				

CITY OF LAS VEGAS

ELIGIBLE LIST

Plans Examiner
Examination

January 19, 2000
Date of Test

99238312P
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	3
REJECTED	0	GROUP 2	1
<i>TOTAL RECEIVED</i>	5	GROUP 3	0
		<i>TOTAL ON LIST</i>	4

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Plans Examiner
Examination

January 19, 2000
Date of Test

992383120
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	7	GROUP 1	1
REJECTED	1	GROUP 2	1
<i>TOTAL RECEIVED</i>	8	GROUP 3	1
<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	3			
<i>TOTAL TESTED</i>	6			
<i>DID NOT APPEAR</i>	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Secretary
Examination

January 12, 2000
Date of Test

99346412P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Secretary
Examination

January 12, 2000
Date of Test

993464120
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	0
REJECTED	1	GROUP 2	3
TOTAL RECEIVED	10	GROUP 3	1
		TOTAL ON LIST	4

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	4			
FAILED	0			
TOTAL TESTED	4			
DID NOT APPEAR	5			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Cultural Activities Specialist
Examination

January 20, 2000
Date of Test

992967120
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	1
REJECTED	0	GROUP 2	0
<i>TOTAL RECEIVED</i>	5	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	4			
<i>TOTAL TESTED</i>	5			
<i>DID NOT APPEAR</i>				

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Custodian
Examination

January 13, 2000
Date of Test

99359811P
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	5
REJECTED	0	GROUP 2	4
<i>TOTAL RECEIVED</i>	10	GROUP 3	0
		<i>TOTAL ON LIST</i>	9

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		9		
FAILED		0		
<i>TOTAL TESTED</i>		9		
<i>DID NOT APPEAR</i>		1		

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Engineering Associate
Examination

January 19, 2000
Date of Test

99227312P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	4			
FAILED	7			
<i>TOTAL TESTED</i>	11			
<i>DID NOT APPEAR</i>	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior License Officer
Examination

January 20, 2000
Date of Test

99244212P
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	2
<i>TOTAL RECEIVED</i>	4	GROUP 3	1
		<i>TOTAL ON LIST</i>	3

TESTS

	<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>				

CITY OF LAS VEGAS

ELIGIBLE LIST

Skilled Trades Helper
Examination

January 3, 2000
Date of Test

99327412P
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	2
<i>TOTAL RECEIVED</i>	10	GROUP 3	3
		<i>TOTAL ON LIST</i>	6

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	6			
FAILED	0			
<i>TOTAL TESTED</i>	6			
<i>DID NOT APPEAR</i>	4			

CITY OF LAS VEGAS

ELIGIBLE LIST

Skilled Trades Helper
Examination

January 3, 2000
Date of Test

993274120
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	54	GROUP 1	2
REJECTED	1	GROUP 2	12
<i>TOTAL RECEIVED</i>	55	GROUP 3	10
		<i>TOTAL ON LIST</i>	24

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	24			
FAILED	26			
<i>TOTAL TESTED</i>	50			
<i>DID NOT APPEAR</i>	4			

CITY OF LAS VEGAS

ELIGIBLE LIST

Water Quality Technician I
Examination

January 18, 2000
Date of Test

99346712P
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
<i>TOTAL RECEIVED</i>	3	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	1			
<i>TOTAL TESTED</i>	3			
<i>DID NOT APPEAR</i>				

CITY OF LAS VEGAS

ELIGIBLE LIST

Water Quality Technician I
Examination

January 18, 2000
Date of Test

993467120
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	63	GROUP 1	1
REJECTED	11	GROUP 2	10
<i>TOTAL RECEIVED</i>	74	GROUP 3	13
		<i>TOTAL ON LIST</i>	24

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	24			
FAILED	32			
<i>TOTAL TESTED</i>	56			
<i>DID NOT APPEAR</i>	7			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date February 9, 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: 12

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Collections Officer - Promotional	1	02/11/00	08/11/00	1
2. Collections Officer - Open	5	02/11/00	08/11/00	1
3. Data Control Operator - Promotional	12	02/11/00	08/11/00	1
4. License Technician - Promotional	33	02/11/00	08/11/00	1
5. Payroll Assistant - Promotional	1	02/10/00	08/10/00	2
6. Planner II (Neighborhood Services) - Open	3	02/11/00	08/11/00	1
7. Recreation Leader I (X) - Promotional	1	02/11/00	08/11/00	1
8. Recreation Leader I (X) - Open	65	02/11/00	08/11/00	1
9. Sanitation Billing Inspector - Promotional	18	02/11/00	08/11/00	1
10. Sanitation Billing Inspector - Open	21	02/11/00	08/11/00	1
11. Senior Engineering Technician - Promotional	6	02/11/00	08/11/00	1
12. Senior Engineering Technician - Open	8	02/10/00	08/10/00	2

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date February 9, 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. Plumber I/II

Plumber I/II was revised to correct an oversight and add a driver's license requirement to Plumber I.

