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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: JANUARY 9, 2002

TIME: 4:30 p.m.

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR ACTION UNLESS SPECIFICALLY NOTED OTHERWISE. UNLESS OTHERWISE STATED, ITEMS MAY BE TAKEN OUT OF THE ORDER PRESENTED AT THE DISCRETION OF THE CHAIRPERSON.

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: Regular Meeting of December 12, 2001
- IV. BUSINESS

A. CERTIFICATION OF ELIGIBLE LISTS:

- 1. Corrections Officer – Open
- 2. Deputy City Marshal – Open
- 3. Fire Prevention Inspector I – Promotional
- 4. Fire Prevention Inspector I – Open
- 5. Locksmith – Promotional
- 6. Locksmith – Open
- 7. Municipal Court Marshal – Promotional
- 8. Municipal Court Marshal – Open
- 9. Senior Communications Specialist - Promotional

B. EXTENSION OF ELIGIBLE LISTS:

- 1. Heavy Equipment Operator – Promotional
- 2. Maintenance Planner – Promotional
- 3. Maintenance Planner – Open

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CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

DATE: January 9, 2002

Page Two

C. CLASSIFICATION SPECIFICATIONS:

1. Detention Facilities Technician I/II – Revised
2. Fire Battalion Chief – Revised
3. Purchasing Technician – Revised

D. REQUEST TO PLACED ON REHIRE LIST:

1. Shannon A. Daines

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
JANUARY 9, 2002

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER: December 12, 2001, at 4:30 p.m. in the Human Resources Department.

ROLL CALL: Mark Larson – Present
 E. Lavonne Lewis – Absent
 Tony Dorf – Present
 Theodore Parker – Present
 Johan Aliseo – Present

STAFF PRESENT

F. Claudette Enus
Ruth Carroll
Sandy Gandy
Judy Tuttle
Tina Ramsey
Gia Rodriguez

OTHERS PRESENT

Lon Grasmick

- I. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW:
- II. APPROVAL OF MINUTES of Regular Meeting of November 14, 2001: A motion was made by Johan Aliseo that the minutes of the Regular Meeting of November 14, 2001 be approved. Tony Dorf seconded the motion. Motion carried.
- III. APPROVAL OF MINUTES of Teleconference Meeting of November 28, 2001: A motion was made by Theodore Parker that the minutes of the Teleconference Meeting of November 28, 2001 be approved. Johan Aliseo seconded the motion. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: DECEMBER 12, 2001
PAGE 2**

V. BUSINESS:

A. CERTIFICATION OF ELIGIBLE LISTS:

- 1) Animal Control Officer – Promotional
- 2) Animal Control Officer – Open
- 3) Purchasing Technician – Promotional
- 4) Supervisor of Fire Investigations – Promotional

A motion was made by Tony Dorf that items 1 through 4 of the certification of eligible lists be approved. The motion was seconded by Theodore Parker. Motion carried.

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 II (Streets) – Open
- 5) Equipment Operator II (Sanitation) – Promotional
- 6) Equipment Operator II (Sanitation) – Open
- 7) Equipment Operator II (Streets) – Promotional
- 8) Equipment Operator II (Streets) – Open
- 9) Fire Battalion Chief – Promotional
- 10) Fire Equipment Service Technician – Open
- 11) Firefighter Trainee – Open
- 12) Graphic Operations Supervisor – Promotional
- 13) Graphic Operations Supervisor – Open
- 14) Irrigation Systems Crew Leader – Promotional
- 15) Parking Enforcement Officer – Promotional
- 16) Parking Enforcement Officer – Open

A motion was made by Johan Aliseo that items 1 through 16 of the Certification of Eligible Lists be approved. The motion was seconded by Tony Dorf. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: DECEMBER 12, 2001
PAGE 3**

C. REQUEST TO PLACED ON REHIRE LIST:

- 1) Anthony M. Longo Jr.

A motion was made by Tony Dorf that Anthony M. Longo Jr. be placed on the Rehire List. Theodore Parker seconded the motion. Motion carried.

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

None.

