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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 14, 2003

TIME: 4:30 p.m.

4:30 pm
4:35 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 10, 2003

IV. APPROVAL OF MINUTES: Teleconference Meeting – No Meeting Held Due To Holiday

V. BUSINESS

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Account Clerk – Promotional
2. Account Clerk – Open
3. Buyer I – Promotional
4. Buyer I – Open
5. Buyer II – Promotional
6. Buyer II – Open
7. Chemist – Promotional
8. Chemist – Open
9. Construction Inspector I – Promotional
10. Construction Inspector I – Open
11. Corrections Officer – Open
12. Court Counselor I – Promotional
13. Court Counselor I – Open
14. Information Technologies Development Supervisor – Open
15. Mail Courier – Open
16. Publicity Specialist I – Promotional
17. Publicity Specialist I – Open

U-M } Pass
EM-J } Pass

B. EXTENSION OF ELIGIBLE LISTS:

1. Accounting Technician II – Promotional
2. Custodial Supervisor – Promotional
3. Custodial Supervisor – Open
4. Land Surveyor – Promotional
5. Land Surveyor – Open
6. Network Systems Technician – Promotional
7. Network Systems Technician – Open
8. Survey Crew Leader – Open

EM-M } Pass
U-J } Pass

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CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

DATE: January 14, 2004

Page Two

C. CLASSIFICATION SPECIFICATIONS:

1. Corrections Intake Technician – Revised
2. Workers' Compensation Claims Assistant – New

*M = TD } pass
2 = JA }*

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

1. Deputy City Clerk – Open

*M - TD } pass
2 - U }*

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

VII. 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 14, 2004

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: December 10, 2003, at 4:30 p.m. in the Human Resources Department.

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

STAFF PRESENT

Sandy Gandy
Patti Miller
Kathy Gentile
Chris Peterson

OTHERS PRESENT

- II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW:
- III. APPROVAL OF MINUTES of Regular Meeting of November 12, 2003: A motion was made by Trustee Ed Miramontes that the minutes of the Regular Meeting of November 12, 2003 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.
- IV. APPROVAL OF MINUTES of Teleconference Meeting of November 26, 2003: A motion was made by Trustee Ed Miramontes that the minutes of the Teleconference Meeting of November 26, 2003 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
December 10, 2003
PAGE 2**

V. BUSINESS:

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Contracts Specialist – Open
2. Corrections Officer – Open
3. Deputy City Marshal – Open
4. GIS Analyst I – Promotional
5. GIS Analyst I – Open
6. Neighborhood Programs Officer – Promotional
7. Neighborhood Programs Officer – Open
8. Provisional Office Specialist II – Open
9. Statistical Analyst II – Promotional
10. Survey Technician – Promotional
11. Survey Technician – Open

Prior to a motion being made, Secretary F. Claudette Enus stated that item #2, Corrections Officer – Open would be removed from the certification list and placed on the next regular Civil Service Board meeting. Subsequently, a motion was made by Trustee Johan Aliseo that items 1 & 3 through 11 of the Certification of Eligible Lists be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Electrical Services Field Supervisor – Promotional
2. Engineering Associate I – Land Development – Promotional
3. Engineering Associate I – Land Development – Open
4. Engineering Technician II (Traffic) – Promotional
5. Engineering Technician II (Traffic) – Open
6. Field Electrician II – Open
7. Fire Battalion Chief – Promotional
8. Firefighter Trainee – Open
9. Graphic Equipment Operator I – Promotional
10. Graphic Equipment Operator I – Open
11. Senior Communications Specialist – Promotional
12. Senior Traffic Signal Technician – Promotional
13. Senior Traffic Signal Technician – Open
14. Street Light Maintenance Electrician – Promotional
15. Technical Systems Analyst – Promotional
16. Technical Systems Analyst – Open

A motion was made by Trustee Miramontes that items 1 through 16 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Aliseo. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
December 10, 2003
PAGE 3**

C. CLASSIFICATION SPECIFICATIONS:

1. Building Inspector – Revised
2. Combination Inspector – Revised
3. Electrical Inspector – Revised
4. Fire Investigator I/II – Revised
5. Plumbing/Mechanical Inspector – Revised
6. Carpenter/Playground Specialist – New

A motion was made by Trustee Aliseo that items 1 through 6 of the Classification Specifications List be approved. The motion was seconded by Trustee Miramontes. Motion carried.

