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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: April 9, 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 March 12, 2003
- IV. APPROVAL OF MINUTES: Teleconference Meeting of March 26, 2003
- V. BUSINESS
 - A. CERTIFICATION OF ELIGIBLE LISTS:
 - 1. Animal Control Officer I – Promotional
 - 2. Animal Control Officer I – Open
 - 3. Caseworker – Open
 - 4. Deputy City Marshal – Open
 - 5. Intake Technician – Open
 - 6. Public Safety Technician – Promotional
 - 7. Public Safety Technician – Open
 - B. EXTENSION OF ELIGIBLE LISTS:
 - 1. Corrections Sergeant – Promotional
 - 2. Deputy Fire Marshal – Promotional
 - 3. Engineering Associate I (Planning) – Promotional
 - 4. Engineering Associate I (Planning) – Open
 - 5. Equipment Operator I (Streets) – Promotional
 - 6. Equipment Operator I (Streets) – Open
 - 7. Fire Investigator I – Promotional
 - 8. Fire Prevention Inspection Supervisor – Promotional
 - 9. Fire Prevention Inspector I – Promotional
 - 10. Fire Prevention Inspector I – Open
 - 11. Painter I – Promotional
 - 12. Painter I – Open
 - 13. Traffic Signal Electrician II – Open
 - 14. Traffic Systems Engineering Supervisor – Open

*John M
Larome - J } per*

*Larome M
Teddy - Jnd } per*
*Larome M
Teddy Jnd*

*John M
Teddy - Jnd*

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CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

DATE: April 9, 2003

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C. CLASSIFICATION SPECIFICATIONS:

- 1. Dispatcher – Revised

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

- 1. Lea Zolman

*Peddy - M
Lawrence - J
Lorraine - M
John - J*

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

VII. CITIZEN PARTICIPATION

4:34

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**

April 9, 2003

TO:

CIVIL SERVICE BOARD OF TRUSTEES

FROM:

**F. CLAUDETTE ENUS
SECRETARY TO THE BOARD**

I. CALL TO ORDER: March 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
Sandy Gandy
Ruth Carroll
Patti Miller
Gia Rodriguez
Glenna Worthington

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 February 12, 2003: A motion was made by Trustee Teddy Parker that the minutes of the Regular Meeting of February 12, 2003 be approved. Trustee Tony Dorf seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting of February 26, 2003: A motion was made by Trustee Lavonne Lewis that the minutes of the Teleconference Meeting of February 26, 2003 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.

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

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

A motion was made by Trustee Dorf that items 1 through 7 of the Certification of Eligible Lists be approved. The motion was seconded by Trustee Parker. Motion carried.

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

A motion was made by Trustee Lewis that items 1 through 11 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Parker. Motion carried.

C. CLASSIFICATION SPECIFICATIONS:

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

A motion was made by Trustee Lewis that items 1 through 2 of the Classification Specifications List be approved. The motion was seconded by Trustee Dorf. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
March 12, 2003
PAGE 3**

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

1. Ella Perla

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

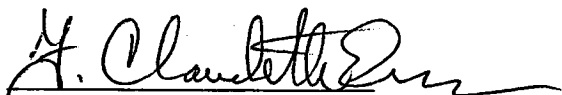
VI. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED:

None.

VII. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:34 p.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
April 9, 2003**

TO:

CIVIL SERVICE BOARD OF TRUSTEES

FROM:

**F. CLAUDETTE ENUS
SECRETARY TO THE BOARD**

I. CALL TO ORDER: March 26, 2003, at 11:40 a.m. via Teleconference

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

In the absence of Chairman Mark Larson, Trustee Theodore Parker acted in the capacity of Chair for the teleconference.

STAFF PRESENT

**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) Accounting Technician – Open**
- 2) GIS Analyst II – Promotional**
- 3) Sr. Adaptive Recreation Leader – Promotional**
- 4) Sr. Adaptive Recreation Leader – Open**
- 5) Sr. Technical Systems Analyst (Fire & Rescue) – Promotional**
- 6) Sr. Technical Systems Analyst (Fire & Rescue) – Open**

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

B. EXTENSION OF ELIGIBLE LIST:

- 1) Traffic Signal Technician I – Promotional

Lavonne Lewis made a motion to approve Item number 1 of the Extension of Eligible List. Johan Aliseo seconded the motion. Motion carried.

C. REQUEST TO BE PLACED ON REHIRE LIST

- 1) Dale Carnes

Johan Aliseo made a motion to approve Item number 1 of the Request to be Placed on Rehire List. Tony Dorf seconded the motion. Motion carried.

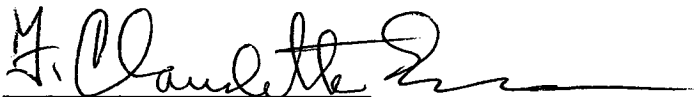
IV. DISCUSSION ITEMS

None.