VI. CITIZEN PARTICIPATION

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:35 p.m.


F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
JANUARY 9, 2002

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

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Johan Aliseo – Present

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Ruth Carroll
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Judy Tuttle
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Gia Rodriguez

OTHERS PRESENT

Lon Grasmick

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**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: DECEMBER 12, 2001
PAGE 2**

V. BUSINESS:

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A motion was made by Tony Dorf that items 1 through 4 of the certification of eligible lists be approved. The motion was seconded by Theodore Parker. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

- 1) Audio Visual Production Specialist – Open
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- 6) Equipment Operator II (Sanitation) – Open
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- 8) Equipment Operator II (Streets) – Open
- 9) Fire Battalion Chief – Promotional
- 10) Fire Equipment Service Technician – Open
- 11) Firefighter Trainee – Open
- 12) Graphic Operations Supervisor – Promotional
- 13) Graphic Operations Supervisor – Open
- 14) Irrigation Systems Crew Leader – Promotional
- 15) Parking Enforcement Officer – Promotional
- 16) Parking Enforcement Officer – Open

A motion was made by Johan Aliseo that items 1 through 16 of the Certification of Eligible Lists be approved. The motion was seconded by Tony Dorf. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: DECEMBER 12, 2001
PAGE 3**

C. REQUEST TO PLACED ON REHIRE LIST:

- 1) Anthony M. Longo Jr.

A motion was made by Tony Dorf that Anthony M. Longo Jr. be placed on the Rehire List. Theodore Parker seconded the motion. Motion carried.

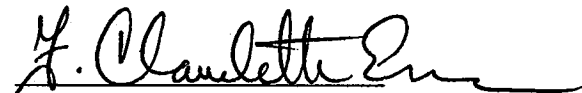
V. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED:

None.

VI. CITIZEN PARTICIPATION

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:35 p.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 January 9, 2002

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: 9

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Corrections Officer - Open	885	516	133
2. Deputy City Marshal - Open	461	258	87
3. Fire Prevention Inspector I - Promotional	10	10	10
4. Fire Prevention Inspector I – Open	74	58	36
5. Locksmith – Promotional	0	0	0
6. Locksmith – Open	20	16	12
7. Municipal Court Marshal – Promotional	3	1	0
8. Municipal Court Marshal – Open	232	122	33
9. Senior Communications Specialist – Promotional	5	4	3

CITY OF LAS VEGAS

ELIGIBLE LIST

Corrections Officer
Examination

December 10 & 12, 2001
Date of Test

015250100
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	874	GROUP 1	1
REJECTED	11	GROUP 2	26
TOTAL RECEIVED	885	GROUP 3	106
		TOTAL ON LIST	133

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			P/F Physical Agility
PASSED	183			133
FAILED	333			36
TOTAL TESTED	516			169
DID NOT APPEAR	358			14

CITY OF LAS VEGAS

ELIGIBLE LIST

Deputy City Marshal
Examination

December 10 & 12, 2001
Date of Test

015252100
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	428	GROUP 1	2
REJECTED	33	GROUP 2	11
TOTAL RECEIVED	461	GROUP 3	74
		TOTAL ON LIST	87

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%		P/F Physical Agility	
PASSED	115		87	
FAILED	143		19	
TOTAL TESTED	258		106	
DID NOT APPEAR	170		9	

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Prevention Inspector I
Examination

December 5, 2001
Date of Test

01450110P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	10	GROUP 1	2
REJECTED	0	GROUP 2	5
<i>TOTAL RECEIVED</i>	10	GROUP 3	3
		<i>TOTAL ON LIST</i>	10

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	10			
FAILED	0			
<i>TOTAL TESTED</i>	10			
<i>DID NOT APPEAR</i>	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Prevention Inspector I
Examination

December 5, 2001
Date of Test

014501100
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	64	GROUP 1	13
REJECTED	10	GROUP 2	11
<i>TOTAL RECEIVED</i>	74	GROUP 3	12
		<i>TOTAL ON LIST</i>	36

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	36			
FAILED	22			
<i>TOTAL TESTED</i>	58			
<i>DID NOT APPEAR</i>	6			

