

CITY OF LAS VEGAS

CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
JUNE 13, 2001

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER: May 23, 2001, at 11:30 a.m. via Teleconference.

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

STAFF PRESENT

Claudette Enus
Kathy Gentile
Morgan Davis
Judy Tuttle
Ann Rubertino-Beck

OTHERS PRESENT

None

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

III. BUSINESS:

A. CERTIFICATION OF ELIGIBLE LISTS:

- 1) Collections Officer – Promotional
- 2) Collections Officer – Open
- 3) Court Support Technician – Promotional
- 4) Court Support Technician – Open
- 5) Municipal Court Marshal – Promotional
- 6) Municipal Court Marshal – Open
- 7) Planner I – Open
- 8) Planner II – (Comp/Current) – Promotional
- 9) Senior Municipal Court Marshal – Promotional
- 10) Senior Municipal Court Marshal – Open

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
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Lavonne Lewis makes a motion to approve items #1 through #10 of the Certification of Eligible Lists. Tony Dorf seconded the motion. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

- 1) Accounting Technician I – Promotional
- 2) Equipment Operator III (Streets) – Promotional
- 3) Equipment Operator III (Streets) – Open
- 4) Fire Equipment Mechanic I – Promotional
- 5) Fire Equipment Mechanic I – Open
- 6) Maintenance Worker I – Promotional
- 7) Maintenance Worker I – Open
- 8) Personnel Technician – Promotional
- 9) Plant Operations Shift Supervisor – Promotional
- 10) Plant Operations Shift Supervisor – Open
- 11) Recreation Leader I – Promotional -
- 12) Recreation Leader I – Open
- 13) Senior Communications Specialist – Promotional
- 14) Senior Personnel Technician – Promotional

Tony Dorf makes a motion to approve items #1 through #14 of the Extension of Eligible Lists. Lavonne Lewis seconded the motion. Motion carried.

C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL:

- 1) Equipment Operator I - Revised

Theodore Parker makes a motion to approve item #1 of the Classification Specifications for Approval. Lavonne Lewis seconded the motion. Motion carried.

IV. DISCUSSION ITEMS

None.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
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V. CITIZEN PARTICIPATION:

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:35 a.m.



F. Claudette Enus
Secretary to the Board



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date June 13, 2001

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, 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: 3

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Employee Benefits Specialist – Promotional	5	2	1
2. Equipment Operator II (Streets) – Promotional	11	11	7
3. Equipment Operator II (Streets) – Open	43	30	23

CITY OF LAS VEGAS

ELIGIBLE LIST

Employee Benefits Specialist
Examination

May 21, 2001
Date of Test

01794724P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	2	GROUP 1	1
REJECTED	3	GROUP 2	0
TOTAL RECEIVED	5	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	1			
TOTAL TESTED	2			
DID NOT APPEAR	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Equipment Operator II - Streets
Examination

May 22 – 31, 2001
Date of Test

01327004P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)			100%	
PASSED			7	
FAILED			4	
TOTAL TESTED			11	
DID NOT APPEAR			0	

CITY OF LAS VEGAS

ELIGIBLE LIST

Equipment Operator II - Streets
Examination

May 22 - 31, 2001
Date of Test

013270040
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	39	GROUP 1	15
REJECTED	4	GROUP 2	6
TOTAL RECEIVED	43	GROUP 3	2
		TOTAL ON LIST	23

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)			100%	
PASSED			23	
FAILED			7	
TOTAL TESTED			30	
DID NOT APPEAR			9	

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date June 13, 2001

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, 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: 15

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Audio Visual Production Specialist – Open	12	6/14/01	12/14/01	2
2. Code Enforcement Officer I – Promotional	47	6/13/01	12/13/01	1
3. Equipment Operator I (Streets) – Promotional	3	6/27/01	12/27/01	1
4. Equipment Operator I (Streets) – Open	10	6/27/01	12/27/01	1
5. Fire Battalion Chief – Promotional	5	6/13/01	12/13/01	1
6. Fire Equipment Service Technician – Open	18	6/27/01	12/27/01	1
7. Firefighter Trainee – Open	514	6/14/01	12/14/01	2
8. Graphic Operations Supervisor – Promotional	1	6/14/01	12/14/01	2
9. Graphic Operations Supervisor - Open	28	6/14/01	12/14/01	2
10. Irrigation Systems Crew Leader – Promotional	5	6/13/01	12/13/01	1
11. Office Specialist II – Promotional	15	6/27/01	12/27/01	1
12. Office Specialist II – Open	77	6/27/01	12/27/01	1
13. Parking Enforcement Officer – Promotional	10	6/27/01	12/27/01	1
14. Parking Enforcement Officer – Open	121	6/27/01	12/27/01	1
15. Senior Office Specialist – Promotional	19	6/27/01	12/27/01	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date June 13, 2001

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, SECRETARY

SUBJECT: C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED

1. Microcomputer Specialist I
2. Microcomputer Specialist II
3. Pre-Trial Services Officer
4. Pre-Trial Services Supervisor
5. Streets & Sanitation Crew Leader
6. Support Desk Technician

Microcomputer Specialist I and II were revised to remove the flex.

Pre-Trial Services Officer, formerly Court Intake Officer, was revised to update the essential functions and minimum qualifications.

Pre-Trial Services Supervisor, formerly Court Intake Supervisor, was revised to update the essential functions and minimum qualifications.

Streets & Sanitation Crew Leader, formerly Public Works Maintenance Crew Leader, was revised to update the essential functions, clarify the commercial driver's license requirement, and change the title, since it is now in a different department.

Support Desk Technician was revised to add a marginal function.

NEW

7. Senior Microcomputer Specialist

Senior Microcomputer Specialist was created to add a lead level to the series.

RECOMMENDATION

The City recommends approval of these revised classification specifications.

MICROCOMPUTER SPECIALIST I

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 provide basic and routine support for the city's microcomputers and users; and to perform a variety of technical duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Microcomputer Specialist I: This is the entry level class in the Microcomputer Specialist series. Incumbents in this class perform the more routine tasks and duties assigned. This class is distinguished from the Microcomputer Specialist II by the performance of less complex microcomputer functions within established procedures and guidelines. Since this class is an entry level, candidates selected may have only limited or no directly related work experience.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Microcomputer Support Supervisor or higher level management.

Receives technical and functional supervision from the Sr. Microcomputer Specialist.

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

Essential Functions:

1. Provide basic or routine information and service pertaining to microcomputer hardware, software application and network problems.
2. Install basic computer hardware and software; assist in installing more complex hardware and software.
3. Complete customer service request records after a problem is resolved.
4. Assist in maintaining a database of customer requests and actions taken to resolve them.
5. Assist in training or instructing computer users at individual work stations.
6. Compile periodic reports of section activities and results.

CITY OF LAS VEGAS
Microcomputer Specialist I (continued)

Essential Functions:

7. Maintain microcomputer section hardware asset database.
8. Back up help desk, as assigned.

Marginal Functions:

1. Attend and participate in professional group meetings and committees; stay abreast of new trends and innovations in microcomputers for business applications.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles and methods of personal computer configuration and operation.
Basic principles and methods of computer networking hardware.
Basic principles of data communications standards and implementation.
Computer peripherals and accessories.
Troubleshooting techniques for PC hardware and software problems.

Ability to:

Operate a personal computer, including a variety of software programs.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Sitting for long 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 mental capacity which allows the capability of:
-- *Making sound decisions;*
-- *Effective interaction and communication with others; and*
-- *Demonstrating intellectual capabilities.*

CITY OF LAS VEGAS
Microcomputer Specialist I (continued)

Experience and Training Requirements

Experience:

Two years of personal computer support experience in a business environment.

Training:

Equivalent to graduation from high school. Additional specialized training in personal computers or a related field is desirable.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, bending, twisting and moderate lifting for prolonged periods of time.

ARB
REV 5/23/01
FLSA & City: nonexempt

CSB 6/13/01

MICROCOMPUTER SPECIALIST 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 provide the full range of support for the city's microcomputers and users; to assist in determining users' needs; and to perform a variety of technical duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Microcomputer Specialist II: This is the full journey level class within the Microcomputer Specialist series. Employees within this class are distinguished from the Microcomputer Specialist I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Microcomputer Support Supervisor or higher level management. Receives technical and functional supervision from the Sr. Microcomputer Specialist.

