

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: August 13, 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 July 9, 2003
- IV. APPROVAL OF MINUTES: Teleconference Meeting of July 23, 2003
- V. BUSINESS
  - A. CERTIFICATION OF ELIGIBLE LISTS:
    - 1. Civil Engineer – Promotional
    - 2. License Technician – Promotional
    - 3. License Technician – Open
    - 4. Microcomputer Specialist I – Promotional
    - 5. Microcomputer Specialist I – Open
    - 6. Microcomputer Specialist II – Promotional
    - 7. Microcomputer Specialist II – Open
    - 8. Permits Technician – Promotional
    - 9. Permits Technician – Open
    - 10. Sanitation Billing Technician – Promotional
    - 11. Sanitation Billing Technician – Open
    - 12. Senior Animal Control Officer – Promotional
    - 13. Senior Mechanic – Promotional
    - 14. Temporary Technical Systems Analyst – Open
  - B. EXTENSION OF ELIGIBLE LISTS:
    - 1. Fire Equipment Mechanic I – Open
    - 2. Judicial Enforcement Officer I – Open
    - 3. Recreation Activities Specialist – Promotional
    - 4. Recreation Leader I – Promotional
    - 5. Recreation Leader I – Open
    - 6. Sr. Citizens Center Coordinator – Promotional
    - 7. Sr. Intelligent Transportation Sys. Technician – Promotional
    - 8. Sr. Intelligent Transportation Sys. Technician – Open
    - 9. Sr. Recreation Leader – Promotional
    - 10. Urban Design Coordinator – Open

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**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. Civil Engineer – Promotional
    - 2. License Technician – Promotional
    - 3. License Technician – Open
    - 4. Microcomputer Specialist I – Promotional
    - 5. Microcomputer Specialist I – Open
    - 6. Microcomputer Specialist II – Promotional
    - 7. Microcomputer Specialist II – Open
    - 8. Permits Technician – Promotional
    - 9. Permits Technician – Open
    - 10. Sanitation Billing Technician – Promotional
    - 11. Sanitation Billing Technician – Open
    - 12. Senior Animal Control Officer – Promotional
    - 13. Senior Mechanic – Promotional
    - 14. Temporary Technical Systems Analyst – Open
  - B. EXTENSION OF ELIGIBLE LISTS:
    - 1. Fire Equipment Mechanic I – Open
    - 2. Judicial Enforcement Officer I – Open
    - 3. Recreation Activities Specialist – Promotional
    - 4. Recreation Leader I – Promotional
    - 5. Recreation Leader I – Open
    - 6. Sr. Citizens Center Coordinator – Promotional
    - 7. Sr. Intelligent Transportation Sys. Technician – Promotional
    - 8. Sr. Intelligent Transportation Sys. Technician – Open
    - 9. Sr. Recreation Leader – Promotional
    - 10. Urban Design Coordinator – Open

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

**DATE: August 13, 2003**

**Page Two**

C. CLASSIFICATION SPECIFICATIONS:

1. Municipal Court Marshal Sergeant – Revised
2. Supervisor of Fire Investigations – Revised

D. NOTICE OF APPEAL & REQUEST FOR RECEIVABILITY:

1. Deputy City Marshal Harold F. Mulcahey

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

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

**August 13, 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: July 9, 2003, at 4:33 p.m. in the Human Resources Department.

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

STAFF PRESENT

Sandy Gandy  
Patti Miller  
Kathy Gentile  
Glenna Worthington  
Tina Ramsey

OTHERS PRESENT

None

- II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW:
- III. APPROVAL OF MINUTES of Regular Meeting of June 11, 2003: A motion was made by Trustee Tony Dorf that the minutes of the Regular Meeting of June 11, 2003 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.
- IV. APPROVAL OF MINUTES of Teleconference Meeting of June 25, 2003: A motion was made by Trustee Johan Aliseo that the minutes of the Teleconference Meeting of June 25, 2003 be approved. Trustee Tony Dorf seconded the motion. Motion carried.

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

**V. BUSINESS:**

**A. CERTIFICATION OF ELIGIBLE LISTS:**

1. Accounting Technician II – Promotional
2. Custodial Supervisor – Promotional
3. Custodial Supervisor – Open
4. Inspector (Building) – Promotional
5. Inspector (Building) – Open
6. Survey Crew Leader – Promotional
7. Survey Crew Leader – Open
8. Temporary Inspector (Building) – Open

A motion was made by Trustee Dorf that items 1 through 8 of the Certification of Eligible Lists be approved. The motion was seconded by Trustee Aliseo. Motion carried.

**B. EXTENSION OF ELIGIBLE LISTS:**

1. Customer Service Representative – Promotional
2. Customer Service Representative – Open
3. EMS Field Coordinator – Promotional
4. Inventory Control Clerk – Promotional
5. Inventory Control Clerk – Open
6. Land Surveyor – Promotional
7. Land Surveyor – Open
8. Office Specialist I – Open
9. Plumber – Promotional
10. Plumber – Open

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

**C. CLASSIFICATION SPECIFICATIONS:**

1. Inspector/Combination Inspector – Revised

A motion was made by Trustee Dorf that item 1 of the Classification Specifications List be approved. The motion was seconded by Trustee Aliseo. Motion carried.

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

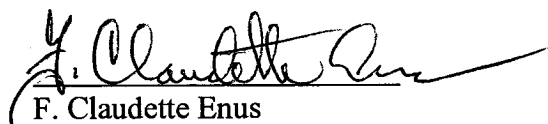
VI. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED:

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  
July 9, 2003**

**TO:**  
CIVIL SERVICE BOARD OF TRUSTEES

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

**I. CALL TO ORDER: July 23, 2003, at 11:30 a.m. via Teleconference**

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

**STAFF PRESENT**

Claudette Enus  
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) Network Systems Technician – Promotional
- 2) Network Systems Technician – Open
- 3) Planner II (Comp/Current) – Promotional
- 4) Plans Examiner – Promotional
- 5) Plans Examiner – Open
- 6) Structural Plans Examiner – Promotional
- 7) Structural Plans Examiner – Open

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING  
ANNOTATED MINUTES  
DATE: July 23, 2003  
PAGE 2**

Trustee Tony Dorf made a motion to approve Item numbers 1 through 7 of the Eligible Lists to be certified. Trustee Lavonne Lewis seconded the motion. Motion carried.

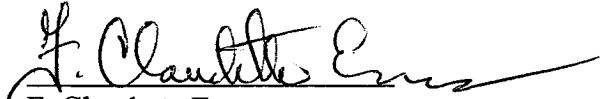
**IV. DISCUSSION ITEMS**

None.

**V. CITIZEN PARTICIPATION:**

None.

**ADJOURNMENT:** There being no further business to come before the Board, the meeting was adjourned at 11:32 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: August 13, 2003

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

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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)

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**TOTAL ELIGIBLE LISTS PRESENTED: 14**

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1. Civil Engineer – Promotional	3	3	2
2. License Technician – Promotional	54	47	43
3. License Technician – Open	41	38	30
4. Microcomputer Specialist I – Promotional	7	3	0
5. Microcomputer Specialist I – Open	159	110	54
6. Microcomputer Specialist II – Promotional	5	4	2
7. Microcomputer Specialist II – Open	77	55	7
8. Permits Technician – Promotional	6	5	4
9. Permits Technician – Open	109	66	49
10. Sanitation Billing Technician – Promotional	48	41	18
11. Sanitation Billing Technician – Open	45	39	15
12. Senior Animal Control Officer – Promotional	4	4	4
13. Senior Mechanic – Promotional	6	6	3
14. Temporary Technical Systems Analyst – Open	11	5	5

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Civil Engineer**  
**Examination**

**July 30, 2003**  
**Date of Test**

**037943806P**  
**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	3	GROUP 1	0
REJECTED	0	GROUP 2	1
<b>TOTAL RECEIVED</b>	3	GROUP 3	1
		<b>TOTAL ON LIST</b>	2

	<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	2			
FAILED	1			
<b>TOTAL TESTED</b>	3			
<b>DID NOT APPEAR</b>	0			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**License Technician**  
**Examination**

**July 28, 2003**  
**Date of Test**

**03317506P**  
**Exam Code**

**Promotional**  
**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**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	54	GROUP 1	12
REJECTED	0	GROUP 2	22
<b>TOTAL RECEIVED</b>	54	GROUP 3	9
		<b>TOTAL ON LIST</b>	43

	<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	43			
FAILED	4			
<b>TOTAL TESTED</b>	47			
<b>DID NOT APPEAR</b>	7			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**License Technician**  
**Examination**

**July 28, 2003**  
**Date of Test**

**033175060**  
**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**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	39	GROUP 1	7
REJECTED	2	GROUP 2	17
<b>TOTAL RECEIVED</b>	41	GROUP 3	6
		<b>TOTAL ON LIST</b>	30

	<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	30			
FAILED	8			
<b>TOTAL TESTED</b>	38			
<b>DID NOT APPEAR</b>	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Microcomputer Specialist I  
Examination

July 9, 2003  
Date of Test

03306705P  
Exam Code

Promotional  
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	4	GROUP 1	0
REJECTED	3	GROUP 2	0
<b>TOTAL RECEIVED</b>	7	GROUP 3	0
		<b>TOTAL ON LIST</b>	0

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Microcomputer Specialist I**  
**Examination**

**July 9, 2003**  
**Date of Test**

**033067050**  
**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**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	139	GROUP 1	4
REJECTED	20	GROUP 2	17
<b>TOTAL RECEIVED</b>	159	GROUP 3	33
		<b>TOTAL ON LIST</b>	54

	<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	54			
FAILED	56			
<b>TOTAL TESTED</b>	110			
<b>DID NOT APPEAR</b>	29			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Microcomputer Specialist II  
Examination**

**Written: July 9, 2003  
Performance: July 9, 14 & 15, 2003  
Date of Test**

**03276305P  
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	1
REJECTED	0	GROUP 2	1
<b>TOTAL RECEIVED</b>	5	GROUP 3	0
		<b>TOTAL ON LIST</b>	2

	<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)	40%		60%	
PASSED	2		2	
FAILED	2		0	
<b>TOTAL TESTED</b>	4		2	
<b>DID NOT APPEAR</b>	1		0	

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Microcomputer Specialist II**  
**Examination**

**Written: July 9, 2003**  
**Performance: July 9, 14 & 15, 2003**  
**Date of Test**

**032763050**  
**Exam Code**

**Open**  
**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	67	GROUP 1	1
REJECTED	10	GROUP 2	6
<b>TOTAL RECEIVED</b>	<b>77</b>	GROUP 3	0
		<b>TOTAL ON LIST</b>	<b>7</b>

	<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)	40%		60%	
PASSED	8		7	
FAILED	47		0	
<b>TOTAL TESTED</b>	<b>55</b>		<b>7</b>	
<b>DID NOT APPEAR</b>	<b>12</b>		<b>1</b>	

CITY OF LAS VEGAS

ELIGIBLE LIST

Permits Technician  
Examination

July 16, 2003  
Date of Test

03264806P  
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

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	5	GROUP 1	0
REJECTED	1	GROUP 2	3
<b>TOTAL RECEIVED</b>	<b>6</b>	GROUP 3	1
		<b>TOTAL ON LIST</b>	<b>4</b>

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	4			
FAILED	1			
<b>TOTAL TESTED</b>	<b>5</b>			
<b>DID NOT APPEAR</b>	<b>0</b>			

CITY OF LAS VEGAS

ELIGIBLE LIST

Permits Technician  
Examination

July 16, 2003  
Date of Test

032648060  
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	86	GROUP 1	1
REJECTED	23	GROUP 2	18
<b>TOTAL RECEIVED</b>	109	GROUP 3	30
		<b>TOTAL ON LIST</b>	49