CITY OF LAS VEGAS

ELIGIBLE LIST

Locksmith
Examination

November 29, 2001
Date of Test

01282010P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Locksmith
Examination

November 29, 2001
Date of Test

012820100
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	19	GROUP 1	2
REJECTED	1	GROUP 2	9
<i>TOTAL RECEIVED</i>	20	GROUP 3	1
		<i>TOTAL ON LIST</i>	12

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	12			
FAILED	4			
<i>TOTAL TESTED</i>	16			
<i>DID NOT APPEAR</i>	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

Municipal Court Marshal
Examination

01520211P
Exam Code

December 10, 2001 (Written)
December 12, 2001 (Physical Agility)
December 17, 18 & 19, 2001 (Oral)
Date of Test

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%	50%		P/F Physical Agility
PASSED	1	0		0
FAILED	0	0		1
<i>TOTAL TESTED</i>	1	0		1
<i>DID NOT APPEAR</i>	1	0		0

CITY OF LAS VEGAS

ELIGIBLE LIST

Municipal Court Marshal
Examination

015202110
Exam Code

December 10, 2001 (Written)
December 12, 2001 (Physical Agility)
December 17, 18 & 19, 2001 (Oral)
Date of Test

Open
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	180	GROUP 1	0
REJECTED	52	GROUP 2	14
<i>TOTAL RECEIVED</i>	232	GROUP 3	19
		<i>TOTAL ON LIST</i>	33

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%	50%		P/F Physical Agility
PASSED	53	33		44
FAILED	69	7		7
<i>TOTAL TESTED</i>	122	40		51
<i>DID NOT APPEAR</i>	59	4		2

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Communications Specialist
Examination

December 14, 2001
Date of Test

01435409P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	3			
FAILED	1			
<i>TOTAL TESTED</i>	4			
<i>DID NOT APPEAR</i>	1			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date January 9, 2002

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: 3

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Heavy Equipment Operator – Promotional	6	1/12/02	7/12/02	3
2. Maintenance Planner – Promotional	4	1/24/02	7/24/02	2
3. Maintenance Planner – Open	7	1/24/02	7/24/02	2

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date January 9, 2002

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. Detention Facilities Technician I/II
2. Fire Battalion Chief
3. Purchasing Technician

Facilities Maintenance Technician was revised to Detention Facilities Technician I/II to meet the needs of the Detention & Enforcement Department.

Fire Battalion Chief was revised to change the minimum qualifications to permit more qualified applicants.

Purchasing Technician was revised to add duties to be performed in the Purchasing Division only.

RECOMMENDATION

The City recommends approval of these revised classification specifications.

**DETENTION FACILITIES TECHNICIAN I
DETENTION FACILITIES TECHNICIAN II**

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

DEFINITION

To perform general maintenance and repair work on city buildings, grounds and facilities; to install and maintain electronic security equipment; and to perform a variety of technical duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Detention Facilities Technician I: This is the entry level class in the Detention Facilities Technician series. This class is distinguished from the Detention Facilities Technician II by the performance of the more routine tasks and duties assigned to positions within the series. This class may be used as a training class, wherein employees may need only limited or no directly related work experience, or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

Detention Facilities Technician II: This is the full journey level class in the Detention Facilities Technician series. This class is distinguished from the Detention Facilities Technician 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. Positions in the class are flexibly staffed and are normally filled by advancement from the entry level; when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Detention Facilities Technician I

Receives general supervision from higher level staff. May receive technical and functional supervision from Detention Facilities Technician II staff.

Detention Facilities Technician II

Receives general supervision from higher level staff.

May exercise functional and technical supervision over Detention Facilities Technician I staff.