May exercise technical and functional supervision over Microcomputer Support section staff.

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

Essential Functions:

1. Provide information and service pertaining to microcomputer hardware, software and network problems; install, configure and test all types of computer hardware and software; troubleshoot more complex problems.
2. Complete customer service request records after a problem is resolved.
3. Provide brief hands-on training on computer software and system use; write or compile documentation for training or instruction.
4. Assist in installation, troubleshooting and maintenance of network equipment.
5. Coordinate vendor repair requirements with Sr. Microcomputer Specialists.

CITY OF LAS VEGAS
Microcomputer Specialist II (continued)

Essential Functions:

6. Assist in consulting with city departments to determine microcomputer needs; provide technical assistance on microcomputer systems and programs.
7. Assist in developing system specifications for standard personal computers.

Marginal Functions:

1. Attend and participate in professional group meetings and committees; stay abreast of new trends and innovations in microcomputers for business applications.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and methods of personal computer configuration and operation.
Principles and methods of computer networking hardware.
Principles of data communications standards and implementation.
Computer peripherals and accessories.
Troubleshooting techniques for personal computer hardware and software problems.

Ability to:

Operate a personal computer, including a variety of software programs.
Analyze computer problems, identify possible cause, project consequences of proposed solutions, recommend best options and implement appropriate solution.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
– *Sitting for long 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 mental capacity which allows the capability of:
– *Making sound decisions;*
– *Effective interaction and communication with others; and*
– *Demonstrating intellectual capabilities.*

CITY OF LAS VEGAS
Microcomputer Specialist II (*continued*)

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience supporting personal computer systems in a business environment.

Training:

Equivalent to graduation from high school. Additional specialized training in personal computers or a related field is desirable.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, bending, twisting and moderate lifting for prolonged periods of time.

ARB
REV 5/23/01
FLSA & City: nonexempt
CSB 6/13/01

PRE-TRIAL SERVICES OFFICER

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 obtain and review information and determine eligibility for pre-trial release from custody and supervision of persons charged with or convicted of misdemeanor offenses within the geographic limits of the City; and to perform a variety of technical and professional tasks relative to the Pre-Trial Services Program.

SUPERVISION RECEIVED

Receives general supervision from the Pre-Trial Services Supervisor.

May provide functional and technical oversight to clerical staff and volunteers.

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

Essential Functions:

1. Interview persons charged with misdemeanor offenses to ascertain residency, employment, telephone contacts, previous arrest record and behavioral characteristics; verify responses and references.
2. Evaluate criminal history of persons booked into City jail and information gathered from interview against established guidelines to determine if defendants meet specified guidelines to be released from custody on their own recognizance or must be held for court, to determine bail amount and to include possible additional criminal charges that may be outstanding.
3. Identify defendants with possible mental health or substance abuse disorders or suicidal tendencies and inform medical staff or mental health professionals; may provide referrals to appropriate social services agencies; schedule defendant for psychiatric evaluation if appropriate; assist other parties involved with the defendant, such as the victim or the defendant's family, calm them, inform them of the process and help them decide how to proceed.
4. Schedule court dates and prepare court documents; recommend special conditions of release if appropriate; process and sign court release forms.
5. Review release requirements with defendant or offender, third party custodians and family members to assure full understanding of the conditions and obligations of release and the consequences of non-compliance with those conditions.

CITY OF LAS VEGAS
Pre-Trial Services Officer (*continued*)

Essential Functions:

6. Respond to inquiries regarding defendants or other cases in a courteous manner; assist judges, court staff and other personnel in locating records and information concerning an incarcerated individual or a newly arrested defendant; resolve complaints and issues in an efficient and timely manner.
7. Verify documents for accuracy and compliance with applicable standards and specifications.
8. Determine appropriate schedules for and perform follow-up contacts to defendants and offenders, including telephone calls and mailed notifications; ensure that individual is adhering to conditions of release; notify judge of noncompliance.
9. Document decisions made and maintain various automated and manual records of all persons released from Municipal Court under the supervision of the Pre-Trial Services Unit.
10. Monitor the Weekender Program for offenders serving jail time on weekends.
11. Provide written and verbal reports and statistics to the Court periodically and on request.
12. Communicate with other law enforcement and related agencies to share and obtain information regarding defendants.

Marginal Functions:

1. Coordinate the transportation of defendants between court and local jails.
2. May be required to notarize documents.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

General principles and practices of the criminal justice system.
Interviewing methods and techniques.
Basic symptoms and indications of substance abuse, emotional problems and suicidal tendencies.
Basic principles of human behavior.
Community social service agencies and resources.
Techniques and principles of record keeping.
Principles of business letter writing and basic report preparation.
English usage, spelling, grammar and punctuation.
Basic mathematical principles.
Modern office procedures, methods and computer equipment.
Common office software programs.
Pertinent federal, state and local laws, codes and regulations.

CITY OF LAS VEGAS
Pre-Trial Services Officer (*continued*)

Ability to:

Learn the operations, services and activities of a pre-trial defendant release program.
Learn the principles and practices of the criminal justice system as they relate to pre-trial release and supervision.

Interpret, explain and enforce department policies and procedures.

Observe and recognize indications of mental health problems and substance abuse.

Interact effectively with defendants, offenders and professional criminal justice system personnel.

Present a non-judgmental demeanor toward and concerning defendants and other involved parties.

Respond to stressful situations calmly, quickly and decisively.

Interview and obtain information from defendants and family members.

Work without direct supervision.

Make responsible, independent decisions.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

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; and*
- *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:

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

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in criminal justice, counseling, social work, substance abuse counseling, psychology or a closely related field.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, counseling, psychology, behavioral sciences, social science or a closely related field.

License or Certificate

Possession of a valid notary public certification within six months of the date of appointment.

CITY OF LAS VEGAS
Pre-Trial Services Officer (*continued*)

Special Requirements

The Pre-Trial Services unit operates 24 hours, seven days per week. Assigned work schedule may change and may be for any shift and any day of the week.

Must attend training and pass test required by FBI National Crime Information Center within six months of the date of appointment, and proficiency must be affirmed every two years thereafter by the designated Terminal Agency Coordinator.

WORKING CONDITIONS

Environmental Conditions:

Office, jail and courtroom environments; work within a locked environment; travel from site to site; exposure to noise and computer screens; exposure to potentially hostile environments and individuals; potential exposure to individuals with a variety of diseases and illnesses.

Physical Conditions:

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

ARB
REV 2/3/01 (formerly Court Intake Officer)
FLSA and City: nonexempt

CSB 6/13/01

PRE-TRIAL SERVICES 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 supervise, coordinate, assign and review the work of staff responsible for defendant pre-trial release and other programs; to oversee and participate in all work activities; and to perform a variety of tasks relative to Pre-Trial Services programs.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Security and Enforcement Manager.

Exercises direct supervision over professional and clerical staff and volunteers.

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, prioritize, coordinate, assign, supervise, participate in and review the work of staff responsible for the operation of the Municipal Court's pre-trial release on own recognizance program including screening and interviewing defendants and determining whether program criteria can be met, scheduling for court and monitoring defendants released from custody.
2. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures; develop, design and implement forms, procedure manuals and instructional guides.
3. Establish schedules and methods for providing pre-trial services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
4. Develop, coordinate and administer other programs such as the Weekender Program for offenders serving jail time on weekends, the holiday release program, mental health competency evaluations, and the mental commitment program.
5. Develop procedures and follow-up on judicial requests and policy directives to ensure effective administration.
6. Troubleshoot case and defendant problems for defendants, judges, administration, the public and other agencies.
7. Monitor defendant compliance with program requirements, review incidents of non-compliance and report to the appropriate court.

