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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: October 13, 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 September 8, 2004
- IV. APPROVAL OF MINUTES: Teleconference Meeting of September 22, 2004
- V. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED:
 - 1. Animal Control Officer I – Promotional
 - 2. Animal Control Officer I – Open
 - 3. Asst. Supervisor Construction Services/Inspection – Promotional
 - 4. Asst. Supervisor Construction Services/Inspection – Open
 - 5. Business Specialist II – Promotional
 - 6. Business Specialist II – Open
 - 7. Field Electrician II – Promotional
 - 8. Field Electrician II – Open
 - 9. Mechanic I – Promotional
 - 10. Mechanic I – Open
 - 11. Public Safety Technician – Promotional
 - 12. Public Safety Technician – Open
 - 13. Senior Animal Control Officer – Promotional
 - ~~14. Senior License Officer – Promotional~~ *Removed.*
 - 15. Traffic Signal Electrician II – Promotional
 - 16. Traffic Signal Electrician II – Open

B. EXTENSION OF ELIGIBLE LISTS:

- 1. License Officer I (X) – Promotional
- 2. License Officer I (X) – Open
- 3. License Officer II (X) – Promotional
- 4. License Officer II (X) – Open
- 5. Pre-Trial Services Officer – Promotional
- 6. Pre-Trial Services Officer – Open
- 7. Recreation Leader I (Aquatics) – Promotional
- 8. Recreation Leader I (Aquatics) – Open
- 9. Senior Engineering Technician (Traffic Engr.) – Promotional
- 10. Senior Engineering Technician (Traffic Engr.) – Open
- 11. Senior Personnel Technician – Promotional
- 12. Senior Traffic Signal Electrician – Promotional
- 13. Skilled Trades Helper – Promotional
- 14. Skilled Trades Helper – Open
- 15. Supervisor of Fire Investigations – Promotional

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C. CLASSIFICATION SPECIFICATIONS:

1. Chief Communications Specialist – Revised
2. Code Enforcement Officer I/II – Revised
3. EMS Educator – Revised
4. Fire Investigator I/II – Revised
5. Legal Technician I/II – Revised
6. Control Center and Communications Supervisor – New
7. Senior Fire Investigator – New

D. NOTICE OF APPEAL AND REQUEST FOR RECEIVABILITY:

1. Linda H. Brady
2. Robert Everett

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: Oct. 13, 2024 Reg. Mtg

PLEASE PRINT

NAME

ORGANIZATION

K. J. GENTILE

CLV HR

BENET VEGA

CLV DIE

Clement WORTHINGTON

HR

RUTH CARROLL

HR

Nelen GONZALES

HR

Lon Grasmick

LVCEA

Robert Everett

City Employee

THE Oct. 13, 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**

October 13, 2004

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER: September 8, 2004, at 4:30 p.m. in the Human Resources Department.

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

STAFF PRESENT

Kathy Gentile
Ann Rubertino-Beck
Ruth Carroll
Gia Rodriguez

OTHERS PRESENT

Lon Grasmick
Benet Vega

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

III. APPROVAL OF MINUTES of Regular Meeting of August 11, 2004: A motion was made by Trustee Johan Aliseo that the minutes of the Regular Meeting of August 11, 2004 be approved. Trustee Barbara Loupe seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting of August 25, 2004: A motion was made by Trustee Johan Aliseo that the minutes of the Teleconference Meeting of August 25, 2004 be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

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

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

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
September 8, 2004
PAGE 2

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

A motion was made by Trustee Johan Aliseo that items 1 through 14 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Priscilla Rocha. Motion carried.

C. CLASSIFICATION SPECIFICATIONS:

1. Paralegal – Revised
2. Code Enforcement Inspector – New
3. Traffic Electrician I – New

A motion was made by Trustee Ed Miramontes that items 1 through 3 of the Classification Specifications be approved. The motion was seconded by Trustee Barbara Loupe. Motion carried.

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST:

1. Fire Captain – Promotional

A motion was made by Trustee Priscilla Rocha that item 1 of the Abolishing Eligible List be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

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

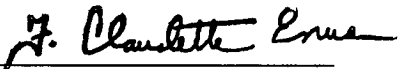
Secretary Claudette Enus brought forth two items for Board discussion. Both items were appeals and request for hearings. Counsel for the Civil Service Board, Morgan Davis stated that there would be no action for the Board at this time, but that the items will be placed on the agenda for the next regularly scheduled meeting on October 13, 2004.

VII. CITIZEN PARTICIPATION:

None

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
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ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:45 p.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
October 13, 2004

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER: September 22, 2004 at 11:30 a.m. via Teleconference

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

STAFF PRESENT

Ann Rubertino-Beck
Kathy Gentile
Judy Tuttle

OTHERS PRESENT

II. MEETING WAS PROPERLY NOTICED AND IN 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

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

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
October 13, 2004

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER: September 22, 2004 at 11:30 a.m. via Teleconference

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

STAFF PRESENT
Ann Rubertino-Beck
Kathy Gentile
Judy Tuttle

OTHERS PRESENT

II. MEETING WAS PROPERLY NOTICED AND IN 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

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

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
DATE: September 22, 2004
PAGE 2

B. CLASSIFICATION SPECIFICATIONS:

- 1) Fire Training Officer – Revised
- 2) Technical Writer – New
- 3) Terminal Agency Technician – New

Trustee Barbara Loupe made a motion to approve items 1 through 3 on the Classification Specification List. Trustee Priscilla Rocha seconded the motion. Motion carried.

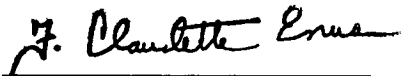
IV. DISCUSSION ITEMS

None.

V. CITIZEN PARTICIPATION:

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:33 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: October 13, 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: 16

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Animal Control Officer I - Promotional	3	2	2
2. Animal Control Officer I – Open	88	43	26
3. Asst. Supervisor Construction Services/Inspection – Promotional	12	7	7
4. Asst. Supervisor Construction Services/Inspection – Open	33	4	4
5. Business Specialist II – Promotional	19	8	8
6. Business Specialist II – Open	23	12	11
7. Field Electrician II – Promotional	3	3	3
8. Field Electrician II – Open	17	8	5
9. Mechanic I – Promotional	5	4	3
10. Mechanic I – Open	24	18	12
11. Public Safety Technician – Promotional	5	2	2
12. Public Safety Technician – Open	55	17	17
13. Senior Animal Control Officer – Promotional	1	1	1
14. Senior License Officer – Promotional	13	12	5
15. Traffic Signal Electrician II – Promotional	1	1	1
16. Traffic Signal Electrician II – Open	14	7	4

CITY OF LAS VEGAS

ELIGIBLE LIST

Animal Control Officer I
Examination

September 7, 2004
Date of Test

04346807P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Animal Control Officer I
Examination

September 7, 2004
Date of Test

043468070
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	61	GROUP 1	1
REJECTED	27	GROUP 2	4
<i>TOTAL RECEIVED</i>	88	GROUP 3	21
		<i>TOTAL ON LIST</i>	26

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	26			
FAILED	17			
<i>TOTAL TESTED</i>	43			
<i>DID NOT APPEAR</i>	18			

CITY OF LAS VEGAS

ELIGIBLE LIST

Assistant Supervisor Construction Services/Inspection
Examination

September 30, 2004
Date of Test

04221208P
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	7	GROUP 1	0
REJECTED	5	GROUP 2	7
TOTAL RECEIVED	12	GROUP 3	0
		TOTAL ON LIST	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

Assistant Supervisor Construction Services/Inspection
Examination

September 30, 2004
Date of Test

042212080
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	4
REJECTED	29
TOTAL RECEIVED	33

ELIGIBLE LIST

GROUP 1	0
GROUP 2	4
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

ELIGIBLE LIST

Business Specialist II
Examination

September 15 & 16, 2004
Date

047956408P
Exam Code

Promotional
Type of Exam

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	9	GROUP 1	0
REJECTED	10	GROUP 2	5
<i>TOTAL RECEIVED</i>	19	GROUP 3	3
		<i>TOTAL ON LIST</i>	8

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED		8		
FAILED		0		
TOTAL TESTED		8		
DID NOT APPEAR		1		

