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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.lasvegasnevada.gov>

AGENDA

DATE: April 14, 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 March 10, 2004
- IV. APPROVAL OF MINUTES: Teleconference Meeting of March 24, 2004
- V. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED:
 - 1. License Officer I – Promotional
 - 2. License Officer I – Open
 - 3. License Officer II – Promotional
 - 4. License Officer II – Open
 - 5. Recreation Leader I (Aquatics) – Promotional
 - 6. Recreation Leader I (Aquatics) – Open
 - 7. Senior Personnel Technician – Promotional
 - 8. Theater Technician I – Promotional
 - 9. Theater Technician I – Open
 - 10. Workers' Compensation Claims Assistant – Open
 - B. EXTENSION OF ELIGIBLE LISTS:
 - 1. Communications Specialist – Promotional
 - 2. Communications Specialist – Open
 - 3. Deputy Fire Marshal – Promotional
 - 4. Fire Prevention Inspection Supervisor – Promotional
 - 5. Fire Prevention Inspector I – Promotional
 - 6. Fire Prevention Inspector I – Open
 - 7. Inspector (Electrical) – Promotional
 - 8. Inspector (Electrical) – Open
 - 9. Painter I – Promotional
 - 10. Painter I – Open
 - 11. Pre-Trial Services Officer – Promotional
 - 12. Pre-Trial Services Officer – Open
 - 13. Public Safety Technician – Open
 - 14. Senior Engineering Technician (Traffic Eng.) – Promotional
 - 15. Senior Engineering Technician (Traffic Eng.) – Open
 - 16. Senior Traffic Signal Electrician – Promotional
 - 17. Skilled Trades Helper – Promotional
 - 18. Skilled Trades Helper – Open
 - 19. Supervisor of Fire Investigations – Promotional

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C. CLASSIFICATION SPECIFICATIONS:

1. Aquatic Facilities Supervisor – Revised
2. Cultural Division Supervisor – Revised
3. Cultural Facilities Supervisor – Revised
4. Cultural Section Supervisor – Revised
5. Leisure Division Supervisor – Revised
6. Leisure Section Supervisor – Revised
7. Recreation Facilities Supervisor – Revised
8. Senior Citizens Facilities Supervisor – Revised

D. REQUEST TO BE PLACED ON RE-HIRE LIST:

1. Robert Galante

E. ELECTION OF NEW CHAIRPERSON

F. ELECTION OF NEW VICE-CHAIRPERSON

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

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

1. Aquatic Facilities Supervisor – Revised
2. Cultural Division Supervisor – Revised
3. Cultural Facilities Supervisor – Revised
4. Cultural Section Supervisor – Revised
5. Leisure Division Supervisor – Revised
6. Leisure Section Supervisor – Revised
7. Recreation Facilities Supervisor – Revised
8. Senior Citizens Facilities Supervisor – Revised

Staff requested that items 1 through 8 of the Classification Specifications list be pulled prior to a motion. It was determined by staff that there were remaining issues, which needed to be resolved prior to putting these items for approval. No motion was needed and the items were pulled.

D. REQUEST TO BE PLACED ON RE-HIRE LIST:

1. Robert Galante

A motion was made by Trustee Johan Aliseo that item 1 of the Request To Be Placed on Re-hire List be approved. The motion was seconded by Trustee Priscilla Rocha. Motion carried.

E. ELECTION OF NEW CHAIRPERSON

Trustee Ed Miramontes nominated Trustee Lavonne Lewis for Chairperson of the Civil Service Board. Trustee Johan Aliseo seconded the nomination. The motion/nomination was put forth for approval. Motion passed. Trustee Lavonne Lewis is the new Chairperson for the Civil Service Board of Trustees.

F. ELECTION OF NEW VICE-CHAIRPERSON

Trustee Ed Miramontes nominated Trustee Johan Aliseo for Vice-Chairperson of the Civil Service Board. Trustee Lavonne Lewis seconded the nomination. The motion/nomination was put forth for approval. Motion passed. Trustee Johan Aliseo is the new Vice-Chairperson for the Civil Service Board of Trustees.

VI. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED:

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
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VII. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:41 p.m.


F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION

April 14, 2004

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: March 10, 2004, at 4:30 p.m. in the Human Resources Department.

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

Trustee Lavonne Lewis served as acting Chairperson at this meeting.

STAFF PRESENT

Judy Tuttle
Kathy Gentile
Ann Rubertino-Beck
Tina Ramsey

OTHERS PRESENT

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

III. APPROVAL OF MINUTES of Regular Meeting of February 11, 2004: A motion was made by Trustee Ed Miramontes that the minutes of the Regular Meeting of February 11, 2004 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting of February 25, 2004: A motion was made by Trustee Johan Aliseo that the minutes of the Teleconference Meeting of February 25, 2004 be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
March 10, 2004
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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 Srvs) – 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

A motion was made by Trustee Tony Dorf that items 1 through 12 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

B. CLASSIFICATION SPECIFICATIONS:

1. Neighborhood Programs Officer/Sr. Neighborhood Programs Officer –
Revised

A motion was made by Trustee Johan Aliseo that item 1 of the Classification Specifications List be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

