

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: JULY 28, 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 August 11, 2004.

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

A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1) Cultural Activities Specialist – Promotional
- 2) Cultural Activities Specialist – Open
- 3) Cultural Center Coordinator – Promotional
- 4) Cultural Center Coordinator – Open
- 5) Senior Court Clerk – Promotional
- 6) Senior Office Specialist – Promotional
- 7) Senior Office Specialist – Open
- 8) Street Light Maintenance Electrician – Promotional
- 9) Street Light Maintenance Electrician – Open

B. CLASSIFICATION SPECIFICATION FOR APPROVAL:

- 1) Senior Permits Technician – Revised

IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED:

V. CITIZEN PARTICIPATION

PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS WITHIN THE JURISDICTION OF THE CIVIL SERVICE BOARD. NO SUBJECT MAY BE ACTED UPON BY THE CIVIL SERVICE BOARD UNLESS THAT SUBJECT IS ON THE AGENDA AND IS SCHEDULED FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD. THE AMOUNT OF DISCUSSION ON ANY SINGLE SUBJECT, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED.

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.

ED - out of town
Aug. 11th
Si ✓

11:30 am -
11:35 am -

BL
JA
PR
EM
W } present

11-PR } pass
2-JA }
11-BL } pass
2-PR }

33 ✓

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: July 28, 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: 9

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Cultural Activities Specialist – Promotional	7	5	5
2. Cultural Activities Specialist – Open	63	27	26
3. Cultural Center Coordinator – Promotional	8	4	4
4. Cultural Center Coordinator – Open	59	15	13
5. Senior Court Clerk – Promotional	16	12	10
6. Senior Office Specialist – Promotional	36	30	29
7. Senior Office Specialist – Open	22	19	19
8. Street Light Maintenance Electrician – Promotional	4	3	2
9. Street Light Maintenance Electrician – Open	25	12	3

CITY OF LAS VEGAS

ELIGIBLE LIST

Cultural Activities Specialist
Examination

July 1, 2004
Date of Test

04332306P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	5	GROUP 1	3
REJECTED	2	GROUP 2	2
<i>TOTAL RECEIVED</i>	7	GROUP 3	0
		<i>TOTAL ON LIST</i>	5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	5			
FAILED	0			
<i>TOTAL TESTED</i>	5			
<i>DID NOT APPEAR</i>	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Cultural Activities Specialist
Examination

July 1, 2004
Date of Test

04332306O
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	31	GROUP 1	11
REJECTED	32	GROUP 2	12
TOTAL RECEIVED	63	GROUP 3	3
		TOTAL ON LIST	26

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	26			
FAILED	1			
TOTAL TESTED	27			
DID NOT APPEAR	4			

CITY OF LAS VEGAS

ELIGIBLE LIST

Cultural Center Coordinator
Examination

July 1, 2004
Date of Test

04298306P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	5
REJECTED	3
TOTAL RECEIVED	8

ELIGIBLE LIST

GROUP 1	3
GROUP 2	1
GROUP 3	0
TOTAL ON LIST	4

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight)

100%

PASSED	4			
FAILED	0			
TOTAL TESTED	4			
DID NOT APPEAR	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Cultural Center Coordinator
Examination

July 1, 2004
Date of Test

042983060
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	17
REJECTED	42
TOTAL RECEIVED	59

ELIGIBLE LIST

GROUP 1	5
GROUP 2	5
GROUP 3	3
TOTAL ON LIST	13

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight)

100%

PASSED	13			
FAILED	2			
TOTAL TESTED	15			
DID NOT APPEAR	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Court Clerk
Examination

June 29, 2004
Date of Test

04346505P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	15
REJECTED	1
TOTAL RECEIVED	16

ELIGIBLE LIST

GROUP 1	4
GROUP 2	6
GROUP 3	0
TOTAL ON LIST	10

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight) 100%

PASSED	10			
FAILED	2			
TOTAL TESTED	12			
DID NOT APPEAR	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Office Specialist
Examination

July 8, 2004
Date of Test

04351206P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	36
REJECTED	0
TOTAL RECEIVED	36

ELIGIBLE LIST

GROUP 1	7
GROUP 2	21
GROUP 3	1
TOTAL ON LIST	29

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight) 100%

PASSED	29			
FAILED	1			
TOTAL TESTED	30			
DID NOT APPEAR	6			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Office Specialist
Examination

July 8, 2004
Date of Test

043512060
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	20	GROUP 1	1
REJECTED	2	GROUP 2	11
<i>TOTAL RECEIVED</i>	22	GROUP 3	7
		<i>TOTAL ON LIST</i>	19

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	19			
FAILED	0			
<i>TOTAL TESTED</i>	19			
<i>DID NOT APPEAR</i>	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Street Light Maintenance Electrician
Examination

July 8, 2004
Date of Test

04297906P
Exam Code

Promotional
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	4	GROUP 1	0
REJECTED	0	GROUP 2	1
<i>TOTAL RECEIVED</i>	4	GROUP 3	1
		<i>TOTAL ON LIST</i>	2