V. CITIZEN PARTICIPATION:

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:43 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: April 9, 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. Animal Control Officer I - Promotional	3	1	1
2. Animal Control Officer I - Open	162	62	31
3. Caseworker - Open	55	14	14
4. Deputy City Marshal - Open	306	226	63
5. Intake Technician - Open	68	14	13
6. Public Safety Technician - Promotional	3	1	1
7. Public Safety Technician - Open	108	33	27

CITY OF LAS VEGAS

ELIGIBLE LIST

Animal Control Officer I
Examination

Written Test: February 24, 2003

Oral Test: March 10 - 12, 2003

Date of Test

03346801P

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Animal Control Officer I
Examination

Written Test: February 24, 2003

Oral Test: March 10 - 12, 2003

Date of Test

033468010

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	75	GROUP 1	0
REJECTED	87	GROUP 2	14
TOTAL RECEIVED	162	GROUP 3	17
		TOTAL ON LIST	31

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%	50%		
PASSED	35	31		
FAILED	27	0		
TOTAL TESTED	62	31		
DID NOT APPEAR	13	4		

CITY OF LAS VEGAS

ELIGIBLE LIST

**Caseworker
Examination**

**March 25, 2003
Date of Test**

**0379512020
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	16	GROUP 1	3
REJECTED	39	GROUP 2	9
TOTAL RECEIVED	55	GROUP 3	2
		TOTAL ON LIST	14

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		14		
FAILED		0		
TOTAL TESTED		14		
DID NOT APPEAR		2		

CITY OF LAS VEGAS

ELIGIBLE LIST

Deputy City Marshal
Examination

March 24 & 26, 2003
Date of Test

035252020
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	304	GROUP 1	2
REJECTED	2	GROUP 2	18
TOTAL RECEIVED	306	GROUP 3	43
		TOTAL ON LIST	63

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%		P/F Physical Agility	
PASSED	80		63	
FAILED	146		13	
TOTAL TESTED	226		76	
DID NOT APPEAR	78		4	

CITY OF LAS VEGAS

ELIGIBLE LIST

Intake Technician
Examination

March 25, 2003
Date of Test

037951620
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	16	GROUP 1	3
REJECTED	52	GROUP 2	6
TOTAL RECEIVED	68	GROUP 3	4
		TOTAL ON LIST	13

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		13		
FAILED		1		
TOTAL TESTED		14		
DID NOT APPEAR		2		

CITY OF LAS VEGAS

ELIGIBLE LIST

Public Safety Technician
Examination

Written Test: March 6, 2003
Performance Test: March 17-19, 2003
Date of Test

03334401P
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	1	GROUP 1	0
REJECTED	2	GROUP 2	1
TOTAL RECEIVED	3	GROUP 3	0
		TOTAL ON LIST	1

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Public Safety Technician
Examination

Written Test: March 6, 2003
Performance Test: March 17-19, 2003
Date of Test

033344010
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	40	GROUP 1	5
REJECTED	68	GROUP 2	17
TOTAL RECEIVED	108	GROUP 3	5
		TOTAL ON LIST	27

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%		50%	
PASSED	29		27	
FAILED	4		0	
TOTAL TESTED	33		27	
DID NOT APPEAR	7		2	

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date April 9, 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: 14

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Corrections Sergeant – Promotional	14	4/10/03	10/10/03	2
2. Deputy Fire Marshal – Promotional	2	4/09/03	10/09/03	1
3. Engineering Associate I (Planning) – Promotional	4	4/09/03	10/09/03	1
4. Engineering Associate I (Planning) – Open	6	4/09/03	10/09/03	1
5. Equipment Operator I (Streets) – Promotional	3	4/23/03	10/23/03	1
6. Equipment Operator I (Streets) – Open	4	4/23/03	10/23/03	1
7. Fire Investigator I – Promotional	7	4/09/03	10/09/03	1
8. Fire Prevention Inspection Supervisor – Promotional	1	4/09/03	10/09/03	1
9. Fire Prevention Inspector I – Promotional	12	4/09/03	10/09/03	1
10. Fire Prevention Inspector I – Open	79	4/09/03	10/09/03	1
11. Painter I – Promotional	11	4/09/03	10/09/03	1
12. Painter I – Open	53	4/09/03	10/09/03	1
13. Traffic Signal Electrician II – Open	2	4/23/03	10/23/03	1
14. Traffic Systems Engineering Supervisor – Open	5	4/09/03	10/09/03	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date April 9, 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. Dispatcher

Dispatcher was revised to reflect job as currently structured.

RECOMMENDATION

The City recommends approval of this revised classification specification.

DISPATCHER

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 tasks involved in the reception and transmission of general and emergency communications via telephone and radio for the Municipal court Marshals; and to perform a variety of clerical tasks and duties as assigned.

SUPERVISION RECEIVED

Receives general supervision from the Municipal Court Marshal Sergeant, Municipal Court Marshal Lieutenant or Court Support Services Manager.

