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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: March 12, 2003
TIME: 4:30 p.m. ✓

4:33

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 February 12, 2003 *Teddie - M Tony - Jrd*
- IV. APPROVAL OF MINUTES: Teleconference Meeting of February 26, 2003 *Lavonne - M John - Jrd*
- V. BUSINESS
 - A. CERTIFICATION OF ELIGIBLE LISTS:
 - 1. Facilities Field Supervisor – Promotional
 - 2. Facilities Field Supervisor – Open
 - 3. Information Technologies Development Supv. – Promotional
 - 4. Information Technologies Development Supv. – Open
 - 5. Sr. Buyer – Promotional
 - 6. Sr. Buyer – Open
 - 7. Sr. Technical Systems Analyst (Leisure Services) – Promotional*Tony - M Teddie - Jrd*
 - B. EXTENSION OF ELIGIBLE LISTS:
 - 1. Building Services Technician – Promotional
 - 2. Building Services Technician – Open
 - 3. Fire Captain – Promotional
 - 4. Fire Communications Technician I – Promotional
 - 5. Fire Communications Technician I – Open
 - 6. Senior Field Electrician – Promotional
 - 7. Senior Field Electrician – Open
 - 8. Signing & Marking Field Supervisor – Promotional
 - 9. Signing & Marking Field Supervisor – Open
 - 10. Signing & Marking Technician I – Promotional
 - 11. Signing & Marking Technician I – Open*Lavonne - M Teddie - Jrd*

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CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

DATE: March 12, 2003

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C. CLASSIFICATION SPECIFICATIONS:

1. Plans Examiner – Revised
2. Senior Plumber – Revised

Lavonne - M
Tony - J

D. REQUEST TO BE PLACED ON RE-HIRE LIST:

1. Ella Perla

Johan - M *Lavonne - J*

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**

March 12, 2003

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: February 12, 2003, at 4:30 p.m. in the Human Resources Department.

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

STAFF PRESENT
Judy Tuttle
Morgan Davis
Sandy Gandy
Ruth Carroll
Ann Rubertino-Beck
Kathy Gentile

OTHERS PRESENT
Lon Grasmick

- II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW:
- III. APPROVAL OF MINUTES of Regular Meeting of January 8, 2003: A motion was made by Trustee Johan Aliseo that the minutes of the Regular Meeting of January 8, 2003 be approved. Trustee Teddy Parker seconded the motion. Motion carried.
- IV. APPROVAL OF MINUTES of Teleconference Meeting of January 22, 2003: Due to a lack of quorum for the January 22, 2003 teleconference, the meeting was not held. The minutes generated reflected the lack of quorum and the subsequent cancellation of the meeting. Therefore, a motion was not necessary to approve minutes for a meeting not held.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
February 12, 2003
PAGE 2**

V. BUSINESS:

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Electronic Records Specialist – Promotional
2. Fire Prevention Inspector II – Promotional
3. Fire Prevention Inspector II – Open
4. Park Maintenance Field Supervisor – Promotional
5. Park Maintenance Field Supervisor – Open
6. Permits Technician – Promotional
7. Permits Technician – Open
8. Planning Technician – Promotional
9. Planning Technician – Open
10. Recreation Activities Specialist – Promotional
11. Urban Design Coordinator – Promotional
12. Urban Design Coordinator – Open

A motion was made by Trustee Dorf that items 1 through 12 of the Certification of Eligible Lists be approved. The motion was seconded by Trustee Parker. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Communications Specialist – Promotional
2. Communications Specialist – Open
3. Construction Inspector I – Promotional
4. Construction Inspector I – Open
5. Corrections Officer – Open
6. Electrician I – Promotional
7. Electrician I – Open
8. Fire Equipment Mechanic I – Open
9. Judicial Enforcement Officer I – Open
10. Leisure Services Coordinator – Promotional
11. Senior Citizens Center Coordinator – Promotional
12. Senior Recreation Leader – Promotional

A motion was made by Trustee Parker that items 1 through 12 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Dorf. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
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C. CLASSIFICATION SPECIFICATIONS:

1. Deputy City Marshal – Revised
2. Fire Prevention Inspector I/II – Revised
3. Inspector/Combination Inspector – Revised
4. Permits Technician – Revised
5. Structural Plans Examiner – Revised
6. Theater Technician I/II – Revised
7. Traffic Barricade Inspector I/II – Revised
8. Fire Health and Safety Training Officer – New

A motion was made by Trustee Lewis that items 1 through 8 of the Classification Specifications List be approved. The motion was seconded by Trustee Parker. Motion carried.

