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CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES
Department of Human Resources
400 Stewart Avenue
Las Vegas, Nevada
CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.lasvegasnevada.gov>

TELECONFERENCE AGENDA

DATE: AUGUST 25, 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 September 8, 2004.**

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

A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1) Building Services Technician – Promotional
- 2) Building Services Technician – Open
- 3) Irrigation Systems Repairer I – Promotional
- 4) Irrigation Systems Repairer I – Open
- 5) Permit Technician – Promotional
- 6) Permit Technician – Open
- 7) Public Works Maintenance Field Supervisor – Promotional
- 8) Public Works Maintenance Field Supervisor – Open

B. CLASSIFICATION SPECIFICATION FOR APPROVAL:

- 1) EMS Educator – New

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.

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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: August 25, 2004

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

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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

TOTAL ELIGIBLE LISTS PRESENTED: 8

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Building Services Technician – Promotional	12	7	5
2. Building Services Technician – Open	64	39	17
3. Irrigation Systems Repairer I – Promotional	6	5	5
4. Irrigation Systems Repairer I – Open	30	14	11
5. Permits Technician – Promotional	6	4	1
6. Permits Technician – Open	51	27	26
7. Public Works Maintenance Field Supervisor – Promotional	23	17	3
8. Public Works Maintenance Field Supervisor – Open	35	13	3

CITY OF LAS VEGAS

ELIGIBLE LIST

Building Services Technician
Examination

August 9, 2004
Date of Test

04283406P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	8	GROUP 1	1
REJECTED	4	GROUP 2	3
<i>TOTAL RECEIVED</i>	12	GROUP 3	1
		<i>TOTAL ON LIST</i>	5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	5			
FAILED	2			
<i>TOTAL TESTED</i>	7			
<i>DID NOT APPEAR</i>	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Building Services Technician
Examination

August 9, 2004
Date of Test

042834070

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	46	GROUP 1	2
REJECTED	18	GROUP 2	5
<i>TOTAL RECEIVED</i>	64	GROUP 3	10
		<i>TOTAL ON LIST</i>	17

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	17			
FAILED	22			
<i>TOTAL TESTED</i>	39			
<i>DID NOT APPEAR</i>	7			

CITY OF LAS VEGAS

ELIGIBLE LIST

Irrigation Systems Repairer I
Examination

August 5, 2004
Date of Test

04366107P

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	6	GROUP 1	2
REJECTED	0	GROUP 2	3
<i>TOTAL RECEIVED</i>	6	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>	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Irrigation Systems Repairer I
Examination

August 5, 2004
Date of Test

043661070
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	16	GROUP 1	0
REJECTED	14	GROUP 2	3
<i>TOTAL RECEIVED</i>	30	GROUP 3	8
		<i>TOTAL ON LIST</i>	11

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	11			
FAILED	3			
<i>TOTAL TESTED</i>	14			
<i>DID NOT APPEAR</i>	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Permits Technician
Examination

August 3, 2004
Date of Test

04264807P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	4	GROUP 1	0
REJECTED	2	GROUP 2	0
<i>TOTAL RECEIVED</i>	6	GROUP 3	1
		<i>TOTAL ON LIST</i>	1

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	1			
FAILED	3			
<i>TOTAL TESTED</i>	4			
<i>DID NOT APPEAR</i>	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Permits Technician
Examination

August 3, 2004
Date of Test

042648070
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	35	GROUP 1	5
REJECTED	16	GROUP 2	14
<i>TOTAL RECEIVED</i>	51	GROUP 3	7
		<i>TOTAL ON LIST</i>	26

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	26			
FAILED	1			
<i>TOTAL TESTED</i>	27			
<i>DID NOT APPEAR</i>	8			

CITY OF LAS VEGAS

ELIGIBLE LIST

Public Works Maintenance Field Supervisor
Examination

June 28, 2004 (Written)
August 4, 2004 (Oral)
Date of Test

04250505P

Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	21	GROUP 1	0
REJECTED	2	GROUP 2	3
<i>TOTAL RECEIVED</i>	23	GROUP 3	0
		<i>TOTAL ON LIST</i>	3

