

Claudia
S. ✓

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: March 10, 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 February 11, 2004
- IV. APPROVAL OF MINUTES: Teleconference Meeting – February 25, 2004
- V. BUSINESS
 - A. EXTENSION OF ELIGIBLE LISTS:
 - 1. Fire Captain – Promotional
 - 2. Inspections Supervisor – Promotional
 - 3. Leisure Activities Assistant – Promotional
 - 4. Leisure Activities Assistant – Open
 - 5. Rapid Response Crew Leader – Promotional
 - 6. Senior Field Electrician – Promotional
 - 7. Senior Field Electrician – Open
 - 8. Senior Technical Sys. Analyst (Leisure Svcs) – Promotional
 - 9. Signing & Marking Field Supervisor – Promotional
 - 10. Signing & Marking Field Supervisor – Open
 - 11. Signing & Marking Technician I – Promotional
 - 12. Signing & Marking Technician I – Open
 - B. CLASSIFICATION SPECIFICATIONS:
 - 1. Neighborhood Programs Officer/Sr. Neighborhood Programs Officer – Revised
- 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.

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**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**

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION

March 10, 2004

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: February 11, 2004, at 4:30 p.m. in the Human Resources Department.

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

STAFF PRESENT

Judy Tuttle
Kathy Gentile
Ann Rubertino-Beck

OTHERS PRESENT

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

III. APPROVAL OF MINUTES of Regular Meeting of January 14, 2004: A motion was made by Trustee Tony Dorf that the minutes of the Regular Meeting of January 14, 2004 be approved. Trustee Lavonne Lewis seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting. – No meeting was held; therefore no approval of minutes was necessary.

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

A motion was made by Trustee Lavonne Lewis that items 1 through 7 of the Certification of Eligible Lists be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
February 11, 2004
PAGE 2**

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 motion was made by Trustee Dorf that items 1 through 15 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Miramontes. Motion carried.

C. CLASSIFICATION SPECIFICATIONS:

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

A motion was made by Trustee Miramontes 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 4:34 p.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
March 10, 2004

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: February 25, 2004, at 11:30 a.m. via Teleconference

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

Trustee Johan Aliseo served as acting Chair for this meeting.

STAFF PRESENT

Ann Rubertino-Beck
Kathy Gentile
Tina Ramsey
Morgan Davis, Esq.

OTHERS PRESENT

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

III. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1) Automotive & Emissions Specialist – Promotional
- 2) Automotive & Emissions Specialist – Open
- 3) Building Inspector – Promotional
- 4) Caseworker – Open
- 5) Collections Supervisor – Promotional
- 6) Custodian I – Open
- 7) Fire Engineer – Promotional
- 8) Intake Technician – Open
- 9) Leisure Services Coordinator – Promotional
- 10) Sanitation Billing Inspector II – Promotional
- 11) Senior Custodian – Promotional
- 12) Senior Theater Technician – Promotional

Trustee Tony Dorf made a motion to approve Item numbers 1 through 12 of the Eligible Lists to be certified. Trustee Ed Miramontes seconded the motion. Motion carried.

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: February 25, 2004
PAGE 2

B. NOTICE OF INTENT FOR APPEAL HEARING:

- 1) Deputy City Marshal Harold F. Mulcahey

Civil Service Board Counsel, Morgan Davis stated that the Board does have jurisdiction over the appeal and can proceed with setting the matter for hearing. It was determined that the hearing will be scheduled for the April 14, 2004 regular meeting and may be lengthy. A motion was made by Trustee Dorf to accept the appeal and schedule the hearing for April 14, 2004. Trustee Ed Miramontes 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 11:45 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 March 10, 2004

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

SUBJECT: A. EXTENSION OF ELIGIBLE LISTS

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

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. Fire Captain - Promotional	12	3/24/04	9/24/04	1
2. Inspections Supervisor – Promotional	8	3/10/04	9/10/04	1
3. Leisure Activities Assistant – Promotional	2	3/10/04	9/10/04	1
4. Leisure Activities Assistant – Open	58	3/10/04	9/10/04	1
5. Rapid Response Crew Leader – Promotional	19	3/10/04	9/10/04	1
6. Senior Field Electrician – Promotional	3	3/11/04	9/11/04	3
7. Senior Field Electrician – Open	1	3/11/04	9/11/04	3
8. Senior Technical Sys. Analyst (Leisure Srvs) – Promotional	6	3/12/04	9/12/04	2
9. Signing & Marking Field Supervisor – Promotional	2	3/11/04	9/11/04	3
10. Signing & Marking Field Supervisor – Open	2	3/11/04	9/11/04	3
11. Signing & Marking Technician I – Promotional	7	3/11/04	9/11/04	3
12. Signing & Marking Technician I – Open	10	3/11/04	9/11/04	3