D. REQUEST TO BE PLACED ON RE-HIRE LIST:

1. Mark Escobedo
2. Michael J. Rehan

A motion was made by Trustee Dorf that items 1 and 2 of the Request to be Placed on Re-Hire List be approved. Trustee Lewis seconded the motion. Motion passed.

E. REQUEST DISMISSAL OF APPEAL: Item was resolved by the parties involved and documentation provided was for informational purposes only to the trustees.

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 4:36 p.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
March 12, 2003

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: February 26, 2003, at 11:30 a.m. via Teleconference

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

Claudette Enus, Secretary – Absent

In the absence of Chairman Mark Larson, Trustee Lavonne Lewis acted in the capacity of Chair for the teleconference. In the absence of Secretary Claudette Enus, Deputy Director Judy Tuttle acted in the capacity of Secretary for the teleconference.

STAFF PRESENT

Judy Tuttle
Ann Rubertino-Beck
Louisa Tuilagi
Morgan Davis (via teleconference)

OTHERS PRESENT

None

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

III. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1) Construction Projects Specialist – Promotional
- 2) Construction Projects Specialist – Open
- 3) Recreation Leader I – Promotional
- 4) Recreation Leader I – Open
- 5) Sr. Intelligent Transportation System Tech – Promotional
- 6) Sr. Intelligent Transportation System Tech – Open

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: February 26, 2003
PAGE 2**

Tony Dorf made a motion to approve Item numbers 1 through 6 of the Eligible Lists to be certified. Johan Aliseo seconded the motion. Motion carried.


IV. DISCUSSION ITEMS

None.

V. CITIZEN PARTICIPATION:

None.

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


F. Claudette Enus
Secretary to the Board



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: March 12, 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: 7

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Facilities Field Supervisor – Promotional	19	16	10
2. Facilities Field Supervisor – Open	94	43	21
3. Information Technologies Development Supv. – Promotional	13	8	6
4. Information Technologies Development Supv. – Open	51	15	10
5. Sr. Buyer – Promotional	5	2	1
6. Sr. Buyer – Open	54	21	5
7. Sr. Technical Systems Analyst (Leisure Services) – Promotional	8	7	7

CITY OF LAS VEGAS

ELIGIBLE LIST

Facilities Field Supervisor
Examination

February 21, 2003
Date of Test

02223812P
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	19	GROUP 1	0
REJECTED	0	GROUP 2	5
TOTAL RECEIVED	19	GROUP 3	5
		TOTAL ON LIST	10

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	10			
FAILED	6			
TOTAL TESTED	16			
DID NOT APPEAR	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

Facilities Field Supervisor
Examination

February 21, 2003
Date of Test

022238120
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	67	GROUP 1	0
REJECTED	27	GROUP 2	6
TOTAL RECEIVED	94	GROUP 3	15
		TOTAL ON LIST	21

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	21			
FAILED	22			
TOTAL TESTED	43			
DID NOT APPEAR	24			

CITY OF LAS VEGAS

ELIGIBLE LIST

Information Technologies Development Supervisor
Examination

February 12 & 13, 2003
Date of Test

02795089P
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	9	GROUP 1	4
REJECTED	4	GROUP 2	2
TOTAL RECEIVED	13	GROUP 3	0
		TOTAL ON LIST	6

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%	50%		
PASSED	6	6		
FAILED	2	0		
TOTAL TESTED	8	6		
DID NOT APPEAR	1	0		

CITY OF LAS VEGAS

ELIGIBLE LIST

Information Technologies Development Supervisor
Examination

February 12 & 13, 2003
Date of Test

027950890
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	23	GROUP 1	0
REJECTED	28	GROUP 2	8
TOTAL RECEIVED	51	GROUP 3	2
		TOTAL ON LIST	10