CITY OF LAS VEGAS
Pre-Trial Supervisor (*continued*)

Essential Functions:

8. Develop contacts with private and public agencies, assist in developing contracts and inter-local agreements, and monitor programs for compliance while maintaining customer service levels; confer with judges and court administrators regarding operational activities.
9. Participate in the interviewing and selection of pre-trial services staff; provide or coordinate staff training; 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.
9. Participate in the preparation and administration of the section budget; submit budget recommendations; monitor expenditures.
10. Prepare analytical and statistical reports on operations and activities; conduct special projects and studies.
11. Review and draft responses to pending legislation related to section operations; initiate procedural changes resulting from new legislation.
12. Ensure the security of records maintained in the unit.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in fields related to pre-trial services.
2. Perform related duties and responsibilities as required.
3. May be required to notarize documents.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of the criminal justice system and a pre-trial release program.
Court procedures and criminal justice system.
Pre-trial release program development and supervision.
Principles of supervision, training and performance evaluation.
Modern and complex principles and practices of a defendant release program.
Interviewing methods and techniques.
Basic symptoms and indications of substance abuse, emotional problems and suicidal tendencies.
Basic principles of human behavior.
Community social service agencies and resources.
Techniques and principles of record keeping.
Basic principles and practices of budgeting and accounting.
Pertinent federal, state, and local laws, codes and regulations.
Common office software programs.

CITY OF LAS VEGAS
Pre-Trial Supervisor (*continued*)

Ability to:

- Use initiative and independent judgment within established guidelines.
- Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.
- Make responsible, independent decisions.
- Present a non-judgmental demeanor toward and concerning defendants and other involved parties.
- Respond to stressful situations calmly, quickly and decisively.
- Interact effectively with clients from diverse cultural backgrounds and with a variety of social problems.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.
- Maintain mental capacity which allows for effective interaction and communication with others.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - *Walking, 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 and vehicles.*
- Maintain mental capacity which allows the capability of:
 - *Making sound decisions; and*
 - *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in criminal justice, counseling, social work, substance abuse counseling, psychology or a closely related field, including one year of lead or supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, counseling, psychology, behavioral sciences, social science, business administration, public administration or a closely related field is desirable.

License or Certificate

Possession of a valid notary public certification within six months of the date of appointment.

CITY OF LAS VEGAS
Pre-Trial Supervisor (*continued*)

Special Requirements

The Pre-Trial Services unit operates 24 hours, seven days per week. Will be required to respond to calls for assistance during any shift when necessary to assist in resolution of problems that cannot be accomplished by assigned staff.

Must attend training and pass test required by FBI National Crime Information Center within six months of the date of appointment, and proficiency must be affirmed every two years thereafter by the designated Terminal Agency Coordinator.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; travel from site to site. Occasionally, when participating in pre-trial services work: courtroom and jail environments; exposure to noise; exposure to potentially hostile environments and individuals; potential exposure to individuals with a variety of diseases and illnesses.

Physical Conditions:

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

ARB
REV 2/3/01 (formerly Court Intake Supervisor)
FLSA: exempt; City: nonexempt

CSB 6/13/01

STREETS & SANITATION CREW LEADER

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 work of maintenance crews responsible for the cleaning, repair, maintenance and construction of street, storm drain and sanitary sewer systems; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Maintenance Field Supervisor or higher level supervisory or management staff.

Exercises functional and technical supervision over assigned maintenance staff.

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

Essential Functions:

1. Lead, plan, participate in and review the work of assigned employees responsible for providing maintenance and repair services relating to city streets, storm drains and sanitary sewers.
2. Coordinate and review the work plan for assigned responsibilities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
3. Ensure assigned employees adhere to safe work practices and procedures.
4. Inspect and verify the work of assigned staff for accuracy, proper work methods and techniques and compliance with applicable standards and specifications.
5. Supervise the use and operation of construction and maintenance equipment needed for maintaining public streets, storm drains and sanitary sewers.
6. Train assigned employees in maintenance and repair methods and techniques related to assigned areas of work.
7. Lay asphalt; place concrete; construct barricades and fences.
8. Install water and drainage lines; repair and maintain open and underground storm channels.
9. Operate all tools and equipment used in street, storm drain or sewer maintenance program.

CITY OF LAS VEGAS
Streets & Sanitation Crew Leader (continued)

Essential Functions:

10. Maintain records of operations; file reports as needed.
11. Investigate on-the-job accidents and file appropriate reports.
12. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
13. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
14. Respond to emergency calls such as flooding, sewer line breaks, motor vehicle accidents, fire clean-up, etc., from Fire and Rescue Department and Metropolitan Police Department with minimal direction; provide emergency services within City right-of-way; coordinate staffing, equipment and outside resources needed.
15. Assist other City staff in construction and maintenance activities as necessary.

Marginal Functions:

1. May review building plans submitted by developers or contractors or other City departments to ensure development is compatible with existing infrastructure.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations and activities of a street, storm drain and sanitary sewer maintenance program.
Principles of lead supervision and training.
Methods and techniques of public facilities maintenance related to area of work assigned.
Uses and methods of operation of equipment and tools used in the area of work assigned.
Care and maintenance of a variety of power tools and equipment.
Occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes and regulations.
Personal computers and common office software.

Ability to:

Interpret, explain and enforce department policies and procedures.
Work independently without direct supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Streets & Sanitation Crew Leader (*continued*)

Ability to:

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

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in the maintenance and repair of public facilities including streets, storm drains and sanitary sewer lines.

Training:

Equivalent to graduation from high school.

License or Certificate

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

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

CITY OF LAS VEGAS
Streets & Sanitation Crew Leader (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; field environment; exposure to noise, dust, grease, smoke, fumes, gases and inclement weather conditions; work around heavy construction equipment; work in traffic.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for climbing, standing and sitting for prolonged periods of time; operating motorized equipment and vehicles.

ARB
REV 4/5/01
FLSA & City: nonexempt

CSB: 6/13/01

SUPPORT DESK TECHNICIAN

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 provide support for the City's computer systems and users; to determine users' needs; and to perform a variety of technical duties relative to assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from the Microcomputer Support Supervisor.
May receive technical and functional supervision from the Sr. Microcomputer Specialist.

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

Essential Functions:

1. Serve as primary point of contact for all Information Technologies support requests.
2. Log, monitor and track all service and support requests and tasks for the Information Technologies Department.
3. Interface with the end-user customer base to resolve issues via telephone and electronic mail; assign a priority to each request.
4. Forward unresolved issues and communicate information received to the appropriate division or work group.
5. Use computer software and reporting tools to track requests and work in progress.
6. Monitor the progress of open calls and initiate escalation procedures when necessary.
7. Perform PBX administrative functions, including assisting clients with minor phone set problems, instructing clients on voicemail applications, assisting with the resolution of long distance access problems, assisting clients with cell phone, pager and radio issues, logging work orders on all of the above.
8. Provide management with reports on support desk activities.
9. Perform initial troubleshooting of computer related problems via telephone, and use expert system tools to resolve as many as possible.
10. Follow up with customer on completed calls to ensure proper and satisfactory work completion.

CITY OF LAS VEGAS
Support Desk Technician (continued)

Essential Functions:

11. Maintain customer service documentation to assist customers in resolving problems.
12. Maintain microcomputer section hardware asset database.

Marginal Functions:

1. Assist a Microcomputer Specialist II or Senior Microcomputer Specialist with the more basic and routine aspects of hardware and software installations and troubleshooting.
2. Attend and participate in professional group meetings and committees; stay abreast of new trends and innovations in technical computer support.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles and methods of personal computer configuration and operation.
Basic principles and methods of computer networking hardware and software.
Basic principles of data communications standards and implementation.
Computer peripherals and accessories.

Ability to:

Interpret customer's requests, which are usually not stated in technical language.
Tactfully obtain needed information from customer regarding the problem.
Tactfully and patiently communicate with customers who may be stressed and possibly confrontational.
Determine priorities of requests.
Monitor and track a large number of requests through to completion.
Operate a personal computer, including a variety of software programs.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
Maintain composure under stressful conditions.
Maintain mental capacity which allows for effective interaction and communication with others.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Sitting for long 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.*

CITY OF LAS VEGAS
Support Desk Technician (continued)

Ability to:

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

Two years of personal computer support experience in a business environment.

Training:

Equivalent to graduation from high school. Additional specialized training in personal computers or a related field is desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting and communicating using the telephone for prolonged periods of time.