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date March 10, 2004

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

SUBJECT: B. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED:

1. Neighborhood Programs Officer/Sr. Neighborhood Programs Officer

Neighborhood Programs Officer/Sr. Neighborhood Programs Officer was revised to make essential functions more general.

RECOMMENDATION

The City recommends approval of this revised classification specification.

**NEIGHBORHOOD PROGRAMS OFFICER
SENIOR NEIGHBORHOOD PROGRAMS 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 participate in planning, coordinating and administering a variety of federally-funded entitlement and grant programs and projects; and to manage special projects related to neighborhood development as requested.

DISTINGUISHING CHARACTERISTICS

Neighborhood Programs Officer: This is the journey level class in the Neighborhood Programs Officer series. This class is distinguished from the Senior Neighborhood Programs Officer by the performance of the more routine tasks and duties assigned to positions within the series. This class may be used as a training class, wherein employees may 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.

Senior Neighborhood Programs Officer: This is the advanced journey level class within the Neighborhood Programs Officer series. This class is distinguished from the Neighborhood Programs Officer by the performance of the full range of duties as assigned. 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 entry level; when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Neighborhood Programs Officer

Receives immediate supervision from the assigned Neighborhood Development Supervisor or Neighborhood Development Manager, or higher level management. May receive technical and functional supervision from Senior Neighborhood Programs Officers.

Senior Neighborhood Programs Officer

Receives general supervision from the assigned Neighborhood Development Supervisor or Neighborhood Development Manager, or higher level management.

May exercise technical and functional supervision over Neighborhood Programs Officers.

CITY OF LAS VEGAS

Neighborhood Programs Officer/Senior Neighborhood Programs Officer (*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. Participate in planning, coordinating and administering various entitlement and federal grant programs, such as HOME Investment Partnerships Program (HOME), Community Development Block Grants (CDBG), Housing Opportunities for Persons with AIDS (HOPWA); represent the city's interest in the projects.
2. Administer assigned projects; coordinate monthly committee meetings; participate in strategic planning for assigned programs; write funding proposals; complete Housing and Urban Development (HUD) reports; conduct project monitoring; conduct research to determine the need for a project; conduct Internet research; interpret findings and make recommendations.
3. Prepare information for assigned programs' annual application process; update applications for funding, create disks and application packets, review completed applications for threshold compliance, generate detailed databases for all program applicants; upon completion of application review process, create books for citizen committee, attend presentation meetings as needed for staff support.
4. Design, develop, review and analyze plans, reports, position papers, permits, applications and fact sheets; catalogue and maintain document library; maintain various detailed records of program information; gather statistics and resource materials for a variety of research projects; coordinate direct mailing campaigns.
5. Represent the city on various boards, commissions and committees; coordinate meetings, seminars, workshops and conferences.
6. Monitor program budgets; set up project initiators; review work authorizations and purchase requests; monitor invoices submitted by contractors to ensure charges comply with contract provisions and applicable laws, rules and regulations; approve disbursement of requests for funds.
7. Ensure assigned programs comply with all applicable federal, state and local regulations and requirements such as labor standards, environmental reviews and project and program eligibility; conduct inspections of properties or other on-site compliance reviews as needed.
8. Prepare and submit annual or other periodic reports for assigned federal or grant programs; assist with periodic audits of records and procedures; develop and implement project tracking systems to ensure the timely progress of grant funded projects.
9. Process various legal documents; maintain current manuals; compose and edit reports, letters, fact sheets, briefing papers, agenda materials, contracts, speeches and promotional materials and related correspondence regarding assigned projects and activities.

CITY OF LAS VEGAS

Neighborhood Programs Officer/Senior Neighborhood Programs Officer (*continued*)

Essential Functions:

10. Serve as liaison between department, federal, state and local agencies, non-profit agency boards and staff, contractors, subcontractors, vendors and the public.
11. Administer and monitor special projects related to neighborhood development as assigned.