CITY OF LAS VEGAS

ELIGIBLE LIST

Business Specialist II
Examination

September 15 & 16, 2004
Date

0479564080
Exam Code

Open
Type of Exam

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	14	GROUP 1	0
REJECTED	9	GROUP 2	5
<i>TOTAL RECEIVED</i>	23	GROUP 3	6
		<i>TOTAL ON LIST</i>	11

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		11		
FAILED		1		
<i>TOTAL TESTED</i>		12		
<i>DID NOT APPEAR</i>		2		

CITY OF LAS VEGAS

ELIGIBLE LIST

Field Electrician II
Examination

September 13, 2004
Date of Test

04283806P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Field Electrician II
Examination

September 13, 2004
Date of Test

042838060
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	10	GROUP 1	3
REJECTED	7	GROUP 2	1
<i>TOTAL RECEIVED</i>	17	GROUP 3	1
		<i>TOTAL ON LIST</i>	5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	6			
FAILED	2			
<i>TOTAL TESTED</i>	8			
<i>DID NOT APPEAR</i>	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Mechanic I
Examination

September 22, 2004
Date of Test

04327108P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Mechanic I
Examination

September 22, 2004
Date of Test

043271080
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	21	GROUP 1	0
REJECTED	3	GROUP 2	3
TOTAL RECEIVED	24	GROUP 3	9
		TOTAL ON LIST	12

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	12			
FAILED	6			
TOTAL TESTED	18			
DID NOT APPEAR	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

Public Safety Technician
Examination

September 24, 2004
Date of Test

04334408P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Public Safety Technician
Examination

September 24, 2004
Date of Test

043344080
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	25	GROUP 1	11
REJECTED	30	GROUP 2	4
<i>TOTAL RECEIVED</i>	55	GROUP 3	2
		<i>TOTAL ON LIST</i>	17

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	17			
FAILED	0			
<i>TOTAL TESTED</i>	17			
<i>DID NOT APPEAR</i>	8			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Animal Control Officer
Examination

September 22, 2004
Date of Test

04282407P
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	1	GROUP 1	1
REJECTED	0	GROUP 2	0
TOTAL RECEIVED	1	GROUP 3	0
		TOTAL ON LIST	1

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior License Officer
Examination

August 19, 2004
Date of Test

04244207P
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	13	GROUP 1	1
REJECTED	0	GROUP 2	2
<i>TOTAL RECEIVED</i>	13	GROUP 3	2
<i>TOTAL ON LIST</i>			5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	5			
FAILED	7			
<i>TOTAL TESTED</i>	12			
<i>DID NOT APPEAR</i>	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Traffic Signal Electrician II
Examination

September 27, 2004
Date of Test

04282707P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Traffic Signal Electrician II
Examination

September 27, 2004
Date of Test

042827070
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	11	GROUP 1	0
REJECTED	3	GROUP 2	1
TOTAL RECEIVED	14	GROUP 3	3
		TOTAL ON LIST	4

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	4			
FAILED	3			
TOTAL TESTED	7			
DID NOT APPEAR	4			

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date October 13, 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: 15

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. License Officer I (X) – Promotional	34	10/14/04	4/14/05	1
2. License Officer I (X) – Open	58	10/14/04	4/14/05	1
3. License Officer II (X) – Promotional	15	10/14/04	4/14/05	1
4. License Officer II (X) – Open	6	10/14/04	4/14/05	1
5. Pre-Trial Services Officer – Promotional	6	10/22/04	4/22/05	2
6. Pre-Trial Services Officer - Open	39	10/22/04	4/22/05	2
7. Recreation Leader I (Aquatics) – Promotional	1	10/14/04	4/14/05	1
8. Recreation Leader I (Aquatics) – Open	18	10/14/04	4/14/05	1
9. Senior Engineering Technician (Traffic Engr.) – Promotional	1	10/22/04	4/22/05	2
10. Senior Engineering Technician (Traffic Engr.) – Open	5	10/22/04	4/22/05	2
11. Senior Personnel Technician – Promotional	5	10/14/04	4/14/05	1
12. Senior Traffic Signal Electrician – Promotional	1	10/08/04	4/08/05	2
13. Skilled Trades Helper – Promotional	11	10/23/04	4/23/05	3
14. Skilled Trades Helper – Open	22	10/23/04	4/23/05	3
15. Supervisor of Fire Investigations - Promotional	1	10/22/04	4/22/05	2

CHIEF COMMUNICATIONS SPECIALIST

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 plan, assign, prioritize, supervise, and participate in the day-to-day activities of the Fire Communications Center; to supervise and coordinate mapping activities; and to perform a wide variety of administrative and analytical support duties.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Fire Communications Supervisor and higher management staff.

Exercises direct supervision over Communications Specialists, training, GIS and map 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. Plan, assign, prioritize, coordinate, supervise, and participate in the day-to-day activities of the Fire Communications Center, which receives all 9-1-1 fire and emergency medical calls for the cities of Las Vegas and North Las Vegas and Clark County.
2. Participate in the selection of staff; motivate and evaluate staff; provide or coordinate staff training; plan, direct, schedule, coordinate and review the work plan for staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
3. Oversee the drafting of Communications Center standard operating procedures and ensure they are updated and accurate.
4. Receive and investigate internal and external complaints regarding Communications Center activities; inform management and affected parties of findings, recommendations and corrective actions taken; prepare reports as requested.
5. Review and approve requests for call recordings, ensuring that established policy is followed regarding the release and maintaining complete records.

CITY OF LAS VEGAS

Chief Communications Specialist (*continued*)

Essential Functions:

6. Research, collect, compile and analyze data on a variety of specialized topics related to assigned activities; prepare reports or presentations interpreting data and making and justifying recommendations.
7. Participate in the preparation of technical documents such as grants, proposals, policies and procedures.
8. Participate in the Communications Center during catastrophic natural or man-made emergencies; participate in emergency response planning for the cities of Las Vegas and North Las Vegas and Clark County.
9. Participate with training staff to develop and implement programs to ensure compliance with standards and proficiency with new and upgraded technology.
10. Supervise the approval of all new street names for the cities of Las Vegas and North Las Vegas and Clark County; supervise the review of new street names for the city of Henderson to check for duplication; participate in resolving problems regarding existing street names.
11. Supervise the distribution, purchase and billing of fire department district maps used by internal and external emergency responders; ensure that maps are routinely updated to include current information, including annexation, street name changes, subdivisions, new construction and fire hydrant locations.
12. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
13. Assist with the development, coordination and monitoring of the division budget.
14. Ensure that detailed records of activities are maintained according to established procedure.
15. Attend and participate in professional group meetings and committees.
16. Stay abreast of new trends and innovations in emergency call taking and dispatch.

Marginal Functions:

1. Perform dispatching duties if staffing levels require, or to stay current on day-to-day activities.
2. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Chief Communications Specialist (*continued*)

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of an emergency dispatch center.
The location of all fire stations and fire apparatus and equipment.
Computer-aided dispatch systems.
Equipment within the Communications Center.
Mapping and geographic information systems (GIS).
Pertinent fire department policies and procedures.
Communications Center policies and procedures.
Methods and techniques of supervision, training and performance evaluation.
Basic principles of budgeting and accounting.
Common software applications, including word processing and spreadsheets.

Ability to:

Interpret, apply, explain and enforce applicable city ordinances, and city and department policies and procedures.
Operate all equipment in the Communications Dispatch Center.
Use initiative and independent judgment within established guidelines.
Recognize problems, analyze facts, suggest alternate solutions and exercise sound judgment.
Function effectively in a fast-paced, public safety environment.
Simultaneously manage multiple tasks.
Communicate with individuals from a variety of social, cultural, economic and educational backgrounds.
Communicate clearly, effectively 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.*

CITY OF LAS VEGAS
Chief Communications Specialist (*continued*)

Experience and Training Requirements

Experience:

Two years experience with the City of Las Vegas as a Senior Communications Specialist or six years experience with the City of Las Vegas as a Communications Specialist.

Training:

Equivalent to graduation from high school. College-level course work in business and personnel management helpful.

License and Certificate

Possession, and maintenance, of Emergency Medical Dispatch certification issued by the National Association of Emergency Medical Dispatchers on the date of application.

