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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: September 8, 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 August 11, 2004
- IV. APPROVAL OF MINUTES: Teleconference Meeting of August 25, 2004
- V. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED:
 - 1. Engineering Technician II (Traffic) – Promotional
 - 2. Engineering Technician II (Traffic) – Open
 - 3. Fire Captain – Promotional
 - 4. Human Resources Specialist – Promotional
 - 5. Parks Crew Leader – Promotional
 - 6. Parks Crew Leader – Open
 - 7. Senior Permits Technician – Promotional
 - B. EXTENSION OF ELIGIBLE LISTS:
 - 1. Electrician I – Open
 - 2. Engineering Project Manager – Promotional
 - 3. Engineering Project Manager – Open
 - 4. Inspections Supervisor – Promotional
 - 5. Leisure Activities Assistant – Promotional
 - 6. Leisure Activities Assistant – Open
 - 7. Office Specialist I – Open
 - 8. Planner I – Open
 - 9. Rapid Response Crew Leader – Promotional
 - 10. Secretary – Open
 - 11. Statistical Analyst I – Promotional
 - 12. Statistical Analyst I – Open
 - 13. Vehicle Services Worker – Promotional
 - 14. Vehicle Services Worker – Open
 - C. CLASSIFICATION SPECIFICATIONS:
 - 1. Paralegal – Revised
 - 2. Code Enforcement Inspector – New
 - 3. Traffic Electrician I – New

4A ✓

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST:

1. Fire Captain – Promotional

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

SIGN-IN SHEET
CIVIL SERVICE BOARD MEETING

DATE: Sept. 8, 2004 - Reg. Mtg

PLEASE PRINT

NAME

ORGANIZATION

K GENTILE

HR

LOW GRASMICK

RUTH CARROLL

GIA RODRIGUEZ

HR

BENET VEGA

D+E

THE Sept. 8, 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

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION**

September 8, 2004

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

I. CALL TO ORDER: August 11, 2004, at 4:30 p.m. in the Human Resources Department.

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

STAFF PRESENT

Kathy Gentile
Ann Rubertino-Beck
Sandy Gandy
Patti Miller
Ruth Carroll
Glenna Worthington
Helen Gonzales

OTHERS PRESENT

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

III. APPROVAL OF MINUTES of Regular Meeting of July 14, 2004: A motion was made by Trustee Johan Aliseo that the minutes of the Regular Meeting of July 14, 2004 be approved. Trustee Priscilla Rocha seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting of July 28, 2004: A motion was made by Trustee Priscilla Rocha that the minutes of the Teleconference Meeting of July 28, 2004 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.

V. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

1. Building Inspector – Open
2. Combination Inspector – Promotional
3. Combination Inspector – Open
4. Personnel Technician – Promotional

A motion was made by Trustee Johan Aliseo that items 1 through 4 of the Eligible Lists To Be Certified be approved. The motion was seconded by Trustee Priscilla Rocha. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
August 11, 2004
PAGE 2**

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
September 8, 2004

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: August 25, 2004, at 11:30 a.m. via Teleconference

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

STAFF PRESENT

Judy Tuttle
Ann Rubertino-Beck
Kathy Gentile
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) 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

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

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: August 25, 2004
PAGE 2

B. CLASSIFICATION SPECIFICATIONS:

1) EMS Educator – New

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

IV. DISCUSSION ITEMS

None.

V. CITIZEN PARTICIPATION:

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:34 a.m.



F. Claudette Enus
Secretary to the Board



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: September 8, 2004

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

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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

TOTAL ELIGIBLE LISTS PRESENTED: 7

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Engineering Technician II (Traffic) - Promotional	1	0	0
2. Engineering Technician II (Traffic) – Open	21	11	9
3. Fire Captain – Promotional	33	28	17
4. Human Resources Specialist - Promotional	4	3	3
5. Parks Crew Leader – Promotional	8	5	5
6. Parks Crew Leader – Open	10	0	0
7. Senior Permits Technician - Promotional	4	4	4

CITY OF LAS VEGAS

ELIGIBLE LIST

Engineering Technician II - Traffic
Examination

August 19, 2004
Date of Test

04296107P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Engineering Technician II - Traffic
Examination