Marginal Functions:

1. Monitor legislation affecting assigned programs and client populations.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Neighborhood Programs Officer

Knowledge of:

Common office software, such as word processing, spreadsheet and database programs.
Basic techniques of budget development and administration.
Basic knowledge of real estate purchasing and financing.
Research techniques, methods and procedures.
Techniques for interacting with a wide variety of public and private officials, business owners and the public.
Basic report structure and preparation.
Business English, including grammar, punctuation, spelling and sentence structure.

Ability to:

Read and understand financial statements and pro forma analyses of housing development.

Learn to implement federal entitlement programs, housing development and rehabilitation projects.

Learn to implement federal housing grant programs.

Learn techniques and programs to retain, expand and attract businesses.

Learn procedures and activities involved in developing vacant parcels of land.

Learn to implement the methods, techniques and requirements for developing assisted and affordable housing.

Learn to negotiate and work cooperatively with representatives of citizens groups, governmental officials at all levels, executives of private and public agencies and community leaders.

Learn to recognize the problems and issues unique to inner-city areas.

Speak in public in various situations.

Learn a variety of software programs.

Produce written documents with clearly organized thoughts using proper English sentence construction, grammar and punctuation.

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

Neighborhood Programs Officer/Senior Neighborhood Programs 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:

- *sitting for extended periods of time; and*
- *operating assigned equipment.*

Experience and Training Requirements

Experience:

One year of experience in any of the following areas: federal entitlement programs, local or state social services programs, community development, public housing development or planning, land development, business management, public administration, contract administration or a related field.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, accounting, marketing, urban studies, economics, social work, sociology, public administration or a related field.

Senior Neighborhood Programs Officer

In addition to the qualifications for Neighborhood Programs Officer:

Knowledge of:

Real estate and business development finance principles.
Techniques of project facilitation and monitoring.
Procedures and techniques for obtaining grant funding.
Techniques of budget development and administration.
Applicable federal, state and local laws, codes and regulations.
Federal entitlement programs and Office of Management and Budget regulatory requirements.
Applicable federal grant programs and their requirements.
Housing development and rehabilitation programs.
Homeless services, programs and issues.
Loan programs to aid residents and businesses.
Procedures and activities involved in developing vacant parcels of land.

CITY OF LAS VEGAS

Neighborhood Programs Officer/Senior Neighborhood Programs Officer (*continued*)

Knowledge of:

Components of well-written contracts and requests for proposal.
Software programs used in tracking projects, including common office software.
Techniques of report preparation.
Techniques of record keeping.

Ability to:

Negotiate and work cooperatively with representatives of citizens groups, governmental officials at all levels, executives of private and public agencies and community leaders.
Maintain awareness of and sensitivity to the problems and issues unique to inner-city areas.
Read and interpret government documents, construction documents and financial statements.
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.

Experience and Training Requirements

Experience:

Two years of experience coordinating and administering federal grant-funded programs in any of the following areas: housing rehabilitation, homeowner assistance, homeless assistance, business development or capital improvement.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, accounting, marketing, urban studies, economics, social work, sociology, public administration or a related field.

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

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

ARB

REV 2/6/04

FLSA and City: nonexempt

CSB 3/10/04

**NEIGHBORHOOD PROGRAMS OFFICER
SENIOR NEIGHBORHOOD PROGRAMS OFFICER**

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Senior Neighborhood Programs Officer: This is the advanced journey level class within the Neighborhood Programs Officer series. This class is distinguished from the Neighborhood Programs Officer by the performance of the full range of duties as assigned. 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 entry level; when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Neighborhood Programs Officer

Receives immediate supervision from the assigned Neighborhood Development Supervisor or Neighborhood Development Manager, or higher level management. May receive technical and functional supervision from Senior Neighborhood Programs Officers.

Senior Neighborhood Programs Officer

Receives general supervision from the assigned Neighborhood Development Supervisor or Neighborhood Development Manager, or higher level management.

May exercise technical and functional supervision over Neighborhood Programs Officers.

