

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: February 9, 2000
PAGE 2**

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

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

B. EXTENSION OF ELIGIBLE LISTS:

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

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

C. DISCUSSION AND POSSIBLE ACTION ON CLASSIFICATION SPECIFICATIONS:

1. Plumber I/II

Mr. Anderson stated that the item was in order. A motion was made by E. LaVonne Lewis and seconded by Lou Johnson to approve the classification specifications. Motion carried.

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

V. ITEMS FOR DISCUSSION ONLY - NO BOARD ACTION REQUIRED

Mr. Anderson thanked Mr. Larson for his willingness to be reappointed by City Council on February 2, 2000, to the Board of Civil Service Trustees for a term of office expiring February 21, 2004. Additionally, Mr. Anderson asked the Board to refer to Item III, Approval of Minutes. The conference call meeting of January 19, 2000, was inadvertently left off of the agenda summary page, even though it was attached as backup. A motion was made by Lou Johnson and seconded by E. LaVonne Lewis to approve the minutes of the January 19, 2000, conference call meeting. Motion carried.

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



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date March 8, 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: 25

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Assistant Fire Protection Engineer - Promotional	1	1	1
2. Assistant Fire Protection Engineer - Open	30	11	3
3. Building Services Electrician II - Promotional	1	0	0
4. Building Services Electrician II - Open	21	13	7
5. Concrete Mason II - Promotional	2	1	1
6. Cultural Center Coordinator - Promotional	9	5	5
7. Cultural Center Coordinator - Open	72	13	10
8. Dispatcher - Promotional	2	2	1
9. Dispatcher - Open	63	27	17
10. Fire Captain - Promotional	42	42	25
11. Fire Communications Training Specialist - Promotional	8	8	8
12. Fire Electrician I - Promotional	1	1	1
13. Fire Electrician I - Open	33	12	8
14. GIS Analyst I - Promotional	3	3	2
15. GIS Analyst I - Open	36	23	10
16. Housing Rehabilitation Technician - Promotional	6	6	2
17. Land Surveyor - Promotional	3	3	2
18. Land Surveyor - Open	6	4	3
19. Leisure Activities Supervisor - Promotional	13	11	11
20. Maintenance Planner - Promotional	5	5	1
21. Maintenance Planner - Open	36	7	0
22. Neighborhood Response Supervisor - Promotional	2	2	1
23. Neighborhood Response Supervisor - Open	12	1	1
24. Senior Adaptive Recreation Leader - Promotional	3	2	2
25. Senior Adaptive Recreation Leader - Open	27	10	6

CITY OF LAS VEGAS

ELIGIBLE LIST

Assistant Fire Protection Engineer
Examination

February 23, 2000
Date of Test

99420312P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Assistant Fire Protection Engineer
Examination

February 23, 2000
Date of Test

994203120
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	14	GROUP 1	1
REJECTED	16	GROUP 2	1
TOTAL RECEIVED	30	GROUP 3	1
		TOTAL ON LIST	3

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		3		
FAILED		8		
TOTAL TESTED		11		
DID NOT APPEAR		3		

CITY OF LAS VEGAS

ELIGIBLE LIST

Building Services Electrician II
Examination

February 22, 2000
Date of Test

00283701P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Building Services Electrician II
Examination

February 22, 2000
Date of Test

002837010
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	16	GROUP 1	1
REJECTED	5	GROUP 2	4
<i>TOTAL RECEIVED</i>	21	GROUP 3	2
		<i>TOTAL ON LIST</i>	7

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	7			
FAILED	6			
<i>TOTAL TESTED</i>	13			
<i>DID NOT APPEAR</i>	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

Concrete Mason II
Examination

February 14, 2000
Date of Test

00284001P
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	1	GROUP 2	1
TOTAL RECEIVED	2	GROUP 3	0
		TOTAL ON LIST	1

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Cultural Center Coordinator
Examination

February 24, 2000
Date of Test

99298309P
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	4
REJECTED	4	GROUP 2	0
TOTAL RECEIVED	9	GROUP 3	1
		TOTAL ON LIST	5

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Cultural Center Coordinator
Examination

February 24, 2000
Date of Test

992983090
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	18	GROUP 1	1
REJECTED	54	GROUP 2	5
TOTAL RECEIVED	72	GROUP 3	4
		TOTAL ON LIST	10