Possession, and maintenance, of CPR certification issued by the American Heart Association on the date of application.

Possession, and maintenance, of Emergency Medical Dispatch – Quality Assurance certification issued by the National Association of Emergency Medical Dispatchers within one year of the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Emergency dispatch center environment; exposure to computer screens.

Physical Conditions:

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

ARB
REV 9/7/04
FLSA: exempt; City: nonexempt
CSB 10/13/04

CODE ENFORCEMENT OFFICER I
CODE ENFORCEMENT OFFICER II

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

DEFINITION

To perform field inspections of properties to ensure compliance with applicable zoning and nuisance codes and ordinances; to resolve complaints; and to perform various related technical duties.

DISTINGUISHING CHARACTERISTICS

Code Enforcement Officer I—This is the entry-level class in the Code Enforcement Officer series. This class is distinguished from the Code Enforcement Officer II by the performance of the more routine tasks and duties assigned to positions within the series including conducting routine field investigations and inspections. This class may contain positions wherein employees perform routine tasks in a permanent basis, and therefore remain at an entry level.

Code Enforcement Officer II—This is the full journey level class within the Code Enforcement Officer series. Employees within this class are distinguished from the Code Enforcement Officer I by the performance of the full range of duties as assigned, including conducting comprehensive investigations and inspections, issuing citations and advising property owners. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED

Code Enforcement Officer I

Receives immediate supervision from Code Enforcement Supervisor and higher management staff.

Receives technical and functional supervision from the Senior Code Enforcement Officer.

Code Enforcement Officer II

Receives general supervision from Code Enforcement Supervisor and higher management staff.

Receives technical and functional supervision from the Senior Code Enforcement Officer.

CITY OF LAS VEGAS

Code Enforcement Officer I/II (*continued*)

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

Essential Functions:

1. Inspect single family and multi-family homes, rental units, apartment buildings, businesses and vacant lots to ensure compliance with current applicable zoning, International Code Council (ICC) Housing and Property Maintenance Codes, nuisance codes, ordinances and regulations; conduct follow-up inspections as necessary; issue notices of violation and assess fees as necessary.
2. Respond to alleged violations; interview complainant and witnesses; take photographs of violations and document activities; communicate in verbal and written form all applicable code information and notification and appeal processes to all parties, tenants, owners, contractors and other agency representatives.
3. Conduct research to determine the approved conditional uses of property; research ownership, compliance requirements, fees, legal process and other state, federal and local requirements necessary to enforce City codes.
4. Inspect property for abandoned or inoperative vehicles; issue citations or infractions to offenders, appear in court, give legal depositions, provide witness information, prepare administrative search warrants, prepare summons and complaint affidavits as required by City Attorney; issue notices for vehicle abatement if necessary; oversee abatement and removal of vehicles.
5. Serve as a resource to other city departments regarding zoning, nuisance, housing and property maintenance code requirements.
6. Maintain detailed, accurate and complete records, case files and reports of inspections and surveillance activities.
7. Operate computer to process and acquire data relative to inspection sites and effective code enforcement, including land use, zoning, court data, licensing, corporation status, county assessor and other databases and agency websites.
8. Respond to and resolve citizen inquires and complaints.

Marginal Functions:

1. Assist in preparing case reports for court or administrative proceedings; testify in court and at administrative proceedings as necessary.
2. Perform related duties and responsibilities as required.
3. Participate in special community events, including educating citizen groups, attending neighborhood and town hall meetings and television programs.

CITY OF LAS VEGAS
Code Enforcement Officer I/II (continued)

QUALIFICATIONS

Code Enforcement Officer I

Knowledge of:

Basic applicable city, state and federal codes, ordinances and regulations related to building, zoning, nuisance requirements and International Code Council (ICC) Housing and Property Maintenance Codes.

Basic operational characteristics, services and activities of a code enforcement program.

General construction methods used in building and related structures.

Basic computer use.

Ability to:

Learn to interpret and enforce applicable city, state and federal codes, ordinances and regulations related to zoning, International Code Council (ICC) Housing and Property Maintenance Codes and nuisance violations.

Learn Hansen or other computer applications and to operate computer equipment relative to area of assignment.

Learn to enforce proper zoning, nuisance, health and safety requirements.

Work with diverse cultural and socioeconomic groups using tact, discretion, initiative and independent judgment within established guidelines.

Learn to establish and meet critical deadlines, compile and collect data, establish priorities, organize workload, and conduct necessary follow-up activities with minimal supervision.

Learn to operate modern office equipment, including computers.

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.*

CITY OF LAS VEGAS
Code Enforcement Officer I/II (*continued*)

Experience and Training Requirements

Experience:

Two years of work experience which require the frequent interpretation, explanation or enforcement of varied codes and regulations including one year of experience with frequent heavy public contact in stressful or confrontational situations.

Training:

Equivalent to graduation from high school supplemented with college level coursework in building, planning, criminal justice or related field.

License or Certificate

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

Possession of ICC/ AACE Zoning Enforcement Officer Certification on the date of application.

Code Enforcement Officer II

In addition to the qualifications for Code Enforcement I:

Knowledge of:

Principles and techniques of inspection.

Operational characteristics, services and activities of a code enforcement program.

Methods and techniques of conflict resolution.

Advanced construction methods used in building and related structures.

Ability to:

Interpret and enforce applicable city, state and federal codes, ordinances and regulations related to zoning, nuisance, housing code and property maintenance issues.

Enforce proper zoning, nuisance, health and safety requirements.

Establish and meet critical deadlines, compile and collect data, establish priorities, organize workload, and conduct necessary follow-up activities with minimal supervision.

Experience and Training Requirements

Experience:

Three years of experience inspecting residential or commercial properties for housing, zoning, building, property maintenance or related code enforcement issues including two years of experience with frequent, heavy public contact in stressful or confrontational situations.

CITY OF LAS VEGAS
Code Enforcement Officer I/II (*continued*)

Experience and Training Requirements

Training:

Equivalent to two years of college-level course work in construction technology, pre-engineering, business administration, criminal justice or a related field.

License or Certificate

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

Possession of ICC/AACE Zoning Enforcement Officer Certification on the date of application.

Possession of ICC/AACE Property Maintenance Certification at the time of flex promotion.

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 or on public or private property, 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.

Personal Protective Equipment (PPE): Safety shoes, hardhat, hearing protection, safety glasses.

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.

CITY OF LAS VEGAS

Code Enforcement Officer I/II (*continued*)

Physical Conditions:

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

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.

KAG

REV 9/24/04

Nonexempt

CSB 10/13/04

EMS EDUCATOR

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

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the EMS Education Administrator and higher management staff.

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

Essential Functions:

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

CITY OF LAS VEGAS
EMS Educator (*continued*)

Marginal Functions:

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

QUALIFICATIONS

Knowledge of:

Principles and techniques of advanced modern paramedic and EMS training.

Principles and techniques of record keeping.

Paramedic performance standards and certification requirements.

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

Modern office procedures, methods and computer equipment.

English language usage and proper grammar, spelling and punctuation.

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

Ability to:

Teach advanced paramedic and EMS training curricula.

Interpret, explain and enforce department policies and procedures.

Learn to operate personal computer software.

Communicate clearly and concisely, both orally and in writing.

Communicate effectively with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity, which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

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

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

CITY OF LAS VEGAS
EMS Educator (*continued*)

Experience and Training Requirements

Experience:

Three years of recent experience conducting EMS education classes;
INCLUDING

Three years recent, paid experience in either of the following:

- Paramedic field work
- Trauma, emergency or critical care nursing.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of an EMS Instructor certification on the date of application, and possession of a Clark County Health District EMS Instructor certification within six months of the date of appointment.

Possession of a Paramedic or Registered Nurse license on the date of application, and possession of a Nevada Paramedic or Registered Nurse license within six months of the date of appointment.

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

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

WORKING CONDITIONS

Environmental Conditions:

Office, classroom and medical environments; exposure to bodily fluids.