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	49			
FAILED	17			
<b>TOTAL TESTED</b>	66			
<b>DID NOT APPEAR</b>	20			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Sanitation Billing Technician**  
**Examination**

**July 28, 2003**  
**Date of Test**

**03317606P**  
**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	48	GROUP 1	0
REJECTED	0	GROUP 2	10
<b>TOTAL RECEIVED</b>	48	GROUP 3	8
		<b>TOTAL ON LIST</b>	18

	<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	18			
FAILED	23			
<b>TOTAL TESTED</b>	41			
<b>DID NOT APPEAR</b>	7			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Sanitation Billing Technician**  
**Examination**

**July 28, 2003**  
**Date of Test**

**033176060**  
**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**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	42	GROUP 1	0
REJECTED	3	GROUP 2	3
<b>TOTAL RECEIVED</b>	45	GROUP 3	12
		<b>TOTAL ON LIST</b>	15

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	15			
FAILED	24			
<b>TOTAL TESTED</b>	39			
<b>DID NOT APPEAR</b>	3			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Animal Control Officer**  
**Examination**

**July 15, 2003**  
**Date of Test**

**03282406P**  
**Exam Code**

**Promotional**  
**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	4	GROUP 1	2
REJECTED	0	GROUP 2	0
<b>TOTAL RECEIVED</b>	4	GROUP 3	2
		<b>TOTAL ON LIST</b>	4

	<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		4		
FAILED		0		
<b>TOTAL TESTED</b>		4		
<b>DID NOT APPEAR</b>		0		

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Mechanic  
Examination

July 28 & 29, 2003  
Date of Test

03265004P  
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

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

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)			100%	
PASSED			3	
FAILED			3	
<b>TOTAL TESTED</b>			6	
<b>DID NOT APPEAR</b>			0	

CITY OF LAS VEGAS

ELIGIBLE LIST

Temporary Technical Systems Analyst  
Examination (Contingent on project duration/funding)

July 31, 2003  
Date of Test

037952307OT  
Exam Code

Open  
Open/Promotional

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

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date August 13, 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)

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**TOTAL EXTENSIONS OF ELIGIBLE LISTS: 10**

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Fire Equipment Mechanic I - Open	14	8/13/03	2/13/04	3
2. Judicial Enforcement Officer I – Open	22	8/13/03	2/13/04	3
3. Recreation Activities Specialist - Promotional	17	8/12/03	2/12/04	1
4. Recreation Leader I – Promotional	3	8/26/03	2/26/04	1
5. Recreation Leader I – Open	89	8/26/03	2/26/04	1
6. Sr. Citizens Center Coordinator – Promotional	9	8/14/03	2/14/04	2
7. Sr. Intelligent Transportation Sys. Technician – Promotional	3	8/26/03	2/26/04	1
8. Sr. Intelligent Transportation Sys. Technician – Open	1	8/26/03	2/26/04	1
9. Sr. Recreation Leader – Promotional	9	8/14/03	2/14/04	2
10. Urban Design Coordinator – Open	5	8/12/03	2/12/04	1

**CITY OF LAS VEGAS**

**AGENDA DOCUMENTATION**

**Date August 13, 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. Municipal Court Marshal Sergeant
2. Supervisor of Fire Investigations

Municipal Court Marshal Sergeant was revised to reflect current job responsibilities.

Supervisor of Fire Investigations was revised to change the minimum qualifications.

**RECOMMENDATION**

The City recommends approval of these revised classification specifications.

## MUNICIPAL COURT MARSHAL SERGEANT

*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 the security and support services of the Municipal Court; to oversee and participate in all work activities; and to perform a variety of technical and administrative tasks relative to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Municipal Court Marshal Lieutenant and higher level departmental staff.

Exercises direct supervision over technical, clerical, contract and volunteer 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. Plan, prioritize, assign, schedule, supervise and review the work of Municipal Court Marshals, Dispatchers, Reserve Marshals, civilian volunteers and contract security guards responsible for the security and support services of the Municipal Court.
2. Supervise and participate in: the execution of warrants; making arrests; the investigation of incidents, complaints, injuries, accidents and crimes occurring in the Court facilities; issuing citations; enforcing federal, state and local laws; transporting prisoners; providing first aid; and operating x-ray and metal detection devices.
3. Research, draft, recommend and implement new and revised policies, procedures, rules, regulations; assist in the implementation of goals and objectives.
4. Establish schedules and methods for providing Municipal Court security, warrant services and dispatching services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
5. Submit budget recommendations for Marshal's Division; monitor expenditures.
6. Assist in training for new officers, scanner operators, process servers and dispatchers for assigned shift as needed.

**CITY OF LAS VEGAS**  
**Municipal Court Marshal Sergeant (Continued)**

**Essential Functions:**

7. Participate in the selection process for new employees; 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.
8. Respond to requests and general inquiries from the public and other agencies.
9. Provide a variety of technical advice regarding policy and procedure and current law enforcement trends.
10. Coordinate, schedule, supervise and participate in the training of new employees, civilian volunteers and contract security guards.
11. Prepare, and supervise the preparation of, analytical, statistical and operational reports.
12. Review, process, schedule and maintain records of time cards and leave requests.
13. Oversee and participate in the investigation of applicants' backgrounds.
14. Implement, review and supervise procedures and code words for the Las Vegas Metropolitan Police Department's Shared Computer Operation for Protection in Enforcement system (SCOPE), National Crime Information Center system (NCIC), the city's mainframe CRT, and the Nevada Criminal Justice Information System (NCJIS).
15. Adopt a quick, concise plan of action in an emergency situation.

**Marginal Functions:**

1. Attend and participate in professional group meetings; stay abreast of new laws, case law, equipment, trends and innovations in the field of law enforcement.
2. Plan, coordinate and supervise special events involving other agencies; represent the department at group meetings with other agencies.
3. Research grant opportunities; prepare and submit grant applications; track and monitor grant expenditures and meet reporting requirements.
4. Perform related duties and responsibilities as required.

**CITY OF LAS VEGAS  
Municipal Court Marshal Sergeant (Continued)**

**QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of a Municipal Court.  
The Municipal Court's warrant system and its operational characteristics and services.  
Operational characteristics of firearms and other protective devices used in law enforcement.  
Laws pertaining to arrest, search and seizure, custody and the use of force.  
Courtroom procedures and demeanor.  
Procedures followed in the execution of arrest warrants.  
Principles and practices of the criminal justice system and law enforcement.  
Principles and practices of municipal budget preparation and administration.  
Principles of supervision, training and performance evaluation.  
Modern investigative methods, including interviewing and interrogation techniques.  
Operation of standard equipment and facilities required in the performance of assigned tasks.  
Public relations practices.  
Practices and procedures to be used in emergency situations.  
Local geography and streets.  
Modern office procedures, methods and computer equipment.  
Common office software applications including word processing and spreadsheet.  
Use of firearms and other modern law enforcement equipment.  
Techniques of report preparation.  
Self-defense tactics.  
CPR and first aid principles, practices and techniques.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

Independently perform the most difficult assignments.  
Observe details accurately and recognize suspicious behavior.  
Adopt and initiate quick, responsible plans of action in emergency situations.  
Use initiative and independent judgment within established guidelines.  
Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.  
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 physical condition to perform essential duties as specified by P.O.S.T. certification.

**CITY OF LAS VEGAS**  
**Municipal Court Marshal Sergeant (Continued)**

**Ability to:**

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

- *Walking, standing or sitting for extended periods of time;*
- *Operating assigned computer, video and office equipment;*
- *Chasing fleeing subjects;*
- *Running, crouching, crawling, lifting, climbing stairs or ladders during emergency situations; and*
- *Performing life-saving and rescue procedures; and*
- *Operating assigned equipment and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned computer, video, office equipment, specialized law enforcement equipment and vehicles.*

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under potentially dangerous circumstances;*
- *Making sound decisions;*
- *Evaluating various options and alternatives and choosing an appropriate and reasonable course of action;*
- *Effective interaction and communication with others;*
- *Demonstrating intellectual capabilities during training and testing processes; and*
- *Demonstrating intellectual capabilities.*

**Experience and Training Requirements**

**Experience:**

Four years of increasingly responsible full time, paid law enforcement experience.

**Training:**

Equivalent to graduation from high school. Additional course work or training in criminal justice, sociology, psychology or a related field is desirable.

**License or Certificate**

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

Successful completion of the Nevada Peace Officer Standards and Training (P.O.S.T.) Category I on the date of application, and maintenance thereafter (formal police academy training equivalent to P.O.S.T., as determined by the hiring manager, may be substituted).

Must qualify with a duty firearm every two months.

**CITY OF LAS VEGAS  
Municipal Court Marshal Sergeant (Continued)**

**WORKING CONDITIONS**

**Environmental Conditions:**

Courtroom, office and field environments; occasional work in an emergency peace control environment; travel from site to site; exposure to potentially hostile environments and individuals, potentially life-threatening conditions, dangerous persons, firearms, bodily fluids, inclement weather conditions.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for heavy lifting, bending, stooping, kneeling, climbing, crouching, running, standing, sitting and walking for prolonged periods of time.

ARB  
REV 7/29/03  
FLSA: exempt; City: nonexempt

CSB 8/13/03

**SUPERVISOR OF FIRE INVESTIGATIONS - BOMB SQUAD**

**DEFINITION**

To supervise and participate in the work of the Fire Investigation and Hazardous Device Unit in the City of Las Vegas Fire and Rescue Department; and related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Deputy Fire Chief, Fire Prevention Division.

Exercises direct supervision over Fire Investigation personnel.

**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, supervise and participate in the work of the Fire Investigation and Hazardous Devices Unit. Set objectives and organize workflow. Responsible for assuring unit objectives are met.
2. Direct and participate in the investigation of fires to determine cause and origin; coordinate investigations of arson and hazardous device incidents with other divisions, law enforcement agencies and other organizations. Represent the City of Las Vegas when required.
3. Direct and participate in the investigation of all arson or suspicious fires, including, but not limited to, gathering evidence, questioning witnesses, making arrests and preparing reports for prosecution when required. Provide expert testimony as required.
4. Direct or participate in the response to hazardous device incidents. Formulate procedures and disposal methods. Assist law enforcement agencies in gathering evidence and providing expert testimony.
5. Develop and provide procedures for the proper record keeping of investigations, offenses and evidence. Record confidential bulletins from law enforcement agencies and secure confidential records and information. Ensure that policies and procedures comply with legal requirements and standard practices in keeping records.

**CITY OF LAS VEGAS**  
**Supervisor of Fire Investigations (continued)**

**Essential Functions:**

6. Participate in the development and implementation of goals, objectives, policies and priorities for assigned area of responsibility; identify resource needs; recommend and implement policies and procedures.
7. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; 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.
8. Direct, coordinate and review the work plan for assigned programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
9. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
10. Participate in the development and administration of the assigned program budget; forecast additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
11. Determine impact of current laws affecting fire investigation. Review need for new or improved laws in relation to changing technology and methods of investigation. Assist in developing and proposing model laws concerning fire investigation and hazardous devices.
12. Provide staff assistance to the assigned Deputy Fire Chief; prepare and present staff reports and other necessary correspondence.
13. Attend and participate in professional group meetings, seminars and related training sessions; stay abreast of developments in fire investigation methods and hazardous devices.

**Marginal Functions:**

1. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of comprehensive fire investigation and hazardous device management programs.  
Modern fire investigation methods and techniques.  
Currently accepted render-safe proceedings for hazardous devices.  
Rules of evidence.  
Proper arrest procedures.  
Applicable arson laws such that incumbent qualifies as an expert witness in the field.  
Laws pertaining to confidentiality of records.

