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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: November 12, 2003**

**TIME: 4:30 p.m.**

4:30 - 4:37

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 October 8, 2003 - M-TD / 2<sup>nd</sup> EM } pass
- IV. APPROVAL OF MINUTES: Teleconference Meeting of October 22, 2003 - M-JA / TD - 2<sup>nd</sup> } pass
- V. BUSINESS
- A. CERTIFICATION OF ELIGIBLE LISTS:
1. Code Enforcement Officer I – Promotional
  2. Code Enforcement Officer I – Open
  3. Fire Health and Safety Training Officer – Promotional
  4. Fire Investigator I – Promotional
  5. Personnel Technician – Promotional
  6. Personnel Technician – Open
  7. Planning Technician – Promotional
  8. Planning Technician – Open
  9. Sr. Neighborhood Programs Officer – Promotional
  10. Sr. Neighborhood Programs Officer – Open
  11. Traffic Signal Technician I – Promotional
  12. Traffic Signal Technician I – Open
- M-TD }  
2-JA } pass
- B. EXTENSION OF ELIGIBLE LISTS:
1. Cultural Activities Specialist – Open
  2. Deputy City Marshal Sergeant – Promotional
  3. Firefighter/Paramedic – Open
  4. Maintenance Worker I – Open
  5. Parking Enforcement Officer – Promotional
  6. Parking Enforcement Officer – Open
  7. Senior Office Specialist – Promotional
  8. Senior Office Specialist – Open
  9. Traffic Barricade Inspector I – Promotional
  10. Traffic Barricade Inspector I – Open
  11. Traffic Communications Technician I – Promotional
  12. Traffic Communications Technician I – Open
- M-JA }  
2<sup>nd</sup>-EM } pass

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

**DATE: November 12, 2003**

**Page Two**

**C. CLASSIFICATION SPECIFICATIONS:**

1. Caseworker – Revised
2. Collections Officer – Revised
3. Collections Supervisor – Revised
4. Maintenance Worker I/II – Revised
5. Senior Custodian – Revised
6. Leisure Facilities Coordinator – New
7. Senior Judicial Enforcement Officer – New
8. Training Specialist – New

*M - JD } pass  
2nd - JA }*

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

1. Structural Plans Examiner – Promotional
2. Structural Plans Examiner – Open

*M - JA } pass  
2nd - JD }*

**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**

**November 12, 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: October 8, 2003, at 4:32 p.m. in the Human Resources Department.

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

STAFF PRESENT

Ruth Carroll  
Kathy Gentile  
Tina Ramsey  
Michele McNulty  
Benet Vega  
Dan Fischer

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 September 10, 2003: A motion was made by Trustee Tony Dorf that the minutes of the Regular Meeting of September 10, 2003 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting of September 24, 2003: A motion was made by Trustee Johan Aliseo that the minutes of the Teleconference Meeting of September 24, 2003 be approved. Trustee Tony Dorf seconded the motion. Motion carried.

**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.

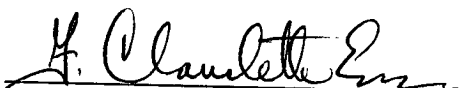
**VI. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED:**

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  
AGENDA DOCUMENTATION  
November 12, 2003**

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

**I. CALL TO ORDER: October 22, 2003, at 11:32 a.m. via Teleconference**

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

In the absence of Chairman Mark Larson, Trustee Johan Aliseo served as acting Chair for this meeting.

**STAFF PRESENT**  
Claudette Enus  
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) Pre-Trial Services Officer – Promotional
- 2) Pre-Trial Services Officer – Open
- 3) Sr. Engineering Technician (Traffic Engineering) – Promotional
- 4) Sr. Engineering Technician (Traffic Engineering) – Open
- 5) Supervisor of Fire Investigations – Promotional

Trustee Lavonne Lewis made a motion to approve Item numbers 1 through 5 of the Eligible Lists to be certified. Trustee Tony Dorf seconded the motion. Motion carried.

B. REQUEST TO BE PLACED ON REHIRE LIST:

- 1) Guy Nason

Trustee Tony Dorf made a motion to approve Item 1 of the Request To Be Placed On Rehire List. Trustee Lavonne Lewis seconded the motion. Motion carried.

C. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST:

- 1) Intake Technician – Open

Trustee Lavonne Lewis made a motion to approve Item 1 of the Abolishing Eligible List. Trustee Tony Dorf seconded the motion. Motion carried.


IV. DISCUSSION ITEMS

None.

V. CITIZEN PARTICIPATION:

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:37 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: November 12, 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: 12

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1. Code Enforcement Officer I – Promotional	53	40	33
2. Code Enforcement Officer I – Open	168	84	64
3. Fire Health and Safety Training Officer – Promotional	3	1	1
4. Fire Investigator I – Promotional	9	7	7
5. Personnel Technician - Promotional	21	5	3
6. Personnel Technician – Open	157	4	3
7. Planning Technician – Promotional	2	1	1
8. Planning Technician – Open	40	22	16
9. Sr. Neighborhood Programs Officer – Promotional	1	1	0
10. Sr. Neighborhood Programs Officer – Open	34	13	0
11. Traffic Signal Technician I – Promotional	2	2	1
12. Traffic Signal Technician I – Open	85	63	15

CITY OF LAS VEGAS

ELIGIBLE LIST

Code Enforcement Officer I  
Examination

October 27, 2003  
Date of Test

03281109P  
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	49	GROUP 1	9
REJECTED	4	GROUP 2	13
<b>TOTAL RECEIVED</b>	53	GROUP 3	11
		<b>TOTAL ON LIST</b>	33

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	33			
FAILED	7			
<b>TOTAL TESTED</b>	40			
<b>DID NOT APPEAR</b>	9			

CITY OF LAS VEGAS

ELIGIBLE LIST

Code Enforcement Officer I  
Examination

October 27, 2003  
Date of Test

032811090  
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	112	GROUP 1	2
REJECTED	56	GROUP 2	28
<b>TOTAL RECEIVED</b>	168	GROUP 3	34
		<b>TOTAL ON LIST</b>	64

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	64			
FAILED	20			
<b>TOTAL TESTED</b>	84			
<b>DID NOT APPEAR</b>	28			

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Health & Safety Training Officer  
Examination

October 29, 2003  
Date of Test

037952809P  
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	1	GROUP 1	0
REJECTED	2	GROUP 2	0
<b>TOTAL RECEIVED</b>	3	GROUP 3	1
		<b>TOTAL ON LIST</b>	1

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

\*Per the MOU between the City of Las Vegas and IAFF, Local 1285 this eligible list is arranged by score from highest to lowest.

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Investigator I  
Examination

October 20, 2003  
Date of Test

03430308P  
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	9	GROUP 1	2
REJECTED	0	GROUP 2	2
<b>TOTAL RECEIVED</b>	9	GROUP 3	3
		<b>TOTAL ON LIST</b>	*7

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	7			
FAILED	0			
<b>TOTAL TESTED</b>	7			
<b>DID NOT APPEAR</b>	2			

\*Per the MOU between the City of Las Vegas and IAFF, Local 1285 this eligible list is arranged by score from highest to lowest.

CITY OF LAS VEGAS

ELIGIBLE LIST

Personnel Technician  
Examination

October 21, 2003  
Date of Test

03332909P  
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	6	GROUP 1	0
REJECTED	15	GROUP 2	0
<b>TOTAL RECEIVED</b>	<b>21</b>	GROUP 3	3
		<b>TOTAL ON LIST</b>	<b>3</b>

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		3		
FAILED		2		
<b>TOTAL TESTED</b>		<b>5</b>		
<b>DID NOT APPEAR</b>		<b>1</b>		

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Planning Technician**  
**Examination**

**October 14, 2003**  
**Date of Test**

**03341509P**  
**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	1	GROUP 1	0
REJECTED	1	GROUP 2	1
<b>TOTAL RECEIVED</b>	<b>2</b>	GROUP 3	0
		<b>TOTAL ON LIST</b>	<b>1</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)	100%			
PASSED	1			
FAILED	0			
<b>TOTAL TESTED</b>	<b>1</b>			
<b>DID NOT APPEAR</b>	<b>0</b>			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Planning Technician**  
**Examination**

**October 14, 2003**  
**Date of Test**

**033415090**  
**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	34	GROUP 1	3
REJECTED	6	GROUP 2	8
<b>TOTAL RECEIVED</b>	40	GROUP 3	5
		<b>TOTAL ON LIST</b>	16

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	16			
FAILED	6			
<b>TOTAL TESTED</b>	22			
<b>DID NOT APPEAR</b>	12			

CITY OF LAS VEGAS

ELIGIBLE LIST

Sr. Neighborhood Programs Officer  
Examination

October 27, 2003  
Date of Test

037950309P  
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	1	GROUP 1	0
REJECTED	0	GROUP 2	0
<b>TOTAL RECEIVED</b>	1	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	1			
<b>TOTAL TESTED</b>	1			
<b>DID NOT APPEAR#</b>	0			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Sr. Neighborhood Programs Officer  
Examination**

**October 27, 2003  
Date of Test**

**0379503090  
Exam Code**

**Open  
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	18	GROUP 1	0
REJECTED	16	GROUP 2	0
<b>TOTAL RECEIVED</b>	<b>34</b>	GROUP 3	0
		<b>TOTAL ON LIST</b>	<b>0</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)	100%			
PASSED	0			
FAILED	13			
<b>TOTAL TESTED</b>	<b>13</b>			
<b>DID NOT APPEAR#</b>	<b>4</b>			
<b>WITHDREW#</b>	<b>1</b>			

CITY OF LAS VEGAS

ELIGIBLE LIST

Traffic Signal Technician I  
Examination

October 24, 2003  
Date of Test

03297409P  
Exam Code

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Traffic Signal Technician I  
Examination

October 24, 2003  
Date of Test

032974090  
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	74	GROUP 1	3
REJECTED	11	GROUP 2	4
<b>TOTAL RECEIVED</b>	85	GROUP 3	8
		<b>TOTAL ON LIST</b>	15

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	15			
FAILED	48			
<b>TOTAL TESTED</b>	63			
<b>DID NOT APPEAR</b>	11			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date November 12, 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: 12**

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Cultural Activities Specialist - Open	9	11/14/03	05/14/04	1
2. Deputy City Marshal Sergeant – Promotional	2	11/14/03	05/14/04	1
3. Firefighter/Paramedic – Open	13	11/08/03	05/08/04	3
4. Maintenance Worker I – Open	69	11/14/03	05/14/04	1
5. Parking Enforcement Officer – Promotional	7	11/28/03	05/28/04	1
6. Parking Enforcement Officer – Open	242	11/28/03	05/28/04	1
7. Senior Office Specialist – Promotional	24	11/28/03	05/28/04	1
8. Senior Office Specialist – Open	28	11/28/03	05/28/04	1
9. Traffic Barricade Inspector I – Promotional	6	11/14/03	05/14/04	1
10. Traffic Barricade Inspector I – Open	20	11/14/03	05/14/04	1
11. Traffic Communications Technician I – Promotional	1	11/22/03	05/22/04	3
12. Traffic Communications Technician I – Open	13	11/22/03	05/22/04	3

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date November 12, 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. Caseworker
2. Collections Officer
3. Collections Supervisor
4. Maintenance Worker I/II
5. Senior Custodian

Caseworker and Collections Officer were revised to better reflect the duties currently being performed.

