

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: August 11, 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 July 14, 2004
- IV. APPROVAL OF MINUTES: Teleconference Meeting of July 28, 2004
- V. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED:
 - 1. Building Inspector – Open
 - 2. Combination Inspector – Promotional
 - 3. Combination Inspector – Open
 - 4. Personnel Technician – Promotional
 - B. EXTENSION OF ELIGIBLE LISTS:
 - 1. Custodian I – Open
 - 2. Fire Engineer – Promotional
 - 3. Leisure Services Coordinator – Promotional
 - 4. License Technician – Promotional
 - 5. License Technician – Open
 - 6. Microcomputer Specialist II – Promotional
 - 7. Office Specialist II – Promotional
 - 8. Office Specialist II – Open
 - 9. Purchasing Technician – Promotional
 - 10. Sanitation Billing Technician – Promotional
 - 11. Sanitation Billing Technician – Open
 - C. CLASSIFICATION SPECIFICATIONS:
 - 1. GIS Analyst II – Revised
 - 2. GIS Data Base Coordinator – Revised
 - 3. Senior GIS Analyst – Programming – Revised
 - 4. Senior GIS Analyst – Quality Assurance Coordinator – Revised
 - 5. Senior GIS Analyst – System Administration – Revised
 - 6. Law Enforcement Technician - New
 - D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST:
 - 1. Public Safety Technician – Open

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

VII. 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.

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

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
August 11, 2004
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B. EXTENSION OF ELIGIBLE LISTS:

1. Custodian I – Open
2. Fire Engineer – Promotional
3. Leisure Services Coordinator – Promotional
4. License Technician – Promotional
5. License Technician – Open
6. Microcomputer Specialist II – Promotional
7. Office Specialist II – Promotional
8. Office Specialist II – Open
9. Purchasing Technician – Promotional
10. Sanitation Billing Technician – Promotional
11. Sanitation Billing Technician – Open

A motion was made by Trustee Johan Aliseo that items 1 through 11 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Barbara Loupe. Motion carried.

C. CLASSIFICATION SPECIFICATIONS:

1. GIS Analyst II – Revised
2. GIS Data Base Coordinator – Revised
3. Senior GIS Analyst – Programming – Revised
4. Senior GIS Analyst – Quality Assurance Coordinator – Revised
5. Senior GIS Analyst – System Administration – Revised
6. Law Enforcement Technician - New

Prior to the motion, Secretary Claudette Enus stated that item 6 would be pulled off the agenda and be added at a later time. A motion was made by Trustee Priscilla Rocha that items 1 through 5 of the Classification Specifications be approved. The motion was seconded by Trustee Johan Aliseo. Motion carried.

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST:

1. Public Safety Technician – Open

A motion was made by Trustee Barbara Loupe that item 1 of the Abolishing Eligible List be approved. The motion was seconded by Trustee Priscilla Rocha. 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 4:40 p.m.


F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION

August 11, 2004

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: July 14, 2004, at 4:30 p.m. in the Human Resources Department.

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

STAFF PRESENT

Kathy Gentile
Ann Rubertino-Beck
Sandy Gandy
Patti Miller

OTHERS PRESENT

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

III. APPROVAL OF MINUTES of Regular Meeting of June 9, 2004: A motion was made by
Trustee Ed Miramontes that the minutes of the Regular Meeting of June 9, 2004 be
approved. Trustee Barbara Loupe seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting of June 23, 2004: A motion was
made by Trustee Ed Miramontes that the minutes of the Teleconference Meeting of June 23,
2004 be approved. Trustee Barbara Loupe seconded the motion. Motion carried.

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

A motion was made by Trustee Ed Miramontes that items 1 through 7 of the Eligible Lists To Be
Certified be approved. The motion was seconded by Trustee Barbara Loupe. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES**

July 14, 2004

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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

A motion was made by Trustee Barbara Loupe that items 1 through 13 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

C. CLASSIFICATION SPECIFICATIONS:

1. Recreation Leader I/II (X) – Revised
2. Senior Technical Systems Analyst – Revised

A motion was made by Trustee Ed Miramontes that item 1 and 2 of the Classification Specifications be approved. The motion was seconded by Trustee Barbara Loupe. 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 4:33 p.m.


E. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
August 11, 2004

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: July 28, 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 - Present

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) 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

Trustee Priscilla Rocha made a motion to approve Item numbers 1 through 9 of the Eligible Lists to be certified. Trustee Johan Aliseo seconded the motion. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: July 28, 2004
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B. CLASSIFICATION SPECIFICATIONS:

1) Senior Permits Technician – Revised

Trustee Barbara Loupe made a motion to approve item 1 on the Classification Specification List.
Trustee Priscilla Rocha seconded the motion. Motion carried.

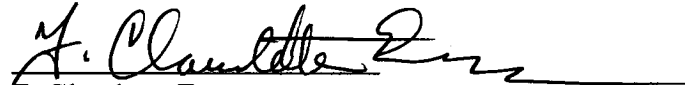
IV. DISCUSSION ITEMS

None.

