

Siv ✓

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: SEPTEMBER 22, 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 October 13, 2004.

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED:
 - 1) Equipment Operator I (Parks) – Promotional
 - 2) Equipment Operator II (Parks) – Promotional
 - 3) Office Supervisor – Promotional
 - 4) Office Supervisor – Open
 - 5) Planning Supervisor (Planning & Development) – Promotional
 - 6) Recreation Leader I (Extreme Sports) – Promotional
 - 7) Recreation Leader I (Extreme Sports) – Open
 - 8) Traffic Signal Technician I – Promotional
 - 9) Traffic Signal Technician I – Open
 - B. CLASSIFICATION SPECIFICATION FOR APPROVAL:
 - 1) Fire Training Officer – Revised
 - 2) Technical Writer – New
 - 3) Terminal Agency Technician – 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.

40 ✓

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



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: September 22, 2004

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

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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

TOTAL ELIGIBLE LISTS PRESENTED: 9

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Equipment Operator I (Parks) – Promotional	5	4	4
2. Equipment Operator II (Parks) – Promotional	9	9	9
3. Office Supervisor – Promotional	37	20	19
4. Office Supervisor – Open	42	7	7
5. Planning Supervisor (Planning & Development)-Promotional	5	5	5
6. Recreation Leader I (Extreme Sports) – Promotional	3	2	2
7. Recreation Leader I (Extreme Sports) – Open	53	5	5
8. Traffic Signal Technician I – Promotional	1	1	1
9. Traffic Signal Technician I – Open	69	39	9

CITY OF LAS VEGAS

ELIGIBLE LIST

Equipment Operator I (Parks)
Examination

August 25, 2004
Date of Test

04351006P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	5	GROUP 1	3
REJECTED	0	GROUP 2	1
TOTAL RECEIVED	5	GROUP 3	0
		TOTAL ON LIST	4

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Equipment Operator II (Parks)
Examination

August 26, 2004
Date of Test

04327006P
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	9	GROUP 1	9
REJECTED	0	GROUP 2	0
<i>TOTAL RECEIVED</i>	9	GROUP 3	0
		<i>TOTAL ON LIST</i>	9

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Office Supervisor
Examination

September 1-2, 2004
Date of Test

04306807P
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	22	GROUP 1	3
REJECTED	15	GROUP 2	7
<i>TOTAL RECEIVED</i>	37	GROUP 3	9
		<i>TOTAL ON LIST</i>	19

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		19		
FAILED		1		
<i>TOTAL TESTED</i>		20		
<i>DID NOT APPEAR</i>		2		

CITY OF LAS VEGAS

ELIGIBLE LIST

Office Supervisor
Examination

September 1-2, 2004
Date of Test

043068070
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	7	GROUP 1	0
REJECTED	35	GROUP 2	1
<i>TOTAL RECEIVED</i>	42	GROUP 3	6
		<i>TOTAL ON LIST</i>	7

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		7		
FAILED		0		
TOTAL TESTED		7		
DID NOT APPEAR		0		

CITY OF LAS VEGAS

ELIGIBLE LIST

Planning Supervisor/Planning & Development
Examination

August 31, 2004
Date of Test

04223208P
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	0	GROUP 2	3
TOTAL RECEIVED	5	GROUP 3	0
		TOTAL ON LIST	5

TESTS

	<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

ELIGIBLE LIST

Recreation Leader I (Extreme Sports)
Examination

September 1, 2004
Date of Test

04360007P
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	2	GROUP 1	0
REJECTED	1	GROUP 2	2
<i>TOTAL RECEIVED</i>	3	GROUP 3	0
		<i>TOTAL ON LIST</i>	2

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Recreation Leader I (Extreme Sports)
Examination

September 1, 2004
Date of Test

043600070
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	5	GROUP 1	1
REJECTED	48	GROUP 2	2
<i>TOTAL RECEIVED</i>	53	GROUP 3	2
		<i>TOTAL ON LIST</i>	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

ELIGIBLE LIST

Traffic Signal Technician I
Examination

August 31, 2004
Date of Test

04297407P
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	1	GROUP 1	0
REJECTED	0	GROUP 2	1
<i>TOTAL RECEIVED</i>	1	GROUP 3	0
		<i>TOTAL ON LIST</i>	1

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Traffic Signal Technician I
Examination

August 31, 2004
Date of Test

042974070

Exam Code

Open

Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	57
REJECTED	12
TOTAL RECEIVED	69

ELIGIBLE LIST

GROUP 1	1
GROUP 2	4
GROUP 3	4
TOTAL ON LIST	9

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight) 100%

PASSED	9			
FAILED	30			
TOTAL TESTED	39			
DID NOT APPEAR	18			

FIRE TRAINING OFFICER

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

DEFINITION

To perform a variety of tasks in training newly hired and incumbent fire department personnel; to provide technical assistance in examination procedures; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.

