

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

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
RICK ANDERSON
SECRETARY TO THE BOARD

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

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

STAFF PRESENT

Rick Anderson
Morgan Davis
Judy Tuttle
Tina Ramsey
Ruth Carroll
Kristina Bene
Kathy Gentile
Sandy Gandy
Ann Rubertino-Beck
Phil Oviatt

OTHERS PRESENT

Lon Grasmick

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

III. APPROVAL OF MINUTES: A motion was made by Lou Johnson and seconded by Tony Dorf that the minutes of the Board meeting of June 14, 2000, be approved
Motion carried.

IV. BUSINESS:

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Aquatic Coordinator – Promotional
2. Aquatic Coordinator – Open
3. Corrections Officer – Open

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

4. Court Intake Officer – Promotional
5. Court Intake Officer – Open
6. Development Project Officer – Promotional
7. Development Project Officer – Open
8. Equipment Operator II – Promotional
9. Equipment Operator III – Promotional
10. Graphic Artist II - Promotional
11. Heavy Equipment Operator - Promotional
12. Insurance Specialist – Promotional
13. Insurance Specialist – Open
14. Municipal Court Marshal I – Promotional
15. Municipal Court Marshal I – Open
16. Planner II (Comp/Current) – Promotional
17. Planner II (Comp/Current) – Open

A motion was made by Tony Dorf and seconded by Lou Johnson that items 1 through 17 of the above certification of eligible lists be approved. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Corrections Intake Technician – Open
2. Deputy City Marshal – Open
3. Mechanic I – Promotional
4. Videographer – Open

A motion was made by Lou Johnson and seconded by Tony Dorf to approve items 1 through 4 of the above extension of eligible lists. Motion carried.

C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL:

1. Information Technologies Project Coordinator – New

Comment by Rick Anderson that this is a new classification for coordinating IT projects with other City departments and he believed it was in order. No further comment.

A motion was made by Lou Johnson and seconded by Tony Dorf to approve the above classification specification. Motion carried.

D. REQUEST TO BE PLACED ON THE REHIRE LIST:

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

1. Stephanie Fraley

Comment by Rick Anderson that Ms. Fraley left the City Attorney's Office as a Senior Office Specialist in good standing and she has requested reinstatement. The City Attorney recommends reinstatement for your consideration. No objection. No further discussion.

A motion was made by Tony Dorf and seconded by Lou Johnson to approve the request. Motion carried.

E. REQUEST TO REINSTATE AND EXTEND ELIIBLE LIST:

1. Office Specialist II – Open

Comment by Rick Anderson that there was an oversight in the previous meeting and the intent was to extend that list with the promotional. There are still sufficient candidates on that list. It would be an unnecessary expense to do another recruitment and ask that the board reinstate and extend that list for the remainder of the six months. No further discussion.

A motion was made by Lou Johnson and seconded by Tony Dorf to reinstate and extend the eligible list. Motion carried.

V. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED:

Rick Anderson comments that Human Resources had a new director for about 36 hours, he met staff and quit an hour later. Actually he met Morgan I think. Morgan Davis states it's hard to follow in the footsteps of a legend.

VI. CITIZEN PARTICIPATION:

None.

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



Rick Anderson
Secretary to the Board

CITY OF LAS VEGAS 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: AUGUST 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 July 12, 2000
- IV BUSINESS
 - A. CERTIFICATION OF ELIGIBLE LISTS:
 - 1) Accreditation Coordinator – Promotional
 - 2) Carpenter I – Promotional
 - 3) Carpenter I - Open
 - 4) Concrete Mason II – Promotional
 - 5) Concrete Mason II – Open
 - 6) Deputy City Clerk I – Promotional
 - 7) Deputy City Clerk I – Open
 - 8) Information Systems Coordinator – Promotional
 - 9) Inspector (Building) – Promotional
 - 10) Inspector (Building) – Open
 - 11) Inspector (Electrical) – Promotional
 - 12) Inspector (Electrical) – Open
 - 13) Inspector (Mechanical/Plumbing) – Promotional
 - 14) Inspector (Mechanical/Plumbing) – Open
 - 15) Mail Courier/Parts Runner – Promotional
 - 16) Mail Courier/Parts Runner – Open
 - 17) Painter I – Promotional
 - 18) Painter I – Open
 - 19) Permits Technician – Promotional
 - 20) Permits Technician – Open