Collections Supervisor classification was previously used in Municipal Court. This classification is now needed in the City Treasurer's office and the revisions were made to reflect their needs.

Maintenance Worker I/II was revised to better reflect the duties actually performed.

Senior Custodian was revised to more clearly indicate it is a working classification.

**NEW:**

6. Leisure Facilities Coordinator
7. Senior Judicial Enforcement Officer
8. Training Specialist

Leisure Facilities Coordinator and Senior Judicial Enforcement Officer were created to better reflect the level of duties currently being performed.

Training Specialist was created to meet the needs of the Fire and Rescue Department.

**RECOMMENDATION**

The City recommends approval of these revised and new classification specifications.

## CASEWORKER

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

### DEFINITION

To provide case management services to individuals seeking employment assistance through the Educational Vocational Opportunities Leading to Valuable Experience (EVOLVE) Program. Case management is defined as the process by which an individual's needs are identified, assessed, and addressed by developing a customized plan that coordinates the delivery of all services.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Neighborhood Services Program Coordinator.

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

#### Essential Functions:

1. Conduct a needs assessment to identify eligibility, assets, aptitudes, service needs and barriers such as housing, transportation and employment; create an individualized plan to meet all needs; recognize symptoms and behaviors of emotional and psychological disorders or substance abuse and refer participant to appropriate treatment or services.
2. Work with participants to motivate, encourage, develop and reinforce independence, self-reliance and self-esteem; counsel participants and assist them to understand causes and contributing factors to problems; encourage participants to identify and use personal and external resources to resolve or alleviate problems.
3. Provide ongoing case management services by monitoring delivery of services and reassessing client needs; track client progress, evaluate case plan effectiveness and manage resources; assist clients in identifying strengths and barriers and in developing problem-solving and coping skills.
4. Assist participants in obtaining educational and vocational training, family counseling, substance abuse treatment, child support services, employment and skills based education.
5. Develop and implement an employment plan that presents intervention strategies to meet client needs including alternative placement, job training, socialization, vocational training, job placement assistance and other support services needed to secure stable employment.

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

6. Document case activities; maintain complete and accurate written case histories to include client status, progress and assessment results; complete necessary forms and prepare relevant correspondence and case reports according to established procedure; complete referral and billing forms for services provided; prepare reports and statistics as required.
7. Provide crisis intervention in the office or community; report any instances of neglect or abuse to the appropriate authorities; utilize appropriate controls for individuals who may be aggressive, combative or hostile by following established protocols and policies.
8. . Assist in the enhancement and development of public and private community resources.
9. . Coordinate services with community treatment and service providers to insure a continuum of care.

**When assigned to the Educational Component:**

1. Oversee an accelerated program to qualify individuals with non-education degrees to teach English as a second language (TESL), bilingual education or math/science in elementary and secondary schools.

**When assigned to the Ex-Offender Component:**

1. Work with ex-felons from six months before release from incarceration, up to twelve months after release, to transition them back into the community; coordinate efforts with correctional facilities, pre-release caseworkers, parole and probation staff, job mentors and job developers.
2. Coordinate services with the participant's parole and probation officer; discuss concerns and keep officer informed of participant's progress and status.

**Marginal Functions:**

1. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Vocational guidance principles, techniques and practices.  
Human behavior and the behavioral sciences, and dynamics of interpersonal relationships.  
Social problems and their causes, effects and means of remediation.  
Community resources providing assistance to families and individuals.  
Occupational opportunities and qualifications.  
The socioeconomic and cultural conditions found in the local community and within the target population.  
Advanced techniques and methods of customer service and interpersonal communication.  
Advanced interviewing and counseling techniques.  
Basic symptoms and behaviors of emotional or psychological disorders.

CITY OF LAS VEGAS  
Caseworker (*continued*)

**Knowledge of:**

Pertinent federal, state and local laws, codes, regulations.  
Business English, including sentence structure, spelling, grammar and punctuation.  
Common office software, including word processing, spreadsheet and database applications.

**Ability to:**

Apply rehabilitation and motivational techniques, principals, and concepts to casework.  
Maintain records and prepare reports and correspondence.  
Demonstrate respect and sensitivity for cultural differences.  
Communicate with individuals from a variety of social, cultural, economic and educational backgrounds.  
Vary method or approach to suit situation or participant.  
Deal with frequent change, delays or unexpected events.  
Work with limited direct supervision.  
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.  
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:**

Three years of experience in social work, vocational counseling, or a closely related field.

**Training:**

Equivalent to a bachelor's degree with major course work in social work, social services, counseling, psychology, social psychology, criminal justice or a related field.

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

**Special Requirement**

Fluency in Spanish is desirable.

One-Stop Site hours will accommodate participants' schedules; Caseworkers will be required to work non-traditional hours to staff the Site.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens. May be exposed to hostile individuals.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

KAG  
REV 10/07/03  
FLSA & City: nonexempt

CSB 11/12/03

## COLLECTIONS OFFICER

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

### DEFINITION

To locate and contact individuals and businesses owing money to the City of Las Vegas and persuade them to pay; and to perform a variety of technical tasks relative to assigned areas of responsibility.

### SUPERVISION RECEIVED

Receives direction from the City Treasurer.

May exercise technical and functional supervision over clerical 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 money owed to the City of Las Vegas by individuals and businesses for parking tickets and returned checks in payment for accounts receivable, business licenses, sewer payments, permit fees, park reservations, leisure activities and others.
2. Review a variety of reports, noting and correcting discrepancies in the application of payments or problems with computer processing, and researching missing data on responsible parties.
3. Ensure that notices are sent for parking tickets 35 and 55 days past due; contact customers with large amounts outstanding by telephone or letter requesting payment.
4. Place stops on the Department of Motor Vehicles (DMV) computer system to prevent vehicle owners with outstanding parking tickets from renewing their license plates; verify payment received and remove stop when paid in full.
5. Track payments and additional fees and ensure that total amount due is accurate; ensure that accurate and detailed records are retained.
6. Answer telephone, mail, email and in-person inquiries, many of which require detailed review and research of information; provide requested information, schedule administrative hearings, explain procedures and answer questions; assist front counter staff with more complex or non-routine questions and situations.

**CITY OF LAS VEGAS  
Collections Officer (continued)**

**Essential Functions:**

7. Make short term installment arrangements for customers who cannot pay in full; maintain records of payments and contact customers who become delinquent; refer problem accounts to City Attorney's Office for civil action; handle wage garnishments, if granted.
8. Access a variety of computer systems to obtain information, track payments, locate customers locally and out of the area, and place and remove DMV stops.
9. Appear before the parking ticket Hearing Officer, if requested, to assist with the details of customer's situation.
10. Prepare periodic reports of activities and results as requested.

**Marginal Functions:**

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; answer questions; resolve problems or complaints in an efficient and timely manner.
2. Serve as the division contact for contracted collection agencies.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, procedures and activities of a collections program.  
Methods and techniques of filing and record keeping systems.  
Operational characteristics of personal computers, terminals and revenue terminals.  
Generally accepted collection practices and procedures.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

Deal tactfully with customers.  
Interpret, apply, explain and enforce applicable city laws, codes, regulations, policies and procedures.  
Use a variety of resources to research cases and locate customers.  
Make computations accurately and rapidly.  
Work independently without direct supervision.  
Use initiative and independent judgment within established guidelines.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with the public and fellow employees.

CITY OF LAS VEGAS  
Collections Officer (*continued*)

**Ability to:**

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:

- *Walking, standing, sitting for extended periods of time; and*
- *Operating assigned equipment.*

**Experience and Training Requirements**

**Experience:**

Two years of increasingly responsible professional revenue collection experience in a financial institution, retail company, collection agency or government agency, including two years of difficult public contact in revenue collection.

**Training:**

Equivalent to graduation from high school supplemented by college level course work in business administration or a closely related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for standing and sitting for prolonged periods of time.

KAG  
REV 9/23/03  
FLSA & CITY: nonexempt  
CSB: 11/12/03

## COLLECTIONS SUPERVISOR

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

### DEFINITION

To supervise, assign and review the work of staff responsible for the parking fines collection program; to oversee and participate in payment counseling; and to perform a variety of technical tasks related to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from City Treasurer.

Exercises direct supervision over professional, technical, clerical and 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, review and supervise the work of staff responsible for the parking fines collection program.
2. Develop, recommend and assist in the implementation of goals and objectives; develop, recommend and implement policies, procedures, new collection programs and techniques and revise existing ones.
3. Establish schedules and methods for providing appropriate services; identify resource needs and review needs with management staff, allocate resources accordingly.
5. Evaluate the collection program, its effectiveness and the services provided to the public.
6. Select, 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.
7. Verify the work of employees for accuracy, proper work methods and techniques and compliance with applicable policy and procedure.
8. Participate in the preparation and administration of the section budget, submit budget recommendations and monitor expenditures.

**CITY OF LAS VEGAS**  
**Collections Supervisor (continued)**

**Essential Functions:**

9. Prepare oral and written reports on fines collections programs in accordance with established laws and principles of confidentiality. Prepare analytical and statistical reports on operations and activities.
10. File small claims actions for any unpaid accounts receivable of \$2500 or less; represent the City in small claims court; follow through on collection of judgments issued in favor of the City; refer amounts over \$2500 to the City Attorney's Office.
11. Draft policies and procedures for new collections programs for review and approval by City Treasurer and Director, Finance and Business Services; implement approved programs; recommend improvements to existing programs.
12. Ensure that City's record retention schedule is followed; remove and destroy old records.

**Marginal Functions:**

1. Attend and participate in professional group meetings. Stay abreast of new trends and innovations in the field of collections and related areas.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, procedures and activities of a collections program.  
Principles and practices of supervision, training and performance evaluation.  
Principles and techniques of program planning, development and evaluation.  
Accepted collection practices, techniques and procedures.  
Pertinent federal, state and local laws, codes and regulations.  
Operational characteristics of computer systems and databases.  
Methods and techniques of filing and record keeping systems.

**Ability to:**

Deal tactfully with customers.  
Interpret, apply, explain and enforce applicable city laws, codes, regulations, policies and procedures.  
Use a variety of resources to research cases and locate customers.  
Make computations accurately and rapidly.  
Make objective analyses and sound recommendations.  
Interpret, apply, explain and enforce city and department policies and procedures.  
Prepare clear and concise reports.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**CITY OF LAS VEGAS**  
**Collections Supervisor (*continued*)**

**Ability to:**

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:**

Three years of increasingly responsible professional revenue collection experience involving difficult public contact in a financial institution, collection agency, retail company or government agency, including at least one year of supervisory or lead responsibility.

**Training:**

Equivalent to an Associate degree from an accredited college or university with major course work in business administration or related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time; moderate lifting.

KAG  
REV 9/23/03  
FLSA: exempt; City: non-exempt  
CSB 11/12/03

**MAINTENANCE WORKER I  
MAINTENANCE WORKER II**

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

**DEFINITION**

To perform semi-skilled and skilled work in the construction, maintenance and related service activities related to street, sanitary sewer, wastewater treatment, parks and cemetery maintenance.

