

Add Gene
Campbell
to Agenda List

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES
Department of Human Resources
400 Stewart Avenue – 2nd Floor
Training Room #4
Las Vegas, Nevada

4:30
4:45
3. ✓

CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.lasvegasnevada.gov>

AGENDA

DATE: June 9, 2004

TIME: 4:30 p.m.

LL
JA
EM
PR (late)

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 May 12, 2004 — EM-M JA-Jud } pass
- IV. APPROVAL OF MINUTES: Teleconference Meeting of May 26, 2004 — JA-M EM-Jud } pass
- V. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED:
 - 1. Firefighter Trainee – Open
 - 2. Leisure Activities Supervisor – Promotional
 - B. EXTENSION OF ELIGIBLE LISTS:
 - 1. Deputy City Marshal – Open
 - 2. Electrical Services Field Supervisor – Promotional
 - 3. Engineering Associate I (Land Development) – Promotional
 - 4. Engineering Associate I (Land Development) – Open
 - 5. Fire Battalion Chief – Promotional
 - 6. GIS Analyst I – Promotional
 - 7. GIS Analyst I – Open
 - 8. Senior Communications Specialist – Promotional
 - 9. Survey Technician – Open
 - C. CLASSIFICATION SPECIFICATIONS:
 - 1. Deputy City Marshal – Revised
 - D. AMENDMENT TO CORRECTIONS INTAKE TECHNICIAN OPEN LIST:
 - 1. Corrections Intake Technician Open List is being amended due to a clerical error
- VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED:
- VII. CITIZEN PARTICIPATION

M-PR } pass
2-JA }

EM-M }
JA-Jud }

M-EM } pass
2-JA }

M-EM }
2-JA }
pass

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.

52

Ortiz - Stats on selection of fire fighters.

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

SIGN-IN SHEET
CIVIL SERVICE BOARD MEETING

DATE: June 9 2004

ORIGINAL

PLEASE PRINT

NAME

ORGANIZATION

K. GENTILE

CLV

Tina Ramsey

CLV

EUGENE CAMPBELL

LVFR

RICK GRACIA

LVFR

GIA RODRIGUEZ

CLV

RUTH CARROLL

CLV

THE June 9, 2004 MEETING OF THE CIVIL SERVICE
BOARD IS CALLED TO ORDER. THIS MEETING HAS BEEN PROPERLY
NOTICED AND POSTED IN COMPLIANCE WITH THE OPEN MEETING LAW.

A:LANGUAGE

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION**

June 9, 2004

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

I. CALL TO ORDER: May 12, 2004, at 4:30 p.m. in the Human Resources Department.

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

STAFF PRESENT

Judy Tuttle
Kathy Gentile
Ann Rubertino-Beck
Tina Ramsey
Sandy Gandy

OTHERS PRESENT

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

III. APPROVAL OF MINUTES of Regular Meeting of April 14, 2004: A motion was made by Trustee Johan Aliseo that the minutes of the Regular Meeting of April 14, 2004 be approved. Trustee Priscilla Rocha seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting of April 28, 2004: No Meeting Held

V. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

1. Corrections Intake Technician – Promotional
2. Corrections Intake Technician – Open
3. Graphic Arts Clerk – Promotional
4. Graphic Arts Clerk – Open
5. Legal Technician I – Promotional
6. Legal Technician I – Open
7. Legal Technician II – Promotional
8. Municipal Court Marshal – Promotional
9. Municipal Court Marshal – Open
10. Plant Operator II – Promotional
11. Plant Operator II – Open

A motion was made by Trustee Ed Miramontes that items 1 through 11 of the Eligible Lists To Be Certified be approved. The motion was seconded by Trustee Johan Aliseo. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
May 12, 2004
PAGE 2**

B. EXTENSION OF ELIGIBLE LISTS:

1. Code Enforcement Officer – Promotional
2. Code Enforcement Officer – Open
3. Fire Investigator – Promotional
4. Parking Enforcement Officer – Promotional
5. Parking Enforcement Officer – Open
6. Planning Technician – Promotional
7. Planning Technician – Open
8. Traffic Barricade Inspector I – Promotional
9. Traffic Barricade Inspector I – Open

A motion was made by Trustee Ed Miramontes that items 1 through 9 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Priscilla Rocha. Motion carried.

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

The trustees posed the question as to whether or not the appeal case of Harold Mulcahey will be heard. The council for the trustees stated that the Mulcahey appeal may be resolved and further notification will be given if the appeal is to go forward.

VII. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:34 p.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
June 9, 2004**

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER: May 26, 2004, at 11:30 a.m. via Teleconference

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

Trustee Johan Aliseo served as acting Chair for this meeting.

