

S.V.

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES
Department of Human Resources
400 Stewart Avenue – 2nd Floor
Training Room #4
Las Vegas, Nevada
CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.ci.las-vegas.nv.us>

AGENDA

DATE: January 8, 2003
TIME: 4:30 p.m.

4:30 pm
4:37 pm

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 11, 2002
 - IV. BUSINESS
- A. CERTIFICATION OF ELIGIBLE LISTS:

Ted - motion
Tony - 2nd
Quiss

- 1. Agenda Technician I – Promotional
- 2. Customer Service Representative – Promotional
- 3. Customer Service Representative – Open
- 4. Equipment Operator II (Parks) – Promotional
- 5. Land Surveyor – Promotional
- 6. Land Surveyor – Open
- 7. Office Specialist I – Promotional
- 8. Office Specialist I – Open
- 9. Pre-Trial Services Officer – Promotional
- 10. Pre-Trial Services Officer – Open
- 11. Secretary – Promotional
- 12. Secretary – Open

Tony - motion
Teddy - 2nd
Quiss

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CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

DATE: January 8, 2003

Page Two

B. EXTENSION OF ELIGIBLE LISTS:

- 1. Court Clerk I – Open
- 2. EMS Field Coordinator – Promotional
- 3. Inventory Control Clerk – Promotional
- 4. Inventory Control Clerk – Open
- 5. Leisure Activities Supervisor – Promotional
- 6. Plumber I – Promotional
- 7. Plumber I – Open

*Ted - motion
John - 2nd
passed*

C. CLASSIFICATION SPECIFICATIONS:

- 1. Systems Administration Specialist – Revised
- 2. Senior Technical Systems Analyst – New
- 3. Technical Systems Analyst – New

*John - motion
Teddy - 2nd*

D. CONSIDER APPLICATION FOR APPEAL: *is under probate jurisdiction. Nevada does have jurisdiction per NV. NV said board*

V. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED: *win 30 days*

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 Hall 2nd Floor, Human Resources Posting Bulletin Board

Feb. 12th - stipulate to waive 30 day³ respon. least req. actg.

Mar. 12th

*John - motion
Teddy - 2nd / passed*

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION**

January 8, 2003

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. **CALL TO ORDER:** December 11, 2002, at 4:33 p.m. in the Human Resources Department.

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

STAFF PRESENT

Judy Tuttle
Morgan Davis
Sandy Gandy
Patti Miller

OTHERS PRESENT

Cherina Kleven

- II. **MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW:** In the absence of Chairman Mark Larson, Trustee Theodore Parker served as Chair for the meeting.
- III. **APPROVAL OF MINUTES** of Regular Meeting of November 13, 2002: A motion was made by Johan Aliseo that the minutes of the Regular Meeting of November 13, 2002 be approved. Tony Dorf seconded the motion. Motion carried.
- IV. **APPROVAL OF MINUTES** of Teleconference Meeting of November 27, 2002: A motion was made by Tony Dorf that the minutes of the Teleconference Meeting of November 27, 2002 be approved. Johan Aliseo seconded the motion. Motion carried.



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

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

January 8, 2003

PAGE 2

V. BUSINESS:

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Architectural Project Manager – Promotional
2. Architectural Project Manager – Open
3. Civil Engineer – Promotional
4. Civil Engineer – Open
5. Cultural Center Coordinator – Promotional
6. Cultural Center Coordinator – Open
7. Cultural Leader I – Promotional
8. Cultural Leader I – Open
9. Electrical Services Field Supervisor – Promotional
10. Fire Battalion Chief – Promotional
11. Project Engineer – Promotional
12. Project Engineer – Open
13. Safety Officer – Promotional
14. Safety Officer – Open
15. Senior Communications Specialist – Promotional
16. Senior Engineering Associate – Promotional
17. Water Systems Technician – Promotional
18. Water Systems Technician – Open

A motion was made by Johan Aliseo that items 1 through 18 of the Certification of Eligible Lists be approved. The motion was seconded by Tony Dorf. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Account Clerk – Promotional
2. Engineering Technician II (Traffic) – Promotional
3. Engineering Technician II (Traffic) – Open
4. Firefighter Trainee – Open
5. Neighborhood Programs Officer – Open
6. Purchasing Technician – Promotional
7. Supervisor of Fire Investigations – Promotional
8. Traffic Systems Maintenance Supervisor – Promotional
9. Traffic Systems Maintenance Supervisor – Open

A motion was made by Tony Dorf that items 1 through 9 of the Extension of Eligible Lists be approved. The motion was seconded by Johan Aliseo. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
January 8, 2003
PAGE 3**