**DISTINGUISHING CHARACTERISTICS**

**Maintenance Worker I**—This is the entry level class in the Maintenance Worker series. This class is distinguished from the Maintenance Worker II by the performance of the more routine tasks and duties assigned to positions within the series including maintaining parks and open spaces, city streets, the cemetery, wastewater treatment facility and sanitary sewers, and performing more of the semi-skilled tasks involved with these operations. This class may be used as a training class, wherein employees need only limited or no directly related work experience, or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

**Maintenance Worker II**—This is the full journey level class within the Maintenance Worker series. Employees within this class are distinguished from the Maintenance Worker I by the performance of the full range of duties as assigned including the more complex and skilled duties of the classification. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, selected candidates have prior experience.

**SUPERVISION RECEIVED**

**Maintenance Worker I**

Receives immediate supervision from higher level staff.

**Maintenance Worker II**

Receives general supervision from higher level staff.

CITY OF LAS VEGAS  
Maintenance Worker I/II (Continued)

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

Essential Functions:

1. Clean and maintain roads, alleyways, streets, sanitary sewers, parks, open spaces, cemetery, and playground equipment; remove graffiti; assist with flood control efforts and cleanup; clean up oil spills; haul debris and trash, install ramps and curb cuts.
2. Construct forms, pour and finish concrete on curb, gutter, sidewalk, street, alley and other related areas; dig ditches, backfill trenches and holes; install storm drain pipes; perform concrete repairs as needed.
3. Assist in construction and repair of concrete bridges throughout the city.
4. Break and repair concrete and asphalt surfaces; excavate and replace concrete, asphalt and blacktop surfaces; repair and install fences and gates; lay brick.
5. Operate pneumatic and hand tools; may operate light equipment; clean and maintain equipment; provide assistance to equipment operators.
6. Set up and take down traffic warning devices and barricades for traffic control.
7. Mow with a hand mower, plant, cultivate, weed and trim turf edges, trees, shrubs and flowers; lay sod and plant grass seed; prepare planters for planting; load and unload landscape materials..
8. Spray herbicides, pesticides and fertilizers, under the direction of a licensed applicator.
9. Assist in the construction of new parks and outdoor recreational facilities; maintain existing facilities; lay out game fields; rake and level ball diamonds to prepare for use.
10. Mix materials to be used on job assigned.
11. Clean public rest rooms, pavilions, picnic areas, parking lots, gutters and curbs; clean turf and hardscape areas.
12. Maintain and repair sewer lines and clean drainage ditches; relocate man holes and sewer lines on over-laid streets; investigate and respond to odor complaints; deodorize lines.
13. Assist in the installation and repair of pumps, valves and other plant equipment; clean and paint wastewater treatment plant equipment as needed.

**CITY OF LAS VEGAS**  
**Maintenance Worker I/II (Continued)**

**Essential Functions:**

14. Maintain pool facilities, including picking up litter, cleaning rest rooms, showers, locker rooms, pool decks, windows, staff areas; brush and backwash pools; check water quality and chemical balance; perform minor repairs such as tightening nuts, bolts and screws on lifeguard stands, diving boards, bleachers and pool ladders; empty pool filter baskets; identify major repairs and report to Pool Technician; paint staff areas as needed; maintain inventory of equipment and supplies.
15. Maintain records and logs of all work performed.

**When Assigned to Rapid Response Team in Neighborhood Services Department**

1. Removal of illegal signs, graffiti, trash, debris, vegetation, vagrant camps, dilapidated fences, shopping carts, basketball hoops, junk vehicles and abandoned appliances from medians, public rights-of-way and city property.
2. Drain stagnant swimming pools.

**Marginal Functions:**

1. Perform basic repairs to drip and pop-up irrigation systems such as replacing emitters, risers and irrigation heads and drip supply lines.
2. Respond to public inquiries in a courteous manner.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Maintenance Worker I**

**Knowledge of:**

Basic methods and techniques of general construction, maintenance and repair related to the area of work assigned.  
Equipment and tools used in the area of work assigned.  
Occupational hazards and standard safety practices.

**Ability to:**

Learn to perform a variety of skilled maintenance, construction and repair work in the area of work assigned.  
Learn to operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.  
Learn to perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.  
Perform heavy manual labor.  
Understand and follow oral and written instructions.

**CITY OF LAS VEGAS**  
**Maintenance Worker I/II (Continued)**

**Ability to:**

- Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- *Walking or standing for extended periods of time; and*
  - *Operating assigned equipment and vehicles.* Maintain effective audio-visual discrimination and perception needed for:
    - *Making observations;*
    - *Reading and writing;*
    - *Communicating with others; 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:**

One year of experience performing field maintenance work within the assigned area of work is desirable.

**Training:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**License or Certificate**

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

**Maintenance Worker II**

In addition to the qualifications for Maintenance Worker I:

**Ability to:**

- Perform a variety of skilled maintenance, construction and repair work in the area of work assigned.  
Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.  
Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.

CITY OF LAS VEGAS  
Maintenance Worker I/II (Continued)

Experience and Training Requirements

Experience:

Two years of increasingly responsible field maintenance experience.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

WORKING CONDITIONS

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

Environmental Conditions:

*Location:* Mostly outdoors in a field environment with exposure to all typical weather conditions, including travel from site to site, and indoors within various building facilities.

*Hazards:* Exposure to sharp objects, pinch points, moving objects, vehicles, dust, noise, vibration, grease, smoke, fumes, gasses, uneven and slippery surfaces, cramped quarters, working at heights, biological waste, sewer hazards, toxic and caustic chemicals, inclement weather conditions and electrical shock.

*Equipment used:* City vehicles, tractors, forklift, garbage truck, dump truck, hoist, ladders, variety of hand and power tools, jackhammer, measuring and testing equipment and other equipment associated with the building trades.

*Safety Equipment:* Respirator, goggles, hearing and eye protection, safety shoes, dust mask, hard hat, gloves, and other protective equipment as needed. Back support belts are optional.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

*Standing/walking:* Frequent-constant standing, in combination with walking, indoors and outdoors, while performing general maintenance duties. Depending on assignment walks up to 7 miles per day on all types of terrain, uneven ground and slopes.

*Sitting:* Occasionally, while working at ground level, driving or riding in vehicles, often over uneven terrain with frequent bouncing and jarring.

*Lift/carry:* Frequent lifting, 5-50 lbs., tools, trash, equipment, vegetation and debris. Occasionally, 50-100 lbs., tools, manhole covers, equipment, materials, heavy debris and furniture. Carrying up to 25 ft. Infrequently carrying up to 50 ft.

*Push/pull:* Frequently, using both hands and arms in popping manhole covers, moving equipment or materials, using hand and power tools, exerting a force of 25-75 lbs while shoveling, pulling and chopping vegetation, moving heavy debris onto truck, moving heavy materials and objects.

*Climbing:* Occasionally, ladders, 5-9 tier bleachers, stairs, up and down steep terrain and on and off vehicles depending on assigned tasks.

**CITY OF LAS VEGAS**  
**Maintenance Worker I/II (Continued)**

**Physical Conditions:**

*Bending/twisting:* Frequently, at waist, knees and neck while working in a variety of positions performing maintenance and manual labor duties. May be required to do extensive shoveling, raking, hoeing and weeding.

*Kneeling/crouching/crawling:* Frequently, while performing manual labor, repair and maintenance duties at street or ground level. May work in ditches and storm drains.

*Hands/arms:* Constant use of hand and arms reaching, grasping, fingering, gripping, and handling while using hand and power tools, performing labor tasks and shoveling. Requires overhead reaching for sign removal, loading items on truck for disposal and using tools. Can involve extensive use of hand tools in shoveling, raking, etc.

*Sight:* Constant use of sight abilities, including hand and eye coordination and depth perception to safely operate tools, equipment and vehicles.

*Speech/hearing:* Constantly, in communicating with coworkers and maintaining a safe work environment.

*Other physical demands:* Working occasionally in extremely hot conditions while making asphalt repairs.

ARB  
REV 09/15/03  
FLSA and City: nonexempt

CSB 11/12/03

## SENIOR CUSTODIAN

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

### DEFINITION

To lead, oversee and participate in the more complex and difficult work of staff responsible for the cleaning of city buildings and facilities; and to perform a variety of technical tasks related to assigned area of responsibility.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Custodian series. Positions at this level are distinguished from the classes within the series by the level of responsibility assumed, the complexity of duties assigned and the independence with which the employee is expected to perform. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision over lower level custodial staff, special project assignments, training and supervising supplemental work force assigned to the misdemeanor work program, and assisting in assigning, monitoring and inspecting the work performed by assigned personnel. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from Custodial Shift Supervisor or higher level management staff.

Exercises functional and technical supervision over lower level custodial staff.

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

#### Essential Functions:

1. Lead, plan, direct, coordinate, schedule, participate in and review the work of staff responsible for providing custodial maintenance to city buildings and facilities.
2. Perform the more difficult and complex custodial work, such as learning the use of new products and equipment, handling special cleaning requests, and periodic projects, including floor stripping and refinishing, and carpet cleaning and extracting; fill in for assigned custodial staff when needed.
3. Supervise the use of and operate a variety of powered and non-powered equipment.

**CITY OF LAS VEGAS**  
**Senior Custodian (continued)**

**Essential Functions:**

4. Train assigned employees in custodial maintenance methods and techniques and in the set up and use of equipment.
5. Verify the work of assigned employees for thoroughness and accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.
6. Ensure assigned employees adhere to safe work practices and procedures.
6. Ensure the security of the City Hall building and facilities after the evening shift.
7. Train and supervise supplemental work force assigned to the misdemeanor work program.
8. Ensure City Council Chambers are set up for evening meetings.
9. Distribute supplies and equipment to various facilities.

**Marginal Functions:**

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a custodial maintenance program.  
Principles of lead supervision and training.  
Methods and techniques of custodial maintenance.  
Operational characteristics of powered and non-powered janitorial equipment and tools.  
Materials, equipment and supplies used in custodial maintenance.  
Occupational hazards and standard safety practices and equipment.  
Applicable Material Safety Data Sheets (MSDS).

**Ability to:**

Lead, organize and review the work of staff in the area of work assigned.  
Interpret, explain and enforce department policies and procedures.  
Operate a variety of powered and non-powered equipment in a safe and effective manner.  
Detect safety hazards in powered equipment.  
Use toxic chemicals and materials properly.  
Perform the full range of custodial maintenance assignments.  
Work independently without direct supervision.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.

**CITY OF LAS VEGAS**  
**Senior Custodian (continued)**

**Ability to:**

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:

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

**Experience and Training Requirements**

**Experience:**

Three years of increasingly responsible custodial experience.

**Training:**

Equivalent to graduation from high school.

**License or Certificate**

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

**WORKING CONDITIONS**

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

**Environmental Conditions:**

**Location:** 95% indoors, climate controlled. 5% outdoors while cleaning, walking between buildings, dumping trash.

**Hazards:** Moving equipment, trip obstacles, dust, fumes, cuts, slippery surfaces, working at heights, exposure to electric shock and toxic or caustic chemicals.

