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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.lasvegasnevada.gov>

TELECONFERENCE AGENDA

DATE: MARCH 24, 2004

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 April 14, 2004.

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

A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1) Customer Service Representative – Promotional
- 2) Customer Service Representative – Open
- 3) Deputy City Clerk I – Promotional
- 4) Deputy City Clerk I – Open
- 5) Economic Development Officer – Promotional
- 6) Economic Development Officer – Open
- 7) Electrician I – Promotional
- 8) Electrician I – Open
- 9) Engineering Project Manager – Promotional
- 10) Engineering Project Manager – Open
- 11) Office Specialist I – Promotional
- 12) Office Specialist I – Open
- 13) Planner I – Promotional
- 14) Planner I – Open
- 15) Secretary – Promotional
- 16) Secretary – Open
- 17) Senior Economic Development Officer – Promotional
- 18) Senior Economic Development Officer – Open
- 19) Senior Engineering Associate – Promotional
- 20) Senior Engineering Associate – Open
- 21) Senior Judicial Enforcement Officer – Promotional
- 22) Statistical Analyst I – Promotional
- 23) Statistical Analyst I – Open
- 24) Vehicle Services Worker – Promotional
- 25) Vehicle Services Worker – Open

B. CLASSIFICATION SPECIFICATIONS FOR APPROVAL:

- 1) Business Specialist I – New
- 2) Business Specialist II – New

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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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: March 24, 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: 25

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Customer Service Representative - Promotional	3	2	2
2. Customer Service Representative – Open	59	47	47
3. Deputy City Clerk I – Promotional	0	0	0
4. Deputy City Clerk I – Open	18	8	8
5. Economic Development Officer – Promotional	6	2	2
6. Economic Development Officer – Open	52	5	5
7. Electrician I – Promotional	6	4	0
8. Electrician I – Open	141	99	61
9. Engineering Project Manager – Promotional	8	8	5
10. Engineering Project Manager – Open	13	11	10
11. Office Specialist I – Promotional	0	0	0
12. Office Specialist I – Open	70	55	45
13. Planner I – Promotional	1	0	0
14. Planner I – Open	58	29	19
15. Secretary – Promotional	0	0	0
16. Secretary – Open	31	10	10
17. Senior Economic Development Officer - Promotional	5	4	4
18. Senior Economic Development Officer – Open	16	3	3
19. Senior Engineering Associate – Promotional	13	10	8
20. Senior Engineering Associate – Open	19	11	1
21. Senior Judicial Enforcement Officer – Promotional	3	1	1
22. Statistical Analyst I - Promotional	4	3	2
23. Statistical Analyst I – Open	45	31	15
24. Vehicle Services Worker – Promotional	7	5	5
25. Vehicle Services Worker – Open	167	87	75

CITY OF LAS VEGAS

ELIGIBLE LIST

Customer Service Representative
Examination

February 25, 2004
Date of Test

04371301P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Customer Service Representative
Examination

February 25, 2004
Date of Test

043713010
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	52	GROUP 1	22
REJECTED	7	GROUP 2	23
TOTAL RECEIVED	59	GROUP 3	2
		TOTAL ON LIST	47

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	47			
FAILED	0			
TOTAL TESTED	47			
DID NOT APPEAR	5			

CITY OF LAS VEGAS

ELIGIBLE LIST

Deputy City Clerk I
Examination

February 26, 2004
Date of Test

04355101P
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

TESTS

	<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			

CITY OF LAS VEGAS

ELIGIBLE LIST

Deputy City Clerk I
Examination

February 26, 2004
Date of Test

043551010
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	11	GROUP 1	0
REJECTED	7	GROUP 2	5
TOTAL RECEIVED	18	GROUP 3	3
		TOTAL ON LIST	8

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	8			
FAILED	0			
TOTAL TESTED	8			
DID NOT APPEAR	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

Economic Development Officer
Examination

March 1, 2004
Date of Test

037950012P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	2	GROUP 1	0
REJECTED	4	GROUP 2	0
TOTAL RECEIVED	6	GROUP 3	2
		TOTAL ON LIST	2