V. CITIZEN PARTICIPATION:

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:35 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: August 11, 2004

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

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

**BOARD ACTION: Vote to Certify or Not Certify
(May be taken as a group)**

TOTAL ELIGIBLE LISTS PRESENTED: 4

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Building Inspector – Open	45	34	26
2. Combination Inspector – Promotional	4	3	3
3. Combination Inspector - Open	12	3	3
4. Personnel Technician – Promotional	19	5	5

CITY OF LAS VEGAS

ELIGIBLE LIST

Building Inspector
Examination

July 22, 2004
Date of Test

0479552060
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	41	GROUP 1	4
REJECTED	4	GROUP 2	13
<i>TOTAL RECEIVED</i>	45	GROUP 3	9
		<i>TOTAL ON LIST</i>	26

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	26			
FAILED	8			
<i>TOTAL TESTED</i>	34			
<i>DID NOT APPEAR</i>	7			

CITY OF LAS VEGAS

ELIGIBLE LIST

Combination Inspector
Examination

July 22, 2004
Date of Test

047955306P
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	3	GROUP 1	1
REJECTED	1	GROUP 2	2
<i>TOTAL RECEIVED</i>	4	GROUP 3	0
		<i>TOTAL ON LIST</i>	3

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Combination Inspector
Examination

July 22, 2004
Date of Test

0479553060
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	6	GROUP 1	0
REJECTED	6	GROUP 2	2
<i>TOTAL RECEIVED</i>	12	GROUP 3	1
		<i>TOTAL ON LIST</i>	3

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Personnel Technician
Examination

July 29, 2004
Date of Test

04332906P
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	2
REJECTED	14	GROUP 2	3
TOTAL RECEIVED	19	GROUP 3	0
		TOTAL ON LIST	5

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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date August 11, 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: 11

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Custodian I – Open	19	8/25/04	2/25/05	1
2. Fire Engineer – Promotional	4	8/25/04	2/25/05	1
3. Leisure Services Coordinator - Promotional	22	8/25/04	2/25/05	1
4. License Technician – Promotional	41	8/13/04	2/13/05	2
5. License Technician – Open	30	8/13/04	2/13/05	2
6. Microcomputer Specialist II – Promotional	1	8/13/04	2/13/05	2
7. Office Specialist II – Promotional	3	8/11/04	2/11/05	1
8. Office Specialist II – Open	36	8/11/04	2/11/05	1
9. Purchasing Technician – Promotional	10	8/11/04	2/11/05	1
10. Sanitation Billing Technician – Promotional	17	8/13/04	2/13/05	2
11. Sanitation Billing Technician – Open	15	8/13/04	2/13/05	2

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date August 11, 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. GIS Analyst II
2. GIS Data Base Coordinator
3. Senior GIS Analyst – Programming
4. Senior GIS Analyst - Quality Assurance Coordinator
5. Senior GIS Analyst - System Administration

The reason for the revisions is to correct the "Supervision Received" section to reflect that the Information Technologies Manager replaced the previous GIS Manager classification.

NEW:

6. Law Enforcement Technician

Law Enforcement Technician was created to accurately reflect the duties currently performed.

RECOMMENDATION

The City recommends approval of these revised and newly created classification specifications.

GIS ANALYST 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 develop applications and coordinate data conversion and cartographic production activities for geographic information systems (GIS); and to perform a variety of technical duties related to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the GIS series. Employees within this class are distinguished from the GIS Analyst I by the performance of the full range of duties as assigned. Employees in this class are distinguished from the Senior GIS Analyst in that the latter coordinates and oversees all GIS computer system administration activities and computer program design methodologies. 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.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned Information Technologies Manager and higher management 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. Coordinate geographic information systems (GIS) data conversion and cartographic production activities.
2. Develop procedures for converting data into GIS form; develop computer programs using Arc Macro Language, Arcview Avenue scripts and Visual Basic for data integration and extraction of the GIS database, ARC/Info and Arcview administration and mapping activities.
3. Schedule, standardize and document data conversion and cartographic production activities.
4. Collect, compile and analyze information from various sources on GIS application requirements; prepare reports which present and interpret data and identify alternatives; make and justify alterations.

CITY OF LAS VEGAS
GIS Analyst II (*continued*)

Essential Functions:

5. Coordinate user training and support both GIS staff and department users in using the full potential of the software.
6. Plan, design or develop, install and maintain GIS software.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Geographic information systems (GIS) software architecture, design and functionality.
Arc/Info and Arcview Avenue software commands.
Microsoft Windows NT and Unix operating systems.
Microsoft Windows NT-compatible object-oriented programming languages such as Delphi, Visual Basic, Developer 2000, Visual C++, Oracle Forms or Powerbuilder.
Research techniques, sources and availability of information.
Computerized information systems and programming techniques.
Principles and techniques of training and instruction.
Modern office procedures, methods and computer equipment.
Pertinent federal, state and local laws, codes, regulations.

Ability to:

Develop procedures using Arc/Info software.
Develop Arc Macro Language programs for data integration and extraction.
Develop computer programs using object-oriented programming tools to run in Microsoft Windows NT for data integration and extraction.
Conduct research and analysis.
Operate printers and plotters used for output of maps and reports.
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 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.*

CITY OF LAS VEGAS
GIS Analyst II (*continued*)

Ability to:

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:

Two years of increasingly responsible experience developing applications for geographic information systems, including one year using a Microsoft Windows NT-compatible 32-bit object-oriented programming language (examples are Arc Avenue, Visual Basic, Delphi, Visual C++, Visual J++, Oracle Forms, Developer 2000, Powerbuilder) or one year using Internet development tools (examples are PageMill, FrontPage, Web Express).

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in information systems, geography, engineering, planning or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

KAG
REV 7/21/04
FLSA & City: nonexempt
CSB 8/11/04

GIS DATA BASE COORDINATOR

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 design, document, coordinate and participate in the input, update and maintenance of data for the Geographic Information System (GIS); and perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Information Technologies Manager and higher management staff.