**Equipment Used:** Floor scrubbers, ladders, hand tools, step stools, hand truck, vacuum cleaners, carpet cleaner, mops, dust mops, brooms, and other cleaning equipment and supplies.

**Safety Equipment:** Safety shoes, eye protection, gloves, back support belts optional.

**CITY OF LAS VEGAS**  
**Senior Custodian (continued)**

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for:

*Standing/walking:* Constantly, throughout work shift. Distance may vary up to 1-1.5 miles daily, depending on task assigned, on tile, concrete and outside surfaces.

*Sitting:* Infrequently, during breaks and lunch.

*Lift/carry:* Frequently, 1-30 lbs., equipment, supplies, trash.

*Push/pull:* Frequently, using both hands and arms while performing cleaning duties, exerting 5-35 lbs. force. Occasionally, moving furniture and materials, exerting a force of 20-45 lbs.

*Climbing:* Infrequently; stairs and ladders up to a distance of 4 ft. while cleaning upper areas, drapes.

*Bending/twisting/balancing:* Frequently, at waist, knees, neck throughout work shift. Some twisting is required, but can be avoided with attention to proper body mechanics.

*Kneeling/crouching/crawling:* Infrequently, may be required while cleaning lower areas, retrieving supplies from lower shelves.

*Hands/arms:* Constant use in reaching, handling, grasping and fingering while operating equipment, using hand and power tools, wiping and cleaning surfaces, and using cleaning equipment. Overhead reaching required throughout shift.

*Sight:* Constantly, in performing cleaning tasks and maintaining safety standards on the job. Requires depth perception, hand and eye coordination in operation of equipment and tool use.

*Speech/hearing:* Frequently, to interact with co-workers.

ARB  
REV 10/27/03  
FLSA & City: nonexempt

CSB: 11/12/03

## LEISURE FACILITIES COORDINATOR

*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 coordinate and oversee the operation and maintenance of Leisure Services facilities; to inspect all facilities for maintenance or safety deficiencies and report findings to Leisure Services management; to serve as the department safety liaison and coordinator; and to perform a variety of technical and administrative tasks related to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Administrative Services Manager and other management staff.

Receives functional and technical supervision from the City's Safety/Loss Control Officer.

May exercise functional supervision over assigned project employees from various city departments.

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

#### Essential Functions:

1. Respond to inquiries regarding park sites and facilities, field availability, concessions, safety issues, and facility maintenance.
2. Coordinate and facilitate the operation of Leisure Services facilities and special events; oversee operation of facilities including procurement needs, field maintenance, usage scheduling, and officiating events.
3. Inspect city-owned sports and recreational facilities co-operated with other entities to assess condition, safety issues and usage and to ensure facilities are operated as agreements and contracts require; inspect all administration buildings and all recreation, senior, adaptive and cultural facilities for maintenance or safety deficiencies and report findings to management for remediation; oversee the execution of approved remediation measures.
4. Oversee and coordinate the department's vehicle pool, including servicing, maintenance and repairs.
5. Interact and maintain relationships with school administrators, community organizations, corporate sponsors, city management, vendors and suppliers regarding recreational programs and events.

**CITY OF LAS VEGAS**  
**Leisure Facilities Coordinator (continued)**

**Essential Functions:**

6. Assist in the coordination and promotion of local, state and national sports tournaments; assist manager in assessing potential concession areas and field rentals at various facilities.
7. Participate in contract negotiation and development of short-term concessions and open school door policies; monitor contract performance to ensure compliance; provide quarterly status reports on all mobile concession contracts.
8. Serve as liaison to various city departments on assigned projects.
9. Participate in department management meetings to stay abreast of issues and determine priorities.
10. Provide monthly status report to department director on constituency concerns and issues involving parks and facilities.
11. Conduct inventory and property inspections; track and tag capital equipment; coordinate property movement and disposal.
12. Serve on City Safety Oversight Committee; participate in drafting and implementing citywide safety plans; serve as department safety liaison; plan and conduct safety training in conjunction with Las Vegas Fire & Rescue to provide emergency evacuation procedures; develop and implement action plans to mitigate hazards and deficiencies identified at leisure facilities; follow-up to ensure hazard/deficiency remedial action has been performed.

**Marginal Functions:**

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation facilities management.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Methods and techniques of competitive bidding and negotiation.  
Inventory control procedures.  
Safety and health standards and practices.  
Techniques of accident prevention.  
Principles and practices of record keeping.  
Procurement practices related to equipment and supplies.  
Modern office equipment including personal computers and common office software applications.  
Modern and complex principles and practices of maintaining public facilities.  
Pertinent federal, state and local laws, codes, regulations.

**CITY OF LAS VEGAS**  
**Leisure Facilities Coordinator (*continued*)**

**Ability to:**

- Interpret, explain and apply applicable laws, codes, regulations and guidelines.  
Communicate with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.  
Use initiative and independent judgment.  
Prepare clear and concise reports.  
Operate and use modern office equipment including a computer.  
Research, analyze and evaluate new service delivery methods, procedures and techniques.  
Establish and maintain effective working relationships with those contacted in the course of work.  
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:
- *Walking, standing or sitting for extended periods of time; and*
  - *Operating assigned equipment.*

**Experience and Training Requirements**

**Experience:**

Two years of experience coordinating and administering a basic safety program or coordinating the maintenance needs for a large facility or for multiple facilities, or three years of recreation experience to include overall responsibility for a facility.

**Training:**

Equivalent to graduation from high school supplemented by basic safety training classes.

**Special Requirements**

Successful completion of all of the following within six (6) months of the date of appointment: OSHA 30 hour General Industry Compliance Course; city safety-related training classes in driver safety, supervisor safety and hazard communication.

**CITY OF LAS VEGAS**  
**Leisure Facilities Coordinator (*continued*)**

**License or Certificate**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

Office and field environments; exposure to computer screens; travel from site to site.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, sitting, bending, stooping, kneeling and light to moderate lifting for prolonged periods of time.

KAG  
NEW 9/9/03  
FLSA & City: nonexempt

CSB 11/12/03

## SENIOR JUDICIAL ENFORCEMENT OFFICER

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

### DEFINITION

To lead, oversee and participate in the more complex and difficult work of staff responsible for the development and implementation of the judicial enforcement program within the Municipal Court; and to perform a variety of administrative and technical tasks relative to assigned areas of responsibility.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Judicial Enforcement Officer series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible type of duties assigned to this series including overseeing, monitoring and maintaining various accounting systems, coordinating large projects and ensuring that procedures are adhered to in an accurate and consistent manner. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

### SUPERVISION RECEIVED

Receives general supervision from the Judicial Enforcement Supervisor or management staff.

Exercises functional and technical supervision over Judicial Enforcement staff.

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

#### Essential Functions:

1. Lead, oversee and participate with assigned staff in the enforcement activities and mail payment processing of the Municipal Court by enforcing court-ordered compliance and collecting court-imposed fines; assign daily tasks and short or long-term project duties to staff in the Judicial Enforcement and Mail Processing units; organize and train staff in specialized projects; review work processes for accuracy and adherence to policies and procedures.
2. Maintain and monitor collections case load including phone inquiries, defendant counter activity and courtroom contact; track correspondence and counseling of defendants relating to payment plans, work program and house arrest; make recommendations to marshals for defendant arrest.

**CITY OF LAS VEGAS**  
**Sr. Judicial Enforcement Officer (*continued*)**

**Essential Functions:**

3. Train employees in the operation and interpretation of state criminal history programs, DMV information, skip tracing techniques and credit histories; train staff in statistical requirements for monthly financial analysis of the Judicial Enforcement Unit's production.
4. Prepare report findings for city attorney; interact with judges, court staff, collection agency management staff and representatives to determine final resolution of collection for non-sufficient funds checks; prepare posting and statistical reports.
5. Perform technical accounting activities, including reconciling and auditing invoices, and verifying cash logs and daily cash transactions; transport cash receivables to the Las Vegas Municipal Court facility; prepare reports for collection agencies, Mail Payment Processing Unit and the Judicial Enforcement Unit; prepare daily payments and posting; maintain daily statistical logs; interact with collection agency staff regarding delinquent accounts.
6. Participate in discussions with supervisor concerning long-range plans for Judicial Enforcement and Mail Payment Processing Units.
7. Assist judges, court administration, city attorneys, division managers, court administrative staff and outside collection agencies to resolve matters regarding delinquent cases.
8. Evaluate cases in non-compliant status with court sentencing orders; initiate and proceed with court actions according to judicial procedure; resolve issues involving death, bankruptcy, medical or indigent status; resolve complex problems regarding sensitive communications with defendants and assist in resolution of internal audit findings; testify in court upon judicial request.
9. Evaluate, investigate and make recommendations on defendants' claims of false identity; interview defendant, locate public records and research various law enforcement computer systems to determine correct identity; prepare summary report of investigation and facts for the City Attorney's Office.
10. Participate in revenue collection projections for monthly operations report; assist in providing income assessment information for fiscal budget preparation.
11. Assist in the development and maintenance of policies and procedures for all facets of the court installment payment program; stay abreast of current procedures and assist other court employees with adherence to current procedures.
12. Ensure that complete and accurate records are maintained.

**Marginal Functions:**

1. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, procedures and activities of a court judicial enforcement program.  
Principles of lead supervision and training.  
Techniques of tracing individuals and their assets in order to ascertain their location.  
Methods and techniques of conflict resolution.  
Techniques of evaluating financial information.  
Techniques of negotiating payment agreements.  
Basic accounting principles and procedures.  
Effective telephone techniques.  
Techniques of interviewing effectively to obtain financial information.  
Generally accepted collection practices and procedures.  
Applicable federal, state and local laws, statutes and ordinances.  
Principles and techniques of record keeping.  
Operation of a personal computer, including common office software.  
Arithmetic principles.  
General office procedures.  
Business English grammar, spelling and punctuation.  
Business letter writing techniques.  
Techniques for report preparation.  
Applicable Las Vegas Municipal Court policies and procedures.  
Applicable law enforcement policies and procedures.  
Judicial enforcement procedures.  
A variety of specialized law enforcement and related computer systems.

**Ability to:**

Oversee, organize and review the work of staff.  
Deal tactfully with offenders.  
Work independently without direct supervision.  
Work effectively with other court staff, law enforcement personnel and Municipal Court judges.  
Explain and enforce Las Vegas Municipal Court and city laws, ordinances, policies and procedures.  
Operate a variety of court and commercial software and mainframe programs.  
Exercise good judgment and make sound decisions in sensitive situations.  
Effectively communicate with uninformed, stressed, upset, and irate defendants in potentially confrontational situations.  
Make arithmetic computations accurately and rapidly.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain effective audio-visual discrimination and perception needed for:  
-- *Making observations;*  
-- *Communicating with others;*  
-- *Reading and writing; and*  
-- *Operating assigned equipment.*

**CITY OF LAS VEGAS**  
**Sr. Judicial Enforcement Officer (*continued*)**

**Ability to:**

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:**

Three years of increasingly responsible professional revenue collection experience in a court judicial enforcement program. Experience in leading the work of others is desirable.

**Training:**

Equivalent to graduation from high school supplemented by college level course work in criminal justice, business administration or a closely related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office and courtroom environments; exposure to computer screens, and potentially hostile and aggressive individuals.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for standing and sitting for prolonged periods of time; light to moderate lifting.