CITY OF LAS VEGAS
Detention Facilities Technician I/II (Continued)

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

Essential Functions:

1. Perform a variety of building maintenance duties including painting and wallpapering, window installation and repair, floor tile replacement, door hanging and repairing and exterior wall surfaces.
2. Replace filters and clean vents in heating and refrigeration units;; repair swamp coolers.
3. Inspect lawn and grounds equipment to ensure mowers, trimmers and tools are in working condition; inspect sprinkler systems; set and adjust timers; replace missing and damaged sprinkler heads.
4. Replace burned out and defective fluorescent tubes and light bulbs; replace burned out ballasts, broken light switches, duplex receptacles, plates and other plug receptacles.
5. Repair bathroom plumbing; replace or repair leaking faucets and damaged lavatory sinks; unclog toilets, shower and sink drains.
6. Perform a variety of carpentry duties as assigned including repairing walls, doors and trim; repair beds, tables, lockers, gate locks and fences.
7. Inspect fire alarms; replace batteries in and test smoke detectors according to established schedule.
8. Install and maintain electronic security equipment including intercoms, close circuit television, door control system, card access control equipment, digital video recorders, real time recorders, time lapse recorders, fiber optics systems and multiplexers; set up and configure system software.
9. Troubleshoot communication systems; perform scheduled maintenance; bring any regulatory, specification or procedural infraction into compliance.
10. Read and interpret blueprints, schematic diagrams or drawings and related symbols and markings.
11. Estimate time, materials and equipment required to complete assigned jobs and requisition materials as needed; verify receipt and inspect materials delivered by vendors; move materials in storage.
12. Adhere to all related codes, regulations, specifications and procedures including obtaining required permits; adhere to safe work practices and procedures.
13. Perform minor repairs on washers, dryers, vacuum systems, televisions, video equipment and other appliances.

CITY OF LAS VEGAS
Detention Facilities Technician I/II (Continued)

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Detention Facilities Technician I

Knowledge of:

Use and operation of hand and power tools used in basic mechanical, painting, wallpapering, plumbing, electrical and carpentry work.
Construction materials, supplies and methods.
Basic operation of heating and cooling systems, including refrigerant and evaporative types.
Preventive maintenance techniques and procedures.
Occupational hazards and standard safety practices.

Ability to:

Troubleshoot and solve problems.
Read blueprints, schematics, sketches and designs.
Read, interpret and apply department policies and procedures.
Work near connected electrical circuits.
Distinguish colors.
Work on ladders and antenna towers.
Operate hand and power tools.
Work independently in the absence of 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.
Maintain mental capacity which allows the capability of:

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

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 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.*

CITY OF LAS VEGAS
Detention Facilities Technician I/II (*Continued*)

Experience and Training Guidelines

Experience:

Two years of increasingly responsible experience in general building maintenance. Experience in electronic security systems installation and maintenance is desirable.

Training:

Equivalent to graduation from high school, plus additional specialized training in any of the skilled trades. Training in electronic security system installation and maintenance is desirable.

License or Certificate

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

Possession of category 5 cable termination and installation certificate is desirable.

Possession of fiber optic termination and installation certificate is desirable.

Special Requirement

Detention facility operates 24 hours per day, seven days per week. Will be required to be on-call and respond, if necessary, on a rotating schedule.

Detention Facilities Technician II

In addition to the minimum qualifications for Detention Facilities Technician I:

Knowledge of:

Applicable National Fire Protection Association standards, including the National Electrical Code.

Basic applicable premise wiring standards.

Principles, practices and theories of, and materials used in, electronic systems.

Basic properties and principles of electricity.

Methods, techniques, operations, services and activities of low voltage electronic security systems and their interaction.

Use and operation of equipment and tools used to install and repair electronic security systems.

Basic mathematics applicable to electrical work.

Fiber optic media.

Ability to:

Identify electrical hazards and use appropriate safety practices.

Install, certify, terminate, maintain and repair fiber optic cabling.

CITY OF LAS VEGAS
Detention Facilities Technician I/II (Continued)

Experience and Training Guidelines

Experience:

Three years of varied experience in general building maintenance or electronic security systems installation and maintenance.

Training:

Equivalent to graduation from high school, plus additional specialized training in any of the skilled trades and electronic security system installation and maintenance.

License or Certificate

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

Possession of category 5 cable termination and installation certificate on the date of application.

Possession of fiber optic termination and installation certificate on the date of application.