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

Secretary to the Board, Claudette Enus, asked for legal counsel (Morgan Davis) to give a brief explanation of item C. Mr. Davis explained that from time to time the City receives an appeal under Civil Service Rules. He explains that it is a three-step process that occurs when an appeal is filed under Civil Service Rules. The first thing that happens in the appeal is filed and prima facie has all the elements and is forwarded to the Chairman. Once that's done, the first thing the board needs to do is at the next regularly scheduled meeting (today), set a date at which the board will consider whether to receive the appeal (i.e. does the board have jurisdiction). So today, the board just needs to say they are setting the date for next month to consider whether to receive the appeal. At that next meeting, the only issue the board needs to consider to determine whether or not they have jurisdiction is – is the appeal receivable. If the board were to consider the appeal receivable, at that point, the board will say "within 30 days we will actually hold a hearing on the merits". So the only action at this meeting is set a date to determine jurisdiction. Trustee Aliseo asked if legal counsel will provide an opinion on whether or not the board has jurisdiction. Mr. Davis stated that as necessary, he would be there to advise the board on the direction to take, but that the opinion and advisement will be on record.

A motion was made by Johan Aliseo that at the next regular board meeting, the board determines whether or not to consider the appeal. Tony Dorf seconded the motion. Motion passed.

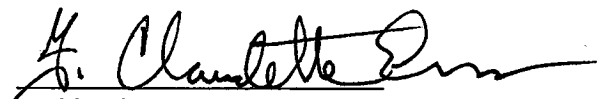
VI. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED:

None.

VII. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:40 p.m.


F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date January 8, 2003

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: 12

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Agenda Technician I – Promotional	11	8	7
2. Customer Service Representative - Promotional	7	7	7
3. Customer Service Representative – Open	52	43	43
4. Equipment Operator II (Parks) – Promotional	9	7	7
5. Land Surveyor - Promotional	4	3	3
6. Land Surveyor - Open	4	3	3
7. Office Specialist I – Promotional	1	1	0
8. Office Specialist I – Open	109	82	61
9. Pre-Trial Services Officer – Promotional	10	5	5
10. Pre-Trial Services Officer – Open	141	70	67
11. Secretary – Promotional	1	0	0
12. Secretary – Open	10	3	2

CITY OF LAS VEGAS

ELIGIBLE LIST

Agenda Technician I
Examination

December 16, 2002
Date of Test

0235511P
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	1
REJECTED	1	GROUP 2	2
TOTAL RECEIVED	11	GROUP 3	4
		TOTAL ON LIST	7

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	7			
FAILED	1			
TOTAL TESTED	8			
DID NOT APPEAR	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Customer Service Representative
Examination

December 3, 2002
Date of Test

02371310P
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	7	GROUP 1	6
REJECTED	0	GROUP 2	1
TOTAL RECEIVED	7	GROUP 3	0
		TOTAL ON LIST	7

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Customer Service Representative
Examination

December 3, 2002
Date of Test

023713100
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	52	GROUP 1	24
REJECTED	0	GROUP 2	17
TOTAL RECEIVED	52	GROUP 3	2
		TOTAL ON LIST	43

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	43			
FAILED	0			
TOTAL TESTED	43			
DID NOT APPEAR	9			

CITY OF LAS VEGAS

ELIGIBLE LIST

Equipment Operator II (Parks)
Examination

December 9 & 10, 2002
Date of Test

02327011P
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	8	GROUP 1	7
REJECTED	1	GROUP 2	0
TOTAL RECEIVED	9	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			0	
TOTAL TESTED			7	
DID NOT APPEAR			1	

CITY OF LAS VEGAS

ELIGIBLE LIST

**Land Surveyor
Examination**

**November 25, 2002
Date of Test**

**02794429P
Exam Code**

**Promotional
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	4	GROUP 1	0
REJECTED	0	GROUP 2	1
TOTAL RECEIVED	4	GROUP 3	2
		TOTAL ON LIST	3

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	3			
FAILED	0			
TOTAL TESTED	3			
DID NOT APPEAR	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Land Surveyor
Examination

November 25, 2002
Date of Test

027944290
Exam Code

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

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	3			
FAILED	0			
TOTAL TESTED	3			
DID NOT APPEAR	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Office Specialist I
Examination

November 25, 2002
Date of Test

02375010P
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	1	GROUP 1	0
REJECTED	0	GROUP 2	0
TOTAL RECEIVED	1	GROUP 3	0
		TOTAL ON LIST	0

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Office Specialist I
Examination

November 25, 2002
Date of Test

023750100
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	100	GROUP 1	2
REJECTED	9	GROUP 2	27
TOTAL RECEIVED	109	GROUP 3	32
		TOTAL ON LIST	61

