

Orig. S.V

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

## **AGENDA**

**DATE: June 11, 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 May 14, 2003
- IV. APPROVAL OF MINUTES: Teleconference Meeting of May 28, 2003
- V. BUSINESS
  - A. CERTIFICATION OF ELIGIBLE LISTS:
    - 1. GIS Programmer/Analyst – Promotional
    - 2. GIS Programmer/Analyst – Open
    - 3. Irrigation Systems Repairer I – Promotional
    - 4. Irrigation Systems Repairer I – Open
    - 5. Planner I – Promotional
    - 6. Planner I – Open
    - 7. Sr. Traffic Signal Technician – Promotional
    - 8. Sr. Traffic Signal Technician – Open
    - 9. Technical Systems Analyst – Promotional
    - 10. Technical Systems Analyst – Open
  - B. EXTENSION OF ELIGIBLE LISTS:
    - 1. Account Clerk – Promotional
    - 2. Cultural Leader I – Open
    - 3. Electrical Services Field Supervisor – Promotional
    - 4. Engineering Technician II (Traffic) – Promotional
    - 5. Engineering Technician II (Traffic) – Open
    - 6. Fire Battalion Chief – Promotional
    - 7. Firefighter Trainee – Open
    - 8. Purchasing Technician – Promotional
    - 9. Senior Communications Specialist – Promotional

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**CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES**

**DATE: June 11, 2003**

**Page Two**

**C. CLASSIFICATION SPECIFICATIONS:**

1. Inspections Supervisor – Revised
2. Permits Technician – Revised
3. Senior Animal Control Officer – Revised

**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 2<sup>nd</sup> Floor, Human Resources Posting Bulletin Board

**ATTENDANCE REPORT**  
**BOARD OF CIVIL SERVICE TRUSTEES**  
**MEETING DATE June 11, 2003**

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

*per to  
Beth Brown  
7/16/03*

CHARGE TO: 05101/510800

APPROVED BY: \_\_\_\_\_

*[Signature]*

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

DATE: June 11, 2003

~~XXXXXXXXXX~~

**PLEASE PRINT**

NAME

ORGANIZATION

Lon A. Grasmich

LVCEA

Sandy Gandy

LV HR

Tina Ramsey

CLV HR

Michele McNulty

LV HR

Glenna WORTHINGTON

LV HR

Natly Deville

CLV HR

RUTH CARROLL

HR

**CITY OF LAS VEGAS**  
**CIVIL SERVICE BOARD**  
**AGENDA DOCUMENTATION**

**June 11, 2003**

<b>TO:</b> CIVIL SERVICE BOARD OF TRUSTEES	<b>FROM:</b> F. CLAUDETTE ENUS SECRETARY TO THE BOARD
---	---

I. CALL TO ORDER: May 14, 2003, at 4:32 p.m. in the Human Resources Department.

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

STAFF PRESENT  
Sandy Gandy  
Ruth Carroll  
Michele McNulty  
Kathy Gentile

OTHERS PRESENT  
Lon Grasmick  
Cherina Kleven

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

III. APPROVAL OF MINUTES of Regular Meeting of April 9, 2003: A motion was made by Trustee Johan Aliseo that the minutes of the Regular Meeting of April 9, 2003 be approved. Trustee Tony Dorf seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting of April 23, 2003: A motion was made by Trustee Tony Dorf that the minutes of the Teleconference Meeting of April 23, 2003 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING  
ANNOTATED MINUTES  
June 11, 2003  
PAGE 2**

**V. BUSINESS:**

**A. CERTIFICATION OF ELIGIBLE LISTS:**

1. GIS Programmer/Analyst – Promotional
2. GIS Programmer/Analyst – Open
3. Irrigation Systems Repairer I – Promotional
4. Irrigation Systems Repairer I – Open
5. Planner I – Promotional
6. Planner I – Open
7. Sr. Traffic Signal Technician – Promotional
8. Sr. Traffic Signal Technician – Open
9. Technical Systems Analyst – Promotional
10. Technical Systems Analyst – Open

A motion was made by Trustee Aliseo that items 1 through 10 of the Certification of Eligible Lists be approved. The motion was seconded by Trustee Parker. Motion carried.

**B. EXTENSION OF ELIGIBLE LISTS:**

1. Account Clerk – Promotional
2. Cultural Leader I – Open
3. Electrical Services Field Supervisor – Promotional
4. Engineering Technician II (Traffic) – Promotional
5. Engineering Technician II (Traffic) – Open
6. Fire Battalion Chief – Promotional
7. Firefighter Trainee – Open
8. Purchasing Technician – Promotional
9. Senior Communications Specialist – Promotional

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

**C. CLASSIFICATION SPECIFICATIONS:**

1. Inspections Supervisor – Revised
2. Permits Technician – Revised
3. Senior Animal Control Officer – Revised

A motion was made by Trustee Parker that items 1 through 3 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  
June 11, 2003  
PAGE 3**

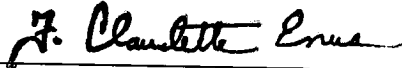
VI. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED:

None.

VII. CITIZEN PARTICIPATION:

None

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



F. Claudette Enus  
Secretary to the Board

**CITY OF LAS VEGAS**  
**CIVIL SERVICE BOARD**  
**AGENDA DOCUMENTATION**  
**June 11, 2003**

<b>TO:</b> CIVIL SERVICE BOARD OF TRUSTEES	<b>FROM:</b> F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: May 28, 2003, at 11:59 a.m. via Teleconference

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

STAFF PRESENT

Judy Tuttle  
Ann Rubertino-Beck  
Louisa Tuilagi

OTHERS PRESENT

None

In the absence of Chairperson, Mark Larson, Trustee Theodore Parker served as acting Chair for this teleconference.