Special Requirement

Detention facility operates 24 hours per day, seven days per week. Will be required to be on-call and respond, if necessary, on a rotating schedule.

WORKING CONDITIONS

Environmental Conditions:

Work in a detention facility; travel from site to site; exposure to noise, fumes, dust, high and low voltage; work at heights on ladders and antenna towers.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy lifting, walking, sitting, standing, bending, stooping, crawling, reaching, kneeling, climbing for prolonged periods of time; the ability to distinguish colors.

ARB
REV 11/2/01 (formerly Facilities Maintenance Technician)
FLSA & City: nonexempt

CSB 1/9/02

FIRE BATTALION CHIEF

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 the activities and operations of the assigned battalion; to assist in the development and implementation of a comprehensive fire prevention, suppression, hazardous material, emergency medical services, inspection, training, public education and support services; and to coordinate and participate in fire operation, prevention, emergency medical and investigative activities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Fire Chief.

Exercises direct supervision over assigned personnel.

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

Essential Functions:

1. Coordinate the organization, staffing and operational activities of a battalion; assist in the development and implementation of comprehensive fire prevention, suppression, hazardous material, emergency medical services, inspection, training and public education programs.
2. Participate in the development and implementation of goals, objectives, policies and priorities for assigned area of responsibility; identify resource needs; recommend and implement policies and procedures.
3. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
4. Direct, coordinate and review the work plan for assigned programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
5. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
6. Participate in the development and administration of the assigned program budget; forecast additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

CITY OF LAS VEGAS
Fire Battalion Chief(Continued)

Essential Functions:

7. Coordinate assigned activities with those of other divisions, outside agencies and organizations; provide staff assistance to the Deputy Fire Chief; prepare and present staff reports and other necessary correspondence.
8. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire prevention, operation, investigation and emergency medical services.
9. Respond to fire alarms; participate in conducting fire drills in various schools and industrial plants.
10. Inspect various facilities including schools, hospitals, factories and buildings; ensure adherence to fire safety standards.
11. Evaluate existing fire safety conditions and federal, state and local codes applicable to fire safety; recommend policies, procedures and ordinance revisions as necessary.
12. Develop and implement procedural methods and practices for reviewing plans, conducting inspections, investigating incidents and related activities as required; provide continued technical support and training as required.
13. Develop and maintain a variety of records and reports.
14. Conduct specialized educational programs to discourage arson, eliminate fire hazards in homes and buildings and stress safety; review and assess available educational programs.
15. Assist in preparing specifications for firefighting apparatus and equipment, emergency medical services and hazardous material apparatus and equipment.
16. Review and assess training needs and available programs; oversee and coordinate the attendance of departmental staff at training programs and seminars; research policies and procedures related to training activities.
17. Develop and coordinate training outreach strategies; ensure compliance with affirmative action and EEO guidelines.
18. May assume responsibility for the Fire Department in the absence of the Deputy Fire Chief.
19. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Fire Battalion Chief(Continued)

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive fire operation, prevention, and emergency medical services program.
Principles, practices and procedures of fire prevention, operation and emergency medical services.
Principles, practices, techniques and procedures of modern firefighting.
Mechanical, chemical and related characteristics of a wide variety of flammable and explosive materials and objects.
Pertinent federal, state and local laws, codes and regulations including those pertaining to fire prevention.
Principles and practices of supervision and training.
Department policies, rules and regulations.
Principles of municipal budget preparation and control.
Local geography including the location of water mains and hydrants and the major fire hazards of the city.
Principles of emergency medical treatment and CPR.