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	61			
FAILED	21			
TOTAL TESTED	82			
DID NOT APPEAR/ WITHDREW	18			

CITY OF LAS VEGAS

ELIGIBLE LIST

Pre-Trial Services Officer
Examination

November 26, 2002
Date of Test

02794809P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	7	GROUP 1	1
REJECTED	3	GROUP 2	2
TOTAL RECEIVED	10	GROUP 3	2
		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	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Pre-Trial Services Officer
Examination

November 26, 2002
Date of Test

027948090
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	99	GROUP 1	9
REJECTED	42	GROUP 2	40
TOTAL RECEIVED	141	GROUP 3	18
		TOTAL ON LIST	67

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	67			
FAILED	3			
TOTAL TESTED	70			
DID NOT APPEAR	29			

CITY OF LAS VEGAS

ELIGIBLE LIST

Secretary
Examination

December 4, 2002
Date of Test

02346410P
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	1	GROUP 2	0
TOTAL RECEIVED	1	GROUP 3	0
		TOTAL ON LIST	0

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Secretary
Examination

December 4, 2002
Date of Test

023464100
Exam Code

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	4	GROUP 1	0
REJECTED	6	GROUP 2	1
TOTAL RECEIVED	10	GROUP 3	1
		TOTAL ON LIST	2

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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date January 8, 2003

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: 7

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Court Clerk I – Open	100	1/10/03	7/10/03	1
2. EMS Field Coordinator – Promotional	5	1/23/03	7/23/03	2
3. Inventory Control Clerk - Promotional	2	1/10/03	7/10/03	1
4. Inventory Control Clerk – Open	60	1/10/03	7/10/03	1
5. Leisure Activities Supervisor – Promotional	10	1/24/03	7/24/03	1
6. Plumber I – Promotional	5	1/24/03	7/24/03	1
7. Plumber I – Open	40	1/24/03	7/24/03	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date January 8, 2003

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

SUBJECT: C. CLASSIFICATION SPECIFICATION FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED:

1. Systems Administration Specialist

Systems Administration Specialist was revised to delineate functions of the position when assigned to Network Administration and System Administration.

NEW

2. Senior Technical Systems Analyst
3. Technical Systems Analyst

Senior Technical Systems Analyst and Technical Systems Analyst were created for specialized Information Technologies type positions in other departments.

RECOMMENDATION

The City recommends approval of these revised and newly created classification specifications.

SYSTEMS ADMINISTRATION 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 install, revise and maintain network or operating system software, hardware and ancillary software for computer server systems; to resolve computer system software problems; and to maintain computer server and network equipment.

SUPERVISION RECEIVED

Receives direction from division and department management staff.

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

Essential Functions:

1. Install and maintain server operating system software.
2. Work with staff in evaluating system; recommend changes or upgrades.
3. Evaluate and install software packages supplied by vendors; confer with vendors on software and hardware technical issues.
4. Create programs and procedures to improve or supplement system and application software.

When assigned to Network Administration:

1. Create, maintain and update network security services and processes.
2. Administer and monitor the performance of Internet services and processes.
3. Troubleshoot and resolve Web services and network problems; recommend new hardware and software as appropriate.
4. Perform network administration duties including user account maintenance, performance monitoring, resource utilization monitoring, load balancing, security administration and system performance tuning.
5. Assist Development division staff in the use of Internet tools and resources; help resolve application software problems.

CITY OF LAS VEGAS
Systems Administration Specialist (*Continued*)

When assigned to Network Administration:

6. Develop network recovery procedures to minimize system downtime; provide technical support for maintaining system reliability and availability.
7. Conduct studies for network performance, resource utilization, load balancing and tuning, and to determine the impact of new system and application software on network systems; recommend modifications as appropriate.

When assigned to System Administration:

1. Administer and monitor the performance of system services and processes.
2. Create programs and procedures to improve or supplement system and application software.
3. Troubleshoot and resolve operating system problems; recommend new hardware and software as appropriate.
4. Perform system administration duties including user account maintenance, performance monitoring, resource utilization monitoring, load balancing, security administration and system performance tuning.
5. Assist Development division staff in the use of operating system tools and resources; help resolve application software problems.
6. Coordinate system and application software for maximum efficiency; work with staff in evaluating system; recommend changes or upgrades.
7. Develop system recovery procedures to minimize system downtime; provide technical support for maintaining system reliability and availability.
8. Conduct studies for operating system performance, resource utilization, load balancing and tuning, and to determine the impact of new system and application software on computer systems; recommend modifications as appropriate.

Marginal Functions:

1. Maintain system software manuals and reference material.
2. Provide technical support to programming staff and system users.
3. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Systems Administration Specialist (*Continued*)

QUALIFICATIONS

Knowledge of:

Network Administration Focus:

Internet server administration principles and techniques.
Data communication networks and their software and hardware components, such as Cisco IOS, routers, switches, firewalls, IPsec and IDS.
Principles and techniques of computer systems and networks.
Computer operating systems including but not limited to Unix and Windows NT/2000/XP.
Services such as SSL, Microsoft IIS and ISA.

