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**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: October 8, 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 September 10, 2003
- IV. APPROVAL OF MINUTES: Teleconference Meeting of September 24, 2003
- V. BUSINESS
  - A. CERTIFICATION OF ELIGIBLE LISTS:
    - 1. Communications Specialist – Promotional
    - 2. Communications Specialist – Open
    - 3. Court Clerk I – Promotional
    - 4. Court Clerk I – Open
    - 5. Cultural Center Coordinator – Promotional
    - 6. Cultural Center Coordinator – Open
    - 7. Legal Secretary – Promotional
    - 8. Legal Secretary – Open
    - 9. Senior Traffic Signal Electrician – Promotional
  - B. EXTENSION OF ELIGIBLE LISTS:
    - 1. Animal Control Officer I – Promotional
    - 2. Animal Control Officer I – Open
    - 3. Cultural Leader I – Promotional
    - 4. Deputy Fire Marshal – Promotional
    - 5. Equipment Operator I (Streets) – Promotional
    - 6. Equipment Operator I (Streets) – Open
    - 7. Fire Engineer – Promotional
    - 8. Fire Prevention Inspection Supervisor – Promotional
    - 9. Fire Prevention Inspector I – Promotional
    - 10. Fire Prevention Inspector I – Open
    - 11. Inspector (Electrical) – Promotional
    - 12. Inspector (Electrical) – Open
    - 13. Intake Technician – Open
    - 14. Mechanic I – Promotional
    - 15. Mechanic I – Open
    - 16. Painter I – Promotional
    - 17. Painter I – Open
    - 18. Public Safety Technician – Open
    - 19. Skilled Trades Helper – Promotional
    - 20. Skilled Trades Helper – Open
    - 21. Traffic Signal Electrician II – Promotional

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

**DATE: October 8, 2003**

**Page Two**

C. CLASSIFICATION SPECIFICATIONS:

1. Chemist – Revised

D. NOTICE OF APPEAL:

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

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

DATE: Oct. 8, 2003

**PLEASE PRINT**

NAME

ORGANIZATION

Lady Sentell

CLV

DAW FISCHER

CLV - PW - ENV. DIV.

BENEF VEGA

CLV Detention & Enforcement

LOW GRASMICK

LVCEA

RUTH CARROLL

CLV

Tina Ramsey

CLV

Michelle McHulby

HR

ATTENDANCE REPORT  
BOARD OF CIVIL SERVICE TRUSTEES

MEETING DATE 10/8/03 - Regular

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

CHARGE TO:05101/510800

APPROVED BY: *J. Aliseo*

THE Oct. 8, 2003 MEETING OF THE CIVIL SERVICE

BOARD IS CALLED TO ORDER. THIS MEETING HAS BEEN PROPERLY  
NOTICED AND POSTED IN COMPLIANCE WITH THE OPEN MEETING LAW.

A:LANGUAGE

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

**October 8, 2003**

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

I. CALL TO ORDER: September 10, 2003, at 4:35 p.m. in the Human Resources Department.

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

STAFF PRESENT  
Sandy Gandy  
Kathy Gentile  
Tina Ramsey  
Benet Vega

OTHERS PRESENT  
Lon Grasmick

- II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW:
- III. APPROVAL OF MINUTES of Regular Meeting of August 13, 2003: A motion was made by Trustee Tony Dorf that the minutes of the Regular Meeting of August 13, 2003 be approved. Trustee Lavonne Lewis seconded the motion. Motion carried.
- IV. APPROVAL OF MINUTES of Teleconference Meeting of August 27, 2003: There were no items on the August 27, 2003 agenda, so a teleconference meeting was not held. This was reflected in the minutes. A motion was made by Trustee Lavonne Lewis that the minutes of the Teleconference Meeting of August 27, 2003 be approved. Trustee Tony Dorf seconded the motion. Motion carried.

**CITY OF LAS VEGAS**  
**CIVIL SERVICE BOARD**  
**AGENDA DOCUMENTATION**  
**October 8, 2003**

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

I. CALL TO ORDER: September 24, 2003, at 11:30 a.m. via Teleconference

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

STAFF PRESENT  
Claudette Enus  
Judy Tuttle  
Ann Rubertino-Beck  
Louisa Tuilagi

OTHERS PRESENT  
None

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

III. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1) Equipment Operator II (Parks) – Promotional
- 2) Fire Captain – Promotional

Trustee Johan Aliseo made a motion to approve Item numbers 1 through 2 of the Eligible Lists to be certified. Trustee Tony Dorf seconded the motion. Motion carried.

IV. DISCUSSION ITEMS

None.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING  
ANNOTATED MINUTES  
October 8, 2003  
PAGE 2**

**V. BUSINESS:**

**A. CERTIFICATION OF ELIGIBLE LISTS:**

1. Communications Specialist – Promotional
2. Communications Specialist – Open
3. Court Clerk I – Promotional
4. Court Clerk I – Open
5. Cultural Center Coordinator – Promotional
6. Cultural Center Coordinator – Open
7. Legal Secretary – Promotional
8. Legal Secretary – Open
9. Senior Traffic Signal Electrician – Promotional

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

**B. EXTENSION OF ELIGIBLE LISTS:**

1. Animal Control Officer I – Promotional
2. Animal Control Officer I – Open
3. Cultural Leader I – Promotional
4. Deputy Fire Marshal – Promotional
5. Equipment Operator I (Streets) – Promotional
6. Equipment Operator I (Streets) – Open
7. Fire Engineer – Promotional
8. Fire Prevention Inspection Supervisor – Promotional
9. Fire Prevention Inspector I – Promotional
10. Fire Prevention Inspector I – Open
11. Inspector (Electrical) – Promotional
12. Inspector (Electrical) – Open
13. Intake Technician – Open
14. Mechanic I – Promotional
15. Mechanic I – Open
16. Painter I – Promotional
17. Painter I – Open
18. Public Safety Technician – Open
19. Skilled Trades Helper – Promotional
20. Skilled Trades Helper – Open
21. Traffic Signal Electrician II – Promotional

A motion was made by Trustee Dorf that items 1 through 21 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Aliseo. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING  
ANNOTATED MINUTES  
October 8, 2003  
PAGE 3**

**C. CLASSIFICATION SPECIFICATIONS:**

1. Chemist – Revised

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

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

1. Deputy City Marshal Harold F. Mulcahey

Attorney for the City, Morgan Davis, had a conversation with the counsel for the employee. At this time, they are trying to resolve this issue through the department and counsel has asked that this item again be held in abeyance until the next regularly scheduled meeting. A motion was made by Trustee Aliseo to table this item. The motion was seconded by Trustee Dorf. Motion carried.