May exercise direct supervision over subordinate training personnel.

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 training programs in various areas of fire services, including fire suppression, fire investigation, fire prevention, general administration, human relations and supervisory skills.
2. Actively participate in and directly supervise live interior and exterior fire training exercises.
3. Supervise and participate in conducting needs assessments for fire service training; analyze records and statistics and conduct interviews to identify potential improvements to service; compare local data with national statistics and trends; develop training programs to address problem areas or institute improved methods of service.
4. Provide and develop lesson plans for training courses; perform demonstrations and provide handouts and other training material.
5. Prepare various types of documents using a personal computer, such as reports, lesson plans, manuals and correspondence.
6. Research and collect information pertaining to fire services; gather information from publications, seminars and other sources; stay abreast of innovations in fire prevention and fire suppression.

CITY OF LAS VEGAS
Fire Training Officer (*continued*)

Essential Functions:

7. Coordinate or provide certification and re-certification training; evaluate results; ensure that certifications are issued.
8. May supervise and coordinate the activities of subordinate training personnel; select, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
9. Monitor and coordinate fire drills; conduct fire demonstrations; respond to questions.
10. Determine material and equipment needed for training classes; ensure availability of classrooms and supplies.
11. Maintain records on all training courses; provide information to Human Resources and other Departments as appropriate.
12. May assist other work units in the development and implementation of new programs or revisions to existing programs.

Marginal Functions:

1. Provide tours of the training facilities; respond to inquiries; may assist in the establishment or operations of community relations programs in the department; may assist the director or deputy fire chief in maintaining liaison with community organizations, professional groups and the general public.
2. Evaluate building, grounds and equipment needs; coordinate and participate in maintenance activities.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and techniques of fire services training, including fire suppression, fire prevention, fire investigation, human relations and supervision.

Principles, practices and procedures of modern fire suppression and fire prevention including emergency medical procedures.

Rules, regulations and operational procedures of the City of Las Vegas Fire Department including modern fire training activities.

Firefighter performance standards and certification requirements.

Principles and techniques of program development, research and evaluation.

Principles and practices of supervision.

Modern office procedures, methods and computer equipment.

English language usage and proper grammar.

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

CITY OF LAS VEGAS
Fire Training Officer (*continued*)

Ability to:

Research and compile resource material pertaining to modern fire training methodologies.

Develop and administer a fire training curriculum.

Interpret, explain and enforce department policies and procedures.

Prepare and present fire training and education presentations.

Perform fire combat activities.

Learn to operate personal computer software.

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*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

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

Experience, Training and Certification Requirements

Equivalent to graduation from high school. College course work in fire science, fire administration or a related field is desirable.

Previous teaching experience is desirable.

When assigned to the driver operator program only, must have served in the Fire Engineer classification with the City of Las Vegas.

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

Possession, and maintenance, of appropriate certifications required to function as an instructor in any capacity related to the essential functions listed above.

Possession of Fire Service Instructor I certification from the Nevada Fire Marshal's Office within 18 months of the date of appointment.

Must meet all NFPA standards for Firefighter I and II within 18 months of the date of appointment.

Must annually meet the NFPA 1582 Medical Requirements for Firefighters.

CITY OF LAS VEGAS
Fire Training Officer (*continued*)

In addition to the above requirements, the candidate must meet all requirements of one of the options below.

Option 1: Any combination of five years of paid, full time, fire suppression experience with a professional fire department, to include three years active duty with the City of Las Vegas Fire & Rescue Department in one or more of the following classifications: Firefighter, Fire Engineer, Firefighter/Paramedic, Fire Captain, any level of Fire Investigator, Fire Training Specialist (suppression training; inactive classification).

Option 2: Any combination of seven years of paid, full time fire suppression experience* with a professional fire department, with a minimum of two years employment with the City of Las Vegas Fire & Rescue Department.

Must attend and successfully complete the Las Vegas Fire and Rescue Recruit Academy within 18 months of the date of appointment, if not previously achieved.

* Fire suppression experience consists of any combination of the following: Firefighter, Firefighter/Paramedic, Fire Engineer, Fire Lieutenant, Fire Captain, fire investigations.