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Date: August 9, 2000

Page Two

B EXTENSION OF ELIGIBLE LISTS

- 1) Data Control Operator - Promotional
- 2) License Technician - Promotional
- 3) Plans Examiner - Promotional
- 4) Plans Examiner - Open
- 5) Secretary - Open
- 6) Senior Custodian - Promotional
- 7) Skilled Trades Helper - Promotional
- 8) Skilled Trades Helper - Open
- 9) Water Quality Technician I - Promotional
- 10) Water Quality Technician I - Open

C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL:

- 1) Pool Maintenance Supervisor - New
- 2) Court Counselor I/II - Revised

D REQUEST TO BE PLACED ON THE REHIRE LIST:

- 1) Gary Hoskins

E. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LISTS:

- 1) Engineering Technician II - Open
- 2) Municipal Court Marshal I - Open & Promotional

V. ITEMS FOR DISCUSSION ONLY: Additional teleconference meeting each month, 2 weeks after the regular meeting. Tentative dates through year-end September 27, October 25; November 22; December 27. Time to be determined.

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 DIRECT 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.

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Date: August 9, 2000

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 South 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 August 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: 20

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Accreditation Coordinator - Promotional	4	2	2
2. Carpenter I – Promotional	14	12	8
3. Carpenter I – Open	148	116	94
4. Concrete Mason II - Promotional	1	0	0
5. Concrete Mason II - Open	42	35	13
6. Deputy City Clerk I – Promotional	0	0	0
7. Deputy City Clerk I - Open	11	4	4
8. Information Systems Coordinator - Promotional	8	8	6
9. Inspector (Building) - Promotional	4	4	4
10. Inspector (Building) – Open	38	21	18
11. Inspector (Electrical) - Promotional	3	3	3
12. Inspector (Electrical) - Open	13	6	6
13. Inspector (Mechanical/Plumbing) - Promotional	3	3	3
14. Inspector (Mechanical/Plumbing) - Open	16	6	5
15. Mail Courier/Parts Runner – Promotional	1	1	1
16. Mail Courier/Parts Runner - Open	83	71	65
17. Painter I - Promotional	20	15	14
18. Painter I - Open	121	76	64
19. Permits Technician - Promotional	7	5	5
20. Permits Technician – Open	26	14	11

CITY OF LAS VEGAS

ELIGIBLE LIST

Accreditation Coordinator
Examination

July 20, 2000
Date of Test

07945706P
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	2	GROUP 1	1
REJECTED	2	GROUP 2	1
TOTAL RECEIVED	4	GROUP 3	0
TOTAL ON LIST			2

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Carpenter I
Examination

July 14, 2000
Date of Test

00315106P
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	3
REJECTED	0	GROUP 2	4
<i>TOTAL RECEIVED</i>	14	GROUP 3	1
		<i>TOTAL ON LIST</i>	8

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Carpenter I
Examination

July 14, 2000
Date of Test

003151060
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	143	GROUP 1	17
REJECTED	5	GROUP 2	43
<i>TOTAL RECEIVED</i>	148	GROUP 3	34
		<i>TOTAL ON LIST</i>	94

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	94			
FAILED	22			
<i>TOTAL TESTED</i>	116			
<i>DID NOT APPEAR</i>	27			

CITY OF LAS VEGAS

ELIGIBLE LIST

Concrete Mason II
Examination

July 20, 2000
Date of Test

00284006P
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****Concrete Mason II**
Examination**July 20, 2000**
Date of Test**002840060**
Exam Code**Open**
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	41	GROUP 1	0
REJECTED	1	GROUP 2	2
TOTAL RECEIVED	42	GROUP 3	11
		TOTAL ON LIST	13

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	13			
FAILED	22			
TOTAL TESTED	35			
DID NOT APPEAR	6			

CITY OF LAS VEGAS

ELIGIBLE LIST

Deputy City Clerk I
Examination

July 20, 2000
Date of Test

00355106P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

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	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Deputy City Clerk I
Examination

July 20, 2000
Date of Test

003551060
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	4	GROUP 1	3
REJECTED	7	GROUP 2	0
<i>TOTAL RECEIVED</i>	11	GROUP 3	1
		<i>TOTAL ON LIST</i>	4