VI. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED:

A. Appeals Hearing – H. Mulcahey

Trustee Aliseo asked if there was a section in the Civil Service Rules that the trustees need to reference or take heed of with respect to the appeals hearing scheduled for the next regularly scheduled meeting on April 14, 2004 regarding Harold Mulcahey. Counsel for the Board, Morgan Davis referred the trustees to page 34-40 of the Civil Service Rules, Chapter VIII, Appeals and Hearings. Specifically, he pointed to Section 3 – Appeal Procedure and Section 4 – Hearings. Mr. Davis stated that the complainant would need to present to the board what it is he wants, where a rule was violated and Mr. Davis would be there to advise the board when they to the point of making a decision. Backup information that was previously filed by the complainant would be provided to the trustees prior to the meeting. Human Resources Deputy Director Judy Tuttle stated that the specific subject matter of the complaint is selection from the promotional eligible lists and so she also referred the board to the Eligible List section of the rules.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES**

March 10, 2004

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B. Election of New Chairperson

Trustee Lewis asked when the election of a new Chairperson for the Civil Service Board would take place. Deputy Director Judy Tuttle stated that the election would be on the agenda for the next regularly scheduled meeting set for April 14, 2004.

VII. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:40 p.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
April 14, 2004

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: March 24, 2004, at 11:35 a.m. via Teleconference

ROLL CALL: E. Lavonne Lewis – Present
 Johan Aliseo – Present
 Ed Miramontes – Present
 Barbara Loupe – Present
 Priscilla Rocha - Absent

Trustee Lavonne Lewis served as acting Chair for this meeting.

STAFF PRESENT

Judy Tuttle
Kathy Gentile

OTHERS PRESENT

II. MEETING WAS PROPERLY NOTICED AND IN 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

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: March 24, 2004
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- 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

Trustee Ed Miramontes made a motion to approve Item numbers 1 through 25 of the Eligible Lists to be certified. Trustee Johan Aliseo seconded the motion. Motion carried.

B. CLASSIFICATION SPECIFICATIONS FOR APPROVAL:

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

Trustee Johan Aliseo made a motion to approve Item number 1 and 2 of the Classification Specification List. Trustee Ed Miramontes seconded the motion. Motion carried.

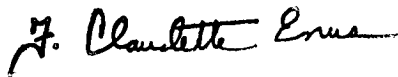
IV. DISCUSSION ITEMS

None.

V. CITIZEN PARTICIPATION:

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:40 a.m.



F. Claudette Enus
Secretary to the Board

ATTENDANCE REPORT
BOARD OF CIVIL SERVICE TRUSTEES

MEETING DATE 4-14-04 Reg.

	<u>PRESENT</u>	<u>ABSENT</u>
MARK LARSON <i>Barbara Robe</i>	<u>✓</u>	<u> </u>
THEODORE PARKER <i>ED M.</i>	<u>✓</u>	<u> </u>
E. LAVONNE LEWIS	<u>✓</u>	<u> </u>
TONY DORF <i>Barbara Longe</i>	<u> </u>	<u>✓</u>
JOHAN ALISEO	<u>✓</u>	<u> </u>

CHARGE TO:05101/510800

APPROVED BY: _____

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

DATE: 4-14-04

David Nery

PLEASE PRINT

NAME

ORGANIZATION

KATHY GENTILE

CLV

Priscilla Roche

Tina Ramsey

CLV-HR

Sandy Gandy

CLV-HR

Sandy Santomaria

mun. Ct

Barbara A. Luppi



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: April 14, 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: 10

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. License Officer I – Promotional	46	36	35
2. License Officer I – Open	110	60	58
3. License Officer II – Promotional	22	16	15
4. License Officer II – Open	42	9	6
5. Recreation Leader I (Aquatics) – Promotional	1	1	1
6. Recreation Leader I (Aquatics) – Open	35	19	19
7. Senior Personnel Technician – Promotional	8	6	5
8. Theater Technician I – Promotional	1	0	0
9. Theater Technician I – Open	48	21	6
10. Workers' Compensation Claims Assistant – Open	10	4	2

CITY OF LAS VEGAS

ELIGIBLE LIST

License Officer I
Examination

March 22, 2004
Date of Test

04282902P
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	41	GROUP 1	14
REJECTED	5	GROUP 2	15
TOTAL RECEIVED	46	GROUP 3	6
		TOTAL ON LIST	35

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	35			
FAILED	1			
TOTAL TESTED	36			
DID NOT APPEAR	5			

CITY OF LAS VEGAS

ELIGIBLE LIST

License Officer I
Examination

March 22, 2004
Date of Test

042829020
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	80	GROUP 1	11
REJECTED	30	GROUP 2	29
TOTAL RECEIVED	110	GROUP 3	18
		TOTAL ON LIST	58

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	58			
FAILED	2			
TOTAL TESTED	60			
DID NOT APPEAR	20			

CITY OF LAS VEGAS

ELIGIBLE LIST

License Officer II
Examination

March 22, 2004
Date of Test

04257101P
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	17	GROUP 1	2
REJECTED	5	GROUP 2	9
TOTAL RECEIVED	22	GROUP 3	4
		TOTAL ON LIST	15