WORKING CONDITIONS

Environmental Conditions:

Work in a fire training environment; exposure to flames, extreme heat, smoke, fumes, water, chemicals, hazardous materials.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for walking, standing, crawling, climbing, stooping and lifting.

ARB
REV 8/20/04
FLSA & City: nonexempt
CSB 9/22/04

TECHNICAL WRITER

*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 write, edit, index, and revise a variety of technical materials and documentation including reports, brochures, user manuals, web-based text and illustrations for the City's information systems including the Intranet and Internet web sites, policies, procedures, guidelines, and work rules.

SUPERVISION RECEIVED

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

Receives functional and technical supervision from the Quality Assurance Administrator.

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

Essential Functions:

1. Originate, edit, and revise technical manuals, user manuals and other appropriate documentation, both online and written, with the guidance and assistance of project coordination staff.
2. Create and update reports for computer systems using report-writer tools as requested; search for and download information from the Internet for inclusion in reports when appropriate.
3. Draft, edit, and revise policies and procedures consistent with City standards; submit for review, approval and posting according to established procedures; review and recommend clarification and improvement in existing policies and procedures and, with approval, perform the required modifications.
4. Draft, edit and revise guidelines and work rules for IT functions in support of departmental and City policies and procedures.
5. Compose, edit, and revise web-based text and illustrations for City of Las Vegas Intranet and Internet web sites.
6. Draft, edit and revise brochures for a variety of uses, including department-focused and application systems-related versions.

CITY OF LAS VEGAS
Technical Writer (*continued*)

Essential Functions:

7. Support quality assurance efforts, assemble documentation for audits, and ensure that documentation complies with City policies and procedures.
8. Participate in the training of users in the use of new or modified computer applications and procedures.
9. Coordinate related activities such as posting or production of documents, scheduling meetings, preparing agendas, editing meeting minutes and maintaining files.
10. May assist staff to solve application systems problems; recommend modifications as appropriate.

Marginal Functions:

1. Participate in the research of new software and hardware.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Advanced principles of business English grammar, punctuation, spelling and sentence structure.

Principles and techniques of technical writing.

Editing, composition, and lay-out of educational and technical publications.

Principles of information technology including, but not limited to, computer programming, testing techniques, and documentation.

Microsoft Office products, including Word, Excel, PowerPoint and Access.

Database report writing tools, such as Crystal Reports or Oracle Reports.

Ability to:

Select appropriate format, style and language for the assignment.

Organize information logically and sequentially.

Communicate clearly and concisely, both orally and in writing.

Communicate effectively with both users and technological staff.

Learn the unique requirements and limitations of computer applications and hardware such that the operational characteristics can be organized, detailed, summarized and described for both lay and technical staff.

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

CITY OF LAS VEGAS
Technical Writer (*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 and keyboarding for extended periods of time; and*
- *Operating assigned equipment.*

Experience and Training Requirements

Equivalent to a bachelor's degree from an accredited college or university with major course work in computer science, information systems, or a closely related field, plus one year work experience writing and editing technical documents.

OR

Equivalent to a bachelor's degree from an accredited college or university with major course work in technical or business writing, plus one year formal, paid information technology work experience.

WORKING CONDITIONS

Environmental Conditions:

Operating office environment; exposure to computer screens.

Physical Conditions:

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

ARB
New 8/25/04
FLSA & City: nonexempt
CSB 9/22/04

TERMINAL AGENCY 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 specialized technical duties to input, delete and verify information in the National Crime Information Center (NCIC), Department of Motor Vehicles (DMV), Nevada Law Enforcement Telecommunications (NLETS), California Law Enforcement Telecommunications (CLETS), Nevada Criminal Justice Information Systems (NCJIS) and Las Vegas Metropolitan Police Department Shared Computer Operation for Protection in Enforcement (SCOPE) systems; to train Municipal Court employees in the proper use of the various systems; and to perform other technical duties in the area assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Sr. Management Analyst 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. Assign Operator Identification Numbers and confidential passwords on National Crime Information Center (NCIC), Department of Motor Vehicles (DMV), Nevada Law Enforcement Telecommunications (NLETS), California Law Enforcement Telecommunications (CLETS), Nevada Criminal Justice Information Systems (NCJIS) and Las Vegas Metropolitan Police Department Shared Computer Operation for Protection in Enforcement (SCOPE) systems; monitor system access and enforce applicable procedures; conduct investigations concerning system abuse or misuse.
2. Conduct pre-employment and post-employment background processing of city employees who may have access to Municipal Court facilities and networking infrastructure; train and assist Municipal Court terminal operators on all database systems; ensure all users are certified and maintain certification and that State Control Terminal Agency is informed and updated.
3. Enter, update, delete and verify samples information entered into criminal justice databases; maintain accurate database authorization lists, use reports, files and policy manuals; disseminate pertinent information to the State of Nevada and terminal users as required.
4. Assist in research, writing, implementing and monitoring Criminal History Repository Information (CHRI) policies.