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%	50%		
PASSED	10	10		
FAILED	3	0		
TOTAL TESTED	13	10		
DID NOT APPEAR	5			

CITY OF LAS VEGAS

ELIGIBLE LIST

Dispatcher
Examination

February 2, 2000
Date of Test

003556010
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	34	GROUP 1	0
REJECTED	29	GROUP 2	5
TOTAL RECEIVED	63	GROUP 3	12
		TOTAL ON LIST	17

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	17			
FAILED	10			
TOTAL TESTED	27			
DID NOT APPEAR	7			

CITY OF LAS VEGAS

ELIGIBLE LIST

Dispatcher
Examination

February 2, 2000
Date of Test

00355601P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Captain
Examination

Written January 7, 2000
Assessment Ctr February 16 & 17, 2000
Date of Test

99420212P
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	42	GROUP 1	5
REJECTED	0	GROUP 2	19
TOTAL RECEIVED	42	GROUP 3	1
		TOTAL ON LIST	25

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	30%			Assessment Center 70%
PASSED	27			25
FAILED	15			0
TOTAL TESTED	42			25
DID NOT APPEAR				2

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Communications Training Specialist
Examination

February 23, 2000
Date of Test

07944501P
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	8	GROUP 1	2
REJECTED	0	GROUP 2	5
TOTAL RECEIVED	8	GROUP 3	1
		TOTAL ON LIST	8

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		8		
FAILED		0		
TOTAL TESTED		8		
DID NOT APPEAR				

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Electrician I
Examination

February 18, 2000
Date of Test

00445001P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Electrician I
Examination

February 18, 2000
Date of Test

004450010
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	14	GROUP 1	2
REJECTED	19	GROUP 2	2
TOTAL RECEIVED	33	GROUP 3	4
		TOTAL ON LIST	8

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		8		
FAILED		4		
TOTAL TESTED		12		
DID NOT APPEAR		2		

CITY OF LAS VEGAS

ELIGIBLE LIST

GIS Analyst I
Examination

February 16, 2000
Date of Test

99281712P
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	0
TOTAL RECEIVED	3	GROUP 3	2
		TOTAL ON LIST	2

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

GIS Analyst I
Examination

February 16, 2000
Date of Test

992817120
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	33	GROUP 1	0
REJECTED	3	GROUP 2	1
TOTAL RECEIVED	36	GROUP 3	9
		TOTAL ON LIST	10

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	10			
FAILED	13			
TOTAL TESTED	23			
DID NOT APPEAR	10			

CITY OF LAS VEGAS

ELIGIBLE LIST

Housing Rehab Technician
Examination

February 16, 2000
Date of Test

99794471P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		2		
FAILED		4		
TOTAL TESTED		6		
DID NOT APPEAR				

CITY OF LAS VEGAS

ELIGIBLE LIST

**Land Surveyor
Examination**

**February 16, 2000
Date of Test**

**99794422P
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	2
TOTAL RECEIVED	3	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	1			
TOTAL TESTED	3			
DID NOT APPEAR				

CITY OF LAS VEGAS

ELIGIBLE LIST

**Land Surveyor
Examination**

**February 16, 2000
Date of Test**

**997944220
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	1	GROUP 2	1
TOTAL RECEIVED	6	GROUP 3	1
		TOTAL ON LIST	3

TESTS

	<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

Leisure Activities Supervisor
Examination

February 10, 2000
Date of Test

99239012P
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	11	GROUP 1	7
REJECTED	2	GROUP 2	4
TOTAL RECEIVED	13	GROUP 3	0
		TOTAL ON LIST	11

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		11		
FAILED		0		
TOTAL TESTED		11		
DID NOT APPEAR				

CITY OF LAS VEGAS

ELIGIBLE LIST

Maintenance Planner
Examination

February 11, 2000
Date of Test

97944412P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

TESTS

	WRITTEN	ORAL	PERFORMANCE	OTHER
(Weight)	100%			
PASSED	1			
FAILED	4			
TOTAL TESTED	5			
DID NOT APPEAR				

CITY OF LAS VEGAS

ELIGIBLE LIST

Maintenance Planner
Examination

February 11, 2000
Date of Test

979444120
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	13	GROUP 1	0
REJECTED	23	GROUP 2	0
<i>TOTAL RECEIVED</i>	36	GROUP 3	0
		<i>TOTAL ON LIST</i>	0

