

S.V

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: July 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 June 9, 2004
- IV. APPROVAL OF MINUTES: Teleconference Meeting of June 23, 2004
- V. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED:
 - 1. Bail Bond Tech – Promotional
 - 2. Designer – Promotional
 - 3. Designer – Open
 - 4. Maintenance Worker I – Promotional
 - 5. Maintenance Worker I – Open
 - 6. Motor Sweeper Operator – Promotional
 - 7. Planning Supervisor/Neighborhood Planning – Promotional
 - B. EXTENSION OF ELIGIBLE LISTS:
 - 1. Accounting Technician II – Promotional
 - 2. Buyer I – Promotional
 - 3. Buyer I – Open
 - 4. Buyer II – Promotional
 - 5. Buyer II – Open
 - 6. Construction Inspector I – Promotional
 - 7. Construction Inspector I – Open
 - 8. Court Counselor I – Promotional
 - 9. Court Counselor I – Open
 - 10. Land Surveyor – Promotional
 - 11. Land Surveyor – Open
 - 12. Mail Courier – Open
 - 13. Survey Crew Leader – Open
 - C. CLASSIFICATION SPECIFICATIONS:
 - 1. Recreation Leader I/II (X) – Revised
 - 2. Senior Technical Systems Analyst – Revised
- 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

SIGN-IN SHEET
CIVIL SERVICE BOARD MEETING

DATE: 7-14-04 Reg. Mtg.

PLEASE PRINT

NAME

ORGANIZATION

KATHY GENTILE

CLV

Patti Miller

CLV

Nate Wough

CLV

Sandy Gandy

CLV

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION**

July 14, 2004

TO:

CIVIL SERVICE BOARD OF TRUSTEES

FROM:

**F. CLAUDETTE ENUS
SECRETARY TO THE BOARD**

I. CALL TO ORDER: June 9, 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

Kathy Gentile
Ann Rubertino-Beck
Tina Ramsey
Gia Rodriguez
Ruth Carroll

OTHERS PRESENT

Rick Gracia
Eugene Campbell

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

III. APPROVAL OF MINUTES of Regular Meeting of May 12, 2004: A motion was made by Trustee Ed Miramontes that the minutes of the Regular Meeting of May 12, 2004 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting of May 26, 2004: A motion was made by Trustee Johan Aliseo that the minutes of the Teleconference Meeting of May 26, 2004 be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

V. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

1. Firefighter Trainee – Open
2. Leisure Activities Supervisor – Promotional

A motion was made by Trustee Priscilla Rocha that items 1 and 2 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
June 9, 2004
PAGE 2**

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

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 Johan Aliseo. Motion carried.

C. CLASSIFICATION SPECIFICATIONS:

1. Deputy City Marshal Sergeant – Revised

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

D. AMENDMENT TO CORRECTIONS INTAKE TECHNICIAN OPEN LIST:

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

A motion was made by Trustee Ed Miramontes that item 1 of the Amendment to Corrections Intake Technician Open List be approved. The motion was seconded by Trustee Johan Aliseo. Motion carried.

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

VII. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:45 p.m.



F. Claudette Enus
Secretary to the Board

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

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: June 23, 2004, at 11:30 a.m. via Teleconference

ROLL CALL:

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

STAFF PRESENT
Ann Rubertino-Beck
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) 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

Trustee Johan Aliseo made a motion to approve Item numbers 1 through 8 of the Eligible Lists to be certified. Trustee Ed Miramontes seconded the motion. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: June 23, 2004
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B. REQUEST TO BE PLACED ON REHIRE LIST:

1) Sunday Toler

Trustee Johan Aliseo made a motion to approve item 1 on the Request To Be Placed on Rehire List. Trustee Ed Miramontes seconded the motion. Motion carried.

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

1) Permits Technician – Open and Promotional

Trustee Ed Miramontes made a motion to approve item 1 on the Discussion and Possible Action on Abolishing Eligible List. Trustee Johan Aliseo 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 11:34 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: July 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: 7

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Bail Bond Tech - Promotional	8	1	1
2. Designer – Promotional	3	2	1
3. Designer – Open	16	13	1
4. Maintenance Worker I – Promotional	1	1	0
5. Maintenance Worker I – Open	115	91	73
6. Motor Sweeper Operator – Promotional	18	15	9
7. Planning Supervisor/Neighborhood Planning – Promotional	3	3	3

CITY OF LAS VEGAS

ELIGIBLE LIST

Bail Bond Tech
Examination

June 17, 2004
Date of Test

047955805P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	1	GROUP 1	1
REJECTED	7	GROUP 2	0
TOTAL RECEIVED	8	GROUP 3	0
		TOTAL ON LIST	1

<u>TESTS</u>				
	<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

Designer
Examination

June 4, 2004
Date of Test

04244704P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Designer
Examination

June 4, 2004
Date of Test

042447040
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	14
REJECTED	2
TOTAL RECEIVED	16

ELIGIBLE LIST

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

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight) 100%

PASSED	1			
FAILED	12			
TOTAL TESTED	13			
DID NOT APPEAR	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Maintenance Worker I
Examination

June 30, 2004
Date of Test

04371005P
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>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	0			
FAILED	1			
TOTAL TESTED	1			
DID NOT APPEAR	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Maintenance Worker I
Examination

June 30, 2004
Date of Test

043710050
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	106	GROUP 1	6
REJECTED	9	GROUP 2	31
<i>TOTAL RECEIVED</i>	115	GROUP 3	36
		<i>TOTAL ON LIST</i>	73

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	73			
FAILED	18			
<i>TOTAL TESTED</i>	91			
<i>DID NOT APPEAR</i>	15			