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

None.

**VII. CITIZEN PARTICIPATION:**

None

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

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- III. APPROVAL OF MINUTES: Regular Meeting of September 10, 2003
- IV. APPROVAL OF MINUTES: Teleconference Meeting of September 24, 2003
- V. BUSINESS

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Communications Specialist – Promotional
2. Communications Specialist – Open
3. Court Clerk I – Promotional
4. Court Clerk I – Open
5. Cultural Center Coordinator – Promotional
6. Cultural Center Coordinator – Open
7. Legal Secretary – Promotional
8. Legal Secretary – Open
9. Senior Traffic Signal Electrician – Promotional

B. EXTENSION OF ELIGIBLE LISTS:

1. Animal Control Officer I – Promotional
2. Animal Control Officer I – Open
3. Cultural Leader I – Promotional
4. Deputy Fire Marshal – Promotional
5. Equipment Operator I (Streets) – Promotional
6. Equipment Operator I (Streets) – Open
7. Fire Engineer – Promotional
8. Fire Prevention Inspection Supervisor – Promotional
9. Fire Prevention Inspector I – Promotional
10. Fire Prevention Inspector I – Open
11. Inspector (Electrical) – Promotional
12. Inspector (Electrical) – Open
13. Intake Technician – Open
14. Mechanic I – Promotional
15. Mechanic I – Open
16. Painter I – Promotional
17. Painter I – Open
18. Public Safety Technician – Open
19. Skilled Trades Helper – Promotional
20. Skilled Trades Helper – Open
21. Traffic Signal Electrician II – Promotional

4:32 pm

4:35 pm

MD

TD  
JA  
ML

1 - TD } pass  
2 - JA } pass

1 - JA } pass  
2 - TD } pass

1 - ~~TD~~ JA }  
2 - TD } pass

1 - TD } pass  
2 - JA } pass

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

DATE: October 8, 2003

Page Two

C. CLASSIFICATION SPECIFICATIONS:

1. Chemist - Revised

M - JA } pass  
2 - JD }

D. NOTICE OF APPEAL:

1. Deputy City Marshal Harold F. Mulcahey

CA had conv. w/ Council - trying to resolve issue - wants held

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

VII. CITIZEN PARTICIPATION

JA move to table item } for in absence

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

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

**October 8, 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: September 10, 2003, at 4:35 p.m. in the Human Resources Department.

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

STAFF PRESENT

Sandy Gandy  
Kathy Gentile  
Tina Ramsey  
Benet Vega

OTHERS PRESENT

Lon Grasmick

- II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW:
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**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING  
ANNOTATED MINUTES  
September 10, 2003  
PAGE 2**

**V. BUSINESS:**

**A. CERTIFICATION OF ELIGIBLE LISTS:**

1. Agenda Technician II – Promotional
2. Deputy City Clerk I – Promotional
3. Deputy City Clerk I – Open
4. Fire Training Officer – Promotional
5. Inspections Supervisor – Promotional
6. Legal Technician – Promotional
7. Legal Technician – Open
8. Leisure Activities Assistant – Promotional
9. Leisure Activities Assistant – Open
10. Rapid Response Crew Leader – Promotional
11. Senior Code Enforcement Officer – Promotional
12. Senior Engineering Associate – Promotional
13. Senior Engineering Associate – Open

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

**B. EXTENSION OF ELIGIBLE LISTS:**

1. Accounting Technician I – Open
2. Assistant Fire Protection Engineer – Promotional
3. Assistant Fire Protection Engineer – Open
4. Fire Communications Technician I – Promotional
5. Fire Communications Technician I – Open
6. GIS Analyst II – Promotional
7. Signing & Marking Field Supervisor – Promotional
8. Signing & Marking Field Supervisor – Open
9. Signing & Marking Technician I – Promotional
10. Signing & Marking Technician I – Open
11. Sr. Buyer – Promotional
12. Sr. Field Electrician – Promotional
13. Sr. Field Electrician – Open
14. Sr. Pre-Trial Services Officer – Promotional
15. Sr. Technical Systems Analyst (Fire & Rescue) – Promotional
16. Sr. Technical Systems Analyst (Fire & Rescue) – Open
17. Sr. Technical Systems Analyst (Leisure Services) – Promotional
18. Trolley Operator – Open

A motion was made by Trustee Dorf that items 1 through 18 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Aliseo. Motion carried.

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

**C. CLASSIFICATION SPECIFICATIONS:**

1. Buyer I/II and Senior Buyer – Revised
2. Code Enforcement Supervisor – Revised
3. License Technician – Revised
4. Planner I – Revised
5. Planner II – Revised
6. Senior Animal Control Officer – Revised
7. Neighborhood Development Administrative Supervisor – New

A motion was made by Trustee Aliseo that item 1 through 7 of the Classification Specifications List be approved. The motion was seconded by Trustee Lewis. Motion carried.

**D. REQUEST TO BE PLACED ON REHIRE LIST:**

1. Stacey Campbell

A motion was made by Trustee Dorf that item 1 of the Request to be Placed on Rehire List be approved. The motion was seconded by Trustee Lewis. Motion carried.

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

1. Deputy City Marshal Harold F. Mulcahey

This item was asked to be held in abeyance due to the absence of the attorney for employee. The attorney was called out of town on a family emergency and could not attend the meeting. Item held in abeyance until next regularly scheduled meeting.

**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 4:40 p.m.



F. Claudette Enus  
Secretary to the Board

**CITY OF LAS VEGAS**  
**CIVIL SERVICE BOARD**  
**AGENDA DOCUMENTATION**  
**October 8, 2003**

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

I. CALL TO ORDER: September 24, 2003, at 11:30 a.m. via Teleconference

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

STAFF PRESENT

Claudette Enus  
Judy Tuttle  
Ann Rubertino-Beck  
Louisa Tuilagi

OTHERS PRESENT

None

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

III. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1) Equipment Operator II (Parks) – Promotional
- 2) Fire Captain – Promotional

Trustee Johan Aliseo made a motion to approve Item numbers 1 through 2 of the Eligible Lists to be certified. Trustee Tony Dorf seconded the motion. Motion carried.