**CITY OF LAS VEGAS**  
**Supervisor of Fire Investigations (*continued*)**

**Knowledge of:**

Principles, practices, methods and techniques of supervision, training and performance evaluation.

Pertinent federal, state and local laws, codes and regulations.

Department policies, rules and regulations.

Principles of municipal budget preparation and administration.

**Ability to:**

Obtain or supervise the obtaining of information through interviews, interrogations and observations.

Analyze situations quickly and objectively and determine the proper course of action.

Cope with situations firmly, courteously and objectively and determine the proper course of action with respect for the rights of others.

Qualify with a department duty weapon annually.

Communicate clearly and concisely, both orally and in writing.

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

**Experience and Training Requirements**

**Experience**

Seven years service with the Las Vegas Fire and Rescue Department, to include three years as a Fire Investigator II (i.e., a certified bomb technician).

**Training:**

Equivalent to graduation from high school. Equivalent to an Associate degree with major course work in fire science, criminal justice, business administration or a closely related field is desirable.

**CITY OF LAS VEGAS**  
**Supervisor of Fire Investigations (*continued*)**

**License or Certificate**

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

Possession of Police Officer Standards Training (P.O.S.T.) Category I or II certificate on the date of application.

Possession of FBI Bomb Technician certification on the date of application.

Must have attended training and passed background investigation and test required by the FBI National Crime Information Center on the date of application; proficiency must be affirmed every two years by the designated Terminal Agency Coordinator.

**WORKING CONDITIONS**

**Environmental Conditions:**

Work in office and field environments, including structurally unstable buildings; exposure to computer screens; exposure to dust, noise, smoke, fumes, water, chemicals, hazardous materials, hazardous devices; may inspect in restricted spaces.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, crawling, climbing, stooping, lifting, reaching or sitting for prolonged periods of time while wearing a protective bomb suit weighing approximately 80 pounds.

ARB  
REV 7/28/03  
FLSA: exempt; City: nonexempt

CSB 8/13/03

## MUNICIPAL COURT MARSHAL SERGEANT

*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 the security and support services of the Municipal Court; to oversee and participate in all work activities; and to perform a variety of technical and administrative tasks relative to assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Municipal Court Marshal Lieutenant and higher level departmental staff.

Exercises direct supervision over technical, and clerical, contract and volunteer 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. Plan, prioritize, assign, schedule, supervise and review the work of staff ~~Municipal Court Marshals, Dispatchers, Reserve Marshals, civilian volunteers and contract security guards~~ responsible for the security and support services of the Municipal Court.
2. ~~Supervise and participate in: the execution of warrants; making arrests; the investigation of incidents, complaints, injuries, accidents and crimes occurring in the Court facilities; issuing citations; enforcing federal, state and local laws; transporting prisoners; providing first aid; and operating x-ray and metal detection devices.~~
3. ~~Research, draft, Recommend and implement new and revised policies, procedures, rules, regulations; and assist in the implementation of goals and objectives; implement approved policies and procedures.~~
4. ~~Supervise and participate in the execution of warrants; Establish schedules and methods for providing Municipal Court security, warrant services and dispatching services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.~~
5. Submit budget recommendations for Marshal's Division; monitor expenditures.
6. Assist in training for new officers, scanner operators, process servers and dispatchers for assigned shift as needed.
7. Investigate all reported incidents involving technical staff.

**CITY OF LAS VEGAS**  
**Municipal Court Marshal Sergeant (Continued)**

7. ~~Supervise and participate in the normal shift duties; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures. Participate in the selection process for new employees; 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.~~
8. Respond to requests and general inquiries from the public and other agencies.
9. ~~Provide a variety of technical advice regarding policy and procedure and current law enforcement trends.~~
10. ~~Coordinate, schedule, supervise and participate in the training of new employees, civilian volunteers and contract security guards.~~
11. ~~Prepare, and supervise the preparation of, analytical, and statistical and operational reports on operations and activities.~~
12. ~~Review, process, schedule and maintain records of time cards and leave requests.~~
13. ~~Oversee and participate in the investigation of applicants' backgrounds.~~
14. ~~Implement, review and supervise procedures and code words for the Las Vegas Metropolitan Police Department's Shared Computer Operation for Protection in Enforcement system (SCOPE), National Crime Information Center system (NCIC), the city's mainframe CRT, and the Nevada Criminal Justice Information System (NCJIS).~~
15. Adopt a quick, concise plan of action in an emergency situation.

**Marginal Functions:**

1. ~~Attend and participate in professional group meetings; stay abreast of new laws, case law, equipment, trends and innovations in the field of law enforcement.~~
2. ~~Plan, coordinate and supervise special events involving other agencies; represent the department at group meetings with other agencies.~~
3. ~~Research grant opportunities; prepare and submit grant applications; track and monitor grant expenditures and meet reporting requirements.~~
4. ~~Respond to requests and general inquiries from public.~~
4. ~~Prepare schedule for marshals to conduct video court at county jail; provide security at biweekly City Council meetings.~~
4. Perform related duties and responsibilities as required.

**CITY OF LAS VEGAS**  
**Municipal Court Marshal Sergeant (Continued)**

**QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of a Municipal Court program.  
The Municipal Court's warrant system and its operational characteristics and services.  
Operational characteristics of firearms and other protective devices used in law enforcement.  
Laws pertaining to arrest, search and seizure, custody and the use of force.  
Courtroom procedures and demeanor.  
Procedures followed in the execution of arrest warrants.  
Principles and practices of the criminal justice system and law enforcement.  
Principles and practices of municipal budget preparation and administration.  
Principles of supervision, training and performance evaluation.  
Modern investigative methods, including interviewing and interrogation techniques.  
Operation of standard equipment and facilities required in the performance of assigned tasks.  
Public relations practices.  
Practices and procedures to be used in emergency situations.  
Local geography and streets.  
Modern office procedures, methods and computer equipment.  
Common office software applications including word processing and spreadsheet.  
Use of firearms and other modern law enforcement equipment.  
Principles and techniques of direct-contact public relations. Techniques of report preparation.

**Ability to:**

Self-defense tactics.  
Principles and procedures of CPR.  
CPR and first aid principles, practices and techniques.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

Supervise, organize and review the work of lower level staff.  
Lead, train and evaluate staff.  
Interpret and explain city policies and procedures.  
Prepare clear and concise reports.  
Independently perform the most difficult assignments.  
Observe details accurately and recognize suspicious behavior.  
Adopt and initiate quick, responsible plans of action in emergency situations.  
Use initiative and independent judgment within established guidelines.  
Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.  
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 physical condition to perform essential duties as specified by P.O.S.T. certification.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:  
-- *Walking, standing or sitting for extended periods of time;*

**CITY OF LAS VEGAS**  
**Municipal Court Marshal Sergeant (Continued)**

- *Operating assigned computer, video and office equipment;*
- *Chasing fleeing subjects;*
- *Running, crouching, crawling, lifting, climbing stairs or ladders during emergency situations; and*
- *Performing life-saving and rescue procedures; and*
- *Operating assigned equipment and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned computer, video, and office equipment, specialized law enforcement equipment and vehicles.*

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under potentially dangerous circumstances;*
- *Making sound decisions;*
- *Evaluating various options and alternatives and choosing an appropriate and reasonable course of action;*
- *Effective interaction and communication with others;*
- *Demonstrating intellectual capabilities during training and testing processes; and*
- *Demonstrating intellectual capabilities.*

**Experience and Training Requirements**

**Experience:**

~~Three years of increasingly responsible experience as a Municipal Court Marshal, including one year of supervisory or lead responsibility. Four years of increasingly responsible experience as a Municipal Court Marshal, including one year of supervisory or lead responsibility.~~

**Training:**

~~Equivalent to graduation from high school. An additional two years of specialized training in law enforcement or a related field is desirable. Additional course work or training in criminal justice, sociology, psychology or a related field is desirable.~~

**License or Certificate**

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

~~Possession of, or ability to obtain, an appropriate Nevada Peace Officer Standards and Training (POST) certificate or equivalent training for a Peace Officer II prior to appointment. Successful completion of the Nevada Peace Officer Standards and Training (P.O.S.T.) Category I by the date of application, and maintenance thereafter (formal police academy training equivalent to P.O.S.T., as determined by the hiring manager, may be substituted).~~

~~Possession of, or ability to obtain, an appropriate, valid CPR certificate and a PR 24 certificate for the use of a defensive baton from P.O.S.T.~~

~~Must qualify with a duty firearm every two months.~~

**CITY OF LAS VEGAS**  
**Municipal Court Marshal Sergeant (Continued)**

**WORKING CONDITIONS**

**Environmental Conditions:**

~~Courtroom, office or field environment; travel from site to site; exposure to noise, dust, smoke, human body fluids; work in confined spaces; exposure to inclement weather conditions.~~  
~~Courtroom, office and field environments; occasional work in an emergency peace control environment; travel from site to site; exposure to potentially hostile environments and individuals, potentially life-threatening conditions, dangerous persons, firearms, bodily fluids, inclement weather conditions.~~

**Physical Conditions:**

~~Essential and marginal functions may require maintaining physical condition necessary for s heavy lifting, bending, stooping, kneeling, climbing, crouching, running, standing, sitting and walking for prolonged periods of time.~~

~~ARB  
REV 7/22/03  
FLSA: exempt; & City: nonexempt~~

~~CSB 9/14/94~~

SUPERVISOR OF FIRE INVESTIGATIONS - BOMB SQUAD

DEFINITION

To supervise and participate in the work of the Fire Investigation and Hazardous Device Unit in the City of Las Vegas Fire and Rescue Department; and related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Fire Chief, Fire Prevention Division.

Exercises direct supervision over Fire Investigation personnel.

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, supervise and participate in the work of the Fire Investigation and Hazardous Devices Unit. Set objectives and organize work flow. Responsible for assuring unit objectives are met.
2. Direct and participate in the investigation of fires to determine cause and origin; coordinate investigations of arson and hazardous device incidents with other divisions, law enforcement agencies and other organizations. Represent the City of Las Vegas when required.
3. Direct and participate in the investigation of all arson or suspicious fires, including, but not limited to, gathering evidence, questioning witnesses, making arrests and preparing reports for prosecution when required. Provide expert testimony as required.
4. Direct or participate in the response to hazardous device incidents. Formulate procedures and disposal methods. Assist law enforcement agencies in gathering evidence and providing expert testimony.
5. Develop and provide procedures for the proper record keeping of investigations, offenses and evidence. Record confidential bulletins from law enforcement agencies and secure confidential records and information. Ensure that policies and procedures comply with legal requirements and standard practices in keeping records.

**CITY OF LAS VEGAS**  
**Supervisor of Fire Investigations (*continued*)**

**Essential Functions:**

6. Participate in the development and implementation of goals, objectives, policies and priorities for assigned area of responsibility; identify resource needs; recommend and implement policies and procedures.
7. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; 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.
8. Direct, coordinate and review the work plan for assigned programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
9. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
10. Participate in the development and administration of the assigned program budget; forecast additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
11. Determine impact of current laws affecting fire investigation. Review need for new or improved laws in relation to changing technology and methods of investigation. Assist in developing and proposing model laws concerning fire investigation and hazardous devices.
12. Provide staff assistance to the assigned Deputy Fire Chief; prepare and present staff reports and other necessary correspondence.
13. Attend and participate in professional group meetings, seminars and related training sessions; stay abreast of developments in fire investigation methods and hazardous devices.

**Marginal Functions:**

1. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of comprehensive fire investigation and hazardous device management programs.  
Modern fire investigation methods and techniques.  
Currently accepted render-safe proceedings for hazardous devices.  
Rules of evidence.  
Proper arrest procedures.  
Applicable arson laws such that incumbent qualifies as an expert witness in the field.  
Laws pertaining to confidentiality of records.