CITY OF LAS VEGAS

ELIGIBLE LIST

Motor Sweeper Operator
Examination

Written test: June 14, 2004
Performance test: June 29, 2004
Date of Test

04307805P
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	18	GROUP 1	0
REJECTED	0	GROUP 2	9
<i>TOTAL RECEIVED</i>	18	GROUP 3	0
		<i>TOTAL ON LIST</i>	9

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%		50%	
PASSED	9		9	
FAILED	6		0	
<i>TOTAL TESTED</i>	15		9	
<i>DID NOT APPEAR</i>	3		0	

CITY OF LAS VEGAS

ELIGIBLE LIST

Planning Supervisor/Neighborhood Planning
Examination

June 25, 2004
Date of Test

04223206P
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	3	GROUP 1	2
REJECTED	0	GROUP 2	0
TOTAL RECEIVED	3	GROUP 3	1
		TOTAL ON LIST	3

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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date July 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: 13

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Accounting Technician II - Promotional	8	7/09/04	1/09/05	2
2. Buyer I – Promotional	11	7/14/04	1/14/05	1
3. Buyer I – Open	86	7/14/04	1/14/05	1
4. Buyer II – Promotional	2	7/14/04	1/14/05	1
5. Buyer II – Open	29	7/14/04	1/14/05	1
6. Construction Inspector I – Promotional	16	7/14/04	1/14/05	1
7. Construction Inspector I – Open	29	7/14/04	1/14/05	1
8. Court Counselor I – Promotional	1	7/14/04	1/14/05	1
9. Court Counselor I – Open	14	7/14/04	1/14/05	1
10. Land Surveyor – Promotional	2	7/08/04	1/8/05	3
11. Land Surveyor – Open	3	7/08/04	1/8/05	3
12. Mail Courier – Open	35	7/14/04	1/14/05	1
13. Survey Crew Leader – Open	1	7/09/04	1/09/05	2

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date July 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. Recreation Leader I/II (X)
2. Senior Technical Systems Analyst

Recreation Leader I/II was revised to add a section to the essential functions for the Extreme Sports unit.

Senior Technical Systems Analyst was revised to remove sections pertaining to a division that is no longer part of the city and to include sections for additional departments, which will enable them to find qualified applicants.

RECOMMENDATION

The City recommends approval of these revised classification specifications.

RECREATION LEADER I
RECREATION LEADER II

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

DEFINITION

To perform a variety of tasks in support of recreational, social or community programs; and to promote community involvement in recreational or senior citizens programs.

DISTINGUISHING CHARACTERISTICS

Recreation Leader I—This is the entry level class in the Recreation Leader series. This class is distinguished from the Recreation Leader II by the performance of the more routine tasks and duties assigned to positions within the series. This class may be used as a training class, wherein employees need only limited or no directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

Recreation Leader II—This is the full journey level class within the Recreation Leader series. Employees within this class are distinguished from the Recreation Leader I by the performance of the full range of duties as assigned and by the level of experience attained. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Recreation Leader I

Receives immediate supervision from higher level supervisory or management staff.

May exercise functional or technical supervision over seasonal staff or volunteers.

Recreation Leader II

Receives general supervision from higher level supervisory or management staff.

May exercise functional or technical supervision over hourly or contractual staff or volunteers.

CITY OF LAS VEGAS
Recreation Leader I/II (Continued)

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

Essential Functions:

When assigned to Recreation Division:

1. Coordinate and implement various recreational activities, including but not limited to sports leagues, children's and adult programs, community school programs, Safekey after school programs and citywide special events.
2. Gather information from various sources to identify needs and trends for new programs; draft an outline which includes the frequency and duration, the target participant group, fees, description of the activity, staffing needs, cost, required equipment and supplies, location and its availability, publicity requirements, potential risks and plan to minimize them, desired outcome and timeline for implementation; submit to management for approval and upon approval, proceed with implementation and follow up with evaluation.
3. Maintain facility repair and attendance logs; perform minor repairs to equipment and facility and report more extensive repair needs; open and close facility; provide assistance to administrative offices as needed; assist at front desk when required, including answering telephones, registering participants, collecting fees, preparing cash transmittal and report, providing information and responding to complaints; setting up and taking down equipment and supplies needed for scheduled activities; renting facilities to community groups.
4. Monitor programs, activities and participants within recreational facilities or on field trips; enforce facility rules; assist with supervising instructors; provide information or resources to the public on recreational activities as required; transport or arrange for transportation of equipment, supplies and participants.
5. Assist outside organizations as needed in the implementation of community programs; act as a liaison to multiple community programs, or events.
6. Assist in creating and distributing displays and advertisements for events.
7. Administer various year-round or seasonal programs for all ages, including grant-funded programs; assist in hiring, training and evaluating seasonal and instructional staff.
8. Assist with implementing large-scale special events such as Creature Feature, Kite Carnival, Mexican Fiesta, Family Fun Fest, Corporate Challenge, etc.
9. Administer leagues for various types of sports and activities, including volleyball, golf, fitness classes, gymnastics, aerobics, racquetball, ballroom dancing, basketball, soccer, softball, flag football; prepare league schedules, recruit officials and instructors, conduct tournaments, lessons and clinics, make budget recommendations, compile and distribute standings, compile and amend rules of play, maintain equipment inventory, maintain participant data, draft publicity announcements, oversee games and activities, interpret rules; coordinate city-wide ball field usage.

