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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: February 11, 2004

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 January 14, 2004
- IV. APPROVAL OF MINUTES: Teleconference Meeting – No Meeting Held
- V. BUSINESS
 - A. CERTIFICATION OF ELIGIBLE LISTS:
 - 1. HVAC Technician I – Promotional
 - 2. HVAC Technician I – Open
 - 3. Office Specialist II – Promotional
 - 4. Office Specialist II – Open
 - 5. Purchasing Technician – Promotional
 - 6. Structural Plans Examiner – Promotional
 - 7. Structural Plans Examiner – Open
 - B. EXTENSION OF ELIGIBLE LISTS:
 - 1. License Technician – Promotional
 - 2. License Technician – Open
 - 3. Microcomputer Specialist I – Open
 - 4. Microcomputer Specialist II – Promotional
 - 5. Microcomputer Specialist II – Open
 - 6. Permits Technician – Promotional
 - 7. Permits Technician – Open
 - 8. Recreation Activities Specialist – Promotional
 - 9. Recreation Leader I – Open
 - 10. Sanitation Billing Technician – Promotional
 - 11. Sanitation Billing Technician – Open
 - 12. Sr. Citizens Center Coordinator – Promotional
 - 13. Sr. Intelligent Transportation Sys. Technician – Promotional
 - 14. Sr. Intelligent Transportation Sys. Technician – Open
 - 15. Sr. Mechanic – Promotional

A. ✓

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

DATE: February 11, 2004

Page Two

C. CLASSIFICATION SPECIFICATIONS:

1. Public Fire Education Officer – Revised
2. Bail/Bond Tech – New

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 Feb. 11, 2004 - Reg. Mtg.

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Structural Plans Examiner
Examination

January 21, 2004
Date of Test

03223311P
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	0	GROUP 1	0
REJECTED	0	GROUP 2	0
TOTAL RECEIVED	0	GROUP 3	0
		TOTAL ON LIST	0

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

APPROVED **FEB 11 2004**
BOARD OF CIVIL SERVICES TRUSTEES
CITY OF LAS VEGAS

MARK LARSON
CHAIRMAN

CITY OF LAS VEGAS

ELIGIBLE LIST

Structural Plans Examiner
Examination

January 21, 2004
Date of Test

032233110
Exam Code

Open
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	0	GROUP 2	0
TOTAL RECEIVED	6	GROUP 3	4
TOTAL ON LIST			4

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		4		
FAILED		2		
TOTAL TESTED		6		
DID NOT APPEAR		0		

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date February 11, 2004

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

SUBJECT: B. EXTENSION OF ELIGIBLE LISTS

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

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 15

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. License Technician - Promotional	42	2/13/04	8/13/04	1
2. License Technician – Open	30	2/13/04	8/13/04	1
3. Microcomputer Specialist I - Open	53	2/13/04	8/13/04	1
4. Microcomputer Specialist II – Promotional	1	2/13/04	8/13/04	1
5. Microcomputer Specialist II – Open	7	2/13/04	8/13/04	1
6. Permits Technician – Promotional	4	2/13/04	8/13/04	1
7. Permits Technician – Open	48	2/13/04	8/13/04	1
8. Recreation Activities Specialist - Promotional	14	2/12/04	8/12/04	2
9. Recreation Leader I – Open	87	2/26/04	8/26/04	2
10. Sanitation Billing Technician – Promotional	17	2/13/04	8/13/04	1
11. Sanitation Billing Technician – Open	15	2/13/04	8/13/04	1
12. Sr. Citizens Center Coordinator – Promotional	8	2/14/04	8/14/04	3
13. Sr. Intelligent Transportation Sys. Technician - Promotional	2	2/26/04	8/26/04	2
14. Sr. Intelligent Transportation Sys. Technician – Open	1	2/26/04	8/26/04	2
15. Sr. Mechanic – Promotional	2	2/13/04	8/13/04	1

APPROVED **FEB 11 2004**
BOARD OF CIVIL SERVICES TRUSTEES
CITY OF LAS VEGAS

MARK LARSON
CHAIRMAN

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date February 11, 2004

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

SUBJECT: C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED:

1. Public Fire Education Officer

Public Fire Education Officer was revised to incorporate the current NFPA (National Fire Protection Association) 1035 standard.