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%	50%		
PASSED	10	10		
FAILED	5	0		
TOTAL TESTED	15	10		
DID NOT APPEAR	8	0		

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Buyer
Examination

February 16, 2003
Date of Test

02249812P
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	3	GROUP 2	1
TOTAL RECEIVED	5	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	1			
TOTAL TESTED	2			
DID NOT APPEAR	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Buyer
Examination

February 16, 2003
Date of Test

022498120
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	30	GROUP 1	1
REJECTED	24	GROUP 2	2
TOTAL RECEIVED	54	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	16			
TOTAL TESTED	21			
DID NOT APPEAR	9			

CITY OF LAS VEGAS

ELIGIBLE LIST

Sr. Technical Systems Analyst (Leisure Services)
Examination

February 25, 2003
Date of Test

037952401LP
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	7	GROUP 1	7
REJECTED	1	GROUP 2	0
TOTAL RECEIVED	8	GROUP 3	0
		TOTAL ON LIST	7

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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date March 12, 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: 11

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Building Services Technician – Promotional	8	3/11/03	9/11/03	1
2. Building Services Technician – Open	35	3/11/03	9/11/03	1
3. Fire Captain – Promotional	5	3/25/03	9/25/03	1
4. Fire Communications Technician I – Promotional	2	3/11/03	9/11/03	1
5. Fire Communications Technician I – Open	16	3/11/03	9/11/03	1
6. Senior Field Electrician – Promotional	3	3/11/03	9/11/03	1
7. Senior Field Electrician – Open	1	3/11/03	9/11/03	1
8. Signing & Marking Field Supervisor – Promotional	2	3/11/03	9/11/03	1
9. Signing & Marking Field Supervisor – Open	2	3/11/03	9/11/03	1
10. Signing & Marking Technician I – Promotional	8	3/11/03	9/11/03	1
11. Signing & Marking Technician I – Open	10	3/11/03	9/11/03	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date March 12, 2003

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. Plans Examiner
2. Senior Plumber

Plans Examiner was revised to reflect the name change of the certifying organization.

Senior Plumber was revised to delineate essential functions when "Assigned to Parks and Open Spaces Division" to include the installation, repair and testing of backflow prevention assembly devices. This skill requires possession of Backflow Prevention Assembly Tester certification.

RECOMMENDATION

The City recommends approval of these revised classification specifications.

PLANS EXAMINER

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 consult with contractors, engineers, architects and the general public concerning the acceptability of drawings submitted for approval to build within the city; to review building and structural plans and specifications for conformance to building codes and laws; and to assist in special investigations involving unusual applications of the building laws and codes.

SUPERVISION RECEIVED

Receives direction from the Plans Examination Supervisor.

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 plans for conformance to various building, electrical, mechanical, plumbing and structural codes and regulations.
2. Review specifications and calculations and consult with originator when needed to clarify or make corrections as necessary.
3. Authorize acceptance or rejection of building permit applications based on review.
4. Provide inspectors with notes on plans to assist them during inspections and assist them by phone as necessary.
5. Provide assistance with drawings, calculations and codes to the general public and home owner-builders.
6. Maintain appropriate records; respond to inquiries directed to the department in writing; assist in writing new ordinances pertaining to building codes and laws.
7. Inform contractors, engineers and architects of appropriate professional acceptable standards; assist these professionals to establish drawings of conformity and reliability.
8. Provide direction to Permits Technicians pertaining to codes and calculations.

CITY OF LAS VEGAS
Plans Examiner (Continued)

Marginal Functions:

1. Assist in coordinating work of the department with other city departments and other public agencies.
2. Attend meetings comprised of other governmental agencies as a representative of the Building and Safety Department; attend inspection appeal meetings to help decide "code or equal" problems and solutions.
3. Provide code clarification to solve pending problems at job site.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and materials used in construction of buildings and related structures.

Basic and advanced mathematical formulae including algebra and geometry.

Acceptable safety standards.

Proper inspection methods.

Principles of business letter writing and basic report preparation.

Principles and procedures of record keeping.

English usage, spelling, grammar and punctuation.

Pertinent federal, state and local laws, codes and regulations related to the construction of buildings in all phases.