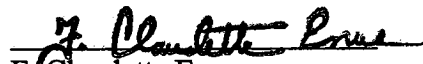
VI. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED:

None.

VII. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:33 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 14, 2004

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: 17

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Account Clerk - Promotional	16	11	6
2. Account Clerk - Open	49	33	17
3. Buyer I - Promotional	22	19	11
4. Buyer I - Open	183	140	86
5. Buyer II - Promotional	4	3	2
6. Buyer II - Open	71	37	30
7. Chemist - Promotional	1	0	0
8. Chemist - Open	43	34	5
9. Construction Inspector I - Promotional	26	22	16
10. Construction Inspector I - Open	74	36	29
11. Corrections Officer - Open	243	180	108
12. Court Counselor I - Promotional	9	1	1
13. Court Counselor I - Open	92	15	15
14. Information Technologies Development Supervisor - Open	14	9	9
15. Mail Courier - Open	48	37	36
16. Publicity Specialist I - Promotional	4	2	1
17. Publicity Specialist I - Open	153	10	10

CITY OF LAS VEGAS

ELIGIBLE LIST

Account Clerk
Examination

December 9, 2003
Date of Test

03359010P
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	16	GROUP 1	0
REJECTED	0	GROUP 2	3
TOTAL RECEIVED	16	GROUP 3	3
		TOTAL ON LIST	6

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	6			
FAILED	5			
TOTAL TESTED	11			
DID NOT APPEAR	5			

CITY OF LAS VEGAS

ELIGIBLE LIST

Account Clerk
Examination

December 9, 2003
Date of Test

033590100
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	43	GROUP 1	3
REJECTED	6	GROUP 2	6
TOTAL RECEIVED	49	GROUP 3	8
		TOTAL ON LIST	17

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	17			
FAILED	13			
TOTAL TESTED	33			
DID NOT APPEAR	10			

CITY OF LAS VEGAS

ELIGIBLE LIST

**Buyer I
Examination**

**December 17, 2003
Date of Test**

**03306410P
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	22	GROUP 1	2
REJECTED	0	GROUP 2	4
TOTAL RECEIVED	22	GROUP 3	5
		TOTAL ON LIST	11

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	11			
FAILED	8			
TOTAL TESTED	19			
DID NOT APPEAR	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

Buyer I
Examination

December 17, 2003
Date of Test

033064100
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	183	GROUP 1	3
REJECTED	0	GROUP 2	33
TOTAL RECEIVED	183	GROUP 3	50
		TOTAL ON LIST	86

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	86			
FAILED	54			
TOTAL TESTED	140			
DID NOT APPEAR	43			

CITY OF LAS VEGAS

ELIGIBLE LIST

Buyer II
Examination

December 18, 2003
Date of Test

03276010P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Buyer II
Examination

December 18, 2003
Date of Test

032760100
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	58	GROUP 1	0
REJECTED	13	GROUP 2	15
TOTAL RECEIVED	71	GROUP 3	15
		TOTAL ON LIST	30

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	30			
FAILED	7			
TOTAL TESTED	37			
DID NOT APPEAR	21			

CITY OF LAS VEGAS

ELIGIBLE LIST

Chemist
Examination

December 10, 2003
Date

03249110P
Exam Code

Promotional
Type of Exam

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

Chemist
Examination

December 10, 2003
Date

032491100
Exam Code

Open
Type of Exam

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	39	GROUP 1	0
REJECTED	4	GROUP 2	0
TOTAL RECEIVED	43	GROUP 3	5
		TOTAL ON LIST	5

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	5			
FAILED	29			
TOTAL TESTED	34			
DID NOT APPEAR	5			

CITY OF LAS VEGAS

ELIGIBLE LIST

Construction Inspector I
Examination

December 18, 2003
Date of Test

03283010P
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	25	GROUP 1	3
REJECTED	1	GROUP 2	8
TOTAL RECEIVED	26	GROUP 3	5
		TOTAL ON LIST	16