STAFF PRESENT

Judy Tuttle
Louisa Tuilagi

OTHERS PRESENT

**II. MEETING WAS PROPERLY NOTICED AND IN 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

Trustee Priscilla Rocha made a motion to approve Item numbers 1 through 4 of the Eligible Lists to be certified. Trustee Ed Miramontes seconded the motion. Motion carried.

IV. DISCUSSION ITEMS

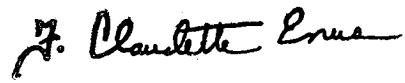
None.

V. CITIZEN PARTICIPATION:

None.

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: May 26, 2004
PAGE 2

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:33 a.m.



F. Claudette Enus
Secretary to the Board



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: June 9, 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: 1

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Firefighter Trainee - Open	3026	2195	1142
2. Leisure Activities Supervisor – Promotional	7	7	6

CITY OF LAS VEGAS

ELIGIBLE LIST

Firefighter Trainee
Examination

Written Test January 28, 2004
Physical Ability March 15 - 18, 2004
Date of Test

034601120
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	2969	GROUP 1	255
REJECTED	57	GROUP 2	438*
<i>TOTAL RECEIVED</i>	3026	GROUP 3	449
		<i>TOTAL ON LIST</i>	1142

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u> P/F Physical Abilities Test (CPAT)
(Weight)	100%			
PASSED	1201			255
FAILED	994			47
<i>TOTAL TESTED</i>	2195			302
<i>DID NOT APPEAR</i>	774			12

*If Group 2 should become reachable they will be given the CPAT

CITY OF LAS VEGAS

ELIGIBLE LIST

Leisure Activities Supervisor
Examination

May 26, 2004
Date of Test

04239004P
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	7	GROUP 1	2
REJECTED	0	GROUP 2	3
<i>TOTAL RECEIVED</i>	7	GROUP 3	1
		<i>TOTAL ON LIST</i>	6

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		6		
FAILED		1		
TOTAL TESTED		7		
DID NOT APPEAR		0		

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date June 9, 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: 9

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Deputy City Marshal - Open	42	6/10/04	12/10/04	1
2. Electrical Services Field Supervisor - Promotional	1	6/11/04	12/11/04	3
3. Engineering Associate I (Land Development) – Promotional	1	6/25/04	12/25/04	2
4. Engineering Associate I (Land Development) – Open	10	6/25/04	12/25/04	2
5. Fire Battalion Chief – Promotional	1	6/11/04	12/11/04	3
6. GIS Analyst I – Promotional	1	6/10/04	12/10/04	1
7. GIS Analyst I – Open	10	6/10/04	12/10/04	1
8. Senior Communications Specialist – Promotional	5	6/11/04	12/11/04	3
9. Survey Technician – Open	4	6/10/04	12/10/04	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date June 9, 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. Deputy City Marshal Sergeant

This classification was revised to specify the need to possess a Nevada P.O.S.T. Category 1 Certificate.

RECOMMENDATION

The City recommends approval of this revised classification specification.

DEPUTY CITY MARSHAL SERGEANT

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 subordinates on an assigned shift; to oversee and participate in law enforcement activities within the boundaries of city parks, recreational facilities or other city properties as assigned; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy City Marshal Lieutenant or higher level departmental staff.

Exercises direct supervision over Deputy City Marshals and clerical staff on shift.

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

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of patrol officers on an assigned shift; provide overall technical and administrative direction to personnel on an assigned shift.
2. Recommend and assist in the implementation of goals and objectives; implement operational policies and procedures.
3. Follow established schedules and methods for providing law enforcement services; identify resource needs; review needs with management staff; allocate resources accordingly.
4. Participate in the training, evaluation and disciplinary processes involving subordinates.
5. Prepare reports on operations and activities.
6. Supervise and participate in all normal shift duties as assigned, including enforcing local and state laws, issuing citations, making arrests and conducting investigation activities on city property; administering first-aid and transporting offenders.

CITY OF LAS VEGAS
Deputy City Marshal Sergeant (*continued*)

Essential Functions:

7. Respond to crimes, accident scenes and emergencies which occur on city property; assume initial command and coordinate efforts with local police departments; oversee investigation and review of crimes, accidents and injuries.
8. Provide technical assistance and administrative support to designated management staff.
9. Supervise and participate in investigating incidents and coordinating law enforcement efforts with local authorities.
10. Review the work of assigned personnel to ensure compliance with department policies and procedures; review reports and citations for violations submitted by subordinates to verify completeness and meeting prescribed standards.
11. Conduct daily briefings prior to each shift; contact subordinate on shift as required; follow up on problems and complaints; review all incidents involving use of force.
12. Assist with planning, coordinating and supervising law enforcement activities for special events, parades and street closures occurring on city property.