NEW:

2. Bail/Bond Tech

Bail/Bond Tech was created to better reflect the level of duties currently performed.

RECOMMENDATION

The City recommends approval of these newly created and revised classification specifications.

APPROVED **FEB 11 2004**
BOARD OF CIVIL SERVICES TRUSTEES
CITY OF LAS VEGAS

MARK LARSON
CHAIRMAN



**A PORTION OF
THESE
RECORDS ARE
DEEMED
CONFIDENTIAL
PER NRS 603A**

PUBLIC FIRE EDUCATION 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 plan, develop and implement comprehensive public fire, life safety and community risk reduction education, strategies and programs; to coordinate activities with other local agencies; and to provide administrative and technical support to department management.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Deputy Fire Marshal and higher level management staff.

Leads, plans, trains, assigns, coordinates, directs and monitors the work of personnel assigned to perform public education functions.

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, develop and implement comprehensive public fire, life safety and community risk reduction education, strategies and programs to eliminate or alleviate situations that endanger lives, health, property and the environment, following the current edition of the National Fire Protection Association (NFPA) 1035 standard.
2. Access and analyze relevant statistics regarding local fire loss and injuries to modify or develop and recommend public fire, life safety and community risk reduction education priorities that address identified risks.
3. Develop and implement a program evaluation strategy and instruments to measure program outcomes.
4. Develop, select and adapt educational programs, campaigns, initiatives, lesson plans and informational materials that are accurate, relevant to the learning objective and specific to the audience.
5. Notify the public of scheduled events using a variety of methods within an acceptable time frame; prepare press releases, public service announcements and related documents for dissemination to promote public awareness of fire safety practices.
6. Present lessons using multiple presentation methods, time allotments, settings and audiences; use a variety of multimedia equipment and automated applications such as PowerPoint in presentations; maintain safety during educational activities.
7. Design, administer and score a variety of evaluation instruments.

CITY OF LAS VEGAS
Public Fire Education Officer (*continued*)

Essential Functions:

8. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
9. Lead, plan, assign, coordinate, schedule, direct and monitor the work of personnel assigned to perform public education functions; train and advise assigned employees on presentation techniques in order to assure quality performance.
10. Train assigned department staff in methods and techniques of effective public education.
11. Prepare budget documentation for public education activities; estimate project costs and project funding needs; plan and modify activities within approved budget; monitor expenditures; request staff, materials and supplies in advance of need; use available resources responsibly and effectively.
12. Seek and apply for federal and state grants to be used to fund or enhance department operations; operationally administer grants; maintain record keeping requirements as stated in grant; assist Financial Analyst assigned to oversee fiscal grants with tracking and reporting when needed.
13. Represent the department and the City by actively participating in public education activities conducted by professional associations and multi-jurisdictional collaborative partnerships.
14. Maintain detailed records of all activities, evaluations and statistical analyses.
15. Prepare and submit periodic and ad hoc reports of activities, as requested.

Marginal Functions:

1. Attend and participate in professional group meetings and training seminars; stay abreast of new trends and innovations in the fields of fire prevention, public safety education and community risk reduction.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Learning theory.

Learning characteristics of varied audiences.

Types of educational materials.

Methods for adapting lessons and instructional materials for the target audience.

Techniques of public presentation to a variety of audiences.

Specific audience needs.

Media resources.

Publicity methods.