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Information Systems Coordinator
Examination

July 19, 2000

Date of Test

00226305P

Exam Code

Promotional

Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	8
REJECTED	0
TOTAL RECEIVED	8

ELIGIBLE LIST

GROUP 1	2
GROUP 2	3
GROUP 3	1
TOTAL ON LIST	6

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight)

100%

PASSED		6		
FAILED		2		
TOTAL TESTED		8		
DID NOT APPEAR				

CITY OF LAS VEGAS

ELIGIBLE LIST

Inspector (Building)
Examination

00255416P
Exam Code

July 18, 2000
Date of Test

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

**Inspector (Building)
Examination**

**July 18, 2000
Date of Test**

**00255416O
Exam Code**

**Open
Open/Promotional**

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	26	GROUP 1	3
REJECTED	12	GROUP 2	10
TOTAL RECEIVED	38	GROUP 3	5
		TOTAL ON LIST	18

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	18			
FAILED	3			
TOTAL TESTED	21			
DID NOT APPEAR	5			

CITY OF LAS VEGAS

ELIGIBLE LIST

Inspector (Electrical)
Examination

July 17, 2000
Date of Test

00255426P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Inspector (Electrical)
Examination

July 17, 2000
Date of Test

002554260
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	0
REJECTED	6	GROUP 2	4
TOTAL RECEIVED	13	GROUP 3	2
		TOTAL ON LIST	6

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	6			
FAILED	0			
TOTAL TESTED	6			
DID NOT APPEAR	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

**Inspector (Mech/Plumb)
Examination**

**July 17, 2000
Date of Test**

**00255436P
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	3
REJECTED	0	GROUP 2	0
TOTAL RECEIVED	3	GROUP 3	0
		TOTAL ON LIST	3

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Inspector (Mech/Plumb)
Examination

July 17, 2000
Date of Test

002554360
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	9	GROUP 2	3
TOTAL RECEIVED	16	GROUP 3	1
		TOTAL ON LIST	5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	5			
FAILED	1			
TOTAL TESTED	6			
DID NOT APPEAR	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Mail Courier/Parts Runner
Examination

July 17, 2000
Date of Test

00377006P
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>	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Mail Courier/Parts Runner
Examination

July 17, 2000
Date of Test

003770060
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	83	GROUP 1	19
REJECTED	0	GROUP 2	39
<i>TOTAL RECEIVED</i>	83	GROUP 3	7
		<i>TOTAL ON LIST</i>	65

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	65			
FAILED	6			
<i>TOTAL TESTED</i>	71			
<i>DID NOT APPEAR</i>	12			

CITY OF LAS VEGAS

ELIGIBLE LIST

Painter I
Examination

July 13, 2000
Date of Test

00316006P
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	16	GROUP 1	3
REJECTED	4	GROUP 2	8
TOTAL RECEIVED	20	GROUP 3	3
		TOTAL ON LIST	14

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	14			
FAILED	1			
TOTAL TESTED	15			
DID NOT APPEAR	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Painter I
Examination

July 13, 2000
Date of Test

003160060
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	96	GROUP 1	5
REJECTED	25	GROUP 2	36
TOTAL RECEIVED	121	GROUP 3	23
		TOTAL ON LIST	64

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	64			
FAILED	12			
TOTAL TESTED	76			
DID NOT APPEAR	20			

CITY OF LAS VEGAS

ELIGIBLE LIST

Permits Technician
Examination

July 21, 2000
Date of Test

00264806P
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	1
REJECTED	0	GROUP 2	2
TOTAL RECEIVED	7	GROUP 3	2
		TOTAL ON LIST	5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	5			
FAILED	0			
TOTAL TESTED	5			
DID NOT APPEAR	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Permits Technician
Examination

July 21, 2000
Date of Test

002648060
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	2
REJECTED	4	GROUP 2	3
<i>TOTAL RECEIVED</i>	26	GROUP 3	6
		<i>TOTAL ON LIST</i>	11

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	11			
FAILED	3			
<i>TOTAL TESTED</i>	14			
<i>DID NOT APPEAR</i>	8			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date August 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: 10