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	2			
FAILED	1			
<i>TOTAL TESTED</i>	3			
<i>DID NOT APPEAR</i>	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Street Light Maintenance Electrician
Examination

July 8, 2004
Date of Test

042979060
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	12	GROUP 1	0
REJECTED	13	GROUP 2	0
<i>TOTAL RECEIVED</i>	25	GROUP 3	3
		<i>TOTAL ON LIST</i>	3

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	3			
FAILED	9			
<i>TOTAL TESTED</i>	12			
<i>DID NOT APPEAR</i>	0			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date July 28, 2004

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

SUBJECT: B. CLASSIFICATION SPECIFICATION FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATION:

REVISED:

1. Senior Permits Technician

Revised to update the codes and the required certification.

RECOMMENDATION

The City recommends approval of this revised classification specification.

SENIOR PERMITS TECHNICIAN

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 lead, oversee and participate in the more complex and difficult work of staff responsible for processing building permits and plans; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Permits Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including verifying that all fees charged are correct and training other employees on procedures for processing permits. 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 the Permits Supervisor or other higher management staff.

Exercises functional and technical supervision over lower level technical and clerical staff.

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

Essential Functions:

1. Lead, plan and review the work of staff responsible for processing building permits and plans.
2. Plan, direct and participate in reviewing incoming building plans for completeness and answering questions regarding building permits.
3. Train assigned employees in permit processing and plans checking methods, techniques and in the set up and use of equipment.
4. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specification.
5. Ensure employees adhere to safe work practices and procedures.

CITY OF LAS VEGAS
Senior Permits Technician (Continued)

Essential Functions:

6. Determine costs, district numbers, ward numbers and fire map numbers for park impact fees; determine zones, fees and completeness of forms for processing interim mitigation fees; determine costs and use for transportation fees.
7. Check water commitment form letters for completeness, stamp and date forms and transmit to proper department when necessary.
8. Answer code questions from general public and contractors; answer questions about submitting plans, fee schedules and regulations.
9. Receive ready plans from plans check and complete forms; verify all fees are correct; contact responsible party for pick-up; process permits for patio covers, block walls, fences and other projects built per city design; plan check pool permits; sign permits; check and sign repetitive tract and trade permits; plan check walk-through projects as time allows regarding tenant improvements and additions.
10. Update computer check ready list, build screens after each transaction.
11. Collate plan revisions to original plans in archives; file copy of plans in archives when permits are issued; organize repository; store, record and retrieve plans from permanent storage as necessary.

Marginal Functions:

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
2. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
3. Assist in the planning process for the department's transition to a fully automated integrated single permit operation; provide information and guidance to Information Technologies personnel to be used in developing computer fields and technical procedures.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of permits processing and plans check programs.
Principles of lead supervision and training.
Methods and techniques of general construction used in buildings and related structures.
The City's currently adopted building, plumbing, mechanical and electrical codes.
City ordinances pertaining to building permits and park impact fees.
Occupational hazards and standard safety practices.

CITY OF LAS VEGAS
Senior Permits Technician (Continued)

Ability to:

- Lead, organize and review the work of staff in the area of work assigned.
- Independently perform the most difficult plans checks.
- Interpret, explain and enforce department policies and procedures.
- Read and interpret building plans and specifications.
- Compile and maintain permanent and temporary records.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- 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*
 - *Demonstrating intellectual capabilities.*
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - *Walking, standing or sitting for extended periods of time.*
- Maintain effective audio-visual discrimination and perception needed for:
 - *Making observations*
 - *Communicating with others*
 - *Reading and writing.*

Experience and Training Requirements

Experience:

Four years of journey level experience within the building construction trades. One year of increasingly responsible experience in building inspection or plan checking to achieve conformance with standard building codes may be substituted for one and one-half (1 1/2) years of required experience.

Training:

Equivalent to graduation from high school. Additional specialized training in the building trades or a related field is desirable.

License or Certificate

Possession of a Building Inspector certification from the International Code Council on the date of application.

CITY OF LAS VEGAS
Senior Permits Technician (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

Office environment; work at a centralized public counter; exposure to computer screens.

Physical Conditions:

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

ARB
REV 7/15/04
FLSA & City: nonexempt

CSB 7/28/04

SENIOR PERMITS TECHNICIAN

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4. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specification.
5. Ensure employees adhere to safe work practices and procedures.