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	15			
FAILED	1			
TOTAL TESTED	16			
DID NOT APPEAR	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

License Officer II
Examination

March 22, 2004
Date of Test

042571020
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	11	GROUP 1	0
REJECTED	31	GROUP 2	0
TOTAL RECEIVED	42	GROUP 3	6
		TOTAL ON LIST	6

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	6			
FAILED	3			
TOTAL TESTED	9			
DID NOT APPEAR	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Recreation Leader I - Aquatics
Examination

March 29, 2004
Date of Test

04360402P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	1
REJECTED	0
TOTAL RECEIVED	1

ELIGIBLE LIST

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

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight) 100%

PASSED	1			
FAILED	0			
TOTAL TESTED	1			

DID NOT APPEAR

0			
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CITY OF LAS VEGAS

ELIGIBLE LIST

Recreation Leader I - Aquatics
Examination

March 29, 2004
Date of Test

043604020
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	28	GROUP 1	2
REJECTED	7	GROUP 2	11
TOTAL RECEIVED	35	GROUP 3	6
		TOTAL ON LIST	19

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	19			
FAILED	0			
TOTAL TESTED	19			
DID NOT APPEAR/	7			
WITHDREW	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Personnel Technician
Examination

March 22, 2004
Date of Test

04297602P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	6	GROUP 1	3
REJECTED	2	GROUP 2	0
<i>TOTAL RECEIVED</i>	8	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			1	
<i>TOTAL TESTED</i>			6	
<i>DID NOT APPEAR</i>			0	

CITY OF LAS VEGAS

ELIGIBLE LIST

Theatre Technician I
Examination

March 30 & 31, 2004
Date of Test

04360102P
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	1	GROUP 1	0
REJECTED	0	GROUP 2	0
TOTAL RECEIVED	1	GROUP 3	0
		TOTAL ON LIST	0

TESTS

	<u>PERFORMANCE</u>	<u>ORAL</u>	<u>WRITTEN</u>	<u>OTHER</u>
(Weight)	50%		50%	
PASSED	0		0	
FAILED	0		0	
TOTAL TESTED	0		0	
WITHDREW	1		0	

CITY OF LAS VEGAS

ELIGIBLE LIST

Theatre Technician I
Examination

March 30 & 31, 2004
Date of Test

043601020
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	32	GROUP 1	3
REJECTED	16	GROUP 2	1
<i>TOTAL RECEIVED</i>	48	GROUP 3	2
		<i>TOTAL ON LIST</i>	6

TESTS

	<u>PERFORMANCE</u>	<u>ORAL</u>	<u>WRITTEN</u>	<u>OTHER</u>
(Weight)	50%		50%	
PASSED	13		6	
FAILED	8		7	
<i>TOTAL TESTED</i>	21		13	
<i>DID NOT APPEAR</i>	11		0	

CITY OF LAS VEGAS

ELIGIBLE LIST

Workers' Compensation Claims Assistant
Examination

March 29, 2004
Date of Test

0479557020
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	6	GROUP 1	0
REJECTED	4	GROUP 2	1
TOTAL RECEIVED	10	GROUP 3	1
		TOTAL ON LIST	2

TESTS

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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date April 14, 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: 19

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Communications Specialist - Promotional	2	4/08/04	10/08/04	1
2. Communications Specialist – Open	47	4/08/04	10/08/04	1
3. Deputy Fire Marshal – Promotional	2	4/09/04	10/09/04	3
4. Fire Prevention Inspection Supervisor – Promotional	1	4/09/04	10/09/04	3
5. Fire Prevention Inspector I - Promotional	12	4/09/04	10/09/04	3
6. Fire Prevention Inspector I – Open	79	4/09/04	10/09/04	3
7. Inspector (Electrical) – Promotional	5	4/23/04	10/23/04	2
8. Inspector (Electrical) – Open	40	4/23/04	10/23/04	2
9. Painter I – Promotional	11	4/09/04	10/09/04	3
10. Painter I – Open	53	4/09/04	10/09/04	3
11. Pre-Trial Services Officer – Promotional	6	4/22/04	10/22/04	1
12. Pre-Trial Services Officer – Open	39	4/22/04	10/22/04	1
13. Public Safety Technician – Open	22	4/09/04	10/09/04	2
14. Senior Engineering Technician (Traffic Eng.) – Promotional	2	4/22/04	10/22/04	1
15. Senior Engineering Technician (Traffic Eng.) – Open	5	4/22/04	10/22/04	1
16. Senior Traffic Signal Electrician – Promotional	1	4/08/04	10/08/04	1
17. Skilled Trades Helper – Promotional	11	4/23/04	10/23/04	2
18. Skilled Trades Helper – Open	22	4/23/04	10/23/04	2
19. Supervisor of Fire Investigations – Promotional	1	4/22/04	10/22/04	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date April 14, 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:

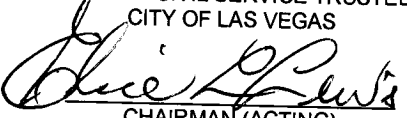
1. Aquatic Facilities Supervisor
2. Cultural Division Supervisor
3. Cultural Facilities Supervisor
4. Cultural Section Supervisor
5. Leisure Division Supervisor
6. Leisure Section Supervisor
7. Recreation Facilities Supervisor
8. Senior Citizens Facilities Supervisor

These classifications were revised to better reflect the actual duties performed.