CITY OF LAS VEGAS
Public Fire Education Officer (*continued*)

Knowledge of:

Presentation evaluation instruments, scoring techniques and grading scales.
Techniques and practices of time management.
Techniques and practices of report writing.
Basic statistical analysis methods and resources.
Methods of identifying heightened risks if unintentional injury within a given population.
Causes and prevention of common unintentional injuries.
Fire behavior.
Human behavior during fires.
Causes of fire-related injuries and strategies for reduction.
Methods of fire escape planning.
Fire hazard identification and correction.
Basic fire protection systems and devices.
Fire emergency reporting methods.
Special needs in fires for those with disabilities.
Techniques and methods of negotiation and resolving conflict.
Basic principles of first aid techniques and how to communicate them to the public.
Fire safety equipment and devices available to the general public.
Principles, practices and procedures of modern fire prevention.
Rules, regulations and operational procedures of modern fire prevention activities.
Public relations techniques.
Modern office procedures, methods and computer equipment.
Common office software, including word processing and presentation applications.
The local community of fire prevention and education organizations.
Pertinent federal, state and local laws, codes, ordinances and regulations.

Ability to:

Effectively transfer content knowledge, both verbally and in writing.
Use a variety of audiovisual equipment, including laptop computers.
Prepare written budget proposals for specific programs or activities.
Learn governmental accounting, budgeting and purchasing procedures and regulations.
Collect, organize and format budgetary information.
Collect and analyze statistical data, and establish priorities based on results.
Recognize opportunities for shared effort with other local organizations.
Establish and maintain productive and cooperative working relationships with the other government agencies, professional associations and community groups involved in public safety education, fire prevention and community risk reduction.
Work without direct supervision.
Be self-directed.
Apply educational theory to the specialized field of public fire education.
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.
Establish and maintain effective working relationships with those contacted in the course of work including a variety of city and other government officials, community groups and the general public of all ages.
Interpret, explain and enforce department policies and procedures.

CITY OF LAS VEGAS
Public Fire Education Officer (*continued*)

Ability to:

Prepare and present public education presentations including the setup and operation of props and devices.

Communicate clearly and concisely, both orally and in writing, with all age groups.

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 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.*

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:

Any combination of five years of experience in communications, media relations, training, public education, firefighting or a field related to the area of assignment.

Training:

Equivalent to graduation from high school. A Bachelor's degree in education, communications, journalism, public relations or a related field is preferred, but not required.

License and Certificate

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

Possession of Public Fire and Life Safety Educator I and II certifications issued by the Oklahoma State University-Fire Service Training Certification Section, or the equivalent (as determined by the Fire and Rescue Department), within eighteen months of the date of appointment.

CITY OF LAS VEGAS
Public Fire Education Officer (*continued*)

WORKING CONDITIONS

Environmental Conditions:

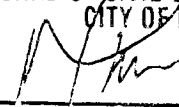
Work in office and field environments; exposure to noise, dust, smoke, fumes, gases and potentially hazardous chemicals.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, crawling, climbing, stooping and lifting; operating motor vehicles and mechanical devices.

ARB
REV 1/8/04
FLSA & City: nonexempt

CSB: 2/11/04

APPROVED FEB 11 2004
BOARD OF CIVIL SERVICES TRUSTEES
CITY OF LAS VEGAS

MARK LARSON
CHAIRMAN

PUBLIC FIRE EDUCATION 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 plan, develop and conduct ~~implement~~ comprehensive public fire, life safety and community risk reduction education, strategies and programs; to coordinate activities with other local agencies; and to provide administrative and technical support to department ~~management~~ educational programs and provide information to the public and the media relative to fire prevention, life safety, department operations, community concerns and other matters; to prepare press releases regarding fires and other emergencies.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Deputy Fire Marshal and higher level supervisory or management staff.

Leads, Plans, trains, assigns, coordinates, directs and monitors the workload of personnel assigned to perform public education and ~~information~~ functions.