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	16			
FAILED	6			
TOTAL TESTED	22			
DID NOT APPEAR	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

Construction Inspector I
Examination

December 18, 2003
Date of Test

032830100
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	47	GROUP 1	5
REJECTED	27	GROUP 2	10
TOTAL RECEIVED	74	GROUP 3	14
		TOTAL ON LIST	29

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	29			
FAILED	7			
TOTAL TESTED	36			
DID NOT APPEAR	11			

CITY OF LAS VEGAS

ELIGIBLE LIST

Corrections Officer
Examination

Written Test: November 6, 2003
Physical Agility Test: November 17, 2003
Date of Test

035250100
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	238	GROUP 1	8
REJECTED	5	GROUP 2	64
TOTAL RECEIVED	243	GROUP 3	36
		TOTAL ON LIST	108

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%		P/F Physical Agility	
PASSED	176		108	
FAILED	4		41	
TOTAL TESTED	180		149	
DID NOT APPEAR/WITHDREW	57		27	

CITY OF LAS VEGAS

ELIGIBLE LIST

Court Counselor I
Examination

December 16 & 17, 2003
Date of Test

03306510P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	2	GROUP 1	1
REJECTED	7	GROUP 2	0
TOTAL RECEIVED	9	GROUP 3	0
		TOTAL ON LIST	1

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Court Counselor I
Examination

December 16 & 17, 2003
Date of Test

033065100
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	18	GROUP 1	4
REJECTED	74	GROUP 2	7
TOTAL RECEIVED	92	GROUP 3	4
		TOTAL ON LIST	15

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		15		
FAILED		0		
TOTAL TESTED		15		
DID NOT APPEAR		3		

CITY OF LAS VEGAS

ELIGIBLE LIST

Information Technologies Development Supervisor
Examination

December 16, 2003
Date of Test

037950810OP
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	9	GROUP 1	1
REJECTED	5	GROUP 2	5
TOTAL RECEIVED	14	GROUP 3	3
		TOTAL ON LIST	9

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

CITY OF LAS VEGAS

ELIGIBLE LIST

**Mail Courier
Examination**

**November 24, 2003
Date of Test**

**0379497100
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	45	GROUP 1	11
REJECTED	3	GROUP 2	17
TOTAL RECEIVED	48	GROUP 3	8
		TOTAL ON LIST	36

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	36			
FAILED	1			
TOTAL TESTED	37			
DID NOT APPEAR	8			

CITY OF LAS VEGAS

ELIGIBLE LIST

Publicity Specialist I
Examination

December 22 & 29, 2003
Date of Test

03334010P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

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

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		70%	30%	
PASSED		2	1	
FAILED		0	1	
TOTAL TESTED		2	2	
DID NOT APPEAR		0	0	

CITY OF LAS VEGAS

ELIGIBLE LIST

Publicity Specialist I
Examination

December 22 & 29, 2003
Date of Test

033340100
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	10	GROUP 1	2
REJECTED	143	GROUP 2	3
TOTAL RECEIVED	153	GROUP 3	5
		TOTAL ON LIST	10

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		70%	30%	
PASSED		10	10	
FAILED		0	0	
TOTAL TESTED		10	10	
DID NOT APPEAR		0	0	

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date January 14, 2004

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: 8

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Accounting Technician II - Promotional	8	1/09/04	7/09/04	1
2. Custodial Supervisor – Promotional	3	1/09/04	7/09/04	1
3. Custodial Supervisor – Open	13	1/09/04	7/09/04	1
4. Land Surveyor - Promotional	2	1/08/04	7/08/04	2
5. Land Surveyor – Open	3	1/08/04	7/08/04	2
6. Network Systems Technician – Promotional	1	1/23/04	7/23/04	1
7. Network Systems Technician – Open	49	1/23/04	7/23/04	1
8. Survey Crew Leader – Open	1	1/09/04	7/09/04	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date January 14, 2004

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. Corrections Intake Technician

Corrections Intake Technician was revised to allow a larger number of candidates to qualify.

NEW:

2. Workers' Compensation Claims Assistant

Workers' Compensation Claims Assistant was created to better reflect the duties of the position.