CITY OF LAS VEGAS
Terminal Agency Technician (*continued*)

Essential Functions:

5. Participate in department new employee orientation sessions to explain procedures concerning Municipal Court computer use and restrictions; train supervisors and staff on new programs as needed.
6. Coordinate with Information System Unit staff in conducting Court Management System programming and testing of new automation and bail changes; update bail table when fine, Court status or judicial order changes occur.
7. Review, analyze and convert or forfeit outstanding bail for proper revenue and budgetary accounting; create action and purpose codes; check Court calendars to ensure proper and accurate updates.
8. Perform annual computer equipment inventory audit; compile list of inventory and verify budgetary charges.
9. Assist with Court Management System computer issues; act as department liaison with the Information Technologies Department concerning computer and printer repair requests; monitor and maintain accurate repair request records.
10. Coordinate with Information Technologies Department on special projects and reports; compile Court statistics and information.
11. Participate in assigned committees and assist with development of changes as determined by committee action.
12. Assist with general clerical duties as needed.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Procedures and practices of criminal justice computer systems, including NCIC, NCJIS, NLETS, CLETS, SCOPE and DMV policies.
Criminal History Repository Information (CHRI) policies and procedures.
Principles and practices of record keeping.
Principles and practices of database entry and maintenance.
Modern office procedures, methods and computer equipment.
Basic bail bond procedures.
English usage, spelling, grammar and punctuation.

CITY OF LAS VEGAS
Terminal Agency Technician (*continued*)

Knowledge of:

Pertinent federal, state and local laws, codes and regulations related to the use of criminal justice computer systems, dissemination of information and security and privacy requirements.

Desktop computing, networking and system security fundamentals, including troubleshooting techniques.

Ability to:

Understand, interpret and explain the various criminal justice computer systems functions.

Research and resolve potential improper usage of criminal history information systems.

Maintain accurate files and records.

Maintain confidentiality of work performed.

Collect and compile information for a variety of department and state required reports.

Work independently without direct supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

Maintain 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:

Two years of experience in a court, legal office or criminal justice environment, one year of which must have been in the data management of a multi-platform, multi-vendor automated information processing system in a law enforcement agency or court system; experience in conducting background investigations is required.

Training:

Equivalent to an Associate degree from an accredited college or university in criminal justice, public administration or closely related field.

CITY OF LAS VEGAS
Terminal Agency Technician (*continued*)

License and Certificate:

Possession of a Terminal Agency Coordinator certification issued by the State of Nevada Public Safety Division within six months of the date of appointment.

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
NEW 9/2/04
FLSA & City: nonexempt
CSB 9/22/04

FIRE TRAINING OFFICER

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

DEFINITION

To perform a variety of tasks in training newly hired and incumbent fire department personnel; to provide technical assistance in examination procedures; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.

May exercise direct supervision over subordinate training personnel.

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 training programs in various areas of fire services, including fire suppression, fire investigation, fire prevention, general administration, human relations and supervisory skills.
2. Actively participate in and directly supervise live interior and exterior fire training exercises.
3. Supervise and participate in conducting needs assessments for fire service training; analyze records and statistics and conduct interviews to identify potential improvements to service; compare local data with national statistics and trends; develop training programs to address problem areas or institute improved methods of service.
4. Provide and develop lesson plans for training courses; perform demonstrations and provide handouts and other training material.
5. Prepare various types of documents using a personal computer, such as reports, lesson plans, manuals and correspondence.
6. Research and collect information pertaining to fire services; gather information from publications, seminars and other sources; stay abreast of innovations in fire prevention and fire suppression.

CITY OF LAS VEGAS
Fire Training Officer (*continued*)

7. Coordinate or provide certification and re-certification training; evaluate results; ensure that certifications are issued.

Essential Functions:

8. May supervise and coordinate the activities of subordinate training personnel; select, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
9. Monitor and coordinate fire drills; conduct fire demonstrations; respond to questions.
10. Determine material and equipment needed for training classes; ensure availability of classrooms and supplies.
11. Maintain records on all training courses; provide information to Human Resources and other Departments as appropriate.
12. May assist other work units in the development and implementation of new programs or revisions to existing programs.