ARB
REV 5/1/01
FLSA & City: nonexempt

CSB 6/13/01

SENIOR MICROCOMPUTER SPECIALIST

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 most complex and difficult work of staff responsible for providing support for the city's microcomputers and users; to determine users' needs; and to perform a variety of technical duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Microcomputer Specialist series. Positions at this level are distinguished from other classes in this series by the level of responsibility assumed, the complexity of duties assigned and the level of independence expected. Employees perform the most difficult and responsible types of duties assigned to classes in this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Microcomputer Support Supervisor or higher level management.

Exercises technical and functional direction over Microcomputer Support section staff.

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

Essential Functions:

1. Lead, plan, coordinate, schedule and review the work of staff responsible for microcomputer support; participate in training section staff.
2. Lead, coordinate, assign, oversee and participate in the installation and configuration of new computers and software.
3. Coordinate with vendors for pricing, equipment specifications, delivery and repair requirements; coordinate vendor repair requirements with input from Microcomputer Specialist II staff.
4. Serve as primary liaison between the Microcomputer Support Supervisor and section staff for customer service issues.
5. Troubleshoot complex hardware, network and software problems.

CITY OF LAS VEGAS

Senior Microcomputer Specialist (continued)

6. Assist in installation, troubleshooting and maintenance of network equipment.
7. Serve as primary consultant to city departments to determine microcomputer needs; provide advanced technical assistance on microcomputer systems and programs.
8. Develop system specifications for standard personal computers and recommend computer hardware or software in conjunction with staff and management.
9. Provide hands-on training on computer software and system use; oversee the preparation of documentation for training or instruction.

Marginal Functions:

1. Attend and participate in professional group meetings and committees; stay abreast of new trends and innovations in microcomputers for business applications.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Advanced principles and methods of personal computer configuration and operation.
Advanced principles and methods of computer networking hardware.
Advanced principles of data communications standards and implementation.
Computer peripherals and accessories.
Advanced troubleshooting techniques for personal computer hardware and software problems.
Methods and techniques of lead supervision and training.

Ability to:

Analyze complex computer problems, identify possible cause, project consequences of proposed solutions, recommend best options and implement appropriate solution.

Operate a personal computer, including a variety of software programs.

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

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

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

- *Sitting for long 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 mental capacity which allows the capability of:

CITY OF LAS VEGAS

Senior Microcomputer Specialist (continued)

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience supporting personal computer systems in a business environment, including one year of lead or supervisory experience.

Training:

Equivalent to an Associate degree from an accredited college or university with major course work in computer science, information systems or a related field.

License or Certificate

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

Possession of a Microsoft Certified Systems Engineer (MCSE) designation is desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, bending, twisting and moderate lifting for prolonged periods of time.

ARB

NEW 5/23/01

FLSA & City: nonexempt

CSB 6/13/01

TO CLAUDETTE ENUS
FAX: 702-598-0877
SUBJECT: **Reservation Confirmation**

Thank you for using Sprint Conferencing Services. This is to confirm that a conference reservation has been made. A two-hour notification to cancel is required to avoid a non-cancellation charge. Please call our toll free reservation number (800-366-2663) to reschedule, cancel or make any changes. Please use the confirmation number listed below when referring to your reservation.

CHAIRPERSON: CLAUDETTE ENUS
CONFIRMATION NUMBER: 9233825
DATE: Wednesday, June 27, 2001
TIME: 11:30 am (PDT)
DURATION: 10 minutes
LINES RESERVED: DIAL IN: 0 DIAL OUT: 6
DIAL IN NUMBER(s): 800-659-1203

Sprint Conferencing Services offers many optional features. These features can be used to tailor your conference call to meet the needs of a particular meeting. Some features for consideration are

- **Conference Fax*** - distribute documents to the conference participants in minutes
- **Audiotaping*** - high quality cassette tapes of the conference can be made the same day (transcription* of the taped conference is also available).
- **Password Security** - for highly confidential conferences each participant must provide the password.
- **Automated Polling*** - participants can answer pre-established questions with their touch tone phones

* these features incur an additional charge.

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>

TELECONFERENCE AGENDA

DATE: JUNE 27, 2001
TIME: 11:30 a.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

***NOTE:** Minutes from this meeting will be included as part of the next regularly scheduled meeting on July 11, 2001

- I CALL TO ORDER
- II ANNOUNCEMENT RE COMPLIANCE WITH THE OPEN MEETING LAW
- III BUSINESS
 - A CERTIFICATION OF ELIGIBLE LISTS.
 - 1) Employee Benefits Specialist – Promotional
 - 2) Equipment Operator II (Sanitation) – Promotional
 - 3) Equipment Operator II (Sanitation) – Open
 - 4) Equipment Operator II (Streets) – Promotional
 - 5) Equipment Operator II (Streets) – Open
 - 6) Information Systems Coordinator - Promotional
 - B EXTENSION OF ELIGIBLE LISTS:
 - 1) Audio Visual Production Specialist – Open
 - 2) Code Enforcement Officer I – Promotional
 - 3) Equipment Operator I (Streets) – Promotional
 - 4) Equipment Operator I (Streets) – Open
 - 5) Fire Battalion Chief – Promotional
 - 6) Fire Equipment Service Technician – Open
 - 7) Firefighter Trainee – Open
 - 8) Graphic Operations Supervisor – Promotional
 - 9) Graphic Operations Supervisor – Open
 - 10) Irrigation Systems Crew Leader – Promotional
 - 11) Office Specialist II – Promotional
 - 12) Office Specialist II – Open
 - 13) Parking Enforcement Officer – Promotional
 - 14) Parking Enforcement Officer – Open
 - 15) Senior Office Specialist – Promotional

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Date: June 27, 2001

Page Two

C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

- 1) Pre-Trial Services Officer – Revised
- 2) Pre-Trial Services Supervisor – Revised
- 3) Senior Traffic Signal Technician – Revised
- 4) Streets & Sanitation Crew Leader – Revised

IV ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED

V 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.

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 June 27, 2001

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, 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: 6

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Employee Benefits Specialist – Promotional	5	2	1
2. Equipment Operator II (Sanitation) – Promotional	4	4	4
3. Equipment Operator II (Sanitation) – Open	31	14	14
4. Equipment Operator II (Streets) – Promotional	11	11	7
5. Equipment Operator II (Streets) – Open	43	30	23
6. Information Systems Coordinator – Promotional	5	5	5

CITY OF LAS VEGAS

ELIGIBLE LIST

Employee Benefits Specialist
Examination

May 21, 2001
Date of Test

01794724P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	2	GROUP 1	1
REJECTED	3	GROUP 2	0
TOTAL RECEIVED	5	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	1			
TOTAL TESTED	2			
DID NOT APPEAR	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Equipment Operator II - Sanitation
Examination

June 1, 4 & 5, 2001
Date of Test

01327045P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None
GROUP 3
None

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Equipment Operator II - Sanitation
Examination

June 1, 4 & 5, 2001
Date of Test

013270450
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	28	GROUP 1	9
REJECTED	3	GROUP 2	2
TOTAL RECEIVED	31	GROUP 3	3
		TOTAL ON LIST	14

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Equipment Operator II - Streets
Examination

May 22 – 31, 2001
Date of Test

01327004P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)			100%	
PASSED			7	
FAILED			4	
TOTAL TESTED			11	
DID NOT APPEAR			0	

CITY OF LAS VEGAS

ELIGIBLE LIST

**Equipment Operator II - Streets
Examination**

**May 22 – 31, 2001
Date of Test**

**013270040
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	39	GROUP 1	15
REJECTED	4	GROUP 2	6
TOTAL RECEIVED	43	GROUP 3	2
		TOTAL ON LIST	23

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)			100%	
PASSED			23	
FAILED			7	
TOTAL TESTED			30	
DID NOT APPEAR			9	

CITY OF LAS VEGAS

ELIGIBLE LIST

Information Systems Coordinator
Examination

June 6, 2001
Date of Test

01226304P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	5	GROUP 1	4
REJECTED	0	GROUP 2	1
TOTAL RECEIVED	5	GROUP 3	0
		TOTAL ON LIST	5

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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date June 27, 2001

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, 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: 15