Ability to:

Manage and coordinate the work of a battalion.
Select, supervise, train and evaluate staff.
Interpret and explain city fire operation, prevention and emergency medical policies and procedures.
Conduct training on fire prevention.
Prepare clear and concise operational work records and reports.
Properly interpret and make decisions in accordance with laws, regulations and policies.
Make technical and emergency decisions quickly and calmly under emergency conditions.
Conduct thorough fact-finding investigations and enforce regulations firmly, tactfully and impartially.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition to perform essential duties as specified by firefighter certification.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Performing life threatening firefighting activities in an emergency situation*
-- *Running, walking, crouching or crawling during emergency operations*
-- *Moving equipment and injured/deceased persons*
-- *Climbing stairs/ladders*
-- *Performing life-saving and rescue procedures*
-- *Walking, standing or sitting for extended periods of time*
-- *Operating assigned equipment and vehicles.*
Effectively deal with personal danger which may include exposure to:
-- *Fire encompassed surroundings*
-- *Dangerous persons*
-- *Dangerous animals*
-- *Hazards of emergency driving*
-- *Hazards associated with traffic control and working in and near traffic*
-- *Natural and man-made disasters.*

CITY OF LAS VEGAS
Fire Battalion Chief(Continued)

Ability to:

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

A minimum of five years experience in any combination of paid, full time, active combat duty assignments* with a professional fire department, plus a minimum of four years experience with the Las Vegas Fire & Rescue Department as a Fire Captain, Fire Training Officer, Fire Investigator II or EMS Field Coordinator.

* Active combat duty assignments consist of the following jobs, or their equivalents (as determined by Las Vegas Fire & Rescue management): Firefighter, Fire Engineer, Firefighter/Paramedic, Fire Captain, Fire Investigator I, Fire Investigator II, EMS Field Coordinator.

Training:

Equivalent to graduation from high school.

Licenses and Certificates

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

IMPORTANT NOTE: To test for Fire Battalion Chief, the candidate must:

1. Meet the employment standards for Fire Battalion Chief as listed above;
2. Have met all NFPA Standards for Firefighter I and Firefighter II;

ARB
REV 11/28/01

CSB 1/9/02

PURCHASING 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 process purchasing invoices for a large department; to maintain detailed records of expenditures and budget accounts; to provide customized information to department management; to assist buying staff to administer contracts and purchase orders through contract compliance procedures; and to perform a variety of tasks related to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This class is intended to function as a liaison between the Purchasing & Contracts and Accounts Payable Divisions and client divisions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff.

When assigned to a client division, receives technical supervision from Purchasing & Contracts and Accounts Payable staffs.

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

Essential Functions:

When Assigned to a Client Division:

1. Centrally process a high volume of purchase invoices for a large division or department; verify accuracy, interpret, compile, track, code and key data into the Oracle purchasing module to authorize payment; research coding problems; verify vendor payment.
2. Prepare and process department purchase requests; contact the vendor to verify product cost and availability.
3. Monitor, verify and balance all expense accounts; maintain detailed spreadsheets to supplement records received from the Oracle system.
4. Review expenses for patterns and trends, bring to the attention of management and recommend possible alternatives; for example, note repeated repairs of the same equipment and recommend replacement of the item rather than continued repair.

CITY OF LAS VEGAS
Purchasing Technician (*continued*)

When Assigned to a Client Division:

5. Serve as the division's or department's contact with the Purchasing and Contracts Division for day-to-day activities and to assist with the preparation of annual blanket purchase orders; request new blanket purchase orders as needed.
6. Contact vendors to research and correct errors in billing.
7. Provide customized reports and information to department management as requested and to assist with the preparation of annual budget requests.
8. Maintain complete and accurate records of all purchasing transactions.
9. May take minutes at meetings held to develop specifications for large capital expenditures.

When Assigned to the Purchasing and Contracts Division:

1. Assist with contract administration by monitoring and managing supplier delivery and resolving contract compliance issues; recognize and address trends in service delivery or quality of items furnished; ensure the City receives the contract price or discount.
2. Contact vendor to order services in accordance with the contract or purchase order or to change items such as delivery point.
3. Inspect stock levels in client departments.
4. Enter receipts and track payments in the Oracle purchasing system; respond to payment inquiries from client divisions and departments.
5. Assist in the development of specifications for large capital expenditures.
6. Document vendor non-compliance issues; inform the responsible Buyer of contract modifications, change orders, defaults and disputes in a timely manner.
7. Maintain contract administration records.