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

III. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1) Economic Development Officer – Open
- 2) Parking Enforcement Officer – Promotional
- 3) Parking Enforcement Officer – Open
- 4) Senior Office Specialist – Promotional
- 5) Senior Office Specialist – Open
- 6) Senior Plumber – Promotional

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

**CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES**  
**Department of Human Resources**  
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- V. BUSINESS
  - A. CERTIFICATION OF ELIGIBLE LISTS:
    1. GIS Programmer/Analyst – Promotional
    2. GIS Programmer/Analyst – Open
    3. Irrigation Systems Repairer I – Promotional
    4. Irrigation Systems Repairer I – Open
    5. Planner I – Promotional
    6. Planner I – Open
    7. Sr. Traffic Signal Technician – Promotional
    8. Sr. Traffic Signal Technician – Open
    9. Technical Systems Analyst – Promotional
    10. Technical Systems Analyst – Open
  - B. EXTENSION OF ELIGIBLE LISTS:
    1. Account Clerk – Promotional
    2. Cultural Leader I – Open
    3. Electrical Services Field Supervisor – Promotional
    4. Engineering Technician II (Traffic) – Promotional
    5. Engineering Technician II (Traffic) – Open
    6. Fire Battalion Chief – Promotional
    7. Firefighter Trainee – Open
    8. Purchasing Technician – Promotional
    9. Senior Communications Specialist – Promotional

**CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES**  
**DATE: June 11, 2003**  
**Page Two**

C. CLASSIFICATION SPECIFICATIONS:

1. Inspections Supervisor – Revised
2. Permits Technician – Revised
3. Senior Animal Control Officer – Revised

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.

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City Hall Plaza, Special Outside Posting Bulletin Board  
City Hall 2<sup>nd</sup> Floor, Human Resources Posting Bulletin Board

**CITY OF LAS VEGAS**

**CIVIL SERVICE BOARD  
AGENDA DOCUMENTATION**

**June 11, 2003**

<b>TO:</b> CIVIL SERVICE BOARD OF TRUSTEES	<b>FROM:</b> F. CLAUDETTE ENUS SECRETARY TO THE BOARD
---	---

I. CALL TO ORDER: May 14, 2003, at 4:32 p.m. in the Human Resources Department.

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

STAFF PRESENT

Sandy Gandy  
Ruth Carroll  
Michele McNulty  
Kathy Gentile

OTHERS PRESENT

Lon Grasmick  
Cherina Kleven

- II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW:
- III. APPROVAL OF MINUTES of Regular Meeting of April 9, 2003: A motion was made by Trustee Johan Aliseo that the minutes of the Regular Meeting of April 9, 2003 be approved. Trustee Tony Dorf seconded the motion. Motion carried.
- IV. APPROVAL OF MINUTES of Teleconference Meeting of April 23, 2003: A motion was made by Trustee Tony Dorf that the minutes of the Teleconference Meeting of April 23, 2003 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.

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

**May 14, 2003**

**PAGE 2**

**V. BUSINESS:**

**A. CERTIFICATION OF ELIGIBLE LISTS:**

1. Civil Engineer – Promotional
2. Civil Engineer – Open
3. Cultural Activities Specialist – Open
4. Deputy City Marshal Sergeant – Promotional
5. Equipment Operator II (Streets) – Promotional
6. Equipment Operator II (Streets)– Open
7. Maintenance Worker I – Promotional
8. Maintenance Worker I – Open
9. Sr. Economic Development Officer – Open
10. Theater Technician I – Promotional
11. Theater Technician I – Open
12. Traffic Barricade Inspector I – Promotional
13. Traffic Barricade Inspector I – Open

A motion was made by Trustee Aliseo that items 1 through 13 of the Certification of Eligible Lists be approved. The motion was seconded by Trustee Dorf. Motion carried.

**B. EXTENSION OF ELIGIBLE LISTS:**

1. Administrative Assistant – Promotional
2. Corrections Intake Technician – Promotional
3. Corrections Intake Technician – Open
4. Firefighter/Paramedic – Open
5. Graphic Artist II – Promotional
6. Graphic Artist II – Open
7. Office Specialist II – Promotional
8. Office Specialist II – Open
9. Traffic Communications Technician I – Promotional
10. Traffic Communications Technician I – Open

A motion was made by Trustee Dorf that items 1 through 10 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Parker. Motion carried.

**C. CLASSIFICATION SPECIFICATIONS:**

1. Animal Control Supervisor – Revised
2. Building Services Electrician II – Revised
3. Field Electrician II – Revised
4. Fire Captain – Revised
5. Firefighter Trainee – Revised
6. Industrial Electrician II – Revised
7. Senior Animal Control Officer – Revised
8. Senior Building Services Electrician – Revised
9. Senior Field Electrician – Revised
10. Senior Industrial Electrician – Revised

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

**May 14, 2003**

**PAGE 3**

A motion was made by Trustee Parker that items 1 through 10 of the Classification Specifications List be approved. The motion was seconded by Trustee Dorf. Motion carried.

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

1. Supervisor of Fire Investigations – Promotional

A motion was made by Trustee Aliseo that item 1 of the Discussion and Possible Action on Abolishing Eligible List be approved. Trustee Parker 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 4:35 p.m.



**F. Claudette Enus  
Secretary to the Board**

**CITY OF LAS VEGAS**

**CIVIL SERVICE BOARD  
AGENDA DOCUMENTATION  
June 11, 2003**

**TO:**  
CIVIL SERVICE BOARD OF TRUSTEES

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

**I. CALL TO ORDER: May 28, 2003, at 11:59 a.m. via Teleconference**

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

**STAFF PRESENT**

Judy Tuttle  
Ann Rubertino-Beck  
Louisa Tuilagi

**OTHERS PRESENT**

None

In the absence of Chairperson, Mark Larson, Trustee Theodore Parker served as acting Chair for this teleconference.