CITY OF LAS VEGAS
Recreation Leader I/II (Continued)

Essential Functions:

When Assigned to the Extreme Sports Unit:

1. Coordinate and implement various extreme and action sports-related activities, community education and awareness including, but not limited to, inline skating, skate boarding, BMX freestyle, mini-motocross, inline skating, scooters, remote control cars, motocross jumping, all terrain vehicles, personal water craft, snow boarding, snow skiing and rock climbing; assist in implementing large-scale special events including the AM JAM skate series and X Fest; recruit judges for these and other events.
2. Assist with monitoring extreme sports programs and events for safety compliance; enforce applicable laws and department rules and policies.
3. Monitor the condition of skate parks and other extreme sports facilities; ready dirt tracks for use, including raking and watering.
4. Open and close facilities, assist with office duties such as answering telephones, registering participants, collecting fees, providing information and responding to questions and complaints.
5. Actively participate in the local skate park safety coalition comprised of representatives from the Leisure Services Department, Clark County, Las Vegas Metropolitan Police Department, Las Vegas Deputy City Marshals and business owners; attend meetings to discuss activities and events, trends in extreme sports, and risk management issues; gather information from a variety of diverse sources to look for trends.
6. Prepare a variety of statistics and reports, including attendance figures for facilities and events.

When assigned to Senior Citizen Programs Division:

1. Coordinate and implement all citywide senior citizen activities and all programs offered at senior citizen centers.
2. Assist with the monitoring of program compliance with laws, rules and regulations related to the provision of senior citizen and related services.
3. Maintain records and prepare attendance reports on new and on-going senior citizen programs; file accident reports; register participants for programs, including collecting fees.
4. Pick up and deliver materials, supplies, equipment and consumables needed for senior citizen programs, activities and special events.
5. Assist with the implementation of various activities including the setup, preparation and clean up of all senior citizen programming sites.
6. Monitor and assist in supervising Senior Citizen Program Division instructors and volunteers; prepare statistical reports as required.

CITY OF LAS VEGAS
Recreation Leader I/II (Continued)

Essential Functions:

7. Monitor and network with other community-based senior citizen programs; stay up to date with new trends and innovations in the field of gerontology and older adult activities.

Marginal Functions:

1. Perform a variety of clerical functions including answering phones, filing, computer input, preparing reports and copying.
2. Perform safety and health related cleaning and maintenance services as needed in facilities.
3. May serve as a member of the "A Team," a quick response unit which handles logistical and hospitality aspects of events throughout the city.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Recreation Leader I

Knowledge of:

Basic techniques and methods for instruction and adult education.
Basic principles and practices of a comprehensive recreation program for all ages.
General recreation activities.
Basic report writing techniques.
Basic record keeping techniques.
Basic publicity techniques.
Social services, leisure activities and recreation for all ages.
Rules and regulations of various sports activities.
Modern office procedures, methods and computer equipment.
Basic mathematical principles.
English usage, spelling, grammar and punctuation.
When assigned to the Extreme Sports Unit: extreme and action sports activities.

Ability to:

Maintain flexible work schedule as needed.
Learn city purchasing procedures.
Organize numerous details of a program.
Draft comprehensive proposals.
Monitor a facility or program, including participants.
Assist with selecting, training and overseeing seasonal, instructional and volunteer staff.
Administer a variety of recreational programs.
Learn methods of identifying the recreational needs of the community.
Interact effectively with all ages.
Perform basic maintenance on equipment.

CITY OF LAS VEGAS
Recreation Leader I/II (Continued)

Ability to:

Operate a typewriter.

Operate a cash register or cash box.

Respond to requests and inquiries from the general public.

Work independently without direct supervision.

Understand and follow oral and written instructions.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

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

- *Sitting for extended periods of time; and*
- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

One year of experience working with recreation programs or senior citizen recreation programs.

Training:

Equivalent to graduation from high school, supplemented by college level course work in recreation, gerontology or a related field.

License or Certificate

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

**CITY OF LAS VEGAS
Recreation Leader I/II (Continued)**

Recreation Leader II

In addition to the qualifications for Recreation Leader I:

Knowledge of:

General recreation principles and practices.
Techniques and methods for instruction and adult education.
Principles and practices of a comprehensive recreation program for all ages.
Report writing techniques.
Principles and procedures of record keeping.
When assigned to the Extreme Sports Unit: principals and practices of comprehensive extreme sports programming.
When assigned to the Extreme Sports Unit: techniques and methods for instruction and education related to extreme and action sports.
When assigned to the Extreme Sports Unit: marketing and publicity related to working with public and private sector partners.

Ability to:

Coach, referee and organize sports and games.
Supervise and evaluate programs and staff.
Select, train and oversee seasonal, instructional and volunteer staff.
Maintain accurate records.
Identify recreational needs of the community.

Experience and Training Requirements

Experience:

Two years of experience working with recreation programs or senior citizen recreation programs.

Training:

Equivalent to graduation from high school, supplemented by college level course work in recreation, gerontology or a related field.

CITY OF LAS VEGAS
Recreation Leader I/II (Continued)

WORKING CONDITIONS:

Constantly = more than 2/3 of the time; Frequently = 1/3 to 2/3 of the time; Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.

Environmental Conditions:

Location: Indoors within various building facilities and outdoors in field or event location environment.

Hazards: Exposure to contagious diseases, bodily fluids of participants, slippery surfaces, sharp objects, moving objects, workplace violence and inclement weather conditions.

Equipment used: City trucks, vans, power tools, office machinery, office equipment, arts and crafts equipment, exercise equipment.

Safety Equipment: CPR masks, goggles, surgical gloves, lifting belts.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, standing in combination with walking or running, indoors and outdoors while performing general duties, up to 1 mile per day.

Sitting: Frequently, sitting in a classroom or office while planning program, class and event details, flyers, evaluations, documentation, etc.