RECOMMENDATION

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

CORRECTIONS INTAKE 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 perform a variety of technical duties involving the processing of inmates through the city's detention facilities, including processing arrest documents, recording data and coordinating information with law enforcement and court agencies; to perform other duties as assigned.

SUPERVISION RECEIVED

Receives general direction from the Corrections Intake Supervisor and other management staff.

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

Essential Functions:

1. Participate in the collection and verification of criminal history and personal information of inmates; complete forms and input data into computer.
2. Process the admittance and initiate release of inmates; review paperwork for completeness and accuracy.
3. Coordinate activity and communication with federal, state and local law enforcement and correctional agencies pertaining to inmate detainment and release.
4. Coordinate court activity with representatives from the city's Municipal Court; process court documents regarding inmates' custody, court appearance or release.
5. Maintain a variety of accurate records and files including daily log books, ledgers and reports that document activity and incidents, personnel files and records.
6. Process and input all information obtained from inmate interviews; process record recovery requests made by department administration, court judges, lawyers or general public.
7. Verify and coordinate inmate information with court, federal, state and local law enforcement or correctional facilities.
8. Provide bail and charge information; assist with location of missing persons; provide information assistance for requests for police, court and jail numbers for other jurisdictions.

CITY OF LAS VEGAS
Corrections Intake Technician (continued)

Essential Functions: (continued)

9. Confirm, enter and validate warrants, verify that records contain complete and accurate information with issuing court.
10. Responsible for all inmate currency, checks, credit cards and negotiable items.

Marginal Functions:

1. Assist correctional staff with inmate identification functions.
2. May be required to notarize documents
3. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Departmental policies and procedures.
Principles and procedures of record keeping.
Basic mathematical principles.
Computer functions.
Modern office methods, practices, procedures and computer equipment.
Various law enforcement computerized information systems.
Local court systems.
Procedures and policies governing booking and release of inmates.
Federal, state and local laws and ordinances.
Procedures and operations of law enforcement agencies and correctional facilities.
English usage, spelling, grammar and punctuation.

Ability to:

Develop and implement changes in the work process.
Operate and become certified on various local, state and federal law enforcement computer information systems.
Read and interpret legal documents and reference manuals.
Learn procedures and policies governing booking and release of inmates.
Understand local court system and various laws and ordinances.
Follow detailed procedures and standards.
Understand and follow written and oral instructions.
Maintain statistical data and compile manual and computer-generated reports.
Deal effectively with difficult situations involving inmates and civilians.
Prepare clear and concise reports.
Communicate effectively, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Corrections Intake Technician (continued)

Ability to:

Maintain effective audio/visual discrimination and perception to the degree necessary for:

- *Making observations;*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned office, computer, telephone and radio equipment.*

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:

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

Experience and Training Requirements

Experience:

No experience is required. Experience in the field of law enforcement and criminal justice is desirable.

Training:

Equivalent to an associate degree in law enforcement, criminal justice, business administration or a related field. Related vocational training may be acceptable on a case-by-case basis, as determined by department management.

One and one-half years of related work experience may be substituted for each year of the training requirement. Related types of experience may include law enforcement, criminal justice, court, legal, general office, or customer service. Other types of experience may be accepted at the discretion of department management.

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

License or Certificate

Must type 25 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.

Special Requirements

Verbal fluency in Spanish is desirable.

CITY OF LAS VEGAS
Corrections Intake Technician (continued)

WORKING CONDITIONS

Environmental Conditions:

Correctional facility environment; potentially hostile environments; exposure to computer screens, dust, fumes and offensive odors, infectious diseases.

Physical Conditions:

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

ARB
REV 12/29/03
FLSA & City: nonexempt

CSB 1/14/04

CORRECTIONS INTAKE 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 perform a variety of technical duties involving the processing of inmates through the city's detention facilities, including processing arrest documents, ~~conducting interviews of inmates,~~ recording data and coordinating information with law enforcement and court agencies; to perform other duties as assigned.

SUPERVISION RECEIVED

Receives general direction from the Corrections Intake Supervisor and other management staff.