Physical Conditions:

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

KAG/ARB
REV 10/1/04
FLSA & City: nonexempt
CSB 10/13/04

**FIRE INVESTIGATOR I
FIRE INVESTIGATOR II**

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

DEFINITION

To investigate the origin and cause of fires and explosions; to respond to and participate in incidents involving explosive devices; to enforce laws and ordinances pertaining to arson and related offenses; to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

Fire Investigator I: This is the entry level classification in the Fire Investigator series. This class is distinguished from the Fire Investigator II by the performance of the more routine tasks and duties assigned to positions within the series and by the lack of an FBI Bomb Technician certification. This class is used as a training class.

Fire Investigator II: This is the full journey level classification within the Fire Investigator series. This class is distinguished from the Fire Investigator I by the performance of the full range of duties as assigned, by the level of independence with which employees accomplish their responsibilities, by the possession of an FBI Bomb Technician certification and by the level of experience attained. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are filled by advancement from the Fire Investigator I level.

SUPERVISION RECEIVED AND EXERCISED

Fire Investigator I

Receives general supervision from higher level and supervisory and management staff.
Receives functional and technical supervision from the assigned Sr. Fire Investigator.

Fire Investigator II

Receives general supervision from supervisory and management staff.

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

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

Essential Functions:

1. Investigate the origin, cause and circumstances of fires and explosions occurring within the city of Las Vegas, determining whether fires or explosions were the result of carelessness or criminal intent; investigate for mechanical and incendiary devices.
2. Coordinate fire investigation activities with other city, county, state and federal departments and agencies.
3. Conduct the investigation of adults and juveniles suspected of involvement with arsons or attempts thereof; enforce state arson statutes by preparing affidavits to the District Attorney's Office or Juvenile Court Services; make felony arrests when and where deemed necessary.
4. Gather evidence at the fire scene for presentation in courts of law; interview firefighters, victims, witnesses and suspects as to the origin and cause of a fire or explosion; measure, sketch diagrams and take photographs at fire scenes; testify as an expert witness in court on the origin and cause of fires and explosions.
5. Throughout southern Nevada, respond to and participate in resolving incidents involving explosive devices; participate in the disposal of explosives; maintain and update training in handling explosive devices.
6. Consult with and report to the assigned Sr. Fire Investigator; write extensive reports and documentation.
7. Retrieve information from and input information into the National Crime Information Center (NCIC) and the Nevada Criminal Justice Information Systems (NCJIS).

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Fire Investigator I

Knowledge of:

Fire and explosion investigation guidelines to include basic methodology.
Basic fire science principles.
Fire patterns.
Principles of fire and explosion injuries and death.
Building systems.
Properties of electricity and fire.
Applicable safety precautions and practices.

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

Ability to:

Learn departmental policy, procedures, rules and regulations and the limitations of departmental authority.

Learn the principles, practices and methods employed in arson detection, fire investigations and bomb investigations.

Learn court procedures in trials dealing with arson cases.

Learn pertinent state and local laws regarding the apprehension, arrest and prosecution of arsonists and those pertaining to admissible evidence.

Obtain information through interviews, interrogations and observations.

Analyze situations quickly and objectively and determine the proper course of action.

Cope with situations firmly, courteously and objectively with respect for the rights of others.

Qualify with a department duty weapon as required.

Understand and carry out oral and written instructions.

Enforce laws in a professional manner.

Learn explosive device disposal skills.

Use and care for cameras and other investigative equipment.

Use and care for firearms.

Meet the selection criteria of the FBI Hazardous Device School for training and certification as a Bomb Technician.

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

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

Experience and Training Requirements

Experience:

Five years experience with the Las Vegas Fire & Rescue Department to include a minimum of:

Three years assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations;

OR

Five years experience in any, or a combination, of the following classifications with the City of Las Vegas:

Fire Prevention Inspector II;

Fire Prevention Inspection Supervisor; or

Deputy Fire Marshal.

Training:

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

License or Certificate

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

Possession of Firefighter II certification or Uniform Fire Code or equivalent certification on the date of application.

Possession of Nevada P.O.S.T. Category I or II certification within one year of the date of appointment.

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

Must qualify, attend and successfully complete the FBI Hazardous Device School Basic Course for training and certification as a Bomb Technician as soon as school scheduling permits.

Special Requirements

Must be a citizen of the United States on the date of application.

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

Fire Investigator II

In addition to the qualifications for Fire Investigator I:

Knowledge of:

Departmental policy, procedures, rules and regulations and the limitations of departmental authority.
Principles, practices and methods employed in arson detection, fire investigations and bomb investigations.
Characteristics of hazardous and explosive materials.
Techniques and methods for resolving incidents involving explosive devices.
Court procedures in trials dealing with arson cases.
Pertinent state and local laws regarding the apprehension, arrest and prosecution of arsonists and those pertaining to admissible evidence.
NCIC and NCJIS systems.
Operation and care of cameras and other investigation equipment.
The science of explosions.
The science of incendiary fires.
Sources of information for investigating fires and explosions.
Techniques and legal considerations of recording the details and gathering evidence of a fire or explosion scene.
Pertinent federal, state and local laws, codes and regulations.
Legal ramifications of fire investigation.
Principles and techniques of planning an investigation.
Techniques and methods of determining the cause of a fire or explosion.
Techniques and methods of determining the origin of a fire or explosion.
Bureau of Fire Investigation Bomb Squad standard operating procedures.

Ability to:

Maintain explosive device disposal skills.

Experience and Training Requirements

Experience:

One year experience as a Fire Investigator I with the City of Las Vegas.

Training:

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

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

License or Certificate

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

Possession of P.O.S.T. Category I or II certification on the date of application.

Possession of FBI Bomb Technician certification on the date of application.

Must attend and successfully complete the FBI Hazardous Device School Recertification Course for training and recertification as a Bomb Technician every three years, or as soon as school scheduling permits.

WORKING CONDITIONS

Environmental Conditions:

Work in office and field environments, including structurally unstable buildings; exposure to computer screens; exposure to dust, noise, smoke, fumes, water, chemicals, hazardous materials, explosive devices; may inspect in restricted spaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, crawling, climbing, stooping, lifting, reaching or sitting for prolonged periods of time while wearing a protective bomb suit weighing approximately 80 pounds.

ARB
REV 9/1/04
FLSA & City: nonexempt
CSB 10/13/04

LEGAL TECHNICIAN I
LEGAL TECHNICIAN II

Class specifications are not 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 provide a wide variety of routine to difficult legal office support to the Office of the City Attorney which is often confidential and may include reception duties, document processing, typing, word processing, computer entry, record keeping and filing.

DISTINGUISHING CHARACTERISTICS

Legal Technician I: This is the entry-level class within the Legal Technician series. Initially under close supervision, incumbents learn general, court, legal office and City procedures. As experience is gained, there is greater independence of action within established guidelines. This class may be used as a training class, wherein employees need only limited or no directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore, remain at an entry level.

Legal Technician II: This is the journey level class within the Legal Technician series, fully competent to independently perform a variety of responsible legal office support duties. Specific duties, including the amount of typing, word processing, use of computers and contact with the public, will vary with the organizational unit to which assigned. This class is distinguished from the Legal Technician I in that it performs difficult, technical, complex or specialized legal office support duties, which require an additional definable body of technical knowledge or skill. Employees in this class receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level; when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED

Legal Technician I

Receives immediate supervision from supervisory staff.

Legal Technician II

Receives general supervision from supervisory staff.

May train employees in proper procedures, methods and techniques.

CITY OF LAS VEGAS
Legal Technician I/II

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

Essential Functions:

1. Provide information in a professional and courteous manner to the general public regarding court procedures and schedules; assist in responding to the more difficult inquiries; intake and process all matters submitted for prosecution including citations, arrests, requests for prosecution, and others.
2. Create, amend or delete basic to complex entries in computer database.
3. Assemble and maintain a variety of files, legal documentation and records in a timely manner; verify and order agency documentation as required; research problems with documentation; perform data entry; understand, explain and direct such procedures.
4. Update court calendar; enter and update into Municipal Court mainframe computer database; locate cases; lend support for high volume workload areas; prepare and disseminate legally mandated information as required.
5. Collect money from the public for payment of fees; balance cash receipts at the end of shift.
6. Compile daily and weekly statistics for management.
7. Assist in training personnel in the proper job procedures, methods and techniques.
8. Participate in providing technical clerical services in support of assigned functions.
9. Participate in routine record keeping duties; perform various record keeping and clerical duties in support of assigned functions.
10. Format, prepare and proofread a variety of documents and forms including general and legal correspondence, reports and memoranda.
11. Operate a variety of office equipment including a switchboard, calculator, copier, facsimile machine, shredder, microfilm machine, computer terminal and personal computer; input and retrieve data and text; organize and maintain disk storage and filing.
12. May act as receptionist, answer telephone and assist the general public; provide information on policies and procedures as required.