Systems Administration Focus:

Computer server administration principles and techniques.
Principles and techniques of computer systems and networks.
Computer operating systems including but not limited to Unix and Windows NT/2000/XP.
Computer storage system fundamentals and industry standards.

Ability to:

- Analyze and correct complex system and application problems and errors.
Analyze and develop system, network and Internet solutions as required.
Provide assistance and technical support to others in use of the system computer software and services.
Troubleshoot, repair or modify electronic control equipment.
Read, interpret and apply information from technical publications, manuals and other documents.
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, both orally and in writing.
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 or standing 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
Systems Administration Specialist (*Continued*)

Experience and Training Requirements

Experience:

Three years of increasingly responsible systems administration and network administration experience.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in computer science or a related field. Specialized training in server and/or network operating systems is desirable.

License or Certificate:

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

Network Administration Focus:

Network administration or Internet administration certificate or training is desirable.

System Administration Focus:

System administration certificate or training in Microsoft environment and Unix environment is desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site; exposure to computer screens and electrical energy.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for light lifting, bending, stooping, kneeling, crawling and sitting for prolonged periods of time.

KAG
REV 11/26/02
CSB 01/08/03
Nonexempt

SYSTEMS ADMINISTRATION 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 install, revise and maintain network or ~~and~~ operating system software, hardware and ancillary software for computer server systems; relational databases for computer server systems; to resolve computer system software problems; and to maintain computer server and network equipment.

SUPERVISION RECEIVED

Receives direction from division and department ~~higher level~~ management staff.

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

Essential Functions:

1. Install and maintain server operating system software.
2. Work with staff in evaluating system; recommend changes or upgrades.
3. Evaluate and install software packages supplied by vendors; confer with vendors on software and hardware technical issues.
4. Create programs and procedures to improve or supplement system and application software.

When assigned to Network Administration Essential Functions:

- ~~1. Install and maintain server operating system software.~~
- 2.1. Create, maintain and update network security services and processes. relational databases and database software.
- 3.2. Administer and monitor the performance of Internet services and processes. Create, maintain and update computer systems networks.
3. Troubleshoot and resolve Web services and network problems; recommend new hardware and software as appropriate.
4. Perform network administration duties including user account maintenance, performance monitoring, resource utilization monitoring, load balancing, security administration and system performance tuning.

CITY OF LAS VEGAS
Systems -Administration Specialist (*Continued*)

5. Assist Development division staff in the use of Internet tools and resources; help resolve application software problems.
 6. Develop network recovery procedures to minimize system downtime; provide technical support for maintaining system reliability and availability.
 7. Conduct studies for network performance, resource utilization, load balancing and tuning, and to determine the impact of new system and application software on network systems; recommend modifications as appropriate.
4. Create programs and procedures to improve or supplement system and application software.
- ~~5. Troubleshoot and resolve operating system, database and network problems; recommend new hardware and software as appropriate.~~
- ~~6. Perform system administration duties including user account maintenance, performance monitoring, resource utilization monitoring, load balancing and system performance tuning.~~
- ~~7. Assist Programming and Analysis division staff in the use of operating system and database development tools and resources on both client and server computer systems; help resolve application software problems.~~
- ~~8. Coordinate system and application software for maximum efficiency; work with staff in evaluating system; recommend changes or upgrades.~~
- ~~9. Evaluate and install software packages supplied by vendors; confer with vendors on software and hardware technical issues.~~

When assigned to System Administration Essential Functions:

1. Administer and monitor the performance of system services and processes.
2. Create programs and procedures to improve or supplement system and application software.
3. Troubleshoot and resolve operating system problems; recommend new hardware and software as appropriate.
4. Perform system administration duties including user account maintenance, performance monitoring, resource utilization monitoring, load balancing, security administration and system performance tuning.
5. Assist Development division staff in the use of operating system tools and resources; help resolve application software problems.
6. Coordinate system and application software for maximum efficiency; work with staff in evaluating system; recommend changes or upgrades.

CITY OF LAS VEGAS
Systems -Administration Specialist (*Continued*)

7. Develop system recovery procedures to minimize system downtime; provide technical support for maintaining system reliability and availability.

8. Conduct studies for operating system performance, resource utilization, load balancing and tuning, and to determine the impact of new system and application software on computer systems; recommend modifications as appropriate.

~~10. Develop system, database and network recovery procedures to minimize system downtime; provide technical support for maintaining system reliability and availability.~~

~~11. Conduct studies for operating system, database and network performance, resource utilization, load balancing and tuning, and to determine the impact of new system and application software on computer systems; recommend modifications as appropriate.~~

Marginal Functions:

1. Maintain system software manuals and reference material.
2. Provide technical support to programming staff, PC users and other system users.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Network Administration Focus:

Internet server administration principles and techniques.