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

**III. BUSINESS:**

**A. ELIGIBLE LISTS TO BE CERTIFIED:**

- 1) Economic Development Officer - Open
- 2) Parking Enforcement Officer - Promotional
- 3) Parking Enforcement Officer - Open
- 4) Senior Office Specialist - Promotional
- 5) Senior Office Specialist - Open
- 6) Senior Plumber - Promotional

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

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING  
ANNOTATED MINUTES  
DATE: May 28, 2003  
PAGE 2**

**B. CLASSIFICATION SPECIFICATIONS:**

- 1) Park Construction Crew Leader – New
- 2) Parks Crew Leader – New
- 3) Rapid Response Crew Leader – New
- 4) Rapid Response Team Supervisor – New

Johan Aliseo made a motion to approve Item numbers 1 through 4 of the Classification Specifications. Tony Dorf seconded the motion. Motion carried.

**C. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST**

- 1) Caseworker – Open
- 2) Permits Technician – Promotional
- 3) Permits Technician – Open

Tony Dorf made a motion to approve Item numbers 1 through 3 of the Discussion and Possible Action on Abolishing Eligible List. Johan Aliseo seconded the motion. Motion carried.

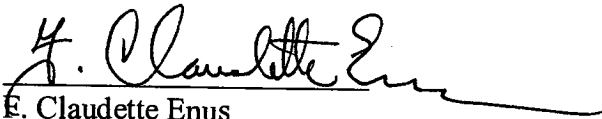
**IV. DISCUSSION ITEMS**

None.

**V. CITIZEN PARTICIPATION:**

None.

**ADJOURNMENT:** There being no further business to come before the Board, the meeting was adjourned at 12:05 noon.

  
E. Claudette Enus  
Secretary to the Board



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: June 11, 2003

---

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

---

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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BOARD ACTION: Vote to Certify or Not Certify  
(May be taken as a group)

---

TOTAL ELIGIBLE LISTS PRESENTED: 10

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	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1. GIS Programmer/Analyst – Promotional	3	2	1
2. GIS Programmer/Analyst – Open	43	25	6
3. Irrigation Systems Repairer I - Promotional	2	2	2
4. Irrigation Systems Repairer I – Open	37	18	11
5. Planner I – Promotional	3	1	1
6. Planner I – Open	63	31	21
7. Sr. Traffic Signal Technician – Promotional	5	4	3
8. Sr. Traffic Signal Technician – Open	7	2	1
9. Technical Systems Analyst – Promotional	7	5	5
10. Technical Systems Analyst – Open	30	6	6

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**GIS Programmer/Analyst**  
**Examination**

**May 16, 2003**  
**Date of Test**

**03795114P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
None
<b>GROUP 3</b>
See Attached

**REPORT OF EXAMINATION**

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

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**GIS Programmer/Analyst**  
**Examination**

**May 16, 2003**  
**Date of Test**

**037951140**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
None
<b>GROUP 3</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	41	GROUP 1	1
REJECTED	2	GROUP 2	0
<b>TOTAL RECEIVED</b>	<b>43</b>	GROUP 3	5
		<b>TOTAL ON LIST</b>	<b>6</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	6			
FAILED	19			
<b>TOTAL TESTED</b>	<b>25</b>			
<b>DID NOT APPEAR</b>	<b>16</b>			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Irrigation Systems Repairer I**  
**Examination**

**May 15, 2003**  
**Date of Test**

**03366104P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
See Attached
<b>GROUP 3</b>
See Attached

**REPORT OF EXAMINATION**

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

**TESTS**

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Irrigation Systems Repairer I  
Examination

May 15, 2003  
Date of Test

033661040  
Exam Code

Open  
Open/Promotional

<b>NAME</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
See Attached
<b>GROUP 3</b>
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	22	GROUP 1	0
REJECTED	15	GROUP 2	6
<b>TOTAL RECEIVED</b>	<b>37</b>	GROUP 3	5
		<b>TOTAL ON LIST</b>	<b>11</b>

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	11			
FAILED	7			
<b>TOTAL TESTED</b>	<b>18</b>			
<b>DID NOT APPEAR</b>	<b>4</b>			

CITY OF LAS VEGAS

ELIGIBLE LIST

Planner I  
Examination

May27, 2003  
Date of Test

03306904P  
Exam Code

Promotional  
Open/Promotional

<b>NAME</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
See Attached
<b>GROUP 3</b>
None

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Planner I  
Examination

May 27, 2003  
Date of Test

033069040  
Exam Code

Open  
Open/Promotional

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached
<b>GROUP 3</b>
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	39	GROUP 1	1
REJECTED	24	GROUP 2	6
<b>TOTAL RECEIVED</b>	63	GROUP 3	14
		<b>TOTAL ON LIST</b>	21

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	21			
FAILED	10			
<b>TOTAL TESTED</b>	31			
<b>DID NOT APPEAR</b>	8			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Traffic Signal Technician**  
**Examination**

**May 21, 2003**  
**Date of Test**

**03244002P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached
<b>GROUP 3</b>
None

**REPORT OF EXAMINATION**

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

**TESTS**

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Traffic Signal Technician**  
**Examination**

**May 21, 2003**  
**Date of Test**

**032440020**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
See Attached
<b>GROUP 3</b>
None

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	5	GROUP 1	0
REJECTED	2	GROUP 2	1
<b>TOTAL RECEIVED</b>	7	GROUP 3	0
		<b>TOTAL ON LIST</b>	1

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Technical Systems Analyst**  
**Examination**

**April 25 & May 21, 2003**  
**Date of Test**

**037952301P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
See Attached
<b>GROUP 3</b>
None

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	5	GROUP 1	0
REJECTED	2	GROUP 2	5
<b>TOTAL RECEIVED</b>	7	GROUP 3	0
		<b>TOTAL ON LIST</b>	5

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Technical Systems Analyst  
Examination