CITY OF LAS VEGAS
Senior Permits Technician (Continued)

Essential Functions:

6. Determine costs, district numbers, ward numbers and fire map numbers for park impact fees; determine zones, fees and completeness of forms for processing interim mitigation fees; determine costs and use for transportation fees.
7. Check water commitment form letters for completeness, stamp and date forms and transmit to proper department when necessary.
8. Answer code questions from general public and contractors; answer questions about submitting plans, fee schedules and regulations.
9. Receive ready plans from plans check and complete forms; verify all fees are correct; contact responsible party for pick-up; process permits for patio covers, block walls, fences and other projects built per city design; plan check pool permits; sign permits; check and sign repetitive tract and trade permits; plan check walk-through projects as time allows regarding tenant improvements and additions.
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4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

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Principles of lead supervision and training.
Methods and techniques of general construction used in buildings and related structures.
~~The Uniform Building, Plumbing, Mechanical Codes and the National Electrical Code.~~
The City's currently adopted building, plumbing, mechanical and electrical codes.
City ordinances pertaining to building permits and park impact fees.

CITY OF LAS VEGAS
Senior Permits Technician (Continued)

Occupational hazards and standard safety practices.

Ability to:

Lead, organize and review the work of staff in the area of work assigned.

Independently perform the most difficult plans checks.

Interpret, explain and enforce department policies and procedures.

Read and interpret building plans and specifications.

Compile and maintain permanent and temporary records.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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*
- *Demonstrating intellectual capabilities.*

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

- *Walking, standing or sitting for extended periods of time.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing.*

Experience and Training Requirements

Experience:

Four years of journey level experience within the building construction trades. One year of increasingly responsible experience in building inspection or plan checking to achieve conformance with standard building codes may be substituted for one and one-half (1 1/2) years of required experience.

Training:

Equivalent to graduation from high school. Additional specialized training in the building trades or a related field is desirable.

License or Certificate

Possession of a ~~Certified~~ Building Inspector certification from the International Conference of ~~Building Officials~~ Code Council on the date of application.

CITY OF LAS VEGAS
Senior Permits Technician (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

Office environment; work at a centralized public counter; exposure to computer screens.

Physical Conditions:

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

ARB

REV 11/20/97/15/04

FLSA & City: nonexempt

CSB 12/10/97

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: 25434288
DATE: Wednesday, July 28, 2004
TIME: 11:30 am (PDT)
DURATION: 15 minutes
LINES RESERVED: DIAL IN: 0 DIAL OUT: 7
DIAL IN NUMBER(s): 800-659-1203

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.

**CIVIL SERVICE BOARD
2004 SCHEDULE
MEETINGS AND AGENDA PREPARATION DATES**

MEETING DATES & TIMES REGULAR 4:30 P.M. TELECONF 11:30 A.M.	DOCUMENTATION DUE	AGENDA POSTED PACKETS MAILED
✓ <u>REGULAR</u> - JANUARY 14	JANUARY 5	JANUARY 8
<u>TELECONF</u> - JANUARY 28	JANUARY 20*	JANUARY 22
✓ <u>REGULAR</u> - FEBRUARY 11	FEBRUARY 2	FEBRUARY 5
✓ <u>TELECONF</u> - FEBRUARY 25	FEBRUARY 17*	FEBRUARY 19
✓ <u>REGULAR</u> - MARCH 10	MARCH 1	MARCH 4
✓ <u>TELECONF</u> - MARCH 24	MARCH 15	MARCH 18
✓ <u>REGULAR</u> - APRIL 14	APRIL 5	APRIL 8
<u>TELECONF</u> - APRIL 28	APRIL 19	APRIL 22
✓ <u>REGULAR</u> - MAY 12	MAY 3	MAY 6
✓ <u>TELECONF</u> - MAY 26	MAY 17	MAY 20
✓ <u>REGULAR</u> - JUNE 9	JUNE 1*	JUNE 3
✓ <u>TELECONF</u> - JUNE 23	JUNE 14	JUNE 17
✓ <u>REGULAR</u> - JULY 14	JULY 6*	JULY 8
✓ <u>TELECONF</u> - JULY 28	JULY 19	JULY 22
✓ <u>REGULAR</u> - AUGUST 11	AUGUST 2	AUGUST 5
✓ <u>TELECONF</u> - AUGUST 25	AUGUST 16	AUGUST 19

2004 Civil Service Board Schedule
Page 2

MEETING DATES & TIMES REGULAR 4:30 P.M. TELECONF 11:30 A.M.	DOCUMENTATION DUE	AGENDA POSTED PACKETS MAILED
✓ <u>REGULAR</u> - SEPTEMBER 8	AUGUST 30	SEPTEMBER 2
✓ <u>TELECONF</u> - SEPTEMBER 22	SEPTEMBER 13	SEPTEMBER 16
✓ <u>REGULAR</u> - OCTOBER 13	OCTOBER 4	OCTOBER 7
✓ <u>TELECONF</u> - OCTOBER 27	OCTOBER 18	OCTOBER 21
✓ <u>REGULAR</u> - NOVEMBER 10	NOVEMBER 1	NOVEMBER 4
✓ <u>TELECONF</u> - NOVEMBER 24	NOVEMBER 15	NOVEMBER 18
✓ <u>REGULAR</u> - DECEMBER 8	NOVEMBER 29	DECEMBER 2
✓ <u>TELECONF</u> - DECEMBER 22	DECEMBER 13	DECEMBER 16

*DUE TO HOLIDAY