Marginal Functions:

1. Respond to requests and inquiries from the general public; represent the department at civic organizations and functions.
2. Attend and participate in group meetings; stay abreast of new trends and innovations in the field of law enforcement.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a law enforcement program.
Modern and complex principles and practices of law enforcement.
Principles of municipal budget preparation and control.
Principles of supervision, training and performance evaluation.
Departmental rules and regulations.
Offensive and defensive weapons nomenclature and theory.
First-aid principles, practices and techniques.
Use of firearms and other modern police equipment.
Self-defense tactics.
Interviewing and interrogation techniques.
Pertinent federal, state and local laws, ordinances and city park regulations.

CITY OF LAS VEGAS
Deputy City Marshal Sergeant (continued)

Ability to:

Supervise, organize and review the work of subordinates on assigned shift.

Select, supervise, train and evaluate staff.

Interpret and explain department policies and procedures.

Prepare clear and concise reports.

Analyze situations and adopt effective courses of action.

Interpret and apply laws and regulations.

Use and care for firearms.

Apply first-aid, CPR and related emergency practices and techniques.

Demonstrate keen powers of observation and memory.

Communicate effectively, both orally and in writing.

Meet legal age requirement of 21 years.

Meet citizen requirement or be lawfully entitled to work in United States.

Meet requirement of no prior felony record or prior offense involving moral turpitude, unlawful possession, use or sale of controlled substances, or unlawful use or possession of firearm.

Establish and maintain effective working relationships with those contacted in the course of work, including city officials and the general public.

Maintain physical condition to perform essential duties as specified by P.O.S.T. certification and meet city and department medical and physical fitness standards.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- *Effecting arrests;*
- *Subduing resisting individuals;*
- *Chasing fleeing subjects;*
- *Running, walking, crouching or crawling during emergency operations;*
- *Moving equipment and injured or deceased persons;*
- *Climbing stairs and ladders;*
- *Performing life-saving and rescue procedures;*
- *Walking, standing or sitting for extended periods of time; and*
- *Operating assigned police equipment and vehicles.*

Effectively deal with personal danger which may include exposure to:

- *Armed or dangerous persons;*
- *Dangerous animals;*
- *Communicable diseases;*
- *Hazards of emergency driving; and*
- *Natural and man-made disasters.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment and vehicles.*

CITY OF LAS VEGAS
Deputy City Marshal Sergeant (*continued*)

Ability to:

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under potentially dangerous circumstances;*
- *Making sound decisions;*
- *Evaluating various options and alternatives and choosing an appropriate and reasonable course of action; and*
- *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Four years of increasingly responsible law enforcement experience.

Training:

Equivalent to graduation from high school supplemented by an additional two years of course work in police science, criminal justice or a related field.

License or Certificate

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

Possession of a Nevada P.O.S.T. Category 1 Certificate or the equivalent.

Department of Detention & Enforcement certification for firearms qualification on annual basis.

WORKING CONDITIONS

Environmental Conditions:

Work in an emergency peace control environment; work in potentially hostile and life-threatening conditions; exposure to dangerous persons, firearms, bodily fluids, noise and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, running, crawling, climbing, stooping and lifting for prolonged periods of time.

KAG
REV 5/21/04
FLSA & City: nonexempt
CSB 6/9/2004

DEPUTY CITY MARSHAL SERGEANT

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 subordinates on an assigned shift; to oversee and participate in law enforcement activities within the boundaries of city parks, recreational facilities or other city properties as assigned; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy City Marshal Lieutenant or higher level departmental staff.

Exercises direct supervision over Deputy City Marshals and clerical staff on shift.

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

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of patrol officers on an assigned shift; provide overall technical and administrative direction to personnel on an assigned shift.
2. Recommend and assist in the implementation of goals and objectives; implement operational policies and procedures.
3. Follow established schedules and methods for providing law enforcement services; identify resource needs; review needs with management staff; allocate resources accordingly.
4. Participate in the training, evaluation and disciplinary processes involving subordinates.
5. Prepare reports on operations and activities.
6. Supervise and participate in all normal shift duties as assigned, including enforcing local and state laws, issuing citations, making arrests and conducting investigation activities on city property; administering first-aid and transporting offenders.