Marginal Functions:

1. Provide technical assistance to other department staff in the use of the Oracle purchasing system.
2. May assist with coverage of department reception desk or switchboard.
3. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Purchasing Technician (*continued*)

QUALIFICATIONS

Knowledge of:

Purchasing principles, practices and terminology.
Accounts payable principles, practices and terminology.
Basic financial record keeping and reporting.
Modern office procedures and methods.
Spreadsheet software sufficient to maintain detailed records of transactions and produce customized reports.
Basic principles of mathematics.
City purchasing and accounts payable policies and practices.
A method of taking notes at meetings that produces acceptable minutes.

Ability to:

Process a high volume of purchase invoices and purchase requests.
Spot errors, patterns and trends in purchase invoices, product and service delivery and quality and purchasing records.
Learn municipal purchasing and accounts payable principles and practices.
Use the Oracle purchasing module effectively.
When assigned to a client division: effectively serve as the department or division liaison with city purchasing and accounts payable staff and vendors.
When assigned to Purchasing and Contracts: effectively serve as liaison between Purchasing and Contracts staff, client divisions and vendors.
Prepare a variety of customized reports using spreadsheet software.
Maintain detailed and accurate records of all purchases.
Take accurate and timely notes at meetings using any method.
Perform routine mathematical calculations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

- *sitting for extended periods of time*
- *operating assigned equipment.*

CITY OF LAS VEGAS
Purchasing Technician (*continued*)

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in a purchasing, warehousing or inventory control environment. At least one year of general bookkeeping or accounting experience is desirable.

Training:

Equivalent to graduation from high school. Additional specialized training in bookkeeping, accounting or purchasing 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 typing for prolonged periods of time.

ARB
REV 11/29/01
FLSA and City: nonexempt

CSB 1/9/02

November 29, 2001

Post-it® Fax Note	7671	Date	12.5.01	# of pages	3
To	HELEN	From	DATA		
Co./Dept.	AW	Co.	COO		
Phone #		Phone #	2184		
Fax #		Fax #			

Larry Haugsness
Field Operations
City of Las Vegas

I am writing to request to be put on the Civil Service Board
Rehire list for the positions of Maintenance worker 1 and 2.

Thank You.

Shanon Daines

Shanon Daines

Approved
J. C. Quinn
12-28-01

12.5.01

THE DEPARTMENT OF FIELD OPERATIONS HAS NO
OBJECTIONS TO HER BEING PLACED ON THE
REHIRE LIST FOR MWKII.

(SEE ATTACHED)
MS. DAINES PREVIOUS REQUEST TO BE PLACED
ON THE REHIRE LIST FOR EO I HAS BEEN
PROCESSED & APPROVED BY CSB ON 9.26.01.

Amoyer for
Larry Haugsness, Dir FO

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date January 9, 2002

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

SUBJECT: D. REQUEST TO BE PLACED ON REHIRE LIST: SHANNON A. DAINES

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

Ms. Shannon A. Daines, an employee from February 4, 1998 to September 7, 2001, has requested to be placed on the Rehire List for Maintenance Worker I. A copy of his Department Director's approval is attached for the Board's information and review.

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

Ms. Shannon A. Daines meets the criteria for placement on the Rehire List, and it is recommended that the Board approve her request.

ATTENDANCE REPORT
BOARD OF CIVIL SERVICE TRUSTEES

MEETING DATE Jan 9 2002

	<u>PRESENT</u>	<u>ABSENT</u>
MARK LARSON	<u>✓</u>	<u> </u>
THEODORE PARKER	<u>✓</u>	<u> </u>
E. LAVONNE LEWIS	<u>✓</u>	<u> </u>
TONY DORF	<u>✓</u>	<u> </u>
JOHAN ALISEO	<u>✓</u>	<u> </u>

CHARGE TO: 05101/510800

APPROVED BY: Kathleen P. Sente

*TO Debbie Phillips
1-10-02*

2002- C S B Mtg

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

DATE:

Jan 9 2002

PLEASE PRINT

NAME

ORGANIZATION

Sandy Gandy

CLV

Glenn Worthington

CLV

Kristina Beale

CLV

Wayne Griffin

CLV

Don Brasnick
Karl Karpus