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

Essential Functions:

1. Maintain radio and telephone contact with Municipal Court Marshals on assignment, including those executing warrants for misdemeanor offenses; maintain status and location of units; update events; verify and relay information between marshals, citizens and other law enforcement agencies as appropriate.
2. Retrieve information from computerized databases relating to wanted persons, stolen property, vehicle registration, stolen vehicles and other information upon request from marshals and the public.
3. Enter all incident reports into the computer system; input addresses, responsible parties, responses and other pertinent information; update or cancel events as needed; document address verification errors.
4. Log on and off dispatch and computer equipment; log marshals on and off system; maintain a daily log of calls, field calls and personnel dispatched.
5. Perform a variety of record keeping, filing, indexing and other general clerical work; print messages from the computer screen as needed.
6. Monitor computerized access control systems for all entrances to the Municipal Court facilities and related security alarms; update computer if necessary and dispatch appropriate personnel; maintain security key/card access control; check and log all keys/cards when issued and returned to authorized personnel.
7. Prepare periodic reports of activities as requested.

CITY OF LAS VEGAS
Dispatcher (continued)

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Procedures used in functioning as a dispatcher.
Radio-telephone operations and procedures.
Applicable codes and call signs.
Pertinent rules, regulations, policies and procedures.
Call screening techniques and phone etiquette.
Principles and procedures of record keeping.
Modern office procedures, methods and computer equipment.
Correct English usage, spelling, punctuation and grammar.

Ability to:

Work under pressure, exercise good judgment and make sound decisions in emergency situations.
Understand policies and procedures of receiving and processing emergency calls.
Use standard radio broadcasting and dispatch equipment, procedures and rules.
Effectively communicate and elicit information quickly and accurately.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Operate radio transmitting equipment.
Perform routine clerical duties which include computer terminals and other office equipment.
Work various schedules as assigned.
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.*
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations;*
-- *Communicating with others;*
-- *Reading and writing; and*
-- *Operating assigned equipment.*

CITY OF LAS VEGAS
Dispatcher (*continued*)

Experience and Training Requirements

Experience:

Two years as a radio operator, telephone operator, or police/fire emergency dispatcher; OR three years Court Clerk experience in City of Las Vegas Municipal Court.

Training:

Equivalent to graduation from high school.

License or Certificate

Must type 40 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.

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 long periods of time and ability to cope with high stress/intense situations as they occur.

ARB
REV 3/26/03
FLSA & City: nonexempt

CSB 4/9/03

DISPATCHER

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 tasks involved in the reception and transmission of general and emergency communications ~~by way of~~ via telephone and radio signals for the field ~~Municipal court marshals~~; and ~~process server of the Security and Enforcement Division~~ and to perform a variety of clerical tasks and duties as assigned.

SUPERVISION RECEIVED

Receives general supervision from the ~~Security and Enforcement Manager, Municipal Court Marshal Lieutenant Sergeant, or Municipal Court Marshal Sergeant Lieutenant or Court Support Services Manager.~~

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

Essential Functions:

1. Maintain radio and telephone contact with Municipal Court Marshals on assignment, including those executing warrants for misdemeanor offenses; maintain status and location of units; update events; verify and relay information between marshals, citizens and other law enforcement agencies as appropriate.
1. Receive service calls from the public; determine nature, location and priority of call; dispatch field personnel as necessary.
2. Retrieve information from computerized databases relating to wanted persons, stolen property, vehicle registration, stolen vehicles and other information upon request from marshals and the public.
- 2.3. Enter all incident reports into the computer system; input addresses, responsible parties, responses and other pertinent information; update or cancel events as needed; document address verification errors.
- 3.4. Log on and off dispatch and computer equipment; log ~~units-marshals~~ on and off system; maintain a daily log of calls, field calls and personnel dispatched.
4. Maintain contact with all field personnel on assignment; maintain status and location of units; update events; verify and relay information between field personnel, citizens and other law enforcement agencies as appropriate.

CITY OF LAS VEGAS
Dispatcher (continued)

5. Perform a variety of record keeping, filing, indexing and other general clerical work; print messages from the computer screen as needed.
6. Monitor computerized access control systems for all access-door entrances to the Municipal Court facilities and ~~the related security alarms covering the main and outlying court facilities;~~ update computer if necessary and dispatch appropriate personnel; ~~(Maintain security key/card access control; check and log all keys/cards when issued and returned to authorized personnel.)~~
7. Prepare periodic reports of activities as requested.
- ~~7. Retrieve information from teletype networks relating to wanted persons, stolen property, vehicle registration, stolen vehicles and other information.~~

Marginal Functions:

- ~~1. Perform a variety of clerical functions including record keeping, filing, indexing, answering the telephone, typing and using a variety of office equipment.~~
- 2.1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Procedures used in functioning as a dispatcher.
- Radio-telephone operations and procedures.
- Applicable codes and call signs.
- Pertinent rules, regulations, policies and procedures.
- Call screening techniques and phone etiquette.
- Principles and procedures of record keeping.
- Modern office procedures, methods and computer equipment.
- Correct English usage, spelling, punctuation and grammar.

Ability to:

- ~~Be approved by a Metro/FBI background check.~~
- Work under pressure, exercise good judgment and make sound decisions in emergency situations.
- Understanding policies and procedures of receiving and processing emergency calls.
- Use standard radio broadcasting and dispatch equipment, procedures and rules.
- Effectively communicate ~~with~~ and elicit information ~~from upset and irate citizens~~ quickly and accurately.
- ~~Type accurately at a speed necessary for successful job performance, 40 wpm.~~
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Dispatcher (continued)

Operate radio transmitting equipment.

