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CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Department of Human Resources

400 Stewart Avenue – 2nd Floor

Training Room #4

Las Vegas, Nevada

CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.ci.las-vegas.nv.us>

AGENDA

DATE: January 14, 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 December 10, 2003
- IV. APPROVAL OF MINUTES: Teleconference Meeting – No Meeting Held Due To Holiday
- V. BUSINESS

A. CERTIFICATION OF ELIGIBLE LISTS:

- 1. Account Clerk – Promotional
- 2. Account Clerk – Open
- 3. Buyer I – Promotional
- 4. Buyer I – Open
- 5. Buyer II – Promotional
- 6. Buyer II – Open
- 7. Chemist – Promotional
- 8. Chemist – Open
- 9. Construction Inspector I – Promotional
- 10. Construction Inspector I – Open
- 11. Corrections Officer – Open
- 12. Court Counselor I – Promotional
- 13. Court Counselor I – Open
- 14. Information Technologies Development Supervisor – Open
- 15. Mail Courier – Open
- 16. Publicity Specialist I – Promotional
- 17. Publicity Specialist I – Open

B. EXTENSION OF ELIGIBLE LISTS:

- 1. Accounting Technician II – Promotional
- 2. Custodial Supervisor – Promotional
- 3. Custodial Supervisor – Open
- 4. Land Surveyor – Promotional
- 5. Land Surveyor – Open
- 6. Network Systems Technician – Promotional
- 7. Network Systems Technician – Open
- 8. Survey Crew Leader – Open

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CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

DATE: January 14, 2004

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C. CLASSIFICATION SPECIFICATIONS:

1. Corrections Intake Technician – Revised
2. Workers' Compensation Claims Assistant – New

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

1. Deputy City Clerk – 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 2nd Floor, Human Resources Posting Bulletin Board

ATTENDANCE REPORT

BOARD OF CIVIL SERVICE TRUSTEES

MEETING DATE 1-14-04 - Regular

	<u>PRESENT</u>	<u>ABSENT</u>
MARK LARSON	<u>✓</u>	<u> </u>
THEODORE PARKER ED 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: 

SIGN-IN SHEET
CIVIL SERVICE BOARD MEETING

DATE: 1-14-04

WRIGHT

PLEASE PRINT

<u>NAME</u>	<u>ORGANIZATION</u>
<u>RUTH CARROLL</u>	<u>NR</u>
<u>KATHY GENTILE</u>	<u>ITA</u>
<u>Tina Ramsey</u>	<u>HR</u>
<u>Beverly K Bridges</u>	<u>CITY CLERK</u>
<u>Lon Grasmich</u>	<u>LVCEA</u>
<u>Michele McNulty</u>	<u>HR</u>
<u>GIA RODRIGUEZ</u>	<u>HR</u>
<u>BENET VEGA</u>	<u>D+E</u>
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THE Jan. 14th, 2004 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



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

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION**

January 14, 2004

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: December 10, 2003, at 4:30 p.m. in the Human Resources Department.

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

STAFF PRESENT

Sandy Gandy
Patti Miller
Kathy Gentile
Chris Peterson

OTHERS PRESENT

- II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW:
- III. APPROVAL OF MINUTES of Regular Meeting of November 12, 2003: A motion was made by Trustee Ed Miramontes that the minutes of the Regular Meeting of November 12, 2003 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.
- IV. APPROVAL OF MINUTES of Teleconference Meeting of November 26, 2003: A motion was made by Trustee Ed Miramontes that the minutes of the Teleconference Meeting of November 26, 2003 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.

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

V. BUSINESS:

A. CERTIFICATION OF ELIGIBLE LISTS:

1. Contracts Specialist – Open
2. Corrections Officer – Open
3. Deputy City Marshal – Open
4. GIS Analyst I – Promotional
5. GIS Analyst I – Open
6. Neighborhood Programs Officer – Promotional
7. Neighborhood Programs Officer – Open
8. Provisional Office Specialist II – Open
9. Statistical Analyst II – Promotional
10. Survey Technician – Promotional
11. Survey Technician – Open

Prior to a motion being made, Secretary F. Claudette Enus stated that item #2, Corrections Officer – Open would be removed from the certification list and placed on the next regular Civil Service Board meeting. Subsequently, a motion was made by Trustee Johan Aliseo that items 1 & 3 through 11 of the Certification of Eligible Lists be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Electrical Services Field Supervisor – Promotional
2. Engineering Associate I – Land Development – Promotional
3. Engineering Associate I – Land Development – Open
4. Engineering Technician II (Traffic) – Promotional
5. Engineering Technician II (Traffic) – Open
6. Field Electrician II – Open
7. Fire Battalion Chief – Promotional
8. Firefighter Trainee – Open
9. Graphic Equipment Operator I – Promotional
10. Graphic Equipment Operator I – Open
11. Senior Communications Specialist – Promotional
12. Senior Traffic Signal Technician – Promotional
13. Senior Traffic Signal Technician – Open
14. Street Light Maintenance Electrician – Promotional
15. Technical Systems Analyst – Promotional
16. Technical Systems Analyst – Open