Ability to:

Interpret blueprints and specifications.

Understand, interpret and write building, electrical, plumbing and mechanical codes and ordinances, and to convey their meaning to others.

Verify calculations to ensure specifications and drawings are in compliance with applicable codes and safety standards.

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.*

CITY OF LAS VEGAS
Plans Examiner (Continued)

Ability to:

Respond to requests and inquiries from the general public.
Work independently in the absence of supervision.
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.

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in building construction or building inspection in reviewing architectural, electrical, structural or mechanical plans.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, architecture or a related field.

License or Certificate

Possession of a Plans Examiner or Building Inspector certification from the International Code Council (formerly International Conference of Building Officials) within six months of the date of appointment.

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; and lifting and carrying up to 40 lbs.

KAG
REV 1/23/03
FLSA & City: nonexempt

CSB 3/12/03

PLANS EXAMINER

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 consult with contractors, engineers, architects and the general public concerning the acceptability of drawings submitted for approval to build within the city; to review building and structural plans and specifications for conformance to building codes and laws; and to assist in special investigations involving unusual applications of the building laws and codes.

SUPERVISION RECEIVED

Receives direction from the Plans Examination Supervisor.

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 plans for conformance to various building, electrical, mechanical, plumbing and structural codes and regulations.
2. Review specifications and calculations and consult with originator when needed to clarify or make corrections as necessary.
3. Authorize acceptance or rejection of building permit applications based on review.
4. Provide inspectors with notes on plans to assist them during inspections and assist them by phone as necessary.
5. Provide assistance with drawings, calculations and codes to the general public and home owner-builders.
6. Maintain appropriate records; respond to inquiries directed to the department in writing; assist in writing new ordinances pertaining to building codes and laws.
7. Inform contractors, engineers and architects of appropriate professional acceptable standards; assist these professionals to establish drawings of conformity and reliability.
8. Provide direction to Permits Technicians pertaining to codes and calculations, ~~and assist in their training.~~

CITY OF LAS VEGAS
Plans Examiner (Continued)

Marginal Functions:

1. Assist in coordinating work of the department with other city departments and other public agencies.
- ~~9.2.~~ Attend meetings comprised of other governmental agencies as a representative of the Building and Safety Planning and Development Department; attend inspection appeal meetings to help decide "code or equal" problems and solutions.
- ~~10.3.~~ Provide code clarification to solve ~~Provide inspection leadership to solve~~ pending problems at job site.
- ~~11.4.~~ Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and materials used in construction of buildings and related structures.
Basic and advanced mathematical formulae including algebra and geometry.
Acceptable safety standards.
Proper inspection methods.
Principles of business letter writing and basic report preparation.
Principles and procedures of record keeping.
English usage, spelling, grammar and punctuation.
Pertinent federal, state and local laws, codes and regulations related to the construction of buildings in all phases.

Ability to:

Interpret blueprints and specifications.
Understand, interpret and write building, electrical, plumbing and mechanical codes and ordinances, and to convey their meaning to others.
Verify calculations to ensure specifications and drawings are in compliance with applicable codes and safety standards.
~~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 the successful performance of assigned duties.~~

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

CITY OF LAS VEGAS
Plans Examiner (Continued)

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.

Respond to requests and inquiries from the general public.

Work independently in the absence of supervision.

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.

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in building construction or building inspection in reviewing architectural, electrical, structural or mechanical plans.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, architecture or a related field.

License or Certificate

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

Possession of a Plans Examiner or Building Inspector certification from the International Code Council (formerly International Conference of Building Officials) ~~Conference of Building Officials~~ within ~~one year~~ six months of the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

~~Office environment; exposure to computer screens; travel from site to site; construction site environment; exposure to noise, dust, heat, cold, inclement weather conditions; work at heights on scaffolding and ladders; inspect in confined spaces; inspect underground; work on slippery or uneven surfaces.~~

CITY OF LAS VEGAS
Plans Examiner (*Continued*)

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for ~~bending, stooping, kneeling, crawling, climbing and sitting~~ for prolonged periods of time; and lifting and carrying up to 40 lbs. operating motorized vehicles.