Principles of database administration.

Data communication networks and their software and hardware components, such as Cisco IOS, routers, switches, firewalls, IPsec and IDS.:

Principles and techniques of computer systems and networks.

Principles and techniques of computer programming in system and application software.

Statistical methods and procedures.

Computer operating systems including but not limited to Unix and Windows NT/2000/XP.:

Relational databases such as Oracle and SQL Server.

Services such as SSL, Microsoft IIS and ISA.

Systems Administration Focus:

Computer server administration principles and techniques.

Principles and techniques of computer systems and networks.

Computer operating systems including but not limited to Unix and Windows NT/2000/XP.

Computer storage system fundamentals and industry standards.

Ability to:

Install, update and maintain system software on server-based computer systems.

CITY OF LAS VEGAS

Systems -Administration Specialist (*Continued*)

Analyze and correct complex system and application problems and errors.

Analyze and develop system, network and Internet solutions as required, ~~and database software as required.~~

Provide assistance and technical support to others in use of the system computer software and services.

Troubleshoot, repair or modify electronic control equipment.

Read, interpret and apply information from technical publications, manuals and other documents.

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, both orally and in writing.

Maintain ~~mental capacity which allows~~ the capability of: for effective interaction and communication with others.

~~–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 or standing for long periods of time*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible systems administration and, network administration and systems programming experience.

Training:

Equivalent to a bachelors degree from an accredited college or university with major course work in computer science or a related field. Specialized training in client server and/or network operating systems is ~~or database administration~~ desirable.

License or Certificate:

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

Network Administration Focus:

Network administration or Internet administration certificate or training is desirable.

System Administration Focus:

CITY OF LAS VEGAS
Systems -Administration Specialist (*Continued*)

System administration certificate or training in Microsoft environment and Unix environment is desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site; exposure to computer screens and electrical energy.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for light lifting, bending, stooping, kneeling, crawling, and sitting for prolonged periods of time.

ARB
REV 1111/2618/0297
CSB 12/10/97
Nonexempt

SENIOR TECHNICAL SYSTEMS ANALYST

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

DEFINITION

To plan, administer, coordinate and oversee specialized information systems within the assigned department, division or work unit, including the network of personal computers and automated equipment; and to perform a variety of technical tasks relative to the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Technical Systems Analyst 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 management staff.

May exercise functional and technical supervision over Technical Systems Analyst, other lower level staff and outside consultants.

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

Essential Functions:

1. Review and identify the work unit's information system needs and make recommendations for program design, development, purchase, implementation and modification.
2. Design, develop and implement the integration of computer-based systems with existing systems.
3. Conduct special studies and research into software and hardware products; recommend best product for the work unit's needs and budget.
4. Train staff on automation projects and proper application of equipment and software.
5. Coordinate maintenance and repair of equipment with the Information Technologies Department.

CITY OF LAS VEGAS

Senior Technical Systems Analyst (*continued*)

Essential Functions:

6. Serve as technology liaison between the work unit, outside agencies and service and product vendors; work with the Information Technologies Department and outside agencies to provide for the technology needs of the work unit; keep work unit staff apprised of the status of all technology systems projects; review cost estimates and make recommendations on appropriate software and hardware purchases.
7. May lead, assign and review the work of staff responsible for providing specialized programming, systems analysis and technical support within the assigned work unit.
8. Assist staff to solve system problems; recommend modifications as appropriate.
9. Participate in the development and coordination of the work unit budget.
10. Establish and update the department's information systems policies and procedures; ensure compliance with established data quality standards and procedures; secure access to records.
11. Prepare various reports on operations and activities as requested by management and as required by governing agencies and other authorities.
12. Respond to inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

When Assigned to Fire and Rescue:

1. Administer and support specialized systems, including computer-aided dispatch (CAD).

When Assigned to the Valley's Intelligent Transportation systems (ITS) organization:

1. Plan, oversee and participate in the development, design, modification, testing, troubleshooting and maintenance of specialized traffic control computer application systems, including Graphical User Interfaces, software/hardware interfaces, and databases; review the work of staff and outside contractors responsible for complex tasks associated with the development of specific code and related computer programming; adhere to established time frames for assigned projects.
2. Assist and train City and consultant programmers in proper coding, job control language and design methods and techniques; prepare documentation for code development that reflects new software as well as changes to existing systems; adhere to stringent configuration management procedures.
3. Verify the work of contractors and internal staff for accuracy, proper work methods and techniques and compliance with appropriate standards, procedures and specifications while maintaining adequate levels of quality control and quality assurance.