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Economic Development Officer
Examination

March 1, 2004
Date of Test

0379500120
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	8	GROUP 1	1
REJECTED	44	GROUP 2	2
<i>TOTAL RECEIVED</i>	52	GROUP 3	2
		<i>TOTAL ON LIST</i>	5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		5		
FAILED		0		
<i>TOTAL TESTED</i>		5		
<i>DID NOT APPEAR</i>		3		

CITY OF LAS VEGAS

ELIGIBLE LIST

Electrician I
Examination

March 9, 2004
Date of Test

04315401P
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	4	GROUP 1	0
REJECTED	2	GROUP 2	0
<i>TOTAL RECEIVED</i>	6	GROUP 3	0
		<i>TOTAL ON LIST</i>	0

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Electrician I
Examination

March 9, 2004
Date of Test

043154010
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	128	GROUP 1	2
REJECTED	13	GROUP 2	28
<i>TOTAL RECEIVED</i>	141	GROUP 3	31
		<i>TOTAL ON LIST</i>	61

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	61			
FAILED	38			
<i>TOTAL TESTED</i>	99			
<i>DID NOT APPEAR</i>	29			

CITY OF LAS VEGAS

ELIGIBLE LIST

Engineering Project Manager
Examination

March 2 – 3, 2004
Date of Test

04208001P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	8
REJECTED	0
TOTAL RECEIVED	8

ELIGIBLE LIST

GROUP 1	1
GROUP 2	2
GROUP 3	2
TOTAL ON LIST	5

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight)

100%

PASSED		5		
FAILED		3		
TOTAL TESTED		8		

DID NOT APPEAR

	0		
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CITY OF LAS VEGAS

ELIGIBLE LIST

Engineering Project Manager
Examination

March 2 – 3, 2004
Date of Test

042080010
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	12	GROUP 1	4
REJECTED	1	GROUP 2	5
<i>TOTAL RECEIVED</i>	13	GROUP 3	1
		<i>TOTAL ON LIST</i>	10

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		10		
FAILED		1		
<i>TOTAL TESTED</i>		11		
<i>DID NOT APPEAR</i>		1		

CITY OF LAS VEGAS

ELIGIBLE LIST

Office Specialist I
Examination

March 8, 2004
Date of Test

04375001P
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
<i>TOTAL RECEIVED</i>	0	GROUP 3	0
		<i>TOTAL ON LIST</i>	0

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Office Specialist I
Examination

March 8, 2004
Date of Test

043750010
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	67	GROUP 1	3
REJECTED	3	GROUP 2	24
TOTAL RECEIVED	70	GROUP 3	18
		TOTAL ON LIST	45

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	45			
FAILED	10			
TOTAL TESTED	55			
DID NOT APPEAR/ WITHDREW	12			

CITY OF LAS VEGAS

ELIGIBLE LIST

Planner I
Examination

March 1, 2004
Date of Test

04306901P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	0
REJECTED	1
TOTAL RECEIVED	1

ELIGIBLE LIST

GROUP 1	0
GROUP 2	0
GROUP 3	0
TOTAL ON LIST	0

TESTS

	<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			

CITY OF LAS VEGAS

ELIGIBLE LIST

Planner I
Examination

March 1, 2004
Date of Test

043069010
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	41	GROUP 1	0
REJECTED	17	GROUP 2	6
TOTAL RECEIVED	58	GROUP 3	13
		TOTAL ON LIST	19

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	19			
FAILED	10			
TOTAL TESTED	29			
DID NOT APPEAR	12			

CITY OF LAS VEGAS

ELIGIBLE LIST

Secretary
Examination

February 26, 2004
Date of Test

04346401P
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

TESTS

	<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			

CITY OF LAS VEGAS

ELIGIBLE LIST

Secretary
Examination

February 26, 2004
Date of Test

043464010
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	12	GROUP 1	1
REJECTED	19	GROUP 2	8
<i>TOTAL RECEIVED</i>	31	GROUP 3	1
		<i>TOTAL ON LIST</i>	10

