

**CITY OF LAS VEGAS**  
**CIVIL SERVICE BOARD**  
**AGENDA DOCUMENTATION**  
**MAY 10, 2000**

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

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

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

STAFF PRESENT

Nina Drake  
Judy Tuttle  
Morgan Davis  
Ann Rubertino-Beck  
Ruth Carroll  
Patti Miller  
Carol Simmons  
Sandy Gandy

OTHERS PRESENT

Lon Grasmick  
Jeff Morgan  
Bill Fraser

Chairman Mark Larson introduced newly appointed Tony Dorf to the Board of Civil Service Trustees.

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

III. APPROVAL OF MINUTES: A motion was made by Theodore Parker and seconded by Lou Johnson that the minutes of the Board meeting of March 8, 2000, be approved. Motion carried.

IV. BUSINESS

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Engineering Associate I – Planning - Promotional
2. Engineering Associate I – Planning - Open
3. Equipment Operator I – Promotional
4. Fire Equipment Mechanic Foreman – Promotional
5. Fire Equipment Mechanic Foreman - Open

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

6. GIS Analyst II -Promotional
7. GIS Analyst II - Open
8. Irrigation Systems Repairer I - Promotional
9. Irrigation Systems Repairer I - Open
10. Park Maintenance Crew Leader - Promotional
11. Payroll Specialist - Promotional
12. Planner I - Promotional
13. Planner I - Open
14. Planning Supervisor - Promotional
15. Planning Supervisor - Open
16. Plumber I - Promotional
17. Plumber I - Open
18. Recreation Activities Specialist - Promotional
19. Recreation Activities Specialist - Open
20. Senior Buyer - Promotional
21. Senior Buyer - Open
22. Senior Plumber - Promotional
23. Senior Plumber - Open
24. Welder - Promotional

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

**B. EXTENSION OF ELIGIBLE LISTS:**

1. Graphic Equipment Operator I (X) - Promotional
2. Graphic Equipment Operator I (X) - Open
3. Motor Sweeper Operator - Promotional
4. Publicity Specialist I (X) - Promotional
5. Publicity Specialist I (X) - Open
6. Purchasing Technician - Promotional
7. Systems Administration Specialist - Promotional
8. Systems Administration Specialist - Open
9. Video Programming Technician - Promotional
10. Video Programming Technician - Open

Nina Drake, serving as Secretary of the Board in Rick Anderson's absence, requested that items 4 and 5, Publicity Specialist I(X) - Promotional and Open, be stricken due to management's desire to conduct a recruitment. A motion was made by Theodore Parker and seconded by Lou Johnson to strike items 4 and 5 and approve items 1 through 3 and 6 through 10 of the above eligible lists. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING**  
**ANNOTATED MINUTES**  
**DATE: April 12, 2000**  
**PAGE 3**

**C. DISCUSSION AND POSSIBLE ACTION ON CLASSIFICATION SPECIFICATIONS:**

1. Municipal Court Marshal I/II - Revised
2. Senior Municipal Court Marshal - Revised

A motion was made by Theodore Parker and seconded by Lou Johnson to approve the classification specifications. Motion carried.

**D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LISTS**

1. Corrections Officer - Open

A motion was made by Lou Johnson and seconded by Tony Dorf that the above eligible list be abolished. Motion carried.

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

**VI. CITIZEN PARTICIPATION**

None.

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

  
Rick Anderson  
Secretary to the Board



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

*See Attached Change  
Reflected in 5/10/00  
Minutes  
Sg*

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

Department of Human Resources

416 N. 7<sup>th</sup> Street

Las Vegas, Nevada

CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.ci.las-vegas.nv.us>

**AGENDA**

**DATE: MAY 10, 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 April 12, 2000
- IV. BUSINESS

**A. CERTIFICATION OF ELIGIBLE LISTS:**

- 1. Customer Service Representative - Promotional
- 2. Customer Service Representative - Open
- 3. Deputy City Marshal Sergeant - Promotional
- 4. Fire Prevention Inspection Supervisor - Promotional
- 5. Leisure Activities Field Supervisor - Promotional
- 6. Office Specialist I - Promotional
- 7. Office Specialist I - Open
- 8. Planning Technician - Open
- 9. Plant Operations Shift Supervisor - Promotional
- 10. Plant Operations Shift Supervisor - Open
- 11. Senior Municipal Court Marshal - Promotional

# CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Date: May 10, 2000

Page Two

## B EXTENSION OF ELIGIBLE LISTS

- 1 Fire Equipment Mechanic 1(X) - Promotional
2. Fire Equipment Mechanic 1 (X) - Open
- 3 Personnel Technician - Promotional
- 4 Senior Communications Specialist - Promotional
- 5 Senior Office Specialist – Promotional
- 6 Senior Personnel Technician – Promotional
- 7 Trolley Operator - Open

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

## VI CITIZEN PARTICIPATION

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

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

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

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

**CITY OF LAS VEGAS**

**AGENDA DOCUMENTATION**

Date May 10, 2000

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

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**SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED**

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

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**TOTAL ELIGIBLE LISTS PRESENTED: 11**

|                                                        | <u>APPLIED</u> | <u>TESTED</u> | <u>PASSED &amp; PLACED<br/>ON ELIGIBLE LISTS</u> |
|--------------------------------------------------------|----------------|---------------|--------------------------------------------------|
| 1. Customer Service Representative - Promotional       | 4              | 4             | 4                                                |
| 2. Customer Service Representative - Open              | 123            | 109           | 102                                              |
| 3. Deputy City Marshal Sergeant - Promotional          | 17             | 14            | 9                                                |
| 4. Fire Prevention Inspection Supervisor – Promotional | 4              | 4             | 3                                                |
| 5. Leisure Activities Field Supervisor - Promotional   | 14             | 14            | 14                                               |
| 6. Office Specialist I - Promotional                   | 1              | 1             | 1                                                |
| 7. Office Specialist I - Open                          | 89             | 70            | 40                                               |
| 8. Planning Technician - Open                          | 70             | 19            | 14                                               |
| 9. Plant Operations Shift Supervisor - Promotional     | 7              | 7             | 6                                                |
| 10. Plant Operations Shift Supervisor - Open           | 17             | 2             | 2                                                |
| 11. Senior Municipal Court Marshal - Promotional       | 5              | 5             | 5                                                |

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Customer Service Representative**  
**Examination**

**April 12, 2000**  
**Date of Test**

**00371303P**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

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

**TESTS**

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



**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Customer Service Representative**  
**Examination**

**April 12, 2000**  
**Date of Test**

**003713030**  
**Exam Code**

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

| NAME         |
|--------------|
| GROUP 1      |
| See Attached |
| GROUP 2      |
| See Attached |
| GROUP 3      |
| See Attached |

**REPORT OF EXAMINATION**

| <b><u>APPLICATIONS</u></b> |     | <b><u>ELIGIBLE LIST</u></b> |     |
|----------------------------|-----|-----------------------------|-----|
| ACCEPTED                   | 123 | GROUP 1                     | 16  |
| REJECTED                   | 0   | GROUP 2                     | 52  |
| TOTAL RECEIVED             | 123 | GROUP 3                     | 34  |
| TOTAL ON LIST              |     |                             | 102 |

**TESTS**

|                | <b><u>WRITTEN</u></b> | <b><u>ORAL</u></b> | <b><u>PERFORMANCE</u></b> | <b><u>OTHER</u></b> |
|----------------|-----------------------|--------------------|---------------------------|---------------------|
| (Weight)       | 100%                  |                    |                           |                     |
| PASSED         | 102                   |                    |                           |                     |
| FAILED         | 7                     |                    |                           |                     |
| TOTAL TESTED   | 109                   |                    |                           |                     |
| DID NOT APPEAR | 14                    |                    |                           |                     |

CITY OF LAS VEGAS

ELIGIBLE LIST

Deputy City Marshal Sergeant  
Examination

March 27, April 18 & 19, 2000  
Date of Test

00505101P  
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            | 17 | GROUP 1              | 0 |
| REJECTED            | 0  | GROUP 2              | 2 |
| TOTAL RECEIVED      | 17 | GROUP 3              | 7 |
|                     |    | TOTAL ON LIST        | 9 |

TESTS

|                | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
|----------------|----------------|-------------|--------------------|--------------|
| (Weight)       | 50%            | 50%         |                    |              |
| PASSED         | 12             | 9           |                    |              |
| FAILED         | 2              | 3           |                    |              |
| TOTAL TESTED   | 14             | 12          |                    |              |
| DID NOT APPEAR | 3              |             |                    |              |

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Fire Prevention Inspection Supervisor**  
**Examination**