Exercises functional and technical supervision over technical 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. Design, document, coordinate, participate and maintain the official GIS database of the City.
2. Coordinate and monitor updates to the database among City departments; coordinate updates to the database by GIS staff.
3. Plan, prioritize, assign, supervise and review the work of staff responsible for providing technical assistance within the department.
4. Prepare various reports on operations and activities.
5. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing GIS services; implement policies and procedures.
6. Participate in the preparation and administration of the GIS budget; submit budget recommendations; monitor expenditures.
7. Establish and maintain Arc/Info Librarian functions.
8. Assure that data quality standards are consistently maintained.
9. Document the contents of the GIS library including a dictionary of data items, fields and codes.

CITY OF LAS VEGAS
GIS Data Base Coordinator (*Continued*)

Marginal Functions:

1. Coordinate geoprocessing and statistical analysis activities.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Database management including spatial and statistical analysis.
Database administration.
Operating systems characteristics, hardware usage, maintenance and teleprocessing techniques.
Mathematics and statistical analysis.
Census geography and data.
Principles of supervision, training and performance evaluation.
Pertinent federal, state and local laws, codes, regulations.

Ability to:

Coordinate continuous database update and maintain among the City departments.
Supervise, organize and review the work of technical personnel.
Understand and follow oral and written instructions.
Interpret, explain and enforce division policies and procedures.
Analyze, design, program, install and maintain complex computer systems.
Read, interpret and apply technical publications, manuals and other documents.
Analyze data and develop logical solutions to complex computer application programming problems.
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.*

CITY OF LAS VEGAS
GIS Data Base Coordinator (*Continued*)

Experience and Training Guidelines

Experience:

Four years of increasingly responsible database analysis and management experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, computer science, geography, or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

KAG
REV 7/21/04
FLSA and City: nonexempt

CSB 8/11/04

SENIOR GIS ANALYST - PROGRAMMING

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 design and development of GIS applications for end users and to perform a variety of technical duties as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the GIS Analyst series. Employees within this class 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. 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 assigned Information Technologies Manager and higher management staff.

Exercises functional and technical supervision over professional and technical 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, participate in and review the work of staff responsible for providing design and development of GIS applications including Arc-Info, Arcview and MapObjects.
2. Plan, direct and participate in the programming, testing and maintenance of GIS end user application systems for personal computers and UNIX workstations.
3. Actively manage GIS programming projects using project management software such as MS Project.
4. Train assigned employees in use of computer software and hardware.
5. Work with other GIS staff to resolve end user problems in the operation of hardware devices or uses of software commands; assist other departments with program and operational problems; analyze causes of problems and design solutions; take corrective actions.

City of Las Vegas
Senior GIS Analyst - Programming (Continued)

Essential Functions:

6. Provide in-depth analysis for enhancements to new and existing systems; define programming requirements; develop and revise standards for programming, documentation and quality control.
7. Modify, test and troubleshoot existing programs; analyze problems; make modifications to systems and individual programs as required.
8. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
9. Document results from research of new computer technology; prepare recommendations and proposals of technology to be used by the department.

Marginal functions:

1. Participate in the development of the department budget.
2. Serve as staff on a variety of committees; prepare and present staff reports and other necessary correspondence.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Thorough Knowledge of: Arc/Info and at least two object oriented programming languages, such as Avenue, Visual Basic, Delphi, PowerBuilder or C++.

Knowledge of:

Operations, services and activities of a geographic information systems program.

Principles and techniques of lead supervision and training.

Methods and techniques of complex on-line applications programming and troubleshooting.

Microsoft Windows NT and UNIX operating systems.

Project management software, such as MS Project.

Operational characteristics of computer equipment and peripherals.

Microsoft Windows NT compatible programming languages such as Arc Macro, Avenue, Delphi, Visual Basic, Developer 2000, Visual C++, Oracle Forms, Powerbuilder, MS Access Basic or HTML.

Methods and techniques of planning and documenting a large and complex programming project.

Organization, policies and operating procedures of the division.

City of Las Vegas
Senior GIS Analyst - Programming (Continued)

Ability to:

- Plan, lead, organize, direct and review the work of assigned staff.
- Effectively manage projects, including the maintenance of schedules and timetables for projects assigned.
- Independently perform the more complex programming and design activities.
- Interpret, explain and enforce division policies and procedures
- Analyze, design, program, install and maintain complex computer systems.
- Read, interpret and apply information from technical publications, manuals and other documents.
- Analyze data and develop logical solutions to complex application programming problems.
- Develop end user applications using object oriented programming tools in a Windows NT environment.
- Train or instruct on-line end users in the use of custom designed applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- 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:

Three years of increasingly responsible programming or systems analysis experience using an object oriented programming language.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in geographic information systems, information systems, engineering, geography or a related field.

City of Las Vegas
Senior GIS Analyst - Programming (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; exposure to computer screens.

Physical Conditions:

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

KAG
REV 7/21/04
FLSA and City: nonexempt
CSB 8/11/04

SENIOR GIS ANALYST - QUALITY ASSURANCE COORDINATOR

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 implementation, maintenance and quality assurance and control of GIS databases and to perform a variety of technical duties as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the GIS Analyst series. Employees within this class 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. 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 assigned Information Technologies Manager and higher management staff.

Exercises functional and technical supervision over professional and technical 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, participate in and review the work of staff responsible for designing, creating and maintaining GIS data sets.
2. Plan, direct and participate in the quality control checks of the GIS data sets.
3. Train assigned employees in use of computer software and hardware.
4. Resolve user problems in the operation of hardware devices or uses of software commands; assist other departments with program and operational problems; analyze causes of problems and design solutions; take corrective actions.
5. Provide in-depth analysis for enhancements to data maintenance and data extraction systems and processes; develop and revise standards for documentation and quality control.

