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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: JUNE 23, 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 July 14, 2004.

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED:
 - 1) Accounting Technician I – Promotional
 - 2) Accounting Technician I – Open
 - 3) Court Clerk I – Promotional
 - 4) Court Clerk I – Open
 - 5) Planner II/Neighborhood Planning – Promotional
 - 6) Planner II/Neighborhood Planning – Open
 - 7) Traffic Signal Technician II – Promotional
 - 8) Traffic Signal Technician II – Open
 - B. REQUEST TO BE PLACED ON REHIRE LIST:
 - 1) Sunday Toler
 - C. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LISTS:
 - 1) Permits Technician – Open and Promotional
- 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



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: June 23, 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: 8

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Accounting Technician I – Promotional	22	19	17
2. Accounting Technician I – Open	69	46	41
3. Court Clerk I – Promotional	0	0	0
4. Court Clerk I – Open	39	32	31
5. Planner II/Neighborhood Planning – Promotional	3	3	1
6. Planner II/Neighborhood Planning – Open	55	17	8
7. Traffic Signal Technician II – Promotional	2	2	0
8. Traffic Signal Technician II – Open	25	8	1

CITY OF LAS VEGAS

ELIGIBLE LIST

Accounting Technician I
Examination

June 3, 2004
Date of Test

04341004P
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	21	GROUP 1	7
REJECTED	1	GROUP 2	8
<i>TOTAL RECEIVED</i>	22	GROUP 3	2
		<i>TOTAL ON LIST</i>	17

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	17			
FAILED	2			
<i>TOTAL TESTED</i>	19			
<i>DID NOT APPEAR</i>	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Accounting Technician I
Examination

June 3, 2004
Date of Test

04341005O
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	54	GROUP 1	9
REJECTED	15	GROUP 2	17
<i>TOTAL RECEIVED</i>	69	GROUP 3	15
		<i>TOTAL ON LIST</i>	41

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	41			
FAILED	5			
<i>TOTAL TESTED</i>	46			
<i>DID NOT APPEAR</i>	8			

CITY OF LAS VEGAS

ELIGIBLE LIST

Court Clerk I
Examination

June 2, 2004
Date of Test

04373005P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

**Court Clerk I
Examination**

**June 2, 2004
Date of Test**

**043730050
Exam Code**

**Open
Open/Promotional**

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

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	35
REJECTED	4
TOTAL RECEIVED	39

ELIGIBLE LIST

GROUP 1	11
GROUP 2	17
GROUP 3	3
TOTAL ON LIST	31

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight) 100%

PASSED	31			
FAILED	1			
TOTAL TESTED	32			
DID NOT APPEAR	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

**Planner II (Neighborhood Planning)
Examination**

**June 3, 2004
Date of Test**

**04276404P
Exam Code**

**Promotional
Open/Promotional**

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	3
REJECTED	0
TOTAL RECEIVED	3

ELIGIBLE LIST

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

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight) 100%

PASSED	1			
FAILED	2			
TOTAL TESTED	3			

DID NOT APPEAR	0			
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CITY OF LAS VEGAS

ELIGIBLE LIST

Planner II (Neighborhood Planning)
Examination

June 3, 2004
Date of Test

042764040
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	28	GROUP 1	0
REJECTED	27	GROUP 2	1
<i>TOTAL RECEIVED</i>	55	GROUP 3	7
		<i>TOTAL ON LIST</i>	8

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	8			
FAILED	9			
<i>TOTAL TESTED</i>	17			
<i>DID NOT APPEAR</i>	11			

CITY OF LAS VEGAS

ELIGIBLE LIST

Traffic Signal Technician II
Examination

June 4, 2004
Date of Test

04270504P
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	2	GROUP 1	0
REJECTED	0	GROUP 2	0
<i>TOTAL RECEIVED</i>	2	GROUP 3	0
		<i>TOTAL ON LIST</i>	0

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Traffic Signal Technician II
Examination

June 4, 2004
Date of Test

042705040

Exam Code

Open

Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	12
REJECTED	13
TOTAL RECEIVED	25

ELIGIBLE LIST

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

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight)

100%

PASSED	1			
FAILED	7			
TOTAL TESTED	8			

DID NOT APPEAR

4			
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Helen Gonzales

From: Judy Tuttle
Sent: Friday, June 04, 2004 5:20 PM
To: Mike Sheldon
Cc: Helen Gonzales
Subject: RE: Approval for Re-hire

Will do, Mike.

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

From: Mike Sheldon
Sent: Friday, June 04, 2004 9:20 AM
To: Judy Tuttle
Subject: FW: Approval for Re-hire

Judy We would like to have her back so I approve

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

From: Sunday Toler [mailto:spktrue@cox.net]
Sent: Thursday, June 03, 2004 1:02 PM
To: msheldon@ci.las-vegas.nv.us
Cc: csamolovitch@ci.las-vegas.nv.us
Subject: Approval for Re-hire

Chief Sheldon,

I contacted Human Resources per our conversation this morning. They advised me to send you an e-mail requesting to be re-hired.