RECOMMENDATION

The City recommends approval of these revised classification specifications.

BOARD OF CIVIL SERVICE TRUSTEES
CITY OF LAS VEGAS


CHAIRMAN (ACTING)

CULTURAL DIVISION SUPERVISOR

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 supervise, assign and review the work of staff responsible for adaptive recreation, senior citizens, and cultural affairs; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Cultural Affairs Manager.

Exercises direct supervision over Cultural Section Supervisors, professional, technical and clerical 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. Plan, prioritize, assign, supervise and review the work of staff responsible for providing leisure programs within the Cultural Affairs Division.
2. Plan, direct, and implement city and department dedication ceremonies, ribbon cuttings and groundbreakings.
3. Select, motivate and evaluate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
4. Prepare various reports on operations and activities.
5. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
6. Direct, coordinate and review the work plan for assigned programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
7. Serve as an information resource to other divisions, outside agencies and the general public.

CITY OF LAS VEGAS
Cultural Division Supervisor (Continued)

Essential Functions:

8. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
9. Coordinate marketing procedures and publicity program events with those of other divisions and outside agencies and organizations; prepare and present brochures, newsletters, press releases and related public relations material as required.
10. Participate in preparing and administering division budget; submit budget recommendations; monitor expenditures.
11. Oversee procurement of equipment and supplies as required for assigned programs; coordinate with management and other public and private agencies in procuring materials and equipment for program use.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of cultural programming.
2. Assist with surveying and educating the community on cultural programs.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of cultural affairs programs.
Principles of supervision, training and performance evaluation.
Modern and complex principles and practices of cultural program development and administration.
Principles of budget preparation and control.
Recent developments, current literature and sources of information related to cultural services planning and administration.
Procurement practices related to equipment and supplies.
Marketing theories, principles and practices and their application to a wide variety of cultural services.
Modern office equipment including computers.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Interpret, apply, explain and enforce city department and division policies and procedures.
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
Cultural Division Supervisor (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:

Four years of increasingly responsible experience in cultural program development and implementation to include Two years of lead or supervisory experience .

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in visual or performing arts, arts administration or a related field.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application.

WORKING CONDITIONS

Environmental Condition:

Work in both indoor and outdoor recreation facilities and inclement weather conditions.

Physical Condition:

Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, kneeling; moderate to light lifting for prolonged periods of time.

KAG

REV 3/25/04 (Formerly Leisure Activities Supervisor)

FLSA: exempt; City: nonexempt

CSB 4/14/04

AQUATIC FACILITIES SUPERVISOR

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, organize, coordinate, conduct and supervise aquatic activities; to oversee and participate in all related work.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Leisure Activities Field Supervisor and other supervisory or management staff.

Exercises direct supervision over technical, clerical, hourly and volunteer 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. Implement aquatic program goals established by management and communicate to staff; plan, direct and coordinate diversified aquatic activities, programs and classes to meet the needs of the people in the community; review program outlines prepared by staff, provide suggestions for improvement and forward to Leisure Activities Field Supervisor.
2. Plan, direct, assign and verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards.
3. Prepare a master calendar for summer aquatic program and assign staff to implement and staff all activities; design and maintain bulletin boards, brochures and other materials for marketing program.
4. Evaluate activities, programs and classes for content, techniques and special problems.
5. Schedule and train assigned employees; maintain certification file on pool staff and monitor expiration dates; train instructor certification trainers.
6. Respond to public inquiries and complaints in an appropriate manner.
7. Develop and maintain positive working relationships with school administrations, community groups and other agencies; meet with other agencies and school contacts to arrange for building space for summer programs and special events.

CITY OF LAS VEGAS

Aquatic Facilities Supervisor (*Continued*)

Essential Functions:

8. Develop, administer, monitor and coordinate budgets for aquatic program including use of grant monies; purchase equipment and supplies.
9. Perform public relations duties to include television interviews, radio interviews, public speaking engagements and conducting tours.
10. Enforce facility, department and city rules and regulations; review pool rules and make recommendations for revisions; ensure facilities adhere to standards of cleanliness and safety; maintain security of assigned keys; complete all accident and incident reports.
11. Prepare and maintain a variety of reports; maintain daily files, receipts and records and prepare a summary at end of season.
12. Review designs for pool construction and remodeling and provide recommendations.
13. Select, motivate, supervise and evaluate full-time, seasonal and volunteer staff and instructors; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of aquatic recreation programming.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of aquatic activities.

Functions and activities of an aquatic facility.

Principles of supervision and training.

Modern and complex principles and practices of maintaining a public aquatic facility.

Occupational hazards and standard safety practices.

Lifeguard techniques.

Pool staff certification requirements.

Modern office procedures and equipment.

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

Basic first aid and CPR.