CITY OF LAS VEGAS

Senior Technical Systems Analyst (*continued*)

4. Provide complex yet viable software solutions for conceptual processes requested by engineering and managerial staff to be used in an ITS environment; work with technical staff in developing the specific code.
5. Prepare data for use in testing various programs.
6. Coordinate maintenance and repair of equipment with Information Technologies Departments, both the City's and other agencies'.
7. Provide in-depth analysis for operational enhancements to various traffic control systems and individual programs.
8. Perform database analysis to determine the most effective file structure; develop and implement new and improved database structures; monitor database performance.

When Assigned to Leisure Services:

1. Plan, oversee and participate in the development, design, modification, upgrading, testing, troubleshooting and maintenance of the CLASS software and hardware that automates program registrations, facility scheduling and cash handling and interfaces directly with Oracle Financials, including public access modules such as interactive voice response and Internet registration.
2. Provide first line support to all system users, including setup and administration of user accounts; train field staff in the use of the software; conduct regular site visits to assist users; schedule and facilitate periodic user group meetings to discuss issues and solutions.
3. Make initial assessment of application problems with the CLASS system and resolve them in cooperation with the vendor; resolve functional problems that users are experiencing during regular business hours, evenings and weekends; research and correct data entry errors made by users.
4. Work with Finance and Information Technologies to verify that cash deposits and data exports from CLASS into Oracle are accurate; verify that field staff are following established procedures and policies; bring non-compliance concerns to the attention of management.
5. Develop reports using a variety of on-line reporting tools to provide useful data at the request of department and City management, and recommend possible reports based on knowledge of system capabilities and department needs; review and analyze reports and report any issues to management.
6. Collaborate with Information Technologies staff to maintain and monitor the CLASS system environment and provide application and terminal support to users; provide in-depth analysis for operational enhancements to CLASS; configure application parameters; coordinate Change Control management activities in conformance with accepted practices; ensure data is protected in accordance with security guidelines.

CITY OF LAS VEGAS

Senior Technical Systems Analyst (*continued*)

7. Perform database analysis to determine the most effective file structure; develop and implement new and improved database structures; monitor database performance.
8. Coordinate returned check tracking and data entry into CLASS provided by Finance and Detention & Enforcement staff.
9. Assist Parks Division staff with the use of CLASS to coordinate park usage with maintenance requirements and scheduling.
10. Serve as the Information Technologies liaison for all department computer hardware, software, telephone, cell phone, network configuration and infrastructure requests.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Advanced principles and techniques of computer programming, on-line programming and programming documentation.

Advanced concepts, principles and practices of modern computer science or information systems.
Advanced computer coding and testing techniques and methodologies.

One or more on-line report writing applications, such as Crystal Reports, Oracle Reports, Discoverer or Microsoft Access.

Principles and practices of database design and administration.

Database structure sufficient to allow the creation of database tables and the design of relational databases.

Research techniques and data analysis.

Microcomputer design and minor repair techniques.

Principles and practices of computer networking.

Techniques of software installation.

Basic principles of budgeting and accounting.

Principles and techniques of lead supervision.

When assigned to Fire & Rescue:

Programming languages, including VisualBasic, HTML and SQL.

When assigned to the ITS organization:

SQL 7 database structure and design.

Programming languages, including C++, ASP, HTML, XML.

Oracle database fundamentals.

Common Object Request Broker Architecture (CORBA).

CITY OF LAS VEGAS
Senior Technical Systems Analyst (*continued*)

When assigned to Leisure Services:

Programming languages, including HTML, SQL and ASP.
Oracle Financials needs and how they affect department processes.
Basic accounting principles and reconciling procedures.

Ability to:

- Learn the unique needs and computer hardware and applications of the assigned work unit.
- Explain complex technical systems in clear and simple terms understandable to non-technical staff.
- 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.
- Establish and maintain close and positive working relationships with applicable City staff in other departments, external agencies and vendors to ensure the smooth functioning of the systems.
- Learn business and operations of assigned work unit to the extent necessary to perform essential functions, enhance system value and achieve established goals.
- Communicate effectively with assigned work unit staff and management and outside agencies.
- 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:
 - *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.*

Experience and Training Requirements

Experience:

Three years of recent, increasingly responsible experience in systems analysis and programming. Experience within the area of assignment may be substituted for up to one year of systems analysis and programming experience.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in computer science, information systems, public administration, business administration or in a field related to the area of assignment.

CITY OF LAS VEGAS
Senior Technical Systems Analyst (*continued*)

License or Certificate

Within six months of the date of appointment, possession of a certification in one or more of the following areas is desirable: database, an operating system or software application applicable to the area of assignment, hardware or networks.

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

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

ARB
NEW 12/30/02
FLSA & City: nonexempt

CSB 1/8/03

TECHNICAL SYSTEMS ANALYST

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 a variety of support and technical duties for computer applications and hardware systems for an assigned department, division or work unit, other than the Information Technologies Department.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Technical Systems Analyst series. This class is distinguished from the Sr. Technical Systems Analyst by the performance of the more routine tasks and duties assigned to positions within the series.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory or management staff. May receive technical and functional supervision from a Sr. Technical Systems Analyst.