Marginal Functions:

1. Provide tours of the training facilities; respond to inquiries; may assist in the establishment or operations of community relations programs in the department; may assist the director or deputy fire chief in maintaining liaison with community organizations, professional groups and the general public.
2. Evaluate building, grounds and equipment needs; coordinate and participate in maintenance activities.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and techniques of fire services training, including fire suppression, fire prevention, fire investigation, human relations and supervision.

Principles, practices and procedures of modern fire suppression and fire prevention including emergency medical procedures.

Rules, regulations and operational procedures of the City of Las Vegas Fire Department including modern fire training activities.

Firefighter performance standards and certification requirements.

Principles and techniques of program development, research and evaluation.

Principles and practices of supervision.

Modern office procedures, methods and computer equipment.

English language usage and proper grammar.

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

CITY OF LAS VEGAS
Fire Training Officer (*continued*)

Ability to:

- Research and compile resource material pertaining to modern fire training methodologies.
- Develop and administer a fire training curriculum.
- Interpret, explain and enforce department policies and procedures.
- Prepare and present fire training and education presentations.
- Perform fire combat activities.
- Learn to operate personal computer software.
- 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*
 - *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 and Certification Requirements

Equivalent to graduation from high school. College course work in fire science, fire administration or a related field is desirable.

Previous teaching experience is desirable.

When assigned to the driver operator program only, must have served in the Fire Engineer classification with the City of Las Vegas.

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

Possession, and maintenance, of appropriate certifications required to function as an instructor in any capacity related to the essential functions listed above.

Possession of Fire Service Instructor I certification from the Nevada Fire Marshal's Office within 18 months of the date of appointment.

Must meet all NFPA standards for Firefighter I and II within 18 months of the date of appointment.

Must annually meet the NFPA 1582 Medical Requirements for Firefighters.

In addition to the above requirements, the candidate must meet all requirements of one of the options below.

Experience: Option 1:

CITY OF LAS VEGAS

Fire Training Officer (*continued*)

Any combination of five years of paid, full time, fire suppression experience with a professional fire department, to include three years active duty with the City of Las Vegas Fire & Rescue Department in one or more of the following classifications: Firefighter, Fire Engineer, Firefighter/Paramedic, Fire Captain, Assistant Fire Investigator, ~~Fire Investigator I, any level of Fire Investigator, Fire Investigator II,~~ Fire Training Specialist (suppression training; inactive classification).

~~Previous teaching experience is desirable.~~

~~When assigned to the driver operator program only, must have served in the Fire Engineer classification with the City of Las Vegas.~~

Training:

~~Equivalent to graduation from high school. College course work in fire science, fire administration or a related field is desirable.~~

Licenses or Certificates

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

~~Possession and maintenance of appropriate certifications required to function as an instructor in any capacity related to the essential functions listed above.~~

~~Possession of Fire Service Instructor I certification within 18 months of the date of promotion.~~

~~Must annually meet the NFPA 1582 Medical Requirements for Firefighters.~~

IMPORTANT NOTE: ~~To test for Fire Training Officer, the candidate must:~~

~~Meet the minimum qualifications listed above; and~~

~~Have met all NFPA standards for Firefighter I and II.~~

Option 2: Any combination of seven years of paid, full time fire suppression experience* with a professional fire department, with a minimum of two years employment with the City of Las Vegas Fire & Rescue Department.

Must attend and successfully complete the Las Vegas Fire and Rescue Recruit Academy within 18 months of the date of appointment, if not previously achieved.

* Fire suppression experience consists of any combination of the following: Firefighter, Firefighter/Paramedic, Fire Engineer, Fire Lieutenant, Fire Captain, fire investigations.

WORKING CONDITIONS

CITY OF LAS VEGAS
Fire Training Officer (*continued*)

Environmental Conditions:

Work in a fire training environment; exposure to flames, extreme heat, smoke, fumes, water, chemicals, hazardous materials.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for walking, standing, crawling, climbing, stooping and lifting.

ARB
REV ~~6/22/018/20/04~~
FLSA & City: nonexempt

CSB ~~7/11/01~~

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date September 22, 2004

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

SUBJECT: B. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED:

1. Fire Training Officer

Fire Training Officer was revised to allow more department staff to qualify.

NEW:

2. Technical Writer
3. Terminal Agency Technician

Technical Writer was developed at the request of the Information Technologies Department.

Terminal Agency Technician was developed to better reflect the duties performed.

RECOMMENDATION

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

**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