KAGARB

REV ~~1/23/03~~ 11/20/97

FLSA & City: nonexempt

CSB 12/10/97

SENIOR PLUMBER

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

DEFINITION

To lead, oversee and participate in the more complex and difficult work of staff responsible for performing a variety of difficult and skilled plumbing tasks; repair and maintain public buildings and facilities; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Plumber series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including leading, planning, training and reviewing the work of staff responsible for the repair and maintenance of plumbing fixtures in city buildings; verifying the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specification; diagnosing problems and handling the most difficult plumbing tasks. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Facilities Maintenance Supervisor.

Exercises functional and technical supervision over lower level technical staff.

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

Essential Functions:

1. Lead, plan, train and review the work of staff responsible for the repair and maintenance of plumbing fixtures in city buildings.
2. Plan, direct and participate in the more difficult and skilled plumbing tasks.
3. Supervise the use of and operate a variety of hand and power tools.
4. Train assigned employees in plumbing methods and techniques and in the set up and use of equipment.

CITY OF LAS VEGAS
Senior Plumber (continued)

Essential Functions:

5. Verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specification.
6. Ensure the adherence to safe work practices and procedures.
7. Diagnose problems and handle the most difficult plumbing tasks.
8. Repair water and sewer lines; perform maintenance work on drinking fountains.
9. Assist in the repair and maintenance of the plumbing portions of air-conditioning units.
10. Remove all plumbing and plumbing fixtures; install new plumbing and plumbing fixtures as needed.
11. Assist in the design and planning of plumbing renovations and new installations.
12. Write reports and make recommendations.

When Assigned to Parks and Open Spaces Division:

1. Install, repair and test backflow prevention assembly devices.
2. Test, clean, repair and set irrigation pumps.
3. Perform all plumbing functions associated with the installation and maintenance of park restrooms and drinking fountains.

Marginal Functions:

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
2. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
3. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Senior Plumber (continued)

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a building maintenance program.

Principles of lead supervision and training.

Methods and techniques of plumbing maintenance and repair.

Operational characteristics of plumbing equipment and tools.

Building construction as it relates to plumbing.

Repair and remodeling.

Advanced aspects of plumbing, air-conditioning systems, boilers and pumps.

Blueprints and plan interpretation.

Report writing and record keeping. Occupational hazards and standard safety practices.

When assigned to the Parks and Open Spaces Division: operation and testing procedures for backflow prevention assembly devices,

Ability to:

Lead, organize and review the work of staff in the area of work assigned.

Independently perform the most difficult plumbing tasks.

Interpret, explain and enforce department policies and procedures.

Operate a variety of plumbing tools and equipment in a safe and effective manner.

Read and interpret plans and blueprints.

Assemble and install air, gas, water and waste disposal systems.

Repair or replace plumbing parts in air-conditioning systems.

Write reports and maintain records.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

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

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

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

CITY OF LAS VEGAS
Senior Plumber (continued)

Experience and Training Requirements

Experience:

Three years of increasingly responsible plumbing experience.

Training:

Equivalent to graduation from high school, including additional specialized training in plumbing.

License or Certificate

Possession of an appropriate valid driver's license on the date of application. When assigned to the Parks and Open Spaces Division: possession of Backflow Prevention Assembly Tester certification through the California-Nevada Section of the American Water Works Association on the date of application.

WORKING CONDITIONS

Constantly = more than 2/3 of the time; Frequently = 1/3 to 2/3 of the time; Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.

Environmental Conditions:

Location: 60% inside, and 40% in the field at various locations, including travel from site to site.

Hazards: Exposure to noise, dust, grease, odors, fumes, gases, electrical shock, biological hazards while working around sewage, toxic or caustic chemicals, moving objects, vehicles, mechanical parts, inclement weather conditions, sharp objects, pinch points, trip obstacles.

Equipment Used: Hand and power tools, pipe cutter, cutting torch, pipe threader, saws, brazing and soldering equipment.

Safety Equipment: Safety shoes, eye and hearing protection, hard hat, gloves, apron, respirator as needed.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently-constantly, up to 1 mile per shift depending on job assignment.

Sitting: Occasionally, while at workbench, driving, and performing other job duties.