RECOMMENDATION

The City recommends approval of this revised classification specification.

**PLUMBER I
PLUMBER II**

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

DEFINITION

To perform a variety of semi-skilled and skilled plumbing tasks in the repair and maintenance of public buildings and facilities; to perform maintenance and repair of park irrigation systems and park fixtures; and to perform a variety of plumbing tasks in assigned area.

DISTINGUISHING CHARACTERISTICS

Plumber I – This is the entry level class in the Plumber series. This class is distinguished from the Plumber II by the performance of the more routine tasks and duties assigned to positions within the series including unclogging sinks, toilets, urinals; repairing and installing flush valves; performing maintenance on drinking fountains. This class may be used as a training class, wherein employees need only limited or no directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis and therefore remain at an entry level.

Plumber II – This is the full journey level class within the Plumber series. Employees within this class are distinguished from the Plumber I by the performance of the full range of duties as assigned including troubleshooting various plumbing systems and making necessary repairs. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED

Plumber I

Receives immediate supervision from Facilities Maintenance Supervisor or designee.

Plumber II

Receives general supervision from Facilities Maintenance Supervisor or designee.

CITY OF LAS VEGAS
Plumber I/II (continued)

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

Essential Functions:

1. Troubleshoot various plumbing systems and make necessary repairs.
2. Repair and install flush valves; repair water and sewer lines, piping, hoses, fittings, adapters, couplings, broken valves and wood components; repair leaks in faucets, drains, pumps, hot water tanks, piping and valves.
3. Unclog sinks, toilets, urinals; perform maintenance on drinking fountains.
4. Operate a variety of plumbing equipment and tools.
5. Winterize pipes and equipment.
6. Eliminate odors from sewage drains, pumps and vent systems.
7. Construct new restroom facilities, including underground utilities; renovate rest rooms to make them accessible to the disabled.
8. Install new drinking fountains and backflow prevention devices; maintain fertilizer injection systems.
9. Overhaul pool and spa heaters; maintain filters, pumps, piping and valves.
10. Design and fabricate waste disposal systems.
11. Repair or replace gas and electric water heaters.
12. Maintain plumbing on all city water and paint trucks.
13. Maintain boiler plumbing.
14. Perform general cleanup of job sites.

Marginal Functions:

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
2. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
3. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Plumber I/II (*continued*)

QUALIFICATIONS

Plumber I

Knowledge of:

A variety of common plumbing hand tools and their use.
Procedures and terminology used in the plumbing trade.
Blueprints and layouts.
Materials and equipment used in plumbing.
Operational hazards and standard safety practices.

Ability to:

Learn a variety of skilled plumbing tasks.
Climb and work at least six feet above the floor on ladders, scaffolding and electric lifts.
Work within extremely confined spaces.
Learn to assemble and install air, gas, water and waste disposal systems.
Learn to read and interpret blueprints.
Understand and follow oral and written instructions.
Communicate clearly and concisely.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain mental capacity which allows for effective interaction and communication with others.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
– *Walking or standing for extended periods of time; and*
– *Operating assigned equipment and vehicles.*
Maintain effective audio-visual discrimination and perception needed for:
– *Making observations;*
– *Communicating with others;*
– *Reading; and*
– *Operating assigned equipment and vehicles.*

Experience and Training Requirements

Experience:

One year of plumbing experience is desirable.

Training:

Equivalent to graduation from high school, including additional specialized training in plumbing.

License or Certificate

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

CITY OF LAS VEGAS
Plumber I/II (*continued*)

Plumber II

In addition to the qualifications of Plumber I:

Knowledge of:

Tools and materials used in plumbing work and building maintenance.
Methods and procedures used in plumbing repairs, replacements and new installation including various techniques used in soldering.
Repair and remodeling.
Waste disposal systems.

Ability to:

Use journeyman plumbing tools including a variety of wastewater line cleaning equipment.

Experience and Training Requirements

Experience:

Two years of increasingly responsible plumbing experience.

Training:

Equivalent to graduation from high school, including additional specialized training in plumbing.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Shop and field environments; travel from site to site; exposure to noise, dust, grease, fumes, gases, high voltage; the ability to distinguish colors; work or inspect in confined spaces.

Physical Conditions:

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

ARB
REV 1/28/00
FLSA & City: nonexempt
CSB: 2/09/00

Sent to
Beth Brown
2/9/00
S

ATTENDANCE REPORT
BOARD OF CIVIL SERVICE TRUSTEES
MEETING DATE 2/9/00

	<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>

CHARGE TO: 05101/510800

APPROVED BY: Cassandra S. Hardy

SIGN-IN SHEET
CIVIL SERVICE BOARD MEETING

DATE: 2/9/00

PLEASE PRINT

NAME

ORGANIZATION

Bob Cullins

LU Fire + Rescue

CAROL SIMMONS

HR

Nina Drake

HR

Tina Ramsey

HR

Lon Grasmick

CEA

RUTH CARROLL

CEA