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Audio Visual Production Specialist – Open	12	6/14/01	12/14/01	2
2. Code Enforcement Officer I – Promotional	47	6/13/01	12/13/01	1
3. Equipment Operator I (Streets) – Promotional	3	6/27/01	12/27/01	1
4. Equipment Operator I (Streets) – Open	10	6/27/01	12/27/01	1
5. Fire Battalion Chief – Promotional	5	6/13/01	12/13/01	1
6. Fire Equipment Service Technician – Open	18	6/27/01	12/27/01	1
7. Firefighter Trainee – Open	1,021	6/14/01	12/14/01	2
8. Graphic Operations Supervisor – Promotional	1	6/14/01	12/14/01	2
9. Graphic Operations Supervisor - Open	28	6/14/01	12/14/01	2
10. Irrigation Systems Crew Leader – Promotional	5	6/13/01	12/13/01	1
11. Office Specialist II – Promotional	15	6/27/01	12/27/01	1
12. Office Specialist II – Open	77	6/27/01	12/27/01	1
13. Parking Enforcement Officer – Promotional	10	6/27/01	12/27/01	1
14. Parking Enforcement Officer – Open	121	6/27/01	12/27/01	1
15. Senior Office Specialist – Promotional	19	6/27/01	12/27/01	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date June 27, 2001

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, SECRETARY

SUBJECT: C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED

1. Pre-Trial Services Officer
2. Pre-Trial Services Supervisor
3. Senior Traffic Signal Technician
4. Streets & Sanitation Crew Leader

Pre-Trial Services Officer, formerly Court Intake Officer, was revised to update the essential functions and minimum qualifications.

Pre-Trial Services Supervisor, formerly Court Intake Supervisor, was revised to update the essential functions and minimum qualifications.

Senior Traffic Signal Technician was revised to update license and certificate language.

Streets & Sanitation Crew Leader, formerly Public Works Maintenance Crew Leader, was revised to update the essential functions, clarify the commercial driver's license requirement, and change the title, since it is now in a different department.

RECOMMENDATION

The City recommends approval of these revised classification specifications.

PRE-TRIAL SERVICES OFFICER

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 obtain and review information and determine eligibility for pre-trial release from custody and supervision of persons charged with or convicted of misdemeanor offenses within the geographic limits of the City; and to perform a variety of technical and professional tasks relative to the Pre-Trial Services Program.

SUPERVISION RECEIVED

Receives general supervision from the Pre-Trial Services Supervisor.

May provide functional and technical oversight to clerical staff and volunteers.

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

Essential Functions:

1. Interview persons charged with misdemeanor offenses to ascertain residency, employment, telephone contacts, previous arrest record and behavioral characteristics; verify responses and references.
2. Evaluate criminal history of persons booked into City jail and information gathered from interview against established guidelines to determine if defendants meet specified guidelines to be released from custody on their own recognizance or must be held for court, to determine bail amount and to include possible additional criminal charges that may be outstanding.
3. Identify defendants with possible mental health or substance abuse disorders or suicidal tendencies and inform medical staff or mental health professionals; may provide referrals to appropriate social services agencies; schedule defendant for psychiatric evaluation if appropriate; assist other parties involved with the defendant, such as the victim or the defendant's family, calm them, inform them of the process and help them decide how to proceed.
4. Schedule court dates and prepare court documents; recommend special conditions of release if appropriate; process and sign court release forms.
5. Review release requirements with defendant or offender, third party custodians and family members to assure full understanding of the conditions and obligations of release and the consequences of non-compliance with those conditions.

CITY OF LAS VEGAS
Pre-Trial Services Officer (*continued*)

Essential Functions:

6. Respond to inquiries regarding defendants or other cases in a courteous manner; assist judges, court staff and other personnel in locating records and information concerning an incarcerated individual or a newly arrested defendant; resolve complaints and issues in an efficient and timely manner.
7. Verify documents for accuracy and compliance with applicable standards and specifications.
8. Determine appropriate schedules for and perform follow-up contacts to defendants and offenders, including telephone calls and mailed notifications; ensure that individual is adhering to conditions of release; notify judge of noncompliance.
9. Document decisions made and maintain various automated and manual records of all persons released from Municipal Court under the supervision of the Pre-Trial Services Unit.
10. Monitor the Weekender Program for offenders serving jail time on weekends.
11. Provide written and verbal reports and statistics to the Court periodically and on request.
12. Communicate with other law enforcement and related agencies to share and obtain information regarding defendants.

Marginal Functions:

1. Coordinate the transportation of defendants between court and local jails.
2. May be required to notarize documents.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

General principles and practices of the criminal justice system.
Interviewing methods and techniques.
Basic symptoms and indications of substance abuse, emotional problems and suicidal tendencies.
Basic principles of human behavior.
Community social service agencies and resources.
Techniques and principles of record keeping.
Principles of business letter writing and basic report preparation.
English usage, spelling, grammar and punctuation.
Basic mathematical principles.
Modern office procedures, methods and computer equipment.
Common office software programs.
Pertinent federal, state and local laws, codes and regulations.

CITY OF LAS VEGAS
Pre-Trial Services Officer (*continued*)

Ability to:

- Learn the operations, services and activities of a pre-trial defendant release program.
- Learn the principles and practices of the criminal justice system as they relate to pre-trial release and supervision.
- Interpret, explain and enforce department policies and procedures.
- Observe and recognize indications of mental health problems and substance abuse.
- Interact effectively with defendants, offenders and professional criminal justice system personnel.
- Present a non-judgmental demeanor toward and concerning defendants and other involved parties.
- Respond to stressful situations calmly, quickly and decisively.
- Interview and obtain information from defendants and family members.
- Work without direct supervision.
- Make responsible, independent decisions.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- 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; and*
 - *Operating assigned equipment.*
- Maintain mental capacity which allows the capability of:
 - *Making sound decisions;*
 - *Effective interaction and communication with others; and*
 - *Demonstrating intellectual capabilities.*
- Maintain effective audio-visual discrimination and perception needed for:
 - *Making observations;*
 - *Communicating with others;*
 - *Reading and writing; and*
 - *Operating assigned equipment.*

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in criminal justice, counseling, social work, substance abuse counseling, psychology or a closely related field.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, counseling, psychology, behavioral sciences, social science or a closely related field.

License or Certificate

Possession of a valid notary public certification within six months of the date of appointment.

CITY OF LAS VEGAS
Pre-Trial Services Officer (*continued*)

Special Requirements

The Pre-Trial Services unit operates 24 hours, seven days per week. Assigned work schedule may change and may be for any shift and any day of the week.

Must attend training and pass test required by FBI National Crime Information Center within six months of the date of appointment, and proficiency must be affirmed every two years thereafter by the designated Terminal Agency Coordinator.

WORKING CONDITIONS

Environmental Conditions:

Office, jail and courtroom environments; work within a locked environment; travel from site to site; exposure to noise and computer screens; exposure to potentially hostile environments and individuals; potential exposure to individuals with a variety of diseases and illnesses.

Physical Conditions:

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

ARB
REV 2/3/01 (formerly Court Intake Officer)
FLSA and City: nonexempt

CSB 6/27/01

PRE-TRIAL SERVICES 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 supervise, coordinate, assign and review the work of staff responsible for defendant pre-trial release and other programs; to oversee and participate in all work activities; and to perform a variety of tasks relative to Pre-Trial Services programs.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Security and Enforcement Manager.

Exercises direct supervision over professional and clerical staff and volunteers.

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, prioritize, coordinate, assign, supervise, participate in and review the work of staff responsible for the operation of the Municipal Court's pre-trial release on own recognizance program including screening and interviewing defendants and determining whether program criteria can be met, scheduling for court and monitoring defendants released from custody.
2. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures; develop, design and implement forms, procedure manuals and instructional guides.
3. Establish schedules and methods for providing pre-trial services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
4. Develop, coordinate and administer other programs such as the Weekender Program for offenders serving jail time on weekends, the holiday release program, mental health competency evaluations, and the mental commitment program.
5. Develop procedures and follow-up on judicial requests and policy directives to ensure effective administration.
6. Troubleshoot case and defendant problems for defendants, judges, administration, the public and other agencies.
7. Monitor defendant compliance with program requirements, review incidents of non-compliance and report to the appropriate court.