CITY OF LAS VEGAS

Neighborhood Programs Officer/Senior Neighborhood Programs Officer (*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. Participate in planning, coordinating and administering various entitlement and federal grant programs, such as HOME Investment Partnerships Program (HOME), Community Development Block Grants (CDBG), Housing Opportunities for Persons with AIDS (HOPWA); represent the city's interest in the projects.
- ~~2. Assist with establishing, administering and maintaining a continuum of care for the homeless in the community; provide technical assistance to service providers applying for grants through the federal government; write requests for proposal (RFPs) and contracts.~~
- ~~3. Administer HOME and HOPWA projects including preparation of contracts and deeds, attending meetings, reviewing budgets and schedules; process various legal documents.~~
- ~~4. Administer Community Development Block Grant (CDBG) capital improvement projects and public services programs including coordinating the application process; review applications; providing training to Community Development Recommending Board (CDRB) members; serve as project manager for City capital projects by coordinating with Public Works to expedite architectural services, drawings, contracts, presentations, pre-bid, pre-construction and construction meetings, and monitoring site progress.~~
5. Coordinate various grant funded capital projects such as construction of community centers and other types of facilities.
- ~~6. Administer revolving loan program including monitoring and; overseeing collection of accounts receivable; provide technical assistance to loan recipients when required; make recommendations concerning overdue loan payments.~~
- ~~7. Manage the Homebuyer Downpayment Assistance Program including analyzing loan packages for compliance with program policy; monitor compliance with contract requirements and federal regulations; maintain statistical records of the homebuyers.~~
- ~~8. Manage the City of Las Vegas Business Center/Business Incubator and its programs; review applications and request credit checks; review credit information and forward recommendations to supervisor; prepare lease agreements for submission to the Real Estate Committee for review and recommendation to the City Council; monitor rental agreements to ensure compliance with lease stipulations; process rent payments; maintain conference room and training room schedules; schedule workshops for incubator tenants; review training and conference attendance for compliance with lease agreement; review business plans and financial statements to ensure business growth.~~
9. Administer single family housing rehabilitation direct loans; confirm ownership, occupancy and compliance with insurance requirements; file liens, deeds of reconveyance and subordination agreements; research County Recorders Office data through Internet searches and onsite contact; expedite write downs on forgivable loans.

CITY OF LAS VEGAS

Neighborhood Programs Officer/Senior Neighborhood Programs Officer (*continued*)

Essential Functions:

10.2. Administer ~~affordable housing~~assigned projects; coordinate monthly committee meetings; participate in strategic planning for ~~assisted and affordable housing assigned~~ programs; write funding proposals; complete Housing and Urban Development (HUD) reports; conduct project monitoring; conduct research to determine the need for ~~housing a~~ project; conduct Internet research; interpret findings and make recommendations.

11. ~~Maintain the City Grants Manual and coordinate the monthly Grants Committee meetings to review grant applications from departments prior to City Council submission.~~

12.3. Prepare information for assigned programs' annual application process; update applications for funding, create disks and application packets, review completed applications for threshold compliance, generate detailed databases for all program applicants; upon completion of application review process, create books for citizen committee, attend presentation meetings as needed for staff support.

13.4. Design, develop, review and analyze plans, reports, position papers, permits, applications and fact sheets; catalogue and maintain document library; maintain various detailed records of program information; gather statistics and resource materials for a variety of research projects; coordinate direct mailing campaigns.

14.5. Represent the city on various boards, commissions and committees; coordinate meetings, seminars, workshops and conferences.

15.6. Monitor program budgets; set up project initiators; review work authorizations and purchase requests; monitor invoices submitted by contractors to ensure charges comply with contract provisions and applicable laws, rules and regulations; approve disbursement of requests for funds.

16.7. Ensure assigned programs comply with all applicable federal, state and local regulations and requirements such as labor standards, environmental reviews and project and program eligibility; conduct inspections of properties or other on-site compliance reviews as needed.

17.8. Prepare and submit annual or other periodic reports for assigned federal or grant programs; assist with periodic audits of records and procedures; develop and implement project tracking systems to ensure the timely progress of grant funded projects.

18.9. Process various legal documents; maintain current manuals; ~~C~~compose and edit reports, letters, fact sheets, briefing papers, agenda materials, contracts, speeches and promotional materials and related correspondence regarding assigned projects and activities.

19.10. ~~Gather statistics and resource materials for a variety of research projects; coordinate direct mailing campaigns.~~

20.11. Serve as liaison between department, federal, state and local agencies, non-profit agency boards and staff, contractors, subcontractors, vendors and the public.