CITY OF LAS VEGAS  
Supervisor of Fire Investigations (*continued*)

Knowledge of:

Principles, practices, methods and techniques of supervision, training and performance evaluation.

Pertinent federal, state and local laws, codes and regulations.

Department policies, rules and regulations.

Principles of municipal budget preparation and administration.

Ability to:

Obtain or supervise the obtaining of information through interviews, interrogations and observations.

Analyze situations quickly and objectively and determine the proper course of action.

Cope with situations firmly, courteously and objectively and determine the proper course of action with respect for the rights of others.

Qualify with a department duty weapon annually.

Communicate clearly and concisely, both orally and in writing.

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

Experience and Training Requirements

Experience

Seven years service with the Las Vegas Fire and Rescue Department, to include ~~four~~ three years as a Fire Investigator I/II (i.e., a certified bomb technician).

Training:

Equivalent to graduation from high school. Equivalent to an Associate degree with major course work in fire science, criminal justice-, business administration or a closely related field is desirable.

**CITY OF LAS VEGAS**  
**Supervisor of Fire Investigations (*continued*)**

**License or Certificate**

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

Possession of Police Officer Standards Training (P.O.S.T.) Category I or II certificate on the date of application.

Possession of FBI Bomb Technician certification on the date of application.

Must have attended training and passed background investigation and test required by the FBI National Crime Information Center on the date of application; proficiency must be affirmed every two years by the designated Terminal Agency Coordinator.

**WORKING CONDITIONS**

**Environmental Conditions:**

Work in office and field environments, including structurally unstable buildings; exposure to computer screens; exposure to dust, noise, smoke, fumes, water, chemicals, hazardous materials, hazardous devices; may inspect in restricted spaces.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, crawling, climbing, stooping, lifting, reaching or sitting for prolonged periods of time while wearing a protective bomb suit weighing approximately 80 pounds.

ARB  
REV 6/12/017/28/03  
FLSA: exempt; City: nonexempt

CSB 7/11/018/13/03

1 KATHRYN A. WERNER, Esq.  
2 Nevada Bar No. 4969  
3 1250 South Burnham, Suite 212  
4 Las Vegas, Nevada 89104  
5 (702) 384-8692  
6 Attorney for Petitioner

7 **CIVIL SERVICE BOARD**

8 **CITY OF LAS VEGAS**

9 In the Matter of:

10 DEPUTY CITY MARSHALL  
11 HAROLD F. MULCAHEY,

12 Petitioner.  
13

14 **NOTICE OF APPEAL & REQUEST FOR RECEIVABILITY**

15  
16 TO: Civil Service Board, City of Las Vegas and F. Claudette Enus, Secretary to Civil Service  
17 Board;

18 TO: Morgan Davis, City of Las Vegas Attorney;

19  
20 TO: Mike Sheldon, City of Las Vegas Director of Department of Detention and Enforcement.

21 PLEASE TAKE NOTICE! The above named Petitioner, who is an employee of the City of  
22 Las Vegas, hereby appeals to the Civil Service Board of the City of Las Vegas by and through his  
23 attorney, Kathryn A. Werner, Esq., from a final administrative decision and action taken against him.

24  
25 The Petitioner is a commissioned employee of the City of Las Vegas. He is currently  
26 classified as a Deputy City Marshal. During the promotional process that occurred in approximately  
27 1999, Marshal Mulcahey was told he did not pass the oral board portion of the examination, despite  
28 his extensive knowledge, skills and ability. Upon inquiry he was not advised as to how he failed the

1 test nor was he given access to his or other passing tests to learn from. During the past two (2)  
2 promotional opportunities to test for Deputy City Marshal Sergeant, Marshal Mulcahey has reason  
3 to believe that he was at or near the top of the promotional list. Moreover, of those participating in  
4 the past two promotional testing procedures for Deputy City Marshal Sergeant, Marshal Mulcahey  
5 has more experience and time on as a Deputy City Marshal than all others with whom he was  
6 competing. Finally, the City's Department of Detention and Enforcement has relied upon Marshal  
7 Mulcahey to serve as acting Sergeant on numerous occasions over the past nine (9) years he has  
8 worked for the City; in fact, Marshal Mulcahey estimates he has served as acting sergeant a sum total  
9 in excess of two and a half (2 1/2) years over the past nine (9) years. See Exhibit A, attached hereto,  
10 outlining Marshal Mulcahey's experience and qualifications.  
11

12  
13  
14 Despite his knowledge, skills and abilities, and despite his placement position on the past two  
15 (2) promotional tests, Marshal Mulcahey has been passed up for promotion to Sergeant on both  
16 occasions. Most recently, Keith Gordon was promoted on June 22, 2003 and Scott Barney was  
17 promoted on July 11, 2003. There are no more anticipated promotions from this eligibility list.  
18

19 The Las Vegas Police Protective Association Metro, Inc. ("LVPPA" or "PPA") is the  
20 exclusive bargaining agent recognized by the City of Las Vegas to represent the Deputy City  
21 Marshals and Municipal Court Marshals employed by the City of Las Vegas. Marshal Mulcahey is  
22 the duly elected representative to the LVPPA representing the interests of the Deputy City Marshals  
23 employed by the City of Las Vegas. Marshal Mulcahey has served in this capacity on two separate  
24 occasions: from 1993- 1997 and again from 2000 - present.  
25

26 While the City of Las Vegas's Civil Service Rules allow for a certain amount of discretion  
27 to be used in making appointments from an "open" or "promotional" eligibility list, that discretion  
28

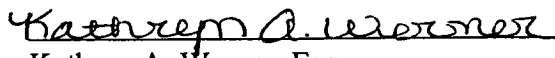
1 may not be exercised in a manner that excludes an individual because he or she is a member of a  
2 protected class or because he or she has engaged in a protected activity. Marshal Mulcahey submits  
3 that he has been passed over for promotion for engaging in a protected activity, namely, serving as  
4 the union representative to the LVPPA on behalf of his fellow officers.  
5

6 This appeal is taken pursuant to the Collective Bargaining Agreement between the City of  
7 Las Vegas and the LVPPA, and the City of Las Vegas Civil Service Rules, Chapter IV, Sections 7  
8 and 8, and Chapter VII, Sections 3 and 4, where otherwise not superseded. Civil Service Rule  
9 Chapter VII, Section 3(c)(2) provides the Civil Service Board with authority to grant receivability  
10 to hear this appeal.  
11

12 The administrative decision and action taken against Petitioner resulted from and is in error  
13 because there was no or incomplete consideration of the facts and circumstances surrounding this  
14 matter and/or because there was a failure to observe and correctly apply the provisions of the Civil  
15 Service Rules.  
16

17 It is, therefore, requested that the Civil Service Board of the City of Las Vegas deem this  
18 petition receivable and set a date for a *de novo* hearing in accordance with the provisions of the Civil  
19 Service Rules of the City of Las Vegas.  
20

21 Dated this 18<sup>th</sup> day of July, 2003.  
22

23   
24 Kathryn A. Werner, Esq.  
25 Nevada Bar No. 4969  
26 1250 South Burnham, Suite 212  
27 Las Vegas, Nevada 89104  
28 (702) 384-8692  
Attorney for Petitioner

**RECEIPT OF COPY**

Receipt of copy of the "NOTICE OF APPEAL & REQUEST FOR RECEIVABILITY" is

hereby acknowledged on the \_\_\_ day of July, 2003.

By: \_\_\_\_\_  
F. Claudette Enus, Secretary to the  
Civil Service Board  
400 Stewart Ave.  
Las Vegas, Nevada 89101

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# Harold F. Mulcahey

---

## Summary of qualifications

1990 – present City of Las Vegas Deputy Marshals Las Vegas, NV

### Deputy City Marshal Sergeant position

- Acting Supervisor duties since 1993.
- Currently assigned 4 month tour as supervisor for squad 3 (Th-F-S RDO)
- Special Operations Team Leader from 1999-3/15/01. Was first line supervisor for 5 other officers for 16 months.
- Marshal Units primary hand-to-hand Instructor (PACT). Have trained all Marshals as well as 100-150 officers from other agencies in this system.
- Developed, trained and led the Bike Team when it was introduced in 8/94. Performed in this capacity until a severe knee injury (sustained in riot control training) prevented me from riding for more than 6 months.

## Education

- Advanced POST 10/97
- Intermediate POST 2/97
- Instructor Development 7/95
- LVMPD FTEP Course 6/97
- Completed LVMPD 40 and 30 hour Bike Patrol courses
- LEBA Bike Instructor 9/96
- 120 hour NLVDC Tactical course 10/96
- 100 hour VIP/ bodyguard course
- 200 hour PACT Instructor course completed

## Additional professional activities

LVPPA Board of Managers for a total of 6 ½ years. Have been involved in 27 representations from Oral Warnings up to terminations.

Involved in 2 Contract negotiations.

Chairman of the Deputy/ Municipal Court Marshal Committee.

## Awards received

Employee of the Month for CLV 2/96 and 1/01.

Employee of the Month for D+E 11/94 and 10/95.

Commended by Mayor Goodman 1/01

Commended by City Manager ½

12 Departmental Commendations

Numerous Letters of Appreciation and other accolades

3300 Stewart  
Las Vegas, NV 89101

Phone 702-229-2447  
E-mail hmulcahey@ci.las-  
vegas.nv.us

# Harold F. Mulcahey

---

## Summary of qualifications

1990 – present City of Las Vegas Deputy Marshals Las Vegas, NV  
**Deputy City Marshal Sergeant position**

- Acting Supervisor duties since 1993.
- Currently assigned 4 month tour as supervisor for squad 3 (Th-F-S RDO)
- Special Operations Team Leader from 1999-3/15/01. Was first line supervisor for 5 other officers for 16 months.
- Marshal Units primary hand-to-hand Instructor (PACT). Have trained all Marshals as well as 100-150 officers from other agencies in this system.
- Developed, trained and led the Bike Team when it was introduced in 8/94. Performed in this capacity until a severe knee injury (sustained in riot control training) prevented me from riding for more than 6 months.

## Education

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- Intermediate POST 2/97
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- Completed LVMPD 40 and 30 hour Bike Patrol courses
- LEBA Bike Instructor 9/96
- 120 hour NLVDC Tactical course 10/96
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Commended by Mayor Goodman 1/01

Commended by City Manager ½

12 Departmental Commendations

Numerous Letters of Appreciation and other accolades

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

**DATE: August 13, 2003**

**Page Two**

**C. CLASSIFICATION SPECIFICATIONS:**

1. Municipal Court Marshal Sergeant – Revised
2. Supervisor of Fire Investigations – Revised

**D. NOTICE OF APPEAL & REQUEST FOR RECEIVABILITY:**

1. Deputy City Marshal Harold F. Mulcahey

**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

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

**August 13, 2003**

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

I. CALL TO ORDER: July 9, 2003, at 4:33 p.m. in the Human Resources Department.

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

STAFF PRESENT  
Sandy Gandy  
Patti Miller  
Kathy Gentile  
Glenna Worthington  
Tina Ramsey

OTHERS PRESENT  
None

- II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW:
- III. APPROVAL OF MINUTES of Regular Meeting of June 11, 2003: A motion was made by Trustee Tony Dorf that the minutes of the Regular Meeting of June 11, 2003 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.
- IV. APPROVAL OF MINUTES of Teleconference Meeting of June 25, 2003: A motion was made by Trustee Johan Aliseo that the minutes of the Teleconference Meeting of June 25, 2003 be approved. Trustee Tony Dorf seconded the motion. Motion carried.