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 computer programming functions including coding, testing and maintaining systems unique to the assigned work unit, and often not supported by Information Technologies.
2. Perform computer system design including designing screens and programs; write and test new computer applications and systems.
3. Define program requirements by performing analysis of existing systems and procedures.
4. Modify, test and troubleshoot existing computer programs; identify, evaluate and analyze problems; make modifications to systems and individual programs as required.
5. Prepare documentation for new systems and changes to existing systems, including system program and user guides, in accordance with established standards and procedures.
6. Perform database analysis to determine the most effective database file structure designs; develop and implement new and improved database file structures.

CITY OF LAS VEGAS
Technical Systems Analyst (*continued*)

Essential Functions:

7. May assist staff to solve system problems; recommend modifications as appropriate.
8. Participate in the training of users in the use of new or modified computer applications and procedures.
9. Prepare test data for use in testing various programs on a computer system.
10. Compile and edit programs; adjust programs as necessary.
11. Provide technical and functional direction to lower level staff.

When Assigned to Fire and Rescue:

1. Design and run routine and special request reports.
2. Analyze data and assist in developing solutions.
3. Ensure data quality standards are consistent.
4. Train staff to use new hardware and software.
5. Maintain the security of records and data.
6. Participate in meetings with Information Technologies to discuss assigned work unit's needs.

Marginal Functions:

1. Participate in the research of new software and hardware.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and techniques of computer programming, on-line programming and programming documentation.

Computer coding and testing techniques and methodologies.

Programming languages, including COBOL, VisualBasic and Delphi.

One or more on-line report writing applications, such as Crystal Reports, Oracle Reports or Microsoft Access.

Principles and operating procedures of computer systems and related equipment.

Principles and techniques of lead supervision.

CITY OF LAS VEGAS
Technical Systems Analyst (continued)

Ability to:

Learn the unique needs and computer hardware and applications of the assigned work unit.

Communicate with both users and technology staff.

Communicate clearly and concisely, both orally and in writing.

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

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

- *Sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain 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 recent, increasingly responsible computer programming and systems analysis experience. Experience within the area of assignment may be substituted for up to one year of programming and systems analysis experience.

Training:

Equivalent to an associate degree from an accredited college or university with major course work in computer science, information systems or a field closely related to the area of assignment.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

ARB NEW 12/30/02
FLSA & City: nonexempt

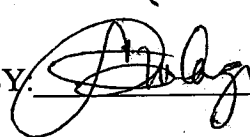
CSB 1/8/03

ATTENDANCE REPORT
BOARD OF CIVIL SERVICE TRUSTEES
MEETING DATE Jan. 8, 2003

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

CHARGE TO: 05101/510800

APPROVED BY: _____



CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES
Department of Human Resources
400 Stewart Avenue – 2nd Floor
Training Room #4
Las Vegas, Nevada
CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.ci.las-vegas.nv.us>

AGENDA

DATE: January 8, 2003

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 11, 2002
- IV. BUSINESS
 - A. CERTIFICATION OF ELIGIBLE LISTS:
 - 1. Agenda Technician I – Promotional
 - 2. Customer Service Representative – Promotional
 - 3. Customer Service Representative – Open
 - 4. Equipment Operator II (Parks) – Promotional
 - 5. Land Surveyor – Promotional
 - 6. Land Surveyor – Open
 - 7. Office Specialist I – Promotional
 - 8. Office Specialist I – Open
 - 9. Pre-Trial Services Officer – Promotional
 - 10. Pre-Trial Services Officer – Open
 - 11. Secretary – Promotional
 - 12. Secretary – Open

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

DATE: January 8, 2003

Page Two

B. EXTENSION OF ELIGIBLE LISTS:

1. Court Clerk I – Open
2. EMS Field Coordinator – Promotional
3. Inventory Control Clerk – Promotional
4. Inventory Control Clerk – Open
5. Leisure Activities Supervisor – Promotional
6. Plumber I – Promotional
7. Plumber I – Open

C. CLASSIFICATION SPECIFICATIONS:

1. Systems Administration Specialist – Revised
2. Senior Technical Systems Analyst – New
3. Technical Systems Analyst – New

D. 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 Hall 2nd Floor, Human Resources Posting Bulletin Board

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION

January 8, 2003

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. **CALL TO ORDER:** December 11, 2002, at 4:33 p.m. in the Human Resources Department.