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Data Control Operator – Promotional	10	8/11/00	2/11/01	2
2 License Technician - Promotional	32	8/11/00	2/11/01	2
3 Plans Examiner - Promotional	3	8/09/00	2/09/01	1
4 Plans Examiner - Open	1	8/09/00	2/09/01	1
5 Secretary - Open	4	8/09/00	2/09/01	1
6. Senior Custodian - Promotional	6	8/09/00	2/09/01	1
7 Skilled Trades Helper - Promotional	5	8/09/00	2/09/01	1
8 Skilled Trades Helper - Open	23	8/09/00	2/09/01	1
9. Water Quality Technician I - Promotional	2	8/09/00	2/09/01	1
10 Water Quality Technician I - Open	24	8/09/00	2/09/01	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date August 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:

NEW:

1. Pool Maintenance Supervisor.

Newly created to reflect the duties being performed by a position in the Leisure Services Department.

REVISED:

2. Court Counselor I/II

Revised to meet recent changes in the Nevada Revised Statute governing certifications.

RECOMMENDATION

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

POOL MAINTENANCE SUPERVISOR

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

DEFINITION

To plan, coordinate, supervise and participate in all repairs, maintenance and renovations to City aquatic facilities; to supervise staff responsible for the maintenance of the pools; and to perform a variety of tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Leisure Activities Field Supervisor.

Exercises direct supervision over regular and seasonal 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, coordinate, supervise and participate in a wide variety of maintenance, repairs and renovations to city aquatic facilities; schedule and coordinate with Building Services Division staff and outside vendors to obtain, install and repair equipment, parts and supplies.
2. Supervise staff responsible for pool facility maintenance; train assigned employees in methods and techniques of pool maintenance; ensure that staff adheres to safe work practices; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
3. Visit pools each day to monitor condition of facilities, assist and train staff, identify and resolve problems and repair or arrange for the repair of equipment.
4. Test pool water for chlorine, pH, total alkalinity and cyanuric acid; treat water with chemicals to maintain safe and healthy water quality, adhering to county health department standards; backwash multiple filter systems and skim water surface to remove floating matter.
5. Operate computerized circulation and filtration systems and chemical feeder pumps including adjustment, calibration and downloading information; use data to prepare reports for management, risk management, health department officials and to address customer service issues.

CITY OF LAS VEGAS
Pool Maintenance Supervisor (*Continued*)

Essential Functions:

6. Prepare annual budget recommendations; monitor expenditures; estimate time, materials and equipment needed and prepare purchase orders; oversee and monitor the delivery of chemicals to pool site; maintain records on equipment.
7. Respond to Health Department site visits and repair, alter or adjust existing conditions as directed.
8. Prepare periodic reports detailing maintenance activities at all sites.

Marginal Functions:

1. May assist with maintaining equipment such as diving boards and lifeguard chairs and fabricating special equipment.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Swimming pool operations.

Pool filtering systems, chlorinators, and other aquatic equipment.

Methods and techniques of water sterilization, chlorination, and pH balancing.

Chemical interactions.

Principles and practices of plumbing.

Clark County Health District codes and policies pertaining to public swimming pools.

Techniques of maintaining and repairing swimming pool piping, pumps, filters and related equipment.

Principles and practices of supervision and training.

Occupational hazards and standard safety practices.

Basic geometry and mathematical formulas and methods of calculation.

Computerized pool circulation and filtration equipment operation.

Ability to:

Operate a variety of power and hand tools safely and effectively.

Work independently without direct supervision.

Analyze and solve problems.

Create innovative and workable solutions to problems.

Understand and follow oral and written instructions.

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

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

- *Walking or standing for extended periods of time; and*
- *Operating assigned equipment.*

CITY OF LAS VEGAS
Pool Maintenance Supervisor (*Continued*)

Ability to:

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows for effective interaction and communication with others.

Experience and Training Requirements

Experience

Three years of increasingly responsible commercial or government experience in the operation, maintenance, cleaning and servicing of swimming pools, preferably in an organization with multiple pools.

Training

Equivalent to graduation from high school.

License or Certificate

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

Possession on the date of application, and maintenance, of a Swimming Pool Service Technician certification from the Clark County Health Department.

Possession of a Heater Service Technician certificate from Teledyne Laars, Inc. within six months of the date of appointment.