City of Las Vegas
Senior GIS Analyst-Quality Assurance (*Continued*)

Essential Functions:

6. Modify, test and troubleshoot existing maintenance-related computer programs; analyze problems; make modifications to individual programs as required.
7. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
8. Document results from research of new computer technology; prepare recommendations and proposals of technology to be used by the department.

Marginal functions:

1. Participate in the development of the department budget.
2. Serve as staff on a variety of committees; prepare and present staff reports and other necessary correspondence.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Thorough Knowledge of:

Arc/Info.

An object oriented programming language, such as Arc Avenue, Visual Basic, Delphi, Powerbuilder or C++.

Knowledge of:

Principles and techniques of data maintenance quality assurance and control.

Operations, services and activities of a geographic information systems program.

Principles and techniques of lead supervision and training.

Methods and techniques of complex on-line applications programming and troubleshooting.

Microsoft Windows NT, UNIX and Oracle operating systems.

Operational characteristics of computer equipment and peripherals.

Arc Macro Language (AML).

Programming languages such as Avenue, Delphi, Visual Basic, Developer 2000, Visual C++, Oracle Forms, Powerbuilder, MS Access Basic or HTML.

The network and grid components of the Arc/Info software program.

Methods and techniques of planning and documenting a large and complex programming project.

Organization, policies and operating procedures of the division.

City of Las Vegas
Senior GIS Analyst-Quality Assurance (*Continued*)

Ability to:

- Plan, lead, organize, direct and review the work of assigned task.
- Effectively manage projects, including the maintenance of schedules and timetables for projects assigned.
- Independently perform the more complex programming and design activities.
- Interpret, explain and enforce division policies and procedures
- Analyze, design, program, install and maintain complex computer systems.
- Read, interpret and apply information from technical publications, manuals and other documents.
- Analyze data and develop logical solutions to complex computer application programming problems.
- Develop applications using object oriented programming tools in a Windows NT environment.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- 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:

Three years of increasingly responsible experience in GIS database development or GIS systems analysis using Arc/Info software, including one year using an object oriented programming language.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in, information systems, engineering, geography or a related field.

City of Las Vegas
Senior GIS Analyst-Quality Assurance (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; ; exposure to computer screens.

Physical Conditions:

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

KAG

REV 7/21/04

FLSA and City: nonexempt

CSB 8/11/04

SENIOR GIS ANALYST - SYSTEM ADMINISTRATION

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 creating, gathering and manipulating data to be used in Geographic Information Systems (GIS) applications and designing programs to make the data available to city and external customers; to administer GIS system components; and to perform a variety of technical duties as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the GIS Analyst series. Employees within this class 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. 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 assigned Information Technologies Manager and higher management staff.

Exercises functional and technical supervision over professional and technical 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, participate in and review the work of staff responsible for creating, gathering and manipulating data to be used in Geographic Information Systems (GIS) applications, designing programs to make the data available to city and external customers and administering GIS system components.
2. Assign system access rights to end users and maintain system security.
3. Plan, install and maintain hardware and software; perform routine computer system maintenance and tuning including installation, connection and configuration; participate in the maintenance of peripheral equipment.
4. Provide new GIS users with an orientation to the system.

City of Las Vegas
Senior GIS Analyst - System Administration (Continued)

Essential Functions:

5. Work with other GIS staff to resolve end user problems in the operation of hardware devices or uses of software commands; assist other departments with program and operational problems; analyze causes of problems and design solutions; take corrective actions.
6. Modify, test and troubleshoot existing programs; analyze problems; make modifications to systems and individual programs as required.
7. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
8. Document results from research of new computer technology; prepare recommendations and proposals of technology to be used by the department.

Marginal functions:

1. Participate in the development of the department budget.
2. Serve as staff on a variety of committees; prepare and present staff reports and other necessary correspondence.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Thorough Knowledge of:

Arc-Info.
Arc Macro Language (AML).
Oracle database set up and administration techniques.
The network component of Arc-Info.
On-line programming and documentation techniques.

Knowledge of:

Operations, services and activities of a geographic information systems program.
Principles and techniques of lead supervision and training.
Methods and techniques of complex on-line applications programming and troubleshooting.
Operational characteristics of computer equipment and peripherals.
Principles and techniques of the UNIX operating system (Solaris) and the Microsoft Windows NT operating system.
IP networking architecture.
Sources of data and access methods used by GIS and its applications.
Complex techniques of data creation and manipulation.
Organization, policies and operating procedures of the division.

City of Las Vegas
Senior GIS Analyst - System Administration (*Continued*)

Ability to:

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

Effectively manage projects, including the maintenance of schedules and timetables for projects assigned.

Independently perform the more complex programming and design activities.

Locate and use all available resources to obtain required data.

Interpret, explain and enforce division policies and procedures.

Analyze, design, program, install and maintain complex computer systems and hardware.

Read, interpret and apply information from technical publications, manuals and other documents.

Analyze data and develop logical solutions to complex computer application programming problems.

Train or instruct on-line end users in the use of computer equipment and GIS operating procedures.

Communicate clearly and concisely, both orally and in writing.

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

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:

Three years of increasingly responsible systems administration or systems analysis experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in geographic information systems, information systems, engineering, geography or a related field.

City of Las Vegas
Senior GIS Analyst - System Administration (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; ; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; very heavy lifting; pushing and pulling.

KAG
REV 7/21/04
FLSA and City: nonexempt
CSB 8/11/04

LAW ENFORCEMENT SUPPORT 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 perform a variety of technical and clerical duties involving the processing of inmates through the city's detention facilities, including processing arrest documents, recording data and coordinating information with law enforcement and court agencies; to process bail and bond transactions, research and provide general information to bail bondsman and the general public; to maintain inmate files, records and reports.