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

STAFF PRESENT
Judy Tuttle
Morgan Davis
Sandy Gandy
Patti Miller

OTHERS PRESENT
Cherina Kleven

- II. **MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW:** In the absence of Chairman Mark Larson, Trustee Theodore Parker served as Chair for the meeting.
- III. **APPROVAL OF MINUTES** of Regular Meeting of November 13, 2002: A motion was made by Johan Aliseo that the minutes of the Regular Meeting of November 13, 2002 be approved. Tony Dorf seconded the motion. Motion carried.
- IV. **APPROVAL OF MINUTES** of Teleconference Meeting of November 27, 2002: A motion was made by Tony Dorf that the minutes of the Teleconference Meeting of November 27, 2002 be approved. Johan Aliseo seconded the motion. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
January 8, 2003
PAGE 2**

V. BUSINESS:

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Architectural Project Manager – Promotional
2. Architectural Project Manager – Open
3. Civil Engineer – Promotional
4. Civil Engineer – Open
5. Cultural Center Coordinator – Promotional
6. Cultural Center Coordinator – Open
7. Cultural Leader I – Promotional
8. Cultural Leader I – Open
9. Electrical Services Field Supervisor – Promotional
10. Fire Battalion Chief – Promotional
11. Project Engineer – Promotional
12. Project Engineer – Open
13. Safety Officer – Promotional
14. Safety Officer – Open
15. Senior Communications Specialist – Promotional
16. Senior Engineering Associate – Promotional
17. Water Systems Technician – Promotional
18. Water Systems Technician – Open

A motion was made by Johan Aliseo that items 1 through 18 of the Certification of Eligible Lists be approved. The motion was seconded by Tony Dorf. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Account Clerk – Promotional
2. Engineering Technician II (Traffic) – Promotional
3. Engineering Technician II (Traffic) – Open
4. Firefighter Trainee – Open
5. Neighborhood Programs Officer – Open
6. Purchasing Technician – Promotional
7. Supervisor of Fire Investigations – Promotional
8. Traffic Systems Maintenance Supervisor – Promotional
9. Traffic Systems Maintenance Supervisor – Open

A motion was made by Tony Dorf that items 1 through 9 of the Extension of Eligible Lists be approved. The motion was seconded by Johan Aliseo. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
January 8, 2003
PAGE 3**

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

Secretary to the Board, Claudette Enus, asked for legal counsel (Morgan Davis) to give a brief explanation of item C. Mr. Davis explained that from time to time the City receives an appeal under Civil Service Rules. He explains that it is a three-step process that occurs when an appeal is filed under Civil Service Rules. The first thing that happens in the appeal is filed and prima facie has all the elements and is forwarded to the Chairman. Once that's done, the first thing the board needs to do is at the next regularly scheduled meeting (today), set a date at which the board will consider whether to receive the appeal (i.e. does the board have jurisdiction). So today, the board just needs to say they are setting the date for next month to consider whether to receive the appeal. At that next meeting, the only issue the board needs to consider to determine whether or not they have jurisdiction is – is the appeal receivable. If the board were to consider the appeal receivable, at that point, the board will say "within 30 days we will actually hold a hearing on the merits". So the only action at this meeting is set a date to determine jurisdiction. Trustee Aliseo asked if legal counsel will provide an opinion on whether or not the board has jurisdiction. Mr. Davis stated that as necessary, he would be there to advise the board on the direction to take, but that the opinion and advisement will be on record.

A motion was made by Johan Aliseo that at the next regular board meeting, the board determines whether or not to consider the appeal. Tony Dorf seconded the motion. Motion passed.

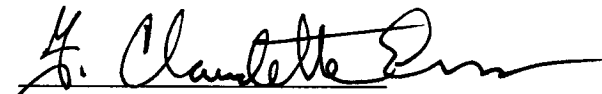
VI. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED:

None.

VII. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:40 p.m.


F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS

ELIGIBLE LIST

Permits Technician
Examination

January 9, 2003
Date of Test

022648110
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	38	GROUP 1	1
REJECTED	20	GROUP 2	7
TOTAL RECEIVED	58	GROUP 3	8
		TOTAL ON LIST	16

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	16			
FAILED	14			
TOTAL TESTED	30			
DID NOT APPEAR	8			

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

DATE: Jan 8, 2003

PLEASE PRINT

NAME

ORGANIZATION

ELIZABETH SNYDER

LVCEA

BRENT PROFAIZER

HR

RUTH CARROLL

HR

Lon Grasmich

LVCEA

Michelle McDully

HR

Phil Quiatt

HR

Sandy Gandy

HR

PATTI MILLER

NR

Tina Ramsey

HR

THE Jan. 8, 2003 MEETING OF THE CIVIL SERVICE

BOARD IS CALLED TO ORDER. THIS MEETING HAS BEEN PROPERLY
NOTICED AND POSTED IN COMPLIANCE WITH THE OPEN MEETING LAW.

A:LANGUAGE