Perform routine clerical duties which include computer terminals and other office equipment.

Work various ~~shifts~~ schedules as assigned.

~~Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.~~

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 (communications, office computers and security alarms) equipment.*

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

Two years as a radio operator, telephone operator, or police/fire emergency dispatcher; OR ~~one~~ three years Court Clerk ~~H~~ experience in City of Las Vegas Municipal Court.

Training:

Equivalent to graduation from high school.

License or Certificate

Must type 40 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.

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 long periods of time and ability to cope with high stress/intense situations as they occur.

CITY OF LAS VEGAS

Dispatcher (continued)

ARB

REV 12/8/99 (revised titles in "Supervision Received" section) 3/26/03

FLSA & City: nonexempt

CSB 4/26/95

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date April 9, 2003

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

SUBJECT: D. REQUEST TO BE PLACED ON REHIRE LIST: LEA ZOLMAN

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

Lea Zolman, an employee from September 16, 1996 to January 17, 2003, has requested to be placed on the Rehire List for Communications Specialist and Fire Prevention I/II. A copy of her 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.

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

Helen Gonzales

From: Judy Tuttle
Sent: Friday, March 28, 2003 1:23 PM
To: David Washington
Cc: Louisa Tuilagi; Helen Gonzales
Subject: RE: Rehire List

*ok
Judy Tuttle
3/31/03*

Thank you, David.

-----Original Message-----

From: David Washington
Sent: Friday, March 28, 2003 7:56 AM
To: Judy Tuttle
Cc: 'Scott & Lea Zolman'
Subject: RE: Rehire List

Judy,
I have no problem with this request.
DLW

-----Original Message-----

From: Scott & Lea Zolman [mailto:zolman911@msn.com]
Sent: Thursday, March 27, 2003 8:10 PM
To: dwashington@ci.las-vegas.nv.us
Cc: jtuttle@ci.las-vegas.nv.us
Subject: Rehire List

Chief Washington,

I respectfully request to be placed on the rehire list for Fire Inspector and Communications Specialist. Due to unfortunate circumstances, I am no longer in the Clark County Fire Department Recruit Academy. If you have any questions feel free to contact me.

home#-453-1111
cell#-217-2677

Please forward your decision to Human Resources.

Thank you for your consideration.

Lea Zolman

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
April 9, 2003
PAGE 2**

V. BUSINESS:

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Animal Control Officer I – Promotional
2. Animal Control Officer I – Open
3. Caseworker – Open
4. Deputy City Marshal – Open
5. Intake Technician – Open
6. Public Safety Technician – Promotional
7. Public Safety Technician – Open

A motion was made by Trustee Lewis that items 1 through 7 of the Certification of Eligible Lists be approved. The motion was seconded by Trustee Parker. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Corrections Sergeant – Promotional
2. Deputy Fire Marshal – Promotional
3. Engineering Associate I (Planning) – Promotional
4. Engineering Associate I (Planning) – Open
5. Equipment Operator I (Streets) – Promotional
6. Equipment Operator I (Streets) – Open
7. Fire Investigator I – Promotional
8. Fire Prevention Inspection Supervisor – Promotional
9. Fire Prevention Inspector I – Promotional
10. Fire Prevention Inspector I – Open
11. Painter I – Promotional
12. Painter I – Open
13. Traffic Signal Electrician II – Open
14. Traffic Systems Engineering Supervisor – Open

A motion was made by Trustee Aliseo that items 1 through 14 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Parker. Motion carried.

C. CLASSIFICATION SPECIFICATIONS:

1. Dispatcher – Revised

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

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
April 9, 2003
PAGE 3**

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

1. Lea Zolman

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

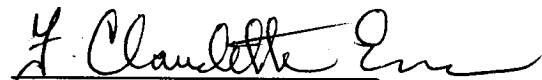
VI. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED:

None.

VII. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:34 p.m.



F. Claudette Enus
Secretary to the Board

ATTENDANCE REPORT
BOARD OF CIVIL SERVICE TRUSTEES
MEETING DATE 4-9-03

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

ATA

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

DATE: 4-9-03

PLEASE PRINT

NAME

ORGANIZATION

Lon Grasmich

LVCEA

PATTI MILLER

CLU

Sandy Gandy

CLU

Tina Ramsey

CLU

Orig.