**April 6, & April 27, 2000**  
**Date of Test**

**00794063P**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

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

**TESTS**

|                       | <b><u>WRITTEN</u></b> | <b><u>ORAL</u></b> | <b><u>PERFORMANCE</u></b> | <b><u>OTHER</u></b> |
|-----------------------|-----------------------|--------------------|---------------------------|---------------------|
| (Weight)              | 50%                   | 50%                |                           |                     |
| PASSED                | 4                     | 3                  |                           |                     |
| FAILED                | 0                     | 0                  |                           |                     |
| <b>TOTAL TESTED</b>   | 4                     | 3                  |                           |                     |
| <b>DID NOT APPEAR</b> |                       |                    |                           |                     |

CITY OF LAS VEGAS

ELIGIBLE LIST

Leisure Activities Field Supervisor  
Examination

April 11, 2000  
Date of Test

00270003P  
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            | 14 | GROUP 1              | 6  |
| REJECTED            | 0  | GROUP 2              | 6  |
| TOTAL RECEIVED      | 14 | GROUP 3              | 2  |
| TOTAL ON LIST       |    |                      | 14 |

TESTS

|                | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
|----------------|----------------|-------------|--------------------|--------------|
| (Weight)       |                | 100%        |                    |              |
| PASSED         |                | 14          |                    |              |
| FAILED         |                | 0           |                    |              |
| TOTAL TESTED   |                | 14          |                    |              |
| DID NOT APPEAR |                |             |                    |              |

CITY OF LAS VEGAS

ELIGIBLE LIST

Office Specialist I  
Examination

April 11, 2000  
Date of Test

00375003P  
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       | 1 | GROUP 1       | 0 |
| REJECTED       | 0 | GROUP 2       | 1 |
| TOTAL RECEIVED | 1 | 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

Office Specialist I  
Examination

April 11, 2000  
Date of Test

003750030  
Exam Code

Open  
Open/Promotional

| NAME         |
|--------------|
| GROUP 1      |
| See Attached |
| GROUP 2      |
| See Attached |
| GROUP 3      |
| See Attached |

REPORT OF EXAMINATION

| APPLICATIONS   |    | ELIGIBLE LIST |    |
|----------------|----|---------------|----|
| ACCEPTED       | 82 | GROUP 1       | 2  |
| REJECTED       | 7  | GROUP 2       | 13 |
| TOTAL RECEIVED | 89 | GROUP 3       | 25 |
|                |    | TOTAL ON LIST | 40 |

TESTS

|                | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
|----------------|----------------|-------------|--------------------|--------------|
| (Weight)       | 100%           |             |                    |              |
| PASSED         | 40             |             |                    |              |
| FAILED         | 30             |             |                    |              |
| TOTAL TESTED   | 70             |             |                    |              |
| DID NOT APPEAR | 12             |             |                    |              |

CITY OF LAS VEGAS

ELIGIBLE LIST

Planning Technician  
Examination

April 20, 2000  
Date of Test

003415040

Exam Code

Open

Open/Promotional

| NAME         |
|--------------|
| GROUP 1      |
| See Attached |
| GROUP 2      |
| See Attached |
| GROUP 3      |
| See Attached |

REPORT OF EXAMINATION

| APPLICATIONS   |    | ELIGIBLE LIST |    |
|----------------|----|---------------|----|
| ACCEPTED       | 46 | GROUP 1       | 1  |
| REJECTED       | 24 | GROUP 2       | 7  |
| TOTAL RECEIVED | 70 | GROUP 3       | 6  |
|                |    | TOTAL ON LIST | 14 |

TESTS

|                | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
|----------------|----------------|-------------|--------------------|--------------|
| (Weight)       | 100%           |             |                    |              |
| PASSED         | 14             |             |                    |              |
| FAILED         | 5              |             |                    |              |
| TOTAL TESTED   | 19             |             |                    |              |
| DID NOT APPEAR | 27             |             |                    |              |

CITY OF LAS VEGAS

ELIGIBLE LIST

Plant Operations Shift Supervisor  
Examination

April 10, 2000  
Date of Test

00244501P  
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            | 7 | GROUP 1              | 0 |
| REJECTED            | 0 | GROUP 2              | 3 |
| TOTAL RECEIVED      | 7 | GROUP 3              | 3 |
|                     |   | TOTAL ON LIST        | 6 |