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%	50%		
PASSED	3	3		
FAILED	14	0		
<i>TOTAL TESTED</i>	17	3		
<i>DID NOT APPEAR</i>	4	0		

CITY OF LAS VEGAS

ELIGIBLE LIST

Public Works Maintenance Field Supervisor
Examination

June 28, 2004 (Written)
August 4, 2004 (Oral)
Date of Test

04250505O

Exam Code

Open

Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	21
REJECTED	14
TOTAL RECEIVED	35

ELIGIBLE LIST

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

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%	50%		
PASSED	3	3		
FAILED	10	0		
TOTAL TESTED	13	3		
DID NOT APPEAR	8	0		

EMS EDUCATOR

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 advanced level paramedic education instruction tasks related to Continuing Education, Advanced Cardiac Life Support, Pediatric Advanced Life Support and Pre-Hospital Trauma Life Support mandatory certification programs for Fire and Rescue employees and paramedic students; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the EMS Education Administrator 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 and present advanced level initial certification and continuing education courses, including Basic Life Support, Advanced Cardiac Life Support, Pediatric Advanced Life Support and Pre-Hospital Trauma Life Support certification programs for Fire and Rescue employees and paramedic students; ensure initial certification and continuing education records are accurately maintained.
2. Adhere to paramedic and EMS program curricula in compliance with DOT standards and department policies and procedures.
3. Ensure compliance with infection control and body substance isolation precaution procedures during training programs
4. Determine material and equipment needed for training courses; ensure availability of classrooms and supplies.
5. Prepare various reports, lesson plans, manuals and correspondence using a personal computer.
6. Maintain course records; provide reports and information to EMS Education Administrator as requested.

CITY OF LAS VEGAS
EMS Educator (*continued*)

Marginal Functions:

1. May assist other work units in the development and implementation of new programs or revisions to existing programs.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and techniques of advanced modern paramedic and EMS training.
Principles and techniques of record keeping.
Paramedic performance standards and certification requirements.
Rules, regulations and operational procedures of the City of Las Vegas Fire Department including modern training activities.
Paramedic performance standards and certification requirements.
Modern office procedures, methods and computer equipment.
English language usage and proper grammar.
Pertinent federal, state and local laws, codes, ordinances and regulations.

Ability to:

Teach advanced paramedic and EMS training curriculum.
Interpret, explain and enforce department policies and procedures.
Learn to operate personal computer software.
Communicate clearly and concisely, both orally and in writing.
Communicate effectively with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
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.*

CITY OF LAS VEGAS
EMS Educator (*continued*)

Experience and Training Requirements

Experience:

Three years of recent EMS Education training experience. A minimum of 3 years current field experience as a paramedic or EMS Registered Nurse in a non-volunteer capacity.

Training:

Equivalent to graduation from high school. College course work in EMS, nursing or related field is highly desirable.

Licenses or Certificates

Possession of a Clark County Health District EMS Instructor Certification on the date of application.

Possession of a Basic Life Support Provider certificate from the American Heart Association on the date of application.

Possession of a Nevada Paramedic or EMS Registered Nurse license on the date of application.

Possession of Advanced Cardiac Life Support, Pediatric Advanced Life Support, or Pre-Hospital Trauma Life Support Instructor certificates are highly desirable.

WORKING CONDITIONS

Environmental Conditions:

Office and medical environments; exposure to bodily fluids.

Physical Conditions:

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

KAG
NEW 8/03/04
FLSA & City: nonexempt

CSB 8/25/04

LINDA H. BRADY
3389 NAROD STREET
LAS VEGAS, NV 89121-4252
PHONE & FAX (702) 453-8534

August 24, 2004

City of Las Vegas
Department of Human Resources
Claudette Enus, Secretary of the Civil Service Board
400 Stewart Avenue
Las Vegas, NV 89101

REF: Notice to Appeal

Dear Claudette Enus:

I am in receipt of the written notice dated August 20, 2004, informing me I was not selected to fill the vacancy for the Corrections Intake Technician. In compliance with the Appeal Procedure, Chapter VIII, Section 3 of the City Of Las Vegas Civil Service Rules, I respectfully submit to you a Notice of Appeal. This appeal is submitted to you within the required ten (10) calendar days after receipt of the written notification. My previous letter dated August 17, 2004 may be void since I had not received the above referenced written notification.