IV. DISCUSSION ITEMS

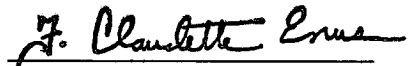
None.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING  
ANNOTATED MINUTES  
DATE: September 24, 2003  
PAGE 2**

**V. CITIZEN PARTICIPATION:**

None.

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



F. Claudette Enus  
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: October 8, 2003

---

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

---

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

---

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

---

TOTAL ELIGIBLE LISTS PRESENTED: 7

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1. Communications Specialist – Promotional	4	2	2
2. Communications Specialist – Open	144	57	50
3. Court Clerk I – Promotional	0	0	0
4. Court Clerk I – Open	53	42	42
5. Cultural Center Coordinator – Promotional	6	5	1
6. Cultural Center Coordinator – Open	47	28	5
7. Legal Secretary – Promotional	16	4	4
8. Legal Secretary - Open	75	36	24
9. Senior Traffic Signal Electrician – Promotional	3	2	2

CITY OF LAS VEGAS

ELIGIBLE LIST

Communications Specialist  
Examination

September 19, 2003 (Written)  
September 22-26, 2003 (Performance)  
Date of Test

03450308P  
Exam Code

Promotional  
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Communications Specialist  
Examination

September 19, 2003 (Written)  
September 22-26, 2003 (Performance)  
Date of Test

034503080  
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	64	GROUP 1	9
REJECTED	80	GROUP 2	31
<b>TOTAL RECEIVED</b>	<b>144</b>	GROUP 3	10
		<b>TOTAL ON LIST</b>	<b>50</b>

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%		50%	
PASSED	54		50	
FAILED	3		2	
<b>TOTAL TESTED</b>	<b>57</b>		<b>52</b>	
<b>DID NOT APPEAR</b>	<b>7</b>		<b>2</b>	

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Court Clerk I  
Examination**

**September 22, 2003  
Date of Test**

**03373008P  
Exam Code**

**Promotional  
Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
None
<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	0	GROUP 1	0
REJECTED	0	GROUP 2	0
<b>TOTAL RECEIVED</b>	0	GROUP 3	0
		<b>TOTAL ON LIST</b>	0

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Court Clerk I  
Examination**

**September 22, 2003  
Date of Test**

**033730080  
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	44	GROUP 1	17
REJECTED	9	GROUP 2	19
<b>TOTAL RECEIVED</b>	53	GROUP 3	6
		<b>TOTAL ON LIST</b>	42

	<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	42			
FAILED	0			
<b>TOTAL TESTED</b>	42			
<b>DID NOT APPEAR</b>	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Cultural Center Coordinator  
Examination

September 16, 2003  
Date of Test

03298308P  
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	5	GROUP 1	0
REJECTED	1	GROUP 2	0
<b>TOTAL RECEIVED</b>	6	GROUP 3	1
		<b>TOTAL ON LIST</b>	1

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Cultural Center Coordinator**  
**Examination**

**September 16, 2003**  
**Date of Test**

**032983080**  
**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	32	GROUP 1	0
REJECTED	15	GROUP 2	1
<b>TOTAL RECEIVED</b>	47	GROUP 3	4
		<b>TOTAL ON LIST</b>	5

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	5			
FAILED	23			
<b>TOTAL TESTED</b>	28			
<b>DID NOT APPEAR</b>	4			

CITY OF LAS VEGAS

ELIGIBLE LIST

Legal Secretary  
Examination

September 17, 2003  
Date of Test

03332608P  
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	11	GROUP 2	2
<b>TOTAL RECEIVED</b>	16	GROUP 3	2
		<b>TOTAL ON LIST</b>	4

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Legal Secretary  
Examination

September 17, 2003  
Date of Test

033326080  
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	50	GROUP 1	1
REJECTED	25	GROUP 2	4
<b>TOTAL RECEIVED</b>	75	GROUP 3	19
		<b>TOTAL ON LIST</b>	24

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	24			
FAILED	12			
<b>TOTAL TESTED</b>	36			
<b>DID NOT APPEAR</b>	14			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Traffic Signal Electrician  
Examination

September 19, 2003  
Date of Test

03256507P  
Exam Code

Promotional  
Open/Promotional

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

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	3	GROUP 1	0
REJECTED	0	GROUP 2	2
<b>TOTAL RECEIVED</b>	3	GROUP 3	0
		<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	0			
<b>TOTAL TESTED</b>	2			
<b>DID NOT APPEAR</b>	1			

## CITY OF LAS VEGAS

## AGENDA DOCUMENTATION

Date October 8, 2003


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


---

**SUBJECT: B. EXTENSION OF ELIGIBLE LISTS**


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


---

**TOTAL EXTENSIONS OF ELIGIBLE LISTS: 21**

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Animal Control Officer I - Promotional	1	10/09/03	04/09/04	1
2. Animal Control Officer I - Open	29	10/09/03	04/09/04	1
3. *Cultural Leader I - Promotional	1	06/11/03	12/11/03	1
4. Deputy Fire Marshal - Promotional	2	10/09/03	04/10/04	2
5. Equipment Operator I (Streets) - Promotional	3	10/23/03	04/23/04	2
6. Equipment Operator I (Streets) - Open	4	10/23/03	04/23/04	2
7. Fire Engineer - Promotional	11	10/23/03	04/23/04	1
8. Fire Prevention Inspection Supervisor - Promotional	1	10/09/03	04/09/04	2
9. Fire Prevention Inspector I - Promotional	12	10/09/03	04/09/04	2
10. Fire Prevention Inspector I - Open	79	10/09/03	04/09/04	2
11. Inspector (Electrical) - Promotional	5	10/23/03	04/23/04	1
12. Inspector (Electrical) - Open	40	10/23/03	04/23/04	1
13. Intake Technician - Open	12	10/09/03	04/09/04	1
14. Mechanic I - Promotional	1	10/23/03	04/23/04	1
15. Mechanic I - Open	18	10/23/03	04/23/04	1
16. Painter I - Promotional	11	10/09/03	04/09/04	2
17. Painter I - Open	53	10/09/03	04/09/04	2
18. Public Safety Technician - Open	25	10/09/03	04/09/04	1
19. Skilled Trades Helper - Promotional	11	10/23/03	04/23/04	1
20. Skilled Trades Helper - Open	22	10/23/03	04/23/04	1
21. Traffic Signal Electrician II - Promotional	2	10/23/03	04/23/04	2

\*This list was not extended in June due to Human Resources oversight.