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	0			
FAILED	7			
<i>TOTAL TESTED</i>	7			
<i>DID NOT APPEAR</i>	6			

CITY OF LAS VEGAS

ELIGIBLE LIST

Neighborhood Response Supervisor
Examination

February 24, 2000
Date of Test

00223601P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Neighborhood Response Supervisor
Examination

February 24, 2000
Date of Test

002236010
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	1	GROUP 1	1
REJECTED	11	GROUP 2	0
TOTAL RECEIVED	12	GROUP 3	0
		TOTAL ON LIST	1

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Adaptive Recreation Leader
Examination

February 25, 2000
Date of Test

00307001P
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	1	GROUP 2	1
TOTAL RECEIVED	3	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

Senior Adaptive Recreation Leader
Examination

February 25, 2000
Date of Test

003070010
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	12	GROUP 1	3
REJECTED	15	GROUP 2	1
TOTAL RECEIVED	27	GROUP 3	2
		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		2		

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date March 8, 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: 11

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Cultural Activities Specialist - Promotional	3	03/08/00	09/08/00	1
2. Cultural Activities Specialist - Open	12	03/08/00	09/08/00	1
3. Fire Prevention Inspector - Promotional	2	03/09/00	09/09/00	3
4. Fire Prevention Inspector - Open	8	03/09/00	09/09/00	3
5. Maintenance Worker I - Promotional	2	03/08/00	09/08/00	1
6. Maintenance Worker I - Open	90	03/08/00	09/08/00	1
7. Senior Maintenance Mechanic - Promotional	2	03/08/00	09/08/00	1
8. Senior Maintenance Mechanic - Open	6	03/08/00	09/08/00	1
9. Senior Publicity Specialist - Open	9	03/08/00	09/08/00	1
10. Signing & Marking Technician I - Promotional	15	03/08/00	08/10/00	2
11. Signing & Marking Technician I - Open	22	03/08/00	08/10/00	2

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date March 8, 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. Firefighter//Firefighter/Paramedic
- 2 Senior Municipal Court Marshal

The Firefighter//Firefighter/Paramedic was revised to allow the classification specification to conform with the longstanding practice of the department for promotions to Firefighter/Paramedic.

Senior Municipal Court Marshal was revised to allow P.O.S.T. category I or II to permit current employees to qualify for an upcoming recruitment.

RECOMMENDATION

The City recommends approval of these revised classification specifications.

**FIREFIGHTER
FIREFIGHTER/PARAMEDIC**

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 respond to fire alarms, medical emergencies, hazardous materials, urban rescue and other calls to protect life and property; to participate in fire prevention and training; and to maintain the fire station and firefighting equipment.

DISTINGUISHING CHARACTERISTICS

Firefighter: This is the journey level class within the Firefighter series. Employees within this class are distinguished from the Firefighter Trainee by the successful completion of the City of Las Vegas Fire Training Academy.

Firefighter/Paramedic: This is the advanced journey level class within the Firefighter series. Employees within this class are distinguished from the Firefighter by the possession and maintenance of a state of Nevada Emergency Medical Technician-Paramedic certification.

SUPERVISION RECEIVED AND EXERCISED

Firefighter

Receives general supervision from higher level supervisory staff.

Firefighter/Paramedic

Receives general supervision from higher level supervisory staff.

May exercise functional and technical supervision over lower level suppression 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. Respond to fire alarms with assigned company; lay and connect hose; maintain pumping apparatus; hold nozzles and direct water streams; raise and climb ladders; ventilate burning structures; enter buildings to evacuate occupants.

CITY OF LAS VEGAS

Firefighter//Firefighter/Paramedic (continued)

Essential Functions:

2. Operate all types of fire operation and rescue equipment including portable fire extinguishers, pike poles, hand lines, smoke ejectors, salvage covers, forcible entry tools, aerial ladder equipment and emergency medical equipment.
3. Respond to emergency medical incidents such as auto accidents, gas system leaks and animals in distress; analyze patient needs and administer advance emergency medical until relieved by proper medical personnel; if a Firefighter/Paramedic, may direct the activities of staff when responding to medical emergencies.
4. Preserve evidence at fire scenes.
5. Participate in fire station housekeeping and regular floor watch detail.
6. Perform search and rescue of individuals in hazardous environments including collapsed buildings, auto accidents, hazardous material spills and confined spaces.
7. Attend special instruction in firefighting emergency medical techniques; perform drills with other engine company staff; become familiar with city layout, established response routes and hydrant system; prepare and maintain a variety of firefighting preplan drawings and schematics.
8. Provide public information on fire prevention, CPR and career opportunities.
9. Firefighter/Paramedic employees assist in the training of fire department personnel in emergency medical techniques and medical field activities; maintain inventory of drugs and controlled substances.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Firefighter