CITY OF LAS VEGAS
Deputy City Marshal Sergeant (*continued*)

Essential Functions:

7. Respond to crimes, accident scenes and emergencies which occur on city property; assume initial command and coordinate efforts with local police departments; oversee investigation and review of crimes, accidents and injuries.
8. Provide technical assistance and administrative support to designated management staff.
9. Supervise and participate in investigating incidents and coordinating law enforcement efforts with local authorities.
10. Review the work of assigned personnel to ensure compliance with department policies and procedures; review reports and citations for violations submitted by subordinates to verify completeness and meeting prescribed standards.
11. Conduct daily briefings prior to each shift; contact subordinate on shift as required; follow up on problems and complaints; review all incidents involving use of force.
12. Assist with planning, coordinating and supervising law enforcement activities for special events, parades and street closures occurring on city property.

Marginal Functions:

1. Respond to requests and inquiries from the general public; represent the department at civic organizations and functions.
2. Attend and participate in group meetings; stay abreast of new trends and innovations in the field of law enforcement.
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QUALIFICATIONS

Knowledge of:

Operations, services and activities of a law enforcement program.
Modern and complex principles and practices of law enforcement.
Principles of municipal budget preparation and control.
Principles of supervision, training and performance evaluation.
Departmental rules and regulations.
Offensive and defensive weapons nomenclature and theory.
First-aid principles, practices and techniques.
Use of firearms and other modern police equipment.
Self-defense tactics.
Interviewing and interrogation techniques.
Pertinent federal, state and local laws, ordinances and city park regulations.

CITY OF LAS VEGAS
Deputy City Marshal Sergeant (*continued*)

Ability to:

Supervise, organize and review the work of subordinates on assigned shift.

Select, supervise, train and evaluate staff.

Interpret and explain department policies and procedures.

Prepare clear and concise reports.

Analyze situations and adopt effective courses of action.

Interpret and apply laws and regulations.

Use and care for firearms.

Apply first-aid, CPR and related emergency practices and techniques.

Demonstrate keen powers of observation and memory.

Communicate effectively, both orally and in writing.

Meet legal age requirement of 21 years.

Meet citizen requirement or be lawfully entitled to work in United States.

Meet requirement of no prior felony record or prior offense involving moral turpitude, unlawful possession, use or sale of controlled substances, or unlawful use or possession of firearm.

Establish and maintain effective working relationships with those contacted in the course of work, including city officials and the general public.

Maintain physical condition to perform essential duties as specified by P.O.S.T. certification and meet city and department medical and physical fitness standards.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- *Effecting arrests;*
- *Subduing resisting individuals;*
- *Chasing fleeing subjects;*
- *Running, walking, crouching or crawling during emergency operations;*
- *Moving equipment and injured or deceased persons;*
- *Climbing stairs and ladders;*
- *Performing life-saving and rescue procedures;*
- *Walking, standing or sitting for extended periods of time; and*
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Effectively deal with personal danger which may include exposure to:

- *Armed or dangerous persons;*
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- *Communicable diseases;*
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- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment and vehicles.*

CITY OF LAS VEGAS
Deputy City Marshal Sergeant (continued)

Ability to:

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under potentially dangerous circumstances;*
- *Making sound decisions;*
- *Evaluating various options and alternatives and choosing an appropriate and reasonable course of action; and*
- *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Four years of increasingly responsible law enforcement experience.

Training:

Equivalent to graduation from high school supplemented by an additional two years of course work in police science, criminal justice or a related field.

License or Certificate

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

Possession of a Nevada P.O.S.T. Category 1 Certificate or the equivalent.

Department of Detention & Enforcement certification for firearms qualification on annual basis.

WORKING CONDITIONS

Environmental Conditions:

Work in an emergency peace control environment; work in potentially hostile and life-threatening conditions; exposure to dangerous persons, firearms, bodily fluids, noise and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, running, crawling, climbing, stooping and lifting for prolonged periods of time.

ARB KAG

REV 12/1/99 5/21/04

FLSA & City: nonexempt

CSB 1/12/00

CITY OF LAS VEGAS

ELIGIBLE LIST

Corrections Intake Technician
Examination

April 7, 2004
Date of Test

043339020
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	154	GROUP 1	21
REJECTED	43	GROUP 2	61
<i>TOTAL RECEIVED</i>	197	GROUP 3	34
		<i>TOTAL ON LIST</i>	116

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	116			
FAILED	10			
<i>TOTAL TESTED</i>	126			
<i>DID NOT APPEAR</i>	28			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date June 9, 2004

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

SUBJECT: D. ADMENDMENT TO CORRECTIONS INTAKE TECHNICIAN OPEN LIST:

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

Corrections Intake Technician Open Eligible List is being amended due to a clerical error.

**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