SUPERVISION RECEIVED

Receives general supervision from the Corrections Intake Supervisor and other management staff.

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

Essential Functions:

1. Participate in the collection and verification of criminal history and personal information of inmates; complete forms and input data into computer; process the admittance and initiate release of inmates; review paperwork for completeness and accuracy; coordinate activity and communication with federal, state and local law enforcement and correctional agencies pertaining to inmate detainment and release.
2. Coordinate court activity with staff of the city's Municipal Court; process court documents regarding inmates' custody, court appearance or release; maintain a variety of accurate records and files including daily log books, ledgers and reports that document activity and incidents, personnel files and records; process and input all information obtained from inmate interviews; process record recovery requests made by department administration, court judges, lawyers or general public.
3. Verify and coordinate inmate information with court, federal, state and local law enforcement or correctional facilities; provide bail and charge information; assist with location of missing persons; provide information assistance for requests from police, court and other jurisdictions.
4. Confirm, enter and validate warrants; verify with issuing court that records contain complete and accurate information; record and maintain security of inmate currency, checks, credit cards and negotiable items.

CITY OF LAS VEGAS
Law Enforcement Support Technician (*continued*)

Essential Functions:

5. Receive bail information requests in person, via telephone, fax and email; research bail information requests using various computer systems and printed bail schedules; interpret system specific codes and determine bail, charges and detainer information; research and provide bail information for corrections officers, bail bondsmen and the general public regarding inmates in City of Las Vegas custody and Las Vegas Municipal Court defendants who are in custody in other jurisdictions.
6. Explain bail posting options and procedures to city inmates and inmates in other jurisdictions with Municipal Court detainers; provide information to the public regarding Nevada Insurance Commission's list of local bonding companies.
7. Process cash bails and bonds for inmates in City of Las Vegas custody and for Municipal Court defendants in custody in other jurisdictions; accept cash bails/bonds and review for accuracy and validity; enter bail/bond proceedings information into Court's computer system to satisfy warrants, exonerate previous bonds and maintain cases for future court appearances as needed.
8. Process all revenue collected from bails and filing fees; prepare bank deposits and maintain activity and revenue logs; prepare end-of-day and end-of-shift reports.
9. Maintain and retrieve inmate records; research record requests for Detention & Enforcement, Municipal Court and other judicial and law enforcement agencies; file documents according to established guidelines; periodically review files for accuracy.
10. Accept bond surrender documentation from bail bondsmen and fugitive retrieval agents; review Temporary Custody Records for accuracy, insert correct bail information and forward to intake unit.
11. Receive and file checks from inmate fund; distribute checks to former inmates upon request; purge checks over three months old and forward to business office for additional processing; maintain custody and logs of all check processing transactions.
12. Receive property and vehicle release forms from inmates; explain property release procedures; obtain and copy pertinent release documents and forward forms to shift supervisor for processing; maintain custody and logs of secured material; signature stamp checks from inmate checking account.
13. Respond to questions, explain procedures and provide general information to the public.

CITY OF LAS VEGAS
Law Enforcement Support Technician (*continued*)

Marginal Functions:

1. Assist correctional staff with inmate identification functions.
2. May be required to notarize documents.
3. Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

Departmental policies and procedures.
Principles and procedures of record keeping.
Basic mathematical principles.
Modern office methods, practices, procedures and computer equipment.
Various law enforcement computerized information systems.
Local court systems.
Procedures and policies governing booking, release of inmates, and bail bond transactions.
Pertinent federal, state and local laws and ordinances.
Procedures and operations of law enforcement agencies and correctional facilities.
English usage, spelling, grammar and punctuation.
Principles and techniques of customer service.
Effective telephone techniques.

Ability to:

Meet established deadlines.
Independently perform clerical work.
Develop and implement changes in the work process.
Operate and become certified on various local, state and federal law enforcement computer information systems.
Read and interpret legal documents and reference manuals.
Learn procedures and policies governing booking and release of inmates and bail bond transactions.
Understand local court system, pertinent laws and ordinances.
Follow detailed procedures and standards.
Understand and follow written and oral instructions.
Maintain statistical data and compile manual and computer-generated reports.
Deal effectively with difficult situations involving inmates and civilians.
Prepare clear and concise reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain accurate records and files.
Make arithmetic calculations accurately and rapidly.

CITY OF LAS VEGAS
Law Enforcement Support Technician (continued)

Ability to:

Maintain effective audio/visual discrimination and perception to the degree necessary for:

- *Making observations;*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned office, computer, telephone and radio 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:

No work experience is required. Experience in the field of law enforcement or criminal justice is desirable.

Training:

Equivalent to an associate degree in law enforcement, criminal justice, business administration or a related field. Related vocational training may be acceptable on a case-by-case basis, as determined by department management.

One and one-half years of related work experience may be substituted for each year of the training requirement. Related types of experience may include law enforcement, criminal justice, court, legal, general office, or customer service. Other types of experience may be accepted at the discretion of department management.

Must attend training and pass test required by FBI National Crime Information Center within six months of date of appointment, and proficiency must be affirmed every two years thereafter by the designated Terminal Agency Coordinator.

License or Certificate

Must type 25 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.

Special Requirements

Verbal fluency in Spanish is desirable.

CITY OF LAS VEGAS
Law Enforcement Support Technician (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Correctional facility environment; potentially hostile environments; exposure to computer screens, dust, fumes, offensive odors and infectious diseases.