KAG  
NEW 10/15/03 (formerly Sr. Collections Officer)  
FLSA & CITY: nonexempt

CSB: 11/12/03

## TRAINING SPECIALIST

*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 plan, coordinate and conduct non-technical training for Department of Fire and Rescue personnel; to plan, develop, direct, coordinate and participate in training video production activities for the department; to assist with and participate in the department Public Information Officer responsibilities; and to perform a variety of technical and administrative tasks relative to assigned areas of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the department management staff, and technical and functional supervision from the Public Information Officer-Fire. Receives technical and functional direction from Human Resources staff regarding the training component, and from the Office of Communications staff regarding the public information component.

May exercise functional and technical supervision over lower level staff.

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

#### Essential Functions:

1. Coordinate and present general training programs to Fire and Rescue Department staff in various areas, including general administration, human relations, employee development and supervisory skills.
2. Determine material and equipment needed for training classes; ensure availability of classrooms and supplies.
3. Develop lesson plans for training courses; perform demonstrations and provide handouts and other training material; ensure that course and training material content agrees with training provided by Human Resources staff.
4. Prepare various types of documents using a personal computer, such as reports, lesson plans, manuals and correspondence.
5. Conduct classroom training on special topics as requested by management; plan and organize materials; instruct employees on City and bargaining agreement policies and procedures pertaining to employee problems, disciplinary problems and related areas.

CITY OF LAS VEGAS  
Training Specialist (*continued*)

**Essential Functions:**

6. Maintain records on all training courses; provide information to Human Resources and other Departments as appropriate.
7. May assist other Fire and Rescue Department work units in the development and implementation of new training programs or revisions to existing programs.
8. Plan, assign and review training video production projects; participate with Video Services staff or outside contractor to develop, coordinate and direct the production of Fire and Rescue training videos.
9. Participate in the process of developing requests for proposal, reviewing bids and selection of contractor for videos produced outside the department.
10. For videos produced in-house, schedule and coordinate production process; conduct site surveys and determine props; write and block script; select cast and narrator; narrate off camera and perform on camera.
11. Perform camera work; ensure proper composition, length and technical accuracy; ensure the proper application of video production methods and techniques; decide whether shots will be retaken.
12. Operate audio and visual equipment including camcorders, tripods, lenses, video recorders and cassette players, teleprompters and sound equipment; set up and breakdown equipment.
13. Operate equipment that enhances the images of production; block audio, music and sound effects into script effectively.
14. Direct performance of cast; narrate off camera and perform on camera; use teleprompter.
15. Perform minor maintenance on video and associated equipment.
16. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
17. Read and research information regarding new technology, formats, vendors and equipment; estimate time, materials and equipment required for jobs assigned; requisition materials as required; establish maintenance schedule.
18. Prepare reports of activities, statistics, correspondence and memoranda, as requested.

**Marginal Functions:**

1. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles and techniques of classroom training.  
General contemporary corporate training topics, including human relations, leadership and supervision.  
Pertinent federal, state and local laws, codes, ordinances and regulations.  
Principles of government structure, operations and procedures and the role of staff and elected officials.  
Interrelationships of local, regional and state governments.  
Techniques and accepted practices of news gathering, writing and reporting.  
Techniques of speech writing.  
English usage, spelling, grammar and punctuation.  
Modern office methods and personal computer software and hardware, including common office applications such as word processing, spreadsheets and email.  
Principles and procedures of record keeping.  
Techniques for handling highly confidential and sensitive information.  
Principles and practices of formal audio-visual production.  
Operations, services and activities of an audio-visual program.  
Principles of lead supervision and training.  
Methods and techniques of video production.  
Camera operations, shot composition and shot design.  
Principles of electronics and use of electronic equipment.  
Costs of video processes, methods and special effects.  
Planning and organizing video projects.  
Principles and practices of script writing.  
Methods and techniques for audio-visual effects.  
Techniques and methods for editing, dubbing, assembling and inserting.  
Digital technology.  
Operational characteristics of audio and video equipment.  
Occupational hazards and standard safety practices.  
Principles and practices of adult education.  
Methods and techniques for organizing and conducting classroom instruction.

**Ability to:**

Interpret, explain, apply and enforce department policies and procedures.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Operate a variety of audio and visual equipment in a safe and effective manner.  
Apply educational principles in writing scripts and developing instructional programs.  
Use music, lighting and special effects to enhance production.  
Work independently without direct supervision.  
Understand and follow oral and written instructions.  
Learn Fire and Rescue department policies, rules, regulations and standard operating procedures.  
Learn applicable purchasing and Human Resources policies and procedures.  
Establish and maintain a close and effective working relationship with Human Resources training and labor relations staff.  
Understand the organization and operations of the Fire and Rescue department and its divisions.

CITY OF LAS VEGAS  
Training Specialist (*continued*)

**Ability to:**

Use initiative and independent judgment within established guidelines.

Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.

Work variable hours and shifts.

Distinguish colors, shades, sound and movement.

Learn the City's contracting policies and procedures.

Learn provisions of the bargaining agreements and disciplinary process.

Communicate clearly and concisely, both orally and in writing.

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

**Experience and Training Requirements**

**Experience:**

Two years of increasingly responsible experience in classroom teaching or training adults and three years of increasingly responsible experience in video production or media relations.

**Training:**

Equivalent to a bachelor's degree from an accredited college or university with major course work in public relations, journalism, communications, cinematography, film/video production, education or a closely related field.

**Licenses or Certificates**

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

**CITY OF LAS VEGAS**  
**Training Specialist (continued)**

**WORKING CONDITIONS**

**Environmental Conditions:**

Work in office and field environments; travel from site to site; occasional work in inclement weather conditions; exposure to cameras, high voltage lighting and sound equipment.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for standing, sitting, moderate lifting; bending, kneeling, stooping and climbing for prolonged periods of time; operating equipment; distinguishing colors, shades, movement and sound.

ARB  
NEW 9/5/03  
FLSA & City: nonexempt

CSB 11/12/03

## CASEWORKER

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

### DEFINITION

To provide case management services to individuals seeking employment assistance through the Educational Vocational Opportunities Leading to Valuable Experience (EVOLVE) Program. Case management is defined as the process by which an individual's needs are identified, assessed, and addressed by developing a customized plan that coordinates the delivery of all services. To work with non-violent ex-felons from six months before release from incarceration, up to twelve months after release, to transition them back into the community; to staff the One-Stop Site where participants can go to seek assistance and obtain training and services; oversee Fast Track Licensure Demonstration Program run by the University of Nevada, Las Vegas and the Clark County School District, an accelerated program to qualify individuals with non-education degrees to teach English as a second language (TESL), bilingual education or math/science in elementary and secondary schools; to maintain complete and accurate records and case files; and to perform a variety of customer service and administrative tasks related to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Neighborhood Services Program Coordinator.

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

#### Essential Functions:

1. Oversee Fast Track Licensure Demonstration Program run by the University of Nevada, Las Vegas and the Clark County School District, an accelerated program to qualify individuals with non-education degrees to teach English as a second language (TESL), bilingual education or math/science in elementary and secondary schools. Conduct a needs assessment to identify eligibility, assets, aptitudes, service needs and barriers such as housing, transportation and employment; create an individualized plan to meet all needs; recognize symptoms and behaviors of emotional and psychological disorders or substance abuse and refer participant to appropriate treatment or services.
2. Work with non-violent ex-felons from six months before release from incarceration, up to twelve months after release, to transition them back into the community; coordinate efforts with Nevada Department of Corrections pre-release caseworkers, parole and probation staff, job mentors and job developers. Work with participants to motivate, encourage, develop and reinforce independence, self-reliance and self-esteem; counsel participants and assist them to understand causes and contributing factors to problems; encourage

CITY OF LAS VEGAS  
Caseworker (continued)

- participants to identify and use personal and external resources to resolve or alleviate problems.
3. Conduct a needs assessment to identify participant's eligibility, assets, aptitudes, service needs and barriers such as housing, transportation and employment and create an individualized service plan; recognize symptoms and behaviors of emotional and psychological disorders and substance abuse and refer participant to appropriate treatment or services. Provide ongoing case management services by monitoring delivery of services and reassessing client needs; track client progress, evaluate case plan effectiveness and manage resources; assist clients in identifying strengths and barriers and in developing problem-solving and coping skills.
  4. Using the individualized service plan, implement and facilitate services, including training, job placement assistance and support services. Assist participants in obtaining educational and vocational training, family counseling, substance abuse treatment, child support services, employment and skills based education.
  5. Staff the One Stop Site where participants can go to seek assistance and obtain training and services, such as vocational training, case management, family support groups, mental health and substance abuse identification and treatment, child support mediation, employment support and others; coordinate participants' access to training and seminars. Develop and implement an employment plan that presents intervention strategies to meet client needs including alternative placement, job training, socialization, vocational training, job placement assistance and other support services needed to secure stable employment.
  6. Work with participants to motivate and encourage and to develop and reinforce independence, self reliance and self esteem; counsel participants and assist them to understand causes and contributing factors to problems and persuade them to identify and use personal and external resources to resolve or alleviate problems. Document case activities; maintain complete and accurate written case histories to include client status, progress and assessment results; complete necessary forms and prepare relevant correspondence and case reports according to established procedure; complete referral and billing forms for services provided; prepare reports and statistics as required.
  7. Periodically review cases and follow up to ensure needed services are being provided and to determine participant's progress; track participants' attendance at required training sessions. Provide crisis intervention in the office or community; report any instances of neglect or abuse to the appropriate authorities; utilize appropriate controls for individuals who may be aggressive, combative or hostile by following established protocols and policies.
  8. Coordinate services with the participant's parole and probation officer; discuss concerns and keep officer informed of participant's progress and status. Assist in the enhancement and development of public and private community resources.
  9. Maintain complete and accurate records and case files according to established procedure; prepare reports and statistics as required. Coordinate services with community treatment and service providers to insure a continuum of care.

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

**When assigned to the Educational Component:**

1. Oversee an accelerated program to qualify individuals with non-education degrees to teach English as a second language (TESL), bilingual education or math/science in elementary and secondary schools.

**When assigned to the Ex-Offender Component:**

1. Work with ex-felons from six months before release from incarceration, up to twelve months after release, to transition them back into the community; coordinate efforts with correctional facilities, pre-release caseworkers, parole and probation staff, job mentors and job developers.
2. Coordinate services with the participant's parole and probation officer; discuss concerns and keep officer informed of participant's progress and status.

**Marginal Functions:**

1. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Vocational guidance principles, techniques and practices.

Human behavior and the behavioral sciences, and dynamics of interpersonal relationships.

Social problems and their causes, effects and means of remediation.

Community resources providing assistance to families and individuals.

Occupational opportunities and qualifications.

The socioeconomic and cultural conditions found in the local community and within the target population.

Advanced techniques and methods of customer service and interpersonal communication.

Advanced interviewing and counseling techniques.

Basic symptoms and behaviors of emotional or psychological disorders.

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

Business English, including sentence structure, spelling, grammar and punctuation.

Common office software, including word processing, spreadsheet and database applications.

CITY OF LAS VEGAS  
Caseworker (*continued*)

**Ability to:**

Apply rehabilitation and motivational techniques, principals, and concepts to casework.