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: April 9, 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 March 12, 2003
- IV. APPROVAL OF MINUTES: Teleconference Meeting of March 26, 2003
- V. BUSINESS
 - A. CERTIFICATION OF ELIGIBLE LISTS:
 - 1. Animal Control Officer I – Promotional
 - 2. Animal Control Officer I – Open
 - 3. Caseworker – Open
 - 4. Deputy City Marshal – Open
 - 5. Intake Technician – Open
 - 6. Public Safety Technician – Promotional
 - 7. Public Safety Technician – Open
 - B. EXTENSION OF ELIGIBLE LISTS:
 - 1. Corrections Sergeant – Promotional
 - 2. Deputy Fire Marshal – Promotional
 - 3. Engineering Associate I (Planning) – Promotional
 - 4. Engineering Associate I (Planning) – Open
 - 5. Equipment Operator I (Streets) – Promotional
 - 6. Equipment Operator I (Streets) – Open
 - 7. Fire Investigator I – Promotional
 - 8. Fire Prevention Inspection Supervisor – Promotional
 - 9. Fire Prevention Inspector I – Promotional
 - 10. Fire Prevention Inspector I – Open
 - 11. Painter I – Promotional
 - 12. Painter I – Open
 - 13. Traffic Signal Electrician II – Open
 - 14. Traffic Systems Engineering Supervisor – Open

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

DATE: April 9, 2003

Page Two

C. CLASSIFICATION SPECIFICATIONS:

1. Dispatcher – Revised

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

1. Lea Zolman

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**

April 9, 2003

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

I. CALL TO ORDER: March 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
Sandy Gandy
Ruth Carroll
Patti Miller
Gia Rodriguez
Glenna Worthington

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 February 12, 2003: A motion was made by Trustee Teddy Parker that the minutes of the Regular Meeting of February 12, 2003 be approved. Trustee Tony Dorf seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting of February 26, 2003: A motion was made by Trustee Lavonne Lewis that the minutes of the Teleconference Meeting of February 26, 2003 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.

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

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

A motion was made by Trustee Dorf that items 1 through 7 of the Certification of Eligible Lists be approved. The motion was seconded by Trustee Parker. Motion carried.

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

A motion was made by Trustee Lewis that items 1 through 11 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Parker. Motion carried.

C. CLASSIFICATION SPECIFICATIONS:

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

A motion was made by Trustee Lewis that items 1 through 2 of the Classification Specifications List be approved. The motion was seconded by Trustee Dorf. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
March 12, 2003
PAGE 3**

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

1. Ella Perla

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


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

None.

VII. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:34 p.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
April 9, 2003

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

I. CALL TO ORDER: March 26, 2003, at 11:40 a.m. via Teleconference

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

In the absence of Chairman Mark Larson, Trustee Theodore Parker acted in the capacity of Chair for the teleconference.

STAFF PRESENT

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) Accounting Technician – Open
- 2) GIS Analyst II – Promotional
- 3) Sr. Adaptive Recreation Leader – Promotional
- 4) Sr. Adaptive Recreation Leader – Open
- 5) Sr. Technical Systems Analyst (Fire & Rescue) – Promotional
- 6) Sr. Technical Systems Analyst (Fire & Rescue) – Open

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

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

B. EXTENSION OF ELIGIBLE LIST:

- 1) Traffic Signal Technician I – Promotional

Lavonne Lewis made a motion to approve Item number 1 of the Extension of Eligible List. Johan Aliseo seconded the motion. Motion carried.

C. REQUEST TO BE PLACED ON REHIRE LIST

- 1) Dale Carnes

Johan Aliseo made a motion to approve Item number 1 of the Request to be Placed on Rehire List. Tony Dorf seconded the motion. Motion carried.

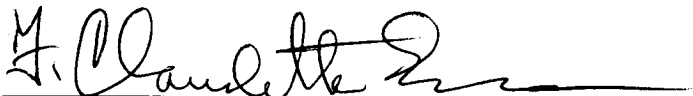
IV. DISCUSSION ITEMS

None.

V. CITIZEN PARTICIPATION:

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:43 a.m.



F. Claudette Enus
Secretary to the Board

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

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- V. BUSINESS
 - A. CERTIFICATION OF ELIGIBLE LISTS:
 - 1. Animal Control Officer I – Promotional
 - 2. Animal Control Officer I – Open
 - 3. Caseworker – Open
 - 4. Deputy City Marshal – Open
 - 5. Intake Technician – Open
 - 6. Public Safety Technician – Promotional
 - 7. Public Safety Technician – Open
 - B. EXTENSION OF ELIGIBLE LISTS:
 - 1. Corrections Sergeant – Promotional
 - 2. Deputy Fire Marshal – Promotional
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 - 4. Engineering Associate I (Planning) – Open
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 - 6. Equipment Operator I (Streets) – Open
 - 7. Fire Investigator I – Promotional
 - 8. Fire Prevention Inspection Supervisor – Promotional
 - 9. Fire Prevention Inspector I – Promotional
 - 10. Fire Prevention Inspector I – Open
 - 11. Painter I – Promotional
 - 12. Painter I – Open
 - 13. Traffic Signal Electrician II – Open
 - 14. Traffic Systems Engineering Supervisor – Open

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

DATE: April 9, 2003

Page Two

C. CLASSIFICATION SPECIFICATIONS:

1. Dispatcher – Revised

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

1. Lea Zolman

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

VII. CITIZEN PARTICIPATION

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Clark County Government Center, 500 South Grand Central Parkway
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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**

April 9, 2003

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER: March 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
Sandy Gandy
Ruth Carroll
Patti Miller
Gia Rodriguez
Glenna Worthington

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 February 12, 2003: A motion was made by Trustee Teddy Parker that the minutes of the Regular Meeting of February 12, 2003 be approved. Trustee Tony Dorf seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting of February 26, 2003: A motion was made by Trustee Lavonne Lewis that the minutes of the Teleconference Meeting of February 26, 2003 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.