CITY OF LAS VEGAS
Pre-Trial Supervisor (*continued*)

Essential Functions:

8. Develop contacts with private and public agencies, assist in developing contracts and inter-local agreements, and monitor programs for compliance while maintaining customer service levels; confer with judges and court administrators regarding operational activities.
9. Participate in the interviewing and selection of pre-trial services staff; provide or coordinate staff training; 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.
9. Participate in the preparation and administration of the section budget; submit budget recommendations; monitor expenditures.
10. Prepare analytical and statistical reports on operations and activities; conduct special projects and studies.
11. Review and draft responses to pending legislation related to section operations; initiate procedural changes resulting from new legislation.
12. Ensure the security of records maintained in the unit.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in fields related to pre-trial services.
2. Perform related duties and responsibilities as required.
3. May be required to notarize documents.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of the criminal justice system and a pre-trial release program.
Court procedures and criminal justice system.
Pre-trial release program development and supervision.
Principles of supervision, training and performance evaluation.
Modern and complex principles and practices of a defendant release program.
Interviewing methods and techniques.
Basic symptoms and indications of substance abuse, emotional problems and suicidal tendencies.
Basic principles of human behavior.
Community social service agencies and resources.
Techniques and principles of record keeping.
Basic principles and practices of budgeting and accounting.
Pertinent federal, state, and local laws, codes and regulations.
Common office software programs.

CITY OF LAS VEGAS
Pre-Trial Supervisor (*continued*)

Ability to:

Use initiative and independent judgment within established guidelines.

Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.

Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.

Make responsible, independent decisions.

Present a non-judgmental demeanor toward and concerning defendants and other involved parties.

Respond to stressful situations calmly, quickly and decisively.

Interact effectively with clients from diverse cultural backgrounds and with a variety of social problems.

Communicate clearly and concisely, both orally and in writing.

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

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

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

- *Walking, 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 and vehicles.*

Maintain mental capacity which allows the capability of:

- *Making sound decisions; and*
- *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in criminal justice, counseling, social work, substance abuse counseling, psychology or a closely related field, including one year of lead or supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, counseling, psychology, behavioral sciences, social science, business administration, public administration or a closely related field is desirable.

License or Certificate

Possession of a valid notary public certification within six months of the date of appointment.

CITY OF LAS VEGAS
Pre-Trial Supervisor (*continued*)

Special Requirements

The Pre-Trial Services unit operates 24 hours, seven days per week. Will be required to respond to calls for assistance during any shift when necessary to assist in resolution of problems that cannot be accomplished by assigned staff.

Must attend training and pass test required by FBI National Crime Information Center within six months of the date of appointment, and proficiency must be affirmed every two years thereafter by the designated Terminal Agency Coordinator.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; travel from site to site. Occasionally, when participating in pre-trial services work: courtroom and jail environments; exposure to noise; exposure to potentially hostile environments and individuals; potential exposure to individuals with a variety of diseases and illnesses.

Physical Conditions:

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

ARB
REV 2/3/01 (formerly Court Intake Supervisor)
FLSA: exempt; City: nonexempt

CSB 6/27/01

SENIOR TRAFFIC SIGNAL TECHNICIAN

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 maintaining, repairing and installing traffic signal control devices and associated equipment; to develop and evaluate special circuits and/or sequences to enhance/modify signal operation; and to maintain records of maintenance and replacement of traffic signal control parts and equipment.

DISTINGUISHING CHARACTERISTICS

This is the advance journey level class in the Traffic Signal Technician series. Positions at this level are 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 area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level staff.

Exercises functional and technical supervision over technical staff.

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

Essential Functions:

1. Lead, plan, train and review the work of staff responsible for a variety of skilled repair and maintenance of traffic signals and communication cable equipment. Operate and monitor computerized signal system.
2. Plan, direct and participate in the activities of the Traffic Signal section or the Las Vegas Area Computer Traffic System (LVACTS) field operations section.
3. Perform complex duties to monitor on-line status of the traffic signal system; monitor pattern effectiveness of computer; adjust timing in controllers and in computer to change traffic flow and signal sequence.
4. Develop new traffic patterns, new signal sequencing and phasing. Develop, install and evaluate special circuitry.

CITY OF LAS VEGAS
Senior Traffic Signal Technician (*continued*)

Essential Functions: (*continued*)

5. Modify traffic signal cabinets and control circuits; repair signal equipment; investigate and respond to signal complaints or malfunctions.
6. Work with LVACTS central operations and systems maintenance personnel and other agencies' staff to improve coordination and timing of the systems and assist in the repair and hook-up of intercommunication cable.

Marginal Functions:

1. Document work done on signals and control devices.
2. Make corrections to schematics and blueprints; assist contractors and Department of Transportation on installation of new intersections' signal devices.
3. Isolate prime power malfunctions and coordinate repairs with power company.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of the use of diagnostic and utility software to find problems and repair system equipment.
Principles and practices of traffic control guidelines, both state and local.
Advanced principles and practices of the use of a computerized system for coordinating traffic movement.
Cable and component color coding.
Tools, equipment, practices and methods used in installing, maintaining and repairing electronic solid state traffic signals and associated equipment.
Interpretation of design schematics, site plans, maps and engineering drawings.
Pertinent federal, state and local codes, laws and regulations regarding electronics.
Advanced mathematical principles.

Ability to:

Troubleshoot and repair data communication equipment and cable.
Troubleshoot and repair problems inherent to traffic signals and computer equipment.
Operate sophisticated electronic test equipment.
Wire and connect cables necessary for operation of signalized intersections.
Install and remove electronic devices.
Understand and follow oral and written instructions.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely.

CITY OF LAS VEGAS

Senior Traffic Signal Technician (*continued*)

Ability to: (*continued*)

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 and vehicles.*

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in traffic signal repair and maintenance.

Training:

Equivalent to graduation from high school. Additional specialized training in electronics is required.

License or Certificate

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

Possession of certification as a Traffic Signal Technician Level II from the International Municipal Signal Association on the date of application.

CITY OF LAS VEGAS
Senior Traffic Signal Technician (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Office and shop environment; travel from site to site; exposure to electrical energy, high voltage, computer screens, heat, cold, noise, dust, fumes, inclement weather conditions; work at heights on ladders or other elevating device.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate or light lifting; bending, stooping, kneeling and climbing; standing for prolonged periods of time; operating motorized equipment and vehicles; and the ability to distinguish color.

ARB
REV 5/30/01
FLSA & City: nonexempt

Approved CSB: 6/27/01

STREETS & SANITATION CREW LEADER

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 work of maintenance crews responsible for the cleaning, repair, maintenance and construction of street, storm drain and sanitary sewer systems; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Maintenance Field Supervisor or higher level supervisory or management staff.

Exercises functional and technical supervision over assigned maintenance staff.

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

Essential Functions:

1. Lead, plan, participate in and review the work of assigned employees responsible for providing maintenance and repair services relating to city streets, storm drains and sanitary sewers.
2. Coordinate and review the work plan for assigned responsibilities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
3. Ensure assigned employees adhere to safe work practices and procedures.
4. Inspect and verify the work of assigned staff for accuracy, proper work methods and techniques and compliance with applicable standards and specifications.
5. Supervise the use and operation of construction and maintenance equipment needed for maintaining public streets, storm drains and sanitary sewers.
6. Train assigned employees in maintenance and repair methods and techniques related to assigned areas of work.
7. Lay asphalt; place concrete; construct barricades and fences.
8. Install water and drainage lines; repair and maintain open and underground storm channels.
9. Operate all tools and equipment used in street, storm drain or sewer maintenance program.

CITY OF LAS VEGAS

Streets & Sanitation Crew Leader (continued)

10. Maintain records of operations; file reports as needed.
11. Investigate on-the-job accidents and file appropriate reports.
12. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
13. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
14. Respond to emergency calls such as flooding, sewer line breaks, motor vehicle accidents, fire clean-up, etc., from Fire and Rescue Department and Metropolitan Police Department with minimal direction; provide emergency services within City right-of-way; coordinate staffing, equipment and outside resources needed.
15. Assist other City staff in construction and maintenance activities as necessary.