Knowledge of:

Principles, practices and procedures of modern firefighting and emergency rescue.
Operation of fire apparatus, equipment, tools, devices, facilities and their proper use.
Emergency medical assistance and CPR techniques.
Layout of the city's water main system and street numbering system.
Basic life support procedures and techniques.
Human anatomy and body functions.
Operation and basic maintenance of small motors.
Basic rescue techniques and procedures.
Basic techniques for handling hazardous materials.

CITY OF LAS VEGAS
Firefighter//Firefighter/Paramedic (continued)

Knowledge of:

Basic Uniform Building Code and Uniform Fire Code provisions.
Basic mathematical principles.

Ability to:

Work under strict discipline and follow orders.

Demonstrate mechanical aptitude as required in the operation of fire fighting equipment.

Demonstrate physical aptitude as required by essential functions.

Read and understand technical materials, rules, regulations and procedures related to firefighting.

Operate and perform basic service maintenance procedures on all fire fighting equipment, both manually operated and motorized.

Learn to analyze emergency situations and quickly determine effective courses of action.

Learn to identify various hazardous materials.

Retain presence of mind in emergency situations.

Think and act quickly and effectively in emergencies.

Understand and follow oral and written directions promptly and accurately.

Operate and maintain voice radio equipment.

Work in adverse physical locations and conditions.

Perform heavy lifting and physical maneuvering.

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

Maintain physical condition to perform essential duties as specified by firefighter certification.

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

- *Performing life threatening firefighting activities in an emergency situation;*
- *Running, walking, crouching or crawling during emergency operations;*
- *Moving equipment and injured or deceased persons;*
- *Climbing stairs/ladders;*
- *Performing life-saving and rescue procedures;*
- *Walking, standing or sitting for extended periods of time; and*
- *Operating assigned equipment and vehicles.*

Effectively deal with personal danger which may include exposure to:

- *Fire encompassed surroundings;*
- *Dangerous persons;*
- *Dangerous animals;*
- *Hazards of emergency driving;*
- *Hazards associated with traffic control and working in and near traffic; 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.*

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances;*
- *Evaluating various options and alternatives and choose an appropriate and reasonable course of action; and*
- *Demonstrating intellectual capabilities during training and testing processes.*

CITY OF LAS VEGAS
Firefighter//Firefighter/Paramedic (continued)

Experience and Training Requirements

Experience:

Successful completion of the city of Las Vegas Fire Training Academy.

Training:

Equivalent to graduation from high school. College level course work in fire science, fire administration or a related field is desirable.

License, Certificate and Special Requirements

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

Must meet current physical condition requirements on the date of appointment and maintain them thereafter as required by standard operating procedures.

Possession of an Emergency Medical Technician-Basic certificate on the date of appointment.

Firefighter/Paramedic

In addition to the qualifications for Firefighter:

Knowledge of:

Emergency medical treatment and procedures as prescribed by law.

Emergency medical procedures.

Life preservation methods.

Properties of explosive and hazardous materials.

Ability to:

Respond quickly to changing situation under emergency conditions.

Direct the activities of others in medical emergencies.

Work in hostile and dangerous conditions.

Work at great heights.

Meet the physical requirements for certification.

CITY OF LAS VEGAS
Firefighter//Firefighter/Paramedic (continued)

Experience and Training Requirements

Experience:

Must have satisfactorily completed probationary status as a Firefighter with the city of Las Vegas Fire Services Department, and have one year of experience with the Las Vegas Fire Services Department.

Training:

Equivalent to graduation from high school. College level course work in fire science, fire administration or a related field is desirable.

License, Certificate and Special Requirements

Possession of a temporary Emergency Medical Technician-Paramedic certificate on the date of appointment.

Possession of an Emergency Medical Technician-Paramedic certificate within six months of the date of appointment and maintenance thereafter.