Lift/carry: Constantly, 10-50 lbs. Frequently, 50-80 lbs., equipment, materials. Carry up to 100 ft.

Push/pull: Constantly, using both hands and arms in moving equipment, materials, or supplies, exerting a force of 25-75 lbs.

Climbing: Frequently, stairs, bleachers, in and out of trucks, vans and buses.

Bending/twisting: Frequently, at waist, knees and neck while performing various recreation activities.

Kneeling/crouching/crawling: Frequently, while assisting a small child or performing repair and maintenance duties.

Hands/arms: Constantly, use of both hands and arms in reaching, handling, grasping, gripping, typing, writing, drawing, etc.

Sight: Constant use of sight abilities, including hand and eye coordination and depth perception.

Speech/hearing: Constantly, in communication with co-workers, participants and the general public.

ARB
REV 6/3/04
FLSA and City: nonexempt

CSB 7/14/04

SENIOR TECHNICAL SYSTEMS ANALYST

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, administer, coordinate and oversee specialized information systems within the assigned department, division or work unit, including the network of personal computers and automated equipment; and to perform a variety of technical tasks relative to the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Technical Systems Analyst series. Positions at this level are distinguished from other classes in this series by the level of responsibility assumed, the complexity of duties assigned, and the level of independence expected. Employees perform the most difficult and responsible types of duties assigned to classes in this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from management staff.

May exercise functional and technical supervision over Technical Systems Analyst, other lower level staff and outside consultants.

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

Essential Functions:

1. Review and identify the work unit's information system needs and make recommendations for program design, development, purchase, implementation and modification.
2. Design, develop and implement the integration of computer-based systems with existing systems.
3. Conduct special studies and research into software and hardware products; recommend best product for the work unit's needs and budget.
4. Train staff on automation projects and proper application of equipment and software.

CITY OF LAS VEGAS

Senior Technical Systems Analyst (*continued*)

Essential Functions:

5. Coordinate maintenance and repair of equipment with the Information Technologies Department.
6. Serve as technology liaison between the work unit, outside agencies and service and product vendors; work with the Information Technologies Department and outside agencies to provide for the technology needs of the work unit; keep work unit staff apprised of the status of all technology systems projects; review cost estimates and make recommendations on appropriate software and hardware purchases.
7. May lead, assign and review the work of staff responsible for providing specialized programming, systems analysis and technical support within the assigned work unit.
8. Assist staff to solve system problems; recommend modifications as appropriate.
9. Participate in the development and coordination of the work unit budget.
10. Establish and update the department's information systems policies and procedures; ensure compliance with established data quality standards and procedures; secure access to records.
11. Prepare various reports on operations and activities as requested by management and as required by governing agencies and other authorities.
12. Respond to inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

When Assigned to Fire and Rescue:

1. Administer and support specialized systems, including computer-aided dispatch (CAD).

When Assigned to Leisure Services:

1. Plan, oversee and participate in the development, design, modification, upgrading, testing, troubleshooting and maintenance of the CLASS software and hardware that automates program registrations, facility scheduling and cash handling and interfaces directly with Oracle Financials, including public access modules such as interactive voice response and Internet registration.
2. Provide first line support to all system users, including setup and administration of user accounts; train field staff in the use of the software; conduct regular site visits to assist users; schedule and facilitate periodic user group meetings to discuss issues and solutions.
3. Make initial assessment of application problems with the CLASS system and resolve them in cooperation with the vendor; resolve functional problems that users are experiencing during regular business hours, evenings and weekends; research and correct data entry errors made by users.

CITY OF LAS VEGAS

Senior Technical Systems Analyst (*continued*)

When Assigned to Leisure Services:

4. Work with Finance and Information Technologies to verify that cash deposits and data exports from CLASS into Oracle are accurate; verify that field staff are following established procedures and policies; bring non-compliance concerns to the attention of management.
5. Develop reports using a variety of on-line reporting tools to provide useful data at the request of department and City management, and recommend possible reports based on knowledge of system capabilities and department needs; review and analyze reports and report any issues to management.
6. Collaborate with Information Technologies staff to maintain and monitor the CLASS system environment and provide application and terminal support to users; provide in-depth analysis for operational enhancements to CLASS; configure application parameters; coordinate Change Control management activities in conformance with accepted practices; ensure data is protected in accordance with security guidelines.
7. Perform database analysis to determine the most effective file structure; develop and implement new and improved database structures; monitor database performance.
8. Coordinate returned check tracking and data entry into CLASS provided by Finance and Detention & Enforcement staff.
9. Assist Parks Division staff with the use of CLASS to coordinate park usage with maintenance requirements and scheduling.
10. Serve as the Information Technologies liaison for all department computer hardware, software, telephone, cell phone, network configuration and infrastructure requests.

When Assigned to Public Works:

1. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting and maintenance of the Hansen application, including work flow for all modules within the Land Management permit templates, inspection area/inspector assignments, bill setups and generation, reviewer's work flow, inspector's work flow, OLE, menu editor and Image display catalog, formula editor, asset and work order management, and customer service.
2. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing and troubleshooting of Expedition, Oracle Training Administrator, Oracle Projects, Laboratory Information System and Computerized Maintenance Management Systems.
3. Modify applications to accommodate changes in business practices and newly identified needs.
4. Analyze new and proposed systems, requested changes and enhancements to current systems; provide program recommendations to management staff and users.

CITY OF LAS VEGAS
Senior Technical Systems Analyst (continued)

When Assigned to Public Works:

5. Participate in documenting system requirements; provide recommendations on various integration and interfacing systems to optimize efficiency; lead and coordinate integration initiatives.
6. Identify needs, workflow and design issues and make recommendations; analyze database and workflow processes.
7. Coordinate and facilitate meetings with users concerning proposed and current business processes.