Lift/carry: Frequently, 1-50 lbs., carrying up to 150 ft., work tools, materials, equipment. Occasionally, up to 75 lbs., cable reels, for short distances of 1-10 ft.

Push/pull: Frequently, exerting 10-50 lbs. force; using one or both hands and arms using hand or power tools while working on piping systems, wrenching, moving equipment, and performing shop work.

Climbing: Occasionally, on ladders and scaffolding while performing job duties working at heights from 6-16 ft.

CITY OF LAS VEGAS
Senior Plumber (continued)

Physical Conditions:

Bending/twisting: Constantly, at waist, knees and neck while working in awkward positions while performing repairs and installations. May be required to work in confined spaces.

Kneeling/crouching/crawling: Frequently, depending on assignment, while working in attics, and underneath structures inspecting, installing and repairing piping systems.

Hands/arms: Frequent-constant use of both hands and arms while reaching, handling, grasping, fingering and gripping while performing inspections, installations and repairs. May require highly repetitive handwork when fabricating and installing piping systems. Work overhead with arms extended for extended periods of time.

Sight: Constantly, in visual acuity of near- and mid-range, depth perception, and hand and eye coordination.

Speech/hearing: Constantly, in communicating and maintaining safe working environment.

Other physical demands: Frequent use of sense of smell when working around welding equipment and piping systems to detect gas leaks, odors and chemical spills and leaks. Ability to work within extremely confined spaces.

KAG
REV 2/03/03
FLSA & City: nonexempt
CSB: 03/12/03

SENIOR PLUMBER

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

DEFINITION

To lead, oversee and participate in the more complex and difficult work of staff responsible for performing a variety of difficult and skilled plumbing tasks; repair and maintain public buildings and facilities; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Plumber series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including leading, planning, training and reviewing the work of staff responsible for the repair and maintenance of plumbing fixtures in city buildings; verifying the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specification; diagnosing problems and handling the most difficult plumbing tasks. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Facilities Maintenance Supervisor.

Exercises functional and technical supervision over lower level technical staff.

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

Essential Functions:

1. Lead, plan, train and review the work of staff responsible for the repair and maintenance of plumbing fixtures in city buildings.
2. Plan, direct and participate in the more difficult and skilled plumbing tasks.
3. Supervise the use of and operate a variety of hand and power tools.
4. Train assigned employees in plumbing methods and techniques and in the set up and use of equipment.

CITY OF LAS VEGAS
Senior Plumber (continued)

Essential Functions:

5. Verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specification.
6. Ensure the adherence to safe work practices and procedures.
7. Diagnose problems and handle the most difficult plumbing tasks.
8. Repair water and sewer lines; perform maintenance work on drinking fountains.
9. Assist in the repair and maintenance of the plumbing portions of air-conditioning units.
10. Remove all plumbing and plumbing fixtures; install new plumbing and plumbing fixtures as needed.
11. Assist in the design and planning of plumbing renovations and new installations.
12. Write reports and make recommendations.

When Assigned to Parks and Open Spaces Division:

1. Install, repair and test backflow prevention assembly devices.
2. Test, clean, repair and set irrigation pumps.
3. Perform all plumbing functions associated with the installation and maintenance of park restrooms and drinking fountains.

Marginal Functions:

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
2. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a building maintenance program.
Principles of lead supervision and training.
Methods and techniques of plumbing maintenance and repair.
Operational characteristics of plumbing equipment and tools.

CITY OF LAS VEGAS
Senior Plumber (continued)

Knowledge of:

Building construction as it relates to plumbing.
Repair and remodeling.
Advanced aspects of plumbing, air-conditioning systems, boilers and pumps.
Blueprints and plan interpretation.
Report writing and record keeping.
Occupational hazards and standard safety practices.