August 19, 2004
Date of Test

04296107O
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	15	GROUP 1	0
REJECTED	6	GROUP 2	6
TOTAL RECEIVED	21	GROUP 3	3
TOTAL ON LIST			9

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	9			
FAILED	2			
TOTAL TESTED	11			
DID NOT APPEAR	4			

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Captain
Examination

Written Test: July 12, 2004
Assessment Ctr.: August 17 & 18, 2004
Date of Test

05420205P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

	APPLICATIONS		ELIGIBLE LIST
ACCEPTED	32	GROUP 1	2
REJECTED	1	GROUP 2	8
TOTAL RECEIVED	33	GROUP 3	7
		TOTAL ON LIST	17*

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u> Assessment Center 70%
(Weight)	30%			
PASSED	22			17
FAILED	6			2
TOTAL TESTED	28			19
DID NOT APPEAR	4			3

***Per the MOU between the City of Las Vegas and IAFF, Local 1285, this eligible list is arranged by score from highest to lowest.**

CITY OF LAS VEGAS

ELIGIBLE LIST

Human Resources Specialist
Examination

August 18-20, 2004
Date of Test

047940907P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

TESTS

HIRING

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Parks Crew Leader
Examination

August 12, 2004
Date of Test

047953607P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	5
REJECTED	3
TOTAL RECEIVED	8

ELIGIBLE LIST

GROUP 1	0
GROUP 2	3
GROUP 3	2
TOTAL ON LIST	5

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight) 100%

PASSED	5			
FAILED	0			
TOTAL TESTED	5			
DID NOT APPEAR	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Parks Crew Leader
Examination

August 12, 2004
Date of Test

0479536070
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	0
REJECTED	10
TOTAL RECEIVED	10

ELIGIBLE LIST

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

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight)

100%

PASSED	0			
FAILED	0			
TOTAL TESTED	0			
DID NOT APPEAR	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Permits Technician
Examination

August 24, 2004
Date of Test

04238607P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	4
REJECTED	0
TOTAL RECEIVED	4

ELIGIBLE LIST

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

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight)

100%

PASSED		4		
FAILED		0		
TOTAL TESTED		4		
DID NOT APPEAR		0		

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date September 8, 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: 14

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Electrician I – Open	59	9/24/04	3/24/05	1
2. Engineering Project Manager – Promotional	5	9/24/04	3/24/05	1
3. Engineering Project Manager - Open	9	9/24/04	3/24/05	1
4. Inspections Supervisor – Promotional	7	9/10/04	3/10/05	2
5. Leisure Activities Assistant – Promotional	2	9/10/04	3/10/05	2
6. Leisure Activities Assistant - Open	58	9/10/04	3/10/05	2
7. Office Specialist I – Open	43	9/24/04	3/24/05	1
8. Planner I – Open	15	9/24/04	3/24/05	1
9. Rapid Response Crew Leader – Promotional	18	9/10/04	3/10/05	2
10. Secretary – Open	8	9/24/04	3/24/05	1
11. Statistical Analyst I – Promotional	2	9/24/04	3/24/05	1
12. Statistical Analyst I – Open	14	9/24/04	3/24/05	1
13. Vehicle Services Worker - Promotional	5	9/24/04	3/24/05	1
14. Vehicle Services Worker – Open	75	9/24/04	3/24/05	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date September 8, 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. Paralegal

Paralegal was revised to better reflect the duties being performed.

NEW:

2. Code Enforcement Inspector
3. Traffic Electrician I

Code Enforcement Inspector was created to better reflect the duties being performed.

Traffic Electrician I was created to combine duties from Electrician I and Street Light Maintenance Electrician and add a CDL to better meet the needs of the Traffic Engineering Division.

RECOMMENDATION

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

PARALEGAL

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 conduct interviews with prospective senior citizen clients to determine if their problems fall under the jurisdiction of the Senior Law Project; to assist seniors to prepare various legal documents regarding their affairs as authorized under the Federal Older Americans Act grant; and to visit seniors in hospitals and nursing homes to notarize legal documents.