Marginal Functions:

1. May review building plans submitted by developers or contractors or other City departments to ensure development is compatible with existing infrastructure.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations and activities of a street, storm drain and sanitary sewer maintenance program.
Principles of lead supervision and training.
Methods and techniques of public facilities maintenance related to area of work assigned.
Uses and methods of operation of equipment and tools used in the area of work assigned.
Care and maintenance of a variety of power tools and equipment.
Occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes and regulations.
Personal computers and common office software.

Ability to:

Interpret, explain and enforce department policies and procedures.
Work independently without direct supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Streets & Sanitation Crew Leader (continued)

Ability to:

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

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in the maintenance and repair of public facilities including streets, storm drains and sanitary sewer lines.

Training:

Equivalent to graduation from high school.

License or Certificate

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

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

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; field environment; exposure to noise, dust; grease, smoke, fumes, gases and inclement weather conditions; work around heavy construction equipment; work in traffic.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for climbing, standing and sitting for prolonged periods of time; operating motorized equipment and vehicles.

ARB
REV 4/5/01
FLSA & City: nonexempt
CSB: 6/27/01

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: JUNE 13, 2001
TIME: 4:45 p.m.

Cancelled

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: Meeting of April 11, 2001
- IV. APPROVAL OF MINUTES: Teleconference Meeting of May 23, 2001

No Announcements

A CERTIFICATION OF ELIGIBLE LISTS:

- 1) Employee Benefits Specialist – Promotional
- 2) Equipment Operator II (Streets) – Promotional
- 3) Equipment Operator II (Streets) – Open

B EXTENSION OF ELIGIBLE LISTS

- 1) Audio Visual Production Specialist – Open
- 2) Code Enforcement Officer I – Promotional
- 3) Equipment Operator I (Streets) – Promotional
- 4) Equipment Operator I (Streets) – Open
- 5) Fire Battalion Chief – Promotional
- 6) Fire Equipment Service Technician – Open
- 7) Firefighter Trainee – Open
- 8) Graphic Operations Supervisor – Promotional
- 9) Graphic Operations Supervisor – Open
- 10) Irrigation Systems Crew Leader – Promotional
- 11) Office Specialist II – Promotional
- 12) Office Specialist II – Open
- 13) Parking Enforcement Officer – Promotional
- 14) Parking Enforcement Officer – Open
- 15) Senior Office Specialist – Promotional

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Date: June 13, 2001

Page Two

C CLASSIFICATION SPECIFICATIONS.

- 1) Microcomputer Specialist I – Revised
- 2) Microcomputer Specialist II – Revised
- 3) Pre-Trial Services Officer – Revised
- 4) Pre-Trial Services Supervisor – Revised
- 5) Streets & Sanitation Crew Leader – Revised
- 6) Support Desk Technician – Revised
- 7) Senior Microcomputer Specialist - New

D DISCUSSION AND ACTION ON SETTING A DATE TO CONSIDER APPLICATION FOR APPEAL

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 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.

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
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
JUNE 13, 2001

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: April 11, 2001, at 4:45 p.m. in the Human Resources Department.

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

STAFF PRESENT

F. Claudette Enus
Morgan Davis
Ann Rubertino-Beck
Sandy Gandy
Kristina Bene
Judy Tuttle
Ruth Carroll
Michele McNulty

OTHERS PRESENT

Dean Fletcher
Jeff Morgan
John Black
Mike Myers
Don King
Patty Moyer

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

III. APPROVAL OF MINUTES of Meeting of March 28, 2001: A motion was made by Tony Dorf that the minutes of the March 28, 2001 Board Meeting be approved. Lavonne Lewis seconded the motion. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: APRIL 11, 2001
PAGE 2**

IV. BUSINESS:

A. CERTIFICATION OF ELIGIBLE LISTS:

- 1) Corrections Officer – Open
- 2) Inspector (Electrical) – Promotional
- 3) Inspector (Electrical) – Open
- 4) Inventory Control Clerk – Promotional
- 5) Inventory Control Clerk – Open

A motion was made by Lavonne Lewis and seconded by Tony Dorf that items 1 through 5 of the certification of eligible lists be approved. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

- 1) Deputy City Marshal – Open
- 2) Engineering Associate I (Planning) – Promotional
- 3) Engineering Associate I (Planning) – Open
- 4) Engineering Technician II (Traffic) – Open
- 5) Fire Investigator – Promotional
- 6) Graphic Equipment Operator I – Promotional
- 7) Graphic Equipment Operator I – Open
- 8) Irrigation Systems Repairer I – Open
- 9) Motor Sweeper Crew Leader – Promotional
- 10) Park Maintenance Crew Leader – Promotional
- 11) Planner I – Open
- 12) Plumber I – Promotional
- 13) Plumber I – Open
- 14) Public Works Maintenance Crew Leader – Promotional
- 15) Senior Plumber – Promotional
- 16) Senior Plumber – Open
- 17) Video Programming Technician – Open

A motion was made by Tony Dorf to extend eligible lists 1 through 17. Lavonne Lewis seconded the motion. Motion carried.

C. CLASSIFICATION SPECIFICATIONS:

- 1) Park Maintenance Crew Leader – Revised

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: APRIL 11, 2001
PAGE 3**

Don King, Vice President of the Las Vegas City Employees Association, states that the Union is opposed to the changes. There are approximately 12 employees that would be affected by the change. Currently, there is only one vehicle that requires a CDL. The union does not understand why it is necessary to make all employees go through the CDL process. This is one of the few upgrades where the employees are opposed. If they do obtain the CDL, they feel they should be put at the appropriate grade with their counterparts in Streets and Sanitation, Grade 39. There are also 2 cases pending against the City in arbitration concerning CDL issues. One of them is scheduled for Friday, April 13. The Union believes the outcome of those cases will have some bearing on the outcome of this. Also, the Union doesn't understand why the employees are not being offered to be grand fathered in which has been done in the past with other issues. The employees feel they are being singled out and treated unfairly because of that. The Union is opposed to the changes requiring CDL.

Secretary Enus asks Ann Rubertino-Beck to respond to the Union. Ann Rubertino-Beck states that this division transferred in 1998 from the Leisure Services Department to Public Works. The Deputy Director of Public Works at that time asked Human Resources to look at the classification because he felt that there may have been a few individuals who warranted an upgrade to a grade equal to a Crew Leader position in the Streets and Sanitation division. The study was put on hold for a while because the division was doing some reorganization and finally commenced just over a year ago. HR asked all the employees what their duties were and it was determined there was no basis for an upgrade. They did find a difference in the work being done in the Parks division and the Streets division. Employees felt very strongly that the positions were more alike than different. As a compromise, the Deputy Director who is now director of Field Operations, offered a one grade upgrade instead of the two requested but in exchange, required a CDL and one additional certification that is work related. Part of the justification for the CDL is that the classification that is lower and above this one both require it. It is true that there is only one piece of equipment that requires a CDL but management felt that for these people to respond to a call out in an emergency situation during off hours this level would be the appropriate level to call. Also, for promotional purposes, it didn't make sense that the levels around it had a CDL but this one didn't. Having the CDL would also justify an upgrade.

Chairman Larson asks Don King about the upcoming arbitration on April 13. King states that it involves a CDL case. Secretary Enus states that the April 13 arbitration involves the Park Maintenance Crew Leader classification but has nothing to do with the CDL. King states that he is present representing someone else and he was told to ask for the spec to be held until after the arbitrations. Chairman Larson asks when the second arbitration is scheduled. King states he does not have a date. Secretary Enus asks Rubertino-Beck if it is true that the individuals currently in the position will not be negatively impacted. If they want to try for the position they can but their jobs are not affected. Rubertino-Beck states that the employees can stay in their current position. If they wish to be upgraded, then they have to obtain the additional requirements. King asks if the employees will be

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: APRIL 11, 2001
PAGE 4

grand fathered in and Rubertino-Beck states yes. King states that is not what he was told. Enus states that the Director explained that the individuals currently in the position would not be impacted but if they sought to be upgraded then they would have to meet the new requirements.

Board member Lewis asks if the position has not been upgraded yet and if whether upon approval, the people who meet the requirements will be upgraded. Those who do not, will stay in their present grade. Enus states that is correct.