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date October 8, 2003

---

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

---

SUBJECT: C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

---

**BOARD ACTION: DISCUSSION AND POSSIBLE ACTION**

---

**CLASSIFICATION SPECIFICATIONS:**

**REVISED:**

1. Chemist

Chemist was revised to reflect current responsibilities and requirements.

**RECOMMENDATION**

The City recommends approval of this revised classification specification.

## CHEMIST

*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 collect samples; to perform chemical and bacteriological analyses necessary for determining the efficiency of the chemical and biological processes of wastewater treatment in accordance with established methods; and to perform a variety of technical tasks relative to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Laboratory Superintendent.

May exercise functional and technical supervision over professional and technical staff.

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

#### Essential Functions:

1. Collect wastewater, ground water, surface water and other samples; maintain full chain of custody.
2. Analyze samples of varying types for physical, chemical and microbial constituents; calculate and evaluate results; complete documentation; enter data into databases and spreadsheets.
3. Perform chemical, bacteriological, and biochemical investigations to develop and improve laboratory and field methods.
4. Conduct field and laboratory experiments to determine the effects and suitability of chemicals used in wastewater treatment.
5. Devise and adapt complex sampling methods.
6. Prepare reports on routine analyses, special projects, quality control and other operational issues to ensure that quality standards, efficiency and schedules are met.
7. Evaluate statistically complex data; confer with professional and technical staff to interpret test results and develop standard tests.
8. Review analytical procedures; make recommendations to Quality Assurance Officer or Laboratory Superintendent.

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

**Essential Functions:**

9. Prepare standard solutions; make stoichiometric calculations.
10. Determine the cause(s) of problems with wastewater processes; make corrective action recommendations to Laboratory Superintendent and wastewater treatment plant staff.
11. Clean glassware and equipment; perform laboratory housekeeping.
12. Perform quality assurance and quality control tasks related to State of Nevada Laboratory Certification requirements.
13. Learn and contribute to the development and modification of wastewater treatment processes and laboratory procedures.

**Marginal Functions:**

1. Maintain sampling compositors.
2. Order lab chemicals, supplies and equipment.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles of organic, inorganic, and physical chemistry.  
Principles of qualitative and quantitative analysis.  
Chemical laboratory procedures, techniques, and equipment.  
Principles of biochemistry.  
Permits and regulations relative to the analysis of wastewater.  
Modern laboratory procedures, methods and computer equipment.  
Sampling procedures and field equipment.  
Validation procedures.  
Pertinent federal, state, and local laws, codes and regulations.  
Occupational hazards and standard lab and sampling safety practices.

**Ability to:**

Interpret and explain laboratory policies and procedures.  
Conduct complex research projects.  
Use and maintain laboratory equipment.  
Develop sampling plans.  
Analyze, interpret, and apply the results of laboratory testing.  
Coordinate the activities of a technical laboratory.  
Use computers and a variety of complex computer software programs.

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

**Ability to:**

Prepare clear, concise and technical reports.

Work independently without direct supervision.

Communicate clearly and concisely, both orally and in writing.

Operate and maneuver a sampling boat.

Establish and maintain effective working relationships with those contacted in the course of work, including City officials and the general public.

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; and*
- *Operating assigned equipment and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

**Experience and Training Requirements**

**Experience:**

Three years of increasingly responsible chemical or biological laboratory testing experience.

**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in chemistry or a related field.

**License or Certificate**

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

Possession of a Grade III Wastewater Quality Analyst certificate from the Nevada Water Environment Association within six months of the date of appointment.

Possession of a State of Nevada Division of Wildlife Safe Boating certificate within six months of the date of appointment.

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

**WORKING CONDITIONS**

**Environmental Conditions:**

Laboratory, wastewater treatment plant and field environments ; exposure to potentially hazardous chemicals, waste and infectious materials; inclement weather conditions; work in or with water; work along the banks of the wash. Environment includes water sampling in a wash and on board a boat on a large lake, at times during extreme weather conditions.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting, climbing up and down banks of the wash; walking, standing, or sitting for prolonged periods of time; operating motorized vehicles, including a boat.

ARB  
REV 9/24/03  
FLSA: exempt; City: nonexempt

CSB 10/8/03

## CHEMIST

*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 collect ~~wastewater~~ samples; to perform chemical and bacteriological analyses necessary for determining the efficiency of the chemical and biological processes of wastewater treatment in accordance with established methods; and to perform a variety of technical tasks relative to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Laboratory ~~Supervisor~~ Superintendent.

May exercise functional and technical supervision over professional and technical staff.

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

#### Essential Functions:

1. Collect wastewater, ground water, surface water and other samples; maintain full chain of custody.
2. Analyze samples of varying types for physical, chemical and microbial constituents; calculate and evaluate results; complete documentation; enter data into databases and spreadsheets.
- ~~1.3. Perform chemical, bacteriological, and biochemical investigations to develop and improve laboratory and field methods and apparatus for analyses of wastewater.~~
- 2.4. Conduct field and laboratory experiments to determine the effects and suitability of chemicals used in wastewater treatment.
- ~~3. Collect wastewater or ground water samples for analysis; maintain full chain of custody for collected samples.~~
- ~~4. Analyze samples, fumes, vapors, gases, dust and industrial materials; evaluate results; calculate and record data.~~
- ~~5. Conducts routine bacteriological identifications.~~
- 6.5. Devise and adapt complex sampling methods.

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

7.6. Prepare reports on routine analyses, special projects, quality control and other operational issues to ensure that quality standards, efficiency and schedules are met.

8.7. Evaluate statistically complex data; confer with professional and technical staff to interpret test results and/or develop standard tests.

9.8. Review ~~operating analytical procedures relative to laboratory analyses;~~ make recommendations to Quality Assurance Officer or Laboratory ~~Supervisor~~ Superintendent.