TESTS

|                | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
|----------------|----------------|-------------|--------------------|--------------|
| (Weight)       | 100%           |             |                    |              |
| PASSED         | 6              |             |                    |              |
| FAILED         | 1              |             |                    |              |
| TOTAL TESTED   | 7              |             |                    |              |
| DID NOT APPEAR |                |             |                    |              |



CITY OF LAS VEGAS

ELIGIBLE LIST

Plant Operations Shift Supervisor  
Examination

April 10, 2000  
Date of Test

002445010  
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            | 6  | GROUP 1              | 0 |
| REJECTED            | 11 | GROUP 2              | 0 |
| TOTAL RECEIVED      | 17 | 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         | 0              |             |                    |              |
| TOTAL TESTED   | 2              |             |                    |              |
| DID NOT APPEAR | 4              |             |                    |              |

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Municipal Court Marshal  
Examination

April 19, 2000  
Date of Test

00515304P  
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              | 2 |
| TOTAL RECEIVED      | 5 | GROUP 3              | 3 |
|                     |   | 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

AGENDA DOCUMENTATION

Date May 10, 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: 7

|                                                   | REMAINING<br>CANDIDATES<br>ON LIST | LIST<br>EXPIRES | EXT. TO  | NUMBER OF<br>THIS EXT. |
|---------------------------------------------------|------------------------------------|-----------------|----------|------------------------|
| 1. Fire Equipment Mechanic I (X) - Promotional    | 1                                  | 05/10/00        | 11/10/00 | 1                      |
| 2. Fire Equipment Mechanic I (X) - Open           | 15                                 | 05/10/00        | 11/10/00 | 1                      |
| 3. Personnel Technician - Promotional             | 7                                  | 05/10/00        | 11/10/00 | 1                      |
| 4. Senior Communications Specialist - Promotional | 5                                  | 05/10/00        | 11/10/00 | 1                      |
| 5. Senior Office Specialist - Promotional         | 17                                 | 05/10/00        | 11/10/00 | 1                      |
| 6. Senior Personnel Technician - Promotional      | 4                                  | 05/10/00        | 11/10/00 | 1                      |
| 7. Trolley Operator - Open                        | 8                                  | 05/12/00        | 11/12/00 | 3                      |

CITY OF LAS VEGAS

ELIGIBLE LIST

*Change in the  
Scoring re  
Veterans' points  
on the Open list.*

Customer Service Representative  
Examination

April 12, 2000  
Date of Test

003713030  
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            | 123 | GROUP 1              | 20  |
| REJECTED            | 0   | GROUP 2              | 48  |
| TOTAL RECEIVED      | 123 | GROUP 3              | 34  |
|                     |     | TOTAL ON LIST        | 102 |

TESTS

|                | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
|----------------|----------------|-------------|--------------------|--------------|
| (Weight)       | 100%           |             |                    |              |
| PASSED         | 102            |             |                    |              |
| FAILED         | 7              |             |                    |              |
| TOTAL TESTED   | 109            |             |                    |              |
| DID NOT APPEAR | 14             |             |                    |              |

**CITY OF LAS VEGAS**  
**CIVIL SERVICE BOARD**  
**AGENDA DOCUMENTATION**  
**MAY 10, 2000**

---

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

---

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

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

STAFF PRESENT

Nina Drake  
Judy Tuttle  
Morgan Davis  
Ann Rubertino-Beck  
Ruth Carroll  
Patti Miller  
Carol Simmons  
Sandy Gandy

OTHERS PRESENT

Lon Grasmick  
Jeff Morgan  
Bill Fraser

Chairman Mark Larson introduced newly appointed Tony Dorf to the Board of Civil Service Trustees.

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

III. APPROVAL OF MINUTES: A motion was made by Theodore Parker and seconded by Lou Johnson that the minutes of the Board meeting of March 8, 2000, be approved. Motion carried.