Chairman Larson asks if there has been a miscommunication problem and if it would be appropriate to delay this until the next meeting to clear it up. Judy Tuttle states that there has been ongoing written and verbal communication for the past 1 and ½ years making it very clear. King states that he was advised to ask for a delay. He is sorry that the person who usually would do this is on vacation and he is just doing the best he can with little information.

Enus asks the Chairman to go forward with the decision. King asked about grandfathering in the current employees and that has been answered. The CDL requirement issue has also been answered. For those employees who do not seek the CDL they are not required to do so. There was a misunderstanding but it should be clear now. King asks about the additional certification. Enus and Tuttle states that is correct.

A motion was made by Lavonne Lewis to approve Item 1 of the classification specifications. Tony Dorf seconded the motion. Motion carried.

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

Secretary Enus comments about the letter received from Firefighters Local 1285. The letter was received after the agenda was set and the packets had already been mailed to board members. The letter speaks for itself that the Local requests to appeal the board's decision from the last meeting.

Chairman Larson asks Counsel for instruction on the appeal procedure. Deputy City Attorney Morgan Davis states that since the letter was received after the agenda, at next months regularly scheduled meeting one of the agendized items will be for the board to set a date to determine whether or not the appeal is receivable. In conjunction with that, he will prepare a written opinion for the board and the Local outlining the mechanics of the appeal procedures that apply.

Larson asks if the Board accepts the appeal will it then be on the following months agenda. Davis states that if the board determines the appeal is receivable, they will then set a hearing date to hear the merits of the appeal.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: APRIL 11, 2001
PAGE 5**

Larson asks if the appeal issue will be on the teleconference agenda or the regular agenda. Enus states it will be on the regular agenda.

V. CITIZEN PARTICIPATION:

Dean Fletcher, President of Local 1285, states he wants to clarify some things from last months meeting. He states that, in listening to the tape, his Chairman was "outgunned & out manned" by certain people. He knows this is not an appeal but would like to present some information to the board for review. Fletcher states he was out of town at the time of the last meeting because he assumed it was going to be a teleconference meeting. The packet he is passing out includes a copy of their recognition clause. On the second page, you see Fire Prevention Inspector and Assistant Fire Prevention Inspector. Nowhere in the classification do you see Fire Prevention Inspector I/II. How can that be a revised class spec when it is not even in the contract language? Fletcher states that based on this, it is not a revision it is a new classification. The Local was not offered the new Fire Communication Supervisor spec until March 5, with no discussion other than a meeting with the Director of Human Resources. The March 14 Civil Service Board meeting was canceled. The March 28 meeting, which is normally a teleconference meeting, was a regular meeting. When have we ever discussed job specs at a teleconference meeting. He understands that under the open meeting law you can do that and it was posted in the appropriate time frames. Changes to job specs have always occurred at regularly scheduled meeting. Fletcher reviews the prior letters submitted to the Director and board members. Fletcher states the union is asking for negotiations. He has also submitted a copy of the EMRB complaint, which was filed March 15, 2001. A critical point that was lost in their contract is that there is a method of employee classification specifically listed in the contract, which clearly states in section B ".....that the HR department will notify the IAFF president when a new classification is developed by the City. After bargaining unit determination is final and the bargaining is within the supervisory/non-supervisory bargaining unit represented by IAFF Local 1285 such negotiations as required by NRS 288 shall commence between the City and the Union." That is why his Chairman was saying negotiations. We just heard the City Employees talking about an upgrade in a change in class spec. He assumes that the upgrade is going to result in a pay raise if the employees choose to step up and meet those new classifications. How does that occur unless it is by negotiations. These people are going to get a raise from that change in spec. That's why it is in their contract. With Fire Prevention Inspector I/II, not only does it involve safety, they're going to hire new people, and as Myers stated last meeting, who is going to be responsible for training them. What got lost in the meeting is after all that happens and negotiations commence, bargaining unit determination and negotiations, not discussion, not a meeting, not an email, shall be finalized prior to the city submitting a new classification to the Civil Service Board for approval. That has not occurred. In the last letter sent to the Director on the 12th, the Union is willing to sit down and negotiate. In the packet he has distributed, there are some backdated letters from September 1996, and 1997.

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What this shows is where the City hires its Paramedics in the open Paramedic recruitment. They were short on Paramedics. If the City did not have to negotiate these types of changes, then why did we enter in an MOU and have his and the Director of Human Resources signatures on the document. If the City can do those things, why did the City and Union enter into these agreements under the old director. Never before has the Civil Service Board seen the Local come here and say they don't approve of a job spec. It has happened under the new Director. We tried to explain how it's done. We've always sat down. How do you discuss something, you negotiate. That's all we've ever wanted. That's why with the EMRB complaint, we ask that it be put in abeyance. Had we entered into negotiations, we might have had the two specs approved by now. He has been the president for 8 years and we haven't agreed on all the changes, we've had meetings, had pay raises for certain positions in Fire Prevention before for certain duties when job specs have changed. That's all we were asking for. There is no immediate need to change the Fire Prevention I/II class spec. There are no openings in Fire Prevention. He asks if that is correct. Attorney Davis states that this is Citizen's Participation. The board can receive information but there is no discussion. Fletcher apologizes. Fletcher presents a copy of 1993 EMRB complaint mentioned at the last meeting. Job specs have been discussed before. What that decision revolved around was not the "meat and potatoes." What the Local was concerned about at the time was that the City was asking for input from the members on the job specs instead of negotiating those changes. To say that complaint was similar is an unfair statement. As stated, "...under the facts and circumstances of this complaint, the City's solicitation of input from its employees, via a job analysis questionnaire as part of a classification/compensation study, without the permission of the association was proper and appropriate under NRS 288.150." Because it was "voluntary." It wasn't mandatory. To say it is the same argument is unfair. It's clear there was some direct need for the Fire Communications Supervisor position to be put through when they had already put out the posting. Yes, the person will be hired under the old job spec and now the new one is done. The person has not been hired or tested. The Fire Communications Supervisor doesn't retire until July and that's speculative; he put in for retirement but could change his mind. The Board was led to believe that it was critical this person was to be hired under the new spec. He believes this a misleading and unfair statement. Very seldom do we non-confirm a probationary employee other than in the Fire Academy. There is no rush for the Fire Prevention I/II. There are no current openings for those positions. We're hearing that the City is short on money. The budget meetings haven't even occurred and we don't know if we are going to get any new positions in fire prevention division. He believes that is why they appealed that decision and the EMRB will review it. Clearly by the contract language, the City with good intent, should never have brought that to the board and put you in the position that they did because the Union didn't agree on it. The Union sent letters that they did not agree and the City put the board in the middle of making a decision. Now the EMRB may rule that an error was made and require it to be negotiated. After July 1 if there are new positions and they hire new people, they don't have any qualifications other than entry level fire fighter.

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trainee. If the EMRB reverses the board's decision, how are those people going to meet the requirements of Fire Prevention Inspector.

Larson asks that the documents provided by Fletcher today be forwarded to board member Parker. Attorney Davis asks Fletcher to give copies of everything to Secretary Enus. Larson asks Attorney Davis to provide his opinion before the next meeting. Davis states that he will provide his opinion at the next board meeting.

The documents provided by Fletcher are as follows:

1. An Agreement Between The City of Las Vegas, Nevada and the International Association of Firefighters, Local 1285 Non-Supervisory 1997-2001 (copy incomplete)
2. Copy of Local 1285 March 6, 2001 letter to F. Claudette Enus, Director of Human Resources
3. Copy of F. Claudette Enus March 9, 2001 letter to Local 1285
4. Copy of Local 1285 March 12, 2001 letter to F. Claudette Enus
5. Copy of September 19, 1996 Interoffice Memo from Human Resources Manager Willie Cook to William Young, Rick Anderson, Dean Fletcher
6. Partial copy of August 20, 1996 Interoffice Memo
7. Copy of September 15, 1997 Interoffice Memo from Willie Cook to Mario Trevino, Rick Anderson, Dean Fletcher
8. Copy of EMRB complaint filed March 15, 2001
9. Copy of EMRB decision dated June 15, 1993
10. Copy of April 6, 2001 letter from Local 1285 to F. Claudette Enus.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 5:45 p.m.


F. Claudette Enus
Secretary to the Board