Possession of an Aquatic Facility Operator certificate from the National Recreation and Parks Association within six months of the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; field environment; work in indoor and outdoor recreational facilities; work in or with water; work on slippery or uneven surfaces; exposure to chemicals.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for medium to heavy lifting, bending, stooping, kneeling, crawling, standing and walking for prolonged periods of time; operating motorized equipment and vehicles.

ARB
REV 7/19/00 (formerly Pool Technician)
FLSA & City: nonexempt
CSB 08/09/2000

COURT COUNSELOR I
COURT COUNSELOR 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 participate in delivery, coordination and implementation of the Las Vegas Municipal Court Alternative Sentencing and Education programs; to provide counseling, referrals and other assistance to clients referred to the program; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

Court Counselor I—This is the first class in the Court Counselor series. This class is distinguished from Court Counselor II by the performance of the more routine tasks and duties assigned to positions within the series including not being expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines.

Court Counselor II—This is the second class within the Court Counselor series. Employees within this class are distinguished from the Court Counselor I by the performance of the full range of complex duties, as assigned, including leading group counseling sessions and providing individual counseling. Employees at this level have met the Nevada requirements for certification or licensure, as required by state laws and regulations. Employees 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 meet all the minimum qualifications.

SUPERVISION RECEIVED AND EXERCISED

Court Counselor I

Receives general supervision from the Misdemeanor Programs Supervisor.

Court Counselor II

Receives direction from the Misdemeanor Programs Supervisor.
May exercise functional and technical supervision over support level staff.

CITY OF LAS VEGAS
Court Counselor 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. Plan, direct and teach or instruct individual and group counseling sessions for offenders in the areas of driving under the influence, petit larceny, impulse control and substance abuse; assist in developing new programs.
2. Conduct domestic violence individual and group counseling sessions, as provided in state regulation; assist in men's and women's group sessions.
3. Review court-mandated conditions of program participation with clients and provide individual case monitoring and counseling to assure compliance with court ordered programs; communicate with clients in person and on the telephone.
4. Diagnose clients by observation and direct contact, using the current revision of the *Diagnostic and Statistical Manual of Psychiatric Disorders* and other resources.
5. Assess clients' needs and provide referral to other community resources, such as in-patient, out-patient, residential and related social services.
6. Provide clinical, forensic case management.
7. Assist with evaluating division programs and client services.
8. Coordinate job-related activities with professional colleagues.
9. Prepare oral and written reports on court programs, client services and individual clients; collect and provide information in accordance with established policies and principles of confidentiality; attend court on Notices of Appearance for defendants' revocation proceedings.
10. Estimate time, materials and equipment required for classes.
11. Maintain updated computerized case management records.

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. Interpret for Spanish-speaking clients, as needed in a bi-lingual setting.
3. Perform other duties and responsibilities as assigned.

CITY OF LAS VEGAS
Court Counselor I/II (continued)

QUALIFICATIONS

Court Counselor I

Knowledge of:

Basic modern individual and group counseling methods and techniques.
Basic interviewing techniques.
Basic information contained within the current revision of the *Diagnostic and Statistical Manual of Psychiatric Disorders*.
Principles and procedures of record keeping.
English usage, spelling, grammar and punctuation.

Ability to:

Learn to lead classes and counseling sessions.
Learn to interact effectively with clients with a variety of social problems.
Learn policies and procedures related to Alternative Sentencing Division programs.
Learn the operations and practices of the Nevada criminal justice system and the Las Vegas Municipal Court.
Interpret, explain and enforce department policies and procedures.
Work different shifts.
Work independently without direct supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain cognitive functioning which allows the capability of:

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

CITY OF LAS VEGAS
Court Counselor I/II (continued)

Experience and Training Requirements

Experience:

One year of counseling, criminal justice counseling, substance abuse counseling, psychology, social services, or closely related experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in one of the following fields:

- Addictions
- Counseling
- Counseling and Education
- Criminal Justice with a minor in counseling, social work or psychology
- Education if a major or minor in addictions, counseling or psychology
- Marriage and Family Therapy
- Nursing
- Psychology
- Social work
- Social Psychology
- Sociology
- Substance Abuse

License or Certificate

Possession and maintenance of license as a DUI Instructor from the Nevada Department of Motor Vehicles within 6 months of the date of appointment.