They said for you to forward this with an e-mail stating that you approve of my being re-hired. They asked that you forward the e-mail to Judy Tuttle in Human Resources.

Then they will place me on the CSB Agenda for approval and after that I will be placed on the re-hire list. If they get this soon I should make the CSB review board this month and then hopefully will be able to return very soon.

Thank you so much for the opportunity to return back to the Department. I am looking forward to coming back home.

Sincerely yours,

**Sunday Toler
368-2011 home
239-5652 cell**

Deputy City Marshal
9-6-1998 to 2-3-2001

6/9/2004

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date June 23, 2004

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

SUBJECT: C. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LISTS

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

The City is requesting that the following eligible list be abolished in accordance with Civil Service Rules, Chapter IV, Section 9, c. (4):

Permits Technician – Open and Promotional

The reasoning is as follows:

The current eligible lists no longer suit the needs of the department.

RECOMMENDATION

The City recommends approval of the abolishment of these lists.

Ruth Carroll

From: Judy Tuttle
Sent: Saturday, June 05, 2004 9:17 AM
To: Martha Davis; Ruth Carroll
Subject: FW: Abolishment of Permit Technician List

fyi

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

From: Claudette Enus
Sent: Saturday, June 05, 2004 8:54 AM
To: Judy Tuttle
Subject: Re: Abolishment of Permit Technician List

Judy, I approve abolishment of the Permit Technician List.

Sent from my BlackBerry Wireless Handheld

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

From: Judy Tuttle <jtuttle@LasVegasNevada.GOV>
To: Claudette Enus <cenus@LasVegasNevada.GOV>
Sent: Fri Jun 04 17:47:44 2004
Subject: FW: Abolishment of Permit Technician List

Claudette, please see Paul's request below. Would you approve abolishment? They have worked through the entire eligible list.

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

From: Ruth Carroll
Sent: Friday, June 04, 2004 7:34 AM
To: Judy Tuttle
Subject: RE: Abolishment of Permit Technician List

"When, in the opinion of the affected department director and the Director of Human Resources and with the concurrence of the Civil Service Board, an eligible list does not meet the needs of the City, the list shall be abolished." Page 15 of Civil Service Rules.

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

From: Martha Davis
Sent: Thursday, June 03, 2004 11:42 AM
To: Judy Tuttle
Subject: RE: Abolishment of Permit Technician List

There are 19 reachable applicants. They have interviewed all but two who declined the interview opportunity (one had a Dr. appointment in California and the other one had to attend National Guard school in Idaho). There was another applicant who was not reachable by phone and did not respond to an interview notice. If you want to see my paperwork on the interviews, just let me know.

The list is active until 8/13/04.

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

From: Judy Tuttle
Sent: Thursday, June 03, 2004 11:12 AM
To: Martha Davis
Subject: FW: Abolishment of Permit Technician List

Martha, how many are on this list?

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

From: Paul Wilkins
Sent: Thursday, June 03, 2004 9:48 AM
To: Judy Tuttle
Cc: Chris Peterson
Subject: Abolishment of Permit Technician List

Please place this item on the next possible Civil Service Board agenda. We anticipate promoting a permit technician next month, and will need to fill the position as soon as possible through a new recruitment. The current list expires in late August. However, the Permit Supervisor has interviewed all the reachable candidates throughout the past year and made two selections from that list. All other candidates found suitable for the department have found employment elsewhere.

Please contact Chris if you need additional information.

TO: CLAUDETTE ENUS
FAX: 702-382-7838
SUBJECT: **Reservation Confirmation**

Thank you for using Sprint Conferencing Services. This is to confirm that a conference reservation has been made. A two-hour notification to cancel is required to avoid a non-cancellation charge. Please call our toll free reservation number (800-366-2663) to reschedule, cancel or make any changes. Please use the confirmation number listed below when referring to your reservation.

CHAIRPERSON: CLAUDETTE ENUS
CONFIRMATION NUMBER: 24779838
DATE: Wednesday, June 23, 2004
TIME: 11:30 am (PDT)
DURATION: 15 minutes
LINES RESERVED: DIAL IN: 0 DIAL OUT: 7
DIAL IN NUMBER(s): 888-777-0937

Sprint Conferencing Services offers many optional features. These features can be used to tailor your conference call to meet the needs of a particular meeting. Some features for consideration are:

- **Audiotaping*** - high quality cassette tapes of the conference can be made the same day (transcription* of the taped conference is also available).
- **Password Security** - for highly confidential conferences each participant must provide the password.
- **Automated Polling*** - participants can answer pre-established questions with their touch tone phones.

* these features incur an additional charge.

8/25/04
C# 25773178

7/12/04
C# 25773178

9/22
C# 26574834
7/12/04

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date June 23, 2004

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

SUBJECT: B. REQUEST TO BE PLACED ON REHIRE LIST: SUNDAY TOLER

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

Sunday Toler, an employee from September 6, 1998 to February 3, 2004, has requested to be placed on the Rehire List for Deputy City Marshal. A copy of her 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.

Sunday Toler meets the criteria for placement on the Rehire List, and it is recommended that the Board approve her 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
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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