SUPERVISION RECEIVED

Receives direction from Elder Law Attorney or 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. Perform legal research pertaining to state statutes, local codes, ordinances and corporation resident agents and officers; locate and maintain local, state and federal court records; draft initial pleadings including, motions, orders, answers, default judgments, discovery requests, subpoenas, wills, affidavits, homesteads, general and durable powers of attorney, termination of joint tenant and other documents for senior citizen clients.
2. Interview clients to assess whether Senior Law Project has jurisdiction; recommend appropriate resources in other entities..
3. Coordinate, attend and participate in meetings, seminars and outreach programming for senior citizens; represent clients at Social Security hearings and at the local Social Security office.
4. Advise clients of eligibility for social programs such as SSI, food stamps, rent subsidies, Section 8, home health care and other programs.
5. Respond to requests for information in person and on the telephone.
6. Conduct home, hospital and nursing home visits and assist in outreach efforts; notarize documents for seniors at these locations.
7. Maintain client records and case files; enter cases into the computerized tracking system.

CITY OF LAS VEGAS
Paralegal (Continued)

Essential Functions:

8. Prepare a variety of statistical reports pertaining to services provided, expenditures, grants and State of Nevada reporting requirements.
9. Assist seniors in preparing, notarizing and executing documents.

Marginal Functions:

1. Attend seminars and in-house training on topics related to senior citizen legal affairs.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques of legal research, including use of Lexis, Westlaw, Internet, CD-Rom services and library resources.

Modern legal terminology.

The Code of Ethics and Professional Responsibility of the Legal Assistants Division of the State Bar of Nevada.

Federal Older Americans Act.

Principles and practices of social security laws, rules and regulations.

Principles and practices of consumer law.

Principles and practices of debt collection and Fair Debt Collection Act.

Principles and practices of real estate transactions and chain of title.

Content of standard forms for homestead, powers of attorney and others.

Principles and practices of will probate.

Principles and practices of preparing standard and living wills.

Available resources and programs and their eligibility requirements.

Modern office procedures, methods and computer equipment.

Principles of business letter writing and basic report preparation.

Principles and practices of record keeping.

English usage, spelling, grammar and punctuation.

Pertinent federal, state and local laws, codes, regulations.

Ability to:

Abide by the Nevada Bar's Legal Assistants Division Code of Ethics and Professional Responsibility.

Perform word processing, database and case management functions.

Perform manual and computerized legal research.

Manage immediate deadlines and prioritize appropriately.

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

CITY OF LAS VEGAS
Paralegal (*Continued*)

Ability to:

Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain effective audio-visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Requirements

Experience:

Two years of increasingly responsible paralegal experience.

Training:

Equivalent to graduation from high school. . Additional specialized training in the paralegal, counseling, psychology, social work or a related field is desirable.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application.
Completion of a paralegal certification program is desirable.
Possession of certification from the National Association of Legal Assistants is desirable.

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

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

KAG
REV 8/6/04
FLSA & City: nonexempt
CSB 9/8/04

CODE ENFORCEMENT INSPECTOR

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 field inspections and investigations of single and multi-family dwellings, mobile homes and light commercial buildings to ensure compliance with applicable housing structural, electrical, plumbing, and mechanical property maintenance codes; to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Neighborhood Response 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. Receive and investigate complaints regarding unsafe, sub-standard and non-compliant dwellings; coordinate with citizens, property owners, property managers, contractors, developers, Las Vegas Fire & Rescue, Las Vegas Metropolitan Police Department, Clark County Health Department officials, and interdepartmental personnel to resolve complaints; maintain complete and accurate files.
2. Perform complex on-site inspections of single and multi-family dwellings, manufactured homes and businesses to determine compliance with minimum applicable codes as adopted by the City of Las Vegas; photograph and document violations.
3. Inspect fire damaged structures and provide reports, photographs, correction notices or notices of violation as required.
4. Perform commercial building life safety inspections for fire equipment, accessibility, ANSI 117.1, ramps, stairs, window bars, fire extinguishers, handrails, ingress/egress, lighting, exit doors and door locks.
5. Inspect dwellings for water intrusion and possible formation of toxic mold spores or growth.
6. Inspect rehab work at apartments, office suites and business parks to determine if valid permits are in place and to ensure work is in compliance with Nevada Revised Statutes and all adopted Southern Nevada Building Codes.