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

Essential Functions:

1. Plans, develops and ~~conducts~~ implement comprehensive public fire, ~~prevention~~ life safety and community risk reduction education, strategies and programs to eliminate or alleviate situations that endanger lives, health, property and the environment, following the current edition of the National Fire Protection Association (NFPA) 1035 standard and other informational promotions to all age levels in schools, community organizations, civic and business groups.
 2. Access and analyze relevant statistics regarding local fire loss and injuries to modify or develop and recommend public fire, life safety and community risk reduction education priorities that address identified risks.
 3. Develop and implement a program evaluation strategy and instruments to measure program outcomes.
 4. Develop, select and adapt educational programs, campaigns, initiatives, lesson plans and informational materials that are accurate, relevant to the learning objective and specific to the audience.
2. ~~Prepare pamphlets, articles, speeches and other informative materials for public information programs.~~

CITY OF LAS VEGAS

Public Fire Education Officer (*continued*)

- 3.5. Notify the public of scheduled events using a variety of methods within an acceptable time frame; Prepare press releases, public service announcements and related documents for public dissemination to promote public awareness of fire safety practices.
6. Present lessons using multiple presentation methods, time allotments, settings and audiences; use a variety of multimedia equipment and automated applications such as PowerPoint in presentations; maintain safety during educational activities.
7. Design, administer and score a variety of evaluation instruments.

CITY OF LAS VEGAS
Public Fire Education Officer (*continued*)

Essential Functions:

- ~~4. Serve as central information coordinator for the department and maintains favorable relations with media, news and community organizations throughout the local area.~~
- ~~8. Coordinate and ensure timely release of information regarding fires or other emergencies and fire prevention programs to news media. Arrange meetings, conferences and related functions. Coordinate tours of fire department facilities and public demonstrations of fire apparatus and equipment. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.~~
- ~~6.9. Lead, Pplan, assign, coordinate, schedule, direct and monitor the work load of personnel assigned to perform public education and information functions; trains and advise subordinate assigned employees on presentation techniques in order to assure quality performance.~~
10. Train assigned department staff in methods and techniques of effective public education.
11. Prepare budget documentation for public education activities; estimate project costs and project funding needs; plan and modify activities within approved budget; monitor expenditures; request staff, materials and supplies in advance of need; use available resources responsibly and effectively.
12. Seek and apply for federal and state grants to be used to fund or enhance department operations; operationally administer grants; maintain record keeping requirements as stated in grant; assist Financial Analyst assigned to oversee fiscal grants with tracking and reporting when needed.
13. Represent the department and the City by actively participating in public education activities conducted by professional associations and multi-jurisdictional collaborative partnerships.
14. Maintain detailed records of all activities, evaluations and statistical analyses.
15. Prepare and submit periodic and ad hoc reports of activities, as requested.
- ~~7. Participate in the development of policy and procedures for the Fire Prevention Division, Public Education Section.~~

Marginal Functions:

1. Attend and participate in professional group meetings and training seminars; stay abreast of new trends and innovations in the fields of fire prevention, public safety education and community risk reduction.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

CITY OF LAS VEGAS
Public Fire Education Officer (*continued*)

Knowledge of:

Fire department organization and operations.

Learning theory.

Learning characteristics of varied audiences.

Types of educational materials.

Methods for adapting lessons and instructional materials for the target audience.

Techniques of public presentation to a variety of audiences.

Specific audience needs.

Media resources.

Publicity methods.

Knowledge of:

Presentation evaluation instruments, scoring techniques and grading scales.

Techniques and practices of time management.

Techniques and practices of report writing.

Basic statistical analysis methods and resources.

Methods of identifying heightened risks if unintentional injury within a given population.

Causes and prevention of common unintentional injuries.

Fire behavior.

Human behavior during fires.

Causes of fire-related injuries and strategies for reduction.

Methods of fire escape planning.

Fire hazard identification and correction.

Basic fire protection systems and devices.

Fire emergency reporting methods.

Special needs in fires for those with disabilities.

Techniques and methods of negotiation and resolving conflict.

Basic principles of first aid techniques and how to communicate them to the public.

Fire safety equipment and devices available to the general public.

Principles, practices and procedures of modern fire prevention.

Rules, regulations and operational procedures of the Fire and Rescue Department in modern fire prevention activities.

Principles and practices of fire and safety code enforcement.

Uniform Fire Code.

Public relations techniques.