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

Essential Functions:

1. Participate in the collection and verification of criminal history and personal information of inmates; complete forms and input data into computer.
2. Process the admittance ~~of, and approve~~ and initiate release of inmates; review paperwork for completeness and accuracy.
3. Coordinate activity and communication with federal, state and local law enforcement and correctional agencies pertaining to inmate detainment and release.
4. Coordinate court activity with representatives from the city's Municipal Court; process court documents regarding inmates' custody, court appearance or release.
5. Maintain a variety of accurate records and files including daily log books, ledgers and reports that document activity and incidents, personnel files and records.
6. Process and input all information obtained from inmate interviews; process record recovery requests made by department administration, court judges, lawyers or general public.
7. Verify and coordinate inmate information with court, federal, state and local law enforcement or correctional facilities.
8. Provide bail and charge information; assist with location of missing persons; provide information assistance for requests for police, court and jail numbers for other jurisdictions.

CITY OF LAS VEGAS
Corrections Intake Technician (continued)

Essential Functions: (continued)

9. Confirm, enter and validate warrants, verify that records contain complete and accurate information with issuing court.
10. Responsible for all inmate currency, checks, credit cards and negotiable items received by City Hall Jail.

Marginal Functions:

1. Assist correctional staff with inmate identification functions.
2. May be required to notarize documents
3. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Interviewing techniques:

Departmental policies and procedures.

Principles and procedures of record keeping.

Basic mathematical principles.

Computer functions.

Modern office methods, practices, procedures and computer equipment.

Various law enforcement computerized information systems.

Local court systems.

Procedures and policies governing booking and release of inmates.

Federal, state and local laws and ordinances.

Procedures and operations of law enforcement agencies and correctional facilities.

English usage, spelling, grammar and punctuation.

Ability to:

Develop and implement changes in the work process.

~~Control potentially violent and hostile situations.~~

Operate and become certified on various local, state and federal law enforcement computer information systems.

Type at 35 words per minute.

Read and interpret legal documents and reference manuals.

Learn procedures and policies governing booking and release of inmates.

Understand local court system and various laws and ordinances.

Follow detailed procedures and standards.

Understand and follow written and oral instructions.

Maintain statistical data and compile manual and computer-generated reports.

Deal effectively with difficult situations involving inmates and civilians.

Prepare clear and concise reports.

CITY OF LAS VEGAS
Corrections Intake Technician (*continued*)

Ability to: (*continued*)

Communicate effectively, 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 and demonstrating intellectual capabilities.~~

Maintain effective audio/visual discrimination and perception to the degree necessary for:

- *Making observations;*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned office, computer, telephone and radio equipment.*

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:

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

Experience and Training Requirements

Experience:

~~Two years of increasingly responsible~~ No experience is required. Experience in the field of law enforcement and criminal justice, or a related field is desirable.

Training:

~~Equivalent to graduation from high school, supplemented by course work or experience in computer usage~~ an associate degree in law enforcement, criminal justice, business administration or a related field. Related vocational training may be acceptable on a case-by-case basis, as determined by department management.

One and one-half years of related work experience may be substituted for each year of the training requirement. Related types of experience may include law enforcement, criminal justice, court, legal, general office, or customer service. Other types of experience may be accepted at the discretion of department management.

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

CITY OF LAS VEGAS
Corrections Intake Technician (continued)

License or Certificate

~~Possession of, or ability to obtain, a notary public license.~~
Must type 25 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.

Special Requirements

Verbal fluency in Spanish is desirable.

WORKING CONDITIONS

Environmental Conditions:

Correctional facility environment; potentially hostile environments; exposure to computer screens, dust, fumes and offensive odors, infectious diseases.

Physical Conditions:

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

ARB:slc

Revised 9/95 (formerly Corrections Intake Assistant) REV 12/29/03

FLSA & City: nonexempt

CSB 9/13/95

WORKERS' COMPENSATION CLAIMS ASSISTANT

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 wide variety of specialized clerical duties in support of the Workers' Compensation claims staff in the administration of a self-insured, self-administered workers' compensation program; to input data and develop and distribute correspondence, utilizing a risk management computer program; to assist with filing, copying, and clerical accounting tasks; to schedule medical and administrative appointments.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from higher level supervisory or management staff.