April 25 & May 21, 2003  
Date of Test

0379523010  
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	26	GROUP 1	0
REJECTED	4	GROUP 2	3
<b>TOTAL RECEIVED</b>	30	GROUP 3	3
		<b>TOTAL ON LIST</b>	6

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%	50%		
PASSED	8	6		
FAILED	5	0		
<b>TOTAL TESTED</b>	13	6		
<b>DID NOT APPEAR</b>	13	2		

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date June 11, 2003

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

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SUBJECT: B. EXTENSION OF ELIGIBLE LISTS

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BOARD ACTION: Vote to Extend or Not Extend  
(May be taken as a group)

---

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 9

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Account Clerk - Promotional	6	6/12/03	12/12/03	2
2. Cultural Leader I -- Open	22	6/11/03	12/11/03	1
3. Electrical Services Field Supervisor - Promotional	1	6/11/03	12/11/03	1
4. Engineering Technician II (Traffic) -- Promotional	1	6/12/03	12/12/03	2
5. Engineering Technician II (Traffic) -- Open	7	6/12/03	12/12/03	2
6. Fire Battalion Chief -- Promotional	2	6/11/03	12/11/03	1
7. Firefighter Trainee -- Open	648	6/12/03	12/12/03	2
8. Purchasing Technician -- Promotional	13	6/12/03	12/12/03	3
9. Senior Communications Specialist -- Promotional	5	6/11/03	12/11/03	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date June 11, 2003

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

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**SUBJECT: C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL**

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**BOARD ACTION: DISCUSSION AND POSSIBLE ACTION**

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**CLASSIFICATION SPECIFICATIONS:**

**REVISED:**

1. Inspections Supervisor
2. Permits Technician
3. Senior Animal Control Officer

Inspections Supervisor was revised to update the essential functions and qualifications.

Permits Technician was revised to update the essential functions, add computer use and skills, and broaden the required experience to provide a larger pool of potential applicants.

Senior Animal Control Officer was revised to delete a recently added certificate to allow all employees to compete for a vacancy. The certificate will be reinstated after the position is filled.

**RECOMMENDATION**

The City recommends approval of these revised classification specifications.

## INSPECTIONS SUPERVISOR

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

### DEFINITION

To supervise, assign and review the work of staff responsible for performing technical building inspection in enforcing compliance with building codes, regulations and ordinances; to review complaints, issue notices and citations regarding building code violations; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director, Building and Safety.

Exercises direct supervision over technical employees.

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

#### Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for providing building inspection services to ensure that construction conforms to city code requirements.
2. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Establish schedules and methods for providing building inspection services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
4. Participate in the selection of assigned staff; motivate and evaluate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
5. Participate in the preparation and administration of the building inspection budget; submit budget recommendations; monitor expenditures.
6. Prepare analytical and statistical reports on operations and activities.

**CITY OF LAS VEGAS**  
**Inspections Supervisor (*Continued*)**

**Essential Functions:**

7. Ensure the adherence to safe work practices and procedures.
8. Input data into computer regarding inspector areas, inspection requests and results and access to data screens.
9. Compare plans and specifications of new construction additions and alterations to residential, commercial and industrial buildings with actual construction to determine compliance with the provisions of the construction codes, ordinances and regulations.
10. Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices; read and interpret complex building plans, specifications and building codes.
11. Participate in Building and Safety Department 's appeal board activities.
12. Resolve inspection issues and concerns raised between outside parties and assigned inspection staff; meet with involved parties to review and confirm issues; make recommendations to resolve concerns.
13. Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
14. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

**Marginal Functions:**

1. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
2. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of building inspections.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a comprehensive building inspection program.  
Principles of supervision, training and performance evaluation.  
Modern and complex principles and practices of building inspections.  
Building related codes and ordinances enforced by the city, including the uniform building, electrical, plumbing and mechanical codes and zoning codes.  
Complex principles and techniques of building inspection and plans examining work.

**CITY OF LAS VEGAS**  
**Inspections Supervisor (*Continued*)**

**Knowledge of:**

Principles of structural design and engineering mathematics.  
Major types of building construction, materials and methods.  
Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

Interpret, apply, explain and enforce city and department policies and procedures.  
Interpret and apply pertinent federal, state and local laws, codes and regulations.  
Perform mathematical computations rapidly and accurately.  
Enforce necessary regulations with firmness and tact.  
Work independently without direct supervision.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work including city officials and the general public.  
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, standing and walking for extended periods of time; and*
- *Operating assigned equipment.*

**Experience and Training Requirements**

**Experience:**

Four years of increasingly responsible building inspection or plans examining experience, including one year of supervisory or lead experience.

**Training:**

Equivalent to graduation from high school supplemented by advanced specialized training in the building and construction trades.

**CITY OF LAS VEGAS**  
**Inspections Supervisor (*Continued*)**

**License or Certificate**

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

On the date of application, possession of International Code Council (formerly I.C.B.O.) certification as a combination building inspector or International Code Council certification in all four inspection areas (building, electrical, plumbing and mechanical).

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; travel from site to site; construction site environment; exposure to noise, dust, inclement weather conditions; work at heights on scaffolding and ladders; work on uneven surfaces; inspect in restricted spaces; and work around heavy construction equipment.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for light lifting, bending, stooping, climbing, walking and standing for prolonged periods of time, and operating motorized vehicles.

ARB  
REV 5/21/03  
FLSA: exempt; City: nonexempt  
CSB 6/11/03

PERMITS TECHNICIAN

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

**DEFINITION**

To provide general building code information to the public; and to determine that plans submitted are complete and in substantial compliance with code.

**SUPERVISION RECEIVED**

Receives general supervision from the Permits 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 both commercial and residential plans for completeness and general code compliance; provide contractors, architects, engineers, builders and the general public with written and verbal general code information, guidance and information on submittal requirements to comply with the building, plumbing, electrical and mechanical codes and related city regulations.
2. Process building permits and plans; answer questions regarding building permits and related processing information.
3. Calculate price totals on completed plans; prepare plans and documents for issuance of permits; inform contractor of plan-ready status.
4. Within area of expertise, review minor plans for building, structural, electrical, mechanical, plumbing and fire codes.
5. Process required documents for the Desert Conservation and Water Distribution Authorization Programs in conjunction with related governmental agencies.
6. Build computer screen information for new plan submission and repetitive permits; assist the public in coordinating plans within the department and other departments.