Modern office procedures, methods and computer equipment.

Common office software, including word processing and presentation applications.

The local community of fire prevention and education organizations.

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

Ability to:

Effectively transfer content knowledge, both verbally and in writing.

Use a variety of audiovisual equipment, including laptop computers.

Prepare written budget proposals for specific programs or activities.

Learn governmental accounting, budgeting and purchasing procedures and regulations.

Collect, organize and format budgetary information.

CITY OF LAS VEGAS
Public Fire Education Officer (*continued*)

Collect and analyze statistical data, and establish priorities based on results.

Recognize opportunities for shared effort with other local organizations.

Establish and maintain productive and cooperative working relationships with the other government agencies, professional associations and community groups involved in public safety education, fire prevention and community risk reduction.

Work without direct supervision.

Be self-directed.

Apply educational theory to the specialized field of public fire education.

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.

Establish and maintain effective working relationships with those contacted in the course of work including a variety of city and other government officials, community groups and the general public of all ages.

Interpret, explain and enforce department policies and procedures.

Ability to:

Prepare and present public information and education presentations including the setup and operation of props and devices.

Communicate clearly and concisely, both orally and in writing, with all age groups.

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 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.

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:

Any combination of five years of experience in the field of communications, media relations, training, public education, firefighting or closely a related field related to the area of assignment.

Training:

Equivalent to graduation from high school. A Bachelor's degree in education, communications, journalism, public relations or closely a related field is preferred, but not required.

CITY OF LAS VEGAS
Public Fire Education Officer (*continued*)

SPECIAL REQUIREMENTS License and Certificate

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

~~All applicants shall be required to meet the physical examination and physical agility requirements of the position.~~

Possession of Public Fire and Life Safety Educator I and II certifications issued by the Oklahoma State University-Fire Service Training Certification Section, or the equivalent (as determined by the Fire and Rescue Department), within eighteen months of the date of appointment.

CITY OF LAS VEGAS
Public Fire Education Officer (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Work in an office and field environments; exposure to noise, dust, smoke, fumes, gases and |
potentially hazardous chemicals.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for
walking, crawling, climbing, stooping and lifting; operating motor vehicles and mechanical
devices.

ARB

REV 1/8/04

FLSA & City: nonexempt

CSB: 2/8/95

BAIL/BOND TECH

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 a variety of technical duties involving the processing and monitoring of all Municipal Court bail bond transactions from the initial registration of insurance and bonding companies with the court through the final disposition of exoneration or forfeiture.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Municipal Court Office Supervisor and Municipal Court management staff.

Receives functional and technical supervision from the Deputy City Attorney 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. Accept, prepare and distribute a variety of legal documents, including Notice of Intent to Forfeit Bonds, Motion for Entry of Default Judgment on Surety Bond, Judgment and Satisfaction of Judgment; coordinate and monitor court proceeding schedules for all motions concerning bonds; monitor and track pending court cases to ensure timely disposition; review, confirm and mail exoneration documentation to bonding companies.
2. Review submitted surety documents; may be responsible for auditing, correcting and final review of documents prepared in other departments; delineate, match and audit bonds for criminal and traffic courts; review documents for completeness and accuracy; obtain required documents necessary to complete files; retrieve files and provide them to city attorney for court action.
3. Provide general surety information to license holders and applicants; interpret and explain rules and regulations; assist bonding and insurance companies with problems.
4. Serve as liaison between work unit, other offices and outside agencies for the collection and distribution of information; resolve operational issues and problems.
5. Perform research and verify documents comply with filing requirements; provide and gather information for court actions resulting from noncompliance with bail posting statutes; determine time requirements for documents requiring judicial approval.
6. Issue final notice to bonding and insurance companies prior to suspension or termination of posting privileges; prepare final court memo to suspend noncompliant bonding and insurance companies.

CITY OF LAS VEGAS
Bail/Bond Tech II (*continued*)

Knowledge of:

Principles and techniques of customer service.
Modern office procedures and methods.
Techniques for keeping detailed records.
Business English grammar, spelling and punctuation.
Business letter writing techniques.
Techniques for report preparation.
Occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes, regulations.