CITY OF LAS VEGAS
Aquatic Facilities Supervisor (*Continued*)

Ability to:

Swim at a level adequate to perform essential functions and maintain certifications.

Maintain a variety of records.

Prepare reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.

Interpret, explain and enforce policies and procedures.

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 experience in aquatic program development and implementation.

Training:

Equivalent to an Associate's degree from an accredited community college with major course work in recreation management or a related field.

License or Certificate

Possession and maintenance of Lifeguard Training/CPR for the Professional Rescuer certification on the date of application.

Possession and maintenance of Water Safety Instructor certification on the date of application.

Possession and maintenance of Lifeguard Training/CPR for the Professional Rescuer Instructor certification on the date of application.

CITY OF LAS VEGAS
Aquatic Facilities Supervisor (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

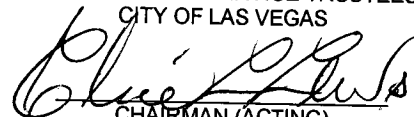
Work in both indoor and outdoor aquatic recreational facilities; exposure to inclement weather conditions, water, noise; travel from site to site.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, bending, stooping, kneeling for prolonged periods of time; moderate to heavy lifting.

KAG
REV 3/12/04 (formerly Aquatic Coordinator)
FLSA & City: nonexempt
CSB 4/14/04

BOARD OF CIVIL SERVICE TRUSTEES
CITY OF LAS VEGAS


CHAIRMAN (ACTING)

CULTURAL FACILITIES SUPERVISOR

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, organize, coordinate, conduct and supervise activities at assigned cultural facility or program and to oversee and participate in all related work.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Cultural Section Supervisor and higher level supervisory or management staff.

Exercises direct supervision over technical, clerical, hourly and volunteer 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. Plan, direct and coordinate diversified cultural activities, programs and classes to meet the needs of the people in the community.
2. Evaluate activities, programs and classes for content, techniques and special problems.
3. Develop and maintain positive working relationships with school administration, community, performing arts groups and other community agencies.
4. Develop, administer, monitor and coordinate budgets for assigned center or programs, including use of grant monies; purchase equipment and supplies.
5. Negotiate and coordinate performers' contracts.
6. Perform public relations duties to include television interviews, radio interviews, public speaking engagements and conducting tours.
7. Design and maintain brochures and other materials for marketing programs.
8. Enforce facility rules and regulations.
10. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards.

CITY OF LAS VEGAS
Cultural Facilities Supervisor (*continued*)

Essential Functions:

11. Prepare and maintain a variety of reports.
12. Select, motivate, supervise and evaluate full-time, seasonal and volunteer staff and instructors; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of arts programming.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles and practices of cultural activities.
Principles of supervision and training.
Modern and complex principles and practices of maintaining public facilities.
Occupational hazards and standard safety practices.
Modern office procedures and equipment.
Computers using common office software such as word processing and spreadsheet applications.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.

Interpret, explain and enforce policies and procedures.

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.*

CITY OF LAS VEGAS
Cultural Facilities Supervisor (*continued*)

Ability to:

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 experience in cultural program development and implementation or cultural center management.

Training:

Equivalent to an Associate's degree from an accredited community college with major course work in visual, or performing arts, arts administration or a related field.

WORKING CONDITIONS

Environmental Conditions:

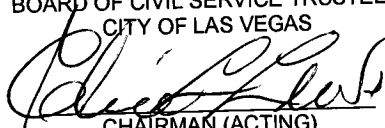
Work in both indoor and outdoor cultural facilities and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, kneeling; moderate to heavy lifting.

KAG
REV 3/25/04 (Formerly Cultural Center Coordinator)
FLSA & City: nonexempt

CSB 4/14/04

BOARD OF CIVIL SERVICE TRUSTEES
CITY OF LAS VEGAS

CHAIRMAN (ACTING)

CULTURAL SECTION SUPERVISOR

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 supervise, assign and review the work of staff responsible for providing multiple cultural services; to oversee and direct cultural activities at several facilities or sites or over major programs or activities including or seasonal programs; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Cultural Division Supervisor or higher management staff.

Exercises direct supervision over Cultural Facilities Supervisors

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

Essential Functions:

1. Manage, supervise and coordinate a variety of cultural programs at multiple cultural sites and facilities.
2. Research and identify community needs; evaluate activities, programs and classes for content, techniques, and special problems; ensure community needs are being met.
3. Select professional, technical and support staff and ensure effective morale, productivity and discipline; plan, organize, administer, review and evaluate the activities of staff directly and through subordinate supervisors or managers; provide for staff training and professional development; interpret City policies and procedures for staff; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
3. Submit budget recommendations; monitor expenditures.
4. Maintain logs and records on program activities and operations.
5. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Cultural Division Supervisor; implement approved improvements.