WORKING CONDITIONS

Environmental Condition:

Work in an emergency firefighting environment; work in medical emergency situations, including vehicle accidents, swift water rescues, mountain rescues and other types of medical and rescue emergencies; work in intense life-threatening conditions; exposure to fire, smoke, bodily fluids, swift water, heights and noise.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for running, walking, crawling, climbing, stooping and heavy lifting while wearing heavy protective equipment; work in inclement weather conditions.

ARB
Rev 2/16/00
FLSA & City: nonexempt

CSB 3/8/2000

SENIOR MUNICIPAL COURT MARSHAL

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 the more complex and difficult work of staff responsible for executing arrest warrants, making arrests, escorting individuals to court and jail and maintaining order in the court; to serve as Peace Officer for the Municipal Court; and to perform a variety of other technical duties related to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Municipal Court Marshal series. This class is distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Municipal Court Marshal Lieutenant and higher level staff.

Exercises functional and technical supervision over lower level staff.

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

Essential Functions:

1. Plan, organize, lead and oversee the work of Municipal Court Marshals I/II, Dispatchers and contract security staff. Coordinate and schedule staff attendance at training sessions regarding changes in the laws of arrest, use of force and other law enforcement related duties, the use of new equipment and procedures, proper driving techniques for emergency situations and modern radio communication systems.
2. Develop, plan and coordinate initial and recurring training of employees, including contract security staff.
3. Recommend and prepare revisions to the Marshals' Operations Manual and Court Safety and Security Plan as needed.
4. Provide recommendations and assistance in the budget preparation process.

CITY OF LAS VEGAS
Senior Municipal Court Marshal (*continued*)

Essential Functions:

5. Prepare and conduct periodic written security exams for Court employees to determine adequacy of training, security exercises to evaluate the effectiveness of staff response and on-site security visits; prepare and issue security awareness memos for Court staff.
6. Oversee and participate in the execution of warrants and other court orders issued by six Municipal Court judges, which often involve searches of homes of defendants with lengthy criminal records, including felonies. Verify warrants and other orders for accuracy before execution.
7. Maintain order and provide security for the judge, court staff and public in the courtroom. Operate metal detection devices and x-ray equipment at Court screening stations. Enforce laws and ordinances and maintain order and security in and around City Hall and other City and Court facilities.
8. Transport prisoners between court, and other local jail facilities and transport individuals who have been detained by other jurisdictions on City warrants.
9. Carry and use a firearm and other protective devices approved by department policy.
10. Ensure staff is informed of, understands and adheres to approved policy regarding the use of force and firearms and other law enforcement devices.
11. Obtain criminal histories and driving records, when applicable.
12. Prepare accurate, concise reports of activities as required.

Marginal Functions:

1. Escort clerks who transport court funds to Finance Department.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics of firearms and other protective devices used in law enforcement.
Laws pertaining to arrest, search and seizure, custody and the use of force.
Courtroom procedures and demeanor.
Procedures followed in the execution of arrest warrants.
Modern law enforcement methods and equipment.
Principles of supervision and training.
Department rules, regulations, policies and procedures.
CPR and first aid principles, practices and techniques.
Modern office procedures, methods and computer equipment.
Pertinent federal, state and local laws, codes and regulations.

CITY OF LAS VEGAS
Senior Municipal Court Marshal (*continued*)

Knowledge of:

Self-defense tactics.
Operation of standard equipment and facilities required in the performance of assigned tasks.
Public relations practices.
Practices and procedures to be used in emergency situations.

Ability to:

Independently perform the most difficult assignments.
Interpret and explain department policies and procedures and laws pertaining to law enforcement and courtroom operations.
Observe details accurately and recognize suspicious behavior.
Adopt and initiate quick, responsible plans of action in emergency situations.
Understand and follow oral and written instructions, regulations and laws.
Meet the physical requirements established by the department.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of duty.
Maintain mental capacity which allows for effective interaction and communications with others.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- *Walking, standing or sitting for extended periods of time;*
- *Running short distances; and*
- *Operating assigned equipment and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:

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

Effectively deal with personal danger, which may include exposure to:

- *Armed/dangerous persons; and*
- *Communicable diseases.*

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances;*
- *Evaluating various options and alternatives and choose an appropriate and reasonable course of action; and*
- *Demonstrating intellectual capabilities during training and testing processes.*

Experience and Training Guidelines

Experience:

Three years of experience involving public contact interpreting and enforcing public laws, ordinances and regulations, typically acquired through professional law enforcement experience.