CITY OF LAS VEGAS
Legal Technician I/II

Marginal Functions:

1. Research records for Deputy City Attorneys, submitting agencies or court as requested.
2. May be required to be a notary public.
3. Receive, sort and distribute incoming and outgoing correspondence or other related materials.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Legal Technician I

Knowledge of:

Basic services, methods and techniques of clerical office support.
Basic principles and procedures of record keeping.
English usage, spelling, grammar and punctuation.
Basic methods and procedures of data entry.
Basic principles and techniques of customer service.
Basic mathematical principles.
Basic modern office procedures, methods and computer equipment.
Common word processing software.

Ability to:

Provide service in a courteous and professional manner.
Maintain confidentiality of work performed.
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 and 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.*

CITY OF LAS VEGAS
Legal Technician I/II

Experience and Training Requirements

Experience:

One year of general clerical or office support experience; court or legal operations clerical or support experience is preferred.

Training:

Equivalent to graduation from high school.

License or Certificate:

Must type 45 net words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application.

Legal Technician II

In addition to the qualifications for Legal Technician I:

Knowledge of:

Principles and procedures of legal record keeping.

Mathematical principles.

Modern office procedures, methods and computer equipment.

Basic personal computer operations and common office software used in a legal office.

Services, methods and techniques of clerical legal office support.

Methods and procedures of data entry.

Principles and techniques of customer service.

Ability to:

Work independently without direct supervision.

Meet schedules and timelines.

Experience and Training Requirements

Experience:

One year of increasingly responsible court or legal operations clerical or support experience.

Training:

Equivalent to graduation from high school.

CITY OF LAS VEGAS
Legal Technician I/II

License or Certificate:

Must type 45 net words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application

May be required to be bi-lingual.

WORKING CONDITIONS

Environmental Conditions:

Office and courtroom environments; exposure to computer screen and potentially hostile individuals.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for standing, sitting, bending and moderate to light lifting for prolonged periods of time.

KAG
REV 9/1/04
FLSA & City: nonexempt
CSB 10/13/04

CONTROL CENTER AND COMMUNICATIONS SUPERVISOR

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 direct, supervise and coordinate staff and activities of the Detention and Enforcement Control Center and central communications function; analyze and oversee special projects associated with the technical aspects of communications software programs; perform a variety of technical tasks relative to the area of responsibility and provide highly responsible and complex administrative support to the assigned Deputy Detention and Enforcement Director and Director, Detention and Enforcement.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy Detention and Enforcement Directors and higher management staff.

Exercises direct supervision over supervisory and technical staff.

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

Essential Functions:

1. Supervise all staff, services and activities of the detention control center and departmental communications through subordinate supervisors, including: access to the detention facility; receipt of calls regarding detention services, animal control, parking enforcement and marshal services; contact with on-duty field employees; and a variety of inmate record-keeping and coordination.
2. Manage and participate in the development and implementation of goals, objectives, policies and procedures; establish unit operational priorities and identify resource needs.
3. Direct, coordinate and review the work plans for all shifts; assign work projects; and evaluate methods to improve operational efficiency.
4. Plan, direct, coordinate and review the unit business plan for workload distribution, training, policy and procedure effectiveness and professional standards compliance.
5. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and implement changes as required.

CITY OF LAS VEGAS

Control Center and Communications Supervisor (*continued*)

Essential Functions:

6. Participate in the selection and motivation of assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; participate with subordinate supervisors to prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
7. Identify, research, and recommend technology and other opportunities for improving public service methods and procedures and implement approved improvements.
8. Oversee and participate in the development and administration of departmental training programs; forecast funding needs for staffing, equipment, materials and supplies; prepare budget packages and approve expenditures.
9. Provide technical assistance and administrative support to the Deputy Detention and Enforcement Directors and Director, Detention and Enforcement.
10. Provide direction to staff by making major decisions in emergency situations.
11. Coordinate and conduct internal investigations of citizen, officer and staff complaints as assigned.
12. Serve as a liaison with other city departments, divisions, and outside agencies for training, instruction, assistance, strategic planning, special event coordinating, and emergency preparedness response and recovery.
13. Participate in conferences, workshops and professional training related to law enforcement; serve as the department's technical resource for all communications related aspects.
14. Assist in the development of new hire and in-service training programs and instruct courses as required.
15. Represent department on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
16. Conduct a variety of organizational and operational studies; recommend modifications to programs, policies and procedures as appropriate.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the communications, security and enforcement fields.

Marginal Functions:

1. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS

Control Center and Communications Supervisor (*continued*)

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of modern technical communications, physical security, and law enforcement operations.

Modern and complex principles of management, supervision, training and performance and equipment evaluation.

Principles and practices of law enforcement field operations, physical security and detention operations.

Principles of municipal budget preparation and assessment.

Pertinent local, state and federal laws, ordinances and operating procedures.

Modern office procedures, methods and computer equipment.

Technical and administrative aspects of communications, equipment, research, training and implementation.

Principles and techniques of direct-contact public relations.

Ability to:

Manage multiple projects and set priorities.

Use initiative and independent judgment within established guidelines.

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

Analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend best options and implement approved solution in support of goals.

Demonstrate keen powers of observation, judgment, sound decision making and memory.

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.*

CITY OF LAS VEGAS

Control Center and Communications Supervisor (*continued*)

Experience and Training Requirements

Experience:

Five years experience in public safety communications or dispatch, or a related field, to include three years in a lead or supervisory role in a public safety communications environment.

Training:

Equivalent to an associate degree from an accredited college or university with major course work in communications, business management or a related field.

License or Certificate:

Possession of a Communications Center Supervisor certification from the Association of Public Safety Communications Officials within six months of the date of appointment.

Must affirm proficiency every two years, determined by the designated Terminal Agency Coordinator, as required by the FBI National Crime Information Center.

WORKING CONDITIONS

Environmental Conditions:

Office environment, exposure to computer screens; minimal inmate contact.

Physical Conditions:

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

ARB

NEW 9/7/04

FLSA & City: nonexempt

CSB 10/13/04

SENIOR FIRE INVESTIGATOR

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 plan, schedule, assign, direct, coordinate and review the work of assigned Fire Investigations staff; to direct fire investigations and explosive device incidents as the team lead and technical expert "in charge"; and to perform administrative tasks related to assignment.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Fire Investigator series. Positions at this level are distinguished from other classes in this series by the level of responsibility assumed, the complexity of duties assigned, and the level of independence expected. Employees perform the most difficult and responsible types of duties assigned to classes in this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Supervisor of Fire Investigations and higher management staff.

Exercises functional and technical supervision over assigned Fire Investigators.

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

Essential Functions:

1. Direct fire investigations and explosive device incidents as the team lead and technical expert "in charge"; establish direction, accountability and responsibility at an incident; prescribe procedures and methods for conducting fire investigations and responding to explosive device incidents.
2. Plan, direct, coordinate, assign and schedule assignments; monitor progress and review results; oversee and direct the collection of evidence.
3. Participate in determining the cause and origin of fires, especially the most difficult, complex or sensitive incidents.
4. Ensure that established protocols are followed for coordinating fire investigation activities with other city, county, state and federal departments and agencies.
5. Oversee and direct the photography of fire, arson and explosive device scenes.