CITY OF LAS VEGAS
Code Enforcement Inspector (*continued*)

Essential Functions:

7. Perform joint inspections with, provide information to or meet with Clark County Health Department, Clark County Solid Waste Department or State of Nevada Environmental Protection Agency.
8. Perform complex mobile home, recreational vehicle or travel trailer inspections to ensure that electrical, plumbing, mechanical, zoning, planning and building code violations are corrected or abated.
9. Inspect air conditioning, ventilating or environmental exhaust systems to ensure proper size, function, installation, maintenance and repair.
10. Inspect light commercial, vacant or substandard buildings to assess damage, habitability and code compliance; make repair or demolition recommendations and coordinate resolution.
11. Communicate all applicable code information verbally and in writing to tenants, property owners, contractors and other agency representatives concerning code violations, compliance process and notification and appeal processes.
12. Conduct research and gather evidence pertaining to code violations, property ownership, compliance requirements, fees, legal process and other federal, state and local requirements.
13. Prepare and issue correction notices, notice and orders, inspection information, memos, reports and recommendations to abate substandard, hazardous and public or chronic nuisance properties.
14. Issue criminal or administrative citations to offenders; prepare administrative search warrants, summonses and complaint affidavits for City Attorney; testify at City Council meetings, administrative hearings, depositions and court proceedings as required.
15. Assist city staff with combined enforcement activities; provide information to city departments concerning housing and dangerous buildings.
16. Use computer to process data pertaining to inspection sites, code requirements, case history, land use and zoning.
17. Coordinate and participate in special programs and events as assigned.

Marginal Functions:

1. Enforce zoning and nuisance regulations in conjunction with housing and dangerous building violations.
2. Stay abreast of code revisions, trends and innovations in the field of housing and dangerous building inspections; maintain required certifications.
3. Attend and participate in various meetings.

CITY OF LAS VEGAS
Code Enforcement Inspector (*continued*)

Marginal Functions:

4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of code enforcement and inspections.

International Building Code, International Code for One and Two Family Dwellings, Uniform Code for the Abatement of Dangerous Buildings, National Electrical Code, Uniform Housing Code, Uniform Mechanical Code, Uniform Plumbing Code, Southern Nevada Pool Code, Las Vegas Municipal Code Vacant Buildings Chapter 16.31 and Las Vegas Municipal Code Mobile Homes Chapter 16.44.

Minimum housing standards for property maintenance, zoning, nuisance, dangerous building codes and ordinances pertaining to structural, electrical, plumbing and mechanical safety.

Advanced construction methods used in building and related structures.

Legal procedures and documentation requirements related to enforcement of municipal ordinances and codes.

Federal, state and local laws, ordinances, rules and regulations related to zoning, neighborhood maintenance, building and nuisance requirements.

Local geography and city street locations.

Principles, practices and techniques of customer service delivery.

Methods and techniques of conflict resolution.

Standard occupational hazards and safety practices.

English usage, spelling, grammar and punctuation.

Basic office software applications including word processing, email and spreadsheets.

Record keeping techniques and practices.

NRS landlord/tenant regulations.

Ability to:

Work cooperatively with neighborhood leaders, city officials, media representatives and the general public.

Organize, prioritize and monitor workload to meet critical deadlines.

Understand and follow oral and written instructions.

Perform tasks independently.

Compile and summarize data and prepare reports for presentation.

Interpret, explain, apply and enforce federal, state and local laws, codes and regulations.

Communicate effectively with citizens of varying socioeconomic and cultural backgrounds.

Act calmly, rationally, decisively and tactfully in difficult situations.

Analyze complex problems, identify alternative solutions.

Project consequences of proposed actions, recommend best options and implement approved solution in support of goals.

Interpret, explain, apply and enforce city and department policies and procedures.

Use initiative and independent judgment within established guidelines.

Communicate clearly and concisely, both orally and in writing.

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

CITY OF LAS VEGAS
Code Enforcement Inspector (*continued*)

Ability to:

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, standing and walking for extended periods of time; and*
- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

Three years experience as a combination inspector;

OR

Three years experience as a code enforcement housing code inspector.;

OR

Two years experience as a combination inspector and one year as a building, electrical, or plumbing/mechanical inspector.