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

**V. BUSINESS:**

**A. CERTIFICATION OF ELIGIBLE LISTS:**

1. Accounting Technician II – Promotional
2. Custodial Supervisor – Promotional
3. Custodial Supervisor – Open
4. Inspector (Building) – Promotional
5. Inspector (Building) – Open
6. Survey Crew Leader – Promotional
7. Survey Crew Leader – Open
8. Temporary Inspector (Building) – Open

A motion was made by Trustee Dorf that items 1 through 8 of the Certification of Eligible Lists be approved. The motion was seconded by Trustee Aliseo. Motion carried.

**B. EXTENSION OF ELIGIBLE LISTS:**

1. Customer Service Representative – Promotional
2. Customer Service Representative – Open
3. EMS Field Coordinator – Promotional
4. Inventory Control Clerk – Promotional
5. Inventory Control Clerk – Open
6. Land Surveyor – Promotional
7. Land Surveyor – Open
8. Office Specialist I – Open
9. Plumber – Promotional
10. Plumber – Open

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

**C. CLASSIFICATION SPECIFICATIONS:**

1. Inspector/Combination Inspector – Revised

A motion was made by Trustee Dorf that item 1 of the Classification Specifications List be approved. The motion was seconded by Trustee Aliseo. Motion carried.

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

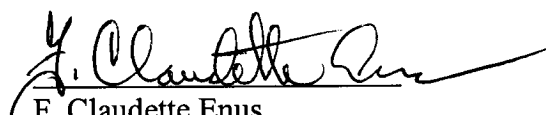
VI. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED:

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 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: August 13, 2003  
TIME: 4:30 p.m.

MD ✓  
ML ✓  
LL ✓  
JA ✓  
TD ✓  
TP ✓  
4:30 pm

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR ACTION UNLESS SPECIFICALLY NOTED OTHERWISE. UNLESS OTHERWISE STATED, ITEMS MAY BE TAKEN OUT OF THE ORDER PRESENTED AT THE DISCRETION OF THE CHAIRPERSON.

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW A-TP }  
2-LL } Pass
- III. APPROVAL OF MINUTES: Regular Meeting of July 9, 2003
- IV. APPROVAL OF MINUTES: Teleconference Meeting of July 23, 2003 A-TD }  
2-TP } Pass
- V. BUSINESS
  - A. CERTIFICATION OF ELIGIBLE LISTS:
    1. Civil Engineer – Promotional
    2. License Technician – Promotional
    3. License Technician – Open
    4. Microcomputer Specialist I – Promotional
    5. Microcomputer Specialist I – Open
    6. Microcomputer Specialist II – Promotional
    7. Microcomputer Specialist II – Open
    8. Permits Technician – Promotional
    9. Permits Technician – Open
    10. Sanitation Billing Technician – Promotional
    11. Sanitation Billing Technician – Open
    12. Senior Animal Control Officer – Promotional
    13. Senior Mechanic – Promotional
    14. Temporary Technical Systems Analyst – OpenM-LL }  
2-JA } Pass
  - B. EXTENSION OF ELIGIBLE LISTS:
    1. Fire Equipment Mechanic I – Open
    2. Judicial Enforcement Officer I – Open
    3. Recreation Activities Specialist – Promotional
    4. Recreation Leader I – Promotional
    5. Recreation Leader I – Open
    6. Sr. Citizens Center Coordinator – Promotional
    7. Sr. Intelligent Transportation Sys. Technician – Promotional
    8. Sr. Intelligent Transportation Sys. Technician – Open
    9. Sr. Recreation Leader – Promotional
    10. Urban Design Coordinator – OpenM-TD }  
2-TP } Pass

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

DATE: August 13, 2003

Page Two

4:35pm

Send  
to Board  
C. & D.

C. CLASSIFICATION SPECIFICATIONS:

1. Municipal Court Marshal Sergeant – Revised
2. Supervisor of Fire Investigations – Revised

3 } A - JTB } pass  
2 } JTB }

D. NOTICE OF APPEAL & REQUEST FOR RECEIVABILITY:

1. Deputy City Marshal Harold F. Mulcahey

place item on agenda for Sept. meeting  
= 11 - no action

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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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

Next no-  
determine jurisdiction  
of appeal.  
/ determine  
receivability of claim

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

**August 13, 2003**

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

I. CALL TO ORDER: July 9, 2003, at 4:33 p.m. in the Human Resources Department.

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

STAFF PRESENT  
Sandy Gandy  
Patti Miller  
Kathy Gentile  
Glenna Worthington  
Tina Ramsey

OTHERS PRESENT  
None

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

III. APPROVAL OF MINUTES of Regular Meeting of June 11, 2003: A motion was made by Trustee Tony Dorf that the minutes of the Regular Meeting of June 11, 2003 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting of June 25, 2003: A motion was made by Trustee Johan Aliseo that the minutes of the Teleconference Meeting of June 25, 2003 be approved. Trustee Tony Dorf seconded the motion. Motion carried.

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

**July 9, 2003**

**PAGE 2**

**V. BUSINESS:**

**A. CERTIFICATION OF ELIGIBLE LISTS:**

1. Accounting Technician II – Promotional
2. Custodial Supervisor – Promotional
3. Custodial Supervisor – Open
4. Inspector (Building) – Promotional
5. Inspector (Building) – Open
6. Survey Crew Leader – Promotional
7. Survey Crew Leader – Open
8. Temporary Inspector (Building) – Open

A motion was made by Trustee Dorf that items 1 through 8 of the Certification of Eligible Lists be approved. The motion was seconded by Trustee Aliseo. Motion carried.

**B. EXTENSION OF ELIGIBLE LISTS:**

1. Customer Service Representative – Promotional
2. Customer Service Representative – Open
3. EMS Field Coordinator – Promotional
4. Inventory Control Clerk – Promotional
5. Inventory Control Clerk – Open
6. Land Surveyor – Promotional
7. Land Surveyor – Open
8. Office Specialist I – Open
9. Plumber – Promotional
10. Plumber – Open

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

**C. CLASSIFICATION SPECIFICATIONS:**

1. Inspector/Combination Inspector – Revised

A motion was made by Trustee Dorf that item 1 of the Classification Specifications List be approved. The motion was seconded by Trustee Aliseo. Motion carried.

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

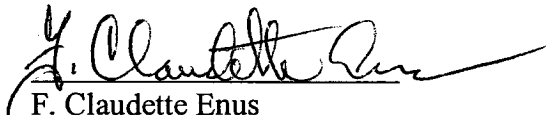
VI. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED:

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**  
**July 9, 2003**

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

I. CALL TO ORDER: July 23, 2003, at 11:30 a.m. via Teleconference

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

STAFF PRESENT  
Claudette Enus  
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) Network Systems Technician – Promotional
- 2) Network Systems Technician – Open
- 3) Planner II (Comp/Current) – Promotional
- 4) Plans Examiner – Promotional
- 5) Plans Examiner – Open
- 6) Structural Plans Examiner – Promotional
- 7) Structural Plans Examiner – Open

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING**  
**ANNOTATED MINUTES**  
**DATE: July 23, 2003**  
**PAGE 2**

Trustee Tony Dorf made a motion to approve Item numbers 1 through 7 of the Eligible Lists to be certified. Trustee Lavonne Lewis seconded the motion. Motion carried.

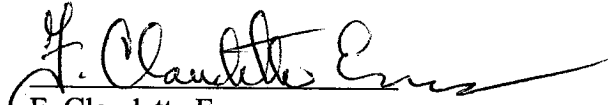
**IV. DISCUSSION ITEMS**

None.

**V. CITIZEN PARTICIPATION:**

None.

**ADJOURNMENT:** There being no further business to come before the Board, the meeting was adjourned at 11:32 a.m.

  
F. Claudette Enus  
Secretary to the Board

**CITY OF LAS VEGAS**  
**AGENDA DOCUMENTATION**

**Date: August 13, 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: 14**

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1. Civil Engineer – Promotional	3	3	2
2. License Technician – Promotional	54	47	43
3. License Technician – Open	41	38	30
4. Microcomputer Specialist I – Promotional	7	3	0
5. Microcomputer Specialist I – Open	159	110	54
6. Microcomputer Specialist II – Promotional	5	4	2
7. Microcomputer Specialist II – Open	77	55	7
8. Permits Technician – Promotional	6	5	4
9. Permits Technician – Open	109	66	49
10. Sanitation Billing Technician – Promotional	48	41	18
11. Sanitation Billing Technician – Open	45	39	15
12. Senior Animal Control Officer – Promotional	4	4	4
13. Senior Mechanic – Promotional	6	6	3
14. Temporary Technical Systems Analyst – Open	11	5	5

CITY OF LAS VEGAS

ELIGIBLE LIST

Civil Engineer  
Examination

July 30, 2003  
Date of Test

037943806P  
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

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

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	2			
FAILED	1			
<b>TOTAL TESTED</b>	3			
<b>DID NOT APPEAR</b>	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

License Technician  
Examination

July 28, 2003  
Date of Test

03317506P  
Exam Code

Promotional  
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	54	GROUP 1	12
REJECTED	0	GROUP 2	22
<b>TOTAL RECEIVED</b>	<b>54</b>	GROUP 3	9
		<b>TOTAL ON LIST</b>	<b>43</b>

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	43			
FAILED	4			
<b>TOTAL TESTED</b>	<b>47</b>			
<b>DID NOT APPEAR</b>	<b>7</b>			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**License Technician**  
**Examination**

**July 28, 2003**  
**Date of Test**

**033175060**  
**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**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	39	GROUP 1	7
REJECTED	2	GROUP 2	17
<b>TOTAL RECEIVED</b>	41	GROUP 3	6
		<b>TOTAL ON LIST</b>	30

	<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	30			
FAILED	8			
<b>TOTAL TESTED</b>	38			
<b>DID NOT APPEAR</b>	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Microcomputer Specialist I  
Examination

July 9, 2003  
Date of Test

03306705P  
Exam Code

Promotional  
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	4	GROUP 1	0
REJECTED	3	GROUP 2	0
<b>TOTAL RECEIVED</b>	7	GROUP 3	0
		<b>TOTAL ON LIST</b>	0

TESTS

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Microcomputer Specialist I**  
**Examination**

**July 9, 2003**  
**Date of Test**

**033067050**  
**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**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	139	GROUP 1	4
REJECTED	20	GROUP 2	17
<b>TOTAL RECEIVED</b>	159	GROUP 3	33
		<b>TOTAL ON LIST</b>	54

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	54			
FAILED	56			
<b>TOTAL TESTED</b>	110			
<b>DID NOT APPEAR</b>	29			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Microcomputer Specialist II**  
**Examination**

**Written: July 9, 2003**  
**Performance: July 9, 14 & 15, 2003**  
**Date of Test**

**03276305P**  
**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	1
REJECTED	0	GROUP 2	1
<b>TOTAL RECEIVED</b>	5	GROUP 3	0
		<b>TOTAL ON LIST</b>	2

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	40%		60%	
PASSED	2		2	
FAILED	2		0	
<b>TOTAL TESTED</b>	4		2	
<b>DID NOT APPEAR</b>	1		0	

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Microcomputer Specialist II**  
**Examination**

**Written: July 9, 2003**  
**Performance: July 9, 14 & 15, 2003**  
**Date of Test**

**032763050**  
**Exam Code**

**Open**  
**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	67	GROUP 1	1
REJECTED	10	GROUP 2	6
<b>TOTAL RECEIVED</b>	77	GROUP 3	0
		<b>TOTAL ON LIST</b>	7

	<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)	40%		60%	
PASSED	8		7	
FAILED	47		0	
<b>TOTAL TESTED</b>	55		7	
<b>DID NOT APPEAR</b>	12		1	