CITY OF LAS VEGAS
Senior Fire Investigator (*continued*)

Essential Functions:

6. Perform the initial evaluation and assessment at explosive device incidents to determine appropriate response and necessary resources; direct the mitigation, "render safe" tactics and disposal of explosive devices.
7. Oversee the investigation of scenes after an explosion has occurred.
8. Ensure that established policies and procedures and applicable laws are followed when preparing and serving search warrants and affidavits for arrests.
9. Ensure that established procedures are followed for using the National Crime Information Center (NCIC) and the Nevada Criminal Justice Information Systems (NCJIS) databases.
10. Ensure that assigned staff has access to required training; schedule and coordinate training; participate in training staff.
11. Plan, coordinate, assign and schedule explosive and arson classes for public and private organizations.
12. Review reports written by assigned staff for accuracy, detail, completeness and sound conclusions supported by evidence.
13. Estimate time, materials and equipment required for jobs assigned and requisition materials as required; ensure that adequate inventory is maintained.
14. Prepare a variety of statistical, analytical and narrative reports on team accomplishments and activities for management as requested.
15. Assist the Supervisor of Fire Investigations to develop the annual strategic plan, goals and objectives for the section; ensure that the team focuses on accomplishing the established goals and objectives so that strategic plan is achieved.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Departmental policy, procedures, rules and regulations and the limitations of departmental authority.

Advanced principles, practices and methods employed in arson detection, fire investigations and bomb investigations.

Characteristics of hazardous and explosive materials.

Advanced techniques and methods for resolving incidents involving explosive devices, including disposal.

CITY OF LAS VEGAS
Senior Fire Investigator (*continued*)

Knowledge of:

Advanced techniques and methods of determining the cause of a fire or explosion.
Advanced techniques and methods of determining the origin of a fire or explosion.
Legal ramifications of fire investigation at an advanced level.
Advanced principles and techniques of planning an investigation.
Bureau of Fire Investigation Bomb Squad standard operating procedures.
Court procedures in trials dealing with arson cases.
Pertinent state and local laws regarding the apprehension, arrest and prosecution of arsonists and those pertaining to admissible evidence.
NCIC and NCJIS systems.
Techniques and practices of lead supervision and training.
Operation and care of cameras and other investigation equipment.
The science of explosions at an advanced level.
The science of incendiary fires at an advanced level.
Sources of information for investigating fires and explosions.
Advanced techniques and legal considerations of recording the details and gathering evidence of a fire or explosion scene.
Pertinent federal, state and, local laws, codes and regulations.

Ability to:

Obtain information through interviews, interrogations and observations.
Analyze situations quickly and objectively, make sound decisions regarding the proper course of action, and direct the actions of assigned staff.
Cope with situations firmly, courteously and objectively with respect for the rights of others.
Qualify with a department duty weapon as required.
Use and care for cameras and other investigative equipment.
Use and care for firearms.
Meet the selection criteria of the FBI Hazardous Device School for training and certification as a Bomb Technician.
Maintain current explosive device disposal skills.
Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures in a professional manner.
Demonstrate respect and sensitivity for cultural differences.
Communicate with individuals from a variety of social, cultural, economic and educational backgrounds.
Use initiative and independent judgment within established guidelines.
Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.
Understand and carry out 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.*

CITY OF LAS VEGAS
Senior Fire Investigator (continued)

Ability to:

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:

Two years experience as a Fire Investigator II with the City of Las Vegas.

Training:

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

License or Certificate

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

Possession, and maintenance, of Certified Fire Investigator designation from the International Association of Arson Investigators within one year of meeting the eligibility requirements.

Special Requirements

Must successfully complete the FBI Hazardous Device School Recertification Course for recertification as a Bomb Technician every three years.

Must affirm proficiency every two years, determined by the designated Terminal Agency Coordinator, as required by the FBI National Crime Information Center.

WORKING CONDITIONS

Environmental Conditions:

Work in office and field environments, including structurally unstable buildings; exposure to computer screens; exposure to dust, noise, smoke, fumes, water, chemicals, hazardous materials, explosive devices; may inspect in restricted spaces.

CITY OF LAS VEGAS

Senior Fire Investigator (*continued*)

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, crawling, climbing, stooping, lifting, reaching or sitting for prolonged periods of time while wearing a protective bomb suit weighing approximately 80 pounds.

ARB

NEW 9/1/04

FLSA & City: nonexempt

CSB 10/13/04

CHIEF COMMUNICATIONS SPECIALIST

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.

CLASSIFICATION
REVISED 6/22/88

DEFINITION

Under direction, To plan, assign, prioritize, supervises, and participates in the day-to-day activities of the Fire Communications Center, emergency fire response Mapping Center and the information systems supporting them; to supervises and coordinate mapping activities; all assigned personnel of the Communication Division. Does other related duties as required and to perform a wide variety of administrative and analytical support duties.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Fire Communications Supervisor and higher management staff.

Exercises direct supervision over Communications Specialists, training, GIS and map personnel.

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

Essential Functions:

EXAMPLES OF DUTIES

1. Supervision—Plan, assign, prioritize, coordinate, supervise, and participate in the day-to-day activities of the Fire Communications Center, which receives all 9-1-1 fire and emergency medical calls for the cities of Las Vegas and North Las Vegas and Clark County. Assigns work to subordinate personnel; may handle some personnel problems; coordinates and participates in the work of the communication section of the communications center; assigns, coordinates and may participate in the activities of the mapping section and in the information systems section; coordinates and monitors the utilization of the HAZ-MAT information system; is responsible for implementing the division S.O.P's and performs employee performance evaluations.
2. Participate in the selection of staff; motivate and evaluate staff; provide or coordinate staff training; plan, direct, schedule, coordinate and review the work plan for staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.

CITY OF LAS VEGAS

Chief Communications Specialist (*continued*)

~~Computer Information System~~ Assists in correcting problems associated with computer-aided dispatch system; coordinates and participates in updating information in the computer system; coordinates computer software and informational problems through the City of Las Vegas Management Informations Systems department; coordinates all emergency response data into the computer system.

3. Oversee the drafting of Communications Center standard operating procedures and ensure they are updated and accurate.

Essential Functions:

4. Receive and investigate internal and external complaints regarding Communications Center activities; inform management and affected parties of findings, recommendations and corrective actions taken; prepare reports as requested.
5. Review and approve requests for call recordings, ensuring that established policy is followed regarding the release and maintaining complete records.
6. Research, collect, compile and analyze data on a variety of specialized topics related to assigned activities; prepare reports or presentations interpreting data and making and justifying recommendations.
7. Participate in the preparation of technical documents such as grants, proposals, policies and procedures.
8. Emergency Communications May assist in dispatching emergency equipment; coordinates and monitors the updating of information for fire and E.M.S. responses; investigates complaints and problems associated with dispatch incidents. Participate in the Communications Center during catastrophic natural or man-made emergencies; participate in emergency response planning for the cities of Las Vegas and North Las Vegas and Clark County.
9. Training Supervises the training programs for Communication Specialists and other subordinate personnel in the communications division; interprets and implements policy and procedures established by superiors. Participate with training staff to develop and implement programs to ensure compliance with standards and proficiency with new and upgraded technology.
10. Mapping Supervise the approval of all new street names for the cities of Las Vegas and North Las Vegas and Clark County; supervise the review of new street names for the city of Henderson to check for duplication; participate in resolving problems regarding existing street names.
11. Coordinates Supervise the distribution, purchase and billing of response-fire department district maps used by internal and external emergency responders and the billing of special request order maps; coordinates the flow of information on ensure that maps are routinely updated to include current information, including annexation, street name changes, subdivisions, and new construction and fire hydrant locations. into the response map section; insures that all current information is updated into the maps used.

CITY OF LAS VEGAS

Chief Communications Specialist (*continued*)

12. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
13. Assist with the development, coordination and monitoring of the division budget.

~~Budget~~ Reconciles all telephone bills received for the Las Vegas Fire Department; assists with the preparation and monitoring of the division budget; reviews time cards to insure accuracy; maintains the divisional inventory.

EXAMPLES OF DUTIES (*continued*)

14. Filing & Typing Manages, coordinates and participates in the filing of all information in such a manner that it provides an audit trail of information; manages the back-up tapes recording system and makes copies of tapes upon request of authorized persons; coordinates the continual changes in the time file; may type letters and memos from drafts; performs to completion special projects, associated with communication center information, requested by the Fire Administration. Ensure that detailed records of activities are maintained according to established procedure.
15. Attend and participate in professional group meetings and committees.
16. Stay abreast of new trends and innovations in emergency call taking and dispatch.

Marginal Functions:

1. Perform dispatching duties if staffing levels require, or to stay current on day-to-day activities.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of an emergency dispatch center.