Physical Conditions:

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

KAG
NEW 7/01/04
FLSA & City: nonexempt

CSB 8/11/04

GIS ANALYST 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 develop applications and coordinate data conversion and cartographic production activities for geographic information systems (GIS); and to perform a variety of technical duties related to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the GIS series. Employees within this class are distinguished from the GIS Analyst I by the performance of the full range of duties as assigned. Employees in this class are distinguished from the Senior GIS Analyst in that the latter coordinates and oversees all GIS computer system administration activities and computer program design methodologies. 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.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned Information Technologies Manager and higher management staff. GIS Manager.

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

Essential Functions:

1. Coordinate geographic information systems (GIS) data conversion and cartographic production activities.
2. Develop procedures for converting data into GIS form; develop computer programs using Arc Macro Language, Arcview Avenue scripts and Visual Basic for data integration and extraction of the GIS database, ARC/Info and Arcview administration and mapping activities.
3. Schedule, standardize and document data conversion and cartographic production activities.
4. Collect, compile and analyze information from various sources on GIS application requirements; prepare reports which present and interpret data and identify alternatives; make and justify alterations.
5. Coordinate user training and support both GIS staff and department users in using the full potential of the software.

CITY OF LAS VEGAS
GIS Analyst II (continued)

Essential Functions:

6. Plan, design or develop, install and maintain GIS software.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Geographic information systems (GIS) software architecture, design and functionality.
Arc/Info and Arcview Avenue software commands.
Microsoft Windows NT and Unix operating systems.
Microsoft Windows NT-compatible object-oriented programming languages such as Delphi, Visual Basic, Developer 2000, Visual C++, Oracle Forms or Powerbuilder.
Research techniques, sources and availability of information.
Computerized information systems and programming techniques.
Principles and techniques of training and instruction.
Modern office procedures, methods and computer equipment.
Pertinent federal, state and local laws, codes, regulations.

Ability to:

Develop procedures using Arc/Info software.
Develop Arc Macro Language programs for data integration and extraction.
Develop computer programs using object-oriented programming tools to run in Microsoft Windows NT for data integration and extraction.
Conduct research and analysis.
Operate printers and plotters used for output of maps and reports.
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 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.

Maintain mental capacity which allows for effective interaction and communications with others.

CITY OF LAS VEGAS
GIS Analyst II (*continued*)

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*~~
- ~~-----~~ -- ~~*Operating assigned equipment.*~~

Maintain effective audio-visual discrimination and perception needed for:

- ~~-----~~ -- ~~*Making observations*~~
- ~~-----~~ -- ~~*Communicating with others*~~
- ~~-----~~ -- ~~*Operating assigned equipment.*~~

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience developing applications for geographic information systems, including one year using a Microsoft Windows NT-compatible 32-bit object-oriented programming language (examples are Arc Avenue, Visual Basic, Delphi, Visual C++, Visual J++, Oracle Forms, Developer 2000, Powerbuilder) **or** one year using Internet development tools (examples are PageMill, FrontPage, Web Express).

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in information systems, geography, engineering, planning or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

KAG:ARB

REV 7/21/04 12/22/98

FLSA & City: nonexempt

CSB 1/13/99

GIS DATA BASE COORDINATOR

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 design, document, coordinate and participate in the input, update and maintenance of data for the Geographic Information System (GIS); and perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Information Technologies Manager and higher management staff. GIS Manager.

Exercises functional and technical direct supervision over technical 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. Design, document, coordinate, participate and maintain the official GIS database of the City.
2. Coordinate and monitor updates to the database among City departments; coordinate updates to the database by GIS staff.
3. Plan, prioritize, assign, supervise and review the work of staff responsible for providing technical assistance within the department.
4. Prepare various reports on operations and activities.
5. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing GIS services; implement policies and procedures.
6. Participate in the preparation and administration of the GIS budget; submit budget recommendations; monitor expenditures.
7. Establish and maintain Arc/Info Librarian functions.
8. Assure that data quality standards are consistently maintained.
9. Document the contents of the GIS library including a dictionary of data items, fields and codes.

CITY OF LAS VEGAS
GIS Data Base Coordinator (Continued)

Marginal Functions:

1. Coordinate geoprocessing and statistical analysis activities.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Database management including spatial and statistical analysis.
Database administration.
Operating systems characteristics, hardware usage, maintenance and teleprocessing techniques.
Mathematics and statistical analysis.
Census geography and data.
Principles of supervision, training and performance evaluation.
Pertinent federal, state and local laws, codes, regulations.

Ability to:

Coordinate continuous database update and maintain among the City departments.
Supervise, organize and review the work of technical personnel.
Understand and follow oral and written instructions.
Interpret, explain and enforce division policies and procedures.
Analyze, design, program, install and maintain complex computer systems.
Read, interpret and apply technical publications, manuals and other documents.
Analyze data and develop logical solutions to complex computer application programming problems.

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.

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
- Operating assigned equipment.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others

CITY OF LAS VEGAS
GIS Data Base Coordinator (*Continued*)

~~— Operating assigned equipment.~~
~~Maintain mental capacity which allows for effective interaction and communication with others.~~

Experience and Training Guidelines

Experience:

Four years of increasingly responsible database analysis and management experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, computer science, geography, or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

KAG
REV 7/21/04
FLSA and City: nonexempt

CSB 9/08/93

SENIOR GIS ANALYST - PROGRAMMING

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 design and development of GIS applications for end users and to perform a variety of technical duties as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the GIS Analyst series. Employees within this class 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. 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 assigned Information Technologies GIS Manager and higher management staff.

Exercises functional and technical supervision over professional and technical 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, participate in and review the work of staff responsible for providing design and development of GIS applications including Arc-Info, Arcview and MapObjects.
2. Plan, direct and participate in the programming, testing and maintenance of GIS end user application systems for personal computers and UNIX workstations.
3. Actively manage GIS programming projects using project management software such as MS Project.
4. Train assigned employees in use of computer software and hardware.
5. Work with other GIS staff to resolve end user problems in the operation of hardware devices or uses of software commands; assist other departments with program and operational problems; analyze causes of problems and design solutions; take corrective actions.