In regards to the recent hiring of the five (5) Corrections Intake Technician positions, job code number 04333902P, please find my concerns.

Statement specifying the action against which the appeal is made:

I appeal the selections of two candidates from Group I Open and one selection from Group II Open, disregarding others in Group I Promotional.

Subsection or sections of the Civil Service Rules under which the appeal is filed:

Reference Chapter IV Section 7 a (2) Promotional List
Reference Chapter IV Section 7 b Priority 3
Reference Chapter IV Section 8 b (1)

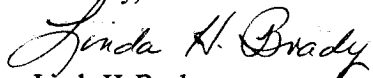
Detailed statement, which justifies the appeal submission:

As a Promotional Group I candidate, I am concerned that of 5 positions available and filled, only two were filled from the Promotional Group I category. Two candidates from the Open Group I were selected and one candidate from the Open Group II was another choice.

Thank you for reviewing this matter.

I look forward to your response.

Sincerely,



Linda H. Brady
City Employee
Office Specialist II
Detention & Enforcement, Bail Unit

SEP2'04 PM 4:20 RCVD

ORIGINAL

1 **ROBERT EVERETT**
2 6377 Elizabeth Town Avenue
3 Las Vegas, Nevada 89110
4 Telephone: (702) 641-6589
5 In Proper Person

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BEFORE THE CITY OF LAS VEGAS

CIVIL SERVICE BOARD

ROBERT EVERETT,
Employee/Petitioner

vs.

CITY OF LAS VEGAS and
DEPARTMENT OF HUMAN
RESOURCES,

Employer/Respondent.

NOTICE OF APPEAL

COMES NOW Robert Everett, in proper person, and hereby files his Notice of Appeal pursuant to Chapter VIII, Section 3 of the City of Las Vegas Civil Service Rules.

Statement Specifying the Action Against Which the Appeal Is Made

The City of Las Vegas Department of Human Resources determined that I did not meet the minimum qualifications by close of the filing date as stated in the job announcement and, therefore, would not allow me to take the examination.

Subsection of Sections of the Civil Service Rules Under Which the Appeal Is Filed

Chapter IV, Section 3(d).

Statement Which Justifies the Appeal Submission

The City of Las Vegas Department of Human Resources determined that I did not have the minimum amount of experience for the position of Animal Control Officer I. However, I believe that I do have the minimum amount of experience and presented evidence in this regard to the Department of Human Resources. Moreover and alternatively, I applied for this position two times previously (in 2002 and 2003) and was allowed to test for the position both times I applied, thus implying that I had previously met the minimum experience. The City should be estopped

1 from now claiming that I do not meet the minimum experience for the position as their prior
2 position, among other things, has prejudiced me into believing I met the minimum experience
3 level.

4 Submitted this 2nd day of September, 2004 by:

5 
6

7 **ROBERT EVERETT**
8 6377 Elizabeth Town Avenue
9 Las Vegas, Nevada 89110
Telephone: (702) 641-6589
In Proper Person

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RECEIPT OF COPY

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Receipt is hereby acknowledged of the **NOTICE OF APPEAL** this 2nd day of

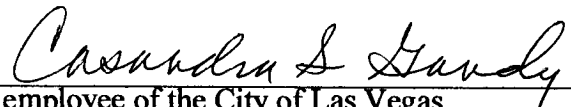
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September, 2004.

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An employee of the City of Las Vegas

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HUMAN RESOURCES DEPT

2004 SEP -2 A 9:19

RECEIVED

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: 25973178
DATE: Wednesday, August 25, 2004
TIME: 11:30 am (PDT)
DURATION: 15 minutes
LINES RESERVED: DIAL IN: 0 DIAL OUT: 7
DIAL IN NUMBER(s): 800-473-8492

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.

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date August 25, 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:

NEW:

1. EMS Educator

This position will be responsible for conducting advanced training classes for the Fire & Rescue Department's paramedic program.

RECOMMENDATION

The City recommends approval of this newly created classification specification.

**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