The location of all fire stations and fire apparatus and equipment.

Computer-aided dispatch systems.

Equipment within the Communications Center.

Mapping and geographic information systems (GIS).

Pertinent fire department policies and procedures.

Communications Center policies and procedures.

Methods and techniques of supervision, training and performance evaluation.

Basic principles of budgeting and accounting.

Common software applications, including word processing and spreadsheets.

Ability to:

CITY OF LAS VEGAS

Chief Communications Specialist (*continued*)

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

Operate all equipment in the Communications Dispatch Center.

Use initiative and independent judgment within established guidelines.

Recognize problems, analyze facts, suggest alternate solutions and exercise sound judgment.

Function effectively in a fast-paced, public safety environment.

Simultaneously manage multiple tasks.

Communicate with individuals from a variety of social, cultural, economic and educational backgrounds.

Communicate clearly, effectively 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.

MINIMUM QUALIFICATIONS

Educational Requirements Experience and Training Requirements

Experience:

Two years experience with the City of Las Vegas as a Senior Communications Specialist or six years experience with the City of Las Vegas as a Communications Specialist.

Training:

Equivalent to graduation from high school or a G.E.D. equivalency. College-level course work in business and personnel management helpful.

~~Work Experience~~ Two (2) years as a Senior Communication Specialist or six (6) years as a Communication Specialist with the Las Vegas Fire Services Department.

Licensing, and Certificateion, And Special Requirements

Valid driver's license.

Possession, and maintenance, of Emergency Medical Dispatch certification issued by the National Association of Emergency Medical Dispatchers on the date of application.

CITY OF LAS VEGAS
Chief Communications Specialist (continued)

Possession, and maintenance, of CPR certification issued by the American Heart Association on the date of application.

Possession, and maintenance, of Emergency Medical Dispatch - Quality Assurance certification issued by the National Association of Emergency Medical Dispatchers within one year of the date of appointment.

KNOWLEDGE, SKILLS AND ABILITIES

~~**Knowledge of:** The location of all fire stations and fire apparatus and equipment; all equipment associated with the communication center; mapping and mapping procedures; fire department policy and procedures and directives; computer aided dispatch systems; tape recording equipment and its operation; training methods; basic supervision and supervisory methods; dime files; clerical procedures and filing methods; basic inventory control and budgeting methods.~~

~~**Ability to:** Manage and supervise subordinate personnel; communicate effectively both in writing and verbally; operate (PC) mini-computers; file and maintain records; organize and coordinate information flow; solve problems pertaining to the operation of the communication center, personnel and data information systems; operate recording equipment; maintain inventories; determine proper emergency equipment to select for various responses; type letters and memos; operate all equipment in the communication center; train subordinate personnel; perform employee performance evaluations; maintain effective working relationships with fellow employees and the public.~~

WORKING CONDITIONS

Environmental Conditions:

Emergency dispatch center environment; exposure to computer screens.

Physical Conditions:

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

ARB

REV 9/7/04

FLSA: exempt; City: nonexempt

CSB 10/13/04

Approved CSB: 6/22/88

CODE ENFORCEMENT OFFICER I
CODE ENFORCEMENT OFFICER II

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

DEFINITION

To perform field inspections of properties to ensure compliance with applicable zoning and nuisance codes and ordinances; to resolve complaints; and to perform various related technical duties.

DISTINGUISHING CHARACTERISTICS

Code Enforcement Officer I – This is the entry-level class in the Code Enforcement Officer series. This class is distinguished from the Code Enforcement Officer II by the performance of the more routine tasks and duties assigned to positions within the series including conducting routine field investigations and inspections. This class may contain positions wherein employees perform routine tasks in a permanent basis, and therefore remain at an entry level.

Code Enforcement Officer II – This is the full journey level class within the Code Enforcement Officer series. Employees within this class are distinguished from the Code Enforcement Officer I by the performance of the full range of duties as assigned, including conducting comprehensive investigations and inspections, issuing citations and advising property owners. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED

Code Enforcement Officer I

Receives immediate supervision from Code Enforcement Supervisor ~~higher level supervisory~~ and higher management staff.

Receives technical and functional supervision from the Senior Code Enforcement Officer.

Code Enforcement Officer II

Receives general supervision from Code Enforcement Supervisor ~~higher level supervisory~~ and higher management staff.

Receives technical and functional supervision from the Senior Code Enforcement Officer.

CITY OF LAS VEGAS
Code Enforcement Officer I/II (continued)

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

Essential Functions:

1. Inspect single family and multi-family homes, rental units, apartment buildings, businesses and vacant lots to ensure compliance with current applicable zoning, International Code Council (ICC) Housing and Property Maintenance Codes, and nuisance codes, ordinances and regulations; conduct follow-up inspections as necessary; issue notices of violation and assess fees as necessary.
- ~~2. Conduct inspections of properties and improvements to determine compliance with zoning, property maintenance, building or health and safety requirements; issue notices of violation as necessary.~~
- ~~3.2.~~ Respond to alleged violations; interview complainant and witnesses; take photographs of violations and document activities; communicate in verbal and written form all applicable code information and notification and appeal processes to all parties, tenants, owners, contractors and other agency representatives.
- ~~4.3.~~ Conduct research to determine the approved conditional uses of property; research ownership, compliance requirements, fees, legal process and other state, federal and local requirements necessary ~~and take action to enforce City codes.~~
- ~~5.4.~~ Inspect property for abandoned or inoperative vehicles; issue citations or infractions to offenders, appear in court, give legal depositions, provide witness information, prepare administrative search warrants, prepare summons and complaint affidavits as required by City Attorney; issue notices for vehicle abatement if necessary; oversee abatement and removal of vehicles.
- ~~6.5.~~ Serve as a resource to other city departments regarding zoning, nuisance, housing and property maintenance ~~and other code requirements.~~
- ~~7.6.~~ Maintain detailed, accurate and complete records, case files ~~and reports of inspections and surveillance activities.~~
- ~~8.7.~~ Operate computer to process and acquire data relative to inspection sites and effective code enforcement, including land use, zoning, court data, licensing, corporation status, county assessor and other databases and agency websites.
- ~~9.8.~~ Respond to and resolve citizen inquires and complaints.

Marginal Functions:

1. Assist in preparing case reports for court or administrative proceedings; testify in court and at administrative proceedings as necessary.
2. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Code Enforcement Officer I/II (continued)

3. Participate in special community events, including educating citizen groups, attending neighborhood and town hall meetings and television programs.

QUALIFICATIONS

Code Enforcement Officer I

Knowledge of:

Basic applicable city, state and federal codes, ordinances and regulations related to building, zoning, ~~and nuisance requirements~~ and International Code Council (ICC) Housing and Property Maintenance Codes.

Basic operational characteristics, services and activities of a code enforcement program.

General construction methods used in building and related structures.

Knowledge of:

Basic computer use.

Ability to:

Learn to interpret and enforce applicable city, state and federal codes, ordinances and regulations related to zoning, International Code Council (ICC) Housing and Property Maintenance Codes and nuisance violations~~issues.~~

Learn Hansen or other computer applications and to operate computer equipment relative to area of assignment.

Learn to enforce proper zoning, nuisance, health and safety requirements.

Work with diverse cultural and socioeconomic-economic groups using tact, discretion, initiative and independent judgment within established guidelines.

Learn to establish and meet critical deadlines, compile and collect data, establish priorities, organize workload, and conduct necessary follow-up activities with minimal supervision.

Learn to operate modern office equipment, including computers.

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:~~

~~_____ 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 and vehicles.~~

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:

CITY OF LAS VEGAS

Code Enforcement Officer I/II (*continued*)

- 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 work experience which require the frequent interpretation, explanation or enforcement of varied codes and regulations including one year of experience with frequent heavy public contact in stressful or confrontational situations.

Training:

Equivalent to graduation from high school supplemented with college level coursework in building, planning, criminal justice or related field.

License or Certificate

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

Possession of ICC/AACE Zoning Enforcement Officer Certification on the date of application.

Code Enforcement Officer II

In addition to the qualifications for Code Enforcement I:

Knowledge of:

Principles and techniques of inspection.
Operational characteristics, services and activities of a code enforcement program.