CITY OF LAS VEGAS

Neighborhood Programs Officer/Senior Neighborhood Programs Officer (*continued*)

21.12. Administer and monitor special projects related to neighborhood development as assigned.

Marginal Functions:

1. Monitor legislation affecting assigned programs and client populations.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Neighborhood Programs Officer

Knowledge of:

Common office software, such as word processing, spreadsheet and database programs.
Basic techniques of budget development and administration.
Basic knowledge of real estate purchasing and financing.
Research techniques, methods and procedures.
Techniques for interacting with a wide variety of public and private officials, business owners and the public.
Basic report structure and preparation.
Business English, including grammar, punctuation, spelling and sentence structure.

Ability to:

Read and understand financial statements and pro forma analyses of housing development.
~~Learn to implement the services and programs available to serve the homeless.~~
~~Maintain manuals~~
~~Coordinate the monthly committee meetings.~~
Learn to implement federal entitlement programs, housing development and rehabilitation projects and revolving loan programs.
Learn to implement federal housing grant programs.
Learn techniques and programs to retain, expand and attract businesses.
Learn procedures and activities involved in developing vacant parcels of land.
Learn to implement the methods, techniques and requirements for developing assisted and affordable housing.
Learn to negotiate and work cooperatively with representatives of citizens groups, governmental officials at all levels, executives of private and public agencies and community leaders.
Learn to recognize the problems and issues unique to inner-city areas.
Speak in public in various situations.
~~Understand loan process and loan write downs.~~
~~Conduct credit checks and review credit information.~~
Learn a variety of software programs.
Produce written documents with clearly organized thoughts using proper English sentence construction, grammar and punctuation.
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

Neighborhood Programs Officer/Senior Neighborhood Programs Officer (*continued*)

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:

One year of experience in any of the following areas: federal entitlement programs, local or state social services programs, community development, public housing development or planning, land development, business management, public administration, contract administration or a related field.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, accounting, marketing, urban studies, economics, social work, sociology, public administration or a related field.

Senior Neighborhood Programs Officer

In addition to the qualifications for Neighborhood Programs Officer:

Knowledge of:

Real estate and business development finance principles.
Techniques of project facilitation and monitoring.
Procedures and techniques for obtaining grant funding.
Techniques of budget development and administration.
Applicable federal, state and local laws, codes and regulations.
Federal entitlement programs and Office of Management and Budget regulatory requirements.
Applicable federal grant programs and their requirements.
Housing development and rehabilitation programs.
Homeless services, programs and issues.
Loan programs to aid residents and businesses.
Procedures and activities involved in developing vacant parcels of land.
Components of well-written contracts and requests for proposal.
Software programs used in tracking projects, including common office software.

CITY OF LAS VEGAS

Neighborhood Programs Officer/Senior Neighborhood Programs Officer (*continued*)

Techniques of report preparation.

Techniques of record keeping.

Ability to:

Negotiate and work cooperatively with representatives of citizens groups, governmental officials at all levels, executives of private and public agencies and community leaders.

Maintain awareness of and sensitivity to the problems and issues unique to inner-city areas.

Read and interpret government documents, construction documents and financial statements.

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.

Experience and Training Requirements

Experience:

Two years of experience coordinating and administering federal grant-funded programs in any of the following areas: ~~housing~~, housing rehabilitation, homeowner assistance, homeless assistance, business development or capital improvement.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, accounting, marketing, urban studies, economics, social work, sociology, public administration or a related field.

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

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

ARB

NEW 4/8/02REV 2/6/04 (formerly Development Project Officer and Sr. Development Project Officer)

FLSA and City: nonexempt

CSB 4/24/02

ATTENDANCE REPORT
BOARD OF CIVIL SERVICE TRUSTEES
MEETING DATE 3-10-04 *Regular*

	<u>PRESENT</u>	<u>ABSENT</u>
MARK LARSON	_____	_____
ED MIRAMONTES	_____	_____
THEODORE PARKER	_____✓_____	_____
E. LAVONNE LEWIS <i>(chair)</i>	_____✓_____	_____
TONY DORF	_____✓_____	_____
JOHAN ALISEO <i>(clerk)</i>	_____✓_____	_____

CHARGE TO:05101/510800

APPROVED BY: *[Signature]*

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

DATE: March 10, 2004

~~XXXXXXXXXX~~

PLEASE PRINT

NAME

ORGANIZATION

KATHY GENTILE

CLV

Tina Ramsay

CLV

THE March 10, 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

**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