10.9. Prepare standard solutions; make stoichiometric calculations.

11.10. Determine the cause(s) of ~~corrosive action on wastewater equipment problems with wastewater processes;~~ make corrective action recommendations to Laboratory ~~Supervisor~~ Superintendent and wastewater treatment plant staff.

11. Clean glassware and equipment; perform laboratory housekeeping.

12. Perform quality assurance and quality control tasks related to State of Nevada Laboratory Certification requirements.

13. Learn and contribute to the development and modification of wastewater treatment processes and laboratory procedures.

**Marginal Functions:**

1. Clean ~~Maintain~~ sampling compositors ~~buildings.~~
2. Order lab chemicals, supplies, chemical apparatus, and equipment.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles of organic, inorganic, and physical chemistry.  
Principles of qualitative and quantitative analysis.  
Chemical laboratory procedures, techniques, and equipment.  
Principles of biochemistry.  
Permits and regulations relative to the analysis of wastewater.  
Modern laboratory procedures, methods and computer equipment.  
Sampling procedures and field equipment.  
Validation procedures.  
Pertinent federal, state, and local laws, codes and regulations.  
Occupational hazards and standard lab and sampling safety practices.

**Ability to:**

CITY OF LAS VEGAS  
Chemist (*continued*)

- Interpret and explain laboratory policies and procedures.
- Conduct complex research projects.
- Use and maintain laboratory equipment.
- Develop ~~special-sampling techniques plans.~~
- Analyze, interpret, and apply the results of laboratory testing.
- Coordinate the activities of a technical laboratory.
- Use computers and a variety of complex computer software programs.
- Prepare clear, concise and technical reports.
- Work independently ~~in the absence of~~ without direct supervision.
- Communicate clearly and concisely, both orally and in writing.
- Operate and maneuver ~~26-ft-a~~ sampling boat.
- Establish and maintain effective working relationships with those contacted in the course of work,  
including City officials and the general public.
- 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; and*
  - *Operating assigned equipment and vehicles.*
- Maintain effective audio-visual discrimination and perception needed for:
  - *Making observations;*
  - *Performing laboratory analyses;*
  - *Communicating with others;*
  - *Reading and writing; and*
  - *Operating assigned equipment and vehicles.*
- Maintain mental capacity which allows the capability of:
  - *Making sound decisions;*
  - *Effective interaction and communication with others; and*
  - *Demonstrating intellectual capabilities.*

**Experience and Training Requirements**

**Experience:**

Three years of increasingly responsible chemical or biological laboratory testing experience.

**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in chemistry, bacteriology, sanitary engineering, chemical engineering or public health engineering or a related field.

**License or Certificate**

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

Possession of, ~~or ability to obtain,~~ a Grade III WasteWwater Quality Analyst certificate from the Nevada Water Environment Association within six months of the date of appointment.

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

Possession of a State of Nevada Division of Wildlife Safe Boating certificate within six months of the date of appointment.

**WORKING CONDITIONS**

**Environmental Conditions:**

Laboratory, wastewater treatment plant and field environments and wastewater treatment plant environment; exposure to potentially hazardous chemicals, waste and infectious materials; inclement weather conditions; work in or with water; work along the banks of the wash. Environment includes water sampling in a wash and on board a boat on a large lake, at times during extreme weather conditions.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting, climbing up and down banks of the wash; walking, standing, or sitting for prolonged periods of time; operating motorized vehicles, including a boat.

ARB

REV 9/24/03

FLSA: exempt; City: Nonexempt

CSB -6/30/9310/8/03

**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: October 8, 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 September 10, 2003
- IV. APPROVAL OF MINUTES: Teleconference Meeting of September 24, 2003
- V. BUSINESS
  - A. CERTIFICATION OF ELIGIBLE LISTS:
    - 1. Communications Specialist – Promotional
    - 2. Communications Specialist – Open
    - 3. Court Clerk I – Promotional
    - 4. Court Clerk I – Open
    - 5. Cultural Center Coordinator – Promotional
    - 6. Cultural Center Coordinator – Open
    - 7. Legal Secretary – Promotional
    - 8. Legal Secretary – Open
    - 9. Senior Traffic Signal Electrician – Promotional
  - B. EXTENSION OF ELIGIBLE LISTS:
    - 1. Animal Control Officer I – Promotional
    - 2. Animal Control Officer I – Open
    - 3. Cultural Leader I – Promotional
    - 4. Deputy Fire Marshal – Promotional
    - 5. Equipment Operator I (Streets)– Promotional
    - 6. Equipment Operator I (Streets) – Open
    - 7. Fire Engineer – Promotional
    - 8. Fire Prevention Inspection Supervisor – Promotional
    - 9. Fire Prevention Inspector I – Promotional
    - 10. Fire Prevention Inspector I – Open
    - 11. Inspector (Electrical) – Promotional
    - 12. Inspector (Electrical) – Open
    - 13. Intake Technician – Open
    - 14. Mechanic I – Promotional
    - 15. Mechanic I – Open
    - 16. Painter I – Promotional
    - 17. Painter I – Open
    - 18. Public Safety Technician – Open
    - 19. Skilled Trades Helper – Promotional
    - 20. Skilled Trades Helper – Open
    - 21. Traffic Signal Electrician II – Promotional

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

**DATE: October 8, 2003**

**Page Two**

C. CLASSIFICATION SPECIFICATIONS:

1. Chemist – Revised

D. NOTICE OF APPEAL:

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**

**October 8, 2003**

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

I. CALL TO ORDER: September 10, 2003, at 4:35 p.m. in the Human Resources Department.

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

STAFF PRESENT

Sandy Gandy  
Kathy Gentile  
Tina Ramsey  
Benet Vega

OTHERS PRESENT

Lon Grasmick

- II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW:
- III. APPROVAL OF MINUTES of Regular Meeting of August 13, 2003: A motion was made by Trustee Tony Dorf that the minutes of the Regular Meeting of August 13, 2003 be approved. Trustee Lavonne Lewis seconded the motion. Motion carried.
- IV. APPROVAL OF MINUTES of Teleconference Meeting of August 27, 2003: There were no items on the August 27, 2003 agenda, so a teleconference meeting was not held. This was reflected in the minutes. A motion was made by Trustee Lavonne Lewis that the minutes of the Teleconference Meeting of August 27, 2003 be approved. Trustee Tony Dorf seconded the motion. Motion carried.