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	10			
FAILED	0			
<i>TOTAL TESTED</i>	10			
<i>DID NOT APPEAR</i>	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Economic Development Officer
Examination

March 2, 2004
Date of Test

037950112P
Exam Code

Promotional
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	5	GROUP 1	1
REJECTED	0	GROUP 2	1
<i>TOTAL RECEIVED</i>	5	GROUP 3	2
		<i>TOTAL ON LIST</i>	4

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		4		
FAILED		0		
<i>TOTAL TESTED</i>		4		
<i>DID NOT APPEAR</i>		1		

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Economic Development Officer
Examination

March 2, 2004
Date of Test

0379501120
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	8	GROUP 1	0
REJECTED	8	GROUP 2	2
TOTAL RECEIVED	16	GROUP 3	1
		TOTAL ON LIST	3

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		3		
FAILED		0		
TOTAL TESTED		3		
DID NOT APPEAR		5		

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Engineering Associate
Examination

March 4, 2004
Date of Test

04226501P
Exam Code

Promotional
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	11	GROUP 1	3
REJECTED	2	GROUP 2	3
TOTAL RECEIVED	13	GROUP 3	2
		TOTAL ON LIST	8

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	8			
FAILED	2			
TOTAL TESTED	10			
DID NOT APPEAR	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Engineering Associate
Examination

March 4, 2004
Date of Test

04226501P
Exam Code

Promotional
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	11	GROUP 1	3
REJECTED	2	GROUP 2	4
<i>TOTAL RECEIVED</i>	13	GROUP 3	1
		<i>TOTAL ON LIST</i>	8

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	8			
FAILED	2			
<i>TOTAL TESTED</i>	10			
<i>DID NOT APPEAR</i>	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Judicial Enforcement Officer
Examination

March 9, 2004
Date of Test

047954801P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

Statistical Analyst I
Examination

February 25, 2004
Date of Test

03277012P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	4	GROUP 1	0
REJECTED	0	GROUP 2	0
<i>TOTAL RECEIVED</i>	4	GROUP 3	2
		<i>TOTAL ON LIST</i>	2

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Statistical Analyst I
Examination

February 25, 2004
Date of Test

032770120
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	42	GROUP 1	0
REJECTED	3	GROUP 2	5
TOTAL RECEIVED	45	GROUP 3	10
		TOTAL ON LIST	15

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	15			
FAILED	16			
TOTAL TESTED	31			
DID NOT APPEAR	11			

CITY OF LAS VEGAS

ELIGIBLE LIST

Vehicle Services Worker
Examination

February 26, 2004
Date of Test

04355401P
Exam Code

Promotional
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	5	GROUP 1	2
REJECTED	2	GROUP 2	2
<i>TOTAL RECEIVED</i>	7	GROUP 3	1
		<i>TOTAL ON LIST</i>	5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	5			
FAILED	0			
<i>TOTAL TESTED</i>	5			
<i>DID NOT APPEAR</i>	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Vehicle Services Worker
Examination

February 26, 2004
Date of Test

043554010
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	114	GROUP 1	37
REJECTED	53	GROUP 2	25
<i>TOTAL RECEIVED</i>	167	GROUP 3	13
		<i>TOTAL ON LIST</i>	75

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	75			
FAILED	12			
<i>TOTAL TESTED</i>	87			
<i>DID NOT APPEAR</i>	27			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date March 24, 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:

NEW:

1. Business Specialist I
2. Business Specialist II

Business Specialist I and Business Specialist II were created to accommodate positions assigned duties involving the mission, or business, of the department or division.

RECOMMENDATION

The City recommends approval of these newly created classification specifications.

BUSINESS SPECIALIST I

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 tasks to support operations and services for an assigned section, division or department; and to provide information and assistance to the public regarding the services of the assigned work unit.

DISTINGUISHING CHARACTERISTICS

This is the entry, or first, level within the Business Specialist series. At this level, assignments may be more routine or limited in scope with a fair degree of independence, or assignments may be more complex or broader in scope with closer supervision.