Training:

Equivalent to graduation from high school. College-level course work in construction technology, pre-engineering, business administration, criminal justice or a related field is desirable. Specialized training in the building trades, code enforcement, zoning and permits is desirable.

License or Certificate:

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

Possession, and maintenance, of an American Association of Code Enforcement Zoning Enforcement Officer certification is desirable.

Housing & Property Maintenance Inspector certification from the American Association of Code Enforcement is desirable.

CITY OF LAS VEGAS
Code Enforcement Inspector (*continued*)

License or Certificate:

Possession, and maintenance, of one of the following on the date of application:

Building Inspector, Electrical Inspector, Plumbing Inspector and Mechanical Inspector combination certifications from the International Code Council or International Conference of Building Officials;

OR

Residential Building, Electrical, Plumbing and Mechanical Inspector certifications from the International Code Council or International Conference of Building Officials;

OR

Combination Inspector certification from the International Code Council or International Conference of Building Officials.

Other nationally recognized certifications will be accepted on a case-by-case basis at the discretion of the Director, Neighborhood Services.

WORKING CONDITIONS

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

Environmental Conditions:

Location: Work is performed outdoors up to 80% of the time with exposure to all types of weather conditions.

Hazards: Working in construction zones, uneven terrain, exposure to moving objects and vehicles, sharp objects, pinch points, dust, noise, vibration, extreme heat and cold, slippery surfaces, toxic and caustic chemicals.

Equipment Used: City vehicle, radio, measuring equipment, telephone and computer.

Safety Equipment: Safety shoes, hardhat.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Constantly-frequently, in combination with walking on all types of terrain, up to 3-5 miles per shift. Can include walking throughout hazardous construction site.

Sitting: Occasionally, while riding in vehicle between inspection sites.

Lift/carry: Frequently, 1-10 lbs., paperwork, clipboards, plans, drawings.

Push/pull: Occasionally, exerting a force up to 10-25 lbs. while inspecting, moving equipment.

Climbing: Occasionally, up and down ladders, walking trusses, in and out of bucket lift.
Requires sense of balance.

Bending/twisting: Frequently, at waist, knees and neck while performing inspection functions and driving vehicle.

CITY OF LAS VEGAS
Code Enforcement Inspector (*continued*)

Physical Conditions:

Kneeling/crouching/crawling: Infrequent kneeling or crouching, with crawling in attics and crawl spaces.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering, gripping while taking measurements, recording data, keyboarding, reviewing plans.

Sight: Constantly, taking accurate measurements, inspecting constructions sites. Requires color vision, visual acuity in near-, mid- and far-ranges.

Speech/hearing: Constantly, in communicating with public and contractors, maintaining safe work environment.

NEW
KAG 8/26/04
FLSA & City: nonexempt

CSB 9/8/04

TRAFFIC ELECTRICIAN I

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 semi-skilled duties involved in cleaning, installing, modifying, repairing and maintaining park, street lighting and traffic signal electrical systems; and to perform a variety of tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is an entry-level class in the Electrician series. This class is distinguished from the Electrician II classes by the level of experience required for the performance of the tasks and duties assigned to positions within the series.

SUPERVISION RECEIVED

Receives direct supervision from higher-level 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. Assist in the installation, repair, and maintenance of all components of traffic signal, park and street lighting systems, including lamps, bulbs, poles, bases, vehicle and pedestrian indicators, street light fixtures, fuses, mast arms, illuminated signs, electronic eyes, flasher devices, underground cable, conduit wiring and service entrance equipment; disconnect electrical wiring to repair and replace defective parts or connections.
2. Operate aerial lift equipment, boom trucks, heavy trucks, at times with trailer attached, pneumatic tools, trenchers, diggers, compressors, wire pulling devices, conduit bending equipment, concrete saws, small power tools, hand tools, and related equipment.
3. Perform maintenance and repair work involving concrete, plumbing, iron, steel and rough painting.
4. Locate, identify, and mark underground utilities.
5. Respond to public inquiries in a courteous manner, provide information within the area of assignment; resolve complaints in an efficient and timely manner.