CITY OF LAS VEGAS
Court Counselor I/II (continued)

Court Counselor II

In addition to the qualifications for Court Counselor I:

Knowledge of:

Intermediate modern individual and group counseling methods and techniques.
Operations and practices of the Nevada criminal justice system and the Las Vegas Municipal Court.

Advanced interviewing techniques.

Advanced case management techniques.

Techniques of program design and evaluation, such as recidivism studies.

Ability to:

Independently perform difficult counseling responsibilities.

Interpret, explain and enforce department policies and procedures.

Interact effectively with clients with a variety of social problems.

Interpret policies and procedures related to Alternative Sentencing Division programs.

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in counseling, criminal justice counseling, substance abuse counseling, psychology, social services, or a closely related area.

Training:

Bachelor's or higher degree from an accredited college or university with major course work in one of the following fields:

Addictions

Counseling

Counseling and Education

Criminal Justice with a minor in counseling, social work or psychology

Education if a major or minor in addictions, counseling or psychology

Marriage and Family Therapy

Nursing

Psychology

Social work

Social Psychology

Sociology

Substance Abuse

CITY OF LAS VEGAS
Court Counselor I/II (continued)

License or Certificate

Possession, and maintenance, of license as a DUI Instructor from the Nevada Department of Motor Vehicles on the date of appointment.

Possession, and maintenance, of certification or license as an Alcohol and Drug Abuse Counselor from the Nevada Board of Examiners for Alcohol and Drug Abuse Counselors on the date of appointment.

Possession, and maintenance, of certification as a Domestic Violence Treatment Provider from the State of Nevada, Office of the Attorney General, Batterers Treatment Certification Committee on the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Office, classroom and courtroom environment; travel from site to site.

Physical Conditions:

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

ARB
REV 7/31/00
FLSA: exempt; City: nonexempt

CSB 8/9/00

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date August 9, 2000

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

SUBJECT: D. REQUEST TO BE PLACED ON REHIRE LIST: GARY HOSKINS

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

Mr. Gary Hoskins, an employee from 11/9/98 to 7/28/00, has requested to be placed on the Rehire List for Maintenance Worker II. 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.

Mr. Gary Hoskins meet the criteria for placement on the Rehire List, and it is recommended that the Board approve their request.

Helen Gonzales

From: Patty Moyer
Sent: Tuesday, August 01, 2000 11:09 AM
To: Helen Gonzales
Subject: FW: Rehire List - Gary Hoskins

Sorry, sent to Rick...see below

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

From: Patty Moyer
Sent: Friday, July 28, 2000 10:50 AM
To: Rick Anderson
Cc: Judy Tuttle; Mary Ann Sosa
Subject: Rehire List - Gary Hoskins

We have received a request from Gary Hoskins to be placed on the "rehire" list for Maintenance Worker I/II. Letter being FAXed to Judy today.

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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date August 9, 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. Engineering Technician II - Open
2. Municipal Court Marshal I - Open & Promotional

The reasoning is as follows:

1. Essentially, after the canvassing calls to those on the list, all but four were eliminated, those four do not have the qualifications Public Works needs for this opening.
2. 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 these lists.

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

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

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

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

STAFF PRESENT

Rick Anderson
Morgan Davis
Judy Tuttle
Tina Ramsey
Ruth Carroll
Kristina Bene
Kathy Gentile
Sandy Gandy
Ann Rubertino-Beck
Phil Oviatt

OTHERS PRESENT

Lon Grasmick

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

III. APPROVAL OF MINUTES: A motion was made by Lou Johnson and seconded by Tony Dorf that the minutes of the Board meeting of June 14, 2000, be approved
Motion carried.

IV. BUSINESS:

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Aquatic Coordinator – Promotional
2. Aquatic Coordinator – Open
3. Corrections Officer – Open

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

4. Court Intake Officer – Promotional
5. Court Intake Officer – Open
6. Development Project Officer – Promotional
7. Development Project Officer – Open
8. Equipment Operator II – Promotional
9. Equipment Operator III – Promotional
10. Graphic Artist II - Promotional
11. Heavy Equipment Operator - Promotional
12. Insurance Specialist – Promotional
13. Insurance Specialist – Open
14. Municipal Court Marshal I – Promotional
15. Municipal Court Marshal I – Open
16. Planner II (Comp/Current) – Promotional
17. Planner II (Comp/Current) – Open

A motion was made by Tony Dorf and seconded by Lou Johnson that items 1 through 17 of the above certification of eligible lists be approved. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Corrections Intake Technician – Open
2. Deputy City Marshal – Open
3. Mechanic I – Promotional
4. Videographer – Open

A motion was made by Lou Johnson and seconded by Tony Dorf to approve items 1 through 4 of the above extension of eligible lists. Motion carried.