CITY OF LAS VEGAS
Senior Municipal Court Marshal (*continued*)

Training:

Equivalent to graduation from high school. Additional course work or training in criminal justice, sociology, psychology or a related field is desirable.

License or Certificate

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

Successful completion of the Nevada Peace Officer Standards and Training (POST) Category I or II by the date of application, and maintenance thereafter (formal police academy training equivalent to POST, as determined by the hiring manager, may be substituted).

Must qualify with a firearm every two months.

WORKING CONDITIONS

Environmental Conditions:

Courtroom and field environments; travel from site to site; exposure to potentially hostile environments, bodily fluids, inclement weather conditions.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for heavy lifting, bending, stooping, walking or standing for prolonged periods of time; running; operating motorized equipment and vehicles.

ARB
REV 2/28/00
FLSA & City: nonexempt
CSB 4/10/96

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date March 8, 2000

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

SUBJECT: D. REQUEST TO BE PLACED ON REHIRE LIST: SUE WARNER & JOSE LOZOYA

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

Ms. Sue Lynn S. Warner, an employee from 3/30/98 to 1/11/00, has requested to be placed on the Rehire List for Office Specialist I. A copy of her Department Director's approval is attached for the Board's information and review.

Mr. Jose Lozoya, an employee from 1/27/97 to 1/03/00, has requested to be placed on the Rehire List for Equipment Operator I. A copy of his Department Director's approval is attached for the Board's Information and review

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

Ms. Warner and Mr. Lozoya both meet the criteria for placement on the Rehire List, and it is recommended that the Board approve their request.

Marla Hromada

From: Patty Moyer
Sent: Monday, February 28, 2000 8:25 AM
To: Marla Hromada
Subject: FW: Sue Lynn S. Warner

-----Original Message-----

From: Patty Moyer
Sent: Tuesday, February 08, 2000 11:56 AM
To: Rick Anderson
Cc: Judy Tuttle; Nancy Ruth; Pamela Bellomio; Sylvia Romero
Subject: Sue Lynn S. Warner

We have received a request from Ms. Warner to be placed on the "rehire list" for Office Specialist I. Letter being forwarded to Judy Tuttle via Interoffice.

The Department has no objection to her being placed on the "rehire list" for this position.

4

Marla Hromada

From: Judy Tuttle
Sent: Friday, February 18, 2000 8:49 AM
To: Patty Moyer
Cc: Marla Hromada
Subject: RE Jose Lozoya

From: Patty Moyer
Sent: Monday, February 07, 2000 3:24 PM
To: Rick Anderson
Cc: John Black, Liz Silva, Sylvia Romero; Judy Tuttle
Subject: Jose Lozoya

We have received a request from Mr. Lozoya to be placed on the "rehire list" for Equipment Operator I Letter being forwarded to Judy Tuttle via Interoffice.

The Department has no objection to him being placed on the "rehire list" for this position.

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date March 8, 2000

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

SUBJECT: E. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LISTS

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

The City is requesting that the following eligible list be abolished in accordance with Civil Service Rules, Chapter IV, Section 9, c (4)

1. Municipal Court Marshal I - Open & Promotional

The reasoning is as follows

The remaining pool of candidates on this eligible list do not meet the current needs of the department

RECOMMENDATION

The City recommends approval of the abolishment of this list



Las Vegas Municipal Court

Marshal's Office

400 E. Stewart Avenue Las Vegas, Nevada 89101
(702) 229-2048 ★ Fax (702) 384-3580 ★ TDD (702) 386-9108

Keith Gronquist
Chief Marshal

02/18/00

TO: Judy Tuttle, Division Manager
Human Resources

CC: Mike Havemann
Keith Gronquist
Sandy Santamaria
Helen Gonzales

FROM: Lt. Bill Reynolds

RE: Marshal recruitment eligibility list

Our existing list for Municipal Court Marshal I that is currently in place has been carefully scrutinized with all potential candidates having been reviewed.

With our review of the existing list we have found no further candidates that will meet our level of acceptability. At this time it is our request that list be terminated and new recruitment for Municipal Court Marshal I begin.