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

Essential Functions:

1. Enter new claim data into the risk management computer system; ensure data is accurate and complete, diary dates are set, and appropriate notices are sent to claimant, physician, pharmacy benefit provider, and the state of Nevada pursuant to statutory provisions and timeframes. Set up claim file pursuant to department protocols.
2. Schedule permanent partial disability appointments; create and distribute appropriate appointment letters; copy medical records and send to physician pursuant to statutory requirements and within legally proscribed timeframes. Set up diary for follow-up by Workers' Compensation Specialist.
3. Maintain claim files pursuant to statutory and departmental standards. Note document deficiencies and inform the Workers' Compensation Specialist.
4. Perform all steps necessary to document claim closure; enter data into risk management computer system, set up computer diary, and notify the claimant and the state of Nevada pursuant to statutory requirements.
5. Respond to routine technical inquiries from claimants, attorneys and providers, as directed by the claims management team.
6. Research and compile information from claim files for use in contested claims.
7. Correspond with treating physicians' office staff to verify and obtain documentation on claimant disability certification and work status.

CITY OF LAS VEGAS
Workers' Compensation Claims Assistant (*continued*)

Essential Functions:

8. Assist Workers' Compensation Specialist in the payment of medical bills.
9. Provide clerical assistance to the workers' compensation claim staff; copy documents from microfiche and assemble claim packets; mail forms and documents upon request.
10. Assist employees, in person and on the phone, in the completion of workers' compensation forms.

Marginal Functions:

1. Perform general clerical duties for Insurance Services Division.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic operations, services and activities of a workers' compensation program.
Basic workers' compensation statutory requirements.
Modern office procedures, methods and computer equipment.
General bookkeeping and accounting principles.
Workers' compensation and common medical terminology.
Business letter writing.
English usage, spelling, grammar and punctuation.
Methods and techniques of record keeping and records management.
Operational characteristics of personal computers and data processing equipment.
Basic pertinent federal, state and local laws, codes and regulations pertaining to a self-insured workers' compensation program and its record keeping.

Ability to:

Read, understand and apply laws, regulations and procedures.
Meet strict predetermined statutory deadlines.
Learn specialized computer applications used in claims management.
Maintain confidential information and records.
Perform mathematical computations.
Set priorities to ensure statutory timeframes and deadlines are met.
Communicate with medical providers using specialized terminology.
Communicate with people under stress or who are ill or injured.
Learn technical policies and procedures applicable to the city's workers' compensation program.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Workers' Compensation Claims Assistant (*continued*)

Ability to:

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.*

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.*

Experience and Training Requirements

Experience:

One year of administrative or clerical experience in workers' compensation with an insurance company, third party administrator or self-insured employer.

Training:

Equivalent to graduation from high school.

License or Certificate

Must type 35 net words per minute, as demonstrated by a typing certificate dated no more than one (1) year prior to the date of application. Completion of a minimum of two (2) seminars on Nevada Revised Statutes 616 and 617 within six months of date of appointment. Possession of Workers' Compensation Claims Administration certification through the Insurance Educational Association 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 for prolonged periods of time.

KAG NEW 12/04/03
FLSA & City: nonexempt CSB 1/14/04

Helen Gonzales

From: Roni Ronemus
Sent: Monday, January 05, 2004 5:43 PM
To: Claudette Enus
Cc: Ruth Carroll; Helen Gonzales; Beverly Bridges; Sharon Kuhns
Subject: Cancellation Existing List, Deputy City Clerk

Claudette, I understand I need to send an e-mail directly to you to request the cancellation of our existing list for Deputy City Clerk. We have interviewed everyone on the list and do not wish to hire anyone from it or they have turned us down. In fact, we need to start another recruitment.

Please let me know if you need anything else. Thank you very much for your assistance. We are desperate!

Approved
H. Claudette Enus
1-07-04

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date January 14, 2004

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

SUBJECT: D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

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

The City is requesting that the following eligible lists be abolished in accordance with Civil Service Rules, Chapter IV, Section 9, c. (4):

1. Deputy City Clerk I – Open

The reasoning is as follows:

The current eligible list no longer suits the needs of the department.

RECOMMENDATION

The City recommends approval of the abolishment of this list.