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

**V. BUSINESS:**

**A. CERTIFICATION OF ELIGIBLE LISTS:**

1. Agenda Technician II – Promotional
2. Deputy City Clerk I – Promotional
3. Deputy City Clerk I – Open
4. Fire Training Officer – Promotional
5. Inspections Supervisor – Promotional
6. Legal Technician – Promotional
7. Legal Technician – Open
8. Leisure Activities Assistant – Promotional
9. Leisure Activities Assistant – Open
10. Rapid Response Crew Leader – Promotional
11. Senior Code Enforcement Officer – Promotional
12. Senior Engineering Associate – Promotional
13. Senior Engineering Associate – Open

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

**B. EXTENSION OF ELIGIBLE LISTS:**

1. Accounting Technician I – Open
2. Assistant Fire Protection Engineer – Promotional
3. Assistant Fire Protection Engineer – Open
4. Fire Communications Technician I – Promotional
5. Fire Communications Technician I – Open
6. GIS Analyst II – Promotional
7. Signing & Marking Field Supervisor – Promotional
8. Signing & Marking Field Supervisor – Open
9. Signing & Marking Technician I – Promotional
10. Signing & Marking Technician I – Open
11. Sr. Buyer – Promotional
12. Sr. Field Electrician – Promotional
13. Sr. Field Electrician – Open
14. Sr. Pre-Trial Services Officer – Promotional
15. Sr. Technical Systems Analyst (Fire & Rescue) – Promotional
16. Sr. Technical Systems Analyst (Fire & Rescue) – Open
17. Sr. Technical Systems Analyst (Leisure Services) – Promotional
18. Trolley Operator – Open

A motion was made by Trustee Dorf that items 1 through 18 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Aliseo. Motion carried.

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

**C. CLASSIFICATION SPECIFICATIONS:**

1. Buyer I/II and Senior Buyer – Revised
2. Code Enforcement Supervisor – Revised
3. License Technician – Revised
4. Planner I – Revised
5. Planner II – Revised
6. Senior Animal Control Officer – Revised
7. Neighborhood Development Administrative Supervisor – New

A motion was made by Trustee Aliseo that item 1 through 7 of the Classification Specifications List be approved. The motion was seconded by Trustee Lewis. Motion carried.

**D. REQUEST TO BE PLACED ON REHIRE LIST:**

1. Stacey Campbell

A motion was made by Trustee Dorf that item 1 of the Request to be Placed on Rehire List be approved. The motion was seconded by Trustee Lewis. Motion carried.

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

1. Deputy City Marshal Harold F. Mulcahey

This item was asked to be held in abeyance due to the absence of the attorney for employee. The attorney was called out of town on a family emergency and could not attend the meeting. Item held in abeyance until next regularly scheduled meeting.

**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 4:40 p.m.



F. Claudette Enus  
Secretary to the Board

**CITY OF LAS VEGAS**  
**CIVIL SERVICE BOARD**  
**AGENDA DOCUMENTATION**  
**October 8, 2003**

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

I. CALL TO ORDER: September 24, 2003, at 11:30 a.m. via Teleconference

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

STAFF PRESENT  
Claudette Enus  
Judy Tuttle  
Ann Rubertino-Beck  
Louisa Tuilagi

OTHERS PRESENT  
None

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

III. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1) Equipment Operator II (Parks) – Promotional
- 2) Fire Captain – Promotional

Trustee Johan Aliseo made a motion to approve Item numbers 1 through 2 of the Eligible Lists to be certified. Trustee Tony Dorf seconded the motion. Motion carried.

IV. DISCUSSION ITEMS

None.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING  
ANNOTATED MINUTES  
DATE: September 24, 2003  
PAGE 2**

V. CITIZEN PARTICIPATION:

None.

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



F. Claudette Enus  
Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: October 8, 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)

---

**TOTAL ELIGIBLE LISTS PRESENTED: 7**

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1. Communications Specialist – Promotional	4	2	2
2. Communications Specialist – Open	144	57	50
3. Court Clerk I – Promotional	0	0	0
4. Court Clerk I – Open	53	42	42
5. Cultural Center Coordinator – Promotional	6	5	1
6. Cultural Center Coordinator – Open	47	28	5
7. Legal Secretary – Promotional	16	4	4
8. Legal Secretary - Open	75	36	24
9. Senior Traffic Signal Electrician – Promotional	3	2	2

CITY OF LAS VEGAS

ELIGIBLE LIST

Communications Specialist  
Examination

September 19, 2003 (Written)  
September 22-26, 2003 (Performance)  
Date of Test

03450308P  
Exam Code

Promotional  
Open/Promotional

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

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Communications Specialist  
Examination

September 19, 2003 (Written)  
September 22-26, 2003 (Performance)  
Date of Test

034503080  
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	64	GROUP 1	9
REJECTED	80	GROUP 2	31
<b>TOTAL RECEIVED</b>	<b>144</b>	GROUP 3	10
		<b>TOTAL ON LIST</b>	<b>50</b>

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%		50%	
PASSED	54		50	
FAILED	3		2	
<b>TOTAL TESTED</b>	<b>57</b>		<b>52</b>	
<b>DID NOT APPEAR</b>	<b>7</b>		<b>2</b>	

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Court Clerk I**  
**Examination**

**September 22, 2003**  
**Date of Test**

**03373008P**  
**Exam Code**

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

<b>NAME</b>
<b>GROUP 1</b>
None
<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	0	GROUP 1	0
REJECTED	0	GROUP 2	0
<b>TOTAL RECEIVED</b>	0	GROUP 3	0
		<b>TOTAL ON LIST</b>	0

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Court Clerk I**  
**Examination**

**September 22, 2003**  
**Date of Test**

**033730080**  
**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	44	GROUP 1	17
REJECTED	9	GROUP 2	19
<b>TOTAL RECEIVED</b>	53	GROUP 3	6
		<b>TOTAL ON LIST</b>	42

	<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	42			
FAILED	0			
<b>TOTAL TESTED</b>	42			
<b>DID NOT APPEAR</b>	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Cultural Center Coordinator  
Examination

September 16, 2003  
Date of Test

03298308P  
Exam Code

Promotional  
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Cultural Center Coordinator  
Examination