CITY OF LAS VEGAS
Cultural Section Supervisor (*Continued*)

Essential Functions:

6. Serve as liaison for the assigned section with other City departments, divisions and outside agencies; negotiate and resolve significant and controversial issues; negotiate and coordinate performers contracts.
7. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
9. Provide responsible staff assistance to the Cultural Division Supervisor; prepare and present staff reports and other necessary correspondence.
10. Assist in the implementation of goals and objectives for assigned program including seasonal events.
11. Establish schedules and methods for providing cultural services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
12. Perform public relations duties to include television interviews, radio interviews, public speaking engagements and conducting tours.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of arts programming.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles and practices of, cultural services and activities.
Principles of supervision, training and performance evaluation.
Modern and complex principles and practices of cultural program.
Occupational hazards and standard safety practices.
Modern office procedures and equipment.
Computers using common office software such as word processing and spreadsheet applications.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Interpret and explain City department and division policies and procedures.
Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.
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
Cultural Section Supervisor (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:

Four years of increasingly responsible experience in visual or performing arts program development and implementation. To include one year of lead or supervisory experience.

Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in visual or performing arts or arts administration or a related field.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application.

WORKING CONDITIONS

Environmental Conditions:

Work in both indoor and outdoor facilities, and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for bending stooping, kneeling; moderate to light lifting for prolonged periods of time.

KAG

REV 3/25/04 (formerly Leisure Activities Field Supervisor)

FLSA & City: nonexempt

CSB 4/14/04

LEISURE DIVISION SUPERVISOR

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 supervise, assign and review the work of staff responsible for recreation, adaptive recreation and senior citizens recreation programs and services; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned division manager and higher management staff.

Exercises direct supervision over Sr. Citizens, Recreation and Aquatic Facilities Supervisor or Leisure Section Supervisors.

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, prioritize, assign, supervise and review the work of staff responsible for providing leisure programs within the Recreation, Adaptive Recreation, Senior Citizens Program, Divisions.
2. Plan, direct, and implement city and department dedication ceremonies, ribbon cuttings and groundbreakings.
3. Select professional, technical and support staff and ensure effective morale, productivity and discipline; plan, organize, administer, review and evaluate the activities of staff directly and through subordinate supervisors or managers; provide for staff training and professional development; interpret City policies and procedures for staff; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
4. Prepare various reports on operations and activities.
5. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
6. Direct, coordinate and review the work plan for assigned programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.

CITY OF LAS VEGAS
Leisure Division Supervisor (*Continued*)

Essential Functions:

7. Serve as an information resource to other divisions, outside agencies and the general public.
8. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
9. Coordinate marketing procedures and publicity program events with those of other divisions and outside agencies and organizations; prepare and present brochures, newsletters, press releases and related public relations material as required.
10. Participate in preparing and administering section budget; submit budget recommendations; monitor expenditures.
11. Oversee procurement of equipment and supplies as required for assigned programs; coordinate with management and other public and private agencies in procuring materials and equipment for program use.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation programming.
2. Assist with surveying and educating the community on recreation and leisure programs.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of recreation centers, athletic program development, adaptive recreation, senior citizens programs and activities.

Principles of supervision, training and performance evaluation.

Modern and complex principles and practices of recreation program development and administration.

Principles of budget preparation and control.

Recent developments, current literature and sources of information related to recreation services planning and administration.

Procurement practices related to equipment and supplies.

Marketing theories, principles and practices and their application to a wide variety of leisure services.

Modern office equipment including computers.

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

CITY OF LAS VEGAS
Leisure Division Supervisor (*Continued*)

Ability to:

Interpret, apply, explain and enforce city, department and division policies and procedures.

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:

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

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience in recreation program development and implementation to include Two years of lead or supervisory experience .

Training:

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

License or Certificate

Possession and maintenance of an appropriate, valid driver's license on the date of application.

CITY OF LAS VEGAS
Leisure Division Supervisor (*Continued*)

WORKING CONDITIONS

Environmental Condition:

Work in both indoor and outdoor recreation facilities; travel from site to site; exposure to inclement weather conditions, water and noise.

Physical Condition:

Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, kneeling; moderate to light lifting for prolonged periods of time.

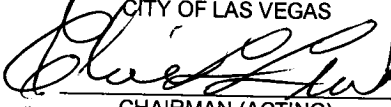
KAG

REV 3/26/04 (formerly Leisure Activities Supervisor)

FLSA & City: nonexempt

CSB 4/14/04

BOARD OF CIVIL SERVICE TRUSTEES
CITY OF LAS VEGAS



CHAIRMAN (ACTING)

LEISURE SECTION SUPERVISOR

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 supervise, assign and review the work of staff responsible for recreation, adaptive recreation and senior citizens recreation programs; to oversee and direct recreation activities at several facilities or sites or over major programs or activities including sports programming or seasonal programs; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Leisure Division Supervisor and higher level management staff.

Exercises direct supervision over Recreation and Aquatic Facilities Supervisors.

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, prioritize, assign, supervise and review the work of staff responsible for providing leisure programs within the Recreation, Adaptive Recreation and Senior Citizens Program Divisions.
2. Research and identify community needs; evaluate activities, programs, and classes for content, techniques, and special problems; ensure community needs are being met.
3. Select, motivate and evaluate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
4. Submit budget recommendations; monitor expenditures.
5. Maintain logs and records on program activities and operations.
6. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the division manager; implement approved improvements.