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

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

A motion was made by Trustee Dorf that items 1 through 7 of the Certification of Eligible Lists be approved. The motion was seconded by Trustee Parker. Motion carried.

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

A motion was made by Trustee Lewis that items 1 through 11 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Parker. Motion carried.

C. CLASSIFICATION SPECIFICATIONS:

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

A motion was made by Trustee Lewis that items 1 through 2 of the Classification Specifications List be approved. The motion was seconded by Trustee Dorf. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
March 12, 2003
PAGE 3**

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

1. Ella Perla

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

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

None.

VII. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:34 p.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
April 9, 2003

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

I. CALL TO ORDER: March 26, 2003, at 11:40 a.m. via Teleconference

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

In the absence of Chairman Mark Larson, Trustee Theodore Parker acted in the capacity of Chair for the teleconference.

STAFF PRESENT

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) Accounting Technician – Open
- 2) GIS Analyst II – Promotional
- 3) Sr. Adaptive Recreation Leader – Promotional
- 4) Sr. Adaptive Recreation Leader – Open
- 5) Sr. Technical Systems Analyst (Fire & Rescue) – Promotional
- 6) Sr. Technical Systems Analyst (Fire & Rescue) – Open

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

B. EXTENSION OF ELIGIBLE LIST:

- 1) Traffic Signal Technician I – Promotional

Lavonne Lewis made a motion to approve Item number 1 of the Extension of Eligible List. Johan Aliseo seconded the motion. Motion carried.

C. REQUEST TO BE PLACED ON REHIRE LIST

- 1) Dale Carnes

Johan Aliseo made a motion to approve Item number 1 of the Request to be Placed on Rehire List. Tony Dorf seconded the motion. Motion carried.

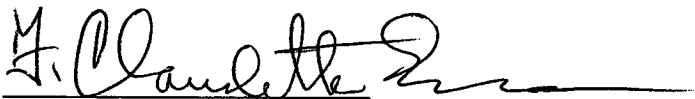
IV. DISCUSSION ITEMS

None.

V. CITIZEN PARTICIPATION:

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:43 a.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: April 9, 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. Animal Control Officer I - Promotional	3	1	1
2. Animal Control Officer I - Open	162	62	31
3. Caseworker - Open	55	14	14
4. Deputy City Marshal - Open	306	226	63
5. Intake Technician - Open	68	14	13
6. Public Safety Technician - Promotional	3	1	1
7. Public Safety Technician - Open	108	33	27

CITY OF LAS VEGAS

ELIGIBLE LIST

Animal Control Officer I
Examination

Written Test: February 24, 2003

Oral Test: March 10 - 12, 2003

Date of Test

03346801P

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Animal Control Officer I
Examination

Written Test: February 24, 2003

Oral Test: March 10 - 12, 2003

Date of Test

033468010

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	75	GROUP 1	0
REJECTED	87	GROUP 2	14
TOTAL RECEIVED	162	GROUP 3	17
		TOTAL ON LIST	31

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%	50%		
PASSED	35	31		
FAILED	27	0		
TOTAL TESTED	62	31		
DID NOT APPEAR	13	4		

CITY OF LAS VEGAS

ELIGIBLE LIST

**Caseworker
Examination**

**March 25, 2003
Date of Test**

**0379512020
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	16	GROUP 1	3
REJECTED	39	GROUP 2	9
TOTAL RECEIVED	55	GROUP 3	2
		TOTAL ON LIST	14

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		14		
FAILED		0		
TOTAL TESTED		14		
DID NOT APPEAR		2		

CITY OF LAS VEGAS

ELIGIBLE LIST

Deputy City Marshal
Examination

March 24 & 26, 2003
Date of Test

035252020
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	304	GROUP 1	2
REJECTED	2	GROUP 2	18
TOTAL RECEIVED	306	GROUP 3	43
		TOTAL ON LIST	63

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%		P/F Physical Agility	
PASSED	80		63	
FAILED	146		13	
TOTAL TESTED	226		76	
DID NOT APPEAR	78		4	

CITY OF LAS VEGAS

ELIGIBLE LIST

Intake Technician
Examination

March 25, 2003
Date of Test

037951620
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	16	GROUP 1	3
REJECTED	52	GROUP 2	6
TOTAL RECEIVED	68	GROUP 3	4
		TOTAL ON LIST	13

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		13		
FAILED		1		
TOTAL TESTED		14		
DID NOT APPEAR		2		

CITY OF LAS VEGAS

ELIGIBLE LIST

Public Safety Technician
Examination

Written Test: March 6, 2003
Performance Test: March 17-19, 2003
Date of Test

03334401P
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	1	GROUP 1	0
REJECTED	2	GROUP 2	1
TOTAL RECEIVED	3	GROUP 3	0
		TOTAL ON LIST	1

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Public Safety Technician
Examination