September 16, 2003  
Date of Test

032983080  
Exam Code

Open  
Open/Promotional

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

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	32	GROUP 1	0
REJECTED	15	GROUP 2	1
<b>TOTAL RECEIVED</b>	<b>47</b>	GROUP 3	4
		<b>TOTAL ON LIST</b>	<b>5</b>

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	5			
FAILED	23			
<b>TOTAL TESTED</b>	<b>28</b>			
<b>DID NOT APPEAR</b>	<b>4</b>			

CITY OF LAS VEGAS

ELIGIBLE LIST

Legal Secretary  
Examination

September 17, 2003  
Date of Test

03332608P  
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	11	GROUP 2	2
<b>TOTAL RECEIVED</b>	16	GROUP 3	2
		<b>TOTAL ON LIST</b>	4

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Legal Secretary  
Examination

September 17, 2003  
Date of Test

033326080  
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	50	GROUP 1	1
REJECTED	25	GROUP 2	4
<b>TOTAL RECEIVED</b>	<b>75</b>	GROUP 3	19
		<b>TOTAL ON LIST</b>	<b>24</b>

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	24			
FAILED	12			
<b>TOTAL TESTED</b>	<b>36</b>			
<b>DID NOT APPEAR</b>	<b>14</b>			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Traffic Signal Electrician**  
**Examination**

**September 19, 2003**  
**Date of Test**

**03256507P**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	3	GROUP 1	0
REJECTED	0	GROUP 2	2
<b>TOTAL RECEIVED</b>	3	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)	100%			
PASSED	2			
FAILED	0			
<b>TOTAL TESTED</b>	2			
<b>DID NOT APPEAR</b>	1			

## CITY OF LAS VEGAS

## AGENDA DOCUMENTATION

Date October 8, 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: 21**

	<b>REMAINING CANDIDATES ON LIST</b>	<b>LIST EXPIRES</b>	<b>EXT. TO</b>	<b>NUMBER OF THIS EXT.</b>
1. Animal Control Officer I - Promotional	1	10/09/03	04/09/04	1
2. Animal Control Officer I - Open	29	10/09/03	04/09/04	1
3. *Cultural Leader I - Promotional	1	06/11/03	12/11/03	1
4. Deputy Fire Marshal - Promotional	2	10/09/03	04/10/04	2
5. Equipment Operator I (Streets) - Promotional	3	10/23/03	04/23/04	2
6. Equipment Operator I (Streets) - Open	4	10/23/03	04/23/04	2
7. Fire Engineer - Promotional	11	10/23/03	04/23/04	1
8. Fire Prevention Inspection Supervisor - Promotional	1	10/09/03	04/09/04	2
9. Fire Prevention Inspector I - Promotional	12	10/09/03	04/09/04	2
10. Fire Prevention Inspector I - Open	79	10/09/03	04/09/04	2
11. Inspector (Electrical) - Promotional	5	10/23/03	04/23/04	1
12. Inspector (Electrical) - Open	40	10/23/03	04/23/04	1
13. Intake Technician - Open	12	10/09/03	04/09/04	1
14. Mechanic I - Promotional	1	10/23/03	04/23/04	1
15. Mechanic I - Open	18	10/23/03	04/23/04	1
16. Painter I - Promotional	11	10/09/03	04/09/04	2
17. Painter I - Open	53	10/09/03	04/09/04	2
18. Public Safety Technician - Open	25	10/09/03	04/09/04	1
19. Skilled Trades Helper - Promotional	11	10/23/03	04/23/04	1
20. Skilled Trades Helper - Open	22	10/23/03	04/23/04	1
21. Traffic Signal Electrician II - Promotional	2	10/23/03	04/23/04	2

\*This list was not extended in June due to Human Resources oversight.

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date October 8, 2003

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

---

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

---

**BOARD ACTION: DISCUSSION AND POSSIBLE ACTION**

---

**CLASSIFICATION SPECIFICATIONS:**

**REVISED:**

1. Chemist

Chemist was revised to reflect current responsibilities and requirements.

**RECOMMENDATION**

The City recommends approval of this revised classification specification.

## CHEMIST

*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 collect samples; to perform chemical and bacteriological analyses necessary for determining the efficiency of the chemical and biological processes of wastewater treatment in accordance with established methods; and to perform a variety of technical tasks relative to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Laboratory Superintendent.

May exercise functional and technical supervision over professional and technical staff.

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

#### Essential Functions:

1. Collect wastewater, ground water, surface water and other samples; maintain full chain of custody.
2. Analyze samples of varying types for physical, chemical and microbial constituents; calculate and evaluate results; complete documentation; enter data into databases and spreadsheets.
3. Perform chemical, bacteriological, and biochemical investigations to develop and improve laboratory and field methods.
4. Conduct field and laboratory experiments to determine the effects and suitability of chemicals used in wastewater treatment.
5. Devise and adapt complex sampling methods.
6. Prepare reports on routine analyses, special projects, quality control and other operational issues to ensure that quality standards, efficiency and schedules are met.
7. Evaluate statistically complex data; confer with professional and technical staff to interpret test results and develop standard tests.
8. Review analytical procedures; make recommendations to Quality Assurance Officer or Laboratory Superintendent.

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

**Essential Functions:**

9. Prepare standard solutions; make stoichiometric calculations.
10. Determine the cause(s) of problems with wastewater processes; make corrective action recommendations to Laboratory Superintendent and wastewater treatment plant staff.
11. Clean glassware and equipment; perform laboratory housekeeping.
12. Perform quality assurance and quality control tasks related to State of Nevada Laboratory Certification requirements.
13. Learn and contribute to the development and modification of wastewater treatment processes and laboratory procedures.

**Marginal Functions:**

1. Maintain sampling compositors.
2. Order lab chemicals, supplies and equipment.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles of organic, inorganic, and physical chemistry.  
Principles of qualitative and quantitative analysis.  
Chemical laboratory procedures, techniques, and equipment.  
Principles of biochemistry.  
Permits and regulations relative to the analysis of wastewater.  
Modern laboratory procedures, methods and computer equipment.  
Sampling procedures and field equipment.  
Validation procedures.  
Pertinent federal, state, and local laws, codes and regulations.  
Occupational hazards and standard lab and sampling safety practices.