When assigned to the Parks and Open Spaces Division: operation and testing procedures for
backflow prevention assembly devices,

Ability to:

Lead, organize and review the work of staff in the area of work assigned.
Independently perform the most difficult plumbing tasks.
Interpret, explain and enforce department policies and procedures.
Operate a variety of plumbing tools and equipment in a safe and effective manner.
Read and interpret plans and blueprints.
Assemble and install air, gas, water and waste disposal systems.
Repair or replace plumbing parts in air-conditioning systems.
Write reports and maintain records.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain mental capacity which allows for effective interaction and communication with others.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
– *Walking or standing for extended periods of time; and*
– *Operating assigned equipment and vehicles.*
Maintain effective audio-visual discrimination and perception needed for:
– *Making observations;*
– *Communicating with others;*
– *Reading and writing; and*
– *Operating assigned equipment and vehicles.*
Maintain mental capacity which allows the capability of:
– *Making sound decisions;*
– *Effective interaction and communication with others; and*
– *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Three years of increasingly responsible plumbing experience.

CITY OF LAS VEGAS
Senior Plumber (continued)

Training:

Equivalent to graduation from high school, including additional specialized training in plumbing.

License or Certificate

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

When assigned to the Parks and Open Spaces Division: possession of Backflow Prevention Assembly Tester certification through the California-Nevada Section of the American Water Works Association on the date of application.

WORKING CONDITIONS

Constantly = more than 2/3 of the time; Frequently = 1/3 to 2/3 of the time; Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.

Environmental Conditions:

Location: 60% inside, and 40% in the field at various locations, including travel from site to site.

Hazards: Exposure to noise, dust, grease, odors, fumes, gases, electrical shock, biological hazards while working around sewage, toxic or caustic chemicals, moving objects, vehicles, mechanical parts, inclement weather conditions, sharp objects, pinch points, trip obstacles.

Equipment Used: Hand and power tools, pipe cutter, cutting torch, pipe threader, saws, brazing and soldering equipment.

Safety Equipment: Safety shoes, eye and hearing protection, hard hat, gloves, apron, respirator as needed.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently-constantly, up to 1 mile per shift depending on job assignment.

Sitting: Occasionally, while at workbench, driving, and performing other job duties.

Lift/carry: Frequently, 1-50 lbs., carrying up to 150 ft., work tools, materials, equipment. Occasionally, up to 75 lbs., cable reels, for short distances of 1-10 ft.

Push/pull: Frequently, exerting 10-50 lbs. force; using one or both hands and arms using hand or power tools while working on piping systems, wrenching, moving equipment, and performing shop work.

Climbing: Occasionally, on ladders and scaffolding while performing job duties working at heights from 6-16 ft.

Bending/twisting: Constantly, at waist, knees and neck while working in awkward positions while performing repairs and installations. May be required to work in confined spaces.

CITY OF LAS VEGAS
Senior Plumber (continued)

Physical Conditions:

Kneeling/crouching/crawling: Frequently, depending on assignment, while working in attics, and underneath structures inspecting, installing and repairing piping systems.

Hands/arms: Frequent-constant use of both hands and arms while reaching, handling, grasping, fingering and gripping while performing inspections, installations and repairs. May require highly repetitive hand work when fabricating and installing piping systems. Work overhead with arms extended for extended periods of time.

Sight: Constantly, in visual acuity of near- and mid-range, depth perception, and hand and eye coordination.

Speech/hearing: Constantly, in communicating and maintaining safe working environment.

Other physical demands: Frequent use of sense of smell when working around welding equipment and piping systems to detect gas leaks, odors and chemical spills and leaks. Ability to work within extremely confined spaces.

KAGARB

REV ~~210~~/0304/032

FLSA & City: nonexempt

CSB: 7/11/01

Date Approved: _____

F. Claudette Enus Director, Human Resources

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date March 12, 2003

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

SUBJECT: D. REQUEST TO BE PLACED ON REHIRE LIST: ELLA PERLA

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

Ella Perla, an employee from June 12, 1995 to November 1, 2001, has requested to be placed on the Rehire List for Office Specialist II. A copy of his Department Director's approval is attached for the Board's information and review.

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

Ella Perla meets the criteria for placement on the Rehire List, and it is recommended that the Board approve her request.

copy
Romina
Martha
✓ Helen
Sharks.