Ability to:

Meet established deadlines.
Independently perform complex clerical work.
Interpret, explain and enforce bail bond policies and procedures.
Exercise good judgment and make sound decisions in sensitive situations.
Work independently without direct supervision.
Understand and follow oral and written instructions.
Maintain accurate records and files.
Make arithmetic computations accurately and rapidly.
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 increasingly responsible court or legal office environment experience, two of those years in bail bond transaction processing.

Training:

Equivalent to graduation from high school.

CITY OF LAS VEGAS
Bail/Bond Tech II (*continued*)

Essential Functions:

7. Plan, direct and participate in a variety of court functions and provide guidance regarding bail bonds to co-workers; train assigned employees in bail bond posting update methods and techniques and in identifying appropriateness of completed bond documents; assist staff in the interpretation of regulations, procedures and processes.
8. Perform research as requested; compile data for statistical reporting; prepare monthly bond forfeiture report; serve on committees as required.
9. Receive and initiate application processing for bonding and insurance companies; work with the State Insurance Division to confirm bonding company qualifying powers of attorney are filed annually and insure that appropriate licensing is valid and current; create and maintain accurate bail deposit records; maintain bail bond agency information in database; issue list of companies authorized to post bail or bonds with Municipal Court.
10. Prepare and mail traffic summonses; research death certificates for municipal court cases and arrange for dismissal if necessary.
11. Assist in researching and analyzing proposed legislation and regulations for impact on the court; make recommendations for procedural changes to comply with statutory requirements.

Marginal Functions:

1. May assist with development of court policies and procedures, instructional manuals, forms and correspondence.
2. Perform related duties and responsibilities as required.
3. Serve as back-up to Municipal Court video preparation staff; research probable cause companion cases to include with all other cases; retrieve cases for video court; correct problems; verify defendant status with jail staff.

QUALIFICATIONS

Knowledge of:

Operations, procedures and activities of court bail bond transactions.
Basic accounting standards and procedures.
Methods and techniques of conflict resolution.
Las Vegas Municipal Court policies and procedures.
Operation of a personal computer, including common office software.
A variety of specialized law enforcement and court related computer systems.
Basic arithmetic principles.
Effective telephone techniques.

CITY OF LAS VEGAS
Bail/Bond Tech II (*continued*)

WORKING CONDITIONS

Environmental Conditions:

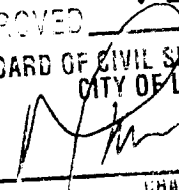
Office and courtroom environments; exposure to computer screens and potentially hostile environments.

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 12/19/03
FLSA & City: nonexempt

CSB 2/11/04

APPROVED **FEB 11 2004**
BOARD OF CIVIL SERVICES TRUSTEES
CITY OF LAS VEGAS

MARK LARSON
CHAIRMAN

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

DATE: 2-11-04 - Reg. Mtg.

~~02/11/04~~

PLEASE PRINT

NAME

ORGANIZATION

KATHY GENTILE

CLV

THE Feb. 11, 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

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION

February 11, 2004

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

I. CALL TO ORDER: January 14, 2004, 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

Ruth Carroll
Tina Ramsey
Kathy Gentile
Tina Ramsey
Michele McNulty

OTHERS PRESENT

Lon Grasmick
Beverly Bridges
Benet Vega

- II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW:**
- III. APPROVAL OF MINUTES** of Regular Meeting of December 10, 2003: A motion was made by Trustee Johan Aliseo that the minutes of the Regular Meeting of December 10, 2003 be approved. Trustee Tony Dorf seconded the motion. Motion carried.
- IV. APPROVAL OF MINUTES** of Teleconference Meeting. – No meeting was held due to the Holidays; therefore no approval of minutes was necessary.