CITY OF LAS VEGAS

ELIGIBLE LIST

Permits Technician  
Examination

July 16, 2003  
Date of Test

03264806P  
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

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	5	GROUP 1	0
REJECTED	1	GROUP 2	3
<b>TOTAL RECEIVED</b>	6	GROUP 3	1
		<b>TOTAL ON LIST</b>	4

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	4			
FAILED	1			
<b>TOTAL TESTED</b>	5			
<b>DID NOT APPEAR</b>	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Permits Technician  
Examination

July 16, 2003  
Date of Test

032648060  
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	86	GROUP 1	1
REJECTED	23	GROUP 2	18
<b>TOTAL RECEIVED</b>	109	GROUP 3	30
		<b>TOTAL ON LIST</b>	49

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	49			
FAILED	17			
<b>TOTAL TESTED</b>	66			
<b>DID NOT APPEAR</b>	20			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Sanitation Billing Technician**  
**Examination**

**July 28, 2003**  
**Date of Test**

**03317606P**  
**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	48	GROUP 1	0
REJECTED	0	GROUP 2	10
<b>TOTAL RECEIVED</b>	48	GROUP 3	8
		<b>TOTAL ON LIST</b>	18

	<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	18			
FAILED	23			
<b>TOTAL TESTED</b>	41			
<b>DID NOT APPEAR</b>	7			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Sanitation Billing Technician**  
**Examination**

**July 28, 2003**  
**Date of Test**

**033176060**  
**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**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	42	GROUP 1	0
REJECTED	3	GROUP 2	3
<b>TOTAL RECEIVED</b>	45	GROUP 3	12
		<b>TOTAL ON LIST</b>	15

	<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	15			
FAILED	24			
<b>TOTAL TESTED</b>	39			
<b>DID NOT APPEAR</b>	3			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Animal Control Officer**  
**Examination**

**July 15, 2003**  
**Date of Test**

**03282406P**  
**Exam Code**

**Promotional**  
**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	4	GROUP 1	2
REJECTED	0	GROUP 2	0
<b>TOTAL RECEIVED</b>	4	GROUP 3	2
		<b>TOTAL ON LIST</b>	4

	<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		4		
FAILED		0		
<b>TOTAL TESTED</b>		4		
<b>DID NOT APPEAR</b>		0		

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Mechanic**  
**Examination**

**July 28 & 29, 2003**  
**Date of Test**

**03265004P**  
**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	6	GROUP 1	0
REJECTED	0	GROUP 2	0
<b>TOTAL RECEIVED</b>	6	GROUP 3	3
		<b>TOTAL ON LIST</b>	3

	<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			3	
<b>TOTAL TESTED</b>			6	
<b>DID NOT APPEAR</b>			0	

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Temporary Technical Systems Analyst**  
**Examination (Contingent on project duration/funding)**

**July 31, 2003**  
**Date of Test**

**037952307OT**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

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

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

CITY OF LAS VEGAS  
AGENDA DOCUMENTATION

Date August 13, 2003

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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: 10

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Fire Equipment Mechanic I - Open	14	8/13/03	2/13/04	3
2. Judicial Enforcement Officer I - Open	22	8/13/03	2/13/04	3
3. Recreation Activities Specialist - Promotional	17	8/12/03	2/12/04	1
4. Recreation Leader I - Promotional	3	8/26/03	2/26/04	1
5. Recreation Leader I - Open	89	8/26/03	2/26/04	1
6. Sr. Citizens Center Coordinator - Promotional	9	8/14/03	2/14/04	2
7. Sr. Intelligent Transportation Sys. Technician - Promotional	3	8/26/03	2/26/04	1
8. Sr. Intelligent Transportation Sys. Technician - Open	1	8/26/03	2/26/04	1
9. Sr. Recreation Leader - Promotional	9	8/14/03	2/14/04	2
10. Urban Design Coordinator - Open	5	8/12/03	2/12/04	1

**CITY OF LAS VEGAS**  
**AGENDA DOCUMENTATION**

Date August 13, 2003

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

---

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

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<b>BOARD ACTION: DISCUSSION AND POSSIBLE ACTION</b>
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**CLASSIFICATION SPECIFICATIONS:**

**REVISED:**

1. Municipal Court Marshal Sergeant
2. Supervisor of Fire Investigations

Municipal Court Marshal Sergeant was revised to reflect current job responsibilities.

Supervisor of Fire Investigations was revised to change the minimum qualifications.

**RECOMMENDATION**

The City recommends approval of these revised classification specifications.

**MUNICIPAL COURT MARSHAL SERGEANT**

*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 the security and support services of the Municipal Court; to oversee and participate in all work activities; and to perform a variety of technical and administrative tasks relative to assigned area of responsibility.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Municipal Court Marshal Lieutenant and higher level departmental staff.

Exercises direct supervision over technical, clerical, contract and volunteer 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. Plan, prioritize, assign, schedule, supervise and review the work of Municipal Court Marshals, Dispatchers, Reserve Marshals, civilian volunteers and contract security guards responsible for the security and support services of the Municipal Court.
2. Supervise and participate in: the execution of warrants; making arrests; the investigation of incidents, complaints, injuries, accidents and crimes occurring in the Court facilities; issuing citations; enforcing federal, state and local laws; transporting prisoners; providing first aid; and operating x-ray and metal detection devices.
3. Research, draft, recommend and implement new and revised policies, procedures, rules, regulations; assist in the implementation of goals and objectives.
4. Establish schedules and methods for providing Municipal Court security, warrant services and dispatching services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
5. Submit budget recommendations for Marshal's Division; monitor expenditures.
6. Assist in training for new officers, scanner operators, process servers and dispatchers for assigned shift as needed.

**CITY OF LAS VEGAS**  
**Municipal Court Marshal Sergeant (Continued)**

**Essential Functions:**

7. Participate in the selection process for new employees; 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.
8. Respond to requests and general inquiries from the public and other agencies.
9. Provide a variety of technical advice regarding policy and procedure and current law enforcement trends.
10. Coordinate, schedule, supervise and participate in the training of new employees, civilian volunteers and contract security guards.
11. Prepare, and supervise the preparation of, analytical, statistical and operational reports.
12. Review, process, schedule and maintain records of time cards and leave requests.
13. Oversee and participate in the investigation of applicants' backgrounds.
14. Implement, review and supervise procedures and code words for the Las Vegas Metropolitan Police Department's Shared Computer Operation for Protection in Enforcement system (SCOPE), National Crime Information Center system (NCIC), the city's mainframe CRT, and the Nevada Criminal Justice Information System (NCJIS).
15. Adopt a quick, concise plan of action in an emergency situation.

**Marginal Functions:**

1. Attend and participate in professional group meetings; stay abreast of new laws, case law, equipment, trends and innovations in the field of law enforcement.
2. Plan, coordinate and supervise special events involving other agencies; represent the department at group meetings with other agencies.
3. Research grant opportunities; prepare and submit grant applications; track and monitor grant expenditures and meet reporting requirements.
4. Perform related duties and responsibilities as required.

**CITY OF LAS VEGAS**  
**Municipal Court Marshal Sergeant (Continued)**

**QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of a Municipal Court.  
The Municipal Court's warrant system and its operational characteristics and services.  
Operational characteristics of firearms and other protective devices used in law enforcement.  
Laws pertaining to arrest, search and seizure, custody and the use of force.  
Courtroom procedures and demeanor.  
Procedures followed in the execution of arrest warrants.  
Principles and practices of the criminal justice system and law enforcement.  
Principles and practices of municipal budget preparation and administration.  
Principles of supervision, training and performance evaluation.  
Modern investigative methods, including interviewing and interrogation techniques.  
Operation of standard equipment and facilities required in the performance of assigned tasks.  
Public relations practices.  
Practices and procedures to be used in emergency situations.  
Local geography and streets.  
Modern office procedures, methods and computer equipment.  
Common office software applications including word processing and spreadsheet.  
Use of firearms and other modern law enforcement equipment.  
Techniques of report preparation.  
Self-defense tactics.  
CPR and first aid principles, practices and techniques.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

Independently perform the most difficult assignments.  
Observe details accurately and recognize suspicious behavior.  
Adopt and initiate quick, responsible plans of action in emergency situations.  
Use initiative and independent judgment within established guidelines.  
Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.  
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 physical condition to perform essential duties as specified by P.O.S.T. certification.

**CITY OF LAS VEGAS**  
**Municipal Court Marshal Sergeant (Continued)**

**Ability to:**

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

- *Walking, standing or sitting for extended periods of time;*
- *Operating assigned computer, video and office equipment;*
- *Chasing fleeing subjects;*
- *Running, crouching, crawling, lifting, climbing stairs or ladders during emergency situations; and*
- *Performing life-saving and rescue procedures; and*
- *Operating assigned equipment and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned computer, video, office equipment, specialized law enforcement equipment and vehicles.*

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under potentially dangerous circumstances;*
- *Making sound decisions;*
- *Evaluating various options and alternatives and choosing an appropriate and reasonable course of action;*
- *Effective interaction and communication with others;*
- *Demonstrating intellectual capabilities during training and testing processes; and*
- *Demonstrating intellectual capabilities.*

**Experience and Training Requirements**

**Experience:**

Four years of increasingly responsible full time, paid law enforcement experience.

**Training:**

Equivalent to graduation from high school. Additional course work or training in criminal justice, sociology, psychology or a related field is desirable.

**License or Certificate**

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

Successful completion of the Nevada Peace Officer Standards and Training (P.O.S.T.) Category I on the date of application, and maintenance thereafter (formal police academy training equivalent to P.O.S.T., as determined by the hiring manager, may be substituted).

Must qualify with a duty firearm every two months.

**CITY OF LAS VEGAS**  
**Municipal Court Marshal Sergeant (*Continued*)**

**WORKING CONDITIONS**

**Environmental Conditions:**

Courtroom, office and field environments; occasional work in an emergency peace control environment; travel from site to site; exposure to potentially hostile environments and individuals, potentially life-threatening conditions, dangerous persons, firearms, bodily fluids, inclement weather conditions.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for heavy lifting, bending, stooping, kneeling, climbing, crouching, running, standing, sitting and walking for prolonged periods of time.

ARB  
REV 7/29/03  
FLSA: exempt; City: nonexempt

CSB 8/13/03

**SUPERVISOR OF FIRE INVESTIGATIONS - BOMB SQUAD**

**DEFINITION**

To supervise and participate in the work of the Fire Investigation and Hazardous Device Unit in the City of Las Vegas Fire and Rescue Department; and related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Deputy Fire Chief, Fire Prevention Division.

Exercises direct supervision over Fire Investigation personnel.

**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, supervise and participate in the work of the Fire Investigation and Hazardous Devices Unit. Set objectives and organize workflow. Responsible for assuring unit objectives are met.
2. Direct and participate in the investigation of fires to determine cause and origin; coordinate investigations of arson and hazardous device incidents with other divisions, law enforcement agencies and other organizations. Represent the City of Las Vegas when required.
3. Direct and participate in the investigation of all arson or suspicious fires, including, but not limited to, gathering evidence, questioning witnesses, making arrests and preparing reports for prosecution when required. Provide expert testimony as required.
4. Direct or participate in the response to hazardous device incidents. Formulate procedures and disposal methods. Assist law enforcement agencies in gathering evidence and providing expert testimony.
5. Develop and provide procedures for the proper record keeping of investigations, offenses and evidence. Record confidential bulletins from law enforcement agencies and secure confidential records and information. Ensure that policies and procedures comply with legal requirements and standard practices in keeping records.