CITY OF LAS VEGAS
Traffic Electrician I (continued)

Essential Functions:

6. Adhere to all related codes and regulations for duties assigned including obtaining required permits. Adhere to safe work practices and procedures. Maintain, repair, and set up devices for work zone traffic control and worker safety; ensure public safety is maintained during work activities.
7. Examine poles, mast arms, and bases for structural soundness, replace defective parts, paint poles to prevent rust damage and failure, wash and relamp street light luminaries and traffic signals to maintain light output, trim trees to prevent damage to traffic signal and street lighting systems, and remove or repair vandalized equipment.

Marginal Functions:

1. Verify shipments upon receipt and inspect materials delivered by vendors; move materials into storage.
2. Perform rough carpentry and concrete work in the course of installing and maintaining streetlights, traffic signals, and related equipment.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic properties and principles of electricity.

National Electrical Code as it applies to area of assignment.

Basic principles, practices, theories, and materials of the electrical trade.

Basic operational characteristics of mechanical and hydraulic equipment and tools used in the installation, maintenance, and repair of electrical systems.

Basic preventive maintenance techniques and procedures.

Occupational hazards and standard safety practices necessary in the area of work assigned.

Basic principles of mathematics applying to electrical and related work.

Basic techniques for reading and interpreting blueprints, schematics, symbols, drawings and related materials.

Basic principles of lineman work.

Basic repair of streetlights, park lighting and traffic signals and connecting wiring.

Heavy equipment operation.

Basic first aid practices used in electrical emergencies.

Pertinent federal, state, and local laws and regulations.

Basic techniques and procedures of painting.

CITY OF LAS VEGAS
Traffic Electrician I (continued)

Ability to:

- Perform semi-skilled maintenance and repair work related to streetlight, park lighting and traffic signal electrical systems and components.
- Read and understand department policies and procedures.
- Operate a variety of vehicular, stationary, and electrical repair equipment in a safe and effective manner.
- Read and follow street light, park lighting and traffic signal maintenance procedures.
- Read and understand street light, park lighting and traffic signal field circuitry.
- Drive and operate aerial lift equipment.
- Work in aerial lift equipment on poles and at heights up to 80 feet.
- Work near connected electrical circuits.
- Distinguish colors.
- Read and interpret electrical schematics, diagrams, drawings and plans at a basic level.
- Learn to troubleshoot and solve basic electrical system defects.
- Understand and follow oral and written instructions and sketches.
- Work independently without constant supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- 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; and*
 - *Operating assigned equipment.*
- 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.*

Experience and Training Requirements

Experience:

One year of experience in the electrical maintenance, electrical construction or electronic fields.

Training:

Equivalent to graduation from high school supplemented by specialized training in the electrical or electronic fields.

CITY OF LAS VEGAS
Traffic Electrician I (continued)

License or Certificate

Possession of an appropriate, valid commercial driver's license within 6 months of the date of appointment.

Possession of an appropriate valid Fork Lift Operator certification from the City of Las Vegas within 6 months of the date of appointment.

Possession of an appropriate aerial lift certification from the City of Las Vegas within 6 months of the date of appointment.

Possession of a Work Zone Safety Certification from the International Municipal Signal Association, Inc., or equivalent, within 6 months of date of appointment.

WORKING CONDITIONS

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

Environmental Conditions:

Location: Work is primarily performed outdoors, subject to typical Nevada weather.

Hazards: Exposure to noise, dust, grease, fumes, high voltage, extreme heat, electrical energy, working at heights on scaffolding, ladders, aerial lift equipment, working underground in confined spaces, slippery and uneven surfaces, and work around moving equipment and heavy construction equipment.

Equipment Used: City aerial lift truck, backhoe, trenching machine, asphalt and concrete cutter, jackhammer, variety of hand and power tools.

Safety Equipment: Steel-toed shoes, gloves, safety glasses, goggles, back brace, hearing protection, safety vest, hard hat rubber gloves insulated equipment and safety lanyard while working at heights.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, throughout work shift, up to 1 mile per shift. Can be extended based on assignment.

Sitting: Occasionally, while operating vehicle to and from job assignments.