Written Test: March 6, 2003
Performance Test: March 17-19, 2003
Date of Test

033344010
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	40	GROUP 1	5
REJECTED	68	GROUP 2	17
TOTAL RECEIVED	108	GROUP 3	5
		TOTAL ON LIST	27

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%		50%	
PASSED	29		27	
FAILED	4		0	
TOTAL TESTED	33		27	
DID NOT APPEAR	7		2	

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date April 9, 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: 14

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Corrections Sergeant – Promotional	14	4/10/03	10/10/03	2
2. Deputy Fire Marshal – Promotional	2	4/09/03	10/09/03	1
3. Engineering Associate I (Planning) – Promotional	4	4/09/03	10/09/03	1
4. Engineering Associate I (Planning) – Open	6	4/09/03	10/09/03	1
5. Equipment Operator I (Streets) – Promotional	3	4/23/03	10/23/03	1
6. Equipment Operator I (Streets) – Open	4	4/23/03	10/23/03	1
7. Fire Investigator I – Promotional	7	4/09/03	10/09/03	1
8. Fire Prevention Inspection Supervisor – Promotional	1	4/09/03	10/09/03	1
9. Fire Prevention Inspector I – Promotional	12	4/09/03	10/09/03	1
10. Fire Prevention Inspector I – Open	79	4/09/03	10/09/03	1
11. Painter I – Promotional	11	4/09/03	10/09/03	1
12. Painter I – Open	53	4/09/03	10/09/03	1
13. Traffic Signal Electrician II – Open	2	4/23/03	10/23/03	1
14. Traffic Systems Engineering Supervisor – Open	5	4/09/03	10/09/03	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date April 9, 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. Dispatcher

Dispatcher was revised to reflect job as currently structured.

RECOMMENDATION

The City recommends approval of this revised classification specification.

DISPATCHER

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 tasks involved in the reception and transmission of general and emergency communications via telephone and radio for the Municipal court Marshals; and to perform a variety of clerical tasks and duties as assigned.

SUPERVISION RECEIVED

Receives general supervision from the Municipal Court Marshal Sergeant, Municipal Court Marshal Lieutenant or Court Support Services Manager.

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

Essential Functions:

1. Maintain radio and telephone contact with Municipal Court Marshals on assignment, including those executing warrants for misdemeanor offenses; maintain status and location of units; update events; verify and relay information between marshals, citizens and other law enforcement agencies as appropriate.
2. Retrieve information from computerized databases relating to wanted persons, stolen property, vehicle registration, stolen vehicles and other information upon request from marshals and the public.
3. Enter all incident reports into the computer system; input addresses, responsible parties, responses and other pertinent information; update or cancel events as needed; document address verification errors.
4. Log on and off dispatch and computer equipment; log marshals on and off system; maintain a daily log of calls, field calls and personnel dispatched.
5. Perform a variety of record keeping, filing, indexing and other general clerical work; print messages from the computer screen as needed.
6. Monitor computerized access control systems for all entrances to the Municipal Court facilities and related security alarms; update computer if necessary and dispatch appropriate personnel; maintain security key/card access control; check and log all keys/cards when issued and returned to authorized personnel.
7. Prepare periodic reports of activities as requested.

CITY OF LAS VEGAS
Dispatcher (continued)

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Procedures used in functioning as a dispatcher.
- Radio-telephone operations and procedures.
- Applicable codes and call signs.
- Pertinent rules, regulations, policies and procedures.
- Call screening techniques and phone etiquette.
- Principles and procedures of record keeping.
- Modern office procedures, methods and computer equipment.
- Correct English usage, spelling, punctuation and grammar.

Ability to:

- Work under pressure, exercise good judgment and make sound decisions in emergency situations.
- Understand policies and procedures of receiving and processing emergency calls.
- Use standard radio broadcasting and dispatch equipment, procedures and rules.
- Effectively communicate and elicit information quickly and accurately.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Operate radio transmitting equipment.
- Perform routine clerical duties which include computer terminals and other office equipment.
- Work various schedules as assigned.
- 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.*
- Maintain effective audio-visual discrimination and perception needed for:
 - *Making observations;*
 - *Communicating with others;*
 - *Reading and writing; and*
 - *Operating assigned equipment.*

**CITY OF LAS VEGAS
Dispatcher (continued)**

Experience and Training Requirements

Experience:

Two years as a radio operator, telephone operator, or police/fire emergency dispatcher; OR three years Court Clerk experience in City of Las Vegas Municipal Court.

Training:

Equivalent to graduation from high school.

License or Certificate

Must type 40 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.

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 long periods of time and ability to cope with high stress/intense situations as they occur.

ARB
REV 3/26/03
FLSA & City: nonexempt

CSB 4/9/03

DISPATCHER

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 tasks involved in the reception and transmission of general and emergency communications ~~by way of via~~ telephone and radio signals for the field ~~Municipal court marshals~~; and ~~process server of the Security and Enforcement Division~~ and to perform a variety of clerical tasks and duties as assigned.