When Assigned to Building & Safety:

1. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting and maintenance of the Hansen Land Management and Cashiering modules.
2. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting and maintenance of the State Contractor's Board interface, the Interactive Voice Response System, mobile solutions for inspectors in the field and integration between Hansen and the electronic document management system.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Advanced principles and techniques of computer programming, on-line programming and programming documentation.

Advanced concepts, principles and practices of modern computer science or information systems.

Advanced computer coding and testing techniques and methodologies.

One or more on-line report writing applications, such as Crystal Reports, Oracle Reports, Discoverer or Microsoft Access.

Principles and practices of database design and administration.

Database structure sufficient to allow the creation of database tables and the design of relational databases.

Research techniques and data analysis.

Microcomputer design and minor repair techniques.

Principles and practices of computer networking.

Techniques of software installation.

Basic principles of budgeting and accounting.

Principles and techniques of lead supervision.

CITY OF LAS VEGAS
Senior Technical Systems Analyst (*continued*)

Knowledge of:

When assigned to Fire & Rescue:

Programming languages, including VisualBasic, HTML and SQL.

When assigned to Leisure Services:

Programming languages, including HTML, SQL and ASP.

Oracle Financials needs and how they affect department processes.

Basic accounting principles and reconciling procedures.

When assigned to Public Works:

Oracle database structures, Oracle Training Administrator, Oracle Projects and Oracle Developer.
Hansen application.

Expedition, Laboratory Information system and Maintenance Management system.

When assigned to Building & Safety:

Hansen Land Management and Cashiering modules.

Basic principles and practices of electronic document management system integration with
Hansen.

Nevada State Contractor's Board interface system.

Ability to:

Learn the unique needs and computer hardware and applications of the assigned work unit.

Explain complex technical systems in clear and simple terms understandable to non-technical
staff.

Use initiative and independent judgment within established guidelines.

Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and
procedures.

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

Establish and maintain close and positive working relationships with applicable City staff in other
departments, external agencies and vendors to ensure the smooth functioning of the
systems.

Learn business and operations of assigned work unit to the extent necessary to perform essential
functions, enhance system value and achieve established goals.

Communicate effectively with assigned work unit staff and management and outside agencies.

Establish and maintain effective working relationships with those contacted in the course of work.

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:

- *Standing or sitting for extended periods of time; and*
- *Operating assigned equipment and vehicles.*

CITY OF LAS VEGAS
Senior Technical Systems Analyst (*continued*)

Ability to:

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

Three years of recent, increasingly responsible experience in systems analysis and programming. Experience within the area of assignment may be substituted for up to one year of systems analysis and programming experience.

Training:

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

License or Certificate

Within six months of the date of appointment, possession of a certification in one or more of the following areas is desirable: database, an operating system or software application applicable to the area of assignment, hardware or networks.

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site; exposure to computer screens.

Physical Conditions:

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

KAG
REV 6/24/04
FLSA & City: nonexempt

CSB 7/14/04

RECREATION LEADER I
RECREATION LEADER II

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

DEFINITION

To perform a variety of tasks in support of recreational, social or community programs; and to promote community involvement in recreational or senior citizens programs.

DISTINGUISHING CHARACTERISTICS

Recreation Leader I—This is the entry level class in the Recreation Leader series. This class is distinguished from the Recreation Leader II by the performance of the more routine tasks and duties assigned to positions within the series. This class may be used as a training class, wherein employees need only limited or no directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

Recreation Leader II—This is the full journey level class within the Recreation Leader series. Employees within this class are distinguished from the Recreation Leader I by the performance of the full range of duties as assigned and by the level of experience attained. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Recreation Leader I

Receives immediate supervision from higher level supervisory or management staff.

May exercise functional or technical supervision over seasonal staff or volunteers.

Recreation Leader II

Receives general supervision from higher level supervisory or management staff.

May exercise functional or technical supervision over hourly or contractual staff or volunteers.

CITY OF LAS VEGAS
Recreation Leader I/II (Continued)

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

Essential Functions:

When assigned to Recreation Division:

1. Coordinate and implement various recreational activities, including but not limited to sports leagues, children's and adult programs, community school programs, Safekey after school programs and citywide special events.
2. Gather information from various sources to identify needs and trends for new programs; draft an outline which includes the frequency and duration, the target participant group, fees, description of the activity, staffing needs, cost, required equipment and supplies, location and its availability, publicity requirements, potential risks and plan to minimize them, desired outcome and timeline for implementation; submit to management for approval and upon approval, proceed with implementation and follow up with evaluation.
3. Maintain facility repair and attendance logs; perform minor repairs to equipment and facility and report more extensive repair needs; open and close facility; provide assistance to administrative offices as needed; assist at front desk when required, including answering telephones, registering participants, collecting fees, preparing cash transmittal and report, providing information and responding to complaints; setting up and taking down equipment and supplies needed for scheduled activities; renting facilities to community groups.
4. Monitor programs, activities and participants within recreational facilities or on field trips; enforce facility rules; assist with supervising instructors; provide information or resources to the public on recreational activities as required; transport or arrange for transportation of equipment, supplies and participants.
5. Assist outside organizations as needed in the implementation of community programs; act as a liaison to multiple community programs, or events.
6. Assist in creating and distributing displays and advertisements for events.
7. Administer various year-round or seasonal programs for all ages, including grant-funded programs; assist in hiring, training and evaluating seasonal and instructional staff.
8. Assist with implementing large-scale special events such as Creature Feature, Kite Carnival, Mexican Fiesta, Family Fun Fest, Corporate Challenge, etc.
9. Administer leagues for various types of sports and activities, including volleyball, golf, fitness classes, gymnastics, aerobics, racquetball, ballroom dancing, basketball, soccer, softball, flag football; prepare league schedules, recruit officials and instructors, conduct tournaments, lessons and clinics, make budget recommendations, compile and distribute standings, compile and amend rules of play, maintain equipment inventory, maintain participant data, draft publicity announcements, oversee games and activities, interpret rules; coordinate city-wide ball field usage.