Maintain records and prepare reports and correspondence.

Demonstrate respect and sensitivity for cultural differences.

Communicate with individuals from a variety of social, cultural, economic and educational backgrounds.

Vary method or approach to suit situation or participant.

Deal with frequent change, delays or unexpected events.

Work with limited direct supervision.

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.

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:**

Three years of experience in social work, vocational counseling, or a closely related field.

**Training:**

Equivalent to a bachelor's degree with major course work in social work, social services, counseling, psychology, social psychology, criminal justice or a related field.

**Special Requirement**

Fluency in Spanish is desirable.

One-Stop Site hours will accommodate participants' schedules; Caseworkers will be required to work non-traditional hours to staff the Site.

CITY OF LAS VEGAS  
Caseworker (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens. May be exposed to hostile individuals. |

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

ARBKAG

NEW-REV 10/07/0310/7/02 |

FLSA & City: nonexempt

CSB 11/13/02 |

## COLLECTIONS OFFICER

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

### DEFINITION

To locate and contact individuals and businesses owing money to the City of Las Vegas and persuade them to pay; ~~to develop and recommend new collection programs;~~ and to perform a variety of technical tasks relative to assigned areas of responsibility.

### SUPERVISION RECEIVED

Receives direction from the City Treasurer.

May exercise technical and functional supervision over clerical 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 money owed to the City of Las Vegas by individuals and businesses for parking tickets and returned checks in payment for accounts receivable, business licenses, sewer payments, permit fees, park reservations, leisure activities and others.
2. Review a variety of reports, noting and correcting discrepancies in the application of payments or problems with computer processing, and researching missing data on responsible parties.
3. Ensure that notices are sent for parking tickets 35 and 55 days past due; contact customers with large amounts outstanding by telephone or letter requesting payment.
4. Place stops on the Department of Motor Vehicles (DMV) computer system to prevent vehicle owners with outstanding parking tickets from renewing their license plates; verify payment received and remove stop when paid in full.
5. Track payments and additional fees and ensure that total amount due is accurate; ensure that accurate and detailed records are retained.
6. Answer telephone, mail, email and in-person inquiries, many of which require detailed review and research of information; provide requested information, schedule administrative hearings, explain procedures and answer questions; assist front counter staff with more complex or non-routine questions and situations.

CITY OF LAS VEGAS  
Collections Officer (continued)

Essential Functions:

7. Make short term installment arrangements for customers who cannot pay in full; maintain records of payments and contact customers who become delinquent; refer problem accounts to City Attorney's Office for civil action; handle wage garnishments, if granted.
8. Access a variety of computer systems to obtain information, track payments, locate customers locally and out of the area, and place and remove DMV stops.
- ~~9. File small claims actions for any unpaid accounts receivable of \$2500 or less; represent the City in small claims court; follow through on collection of judgments issued in favor of the City; refer amounts over \$2500 to the City Attorney's Office.~~
- ~~10. Draft policies and procedures for new collections programs for review and approval by City Treasurer and Director, Finance and Business Services; implement approved programs; recommend improvements to existing programs.~~
- ~~11.9.~~ Appear before the parking ticket Hearing Officer, if requested, to assist with the details of customer's situation.
- ~~12.10.~~ Ensure that City's record retention schedule is followed; remove and destroy old records.
- ~~13.11.~~ Prepare periodic reports of activities and results as requested.

Marginal Functions:

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; answer questions; resolve problems or complaints in an efficient and timely manner.
2. Serve as the division contact for contracted collection agencies.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, procedures and activities of a collections program.  
Methods and techniques of filing and record keeping systems.  
Operational characteristics of personal computers, terminals and revenue terminals.  
Generally accepted collection practices and procedures.  
Pertinent federal, state and local laws, codes and regulations.  
~~Deal tactfully with customers.~~  
~~Interpret, apply, explain and enforce applicable city laws, codes, regulations, policies and procedures.~~  
Use a variety of resources to research cases and locate customers.  
Make computations accurately and rapidly.

**CITY OF LAS VEGAS**  
**Collections Officer (continued)**

**Ability to:**

Deal tactfully with customers.

Interpret, apply, explain and enforce applicable city laws, codes, regulations, policies and procedures.

Use a variety of resources to research cases and locate customers.

Make computations accurately and rapidly.

Work independently without direct supervision.

Use initiative and independent judgment within established guidelines.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with the public and fellow employees.

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:

- *Walking, standing, sitting for extended periods of time; and*
- *Operating assigned equipment.*

**Experience and Training Requirements**

**Experience:**

Two years of increasingly responsible professional revenue collection experience in a financial institution, retail company, collection agency or government agency, including two years of difficult public contact in revenue collection.

**Training:**

Equivalent to graduation from high school supplemented by college level course work in business administration or a closely related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

CITY OF LAS VEGAS  
Collections Officer (*continued*)

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for standing and sitting for prolonged periods of time.

ARB KAG

REV ~~6/26/01~~ 9/23/03

FLSA & CITY: nonexempt

CSB: ~~8/8/01~~

## COLLECTIONS SUPERVISOR

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

### DEFINITION

To supervise, assign and review the work of staff responsible for the ~~Municipal Court parking~~ fines collection program; to oversee and participate in payment counseling; and to perform a variety of technical tasks related to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from City Treasurer. ~~Municipal Court judges, Court Administrator and Chief Municipal Court Marshal.~~

Exercises direct supervision over professional, technical, clerical 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, review and supervise the work of staff responsible for the parking fines collection program.
2. Develop, recommend and assist in the implementation of goals and objectives; develop, recommend and implement policies, procedures, new collection programs and techniques and revise existing ones.
3. Establish schedules and methods for providing appropriate services; identify resource needs and review needs with ~~appropriate judges, senior management and management staff~~, allocate resources accordingly.
2. ~~Oversee daily operations which include contacting offenders with bench warrants and attempting to persuade them to make arrangements to pay their fines.~~
5. Evaluate the collection program, its effectiveness and the services provided to the public offenders.
6. Select, 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.

CITY OF LAS VEGAS  
Collections Supervisor (*continued*)

Essential Functions:

- ~~2. Participate in the selection of staff; provide or coordinate training in collection techniques and skip tracing; evaluate the performance of staff; work with employees to correct deficiencies and implement discipline procedures if necessary.~~
7. Verify the work of employees for accuracy, proper work methods and techniques and compliance with applicable policy and procedure.
- ~~9. Supervise and coordinate the arrest efforts between Collections Officers and Municipal Court Marshals.~~
- ~~9. Ensure that employees adhere to safe work practices.~~
8. Participate in the preparation and administration of the section budget, submit budget recommendations and monitor expenditures.
9. Prepare oral and written reports on fines collections programs in accordance with established laws and principles of confidentiality. Prepare analytical and statistical reports on operations and activities.
- ~~10. Draft bid specifications for third party debt collection services and other services that may be required. Monitor performance of the contractor collection agency, oversee the calculation and payment of the fees due the contractor each month. Recommend and coordinate renewal of the contract at allowed intervals, including adjustment to the fee structure.~~
- ~~11. Attend, participate and advise senior management throughout the City regarding collection projects.~~
10. File small claims actions for any unpaid accounts receivable of \$2500 or less; represent the City in small claims court; follow through on collection of judgments issued in favor of the City; refer amounts over \$2500 to the City Attorney's Office.
11. Draft policies and procedures for new collections programs for review and approval by City Treasurer and Director, Finance and Business Services; implement approved programs; recommend improvements to existing programs.
12. Ensure that City's record retention schedule is followed; remove and destroy old records.

Marginal Functions:

1. Attend and participate in professional group meetings. Stay abreast of new trends and innovations in the field of court, criminal justice and private industry collections and related areas.
- ~~2. Provide presentations to and cooperate with other court and governmental agencies establishing or improving collection programs.~~

CITY OF LAS VEGAS  
Collections Supervisor (*continued*)

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, procedures and activities of a collections program.  
Principles and practices of supervision, training and performance evaluation.  
Principles and techniques of program planning, development and evaluation.  
Accepted collection practices, techniques and procedures.  
Pertinent federal, state and local laws, codes and regulations.  
Operational characteristics of computer systems and databases.  
Methods and techniques of filing and record keeping systems.

Ability to:

Deal tactfully with customers.

Interpret, apply, explain and enforce applicable city laws, codes, regulations, policies and procedures.

Use a variety of resources to research cases and locate customers.

Make computations accurately and rapidly.

Provide highly responsible administration of the collections program for the Las Vegas Municipal Court.

~~Organize, assign and review the work of staff.~~

~~Select, train, supervise and evaluate staff.~~

Make objective analyses and sound recommendations.

~~Learn the criminal justice system and general criminal justice procedures.~~

Interpret, apply, explain and enforce and explain city court and department policies and procedures.

Prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

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

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.~~

~~-- Making observations~~

~~----- Communicating with others~~

~~----- Reading and writing~~

~~----- Operating assigned equipment.~~

Maintain mental capacity which allows the capability of:

CITY OF LAS VEGAS  
Collections Supervisor (*continued*)

~~————— Making sound decisions~~  
~~————— Demonstrating intellectual capabilities.~~

**Experience and Training Requirements**

**Experience:**

Three years of increasingly responsible professional revenue collection experience involving difficult public contact in a financial institution, collection agency, retail company or government agency, including at least one year of supervisory or lead responsibility.

**Training:**

Equivalent to an Associate degree from an accredited college or university with major course work in business administration or related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time; moderate lifting.

ARBKAG  
NEW-REV2/96 9/23/03  
FLSA: exempt; City: non-exempt  
CSB 4/10/96

MAINTENANCE WORKER I  
MAINTENANCE WORKER II

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

**DEFINITION**

To perform semi-skilled and skilled work in the construction, maintenance and related service activities related to street, sanitary sewer, wastewater treatment, parks and cemetery maintenance.

**DISTINGUISHING CHARACTERISTICS**

**Maintenance Worker I**—This is the entry level class in the Maintenance Worker series. This class is distinguished from the Maintenance Worker II by the performance of the more routine tasks and duties assigned to positions within the series including maintaining parks and open spaces, city streets, the cemetery, wastewater treatment facility and sanitary sewers, and performing more of the semi-skilled tasks involved with these operations. This class may be used as a training class, wherein employees need only limited or no directly related work experience, or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

**Maintenance Worker II**—This is the full journey level class within the Maintenance Worker series. Employees within this class are distinguished from the Maintenance Worker I by the performance of the full range of duties as assigned including the more complex and skilled duties of the classification. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, selected candidates have prior experience.

**SUPERVISION RECEIVED**

**Maintenance Worker I**

Receives immediate supervision from higher level staff.

**Maintenance Worker II**

Receives general supervision from higher level staff.