City of Las Vegas
Senior GIS Analyst - Programming (Continued)

Essential Functions:

6. Provide in-depth analysis for enhancements to new and existing systems; define programming requirements; develop and revise standards for programming, documentation and quality control.
7. Modify, test and troubleshoot existing programs; analyze problems; make modifications to systems and individual programs as required.
8. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
9. Document results from research of new computer technology; prepare recommendations and proposals of technology to be used by the department.

Marginal functions:

1. Participate in the development of the department budget.
2. Serve as staff on a variety of committees; prepare and present staff reports and other necessary correspondence.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Thorough Knowledge of: Arc/Info and at least two object oriented programming languages, such as Avenue, Visual Basic, Delphi, PowerBuilder or C++.

Knowledge of:

Operations, services and activities of a geographic information systems program.

Principles and techniques of lead supervision and training.

Methods and techniques of complex on-line applications programming and troubleshooting.

Microsoft Windows NT and UNIX operating systems.

Project management software, such as MS Project.

Operational characteristics of computer equipment and peripherals.

Microsoft Windows NT compatible programming languages such as Arc Macro, Avenue, Delphi, Visual Basic, Developer 2000, Visual C++, Oracle Forms, Powerbuilder, MS Access Basic or HTML.

Methods and techniques of planning and documenting a large and complex programming project.

Organization, policies and operating procedures of the division.

City of Las Vegas
Senior GIS Analyst - Programming (Continued)

Ability to:

Plan, lead, organize, direct and review the work of assigned staff.
Effectively manage projects, including the maintenance of schedules and timetables for projects assigned.
Independently perform the more complex programming and design activities.
Interpret, explain and enforce division policies and procedures
Analyze, design, program, install and maintain complex computer systems.
Read, interpret and apply information from technical publications, manuals and other documents.
Analyze data and develop logical solutions to complex application programming problems.
Develop end user applications using object oriented programming tools in a Windows NT environment.
Train or instruct on-line end users in the use of custom designed applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.

~~Maintain mental capacity which allows for effective interaction and communications with others.~~

~~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.*~~

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

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

~~Maintain effective audio/visual discrimination and perception needed for:~~

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible programming or systems analysis experience using an object oriented programming language.

City of Las Vegas
Senior GIS Analyst - Programming (*Continued*)

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in geographic information systems,, information systems, engineering, geography or a related field.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; exposure to computer screens.

Physical Conditions:

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

ARBKAG

REV 2/12/99 7/21/04

FLSA and City: nonexempt

CSB 4/14/99

SENIOR GIS ANALYST - QUALITY ASSURANCE COORDINATOR

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 implementation, maintenance and quality assurance and control of GIS databases and to perform a variety of technical duties as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the GIS Analyst series. Employees within this class 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. 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 assigned Information Technologies GIS Manager and higher management staff.

Exercises functional and technical supervision over professional and technical 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, participate in and review the work of staff responsible for designing, creating and maintaining GIS data sets.
2. Plan, direct and participate in the quality control checks of the GIS data sets.
3. Train assigned employees in use of computer software and hardware.
4. Resolve user problems in the operation of hardware devices or uses of software commands; assist other departments with program and operational problems; analyze causes of problems and design solutions; take corrective actions.
5. Provide in-depth analysis for enhancements to data maintenance and data extraction systems and processes; develop and revise standards for documentation and quality control.

City of Las Vegas
Senior GIS Analyst-Quality Assurance (*Continued*)

Essential Functions:

6. Modify, test and troubleshoot existing maintenance-related computer programs; analyze problems; make modifications to individual programs as required.
7. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
8. Document results from research of new computer technology; prepare recommendations and proposals of technology to be used by the department.

Marginal functions:

1. Participate in the development of the department budget.
2. Serve as staff on a variety of committees; prepare and present staff reports and other necessary correspondence.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Thorough Knowledge of:

Arc/Info.

An object oriented programming language, such as Arc Avenue, Visual Basic, Delphi, Powerbuilder or C++.

Knowledge of:

Principles and techniques of data maintenance quality assurance and control.

Operations, services and activities of a geographic information systems program.

Principles and techniques of lead supervision and training.

Methods and techniques of complex on-line applications programming and troubleshooting.

Microsoft Windows NT, UNIX and Oracle operating systems.

Operational characteristics of computer equipment and peripherals.

Arc Macro Language (AML).

Programming languages such as Avenue, Delphi, Visual Basic, Developer 2000, Visual C++, Oracle Forms, Powerbuilder, MS Access Basic or HTML.

The network and grid components of the Arc/Info software program.

Methods and techniques of planning and documenting a large and complex programming project.

Organization, policies and operating procedures of the division.

City of Las Vegas
Senior GIS Analyst-Quality Assurance (Continued)

Ability to:

Plan, lead, organize, direct and review the work of assigned task.
Effectively manage projects, including the maintenance of schedules and timetables for projects assigned.
Independently perform the more complex programming and design activities.
Interpret, explain and enforce division policies and procedures
Analyze, design, program, install and maintain complex computer systems.
Read, interpret and apply information from technical publications, manuals and other documents.
Analyze data and develop logical solutions to complex computer application programming problems.
Develop applications using object oriented programming tools in a Windows NT environment.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.

~~Maintain mental capacity which allows for effective interaction and communications with others.~~

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.