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: February 11, 2004

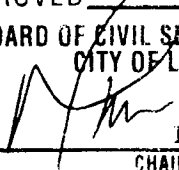
TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, SECRETARY

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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

TOTAL ELIGIBLE LISTS PRESENTED: 7

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. HVAC Technician I - Promotional	2	2	1
2. HVAC Technician I – Open	59	43	33
3. Office Specialist II – Promotional	10	8	8
4. Office Specialist II – Open	53	44	38
5. Purchasing Technician - Promotional	19	13	11
6. Structural Plans Examiner – Promotional	0	0	0
7. Structural Plans Examiner - Open	6	6	4

APPROVED **FEB 11 2004**
BOARD OF CIVIL SERVICES TRUSTEES
CITY OF LAS VEGAS

MARK LARSON
CHAIRMAN

CITY OF LAS VEGAS

ELIGIBLE LIST

HVAC Technician I
Examination

January 21, 2004
Date of Test

03315812P
Exam Code

Promotional
Open/Promotional

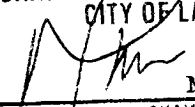
NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

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

APPROVED **FEB 11 2004**
BOARD OF CIVIL SERVICES TRUSTEES
CITY OF LAS VEGAS

MARK LARSON
CHAIRMAN

CITY OF LAS VEGAS

ELIGIBLE LIST

HVAC Technician I
Examination

January 21, 2004
Date of Test

033158120
Exam Code

Open
Open/Promotional

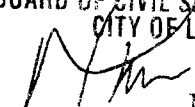
NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	59	GROUP 1	7
REJECTED	0	GROUP 2	15
<i>TOTAL RECEIVED</i>	59	GROUP 3	11
<i>TOTAL ON LIST</i>			33

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	33			
FAILED	10			
<i>TOTAL TESTED</i>	43			
<i>DID NOT APPEAR</i>	16			

APPROVED **FEB 11 2004**
BOARD OF CIVIL SERVICES TRUSTEES
CITY OF LAS VEGAS

MARK LARSON

CITY OF LAS VEGAS

ELIGIBLE LIST

Office Specialist II
Examination

January 12, 2004
Date of Test

03366211P
Exam Code

Promotional
Open/Promotional

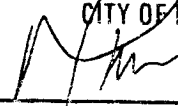
NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	10	GROUP 1	3
REJECTED	0	GROUP 2	5
<i>TOTAL RECEIVED</i>	10	GROUP 3	0
<i>TOTAL ON LIST</i>			8

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	8			
FAILED	0			
<i>TOTAL TESTED</i>	8			
<i>DID NOT APPEAR</i>	2			

APPROVED **FEB 11 2004**
BOARD OF CIVIL SERVICES TRUSTEES
CITY OF LAS VEGAS

MARK LARSON
CHAIRMAN

CITY OF LAS VEGAS

ELIGIBLE LIST

Office Specialist II
Examination

January 12, 2004
Date of Test

033662110
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	51	GROUP 1	6
REJECTED	2	GROUP 2	17
TOTAL RECEIVED	53	GROUP 3	15
		TOTAL ON LIST	38

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	38			
FAILED	6			
TOTAL TESTED	44			
DID NOT APPEAR	7			

APPROVED **FEB 11 2004**
BOARD OF CIVIL SERVICES TRUSTEES
CITY OF LAS VEGAS

MARK LARSON
CHAIRMAN

CITY OF LAS VEGAS

ELIGIBLE LIST

Purchasing Technician
Examination

January 13, 2004
Date of Test

037944312P
Exam Code

Promotional
Open/Promotional

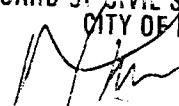
NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	14	GROUP 1	5
REJECTED	5	GROUP 2	6
TOTAL RECEIVED	19	GROUP 3	0
		TOTAL ON LIST	11

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	11			
FAILED	2			
TOTAL TESTED	13			
DID NOT APPEAR	1			

APPROVED **FEB 11 2004**
BOARD OF CIVIL SERVICES TRUSTEES
CITY OF LAS VEGAS

MARK LASOS
CHAIRMAN

**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
Page 2

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