CITY OF LAS VEGAS  
Maintenance Worker I/II (Continued)

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

Essential Functions:

1. Clean and maintain roads, alleyways, streets, sanitary sewers, parks, open spaces, cemetery, and playground equipment; remove graffiti; assist with flood control efforts and cleanup; clean up oil spills; haul debris and trash, install ramps and curb cuts.
2. Construct forms, ~~lay cement~~ pour and finish ~~cement~~ concrete on curb, gutter, sidewalk, street, alley and other related areas; dig ditches, backfill trenches and holes; install storm drain pipes; perform concrete repairs as needed.
3. Assist in construction ~~Build~~ and repair of concrete bridges throughout the city; ~~perform cement repairs as needed.~~
4. Break and repair concrete and asphalt surfaces; excavate and replace concrete, asphalt and blacktop surfaces; repair and install fences and gates; lay brick.
5. Operate pneumatic and hand tools; may operate light equipment; clean and maintain equipment; provide assistance to equipment operators.
6. Set up and take down traffic warning devices and barricades for traffic control.
7. Mow with a hand mower, plant, cultivate, weed and trim turf edges, trees, shrubs and flowers; ~~cut grass~~; lay sod and plant grass seed; prepare planters for planting; load and unload landscape materials; ~~aerate turf~~.
8. Spray herbicides, pesticides and fertilizers, under the direction of a licensed applicator.
9. Assist in the construction of new parks and outdoor recreational facilities; maintain existing facilities; lay out game fields; rake and level ball diamonds to prepare for use.
10. Mix materials to be used on job assigned.
11. Clean public rest rooms, pavilions, picnic areas, parking lots, gutters and curbs; clean turf and hardscape areas.
- ~~12. Perform basic repairs to drip and pop-up irrigation systems such as replacing emitters, risers and irrigation heads and drip supply lines.~~
12. Maintain and repair sewer lines and clean drainage ditches; relocate man holes and sewer lines on over-laid streets; investigate and respond to odor complaints; deodorize lines.
13. Assist in the installation and repair of pumps, valves and other plant equipment; clean and paint wastewater treatment plant equipment as needed.

**CITY OF LAS VEGAS**  
**Maintenance Worker I/II (Continued)**

**Essential Functions:**

14. Maintain pool facilities, including picking up litter, cleaning rest rooms, showers, locker rooms, pool decks, windows, staff areas; brush and backwash pools; check water quality and chemical balance; perform minor repairs such as tightening nuts, bolts and screws on lifeguard stands, diving boards, bleachers and pool ladders; empty pool filter baskets; identify major repairs and report to Pool Technician; paint staff areas as needed; maintain inventory of equipment and supplies.
15. Maintain records and logs of all work performed.

**When Assigned to Rapid Response Team in Neighborhood Services Department**

1. Removal of illegal signs, graffiti, trash, debris, vegetation, vagrant camps, dilapidated fences, shopping carts, basketball hoops, junk vehicles and abandoned appliances from medians, public rights-of-way and city property.
2. Drain stagnant swimming pools.

**Marginal Functions:**

1. Perform basic repairs to drip and pop-up irrigation systems such as replacing emitters, risers and irrigation heads and drip supply lines.
2. Respond to public inquiries in a courteous manner.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Maintenance Worker I**

**Knowledge of:**

Basic methods and techniques of general construction, maintenance and repair related to the area of work assigned.

Equipment and tools used in the area of work assigned.

Occupational hazards and standard safety practices.

**Ability to:**

Learn to perform a variety of skilled maintenance, construction and repair work in the area of work assigned.

Learn to operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.

Learn to perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.

Perform heavy manual labor.

**CITY OF LAS VEGAS**  
**Maintenance Worker I/II (Continued)**

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

**Ability to:**

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

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

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Reading and writing;*
- *Communicating with others; 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:**

One year of experience performing field maintenance work within the assigned area of work is desirable.

**Training:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**License or Certificate**

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

**Maintenance Worker II**

In addition to the qualifications for Maintenance Worker I:

**Ability to:**

Perform a variety of skilled maintenance, construction and repair work in the area of work assigned.

Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.

Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.

CITY OF LAS VEGAS  
Maintenance Worker I/II (Continued)

Experience and Training Requirements

Experience:

Two years of increasingly responsible field maintenance experience.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

WORKING CONDITIONS

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

Environmental Conditions:

*Location:* Mostly outdoors in a field environment with exposure to all typical weather conditions, including travel from site to site, and indoors within various building facilities.

*Hazards:* Exposure to sharp objects, pinch points, moving objects, vehicles, dust, noise, vibration, grease, smoke, fumes, gasses, uneven and slippery surfaces, cramped quarters, working at heights, biological waste, sewer hazards, toxic and caustic chemicals, inclement weather conditions and electrical shock.

*Equipment used:* City vehicles, tractors, forklift, garbage truck, dump truck, hoist, ladders, variety of hand and power tools, jackhammer, measuring and testing equipment and other equipment associated with the building trades.

*Safety Equipment:* Respirator, goggles, hearing and eye protection, safety shoes, dust mask, hard hat, gloves, and other protective equipment as needed. Back support belts are optional.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

*Standing/walking:* Frequent-constant standing, in combination with walking, indoors and outdoors, while performing general maintenance duties. Depending on assignment, walks up to 7 miles per day on all types of terrain, uneven ground and slopes.

*Sitting:* Occasionally, while working at ground level, driving or riding in vehicles, often over uneven terrain with frequent bouncing and jarring.

*Lift/carry:* Frequent lifting, 5-50 lbs., tools, trash, equipment, vegetation and debris. Occasionally, 50-100 lbs., tools, manhole covers, equipment, materials, heavy debris and furniture. Carrying up to 25 ft. Infrequently carrying up to 50 ft.

*Push/pull:* Frequently, using both hands and arms in popping manhole covers, moving equipment or materials, using hand and power tools, exerting a force of 25-75 lbs while shoveling, pulling and chopping vegetation, moving heavy debris onto truck, moving heavy materials and objects.

*Climbing:* Occasionally, ladders, 5-9 tier bleachers, stairs, up and down steep terrain and on and off vehicles depending on assigned tasks.

CITY OF LAS VEGAS  
Maintenance Worker I/II (Continued)

**Physical Conditions:**

*Bending/twisting:* Frequently, at waist, knees and neck while working in a variety of positions performing maintenance and manual labor duties. May be required to do extensive shoveling, raking, hoeing and weeding.

*Kneeling/crouching/crawling:* Frequently, while performing manual labor, repair and maintenance duties at street or ground level. May work in ditches and storm drains.

*Hands/arms:* Constant use of hand and arms reaching, grasping, fingering, gripping, and handling while using hand and power tools, performing labor tasks and shoveling. Requires overhead reaching for sign removal, loading items on truck for disposal and using tools. Can involve extensive use of hand tools in shoveling, raking, etc.

*Sight:* Constant use of sight abilities, including hand and eye coordination and depth perception to safely operate tools, equipment and vehicles.

*Speech/hearing:* Constantly, in communicating with coworkers and maintaining a safe work environment.

*Other physical demands:* Working occasionally in extremely hot conditions while making asphalt repairs.

GMARB  
REV ~~08/23/008/19/03~~ 09/15/03  
FLSA and City: nonexempt

CSB: ~~7/11/01~~ 10/8/03

## SENIOR CUSTODIAN

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

### DEFINITION

To lead, oversee and participate in the more complex and difficult work of staff responsible for the cleaning of city buildings and facilities; and to perform a variety of technical tasks related to assigned area of responsibility.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Custodian series. Positions at this level are distinguished from the classes within the series by the level of responsibility assumed, ~~and the~~ complexity of duties assigned and the independence with which the employee is expected to perform. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision over lower level custodial staff, special project assignments, training and supervising supplemental work force assigned to the misdemeanor work program, and assisting in assigning, monitoring and inspecting the work performed by ~~subordinate-assigned~~ personnel. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from Custodial Shift Supervisor or higher level management staff.

Exercises functional and technical supervision over lower level custodial staff.

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

#### Essential Functions:

1. Lead, plan, direct, coordinate, schedule, participate in train and review the work of staff responsible for providing custodial maintenance to city buildings and facilities.
2. Perform the more difficult and complex custodial work, such as learning the use of new products and equipment, handling special cleaning requests, and periodic projects, including floor stripping and refinishing, and carpet cleaning and extracting; fill in for assigned custodial staff when needed.
- ~~2.3.~~ Supervise the use of and operate a variety of powered and non-powered equipment.

CITY OF LAS VEGAS  
Senior Custodian (continued)

- ~~3.4.~~ Train assigned employees in custodial maintenance methods and techniques and in the set up and use of equipment.
- ~~4.5.~~ Verify the work of assigned employees for thoroughness and accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.
- ~~5.6.~~ Ensure assigned employees ~~the~~ adherence to safe work practices and procedures.
6. Ensure the security of the City Hall building and facilities after ~~day~~ the evening shift.
7. Train and supervise supplemental work force assigned to the misdemeanor work program.
8. Ensure City Council Chambers are set up for evening meetings.
9. Distribute supplies and equipment to various facilities.

**Marginal Functions:**

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- ~~2. Provide relief for Custodians when necessary.~~
- ~~3.2.~~ Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a custodial maintenance program.  
Principles of lead supervision and training.  
Methods and techniques of custodial maintenance.  
Operational characteristics of powered and non-powered janitorial equipment and tools.  
Materials, equipment and supplies used in custodial maintenance.  
Occupational hazards and standard safety practices and equipment.  
Applicable Material Safety Data Sheets (MSDS).

**Ability to:**

Lead, organize and review the work of staff in the area of work assigned.  
Interpret, explain and enforce department policies and procedures.  
Operate a variety of powered and non-powered equipment in a safe and effective manner.  
Detect safety hazards in powered equipment.  
Use toxic chemicals and materials properly.  
Perform ~~a variety~~ the full range of custodial maintenance assignments.  
Work independently ~~in the absence of~~ without direct supervision.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.

**CITY OF LAS VEGAS**  
**Senior Custodian (continued)**

Establish and maintain effective working relationships with those contacted in the course of work.  
~~Maintain mental capacity which allows for effective interaction and communications with others.~~  
~~Maintain effective audio-visual discrimination and perception to the degree necessary for the successful performance of assigned duties.~~

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

**Experience and Training Requirements**

**Experience:**

Three years of increasingly responsible custodial experience.

**Training:**

Equivalent to graduation from high school.

**License or Certificate**

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

**WORKING CONDITIONS**

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

**Environmental Conditions:**

*Location:* 95% indoors, climate controlled. 5% outdoors while cleaning, walking between buildings, dumping trash.

*Hazards:* Moving equipment, trip obstacles, dust, fumes, cuts, slippery surfaces, working at heights, exposure to electric shock and toxic or caustic chemicals.

*Equipment Used:* Floor scrubbers, ladders, hand tools, step stools, hand truck, vacuum cleaners, carpet cleaner, mops, dust mops, brooms, and other cleaning equipment and supplies.

*Safety Equipment:* Safety shoes, eye protection, gloves, back support belts optional.

CITY OF LAS VEGAS  
Senior Custodian (*continued*)

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

*Standing/walking:* Constantly, throughout work shift. Distance may vary up to 1-1.5 miles daily, depending on task assigned, on tile, concrete and outside surfaces.

*Sitting:* Infrequently, during breaks and lunch.

*Lift/carry:* Frequently, 1-30 lbs., equipment, supplies, trash.

*Push/pull:* Frequently, using both hands and arms while performing cleaning duties, exerting 5-35 lbs. force. Occasionally, moving furniture and materials, exerting a force of 20-45 lbs.