A motion was made by Trustee Miramontes that items 1 through 16 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
January 14, 2004
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V. BUSINESS:

A. CERTIFICATION OF ELIGIBLE LISTS:

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7. Chemist – Promotional
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9. Construction Inspector I – Promotional
10. Construction Inspector I – Open
11. Corrections Officer – Open
12. Court Counselor I – Promotional
13. Court Counselor I – Open
14. Information Technologies Development Supervisor – Open
15. Mail Courier – Open
16. Publicity Specialist I – Promotional
17. Publicity Specialist I – Open

A motion was made by Trustee Lavonne Lewis that items 1 through 17 of the Certification of Eligible Lists be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Accounting Technician II – Promotional
2. Custodial Supervisor – Promotional
3. Custodial Supervisor – Open
4. Land Surveyor – Promotional
5. Land Surveyor – Open
6. Network Systems Technician – Promotional
7. Network Systems Technician – Open
8. Survey Crew Leader – Open

A motion was made by Trustee Miramontes that items 1 through 8 of the Extension of Eligible Lists be approved. The motion was seconded by Lavonne Lewis. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
January 14, 2004
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C. CLASSIFICATION SPECIFICATIONS:

1. Corrections Intake Technician – Revised
2. Workers' Compensation Claims Assistant – New

A motion was made by Trustee Dorf that items 1 and 2 of the Classification Specifications List be approved. The motion was seconded by Trustee Aliseo. 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

**CIVIL SERVICE BOARD
2004 SCHEDULE
MEETINGS AND AGENDA PREPARATION DATES**

MEETING DATES & TIMES REGULAR 4:30 P.M. TELECONF 11:30 A.M.	DOCUMENTATION DUE	AGENDA POSTED PACKETS MAILED
✓ <u>REGULAR</u> - JANUARY 14	JANUARY 5	JANUARY 8
<u>TELECONF</u> - JANUARY 28	JANUARY 20*	JANUARY 22
✓ <u>REGULAR</u> - FEBRUARY 11	FEBRUARY 2	FEBRUARY 5
✓ <u>TELECONF</u> - FEBRUARY 25	FEBRUARY 17*	FEBRUARY 19
✓ <u>REGULAR</u> - MARCH 10	MARCH 1	MARCH 4
✓ <u>TELECONF</u> - MARCH 24	MARCH 15	MARCH 18
✓ <u>REGULAR</u> - APRIL 14	APRIL 5	APRIL 8
<u>TELECONF</u> - APRIL 28	APRIL 19	APRIL 22
✓ <u>REGULAR</u> - MAY 12	MAY 3	MAY 6
✓ <u>TELECONF</u> - MAY 26	MAY 17	MAY 20
✓ <u>REGULAR</u> - JUNE 9	JUNE 1*	JUNE 3
✓ <u>TELECONF</u> - JUNE 23	JUNE 14	JUNE 17
✓ <u>REGULAR</u> - JULY 14	JULY 6*	JULY 8
✓ <u>TELECONF</u> - JULY 28	JULY 19	JULY 22
✓ <u>REGULAR</u> - AUGUST 11	AUGUST 2	AUGUST 5
✓ <u>TELECONF</u> - AUGUST 25	AUGUST 16	AUGUST 19

2004 Civil Service Board Schedule
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MEETING DATES & TIMES REGULAR 4:30 P.M. TELECONF 11:30 A.M.	DOCUMENTATION DUE	AGENDA POSTED PACKETS MAILED
✓ <u>REGULAR</u> - SEPTEMBER 8	AUGUST 30	SEPTEMBER 2
✓ <u>TELECONF</u> - SEPTEMBER 22	SEPTEMBER 13	SEPTEMBER 16
✓ <u>REGULAR</u> - OCTOBER 13	OCTOBER 4	OCTOBER 7
✓ <u>TELECONF</u> - OCTOBER 27	OCTOBER 18	OCTOBER 21
✓ <u>REGULAR</u> - NOVEMBER 10	NOVEMBER 1	NOVEMBER 4
✓ <u>TELECONF</u> - NOVEMBER 24	NOVEMBER 15	NOVEMBER 18
✓ <u>REGULAR</u> - DECEMBER 8	NOVEMBER 29	DECEMBER 2
✓ <u>TELECONF</u> - DECEMBER 22	DECEMBER 13	DECEMBER 16

*DUE TO HOLIDAY