Lift/carry: Frequently, between 1-80 lbs., hand and power tools, aluminaire arms, traffic signal poles, traffic signals and plumbing devices. Usual carry between 20-30 ft. Infrequently, up to and exceeding 100 lbs., while lifting and carrying spools of wire, adapter plates, traffic signal 5-section heads, jackhammers. Assistance from others is available for lifting over 100 lbs.

Push/pull: Frequently-constantly, using one or both hands and arms exerting a force (typically 20 - 100 lbs.), moving heavy or awkward equipment, suspended from a hoist, onto boom truck lift bucket, moving steel rebar and bolts while setting new traffic signals at ground level, using jackhammers and other power tools.

CITY OF LAS VEGAS
Traffic Electrician I (continued)

Physical Conditions:

Climbing: Frequently, on and off boom truck, in and out of vehicle steps (16-18"), climbing in and out of lift bucket, on ladders, on and off backhoe and trencher equipment throughout work shift. Requires balance while working in lift bucket, and working at heights up to 80 ft. Must be able to balance heavy load while climbing ladders and in lift truck.

Bending/twisting: Frequently-constantly, at waist, knees and neck throughout work shift, depending on assignments. Some assignments may require constant bending and stooping while working at street level. Worker must be able to crawl in and out of lift bucket up to several times per shift.

Kneeling/crouching/crawling: Frequently, depending on assignments. Crawling, infrequently.

Hands/arms:: Constant use of both hands and arms in reaching, handling, grasping, fingering, and gripping while handling heavy and awkward materials, hand and power tools. Subject to excessive gripping and vibration. Work is frequently at or above shoulder height.

Sight: Constantly, with ability to distinguish colors, depth perception, hand, eye, and foot coordination. Visual acuity in near-, mid- and far-range required, as worker is exposed to extreme traffic hazards.

Speech/hearing: Constantly, must be able to communicate clearly on two-way radio and with co-workers throughout shift.

Other physical demands: Some work assignments require extended stooping and bending while working at lower levels throughout work shift. May involve movement of heavy steel and concrete parts and manhole covers while installing street lighting, park lighting and traffic signals. Worker must exercise good judgment and an ability to lift heavy items.

KAG
NEW 7/20/04
FLSA and City: nonexempt
CSB 9/8/04

PARALEGAL

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 conduct interviews with prospective senior citizen clients to determine if their problems fall under the jurisdiction of the Senior Law Project; to assist seniors to prepare various legal documents regarding their affairs as authorized under the Federal Older Americans Act grant; and to visit seniors in hospitals and nursing homes to notarize legal documents.

SUPERVISION RECEIVED

Receives direction from ~~Elder Law Attorney or higher management level supervisory or~~ managerial 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. ~~Perform legal research pertaining to state statutes, local codes, ordinances and corporation~~ resident agents and officers; locate and maintain local, state and federal court records; draft initial pleadings including. Prepare motions, orders, answers, default judgments, discovery requests, subpoenas, wills, affidavits, homesteads, general and durable powers of attorney, termination of joint tenant and other documents for senior citizen clients.
2. Interview clients to assess whether problems fall under the jurisdiction of the Senior Law Project ~~has jurisdiction; recommend appropriate resources in other entities.~~ direct them to proper authority if problems do not.
3. ~~Coordinate, attend and participate in meetings, seminars and outreach programming for senior citizens; R~~represent clients at Social Security hearings and at the local Social Security office.
4. Advise clients of eligibility for social programs such as SSI, food stamps, rent subsidies, Section 8, home health care and other programs.
5. ~~Respond to requests for information in person and on the telephone. Answer phone~~ questions regarding senior citizen problems.
6. Conduct home, hospital and nursing home visits and assist in outreach efforts; notarize documents for seniors at these locations.
7. Maintain client records ~~and case files;~~ enter cases into the computerized tracking system.

CITY OF LAS VEGAS
Paralegal (Continued)

8. ~~Prepare a variety of statistical reports pertaining to services provided, expenditures, grants and State of Nevada reporting requirements.~~
9. Assist seniors in preparing, notarizing and executing documents.