*Climbing:* Infrequently; stairs and ladders up to a distance of 4 ft. while cleaning upper areas, drapes.

*Bending/twisting/balancing:* Frequently, at waist, knees, neck throughout work shift. Some twisting is required, but can be avoided with attention to proper body mechanics.

*Kneeling/crouching/crawling:* Infrequently, may be required while cleaning lower areas, retrieving supplies from lower shelves.

*Hands/arms:* Constant use in reaching, handling, grasping and fingering while operating equipment, using hand and power tools, wiping and cleaning surfaces, and using cleaning equipment. Overhead reaching required throughout shift.

*Sight:* Constantly, in performing cleaning tasks and maintaining safety standards on the job. Requires depth perception, hand and eye coordination in operation of equipment and tool use.

*Speech/hearing:* Frequently, to interact with co-workers.

ARB

REV ~~1/22/01~~10/27/03

FLSA & City: nonexempt

CSB: 7/11/01

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date November 12, 2003

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

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

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

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The City is requesting that the following eligible lists be abolished in accordance with Civil Service Rules, Chapter IV, Section 9, c. (4):

1. Structural Plans Examiner – Promotional
2. Structural Plans Examiner – Open

The reasoning is as follows:

The current eligible lists no longer suit the needs of the department.

**RECOMMENDATION**

The City recommends approval of the abolishment of these lists.

## Helen Gonzales

---

**From:** Judy Tuttle  
**Sent:** Wednesday, October 22, 2003 2:32 PM  
**To:** Ruth Carroll; Helen Gonzales  
**Cc:** Chris Peterson; Paul Wilkins  
**Subject:** FW: Abolishment of Structural Plans Examiner List  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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

**From:** Claudette Enus  
**Sent:** Wednesday, October 22, 2003 1:49 PM  
**To:** Judy Tuttle  
**Subject:** RE: Abolishment of Structural Plans Examiner List

You have my approval to move forward with to abolish this list consistent with our authority under current Civil Service Rules.

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

**From:** Judy Tuttle  
**Sent:** Wednesday, October 22, 2003 10:25 AM  
**To:** Claudette Enus  
**Subject:** FW: Abolishment of Structural Plans Examiner List

Claudette, may we have your approval to abolish this list since there are only three individuals there. According to Civil Service Rules, this is acceptable. Thanks.

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

**From:** Paul Wilkins  
**Sent:** Wednesday, October 22, 2003 9:35 AM  
**To:** Judy Tuttle  
**Cc:** Ruth Carroll  
**Subject:** FW: Abolishment of Structural Plans Examiner List

Please contact Chris if you need additional information. Earl Russell (x6913) will be the point of contact for developing the test (100% oral). Recruitment should be promotional and open.

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

**From:** Chris Peterson  
**Sent:** Wednesday, October 22, 2003 9:30 AM  
**To:** Paul Wilkins  
**Subject:** Abolishment of Structural Plans Examiner List

**Please forward the following:**

**The current list has only 3 candidates, and does not meet the needs of the department. Please have the list abolished and a new recruitment started for a Structural Plans Examiner.**

10/28/2003

**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: November 12, 2003**

**TIME: 4:30 p.m.**

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

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: Regular Meeting of October 8, 2003
- IV. APPROVAL OF MINUTES: Teleconference Meeting of October 22, 2003
- V. BUSINESS
  - A. CERTIFICATION OF ELIGIBLE LISTS:
    - 1. Code Enforcement Officer I – Promotional
    - 2. Code Enforcement Officer I – Open
    - 3. Fire Health and Safety Training Officer – Promotional
    - 4. Fire Investigator I – Promotional
    - 5. Personnel Technician – Promotional
    - 6. Personnel Technician – Open
    - 7. Planning Technician – Promotional
    - 8. Planning Technician – Open
    - 9. Sr. Neighborhood Programs Officer – Promotional
    - 10. Sr. Neighborhood Programs Officer – Open
    - 11. Traffic Signal Technician I – Promotional
    - 12. Traffic Signal Technician I – Open
  - B. EXTENSION OF ELIGIBLE LISTS:
    - 1. Cultural Activities Specialist – Open
    - 2. Deputy City Marshal Sergeant – Promotional
    - 3. Firefighter/Paramedic – Open
    - 4. Maintenance Worker I – Open
    - 5. Parking Enforcement Officer – Promotional
    - 6. Parking Enforcement Officer – Open
    - 7. Senior Office Specialist – Promotional
    - 8. Senior Office Specialist – Open
    - 9. Traffic Barricade Inspector I – Promotional
    - 10. Traffic Barricade Inspector I – Open
    - 11. Traffic Communications Technician I – Promotional
    - 12. Traffic Communications Technician I – Open

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

**DATE: November 12, 2003**

**Page Two**

C. CLASSIFICATION SPECIFICATIONS:

1. Caseworker – Revised
2. Collections Officer – Revised
3. Collections Supervisor – Revised
4. Maintenance Worker I/II – Revised
5. Senior Custodian – Revised
6. Leisure Facilities Coordinator – New
7. Senior Judicial Enforcement Officer – New
8. Training Specialist – New

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST:

1. Structural Plans Examiner – Promotional
2. Structural Plans Examiner – Open

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**

**November 12, 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: October 8, 2003, at 4:32 p.m. in the Human Resources Department.

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

STAFF PRESENT

Ruth Carroll  
Kathy Gentile  
Tina Ramsey  
Michele McNulty  
Benet Vega  
Dan Fischer

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 September 10, 2003: A motion was made by Trustee Tony Dorf that the minutes of the Regular Meeting of September 10, 2003 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.
- IV. APPROVAL OF MINUTES of Teleconference Meeting of September 24, 2003: A motion was made by Trustee Johan Aliseo that the minutes of the Teleconference Meeting of September 24, 2003 be approved. Trustee Tony Dorf seconded the motion. Motion carried.

**CITY OF LAS VEGAS**  
**CIVIL SERVICE BOARD**  
**AGENDA DOCUMENTATION**  
**November 12, 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: October 22, 2003, at 11:32 a.m. via Teleconference

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

In the absence of Chairman Mark Larson, Trustee Johan Aliseo served as acting Chair for this meeting.

STAFF PRESENT  
Claudette Enus  
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) Pre-Trial Services Officer – Promotional
- 2) Pre-Trial Services Officer – Open
- 3) Sr. Engineering Technician (Traffic Engineering) – Promotional
- 4) Sr. Engineering Technician (Traffic Engineering) – Open
- 5) Supervisor of Fire Investigations – Promotional

Trustee Lavonne Lewis made a motion to approve Item numbers 1 through 5 of the Eligible Lists to be certified. Trustee Tony Dorf seconded the motion. Motion carried.

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

**V. BUSINESS:**

**A. CERTIFICATION OF ELIGIBLE LISTS:**

1. Code Enforcement Officer I – Promotional
2. Code Enforcement Officer I – Open
3. Fire Health and Safety Training Officer – Promotional
4. Fire Investigator I – Promotional
5. Personnel Technician – Promotional
6. Personnel Technician – Open
7. Planning Technician – Promotional
8. Planning Technician – Open
9. Sr. Neighborhood Programs Officer – Promotional
10. Sr. Neighborhood Programs Officer – Open
11. Traffic Signal Technician I – Promotional
12. Traffic Signal Technician I – Open

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

**B. EXTENSION OF ELIGIBLE LISTS:**

1. Cultural Activities Specialist – Open
2. Deputy City Marshal Sergeant – Promotional
3. Firefighter/Paramedic – Open
4. Maintenance Worker I – Open
5. Parking Enforcement Officer – Promotional
6. Parking Enforcement Officer – Open
7. Senior Office Specialist – Promotional
8. Senior Office Specialist – Open
9. Traffic Barricade Inspector I – Promotional
10. Traffic Barricade Inspector I – Open
11. Traffic Communications Technician I – Promotional
12. Traffic Communications Technician I – Open

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

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

**November 12, 2003**

**PAGE 2**

**V. BUSINESS:**

**A. CERTIFICATION OF ELIGIBLE LISTS:**

1. Code Enforcement Officer I – Promotional
2. Code Enforcement Officer I – Open
3. Fire Health and Safety Training Officer – Promotional
4. Fire Investigator I – Promotional
5. Personnel Technician – Promotional
6. Personnel Technician – Open
7. Planning Technician – Promotional
8. Planning Technician – Open
9. Sr. Neighborhood Programs Officer – Promotional
10. Sr. Neighborhood Programs Officer – Open
11. Traffic Signal Technician I – Promotional
12. Traffic Signal Technician I – Open

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

**B. EXTENSION OF ELIGIBLE LISTS:**

1. Cultural Activities Specialist – Open
2. Deputy City Marshal Sergeant – Promotional
3. Firefighter/Paramedic – Open
4. Maintenance Worker I – Open
5. Parking Enforcement Officer – Promotional
6. Parking Enforcement Officer – Open
7. Senior Office Specialist – Promotional
8. Senior Office Specialist – Open
9. Traffic Barricade Inspector I – Promotional
10. Traffic Barricade Inspector I – Open
11. Traffic Communications Technician I – Promotional
12. Traffic Communications Technician I – Open

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

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

**C. CLASSIFICATION SPECIFICATIONS:**

1. Caseworker – Revised
2. Collections Officer – Revised
3. Collections Supervisor – Revised
4. Maintenance Worker I/II – Revised
5. Senior Custodian – Revised
6. Leisure Facilities Coordinator – New
7. Senior Judicial Enforcement Officer – New
8. Training Specialist – New

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

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

1. Structural Plans Examiner – Promotional
2. Structural Plans Examiner – Open

A motion was made by Trustee Aliseo that items 1 through 2 of the Abolishing Eligible List be approved. 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 4:37 p.m.



F. Claudette Enus  
Secretary to the Board

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

**C. CLASSIFICATION SPECIFICATIONS:**

1. Caseworker – Revised
2. Collections Officer – Revised
3. Collections Supervisor – Revised
4. Maintenance Worker I/II – Revised
5. Senior Custodian – Revised
6. Leisure Facilities Coordinator – New
7. Senior Judicial Enforcement Officer – New
8. Training Specialist – New

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

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

1. Structural Plans Examiner – Promotional
2. Structural Plans Examiner – Open

A motion was made by Trustee Aliseo that items 1 through 2 of the Abolishing Eligible List be approved. 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 4:37 p.m.



F. Claudette Enus  
Secretary to the Board

SIGN-IN SHEET  
CIVIL SERVICE BOARD MEETING

DATE: Nov. 12, 2003

~~DATE~~

PLEASE PRINT

NAME

ORGANIZATION

JOHN WILLIAMS

LU MUNICIPAL COURT

PAM ROBERTSON

" "

Tina Ramsey

HR

Lon Grasmick

LUCEA

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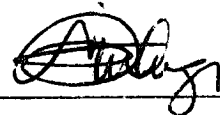
ATTENDANCE REPORT  
BOARD OF CIVIL SERVICE TRUSTEES

MEETING DATE 11-12-03 - Reg. Mtg.

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

CHARGE TO:05101/510800

APPROVED BY:



A:ATTENDANCEREPORT

THE November 12, 2003 MEETING OF THE CIVIL SERVICE

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

A:LANGUAGE