**Ability to:**

Interpret and explain laboratory policies and procedures.  
Conduct complex research projects.  
Use and maintain laboratory equipment.  
Develop sampling plans.  
Analyze, interpret, and apply the results of laboratory testing.  
Coordinate the activities of a technical laboratory.  
Use computers and a variety of complex computer software programs.

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

**Ability to:**

Prepare clear, concise and technical reports.

Work independently without direct supervision.

Communicate clearly and concisely, both orally and in writing.

Operate and maneuver a sampling boat.

Establish and maintain effective working relationships with those contacted in the course of work, including City officials and the general public.

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; and*
- *Operating assigned equipment and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

**Experience and Training Requirements**

**Experience:**

Three years of increasingly responsible chemical or biological laboratory testing experience.

**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in chemistry or a related field.

**License or Certificate**

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

Possession of a Grade III Wastewater Quality Analyst certificate from the Nevada Water Environment Association within six months of the date of appointment.

Possession of a State of Nevada Division of Wildlife Safe Boating certificate within six months of the date of appointment.

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

**WORKING CONDITIONS**

**Environmental Conditions:**

Laboratory, wastewater treatment plant and field environments ; exposure to potentially hazardous chemicals, waste and infectious materials; inclement weather conditions; work in or with water; work along the banks of the wash. Environment includes water sampling in a wash and on board a boat on a large lake, at times during extreme weather conditions.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting, climbing up and down banks of the wash; walking, standing, or sitting for prolonged periods of time; operating motorized vehicles, including a boat.

ARB  
REV 9/24/03  
FLSA: exempt; City: nonexempt

CSB 10/8/03

## CHEMIST

*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 collect ~~wastewater~~ samples; to perform chemical and bacteriological analyses necessary for determining the efficiency of the chemical and biological processes of wastewater treatment in accordance with established methods; and to perform a variety of technical tasks relative to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Laboratory ~~Supervisor~~ Superintendent.

May exercise functional and technical supervision over professional and technical staff.

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

#### Essential Functions:

1. Collect wastewater, ground water, surface water and other samples; maintain full chain of custody.
2. Analyze samples of varying types for physical, chemical and microbial constituents; calculate and evaluate results; complete documentation; enter data into databases and spreadsheets.
- ~~1.3.~~ Perform chemical, bacteriological, and biochemical investigations to develop and improve laboratory and field methods ~~and apparatus for analyses of wastewater.~~
- ~~2.4.~~ Conduct field and laboratory experiments to determine the effects and suitability of chemicals used in wastewater treatment.
- ~~3.~~ ~~Collect wastewater or ground water samples for analysis; maintain full chain of custody for collected samples.~~
- ~~4.~~ ~~Analyze samples, fumes, vapors, gases, dust and industrial materials; evaluate results; calculate and record data.~~
- ~~5.~~ ~~Conducts routine bacteriological identifications.~~
- 6.5. Devise and adapt complex sampling methods.

CITY OF LAS VEGAS  
Chemist (continued)

7.6. Prepare reports on routine analyses, special projects, quality control and other operational issues to ensure that quality standards, efficiency and schedules are met.

8.7. Evaluate statistically complex data; confer with professional and technical staff to interpret test results and/or develop standard tests.

9.8. Review ~~operating analytical procedures relative to laboratory analyses;~~ make recommendations to Quality Assurance Officer or Laboratory ~~Supervisor~~ Superintendent.

10.9. Prepare standard solutions; make stoichiometric calculations.

11.10. Determine the cause(s) of ~~corrosive action on wastewater equipment problems with wastewater processes;~~ make corrective action recommendations to Laboratory ~~Supervisor~~ Superintendent and wastewater treatment plant staff.

11. Clean glassware and equipment; perform laboratory housekeeping.

12. Perform quality assurance and quality control tasks related to State of Nevada Laboratory Certification requirements.

13. Learn and contribute to the development and modification of wastewater treatment processes and laboratory procedures.

Marginal Functions:

1. Clean ~~Maintain~~ sampling compositors ~~buildings~~.
2. Order lab chemicals, supplies, ~~chemical apparatus~~, and equipment.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles of organic, inorganic, and physical chemistry.  
Principles of qualitative and quantitative analysis.  
Chemical laboratory procedures, techniques, and equipment.  
Principles of biochemistry.  
Permits and regulations relative to the analysis of wastewater.  
Modern laboratory procedures, methods and computer equipment.  
Sampling procedures and field equipment.  
Validation procedures.  
Pertinent federal, state, and local laws, codes and regulations.  
Occupational hazards and standard lab and sampling safety practices.

Ability to:

CITY OF LAS VEGAS  
Chemist (*continued*)

Interpret and explain laboratory policies and procedures.

Conduct complex research projects.

Use and maintain laboratory equipment.

Develop ~~special-sampling-techniques plans.~~

Analyze, interpret, and apply the results of laboratory testing.

Coordinate the activities of a technical laboratory.

Use computers and a variety of complex computer software programs.

Prepare clear, concise and technical reports.

Work independently ~~in the absence of~~ without direct supervision.

Communicate clearly and concisely, both orally and in writing.

Operate and maneuver ~~26 ft.~~ a sampling boat.

Establish and maintain effective working relationships with those contacted in the course of work, including City officials and the general public.

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; and*
- *Operating assigned equipment and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

**Experience and Training Requirements**

**Experience:**

Three years of increasingly responsible chemical or biological laboratory testing experience.

**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in chemistry, bacteriology, ~~sanitary engineering, chemical engineering or public health engineering~~ or a related field.

**License or Certificate**

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

Possession of, ~~or ability to obtain,~~ a Grade III WasteWwater Quality Analyst certificate from the Nevada Water Environment Association within six months of the date of appointment.

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

Possession of a State of Nevada Division of Wildlife Safe Boating certificate within six months of the date of appointment.

**WORKING CONDITIONS**

**Environmental Conditions:**

Laboratory, wastewater treatment plant and field environments and wastewater treatment plant environment; exposure to potentially hazardous chemicals, waste and infectious materials; inclement weather conditions; work in or with water; work along the banks of the wash. Environment includes water sampling in a wash and on board a boat on a large lake, at times during extreme weather conditions.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting, climbing up and down banks of the wash; walking, standing, or sitting for prolonged periods of time; operating motorized vehicles, including a boat.

ARB

REV 9/24/03

FLSA: exempt; City: Nonexempt

CSB 6/30/9310/8/03