City of Las Vegas
Leisure Section Supervisor (*Continued*)

Essential Functions:

7. Serve as liaison for the assigned section with other City departments, divisions and outside agencies; negotiate and resolve significant and controversial issues; negotiate and coordinate performers' contracts.
8. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
9. Provide responsible staff assistance to the division manager; prepare and present staff reports and other necessary correspondence.
10. Assist in the implementation of goals and objectives for assigned program including sports programs, seasonal events and multiple community schools.
11. Establish schedules and methods for providing recreation and leisure services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
12. Perform public relations duties to include television interviews, radio interviews, public speaking engagements and conducting tours.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation programming.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles and practices of recreation, adaptive recreation, senior citizens and leisure activities.

Principles of supervision, training and performance evaluation.

Modern and complex principles and practices of recreation program.

Occupational hazards and standard safety practices.

Modern office procedures and equipment.

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

Ability to:

Manage and coordinate multiple recreation programs.

Interpret and explain City recreation and leisure activities policies and procedures. Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.

Ability to:

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:

Four years of increasingly responsible experience in recreation program development and implementation.

Training:

Equivalent to an Associate's degree from an accredited community college with major course work in recreation management, public or business administration or a related field.

License or Certificate

Possession and maintenance of an appropriate valid driver's license on the date of application.

WORKING CONDITIONS

Environmental Conditions:

Work in both indoor and outdoor recreational facilities, and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, kneeling; moderate to light lifting for prolonged periods of time.

KAG

REV 3/12/04 (formerly Leisure Activities Field Supervisor)
FLSA & City: nonexempt CSB 4/14/04

RECREATION FACILITIES SUPERVISOR

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, organize, conduct, coordinate and supervise recreation and adaptive recreation activities; to oversee and participate in all related work.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Leisure Activities Field Supervisor and other supervisory and management staff.

Exercises direct supervision over technical, clerical, hourly and volunteer 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. Plan, direct and coordinate diversified recreation and adaptive recreation activities, programs and classes to meet the needs of the people in the community.
2. Evaluate activities, programs and classes for content, techniques and special problems.
3. Train assigned employees.
4. Develop and maintain positive working relationships with school administration, community groups and other agencies.
6. Develop, administer, monitor and coordinate budgets for assigned community center or leisure programs, including use of grant funds; purchase equipment and supplies.
7. Perform public relations duties to include television interviews, radio interviews, public speaking engagements and conducting tours.
8. Design and maintain bulletin boards, brochures and other materials for marketing programs.
9. Enforce facility or program rules and regulations.
10. Plan, direct, assign and verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards.

CITY OF LAS VEGAS
Recreation Facilities Supervisor (*continued*)

Essential Functions:

11. Select, motivate, supervise and evaluate full-time, seasonal and volunteer staff and instructors; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
12. Prepare and maintain a variety of reports.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation programming.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of researching, planning, organizing, coordinating and overseeing leisure activities.
Basic principles and practices of the functions of a community center.
Principles of supervision and training.
Modern and complex principles and practices of maintaining public facilities.
Occupational hazards and standard safety practices.
Modern office procedures and equipment.
Pertinent federal, state and local laws, codes and regulations.
Basic first aid.

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.
Interpret, explain and enforce policies and procedures.
Work effectively with citizens of all ages and from various ethnic and socio-economic backgrounds.
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.*

CITY OF LAS VEGAS
Recreation Facilities Supervisor (*continued*)

Ability to:

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 experience in recreation program development and implementation, community center management or a related field.

Training:

Equivalent to an Associate degree from an accredited community college with major course work in recreation management or a related field.

WORKING CONDITIONS

Environmental Conditions:

Work in both indoor and outdoor recreational facilities, and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, sitting, bending, stooping, kneeling and moderate to light lifting for prolonged periods of time.

KAG
REV 3/12/04 (formerly Leisure Services Coordinator)
FLSA & City: nonexempt

CSB 4/14/04

SENIOR CITIZENS FACILITIES SUPERVISOR

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, organize, coordinate, conduct and supervise activities at a senior citizens center and to oversee and participate in all related work.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Leisure Division Supervisor and higher level management staff.

Exercises direct supervision over technical , clerical , hourly and volunteer 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. Plan, direct and coordinate diversified activities, programs and classes to meet the needs of the people in the senior citizens community.
2. Evaluate activities, programs and classes for content, techniques and special problems.
3. Select, motivate, supervise and evaluate full-time, seasonal and volunteer staff and instructors; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
4. Develop and maintain positive working relationships with the community and other agencies.
5. Develop, administer, monitor and coordinate budgets for assigned center, including use of grant monies; purchase equipment and supplies.
6. Perform public relations duties to include television interviews, radio interviews, public speaking engagements and conducting tours.
7. Design and maintain bulletin boards, brochures and other materials for marketing programs.
8. Enforce facility rules and regulations.

CITY OF LAS VEGAS

Senior Citizens Facilities Supervisor (*continued*)

Essential Functions:

9. Verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards.
10. Prepare and maintain a variety of reports.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation programming.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles and practices of senior citizen recreation and leisure time activities.
Principles of supervision, training and performance evaluation.
Modern and complex principles and practices of maintaining public facilities.
Occupational hazards and standard safety practices.
Modern office procedures and equipment.
Pertinent federal, state and local laws, codes and regulations.
Basic first aid.

