

S.V.

11:30
11:36

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES
Department of Human Resources
400 Stewart Avenue
Las Vegas, Nevada
CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.ci.las-vegas.nv.us>

TELECONFERENCE AGENDA

DATE: NOVEMBER 26, 2003
TIME: 11:30 a.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.

***NOTE:** Minutes from this meeting will be included as part of the next regularly scheduled meeting on December 10, 2003.

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1) Information Technologies Project Coordinator – Promotional
- 2) Information Technologies Project Coordinator – Open
- 3) Provisional Office Specialist II – Open

IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED:

V. CITIZEN PARTICIPATION

ITEMS RAISED UNDER THIS PORTION OF THE AGENDA CANNOT BE DELIBERATED OR ACTED UPON UNTIL THE NOTICE PROVISION OF THE OPEN MEETING LAW HAVE BEEN MET. PLEASE LIMIT YOUR REMARKS TO THOSE MATTERS UNDER THE DIRECT JURISDICTION OF THE CIVIL SERVICE BOARD. IN CONSIDERATION OF OTHERS, AVOID REPETITION, AND LIMIT YOUR COMMENTS TO NO MORE THAN THREE (3) MINUTES. TO ENSURE ALL PERSONS EQUAL OPPORTUNITY TO SPEAK, EACH SUBJECT MATTER WILL BE LIMITED TO TEN (10) MINUTES.

Facilities are provided throughout City Hall for the convenience of disabled persons. Special equipment for the hearing impaired is available for use at meetings. If you need an accommodation to attend and participate in this meeting, please call the **DEPARTMENT DESIGNEE** at 229-6315 and advise of your need at least 48 hours in advance of the meeting. The City's TDD number is 386-9108.

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

State of Nevada, 555 E. Washington
Senior Citizen Center, 450 East Bonanza Road
Clark County Government Center, 500 South Grand Central Parkway
Court Clerk's Office Bulletin Board, City Hall Plaza
City Hall Plaza, Special Outside Posting Bulletin Board
City Hall 2nd Floor, Human Resources Posting Bulletin Board

20✓

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: November 26, 2003
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IV. DISCUSSION ITEMS

None.

V. CITIZEN PARTICIPATION:

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:36 a.m.



F. Claudette Enus
Secretary to the Board

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

IV. DISCUSSION ITEMS

None.

V. CITIZEN PARTICIPATION:

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:36 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 26, 2003

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

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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

TOTAL ELIGIBLE LISTS PRESENTED: 3

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Information Technologies Project Coordinator – Promotional	2	1	1
2. Information Technologies Project Coordinator – Open	34	17	3
3. Provisional Office Specialist II - Open	37	32	31

CITY OF LAS VEGAS

ELIGIBLE LIST

Information Technologies Project Coordinator
Examination

November 10, 2003
Date of Test

037945908P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Information Technologies Project Coordinator
Examination

November 10, 2003
Date of Test

037945908O
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	20	GROUP 1	0
REJECTED	14	GROUP 2	2
<i>TOTAL RECEIVED</i>	34	GROUP 3	1
		<i>TOTAL ON LIST</i>	3

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	3			
FAILED	14			
<i>TOTAL TESTED</i>	17			
<i>DID NOT APPEAR</i>	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

Provisional Office Specialist II
Examination

November 4, 2003
Date of Test

03366209OP
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	36	GROUP 1	5
REJECTED	1	GROUP 2	19
<i>TOTAL RECEIVED</i>	37	GROUP 3	7
		<i>TOTAL ON LIST</i>	31

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	31			
FAILED	1			
<i>TOTAL TESTED</i>	32			
<i>DID NOT APPEAR</i>	4			

ATTENDANCE REPORT
BOARD OF CIVIL SERVICE TRUSTEES
MEETING DATE 11-26-03 - Teleconf.

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

CHARGE TO: 05101/510800

APPROVED BY: 

TO: CLAUDETTE ENUS
FAX: 702-382-7838
SUBJECT: **Reservation Confirmation**

Thank you for using Sprint Conferencing Services. This is to confirm that a conference reservation has been made. A two-hour notification to cancel is required to avoid a non-cancellation charge. Please call our toll free reservation number (800-366-2663) to reschedule, cancel or make any changes. Please use the confirmation number listed below when referring to your reservation.

CHAIRPERSON: CLAUDETTE ENUS
CONFIRMATION NUMBER: 20689641
DATE: Wednesday, November 26, 2003
TIME: 11:30 am (PST)
DURATION: 20 minutes
LINES RESERVED: DIAL IN: 0 DIAL OUT: 7
DIAL IN NUMBER(s): 800-659-1025

Sprint Conferencing Services offers many optional features. These features can be used to tailor your conference call to meet the needs of a particular meeting. Some features for consideration are:

- **Audiotaping*** - high quality cassette tapes of the conference can be made the same day (transcription* of the taped conference is also available).
- **Password Security** - for highly confidential conferences each participant must provide the password.
- **Automated Polling*** - participants can answer pre-established questions with their touch tone phones.

* these features incur an additional charge.

*Confirmation
22270998*

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- IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED:
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CITY OF LAS VEGAS

AGENDA DOCUMENTATION

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CITY OF LAS VEGAS

ELIGIBLE LIST

Information Technologies Project Coordinator
Examination

November 10, 2003
Date of Test

037945908P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Information Technologies Project Coordinator
Examination

November 10, 2003
Date of Test

037945908O
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	20	GROUP 1	0
REJECTED	14	GROUP 2	2
TOTAL RECEIVED	34	GROUP 3	1
		TOTAL ON LIST	3

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	3			
FAILED	14			
TOTAL TESTED	17			
DID NOT APPEAR	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

Provisional Office Specialist II
Examination

November 4, 2003
Date of Test

03366209OP
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	36	GROUP 1	5
REJECTED	1	GROUP 2	19
TOTAL RECEIVED	37	GROUP 3	7
		TOTAL ON LIST	31

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	31			
FAILED	1			
TOTAL TESTED	32			
DID NOT APPEAR	4			