Approved
Lina Beake
Deputy Director

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: MARCH 8, 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 February 9, 2000
- IV. BUSINESS

A. CERTIFICATION OF ELIGIBLE LISTS:

- 1. Assistant Fire Protection Engineer - Promotional
- 2. Assistant Fire Protection Engineer - Open
- 3. Building Services Electrician II - Promotional
- 4. Building Services Electrician II - Open
- 5. Concrete Mason II - Promotional
- 6. Cultural Center Coordinator - Promotional
- 7. Cultural Center Coordinator - Open
- 8. Dispatcher - Promotional
- 9. Dispatcher - Open
- 10. Fire Captain - Promotional
- 11. Fire Communications Training Specialist - Promotional
- 12. Fire Electrician I - Promotional
- 13. Fire Electrician I - Open
- 14. GIS Analyst I - Promotional
- 15. GIS Analyst I - Open
- 16. Housing Rehabilitation Technician - Promotional
- 17. Land Surveyor - Promotional
- 18. Land Surveyor - Open
- 19. Leisure Activities Supervisor - Promotional
- 20. Maintenance Planner - Promotional
- 21. Maintenance Planner - Open
- 22. Neighborhood Response Supervisor - Promotional
- 23. Neighborhood Response Supervisor - Open
- 24. Senior Adaptive Recreation Leader - Promotional
- 25. Senior Adaptive Recreation Leader - Open

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Date: March 8, 2000

Page Two

B EXTENSION OF ELIBIBLE LISTS.

1. Cultural Activities Specialist - Promotional
2. Cultural Activities Specialist - Open
3. Fire Prevention Inspector – Promotional
4. Fire Prevention Inspector – Open
5. Maintenance Worker I – Promotional
6. Maintenance Worker I – Open
7. Senior Maintenance Mechanic – Promotional
8. Senior Maintenance Mechanic – Open
9. Senior Publicity Specialist – Open
10. Signing & Marking Technician I – Promotional
11. Signing & Marking Technician I - Open

C DISCUSSION AND POSSIBLE ACTION ON CLASSIFICATION SPECIFICATIONS

1. Firefighter//Firefighter/Paramedic - Revised
2. Senior Municipal Court Marshal – Revised

D REQUEST TO BE PLACED ON REHIRE LIST: SUE WARNER & JOSE LOZOYA

E DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LISTS:

1. Municipal Court Marshal I – Open & Promotional

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 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: MARCH 8, 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 February 9, 2000
- IV. BUSINESS

A CERTIFICATION OF ELIGIBLE LISTS.

- 1 Assistant Fire Protection Engineer - Promotional
- 2. Assistant Fire Protection Engineer - Open
- 3. Building Services Electrician II - Promotional
- 4. Building Services Electrician II - Open
- 5 Concrete Mason II - Promotional
- 6 Cultural Center Coordinator - Promotional
- 7. Cultural Center Coordinator - Open
- 8 Dispatcher - Promotional
- 9 Dispatcher - Open
- 10 Fire Captain - Promotional
- 11 Fire Communications Training Specialist - Promotional
- 12 Fire Electrician I - Promotional
- 13 Fire Electrician I - Open
- 14 GIS Analyst I - Promotional
- 15. GIS Analyst I - Open
- 16 Housing Rehabilitation Technician - Promotional
- 17 Land Surveyor - Promotional
- 18 Land Surveyor - Open
- 19 Leisure Activities Supervisor - Promotional
- 20 Maintenance Planner - Promotional
- 21 Maintenance Planner - Open
- 22. Neighborhood Response Supervisor - Promotional
- 23 Neighborhood Response Supervisor - Open
- 24 Senior Adaptive Recreation Leader - Promotional
- 25. Senior Adaptive Recreation Leader - Open

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Date: March 8, 2000

Page Two

B EXTENSION OF ELIBIBLE LISTS

- 1 Cultural Activities Specialist - Promotional
- 2 Cultural Activities Specialist - Open
- 3 Fire Prevention Inspector – Promotional
- 4 Fire Prevention Inspector – Open
- 5 Maintenance Worker I – Promotional
- 6 Maintenance Worker I – Open
- 7 Senior Maintenance Mechanic – Promotional
- 8 Senior Maintenance Mechanic – Open
- 9 Senior Publicity Specialist – Open
- 10 Signing & Marking Technician I – Promotional
- 11 Signing & Marking Technician I - Open