**CITY OF LAS VEGAS**  
**Permits Technician (*Continued*)**

**Marginal Functions:**

1. Update plan location and other key department computer screens.
2. Collate revisions and additions to plans, both new and old; organize repository to eliminate stagnation or missing plans.
3. Update plans and permit "ready" list; call delinquent builders and inform of such by telephone.
4. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Methods and practices of all phases of commercial and residential construction.

Principles and practices of building technology, code regulations and other related studies.

Basic mathematical principles, including electrical load, plumbing pipe sizing and various architectural calculations.

Modern office procedures and methods.

Common Windows software applications, including word processing and spreadsheets, or specialized software applications used in a work environment.

Principles and procedures of record keeping.

English usage, spelling, grammar and punctuation.

**Ability to:**

Read and interpret building plans and specifications.

Learn and interpret all building codes and regulations.

Review budgets and codes and make recommendations based on analysis.

Work independently without direct 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.

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**  
**Permits Technician (Continued)**

**Experience and Training Requirements**

**Experience:**

Any combination of:

Three years of journey level experience within the building construction trades;

OR

Three years of work experience in reading, understanding and interpreting commercial or residential building plans.

Work experience with computers in a Windows-based environment is desirable.

**Training:**

Equivalent to graduation from high school. Additional specialized training in the building trades or a related field is desirable.

**License or Certificate**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; work at a centralized public counter; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for prolonged periods of time, and lifting and carrying up to 40 pounds.

ARB

REV 5/16/03

FLSA & City: nonexempt

CSB 6/11/03

## SENIOR ANIMAL CONTROL OFFICER

*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 the enforcement of the city's animal control ordinances; 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 Animal Control Officer series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed. Employees perform the most difficult and responsible duties assigned to classes within this series including overseeing and training lower level staff. 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 Animal Control Supervisor.

Exercises functional and technical supervision over lower level 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 the work of assigned staff responsible for enforcing animal control ordinances for the city; assign, plan, direct, coordinate and schedule assignments; monitor work progress and review work results.
2. Establish schedules and methods for effective operations; plan routine patrols to search for stray animals; patrol streets to search for lost or stray animals.
3. Train assigned employees in work methods and techniques and in the use of equipment required for capturing and restraining animals.
4. Prepare incident reports; maintain daily logs.
5. Provide responsible staff assistance to the Animal Control Supervisor.

**CITY OF LAS VEGAS**  
**Senior Animal Control Officer (Continued)**

**Essential Functions:**

6. Enforce city animal control laws; explain ordinances relating to keeping and caring for animals; issue citations for violations of the animal control ordinances.
7. Conduct inspections of pet stores, kennels, pet salons and related businesses for compliance with local ordinances.
8. Impound and quarantine animals as required; administer animal first aid as needed; contact a veterinarian to treat injured animals as appropriate.
9. Investigate reports or complaints of dogs, cats or other animals creating nuisances and take appropriate action; investigate reports of animal abuse; research computer files for prior records and licensing information.
10. Pick up and dispose of deceased animals.
11. Ensure employees adhere to safe work practices and procedures.
12. Respond to and resolve difficult and sensitive citizen complaints.
13. Coordinate assigned cases with the City Attorney's Office and courts as needed; write requests for prosecution, search warrants and summonses; appear in court on applicable cases.
14. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
15. Prepare various reports of activities as requested.

**Marginal Functions:**

1. Maintain vehicle and equipment in proper working condition; clean and repair vehicle and equipment as necessary.
2. Perform general office duties; answer telephone calls and provide information and explain procedures; send notices; file animal control records and other documents.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of an animal control program.  
Principles of lead supervision and training.  
Advanced methods and techniques of enforcement and animal control.  
Various breeds of dogs, cats and other domestic and wild animals.

**CITY OF LAS VEGAS**  
**Senior Animal Control Officer (Continued)**

**Knowledge of:**

Behaviors of domestic and wild animals.  
Procedures and techniques for dealing with the public in a tactful but firm manner.  
Advanced methods of animal handling, collection and impoundment.  
Proper and safe use of immobilization and restraint devices.  
Advanced emergency practices and procedures related to animal control.  
Local geography and street locations.  
Applicable safety standards and practices and occupational hazards.  
Report writing techniques and practices.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

Lead, organize and review the work of staff in the field of animal control.  
Interpret, apply, explain and enforce department policies and procedures and animal control laws and regulations.  
Work effectively in highly emotional situations.  
Effectively deal with personal danger, which may include exposure to armed or dangerous persons.  
Annually demonstrate proficiency with firearms and immobilization devices.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain mental capacity which allows the capability of:

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

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

- *Standing, walking, or sitting for extended periods of time;*
- *Subduing resisting animals;*
- *Chasing fleeing animals;*
- *Running, walking, crouching or crawling;*
- *Moving deceased animals; and*
- *Operating firearms, net and immobilization gun, related equipment, and service vehicles.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing;*
- *Operating restraint devices, two-way radios, assigned equipment and service vehicles;*
- *Operating office equipment; and*
- *Occupational hazards and standard safety practices.*

**CITY OF LAS VEGAS**  
**Senior Animal Control Officer (Continued)**

**Experience and Training Requirements**

**Experience:**

Four years of responsible field experience in animal control enforcement.

**Training:**

Equivalent to graduation from high school.

**License or Certificate**

Possession of an appropriate, valid driver's license 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:* Outdoors or in vehicle, patrolling city streets. Occasionally in office setting.