IV. BUSINESS

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Engineering Associate I – Planning - Promotional
2. Engineering Associate I – Planning - Open
3. Equipment Operator I – Promotional
4. Fire Equipment Mechanic Foreman – Promotional
5. Fire Equipment Mechanic Foreman - Open

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

**DATE: April 12, 2000**

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6. GIS Analyst II - Promotional
7. GIS Analyst II - Open
8. Irrigation Systems Repairer I - Promotional
9. Irrigation Systems Repairer I - Open
10. Park Maintenance Crew Leader - Promotional
11. Payroll Specialist - Promotional
12. Planner I - Promotional
13. Planner I - Open
14. Planning Supervisor - Promotional
15. Planning Supervisor - Open
16. Plumber I - Promotional
17. Plumber I - Open
18. Recreation Activities Specialist - Promotional
19. Recreation Activities Specialist - Open
20. Senior Buyer - Promotional
21. Senior Buyer - Open
22. Senior Plumber - Promotional
23. Senior Plumber - Open
24. Welder – Promotional

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

**B. EXTENSION OF ELIGIBLE LISTS:**

1. Graphic Equipment Operator I (X) - Promotional
2. Graphic Equipment Operator I (X) - Open
3. Motor Sweeper Operator - Promotional
4. Publicity Specialist I (X) - Promotional
5. Publicity Specialist I (X) - Open
6. Purchasing Technician - Promotional
7. Systems Administration Specialist - Promotional
8. Systems Administration Specialist - Open
9. Video Programming Technician - Promotional
10. Video Programming Technician - Open

Nina Drake, serving as Secretary of the Board in Rick Anderson's absence, requested that items 4 and 5, Publicity Specialist I(X) – Promotional and Open, be stricken due to management's desire to conduct a recruitment. A motion was made by Theodore Parker and seconded by Lou Johnson to strike items 4 and 5 and approve items 1 through 3 and 6 through 10 of the above eligible lists. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING**  
**ANNOTATED MINUTES**  
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**C. DISCUSSION AND POSSIBLE ACTION ON CLASSIFICATION SPECIFICATIONS:**

1. Municipal Court Marshal I/II - Revised
2. Senior Municipal Court Marshal – Revised

A motion was made by Theodore Parker and seconded by Lou Johnson to approve the classification specifications. Motion carried.

**D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LISTS**

1. Corrections Officer - Open

A motion was made by Lou Johnson and seconded by Tony Dorf that the above eligible list be abolished. Motion carried.

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

**VI. CITIZEN PARTICIPATION**

None.

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



Rick Anderson  
Secretary to the Board

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

Department of Human Resources

416 N. 7<sup>th</sup> Street

Las Vegas, Nevada

CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.ci.las-vegas.nv.us>

**AGENDA**

**DATE: MAY 10, 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 April 12, 2000
- IV. BUSINESS

**A CERTIFICATION OF ELIGIBLE LISTS**

- 1 Customer Service Representative - Promotional
- 2 Customer Service Representative - Open
- 3 Deputy City Marshal Sergeant - Promotional
- 4 Fire Prevention Inspection Supervisor - Promotional
- 5 Leisure Activities Field Supervisor - Promotional
- 6 Office Specialist I - Promotional
- 7 Office Specialist I - Open
- 8 Planning Technician - Open
- 9 Plant Operations Shift Supervisor - Promotional
- 10 Plant Operations Shift Supervisor - Open
- 11 Senior Municipal Court Marshal - Promotional



# CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Date: May 10, 2000

Page Two

## B. EXTENSION OF ELIGIBLE LISTS

1. Fire Equipment Mechanic 1(X) - Promotional
2. Fire Equipment Mechanic 1 (X) - Open
3. Personnel Technician - Promotional
4. Senior Communications Specialist - Promotional
5. Senior Office Specialist - Promotional
6. Senior Personnel Technician - Promotional
7. Trolley Operator - Open

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

## VI. CITIZEN PARTICIPATION:

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

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

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

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

Sent to  
Debbie  
Lanahan  
5/11/00

ATTENDANCE REPORT  
BOARD OF CIVIL SERVICE TRUSTEES  
MEETING DATE 5/10/00

|                  | <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> |
| TONY DORF        | <u>✓</u>       | <u>      </u> |

CHARGE TO:05101/510800

APPROVED BY: Cassandra S. Gandy

**SIGN-IN SHEET**  
**CIVIL SERVICE BOARD MEETING**

DATE: 5/10/00

**PLEASE PRINT**

NAME

ORGANIZATION

CAROL SIMMONS

HR

RUTH CARROLL

HR

Patti Miller

HR

Tina Ramsey

HR

Sarahetta Thompson

D&E

MIKE MURPHY

D&E

JEFF DUFRENE

D&E

MIKE BROWN

D&E

LON GRASMICK

CEA

JEFF MORGAN

LVF & R