Marginal Functions:

- ~~2. Assist senior citizens in filling out forms for other social programs when those clients are unable to assist themselves.~~
- ~~2. Assist the Senior Citizens Law Project Administrator at meetings; represent the administrator at meetings as needed.~~
2. Visit senior citizen centers in Henderson and Boulder City to provide paralegal services.
1. Attend seminars and in-house training on topics related to senior citizen legal affairs.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

~~Methods and techniques of legal research, including use of Lexis, Westlaw, Internet, CD-Rom services and library resources.~~

~~Modern legal terminology.~~

~~The Code of Ethics and Professional Responsibility of the Legal Assistants Division of the State Bar of Nevada.~~

~~Federal Older Americans Act.~~

~~Principles and practices of social security laws, rules and regulations.~~

~~Principles and practices of consumer law.~~

~~Principles and Practices of debt collection and Fair Debt Collection Act.~~

~~Principles and practices of real estate transactions and chain of title.~~

~~Content of standard forms for homestead, powers of attorney and others.~~

~~Principles and practices Procedures of will for probate of wills.~~

~~Principles and Practices of for preparing standard and living wills.~~

~~Available resources and programs and their the eligibility requirements for them.~~

~~Modern office procedures, methods and computer equipment.~~

~~Principles of business letter writing and basic report preparation.~~

~~Principles and practices procedures of record keeping.~~

~~English usage, spelling, grammar and punctuation.~~

~~Pertinent federal, state and local laws, codes, regulations.~~

Ability to:

~~Abide by the Nevada Bar's Legal Assistants Division Code of Ethics and Professional Responsibility.~~

~~Perform word processing, database and case management functions. Type at a speed necessary for successful job performance.~~

CITY OF LAS VEGAS
Paralegal (Continued)

~~Perform manual and computerized legal research.~~
~~Manage immediate deadlines and prioritize appropriately.~~
~~Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.~~
Respond to requests and inquiries from the general public.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain effective audio-visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Requirements

Experience:

Two years of increasingly responsible paralegal experience.

Training:

~~Equivalent to graduation from high school, the completion of the twelfth grade.~~
Additional specialized training in the paralegal, counseling, psychology, social work or a related field is desirable.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application.
~~Completion of a paralegal certification program is desirable.~~
~~Possession of certification from the National Association of Legal Assistants is desirable.~~

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

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

KAG
REV 8/6/04

FLSA & City: nonexempt

CSB 6/30/93

Louisa Tuilagi

From: Claudette Enus
Sent: Monday, August 30, 2004 3:26 PM
To: Judy Tuttle
Cc: Louisa Tuilagi
Subject: RE: Fire Captains promotional eligible list

I approve abolishment of the current Captain's list.

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

From: Judy Tuttle
Sent: Thursday, August 26, 2004 4:02 PM
To: Claudette Enus
Subject: FW: Fire Captains promotional eligible list

Claudette, do you approve abolishment of the current Captain's list? We could have made them wait for this list to die (9/24) but they would have been without a list for actors for nearly three weeks. Thanks.

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

From: Richard Gracia
Sent: Thursday, August 26, 2004 9:23 AM
To: Judy Tuttle
Cc: David Washington; Eugene Campbell; Cherina M. Kleven; Martha Davis
Subject: Fire Captains promotional eligible list

Judy, our current promotional eligible list for Fire Captain that was established on September 24, 2003 and extended on March 24, 2004. It is due to expire on September 24, 2004.

As you know, we have recently completed our latest Fire Captains Assessment Center and that list is scheduled to be reviewed and approved by the Civil Service Board at their meeting on September 8, 2004.

Obviously, we are not allowed to have two promotional lists active for the same classification. In order to certify the new list, I would request that an agenda item be included for September 8th that would abolish the current Fire Captains eligible list. As I understand, there is already an item on the agenda for the approval of the new list.

The reason we wish to abolish the current list despite a good number of promotable employees and establish this new list is because we have an agreement with labor that we would test for the position of Fire Captain once per year, allowing the greatest number of eligible members to test and have an opportunity for promotion.

I will plan to attend the meeting so that I can address any questions the Civil Service Board members may have..

Thank you,

Rick Gracia
Deputy Fire Chief
Administrative Division
Las Vegas Fire and Rescue
500 N. Casino Center Blvd.
Las Vegas, NV 89101
(702) 383-2888
(702) 303-2988 cell
(702) 464-5736 fax

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date September 8, 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. Fire Captain – Promotional

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.

**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