CITY OF LAS VEGAS
Recreation Leader I/II (Continued)

Essential Functions:

When Assigned to the Extreme Sports Unit:

1. Coordinate and implement various extreme and action sports-related activities, community education and awareness including, but not limited to, inline skating, skate boarding, BMX freestyle, mini-motocross, incline skating, scooters, remote control cars, motocross jumping, all terrain vehicles, personal water craft, snow boarding, snow skiing and rock climbing; assist in implementing large-scale special events including the AM JAM skate series and X Fest; recruit judges for these and other events.
2. Assist with monitoring extreme sports programs and events for safety compliance; enforce applicable laws and department rules and policies.
3. Monitor the condition of skate parks and other extreme sports facilities; ready dirt tracks for use, including raking and watering.
4. Open and close facilities, assist with office duties such as answering telephones, registering participants, collecting fees, providing information and responding to questions and complaints.
5. Actively participate in the local skate park safety coalition comprised of representatives from the Leisure Services Department, Clark County, Las Vegas Metropolitan Police Department, Las Vegas Deputy City Marshals and business owners; attend meetings to discuss activities and events, trends in extreme sports, and risk management issues; gather information from a variety of diverse sources to look for trends.
6. Prepare a variety of statistics and reports, including attendance figures for facilities and events.

When assigned to Senior Citizen Programs Division:

1. Coordinate and implement all citywide senior citizen activities and all programs offered at senior citizen centers.
2. Assist with the monitoring of program compliance with laws, rules and regulations related to the provision of senior citizen and related services.
3. Maintain records and prepare attendance reports on new and on-going senior citizen programs; file accident reports; register participants for programs, including collecting fees.
4. Pick up and deliver materials, supplies, equipment and consumables needed for senior citizen programs, activities and special events.
5. Assist with the implementation of various activities including the setup, preparation and clean up of all senior citizen programming sites.
6. Monitor and assist in supervising Senior Citizen Program Division instructors and volunteers; prepare statistical reports as required.

CITY OF LAS VEGAS
Recreation Leader I/II (Continued)

Essential Functions:

7. Monitor and network with other community-based senior citizen programs; stay up to date with new trends and innovations in the field of gerontology and older adult activities.

Marginal Functions:

1. Perform a variety of clerical functions including answering phones, filing, computer input, preparing reports and copying.
2. Perform safety and health related cleaning and maintenance services as needed in facilities.
3. May serve as a member of the "A Team," a quick response unit which handles logistical and hospitality aspects of events throughout the city.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Recreation Leader I

Knowledge of:

Basic techniques and methods for instruction and adult education.

Basic principles and practices of a comprehensive recreation program for all ages.

General recreation activities.

Basic report writing techniques.

Basic record keeping techniques.

Basic publicity techniques.

Social services, leisure activities and recreation for all ages.

Rules and regulations of various sports activities.

Modern office procedures, methods and computer equipment.

Basic mathematical principles.

English usage, spelling, grammar and punctuation.

When assigned to the Extreme Sports Unit: extreme and action sports activities.

Ability to:

Maintain flexible work schedule as needed.

Learn city purchasing procedures.

Organize numerous details of a program.

Draft comprehensive proposals.

Monitor a facility or program, including participants.

Assist with selecting, training and overseeing seasonal, instructional and volunteer staff.

Administer a variety of recreational programs.

Learn methods of identifying the recreational needs of the community.

Interact effectively with all ages.

Perform basic maintenance on equipment.

CITY OF LAS VEGAS
Recreation Leader I/II (Continued)

Ability to:

Operate a typewriter.

Operate a cash register or cash box.

Respond to requests and inquiries from the general public.

Work independently ~~in the absence of~~ without direct supervision.

Understand and follow oral and written instructions.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

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

- *Sitting for extended periods of time; and*
- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

One year of experience working with recreation programs or senior citizen recreation programs.

Training:

Equivalent to graduation from high school, supplemented by college level course work in recreation, gerontology or a related field.

License or Certificate

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

CITY OF LAS VEGAS
Recreation Leader I/II (Continued)

Recreation Leader II

In addition to the qualifications for Recreation Leader I:

Knowledge of:

General recreation principles and practices.

Techniques and methods for instruction and adult education.

Principles and practices of a comprehensive recreation program for all ages.

Report writing techniques.

Principles and procedures of record keeping.

When assigned to the Extreme Sports Unit: principals and practices of comprehensive extreme sports programming.

When assigned to the Extreme Sports Unit: techniques and methods for instruction and education related to extreme and action sports.

When assigned to the Extreme Sports Unit: marketing and publicity related to working with public and private sector partners.

Ability to:

Coach, referee and organize sports and games.

Supervise and evaluate programs and staff.

Select, train and oversee seasonal, instructional and volunteer staff.

Maintain accurate records.

Identify recreational needs of the community.

Experience and Training Requirements

Experience:

Two years of experience working with recreation programs or senior citizen recreation programs.

Training:

Equivalent to graduation from high school, supplemented by college level course work in recreation, gerontology or a related field.