C DISCUSSION AND POSSIBLE ACTION ON CLASSIFICATION SPECIFICATIONS

- 1 Firefighter//Firefighter/Paramedic - Revised
- 2 Senior Municipal Court Marshal – Revised

D REQUEST TO BE PLACED ON REHIRE LIST SUE WARNER & JOSE LOZOYA

E DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LISTS

- 1 Municipal Court Marshal I – Open & Promotional

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
MARCH 8, 2000

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

I. CALL TO ORDER: February 9, 2000, at 4:45 p.m. in the Human Resources Department.

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

STAFF PRESENT

Rick Anderson
Nina Drake
Morgan Davis
Ann Rubertino-Beck
Carol Simmons
Ruth Carroll
Tina Ramsey
Sandy Gandy

OTHERS PRESENT

Lon Grasmick
Bob Cullins

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 January 12, 2000, be approved. Motion carried.

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

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: February 9, 2000
PAGE 2**

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

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

B. EXTENSION OF ELIGIBLE LISTS:

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

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

C. DISCUSSION AND POSSIBLE ACTION ON CLASSIFICATION SPECIFICATIONS:

1. Plumber I/II

Mr. Anderson stated that the item was in order. A motion was made by E. LaVonne Lewis and seconded by Lou Johnson to approve the classification specifications. Motion carried.

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: February 9, 2000
PAGE 3

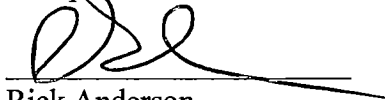
V. ITEMS FOR DISCUSSION ONLY - NO BOARD ACTION REQUIRED

Mr. Anderson thanked Mr. Larson for his willingness to be reappointed by City Council on February 2, 2000, to the Board of Civil Service Trustees for a term of office expiring February 21, 2004. Additionally, Mr. Anderson asked the Board to refer to Item III, Approval of Minutes. The conference call meeting of January 19, 2000, was inadvertently left off of the agenda summary page, even though it was attached as backup. A motion was made by Lou Johnson and seconded by E. LaVonne Lewis to approve the minutes of the January 19, 2000, conference call meeting. Motion carried.

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

From the Desk of:

Sandy Gandy

Administrative Secretary

229-6344

3/23/00

Due to a clerical error, the Signing & Marking Technician I-Promotional/Open list was extended to 8/10/00. It should have been 9/8/00 according to Civil Service Board Rules.

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date March 8, 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: 11

	REMAINING CANDIDATES ON LIST	LIST EXPIRES	EXT. TO	NUMBER OF THIS EXT.
1. Cultural Activities Specialist - Promotional	3	03/08/00	09/08/00	1
2. Cultural Activities Specialist - Open	12	03/08/00	09/08/00	1
3. Fire Prevention Inspector - Promotional	2	03/09/00	09/09/00	3
4. Fire Prevention Inspector - Open	8	03/09/00	09/09/00	3
5. Maintenance Worker I - Promotional	2	03/08/00	09/08/00	1
6. Maintenance Worker I - Open	90	03/08/00	09/08/00	1
7. Senior Maintenance Mechanic - Promotional	2	03/08/00	09/08/00	1
8. Senior Maintenance Mechanic - Open	6	03/08/00	09/08/00	1
9. Senior Publicity Specialist - Open	9	03/08/00	09/08/00	1
10. Signing & Marking Technician I - Promotional	15	03/08/00	08/10/00 ^{m#}	2
11. Signing & Marking Technician I - Open	22	03/08/00	08/10/00 ^{m#}	2

APPROVED MAR 8 2000

BOARD OF CIVIL SERVICES TRUSTEES
CITY OF LAS VEGAS



MARK LARSON

CHAIRMAN

Sent to
Debbie Lenahan
3/9/00

ATTENDANCE REPORT
BOARD OF CIVIL SERVICE TRUSTEES

MEETING DATE 3/8/00

	<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. Gandy

SIGN-IN SHEET
CIVIL SERVICE BOARD MEETING

DATE: 3/8/00

PLEASE PRINT

NAME

ORGANIZATION

PETE BENET

CLV - WPCF

Art Seifert

CLV - WPCF

Bill Reynolds

CLV - Merit CT WARDEN

TAMMY HUGHES

CLV - WPCF

Tina Ramsey

CLV - HR

RUTH CARROLL

HR

Patte Miller

HR.

Lon Grasmick

CEA

Mary Davis