*Hazards:* Exposure to dangerous, agitated animals, potentially hostile and confrontational situations with risk to personal safety, bites from poisonous animals, reptiles, biohazards from diseased or infectious animals, chemicals, wet, slippery surfaces, heat, dust, fumes, odors, moving vehicles.

*Equipment Used:* Animal control vehicle, long-handled catch pole.

*Safety equipment:* Gloves, safety shoes, eye protection.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for:

*Standing/walking:* Frequently, over varied terrain including concrete, asphalt, uneven ground. May run while chasing fleeing animals.

*Sitting:* Frequently, while driving, on patrol, or in office while writing reports and performing other office duties.

*Lift/carry:* Occasionally, 1-50 lbs. up to 5 times per shift, and 50-80 lbs. up to 5 times per shift. Must control aggressive and/or resistive animals with catch pole while lifting animals into cages up to 43" off ground level. Infrequently lift animals weighing 100 lbs. or more. May call for assistance. Carry up to 50 lbs. up to 25 ft. over varied terrain.

*Push/pull:* Normal driving activities. Frequently, 5-15 lbs. while opening doors and operating vehicle. Occasionally, 5-50 lbs. force, while restraining animals with catch pole.

*Climbing:* Frequently, in and out of vehicle up to 20 times per shift. Occasionally, climbing and balancing on ladders to retrieve animals.

**CITY OF LAS VEGAS**  
**Senior Animal Control Officer (Continued)**

*Bending/twisting:* Normal driving activities, frequently at knees, neck and waist while getting in and out of vehicle up to 20 times per day. Occasionally, in awkward positions while retrieving animals. Occasionally, combined with lifting up to 80 lbs.

*Kneeling/crouching/crawling:* Occasionally, while retrieving animals on a variety of surfaces.

*Hands/arms:* Constant use of both hands and arms in operating vehicle, controlling animals, writing reports. Occasionally, reach over shoulder level while placing animals into cages or while retrieving animals at heights.

*Sight:* Constant use of sight in performance of duties.

*Speech/hearing:* Constantly, in interacting with public, coworkers and supervisor.

*Other physical demands:* Running, jumping, climbing fences in pursuit of animals. Must deal with aggressive animals and hostile environments. Must drag carcasses off roadways.

ARB

REV 5/29/03

FLSA & City: nonexempt

CSB 6/11/03

## INSPECTIONS SUPERVISOR

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

### DEFINITION

To supervise, assign and review the work of staff responsible for performing technical building inspection in enforcing compliance with building codes, regulations and ordinances; to review complaints, issue notices and citations regarding building code violations; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director, Building and Safety ~~Department Director~~.

Exercises direct supervision over technical ~~and contract~~ employees.

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

#### Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for providing building inspection services to ensure that construction conforms to city code requirements.
2. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Establish schedules and methods for providing building inspection services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
4. Participate in the selection of assigned staff; motivate and evaluate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
- ~~4. building inspection staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.~~
5. Participate in the preparation and administration of the building inspection budget; submit budget recommendations; monitor expenditures.

**CITY OF LAS VEGAS**  
**Inspections Supervisor (Continued)**

6. Prepare analytical and statistical reports on operations and activities.
- ~~7. Train assigned employees in their areas of work in building inspection methods, techniques and in the set up and use of equipment.~~
- ~~8. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specification.~~
- ~~9.7. Ensure the adherence to safe work practices and procedures.~~
- ~~10.8. Input data into computer regarding inspector areas, inspection requests and results and access to data screens.~~
9. Compare plans and specifications of new construction additions and alterations to residential, commercial and industrial buildings with actual construction to determine compliance with the provisions of the construction codes, ordinances and regulations.
10. Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices; read and interpret complex building plans, specifications and building codes.
- ~~12.11. Participate in Building and Safety Department's appeal board activities.~~
- ~~13.12. Resolve inspection issues and concerns raised between outside parties and assigned inspection staff; meet with involved parties to review and confirm issues; make recommendations to resolve concerns.~~
- ~~14.13. Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.~~
14. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

**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.~~
- ~~2.1. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.~~
- ~~3.2. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of building inspections.~~
- ~~4.3. Perform related duties and responsibilities as required.~~

**QUALIFICATIONS**

CITY OF LAS VEGAS  
Inspections Supervisor (Continued)

Knowledge of:

Operations, services and activities of a comprehensive building inspection program.  
Principles of supervision, training and performance evaluation.  
Modern and complex principles and practices of building inspections.  
Building related codes and ordinances enforced by the city, including the uniform building, electrical, plumbing and mechanical codes and zoning codes.  
Complex principles and techniques of building inspection and plans examining work.  
Principles of structural design and engineering mathematics.  
Major types of building construction, materials and methods.  
Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.  
Pertinent federal, state and local laws, codes and regulations.

Ability to:

~~Supervise, organize and review the work of lower level staff.~~  
~~Select, supervise, train and evaluate staff.~~  
Interpret, apply, and explain and enforce city and department policies and procedures.  
~~Independently perform the most difficult building inspections.~~  
~~Interpret, explain and enforce department policies and procedures.~~  
Interpret and apply pertinent federal, state and local laws, codes and regulations.  
~~Read and interpret complex building plans, specifications and building codes.~~  
~~Determine if construction systems conform to city code requirements.~~  
~~Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.~~  
Make Perform mathematical computations rapidly and accurately.  
Enforce necessary regulations with firmness and tact.  
Work independently in the absence of without direct supervision.  
~~Prepare clear and concise reports.~~  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work including city officials and the general public.  
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, standing and walking for extended periods of time; and  
-- Operating assigned equipment.  
~~Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:~~

**CITY OF LAS VEGAS**  
**Inspections Supervisor (Continued)**

~~Walking, standing or sitting for extended periods of time~~  
~~Operating assigned equipment.~~  
Maintain effective audio-visual discrimination and perception needed for:  
~~Making observations~~  
~~Communicating with others~~  
~~Reading and writing~~  
~~Operating assigned equipment and vehicles.~~  
Maintain mental capacity which allows the capability of:  
~~Making sound decisions~~  
~~Demonstrating intellectual capabilities.~~

**Experience and Training Requirements**

**Experience:**

Four years of increasingly responsible building inspection and/or plans examining experience, including one year of supervisory or lead experience.