Ability to:

Interact effectively with senior citizens.
Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.
Interpret, explain and enforce policies and procedures.
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.*

CITY OF LAS VEGAS
Senior Citizens Facilities Supervisor (*continued*)

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in senior citizen program development and implementation.

Training:

Equivalent to an Associate's degree from an accredited community college with major course work in recreation management or a related field.

WORKING CONDITIONS

Environmental Conditions:

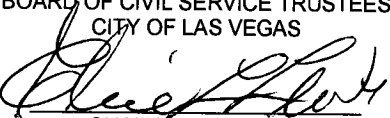
Work in both indoor and outdoor recreational facilities and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, kneeling and moderate to light lifting for prolonged periods of time.

KAG
REV 3/26/04 (Formerly Senior Citizens Center Coordinator)
FLSA & City: nonexempt

CSB: 4/14/04

BOARD OF CIVIL SERVICE TRUSTEES
CITY OF LAS VEGAS

CHAIRMAN (ACTING)

3/11/04

ROBERT GALANTE
1367 HICKORY CHASE LA.
VINTON, VA, 24179
540-890-7158

TO WHOM IT MAY CONCERN:

ON DECEMBER 1, 2003 I RESIGNED
MY POSITION OF MUNICIPAL COURT HOUSE
ARREST SUPERVISOR.

AFTER MY DEPARTURE, CIRCUMSTANCES
DEVELOPED THAT HAVE PROMPTED ME
TO RECONSIDER MY RESIGNATION. THEREFORE,
I RESPECTFULLY REQUEST THAT MY
NAME BE PLACED ON THE REHIRE
LIST FOR THE POSITION OF MUNICIPAL
COURT HOUSE ARREST UNIT SUPERVISOR.

YOUR CONSIDERATION IN THIS MATTER IS
GREATLY APPRECIATED.

SINCERELY,

Robert Galante
3/11/04

Helen Gonzales

From: Judy Tuttle
Sent: Monday, April 05, 2004 1:58 PM
To: Helen Gonzales
Subject: Re: Placement of name on rehire list

Approve, Helen.

Sent from my BlackBerry Wireless Handheld

-----Original Message-----

From: Helen Gonzales <hgonzales@LasVegasNevada.GOV>
To: Judy Tuttle <jtuttle@LasVegasNevada.GOV>
Sent: Mon Apr 05 13:57:04 2004
Subject: RE: Placement of name on rehire list

Will you just note approve and this will suffice as our back-up.

-----Original Message-----

From: Judy Tuttle
Sent: Monday, April 05, 2004 1:15 PM
To: Helen Gonzales
Subject: FW: Placement of name on rehire list

-----Original Message-----

From: Sandy Gandy
Sent: Wednesday, March 24, 2004 1:55 PM
To: Judy Tuttle
Cc: Helen Gonzales
Subject: FW: Placement of name on rehire list

Judy, below is Mr. Carmany's response regarding Robert Galante's request to be place on the rehire list. Thanks.

-----Original Message-----

From: James Carmany
Sent: Wednesday, March 24, 2004 1:04 PM
To: Sandy Gandy
Cc: Sandy Santamaria; Keith Gronquist
Subject: FW: Placement of name on rehire list

Sandy:

I endorse this request 110%. Robert was an OUTSTANDING employee.

JP Carmany

-----Original Message-----

From: Sandy Santamaria
Sent: Wednesday, March 24, 2004 12:17 PM

To: James Carmany
Subject: Placement of name on rehire list

Jim,

Keith received a letter from Robert Galante expressing his desire to be placed on the City's rehire list. Robert Galante was a House Arrest Supervisor who worked for the City from July 91 through December 03. Keith supports his request because during Robert's employment with the Court he provided "excellent leadership and guidance to the House Arrest staff, and sound management of all aspects of the Unit's charter. He was conscientious about his responsibility to engender positive communications and teamwork among other members of the Court."

If you approve his request, please forward this e-mail to Judy Tuttle with a copy to Sandy Gandy. Thank you.

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date April 14, 2004

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

SUBJECT: D. REQUEST TO BE PLACED ON REHIRE LIST: ROBERT GALANTE

BOARD ACTION: APPROVE, NOT APPROVE, OR HOLD IN ABEYANCE

Robert Galante, an employee from July 15, 1991 to December 1, 2003, has requested to be placed on the Rehire List for House Arrest Program Supervisor. A copy of his Department Director's approval is attached for the Board's information and review.

Civil Service Rules {Chapter IV, Section 7a(3), Page 11} state that to be eligible for placement on a Rehire List, the former employee must: (a) have had regular status in the classification; (b) have left the City's employment in good standing within the past twenty-four months; (c) have the written permission of his/her former department director to have his/her name placed on the list; and (d) receive the Civil Service Board's approval of said request.

Robert Galante meets the criteria for placement on the Rehire List, and it is recommended that the Board approve his request.

**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