C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL:

1. Information Technologies Project Coordinator – New

Comment by Rick Anderson that this is a new classification for coordinating IT projects with other City departments and he believed it was in order. No further comment.

A motion was made by Lou Johnson and seconded by Tony Dorf to approve the above classification specification. Motion carried.

D. REQUEST TO BE PLACED ON THE REHIRE LIST:

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

1. Stephanie Fraley

Comment by Rick Anderson that Ms. Fraley left the City Attorney's Office as a Senior Office Specialist in good standing and she has requested reinstatement. The City Attorney recommends reinstatement for your consideration. No objection. No further discussion.

A motion was made by Tony Dorf and seconded by Lou Johnson to approve the request. Motion carried.

E. REQUEST TO REINSTATE AND EXTEND ELIIBLE LIST:

1. Office Specialist II – Open

Comment by Rick Anderson that there was an oversight in the previous meeting and the intent was to extend that list with the promotional. There are still sufficient candidates on that list. It would be an unnecessary expense to do another recruitment and ask that the board reinstate and extend that list for the remainder of the six months. No further discussion.

A motion was made by Lou Johnson and seconded by Tony Dorf to reinstate and extend the eligible list. Motion carried.

V. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED:

Rick Anderson comments that Human Resources had a new director for about 36 hours, he met staff and quit an hour later. Actually he met Morgan I think. Morgan Davis states it's hard to follow in the footsteps of a legend.

VI. CITIZEN PARTICIPATION:

None.

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



Rick Anderson
Secretary to the Board

CITY OF LAS VEGAS

ELIGIBLE LIST

Permits Technician
Examination

July 21, 2000
Date of Test

002648060
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	2
REJECTED	4	GROUP 2	*4
TOTAL RECEIVED	26	GROUP 3	5
		TOTAL ON LIST	11

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	11			
FAILED	3			
TOTAL TESTED	14			
DID NOT APPEAR	8			

* Item Analysis resulted in deletion of one test question. Rescoring slightly changed group distribution

ATTENDANCE REPORT
BOARD OF CIVIL SERVICE TRUSTEES
MEETING DATE 8-9-00

	<u>PRESENT</u>	<u>ABSENT</u>
MARK LARSON	<u>X</u>	<u> </u>
LOU JOHNSON	<u>X</u>	<u> </u>
THEODORE PARKER	<u> </u>	<u> </u>
E. LAVONNE LEWIS	<u>X</u>	<u> </u>
TONY DORF	<u>X</u>	<u> </u>

CHARGE TO:05101/510800

APPROVED BY:

Kathleen A. Rontello

To Debbie L. Rontello
8-10-00

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
SEPTEMBER 13, 2000**

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
RICK ANDERSON
SECRETARY TO THE BOARD

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

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

STAFF PRESENT

Rick Anderson
Morgan Davis
Judy Tuttle
Tina Ramsey
Ruth Carroll
Kristina Bene
Kathy Gentile
Ann Rubertino-Beck
Patti Miller

OTHERS PRESENT

Jeff Morgan

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

III. APPROVAL OF MINUTES: A motion was made by Tony Dorf and seconded by Lou Johnson that the minutes of the Board meeting of July 12, 2000, be approved
Motion carried.

IV. BUSINESS:

A. CERTIFICATION OF ELIGIBLE LISTS:

- 1) Accreditation Coordinator – Promotional
- 2) Carpenter I – Promotional
- 3) Carpenter I - Open
- 4) Concrete Mason II – Promotional

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

DATE: 8-9-00

PLEASE PRINT

NAME

ORGANIZATION

Kristina Beue

Human Resources

Tina Ramsky

HR-CIV

RUTH CARROLL

HR

PATTI MILLER

HR

JEFF MORGAN

LVF & R