**Training:**

Equivalent to graduation from high school supplemented by advanced specialized training in the building and construction trades.

**License or Certificate**

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

On the date of application, possession of International Code Council (formerly I.C.B.O.) certification as a combination building inspector or International Code Council certification in all four inspection areas (building, electrical, plumbing and mechanical) on the date of application.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; travel from site to site; construction site environment; exposure to noise, dust, inclement weather conditions; work at heights on scaffolding and ladders; work on uneven surfaces; inspect in confined-restricted spaces; and work around heavy construction equipment.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for light lifting, bending, stooping, climbing, walking and standing for prolonged periods of time, and operating motorized vehicles.

PLMARB  
REV 12/30/98 (minor revisions) 5/21/03

**CITY OF LAS VEGAS**  
**Inspections Supervisor (Continued)**

FLSA: exempt; City: nonexempt \_\_\_\_\_ Approved 1/4/99CSB

## PERMITS TECHNICIAN

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

### DEFINITION

To provide general building code information to the public; ~~to encourage and enforce compliance with regulations applicable to the construction and maintenance of buildings and related structures;~~ and to determine that plans submitted are complete and in substantial compliance with code.

### SUPERVISION RECEIVED

Receives general supervision from the Permits 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. ~~Inspect~~ Review both commercial and residential plans for completeness and general code compliance; provide contractors, architects, engineers, builders and the general public with specific written and verbal general code information, guidance and information on submittal requirements to comply with the building, plumbing, electrical and mechanical codes and related city regulations.
2. ~~Review the processing of~~ Process building permits and plans; answer questions regarding residential building permits and related processing information.
3. ~~Compile~~ Calculate price totals on completed plans ~~with the department; extract key paperwork pertinent to vital building operation from other information necessary for fluid field operation; prepare plans and documents for issuance of permits;~~ inform contractor of plan-ready status.
4. ~~Plans check multiple house (tract) permit applications for correct square footage and dollar amount.~~
- 5.4. Within area of expertise, Review minor plans —for building, structural, electrical, mechanical, plumbing and simple fire codes.
- 6.5. ~~Administer and regulate the Desert Tortoise Process~~ required documents for the Desert Conservation and Water Distribution Authorization Programs in conjunction with related governmental agencies; ~~administer the Water Distribution Authorization Program.~~

**CITY OF LAS VEGAS**  
**Permits Technician (Continued)**

6. Build computer screen information for new plan submission and repetitive permits; assist the public in coordinating plans within the department and other departments.

**Marginal Functions:**

~~1. Build computer screen information for new plan submission and repetitive permits; assist the public in coordinating plans within the department and other departments.~~

1. Update plan location and other key department computer screens.

~~3.2. Collate revisions and additions to plans, both new and old; organize repository to eliminate stagnation or missing plans.~~

~~4.3. Update plans and permit "ready" list; call delinquent builders and inform of such by telephone.~~

~~5.4. Perform related duties and responsibilities as required.~~

**QUALIFICATIONS**

**Knowledge of:**

Methods and practices of all phases of commercial and residential construction.  
Principles and practices of building technology, code regulations and other related studies.  
Basic mathematical principles, including electrical load, plumbing pipe sizing and various architectural calculations.

Modern office procedures, and methods and computer equipment.

Common Windows software applications, including word processing and spreadsheets, or specialized software applications used in a work environment.

Principles and procedures of record keeping.

English usage, spelling, grammar and punctuation.

**Ability to:**

Read and interpret building plans and specifications.

Learn and interpret all building codes and regulations.

~~Explain building codes to public, both verbally and in writing.~~

~~Compile statistics and prepare reports.~~

Review budgets and codes and make recommendations based on analysis.

~~Inspect buildings and enforce applicable codes in a firm, fair and tactful manner.~~

~~Respond to requests and inquiries from the general public.~~

~~Work independently in the absence of without direct 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.

Maintain effective audio-visual discrimination and perception needed for:

-- Making observations;

**CITY OF LAS VEGAS**  
**Permits Technician (Continued)**

- ~~-- 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.~~

~~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.~~

**Experience and Training Requirements**

**Experience:**

Any combination of:

Three years of journey level experience within the building construction trades;

OR

Three years of work experience in reading, understanding and interpreting commercial or residential building plans.-

Work experience with computers in a Windows-based environment is desirable.

~~One year of increasingly responsible experience in building inspection or plan checking to ensure conformance with standard building codes may be substituted for one and one-half (1 1/2) years of required experience.~~

**Training:**

Equivalent to graduation from high school. Additional specialized training in the building trades or a related field is desirable.

**License or Certificate**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; work at a centralized public counter; exposure to computer screens.

**CITY OF LAS VEGAS**  
**Permits Technician (Continued)**

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for prolonged periods of time, and lifting and carrying up to 40 pounds.

KAGARB

REV ~~01/23/03~~ 5/16/03

FLSA & City: nonexempt

CSB -2/12/03

## SENIOR ANIMAL CONTROL OFFICER

*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 the enforcement of the city's animal control ordinances; 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 Animal Control Officer series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed. Employees perform the most difficult and responsible duties assigned to classes within this series including overseeing and training lower level staff. 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 Animal Control Supervisor.

Exercises functional and technical supervision over lower level 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 the work of assigned staff responsible for enforcing animal control ordinances for the city; assign, plan, direct, coordinate and schedule assignments; monitor work progress and review work results.
2. Establish schedules and methods for effective operations; plan routine patrols to search for stray animals; patrol streets to search for lost or stray animals.
3. Train assigned employees in work methods and techniques and in the use of equipment required for capturing and restraining animals.
4. Prepare incident reports; maintain daily logs.
5. Provide responsible staff assistance to the Animal Control Supervisor.