The Business Specialist classifications perform work pertaining to the business goals and mission of the work unit where they are located, typically within a section or division, not at the department administration level.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned section or division manager and higher level management staff.

May exercise functional and technical supervision over assigned staff, generally on a project basis.

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 researching and developing recommendations for new or modified programs, services and equipment; participate in drafting and revising policies and procedures applicable to division or section services and programs.
2. Administer or participate in the administration of the daily operations of assigned division or section programs or services ; serve as liaison between the City and vendors, contractors, consultants, community groups and the general public regarding assigned programs, services and equipment.

CITY OF LAS VEGAS
Business Specialist I (continued)

3. May participate in the coordination of work unit activities with other City divisions and departments and with outside agencies; represent the work unit, and may represent the City, in committee meetings with other City staff, community groups and agencies.
4. Maintain detailed records pertaining to assigned programs or services; compose and send correspondence or various types to internal and external customers.
5. Prepare, renew, amend and process a variety of contractual agreements and related documentation between the City and vendors, contractors, consultants, other public agencies and other parties.
6. Produce technical and general maps using the GIS (geographic information systems) software; locate and supply legal descriptions of land.
7. Prepare documentation for various types of City Council agenda items related to assigned programs or services as needed.
8. Communicate with City staff, other organizations, community groups, consultants, contractors, vendors and the general public to provide information, answer questions and resolve issues regarding assigned programs and services.
9. May participate in applying for federal and state grants to be used to fund or enhance department operations; participate in the administration of grants, including maintaining required records; assist in complying with grant reporting requirements.
10. May assist in the preparation and tracking of the work unit's annual budget.
11. Prepare reports, documentation and correspondence as requested; provide operational information and statistical data for management use, department newsletters, City web site and City publications.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles and practices of accounting.
English usage, spelling, grammar and punctuation.
Modern office procedures and methods including common office software and hardware.
Principles and procedures of record keeping.
Basic customer service techniques.
Basic business arithmetic.
Basic techniques of report preparation.
Pertinent federal, state and local laws, codes and regulations.

CITY OF LAS VEGAS
Business Specialist I (continued)

Ability to:

Learn the policies, procedures, organization and operation of the assigned department and work unit.

Perform responsible operational work involving the use of judgment and personal initiative within established guidelines.

Prepare clear and concise reports, correspondence and memoranda.

Learn the basic municipal budget preparation techniques and requirements.

Learn to prepare documentation for City Council agenda items.

Learn any specialized software required by assignment.

Apply and explain applicable laws, codes, regulations, policies and procedures.

Meet required deadlines.

Adjust to changing priorities.

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:

One year of administrative or operational experience, preferably with a local government.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a field related to the area of assignment.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

CITY OF LAS VEGAS
Business Specialist I (*continued*)

Physical Conditions:

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

ARB
NEW 1/5/04
FLSA & City: nonexempt

CSB 3/24/04

BUSINESS SPECIALIST II

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

DEFINITION

To provide a wide variety of project and program support for an assigned department or large division; and to provide information and assistance to the public regarding assigned programs and services.

DISTINGUISHING CHARACTERISTICS

This is the experienced, or second, level within the Business Specialist series. Assignments are more complex or broader in scope with a significant degree of independence, as compared with the Business Specialist I.

Business Specialist classifications perform work pertaining to the business goals and mission of the work unit where it is located. A Business Specialist is typically located within a section or division, and not at the department administration level.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned section or division manager and higher-level management staff.

May exercise functional and technical supervision over assigned 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. Investigate, analyze and prepare recommendations for new or modified programs, services and equipment; draft and revise policies and procedures applicable to division or section services and programs for management review.
2. Administer or participate in the administration of the daily operations of assigned division or section programs or services ; serve as liaison between the City and vendors, contractors, consultants, community groups and the general public regarding city programs, services and equipment.
3. Respond to, or assist other staff to respond to requests for information, questions and complaints from the general public regarding the services provided by the work unit.