**CITY OF LAS VEGAS**

**Supervisor of Fire Investigations (continued)**

**Essential Functions:**

6. Participate in the development and implementation of goals, objectives, policies and priorities for assigned area of responsibility; identify resource needs; recommend and implement policies and procedures.
7. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; 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.
8. Direct, coordinate and review the work plan for assigned programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
9. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
10. Participate in the development and administration of the assigned program budget; forecast additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
11. Determine impact of current laws affecting fire investigation. Review need for new or improved laws in relation to changing technology and methods of investigation. Assist in developing and proposing model laws concerning fire investigation and hazardous devices.
12. Provide staff assistance to the assigned Deputy Fire Chief; prepare and present staff reports and other necessary correspondence.
13. Attend and participate in professional group meetings, seminars and related training sessions; stay abreast of developments in fire investigation methods and hazardous devices.

**Marginal Functions:**

1. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of comprehensive fire investigation and hazardous device management programs.

Modern fire investigation methods and techniques.

Currently accepted render-safe proceedings for hazardous devices.

Rules of evidence.

Proper arrest procedures.

Applicable arson laws such that incumbent qualifies as an expert witness in the field.

Laws pertaining to confidentiality of records.

**CITY OF LAS VEGAS**

**Supervisor of Fire Investigations (*continued*)**

**Knowledge of:**

Principles, practices, methods and techniques of supervision, training and performance evaluation.

Pertinent federal, state and local laws, codes and regulations.

Department policies, rules and regulations.

Principles of municipal budget preparation and administration.

**Ability to:**

Obtain or supervise the obtaining of information through interviews, interrogations and observations.

Analyze situations quickly and objectively and determine the proper course of action.

Cope with situations firmly, courteously and objectively and determine the proper course of action with respect for the rights of others.

Qualify with a department duty weapon annually.

Communicate clearly and concisely, both orally and in writing.

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

**Experience and Training Requirements**

**Experience**

Seven years service with the Las Vegas Fire and Rescue Department, to include three years as a Fire Investigator II (i.e., a certified bomb technician).

**Training:**

Equivalent to graduation from high school. Equivalent to an Associate degree with major course work in fire science, criminal justice, business administration or a closely related field is desirable.

**CITY OF LAS VEGAS**  
**Supervisor of Fire Investigations (continued)**

**License or Certificate**

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

Possession of Police Officer Standards Training (P.O.S.T.) Category I or II certificate on the date of application.

Possession of FBI Bomb Technician certification on the date of application.

Must have attended training and passed background investigation and test required by the FBI National Crime Information Center on the date of application; proficiency must be affirmed every two years by the designated Terminal Agency Coordinator.

**WORKING CONDITIONS**

**Environmental Conditions:**

Work in office and field environments, including structurally unstable buildings; exposure to computer screens; exposure to dust, noise, smoke, fumes, water, chemicals, hazardous materials, hazardous devices; may inspect in restricted spaces.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, crawling, climbing, stooping, lifting, reaching or sitting for prolonged periods of time while wearing a protective bomb suit weighing approximately 80 pounds.

ARB  
REV 7/28/03  
FLSA: exempt; City: nonexempt

CSB 8/13/03

## MUNICIPAL COURT MARSHAL SERGEANT

*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 the security and support services of the Municipal Court; to oversee and participate in all work activities; and to perform a variety of technical and administrative tasks relative to assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Municipal Court Marshal Lieutenant and higher level departmental staff.

Exercises direct supervision over technical, and clerical, contract and volunteer 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. Plan, prioritize, assign, schedule, supervise and review the work of staff ~~Municipal Court Marshals, Dispatchers, Reserve Marshals, civilian volunteers and contract security guards~~ responsible for the security and support services of the Municipal Court.
2. ~~Supervise and participate in: the execution of warrants; making arrests; the investigation of incidents, complaints, injuries, accidents and crimes occurring in the Court facilities; issuing citations; enforcing federal, state and local laws; transporting prisoners; providing first aid; and operating x-ray and metal detection devices.~~
3. ~~Research, draft, Recommend and implement new and revised policies, procedures, rules, regulations; and assist in the implementation of goals and objectives; implement approved policies and procedures.~~
4. ~~Supervise and participate in the execution of warrants; Establish schedules and methods for providing Municipal Court security, warrant services and dispatching services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.~~
5. Submit budget recommendations for Marshal's Division; monitor expenditures.
6. Assist in training for new officers, scanner operators, process servers and dispatchers for assigned shift as needed.
7. Investigate all reported incidents involving technical staff.

**CITY OF LAS VEGAS**  
**Municipal Court Marshal Sergeant (Continued)**

7. ~~Supervise and participate in the normal shift duties; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures. Participate in the selection process for new employees; 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.~~
8. Respond to requests and general inquiries from the public and other agencies.
9. ~~Provide a variety of technical advice regarding policy and procedure and current law enforcement trends.~~
10. ~~Coordinate, schedule, supervise and participate in the training of new employees, civilian volunteers and contract security guards.~~
11. ~~Prepare, and supervise the preparation of, analytical, and statistical and operational reports on operations and activities.~~
12. ~~Review, process, schedule and maintain records of time cards and leave requests.~~
13. ~~Oversee and participate in the investigation of applicants' backgrounds.~~
14. ~~Implement, review and supervise procedures and code words for the Las Vegas Metropolitan Police Department's Shared Computer Operation for Protection in Enforcement system (SCOPE), National Crime Information Center system (NCIC), the city's mainframe CRT, and the Nevada Criminal Justice Information System (NCJIS).~~
15. Adopt a quick, concise plan of action in an emergency situation.

**Marginal Functions:**

1. ~~Attend and participate in professional group meetings; stay abreast of new laws, case law, equipment, trends and innovations in the field of law enforcement.~~
2. ~~Plan, coordinate and supervise special events involving other agencies; represent the department at group meetings with other agencies.~~
3. ~~Research grant opportunities; prepare and submit grant applications; track and monitor grant expenditures and meet reporting requirements.~~
4. ~~Respond to requests and general inquiries from public.~~
4. ~~Prepare schedule for marshals to conduct video court at county jail; provide security at biweekly City Council meetings.~~
4. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS  
Municipal Court Marshal Sergeant (Continued)

**QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of a Municipal Court program.  
The Municipal Court's warrant system and its operational characteristics and services.  
Operational characteristics of firearms and other protective devices used in law enforcement.  
Laws pertaining to arrest, search and seizure, custody and the use of force.  
Courtroom procedures and demeanor.  
Procedures followed in the execution of arrest warrants.  
Principles and practices of the criminal justice system and law enforcement.  
Principles and practices of municipal budget preparation and administration.  
Principles of supervision, training and performance evaluation.  
Modern investigative methods, including interviewing and interrogation techniques.  
Operation of standard equipment and facilities required in the performance of assigned tasks.  
Public relations practices.  
Practices and procedures to be used in emergency situations.  
Local geography and streets.  
Modern office procedures, methods and computer equipment.  
Common office software applications including word processing and spreadsheet.  
Use of firearms and other modern law enforcement equipment.  
Principles and techniques of direct-contact public relations. Techniques of report preparation.

**Ability to:**

Self-defense tactics.  
Principles and procedures of CPR.  
CPR and first aid principles, practices and techniques.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

Supervise, organize and review the work of lower level staff.  
Lead, train and evaluate staff.  
Interpret and explain city policies and procedures.  
Prepare clear and concise reports.  
Independently perform the most difficult assignments.  
Observe details accurately and recognize suspicious behavior.  
Adopt and initiate quick, responsible plans of action in emergency situations.  
Use initiative and independent judgment within established guidelines.  
Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.  
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 physical condition to perform essential duties as specified by P.O.S.T. certification.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:  
-- Walking, standing or sitting for extended periods of time;

**CITY OF LAS VEGAS**  
**Municipal Court Marshal Sergeant (Continued)**

- ~~Operating assigned computer, video and office equipment;~~
- ~~Chasing fleeing subjects;~~
- ~~Running, crouching, crawling, lifting, climbing stairs or ladders during emergency situations; and~~
- ~~Performing life-saving and rescue procedures; and~~
- ~~Operating assigned equipment and vehicles.~~

Maintain effective audio-visual discrimination and perception needed for:

- ~~Making observations;~~
- ~~Communicating with others;~~
- ~~Reading and writing; and~~
- ~~Operating assigned computer, video, and office equipment, specialized law enforcement equipment and vehicles.~~

Maintain mental capacity which allows the capability of:

- ~~Exercising sound judgment and rational thinking under potentially dangerous circumstances;~~
- ~~Making sound decisions;~~
- ~~Evaluating various options and alternatives and choosing an appropriate and reasonable course of action;~~
- ~~Effective interaction and communication with others;~~
- ~~Demonstrating intellectual capabilities during training and testing processes; and~~
- ~~Demonstrating intellectual capabilities.~~

**Experience and Training Requirements**

**Experience:**

~~Three years of increasingly responsible experience as a Municipal Court Marshal, including one year of supervisory or lead responsibility. Four years of increasingly responsible experience as a Municipal Court Marshal, including one year of supervisory or lead responsibility.~~

**Training:**

~~Equivalent to graduation from high school. An additional two years of specialized training in law enforcement or a related field is desirable. Additional course work or training in criminal justice, sociology, psychology or a related field is desirable.~~

**License or Certificate**

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

~~Possession of, or ability to obtain, an appropriate Nevada Peace Officer Standards and Training (POST) certificate or equivalent training for a Peace Officer II prior to appointment. Successful completion of the Nevada Peace Officer Standards and Training (P.O.S.T.) Category I by the date of application, and maintenance thereafter (formal police academy training equivalent to P.O.S.T., as determined by the hiring manager, may be substituted).~~

~~Possession of, or ability to obtain, an appropriate, valid CPR certificate and a PR 24 certificate for the use of a defensive baton from P.O.S.T.~~

Must qualify with a duty firearm every two months.

**CITY OF LAS VEGAS**  
**Municipal Court Marshal Sergeant (Continued)**

**WORKING CONDITIONS**

**Environmental Conditions:**

~~Courtroom, office or field environment; travel from site to site; exposure to noise, dust, smoke, human body fluids; work in confined spaces; exposure to inclement weather conditions.~~  
~~Courtroom, office and field environments; occasional work in an emergency peace control environment; travel from site to site; exposure to potentially hostile environments and individuals, potentially life-threatening conditions, dangerous persons, firearms, bodily fluids, inclement weather conditions.~~

**Physical Conditions:**

~~Essential and marginal functions may require maintaining physical condition necessary for s heavy lifting, bending, stooping, kneeling, climbing, crouching, running, standing, sitting and walking for prolonged periods of time.~~

ARB

REV 7/22/03

FLSA: exempt, & City: nonexempt

CSB 9/14/94

**SUPERVISOR OF FIRE INVESTIGATIONS - BOMB SQUAD**

**DEFINITION**

To supervise and participate in the work of the Fire Investigation and Hazardous Device Unit in the City of Las Vegas Fire and Rescue Department; and related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Deputy Fire Chief, Fire Prevention Division.

Exercises direct supervision over Fire Investigation personnel.

**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, supervise and participate in the work of the Fire Investigation and Hazardous Devices Unit. Set objectives and organize work flow. Responsible for assuring unit objectives are met.
2. Direct and participate in the investigation of fires to determine cause and origin; coordinate investigations of arson and hazardous device incidents with other divisions, law enforcement agencies and other organizations. Represent the City of Las Vegas when required.
3. Direct and participate in the investigation of all arson or suspicious fires, including, but not limited to, gathering evidence, questioning witnesses, making arrests and preparing reports for prosecution when required. Provide expert testimony as required.
4. Direct or participate in the response to hazardous device incidents. Formulate procedures and disposal methods. Assist law enforcement agencies in gathering evidence and providing expert testimony.
5. Develop and provide procedures for the proper record keeping of investigations, offenses and evidence. Record confidential bulletins from law enforcement agencies and secure confidential records and information. Ensure that policies and procedures comply with legal requirements and standard practices in keeping records.