CITY OF LAS VEGAS
Recreation Leader I/II (Continued)

WORKING CONDITIONS:

Constantly = more than 2/3 of the time; Frequently = 1/3 to 2/3 of the time; Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.

Environmental Conditions:

Location: Indoors within various building facilities and outdoors in field or event location environment.

Hazards: Exposure to contagious diseases, bodily fluids of participants, slippery surfaces, sharp objects, moving objects, workplace violence and inclement weather conditions.

Equipment used: City trucks, vans, power tools, office machinery, office equipment, arts and crafts equipment, exercise equipment.

Safety Equipment: CPR masks, goggles, surgical gloves, lifting belts.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, standing in combination with walking or running, indoors and outdoors while performing general duties, up to 1 mile per day.

Sitting: Frequently, sitting in a classroom or office while planning program, class and event details, flyers, evaluations, documentation, etc.

Lift/carry: Constantly, 10-50 lbs. Frequently, 50-80 lbs., equipment, materials. Carry up to 100 ft.

Push/pull: Constantly, using both hands and arms in moving equipment, materials, or supplies, exerting a force of 25-75 lbs.

Climbing: Frequently, stairs, bleachers, in and out of trucks, vans and buses.

Bending/twisting: Frequently, at waist, knees and neck while performing various recreation activities.

Kneeling/crouching/crawling: Frequently, while assisting a small child or performing repair and maintenance duties.

Hands/arms: Constantly, use of both hands and arms in reaching, handling, grasping, gripping, typing, writing, drawing, etc.

Sight: Constant use of sight abilities, including hand and eye coordination and depth perception.

Speech/hearing: Constantly, in communication with co-workers, participants and the general public.

ARB

REV 4/8/996/3/04

FLSA and City: nonexempt

CSB 7/11/01

SENIOR TECHNICAL SYSTEMS ANALYST

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, administer, coordinate and oversee specialized information systems within the assigned department, division or work unit, including the network of personal computers and automated equipment; and to perform a variety of technical tasks relative to the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Technical Systems Analyst series. Positions at this level are distinguished from other classes in this series by the level of responsibility assumed, the complexity of duties assigned, and the level of independence expected. Employees perform the most difficult and responsible types of duties assigned to classes in this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from management staff.

May exercise functional and technical supervision over Technical Systems Analyst, other lower level staff and outside consultants.

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

Essential Functions:

1. Review and identify the work unit's information system needs and make recommendations for program design, development, purchase, implementation and modification.
2. Design, develop and implement the integration of computer-based systems with existing systems.
3. Conduct special studies and research into software and hardware products; recommend best product for the work unit's needs and budget.
4. Train staff on automation projects and proper application of equipment and software.

CITY OF LAS VEGAS
Senior Technical Systems Analyst (continued)

Essential Functions:

5. Coordinate maintenance and repair of equipment with the Information Technologies Department.
6. Serve as technology liaison between the work unit, outside agencies and service and product vendors; work with the Information Technologies Department and outside agencies to provide for the technology needs of the work unit; keep work unit staff apprised of the status of all technology systems projects; review cost estimates and make recommendations on appropriate software and hardware purchases.
7. May lead, assign and review the work of staff responsible for providing specialized programming, systems analysis and technical support within the assigned work unit.
8. Assist staff to solve system problems; recommend modifications as appropriate.
9. Participate in the development and coordination of the work unit budget.
10. Establish and update the department's information systems policies and procedures; ensure compliance with established data quality standards and procedures; secure access to records.
11. Prepare various reports on operations and activities as requested by management and as required by governing agencies and other authorities.
12. Respond to inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

When Assigned to Fire and Rescue:

1. Administer and support specialized systems, including computer-aided dispatch (CAD).

When Assigned to the Valley's Intelligent Transportation Systems (ITS) organization:

- ~~1. Plan, oversee and participate in the development, design, modification, testing, troubleshooting and maintenance of specialized traffic control computer application systems, including Graphical User Interfaces, software/hardware interfaces, and databases; review the work of staff and outside contractors responsible for complex tasks associated with the development of specific code and related computer programming; adhere to established time frames for assigned projects.~~
- ~~2. Assist and train City and consultant programmers in proper coding, job control language and design methods and techniques; prepare documentation for code development that reflects new software as well as changes to existing systems; adhere to stringent configuration management procedures.~~

CITY OF LAS VEGAS
Senior Technical Systems Analyst (*continued*)

When Assigned to the Valley's Intelligent Transportation systems (ITS) organization:

- ~~3. Verify the work of contractors and internal staff for accuracy, proper work methods and techniques and compliance with appropriate standards, procedures and specifications while maintaining adequate levels of quality control and quality assurance.~~
- ~~4. Provide complex yet viable software solutions for conceptual processes requested by engineering and managerial staff to be used in an ITS environment; work with technical staff in developing the specific code.~~
- ~~5. Prepare data for use in testing various programs.~~
- ~~6. Coordinate maintenance and repair of equipment with Information Technologies Departments, both the City's and other agencies'.~~
- ~~7. Provide in depth analysis for operational enhancements to various traffic control systems and individual programs.~~
- ~~8. Perform database analysis to determine the most effective file structure; develop and implement new and improved database structures; monitor database performance.~~

When Assigned to Leisure Services:

1. Plan, oversee and participate in the development, design, modification, upgrading, testing, troubleshooting and maintenance of the CLASS software and hardware that automates program registrations, facility scheduling and cash handling and interfaces directly with Oracle Financials, including public access modules such as interactive voice response and Internet registration.
2. Provide first line support to all system users, including setup and administration of user accounts; train field staff in the use of the software; conduct regular site visits to assist users; schedule and facilitate periodic user group meetings to discuss issues and solutions.
3. Make initial assessment of application problems with the CLASS system and resolve them in cooperation with the vendor; resolve functional problems that users are experiencing during regular business hours, evenings and weekends; research and correct data entry errors made by users.
4. Work with Finance and Information Technologies to verify that cash deposits and data exports from CLASS into Oracle are accurate; verify that field staff are following established procedures and policies; bring non-compliance concerns to the attention of management.
5. Develop reports using a variety of on-line reporting tools to provide useful data at the request of department and City management, and recommend possible reports based on knowledge of system capabilities and department needs; review and analyze reports and report any issues to management.