10469 Abbotsbury Drive
Las Vegas, Nevada 89135
February 3, 2003

Dr. Barbara Jackson, Director
Department of Leisure Services
749 Veterans Memorial Drive
Las Vegas, Nevada 89101

Dear Barbara:

It has been fifteen months since I resigned from the position of Office Specialist II in the Department of Leisure Service. I am enjoying working in the department on a part time basis. I am considering returning to work on a full time basis and I would like to have my name put on the City of Las Vegas Rehire List for the Office Specialist II position. In order to do this I must apply within two years of leaving the City of Las Vegas and I need to have your approval.

I would appreciate your help in this matter.

Sincerely,



Ella Perla

Approved!

BJ

Approved 2/8/03
Judy Tuttle

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: March 12, 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 February 12, 2003
- IV. APPROVAL OF MINUTES: Teleconference Meeting of February 26, 2003
- V. BUSINESS
 - A. CERTIFICATION OF ELIGIBLE LISTS:
 - 1. Facilities Field Supervisor – Promotional
 - 2. Facilities Field Supervisor – Open
 - 3. Information Technologies Development Supv. – Promotional
 - 4. Information Technologies Development Supv. – Open
 - 5. Sr. Buyer – Promotional
 - 6. Sr. Buyer – Open
 - 7. Sr. Technical Systems Analyst (Leisure Services) – Promotional
 - B. EXTENSION OF ELIGIBLE LISTS:
 - 1. Building Services Technician – Promotional
 - 2. Building Services Technician – Open
 - 3. Fire Captain – Promotional
 - 4. Fire Communications Technician I – Promotional
 - 5. Fire Communications Technician I – Open
 - 6. Senior Field Electrician – Promotional
 - 7. Senior Field Electrician – Open
 - 8. Signing & Marking Field Supervisor – Promotional
 - 9. Signing & Marking Field Supervisor – Open
 - 10. Signing & Marking Technician I – Promotional
 - 11. Signing & Marking Technician I – Open

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

DATE: March 12, 2003

Page Two

C. CLASSIFICATION SPECIFICATIONS:

1. Plans Examiner – Revised
2. Senior Plumber – Revised

D. REQUEST TO BE PLACED ON RE-HIRE LIST:

1. Ella Perla

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

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

DATE: March 12, 2003

PLEASE PRINT

NAME

ORGANIZATION

PATTI MILLER

CLV

GIA RODRIGUEZ

CLV

LON GRASMICK

LVCEA

SANDY GANDY

CLV

GLENN WORTHINGTON

CLV

THE March 12, 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

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION

March 12, 2003

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: February 12, 2003, at 4:30 p.m. in the Human Resources Department.

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

STAFF PRESENT
Judy Tuttle
Morgan Davis
Sandy Gandy
Ruth Carroll
Ann Rubertino-Beck
Kathy Gentile

OTHERS PRESENT
Lon Grasmick

- II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW:
- III. APPROVAL OF MINUTES of Regular Meeting of January 8, 2003: A motion was made by Trustee Johan Aliseo that the minutes of the Regular Meeting of January 8, 2003 be approved. Trustee Teddy Parker seconded the motion. Motion carried.
- IV. APPROVAL OF MINUTES of Teleconference Meeting of January 22, 2003: Due to a lack of quorum for the January 22, 2003 teleconference, the meeting was not held. The minutes generated reflected the lack of quorum and the subsequent cancellation of the meeting. Therefore, a motion was not necessary to approve minutes for a meeting not held.

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
March 12, 2003

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: February 26, 2003, at 11:30 a.m. via Teleconference

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

Claudette Enus, Secretary – Absent

In the absence of Chairman Mark Larson, Trustee Lavonne Lewis acted in the capacity of Chair for the teleconference. In the absence of Secretary Claudette Enus, Deputy Director Judy Tuttle acted in the capacity of Secretary for the teleconference.

STAFF PRESENT

Judy Tuttle
Ann Rubertino-Beck
Louisa Tuilagi
Morgan Davis (via teleconference)

OTHERS PRESENT

None

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

III. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1) Construction Projects Specialist – Promotional
- 2) Construction Projects Specialist – Open
- 3) Recreation Leader I – Promotional
- 4) Recreation Leader I – Open
- 5) Sr. Intelligent Transportation System Tech – Promotional
- 6) Sr. Intelligent Transportation System Tech – Open