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

- ~~Sitting for extended periods of time~~
- ~~Operating assigned equipment.~~

~~Maintain effective audio/visual discrimination and perception needed for:~~

- ~~Making observations~~
- ~~Communicating with others~~
- ~~Reading and writing~~
- ~~Operating assigned equipment~~

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in GIS database development or GIS systems analysis using Arc/Info software, including one year using an object oriented programming language.

City of Las Vegas
Senior GIS Analyst-Quality Assurance (*Continued*)

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in, information systems, engineering, geography or a related field.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; ; exposure to computer screens.

Physical Conditions:

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

ARB KAG

REV ~~2/23/99~~ 7/21/04

FLSA and City: nonexempt

CSB ~~4/14/99~~

SENIOR GIS ANALYST - SYSTEM ADMINISTRATION

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 creating, gathering and manipulating data to be used in Geographic Information Systems (GIS) applications and designing programs to make the data available to city and external customers; to administer GIS system components; and to perform a variety of technical duties as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the GIS Analyst series. Employees within this class 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. 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 assigned GIS Information Technologies –Manager and higher management staff.

Exercises functional and technical supervision over professional and technical 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, participate in and review the work of staff responsible for creating, gathering and manipulating data to be used in Geographic Information Systems (GIS) applications, designing programs to make the data available to city and external customers and administering GIS system components.
2. Assign system access rights to end users and maintain system security.
3. Plan, install and maintain hardware and software; perform routine computer system maintenance and tuning including installation, connection and configuration; participate in the maintenance of peripheral equipment.
4. Provide new GIS users with an orientation to the system.

City of Las Vegas
Senior GIS Analyst - System Administration (Continued)

Essential Functions:

5. Work with other GIS staff to resolve end user problems in the operation of hardware devices or uses of software commands; assist other departments with program and operational problems; analyze causes of problems and design solutions; take corrective actions.
6. Modify, test and troubleshoot existing programs; analyze problems; make modifications to systems and individual programs as required.
7. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
8. Document results from research of new computer technology; prepare recommendations and proposals of technology to be used by the department.

Marginal functions:

1. Participate in the development of the department budget.
2. Serve as staff on a variety of committees; prepare and present staff reports and other necessary correspondence.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Thorough Knowledge of:

Arc-Info.
Arc Macro Language (AML).
Oracle database set up and administration techniques.
The network component of Arc-Info.
On-line programming and documentation techniques.

Knowledge of:

Operations, services and activities of a geographic information systems program.
Principles and techniques of lead supervision and training.
Methods and techniques of complex on-line applications programming and troubleshooting.
Operational characteristics of computer equipment and peripherals.
Principles and techniques of the UNIX operating system (Solaris) and the Microsoft Windows NT operating system.
IP networking architecture.
Sources of data and access methods used by GIS and its applications.
Complex techniques of data creation and manipulation.
Organization, policies and operating procedures of the division.

City of Las Vegas
Senior GIS Analyst - System Administration (*Continued*)

Ability to:

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

Effectively manage projects, including the maintenance of schedules and timetables for projects assigned.

Independently perform the more complex programming and design activities.

Locate and use all available resources to obtain required data.

Interpret, explain and enforce division policies and procedures.

Analyze, design, program, install and maintain complex computer systems and hardware.

Read, interpret and apply information from technical publications, manuals and other documents.

Analyze data and develop logical solutions to complex computer application programming problems.

Train or instruct on-line end users in the use of computer equipment and GIS operating procedures.

Communicate clearly and concisely, both orally and in writing.

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

~~Maintain mental capacity which allows for effective interaction and communications with others.~~

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.*~~

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

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

~~Maintain effective audio/visual discrimination and perception needed for:~~

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible systems administration or systems analysis experience.

City of Las Vegas
Senior GIS Analyst - System Administration (*Continued*)

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in geographic information systems,, information systems, engineering, geography or a related field.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; ; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; very heavy lifting; pushing and pulling.

ARB KAG

REV ~~2/12/99~~ 7/21/04

FLSA and City: nonexempt

CSB 4/14/99_

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date August 11, 2004

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

SUBJECT: D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

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

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

1. Public Safety Technician – Open

The reasoning is as follows:

The current eligible list no longer suits the needs of the department.

RECOMMENDATION

The City recommends approval of the abolishment of this list.

Helen Gonzales

From: Ruth Carroll
Sent: Friday, July 23, 2004 3:46 PM
To: Helen Gonzales
Subject: FW: Public Safety Technician

fyi

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

From: Judy Tuttle
Sent: Friday, July 23, 2004 2:06 PM
To: Benet Vega; Ruth Carroll
Subject: RE: Public Safety Technician

Acting in Claudette Enus' absence, I approve abolishment of this list.

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

From: Benet Vega
Sent: Friday, July 23, 2004 12:23 PM
To: Judy Tuttle; Ruth Carroll
Subject: Public Safety Technician

Currently we have an existing list of Public Safety Technician candidates that is scheduled to expire on October 9, 2004. We recently interviewed, conducted background interviews and suitability assessments on the remaining candidates and unfortunately they were not suitable for the position. I am therefore requesting that the list be abolished so that we can proceed with another recruitment. Please feel free to call me should you have any questions. As always, thank you in advance for your help. BV

SIGN-IN SHEET
CIVIL SERVICE BOARD MEETING

DATE: Aug 11, 2004 - Reg. Mtg.

PLEASE PRINT

NAME

ORGANIZATION

PATTI MILLER

HR

SANDY GANDY

HR

RUTH CARROLL

HR

Glenna WORTHINGTON

HR

GIA RODRIGUEZ

HR

Helen L. Gonzales

HR

KATHY GENTILE

CLV HR

THE Aug. 11th, 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
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