CITY OF LAS VEGAS
Business Specialist II (continued)

Essential Functions:

4. Participate in the coordination of work unit activities with other City divisions and departments and with outside agencies; represent the City and work unit in committee meetings and meetings with other divisions, departments, community groups and agencies.
5. Provide operational information and statistical data for management use, department newsletters, City web site and City publications.
6. Prepare a variety of analytical and operational reports, memos, correspondence, maps and other documentation using common office software and specialized applications.
7. May participate in the preparation, coordination and tracking of the work unit's annual budget documentation or expenditures.
8. May ensure that records retention procedures and schedules are followed in the work unit.
9. 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 grants with tracking and reporting when needed.
10. Serve as liaison on capital improvement and special projects; coordinate and administer the project budget, bid and purchasing processes; verify funding, review pay requests for financial accuracy and process; inform management of status of project budget and assist in projecting and tracking expenditures and with financial issues; communicate with project consultants and contractors regarding invoices, payments, change orders, project progress and other items.
11. Coordinate the implementation and updating of technology systems; assist in the development of training programs and materials for the users of new and upgraded technology; provide basic technical assistance to department staff in the use of software applications; use systems for data entry and producing output and reports.
12. Purchase and issue designated new equipment; train staff in the use of new equipment.
13. Prepare interlocal contracts in coordination with other governmental agencies; prepare all supporting documentation including City Council agenda items, supplemental contracts and close outs; ensure that approved contracts are sent to the involved agencies and the City Clerk; monitor compliance with applicable contractual agreements; coordinate all required financial accounting and reporting.
14. Create a variety of periodic and special reports used to monitor operations, revenues and expenditures for department management, the City Manager's Office, City Council, regulatory agencies, funding sources and the public; monitor reports on a regular basis.
15. Collect, process and forward program or service operating revenue to Finance on a daily basis.

CITY OF LAS VEGAS
Business Specialist II (continued)

Essential Functions:

16. Provide historical and current data at the request of the division manager or department director; conduct research as requested; compile and analyze data for special requests.
17. Communicate with a wide variety of City staff and management, outside agencies, consultants, contractors, vendors, community groups and the general public to share information and resolve issues.
18. May serve as a lead over other staff on an on-going or project basis; provide functional or technical oversight and training to assigned staff; assign, plan, direct, coordinate and schedule assignments; monitor work progress and review work results.
19. May participate in the development of ordinances and changes to city policies and procedures as they pertain to mandated city, state and federal programs.

Marginal Functions:

1. Provide training in various areas to department employees, including computer applications and software.
2. Perform analyses and evaluations of data and reports to aid management decisions; participate in planning internal division meeting agendas; research and track information for management follow-up.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of budget preparation and administration.
Principles and practices of accounting.
Methods and techniques of research, including data collection, analysis and reporting.
Arithmetic operations.
Rules, regulations, policies and procedures of the assigned work unit.
Methods of report preparation.
Principles and practices of policy and procedure development.
English usage, spelling, grammar and punctuation.
Modern office procedures and methods including common office software and hardware.
Public relations techniques.
Principles and procedures of record keeping.
Pertinent federal, state and local laws, codes and regulations.

CITY OF LAS VEGAS
Business Specialist II (continued)

Ability to:

Perform responsible operational activities in the area assigned involving the use of independent judgment and personal initiative within established guidelines.

Understand the organization and operation of the assigned department and outside agencies as necessary to assume assigned responsibilities.

Work independently without direct supervision.

Research, analyze and evaluate programs, policies and procedures.

Prepare clear and concise reports, correspondence and memoranda.

Learn any specialized software used in the work unit.

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.

Manage multiple assignments.

Meet required deadlines.

Adjust to changing priorities.

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

Experience and Training Requirements

Experience:

Two years of increasingly responsible administrative or operational experience, preferably within a local government environment.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a field related to the area of assignment.

CITY OF LAS VEGAS
Business Specialist II (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Office environment; some positions may involve field or construction site environments; exposure to computer screens.

Physical Conditions:

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

ARB
NEW 1/5/04
FLSA & City: nonexempt

CSB 03/24/04

**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