**CITY OF LAS VEGAS**  
**Senior Animal Control Officer (Continued)**

**Essential Functions:**

6. Enforce city animal control laws; explain ordinances relating to keeping and caring for animals; issue citations for violations of the animal control ordinances.
7. Conduct inspections of pet stores, kennels, pet salons and related businesses for compliance with local ordinances.
8. Impound and quarantine animals as required; administer animal first aid as needed; contact a veterinarian to treat injured animals as appropriate.
9. Investigate reports or complaints of dogs, cats or other animals creating nuisances and take appropriate action; investigate reports of animal abuse; research computer files for prior records and licensing information.
10. Pick up and dispose of deceased animals.
11. Ensure employees adhere to safe work practices and procedures.
12. Respond to and resolve difficult and sensitive citizen complaints.
13. Coordinate assigned cases with the City Attorney's Office and courts as needed; write requests for prosecution, search warrants and summonses; appear in court on applicable cases.
14. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
15. Prepare various reports of activities as requested.

**Marginal Functions:**

1. Maintain vehicle and equipment in proper working condition; clean and repair vehicle and equipment as necessary.
2. Perform general office duties; answer telephone calls and provide information and explain procedures; send notices; file animal control records and other documents.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of an animal control program.  
Principles of lead supervision and training.  
Advanced methods and techniques of enforcement and animal control.  
Various breeds of dogs, cats and other domestic and wild animals.

CITY OF LAS VEGAS  
Senior Animal Control Officer (*Continued*)

Knowledge of:

- Behaviors of domestic and wild animals.
- Procedures and techniques for dealing with the public in a tactful but firm manner.
- Advanced methods of animal handling, collection and impoundment.
- Proper and safe use of immobilization and restraint devices.
- Advanced emergency practices and procedures related to animal control.
- Local geography and street locations.
- Applicable safety standards and practices and occupational hazards.
- Report writing techniques and practices.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Lead, organize and review the work of staff in the field of animal control.
- Interpret, apply, explain and enforce department policies and procedures and animal control laws and regulations.
- Work effectively in highly emotional situations.
- Effectively deal with personal danger, which may include exposure to armed or dangerous persons.
- Annually demonstrate proficiency with firearms and immobilization devices.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity which allows the capability of:
  - *Making sound decisions;*
  - *Effective interaction and communication with others; and*
  - *Demonstrating intellectual capabilities.*
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - *Standing, walking, or sitting for extended periods of time;*
  - *Subduing resisting animals;*
  - *Chasing fleeing animals;*
  - *Running, walking, crouching or crawling;*
  - *Moving deceased animals; and*
  - *Operating firearms, net and immobilization gun, related equipment, and service vehicles.*
- Maintain effective audio-visual discrimination and perception needed for:
  - *Making observations;*
  - *Communicating with others;*
  - *Reading and writing;*
  - *Operating restraint devices, two-way radios, assigned equipment and service vehicles;*
  - *Operating office equipment; and*
  - *Occupational hazards and standard safety practices.*

CITY OF LAS VEGAS  
Senior Animal Control Officer (Continued)

Experience and Training Requirements

Experience:

Four years of responsible field experience in animal control enforcement.

Training:

Equivalent to graduation from high school.

License or Certificate

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

~~Must have successfully completed the National Animal Control Academy 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:* Outdoors or in vehicle, patrolling city streets. Occasionally in office setting.

*Hazards:* Exposure to dangerous, agitated animals, potentially hostile and confrontational situations with risk to personal safety, bites from poisonous animals, reptiles, biohazards from diseased or infectious animals, chemicals, wet, slippery surfaces, heat, dust, fumes, odors, moving vehicles.

*Equipment Used:* Animal control vehicle, long-handled catch pole.

*Safety equipment:* Gloves, safety shoes, eye protection.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

*Standing/walking:* Frequently, over varied terrain including concrete, asphalt, uneven ground. May run while chasing fleeing animals.

*Sitting:* Frequently, while driving, on patrol, or in office while writing reports and performing other office duties.

*Lift/carry:* Occasionally, 1-50 lbs. up to 5 times per shift, and 50-80 lbs. up to 5 times per shift. Must control aggressive and/or resistive animals with catch pole while lifting animals into cages up to 43" off ground level. Infrequently lift animals weighing 100 lbs. or more. May call for assistance. Carry up to 50 lbs. up to 25 ft. over varied terrain.

*Push/pull:* Normal driving activities. Frequently, 5-15 lbs. while opening doors and operating vehicle. Occasionally, 5-50 lbs. force, while restraining animals with catch pole.

**CITY OF LAS VEGAS**  
**Senior Animal Control Officer (Continued)**

*Climbing:* Frequently, in and out of vehicle up to 20 times per shift. Occasionally, climbing and balancing on ladders to retrieve animals.

*Bending/twisting:* Normal driving activities, frequently at knees, neck and waist while getting in and out of vehicle up to 20 times per day. Occasionally, in awkward positions while retrieving animals. Occasionally, combined with lifting up to 80 lbs.

*Kneeling/crouching/crawling:* Occasionally, while retrieving animals on a variety of surfaces.

*Hands/arms:* Constant use of both hands and arms in operating vehicle, controlling animals, writing reports. Occasionally, reach over shoulder level while placing animals into cages or while retrieving animals at heights.

*Sight:* Constant use of sight in performance of duties.

*Speech/hearing:* Constantly, in interacting with public, coworkers and supervisor.

*Other physical demands:* Running, jumping, climbing fences in pursuit of animals. Must deal with aggressive animals and hostile environments. Must drag carcasses off roadways.

ARB

REV 45/1729/03

FLSA & City: nonexempt

CSB 5/14/036/11/03