CITY OF LAS VEGAS
Senior Technical Systems Analyst (*continued*)

When Assigned to Leisure Services:

6. Collaborate with Information Technologies staff to maintain and monitor the CLASS system environment and provide application and terminal support to users; provide in-depth analysis for operational enhancements to CLASS; configure application parameters; coordinate Change Control management activities in conformance with accepted practices; ensure data is protected in accordance with security guidelines.
7. Perform database analysis to determine the most effective file structure; develop and implement new and improved database structures; monitor database performance.
8. Coordinate returned check tracking and data entry into CLASS provided by Finance and Detention & Enforcement staff.
9. Assist Parks Division staff with the use of CLASS to coordinate park usage with maintenance requirements and scheduling.
10. Serve as the Information Technologies liaison for all department computer hardware, software, telephone, cell phone, network configuration and infrastructure requests.

When Assigned to Public Works:

1. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting and maintenance of the Hansen application, including —This will include but is not limited to work flow for all modules within the Land Management permit templates, inspection area/inspector assignments, bill setups and generation, reviewer's work flow, inspector's work flow, OLE, menu editor and Image display catalog, formula editor, asset and work order management, and customer service.
2. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing and troubleshooting of Expedition, Oracle Training Administrator, Oracle Projects, Laboratory Information Ssystem and Computerized Maintenance Management Ssystems.
3. Modify applications to accommodate changes in business practices and newly identified needs.
4. Analyze new and proposed systems, requested changes and enhancements to current systems ; provide program recommendations to management staff and users.
5. Participate in documenting system requirements; provide recommendations on various integration and interfacing systems to optimize efficiency; lead and coordinate integration initiatives.
6. Identify needs, workflow and design issues and make recommendations; analyze database and workflow processes.
7. Coordinate and facilitate meetings with users concerning proposed and current business processes.

CITY OF LAS VEGAS
Senior Technical Systems Analyst (continued)

When Assigned to Building & Safety:

1. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting and maintenance of the Hansen Land Management and Cashiering modules.
2. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting and maintenance of the State Contractor's Board interface, the Interactive Voice Response System, mobile solutions for inspectors in the field and integration between Hansen and the electronic document management system.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Advanced principles and techniques of computer programming, on-line programming and programming documentation.
Advanced concepts, principles and practices of modern computer science or information systems.
Advanced computer coding and testing techniques and methodologies.
One or more on-line report writing applications, such as Crystal Reports, Oracle Reports, Discoverer or Microsoft Access.
Principles and practices of database design and administration.
Database structure sufficient to allow the creation of database tables and the design of relational databases.
Research techniques and data analysis.
Microcomputer design and minor repair techniques.
Principles and practices of computer networking.
Techniques of software installation.
Basic principles of budgeting and accounting.
Principles and techniques of lead supervision.

When assigned to Fire & Rescue:

Programming languages, including VisualBasic, HTML and SQL.

When assigned to the ITS organization:

SQL 7 database structure and design.
Programming languages, including C++, ASP, HTML, XML.
Oracle database fundamentals.
Common Object Request Broker Architecture (CORBA).

CITY OF LAS VEGAS
Senior Technical Systems Analyst (continued)

Knowledge of:

When assigned to Leisure Services:

Programming languages, including HTML, SQL and ASP.

Oracle Financials needs and how they affect department processes.

Basic accounting principles and reconciling procedures.

When assigned to Public Works:

Oracle database structures, Oracle Training Administrator, Oracle Projects and Oracle Developer.
Hansen application.

Expedition, Laboratory Information system and Maintenance Management system.

When assigned to Building & Safety:

Hansen Land Management and Cashiering modules.

Basic principles and practices of electronic document management system integration with
Hansen.

Nevada State Contractor's Board interface system.

Ability to:

Learn the unique needs and computer hardware and applications of the assigned work unit.

Explain complex technical systems in clear and simple terms understandable to non-technical staff.

Use initiative and independent judgment within established guidelines.

Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.

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

Establish and maintain close and positive working relationships with applicable City staff in other departments, external agencies and vendors to ensure the smooth functioning of the systems.

Learn business and operations of assigned work unit to the extent necessary to perform essential functions, enhance system value and achieve established goals.

Communicate effectively with assigned work unit staff and management and outside agencies.

Establish and maintain effective working relationships with those contacted in the course of work.

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:

- *Standing or sitting for extended periods of time; and*
- *Operating assigned equipment and vehicles.*

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
Senior Technical Systems Analyst (continued)

Experience and Training Requirements

Experience:

Three years of recent, increasingly responsible experience in systems analysis and programming. Experience within the area of assignment may be substituted for up to one year of systems analysis and programming experience.

Training:

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

License or Certificate

Within six months of the date of appointment, possession of a certification in one or more of the following areas is desirable: database, an operating system or software application applicable to the area of assignment, hardware or networks.

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site; exposure to computer screens.

Physical Conditions:

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

ARB KAG
NEW 12/30/02
REV 6/24/04
FLSA & City: nonexempt

CSB 1/8/03

THE July 14, 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

**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