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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: MAY 26, 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 June 9, 2004.

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

A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1) Bus Driver – Promotional
- 2) Bus Driver – Open
- 3) Legal Secretary – Promotional
- 4) Legal Secretary – Open

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

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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: May 26, 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: 4

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Bus Driver - Promotional	2	2	2
2. Bus Driver - Open	69	40	36
3. Legal Secretary - Promotional	3	1	1
4. Legal Secretary - Open	19	8	4

CITY OF LAS VEGAS

ELIGIBLE LIST

Bus Driver
Examination

May 3 – 6, 2004
Date of Test

04351303P
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	2	GROUP 1	2
REJECTED	0	GROUP 2	0
TOTAL RECEIVED	2	GROUP 3	0
		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

Bus Driver
Examination

May 3 – 6, 2004
Date of Test

043513030
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	42	GROUP 1	10
REJECTED	27	GROUP 2	17
<i>TOTAL RECEIVED</i>	69	GROUP 3	9
		<i>TOTAL ON LIST</i>	36

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)			100%	
PASSED			36	
FAILED			4	
<i>TOTAL TESTED</i>			40	
<i>DID NOT APPEAR</i>			2	

CITY OF LAS VEGAS

ELIGIBLE LIST

Legal Secretary
Examination

May 5, 2004
Date of Test

04332604P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

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

**Legal Secretary
Examination**

**May 5, 2004
Date of Test**

**043326040
Exam Code**

**Open
Open/Promotional**

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

REPORT OF EXAMINATION

APPLICATIONS		ELIGIBLE LIST	
ACCEPTED	14	GROUP 1	0
REJECTED	5	GROUP 2	2
TOTAL RECEIVED	19	GROUP 3	2
		TOTAL ON LIST	4

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	4			
FAILED	4			
TOTAL TESTED	8			
DID NOT APPEAR	6			

**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