SUPERVISION RECEIVED

Receives general supervision from the ~~Security and Enforcement Manager, Municipal Court Marshal Lieutenant Sergeant, or Municipal Court Marshal Sergeant Lieutenant or Court Support Services Manager.~~

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

Essential Functions:

1. Maintain radio and telephone contact with Municipal Court Marshals on assignment, including those executing warrants for misdemeanor offenses; maintain status and location of units; update events; verify and relay information between marshals, citizens and other law enforcement agencies as appropriate.
1. ~~Receive service calls from the public; determine nature, location and priority of call; dispatch field personnel as necessary.~~
2. Retrieve information from computerized databases relating to wanted persons, stolen property, vehicle registration, stolen vehicles and other information upon request from marshals and the public.
- 2.3. Enter all incident reports into the computer system; input addresses, responsible parties, responses and other pertinent information; update or cancel events as needed; document address verification errors.
- 3.4. Log on and off dispatch and computer equipment; log ~~units marshals~~ on and off system; maintain a daily log of calls, field calls and personnel dispatched.
4. ~~Maintain contact with all field personnel on assignment; maintain status and location of units; update events; verify and relay information between field personnel, citizens and other law enforcement agencies as appropriate.~~

CITY OF LAS VEGAS

Dispatcher (continued)

5. Perform a variety of record keeping, filing, indexing and other general clerical work; print messages from the computer screen as needed.
6. Monitor computerized access control systems for all ~~access door~~ entrances to the Municipal Court facilities and the ~~related~~ security alarms ~~covering the main and outlying court facilities~~; update computer if necessary and dispatch appropriate personnel; ~~(Maintain security key/card access control; check and log all keys/cards when issued and returned to authorized personnel.)~~
7. Prepare periodic reports of activities as requested.
- ~~7. Retrieve information from teletype networks relating to wanted persons, stolen property, vehicle registration, stolen vehicles and other information.~~

Marginal Functions:

- ~~1. Perform a variety of clerical functions including record keeping, filing, indexing, answering the telephone, typing and using a variety of office equipment.~~
- 2.1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Procedures used in functioning as a dispatcher.
Radio-telephone operations and procedures.
Applicable codes and call signs.
Pertinent rules, regulations, policies and procedures.
Call screening techniques and phone etiquette.
Principles and procedures of record keeping.
Modern office procedures, methods and computer equipment.
Correct English usage, spelling, punctuation and grammar.

Ability to:

~~Be approved by a Metro/FBI background check.~~
Work under pressure, exercise good judgment and make sound decisions in emergency situations.
Understanding policies and procedures of receiving and processing emergency calls.
Use standard radio broadcasting and dispatch equipment, procedures and rules.
Effectively communicate ~~with~~ and elicit information ~~from upset and irate citizens~~ quickly and accurately.
~~Type accurately at a speed necessary for successful job performance, 40 wpm.~~
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Dispatcher (continued)

Operate radio transmitting equipment.

Perform routine clerical duties which include computer terminals and other office equipment.

Work various ~~shifts~~ schedules as assigned.

~~Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.~~

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 (communications, office computers and security alarms) equipment.*

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

Two years as a radio operator, telephone operator, or police/fire emergency dispatcher; OR ~~one~~ three years Court Clerk ~~H~~ experience in City of Las Vegas Municipal Court.

Training:

Equivalent to graduation from high school.

License or Certificate

Must type 40 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.

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 long periods of time and ability to cope with high stress/intense situations as they occur.

CITY OF LAS VEGAS
Dispatcher (continued)

ARB

REV 12/8/99 (revised titles in "Supervision Received" section) 3/26/03

FLSA & City: nonexempt

CSB 4/26/95

Helen Gonzales

From: Judy Tuttle
Sent: Friday, March 28, 2003 1:23 PM
To: David Washington
Cc: Louisa Tuilagi; Helen Gonzales
Subject: RE: Rehire List

*ok
Judy Tuttle
3/31/03*

Thank you, David.

-----Original Message-----

From: David Washington
Sent: Friday, March 28, 2003 7:56 AM
To: Judy Tuttle
Cc: 'Scott & Lea Zolman'
Subject: RE: Rehire List

Judy,
I have no problem with this request.
DLW

-----Original Message-----

From: Scott & Lea Zolman [mailto:zolman911@msn.com]
Sent: Thursday, March 27, 2003 8:10 PM
To: dwashington@ci.las-vegas.nv.us
Cc: jtuttle@ci.las-vegas.nv.us
Subject: Rehire List

Chief Washington,

I respectfully request to be placed on the rehire list for Fire Inspector and Communications Specialist. Due to unfortunate circumstances, I am no longer in the Clark County Fire Department Recruit Academy. If you have any questions feel free to contact me.

home#-453-1111
cell#-217-2677

Please forward your decision to Human Resources.

Thank you for your consideration.

Lea Zolman

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date April 9, 2003

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

SUBJECT: D. REQUEST TO BE PLACED ON REHIRE LIST: LEA ZOLMAN

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

Lea Zolman, an employee from September 16, 1996 to January 17, 2003, has requested to be placed on the Rehire List for Communications Specialist and Fire Prevention I/II. A copy of her 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.

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