**CITY OF LAS VEGAS**  
**Supervisor of Fire Investigations (continued)**

**Essential Functions:**

6. Participate in the development and implementation of goals, objectives, policies and priorities for assigned area of responsibility; identify resource needs; recommend and implement policies and procedures.
7. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; 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.
8. Direct, coordinate and review the work plan for assigned programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
9. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
10. Participate in the development and administration of the assigned program budget; forecast additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
11. Determine impact of current laws affecting fire investigation. Review need for new or improved laws in relation to changing technology and methods of investigation. Assist in developing and proposing model laws concerning fire investigation and hazardous devices.
12. Provide staff assistance to the assigned Deputy Fire Chief; prepare and present staff reports and other necessary correspondence.
13. Attend and participate in professional group meetings, seminars and related training sessions; stay abreast of developments in fire investigation methods and hazardous devices.

**Marginal Functions:**

1. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of comprehensive fire investigation and hazardous device management programs.  
Modern fire investigation methods and techniques.  
Currently accepted render-safe proceedings for hazardous devices.  
Rules of evidence.  
Proper arrest procedures.  
Applicable arson laws such that incumbent qualifies as an expert witness in the field.  
Laws pertaining to confidentiality of records.

**CITY OF LAS VEGAS**  
**Supervisor of Fire Investigations (*continued*)**

**Knowledge of:**

Principles, practices, methods and techniques of supervision, training and performance evaluation.

Pertinent federal, state and local laws, codes and regulations.

Department policies, rules and regulations.

Principles of municipal budget preparation and administration.

**Ability to:**

Obtain or supervise the obtaining of information through interviews, interrogations and observations.

Analyze situations quickly and objectively and determine the proper course of action.

Cope with situations firmly, courteously and objectively and determine the proper course of action with respect for the rights of others.

Qualify with a department duty weapon annually.

Communicate clearly and concisely, both orally and in writing.

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

**Experience and Training Requirements**

**Experience**

Seven years service with the Las Vegas Fire and Rescue Department, to include ~~four~~ three years as a Fire Investigator I/II (i.e., a certified bomb technician).

**Training:**

Equivalent to graduation from high school. Equivalent to an Associate degree with major course work in fire science, criminal justice, business administration or a closely related field is desirable.

**CITY OF LAS VEGAS**  
**Supervisor of Fire Investigations (*continued*)**

**License or Certificate**

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

Possession of Police Officer Standards Training (P.O.S.T.) Category I or II certificate on the date of application.

Possession of FBI Bomb Technician certification on the date of application.

Must have attended training and passed background investigation and test required by the FBI National Crime Information Center on the date of application; proficiency must be affirmed every two years by the designated Terminal Agency Coordinator.

**WORKING CONDITIONS**

**Environmental Conditions:**

Work in office and field environments, including structurally unstable buildings; exposure to computer screens; exposure to dust, noise, smoke, fumes, water, chemicals, hazardous materials, hazardous devices; may inspect in restricted spaces.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, crawling, climbing, stooping, lifting, reaching or sitting for prolonged periods of time while wearing a protective bomb suit weighing approximately 80 pounds.

ARB  
REV 6/12/017/28/03  
FLSA: exempt; City: nonexempt

CSB 7/11/018/13/03

1 KATHRYN A. WERNER, Esq.  
2 Nevada Bar No. 4969  
3 1250 South Burnham, Suite 212  
4 Las Vegas, Nevada 89104  
5 (702) 384-8692  
6 Attorney for Petitioner

7 **CIVIL SERVICE BOARD**

8 **CITY OF LAS VEGAS**

9 In the Matter of:

10 DEPUTY CITY MARSHALL  
11 HAROLD F. MULCAHEY,

12 Petitioner.  
13

14 **NOTICE OF APPEAL & REQUEST FOR RECEIVABILITY**

15  
16 TO: Civil Service Board, City of Las Vegas and F. Claudette Enus, Secretary to Civil Service  
17 Board;

18 TO: Morgan Davis, City of Las Vegas Attorney;

19  
20 TO: Mike Sheldon, City of Las Vegas Director of Department of Detention and Enforcement.

21 PLEASE TAKE NOTICE! The above named Petitioner, who is an employee of the City of  
22 Las Vegas, hereby appeals to the Civil Service Board of the City of Las Vegas by and through his  
23 attorney, Kathryn A. Werner, Esq., from a final administrative decision and action taken against him.

24  
25 The Petitioner is a commissioned employee of the City of Las Vegas. He is currently  
26 classified as a Deputy City Marshal. During the promotional process that occurred in approximately  
27 1999, Marshal Mulcahey was told he did not pass the oral board portion of the examination, despite  
28 his extensive knowledge, skills and ability. Upon inquiry he was not advised as to how he failed the

1 test nor was he given access to his or other passing tests to learn from. During the past two (2)  
2 promotional opportunities to test for Deputy City Marshal Sergeant, Marshal Mulcahey has reason  
3 to believe that he was at or near the top of the promotional list. Moreover, of those participating in  
4 the past two promotional testing procedures for Deputy City Marshal Sergeant, Marshal Mulcahey  
5 has more experience and time on as a Deputy City Marshal than all others with whom he was  
6 competing. Finally, the City's Department of Detention and Enforcement has relied upon Marshal  
7 Mulcahey to serve as acting Sergeant on numerous occasions over the past nine (9) years he has  
8 worked for the City; in fact, Marshal Mulcahey estimates he has served as acting sergeant a sum total  
9 in excess of two and a half (2 1/2) years over the past nine (9) years. See Exhibit A, attached hereto,  
10 outlining Marshal Mulcahey's experience and qualifications.  
11

12  
13  
14 Despite his knowledge, skills and abilities, and despite his placement position on the past two  
15 (2) promotional tests, Marshal Mulcahey has been passed up for promotion to Sergeant on both  
16 occasions. Most recently, Keith Gordon was promoted on June 22, 2003 and Scott Barney was  
17 promoted on July 11, 2003. There are no more anticipated promotions from this eligibility list.  
18

19 The Las Vegas Police Protective Association Metro, Inc. ("LVPPA" or "PPA") is the  
20 exclusive bargaining agent recognized by the City of Las Vegas to represent the Deputy City  
21 Marshals and Municipal Court Marshals employed by the City of Las Vegas. Marshal Mulcahey is  
22 the duly elected representative to the LVPPA representing the interests of the Deputy City Marshals  
23 employed by the City of Las Vegas. Marshal Mulcahey has served in this capacity on two separate  
24 occasions: from 1993- 1997 and again from 2000 - present.  
25

26 While the City of Las Vegas's Civil Service Rules allow for a certain amount of discretion  
27 to be used in making appointments from an "open" or "promotional" eligibility list, that discretion  
28


1 may not be exercised in a manner that excludes an individual because he or she is a member of a  
2 protected class or because he or she has engaged in a protected activity. Marshal Mulcahey submits  
3 that he has been passed over for promotion for engaging in a protected activity, namely, serving as  
4 the union representative to the LVPPA on behalf of his fellow officers.  
5

6 This appeal is taken pursuant to the Collective Bargaining Agreement between the City of  
7 Las Vegas and the LVPPA, and the City of Las Vegas Civil Service Rules, Chapter IV, Sections 7  
8 and 8, and Chapter VII, Sections 3 and 4, where otherwise not superseded. Civil Service Rule  
9 Chapter VII, Section 3(c)(2) provides the Civil Service Board with authority to grant receivability  
10 to hear this appeal.  
11

12 The administrative decision and action taken against Petitioner resulted from and is in error  
13 because there was no or incomplete consideration of the facts and circumstances surrounding this  
14 matter and/or because there was a failure to observe and correctly apply the provisions of the Civil  
15 Service Rules.  
16

17 It is, therefore, requested that the Civil Service Board of the City of Las Vegas deem this  
18 petition receivable and set a date for a *de novo* hearing in accordance with the provisions of the Civil  
19 Service Rules of the City of Las Vegas.  
20

21 Dated this 18<sup>th</sup> day of July, 2003.  
22

23   
24 Kathryn A. Werner, Esq.  
25 Nevada Bar No. 4969  
26 1250 South Burnham, Suite 212  
27 Las Vegas, Nevada 89104  
28 (702) 384-8692  
Attorney for Petitioner

**RECEIPT OF COPY**

Receipt of copy of the "NOTICE OF APPEAL & REQUEST FOR RECEIVABILITY" is

hereby acknowledged on the \_\_\_ day of July, 2003.

By: \_\_\_\_\_

F. Claudette Enus, Secretary to the  
Civil Service Board  
400 Stewart Ave.  
Las Vegas, Nevada 89101

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# Harold F. Mulcahey

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## Summary of qualifications

1990 – present City of Las Vegas Deputy Marshals Las Vegas, NV  
**Deputy City Marshal Sergeant position**

- Acting Supervisor duties since 1993.
- Currently assigned 4 month tour as supervisor for squad 3 (Th-F-S RDO)
- Special Operations Team Leader from 1999-3/15/01. Was first line supervisor for 5 other officers for 16 months.
- Marshal Units primary hand-to-hand Instructor (PACT). Have trained all Marshals as well as 100-150 officers from other agencies in this system.
- Developed, trained and led the Bike Team when it was introduced in 8/94. Performed in this capacity until a severe knee injury (sustained in riot control training) prevented me from riding for more than 6 months.

## Education

- Advanced POST 10/97
- Intermediate POST 2/97
- Instructor Development 7/95
- LVMPD FTEP Course 6/97
- Completed LVMPD 40 and 30 hour Bike Patrol courses
- LEBA Bike Instructor 9/96
- 120 hour NLVDC Tactical course 10/96
- 100 hour VIP/ bodyguard course
- 200 hour PACT Instructor course completed

## Additional professional activities

LVPPA Board of Managers for a total of 6 ½ years. Have been involved in 27 representations from Oral Warnings up to terminations.

Involved in 2 Contract negotiations.

Chairman of the Deputy/ Municipal Court Marshal Committee.

## Awards received

Employee of the Month for CLV 2/96 and 1/01.

Employee of the Month for D+E 11/94 and 10/95.

Commended by Mayor Goodman 1/01

Commended by City Manager ½

12 Departmental Commendations

Numerous Letters of Appreciation and other accolades

# Harold F. Mulcahey

---

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**Deputy City Marshal Sergeant position**

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- Marshal Units primary hand-to-hand Instructor (PACT). Have trained all Marshals as well as 100-150 officers from other agencies in this system.
- Developed, trained and led the Bike Team when it was introduced in 8/94. Performed in this capacity until a severe knee injury (sustained in riot control training) prevented me from riding for more than 6 months.

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Commended by Mayor Goodman 1/01

Commended by City Manager ½

12 Departmental Commendations

Numerous Letters of Appreciation and other accolades

**ATTENDANCE REPORT**  
**BOARD OF CIVIL SERVICE TRUSTEES**  
**MEETING DATE** 8/13/03 - *Reg. Mtg.*

	<u>PRESENT</u>	<u>ABSENT</u>
MARK LARSON	<input checked="" type="checkbox"/>	_____
THEODORE PARKER	<input checked="" type="checkbox"/>	_____
E. LAVONNE LEWIS	<input checked="" type="checkbox"/>	_____
TONY DORF	<input checked="" type="checkbox"/>	_____
JOHAN ALISEO	<input checked="" type="checkbox"/>	_____

CHARGE TO: 05101/510800

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

*J. Aliseo*



THE Aug. 13, 2003 MEETING OF THE CIVIL SERVICE  
BOARD IS CALLED TO ORDER. THIS MEETING HAS BEEN PROPERLY  
NOTICED AND POSTED IN COMPLIANCE WITH THE OPEN MEETING LAW.

A:LANGUAGE