Knowledge of:

Methods and techniques of conflict resolution.
Advanced construction methods used in building and related structures.
~~Local geography and street locations.~~

Ability to:

Interpret and enforce applicable city, state and federal codes, ordinances and regulations related to zoning and nuisance, housing code and property maintenance -issues.
Enforce proper zoning, nuisance, health and safety requirements.

CITY OF LAS VEGAS
Code Enforcement Officer I/II (continued)

Establish and meet critical deadlines, compile and collect data, establish priorities, organize workload, and conduct necessary follow-up activities with minimal supervision.

~~Compile and collect data.~~

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

Experience and Training Requirements

Experience:

Three years of experience inspecting residential or commercial properties for housing, zoning, building, property maintenance or related code enforcement issues including two years of experience with frequent, heavy public contact in stressful or confrontational situations.

Training:

Equivalent to two years of college-level course work in construction technology, pre-engineering, business administration, criminal justice or a related field.

License or Certificate

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

Possession of ICC/AACE Zoning Enforcement Officer Certification on the date of application.

Possession of ICC/AACE Property Maintenance Certification at the time of flex promotion.

WORKING CONDITIONS

Environmental Conditions:

~~Travel from site to site in residential or commercial environment; work in inclement weather conditions.~~

Physical Conditions:

~~Essential and marginal functions may require maintaining physical condition necessary for sitting, standing and walking for prolonged periods; climbing, stooping, kneeling, light lifting.~~

CITY OF LAS VEGAS
Code Enforcement Officer I/II (continued)

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 or on public or private property, 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.

Personal Protective Equipment (PPE): Safety shoes, hardhat, hearing protection, safety glasses.

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.

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.

ARB KAG
REV 10/18/96 9/24/04
Nonexempt

CSB 11/18/96

EMS EDUCATOR

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

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the EMS Education Administrator and higher management staff.

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

Essential Functions:

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

CITY OF LAS VEGAS
EMS Educator (*continued*)

Marginal Functions:

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

QUALIFICATIONS

Knowledge of:

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

Ability to:

Teach advanced paramedic and EMS training curriculaum.
Interpret, explain and enforce department policies and procedures.
Learn to operate personal computer software.
Communicate clearly and concisely, both orally and in writing.
Communicate effectively with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity, which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

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

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

CITY OF LAS VEGAS
EMS Educator (*continued*)

Experience and Training Requirements

Experience:

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

Three years of recent experience conducting EMS education classes;

INCLUDING

Three years recent, paid experience in either of the following:

- Paramedic field work
- Trauma, emergency or critical care nursing.

Training:

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

License or Certificate

Possession of an EMS Instructor certification on the date of application, and possession of a Clark County Health District EMS Instructor Certification on within six months of the date of application.

Possession of a Paramedic or Registered Nurse license on the date of application, and possession of a Nevada Paramedic or Registered Nurse license within six months of the date of appointment.

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

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

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

WORKING CONDITIONS

Environmental Conditions:

Office, classroom and medical environments; exposure to bodily fluids.

Physical Conditions:

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

KAG/ARB

CITY OF LAS VEGAS
EMS Educator (*continued*)

NEW 8/03/04 REV 10/1/04
FLSA & City: nonexempt

CSB 8/25/04

**FIRE INVESTIGATOR I
FIRE INVESTIGATOR II**

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

DEFINITION

To investigate the origin and cause of fires and explosions; to respond to and participate in incidents involving explosive devices; to enforce laws and ordinances pertaining to arson and related offenses; to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

Fire Investigator I: This is the entry level classification in the Fire Investigator series. This class is distinguished from the Fire Investigator II by the performance of the more routine tasks and duties assigned to positions within the series and by the lack of an FBI Bomb Technician certification. This class is used as a training class.

Fire Investigator II: This is the full journey level classification within the Fire Investigator series. This class is distinguished from the Fire Investigator I by the performance of the full range of duties as assigned, by the level of independence with which employees accomplish their responsibilities, by the possession of an FBI Bomb Technician certification and by the level of experience attained. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are filled by advancement from the Fire Investigator I level.

SUPERVISION RECEIVED AND EXERCISED

Fire Investigator I

Receives general supervision from higher level and supervisory and management staff.
Receives functional and technical supervision from the assigned Sr. Fire Investigator.

Fire Investigator II

Receives general supervision from supervisory and management staff.

~~May exercise functional and technical supervision over Fire Investigator Is.~~

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

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

Essential Functions:

1. Investigate the origin, cause and circumstances of fires and explosions occurring within the city of Las Vegas, determining whether fires or explosions were the result of carelessness or criminal intent; investigate for mechanical and incendiary devices.
2. Coordinate fire investigation activities with other city, county, state and federal departments and agencies.
3. Conduct the investigation of adults and juveniles suspected of involvement with arsons or attempts thereof; enforce state arson statutes by preparing affidavits to the District Attorney's Office or Juvenile Court Services; make felony arrests when and where deemed necessary.
4. Gather evidence at the fire scene for presentation in courts of law; interview firefighters, victims, witnesses and suspects as to the origin and cause of a fire or explosion; measure, sketch diagrams and take photographs at fire scenes; testify as an expert witness in court on the origin and cause of fires and explosions.
5. Throughout southern Nevada, respond to and participate in resolving incidents involving explosive devices; participate in the disposal of explosives; maintain and update training in handling explosive devices.
6. Consult with and report to the assigned Supervisor of Sr. Fire Investigations; write extensive reports and documentation.
7. Retrieve information from and input information into the National Crime Information Center (NCIC) and the Nevada Criminal Justice Information Systems (NCJIS).

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Fire Investigator I

Knowledge of:

Fire and explosion investigation guidelines to include basic methodology.
Basic fire science principles.
Fire patterns.
Principles of fire and explosion injuries and death.
Building systems.
Properties of electricity and fire.
Applicable safety precautions and practices.

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

Ability to:

Learn departmental policy, procedures, rules and regulations and the limitations of departmental authority.

Learn the principles, practices and methods employed in arson detection, fire investigations and bomb investigations.

Learn court procedures in trials dealing with arson cases.

Learn pertinent state and local laws regarding the apprehension, arrest and prosecution of arsonists and those pertaining to admissible evidence.

Obtain information through interviews, interrogations and observations.

Analyze situations quickly and objectively and determine the proper course of action.

Cope with situations firmly, courteously and objectively with respect for the rights of others.

Qualify with a department duty weapon as required.

Understand and carry out oral and written instructions.

Enforce laws in a professional manner.

Learn explosive device disposal skills.

Use and care for cameras and other investigative equipment.

Use and care for firearms.

Meet the selection criteria of the FBI Hazardous Device School for training and certification as a Bomb Technician.

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

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

Experience and Training Requirements

Experience:

Five years experience with the Las Vegas Fire & Rescue Department to include a minimum of:

Three years assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations;

OR

Five years experience in any, or a combination, of the following classifications with the City of Las Vegas:

Fire Prevention Inspector II;

Fire Prevention Inspection Supervisor; or

Deputy Fire Marshal.

Training:

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

License or Certificate

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

Possession of Firefighter II certification or Uniform Fire Code or equivalent certification on the date of application.

Possession of Nevada P.O.S.T. Category I or II certification within one year of the date of appointment.

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

Must qualify, attend and successfully complete the FBI Hazardous Device School Basic Course for training and certification as a Bomb Technician as soon as school scheduling permits.

Special Requirements

Must be a citizen of the United States on the date of application.

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

Fire Investigator II

In addition to the qualifications for Fire Investigator I:

Knowledge of:

Departmental policy, procedures, rules and regulations and the limitations of departmental authority.

Principles, practices and methods employed in arson detection, fire investigations and bomb investigations.

Characteristics of hazardous and explosive materials.

Techniques and methods for resolving incidents involving explosive devices.

Court procedures in trials dealing with arson cases.

Pertinent state and local laws regarding the apprehension, arrest and prosecution of arsonists and those pertaining to admissible evidence.

NCIC and NCJIS systems.

~~Techniques and practices of lead supervision.~~

Operation and care of cameras and other investigation equipment.

The science of explosions.

The science of incendiary fires.

Sources of information for investigating fires and explosions.

Techniques and legal considerations of recording the details and gathering evidence of a fire or explosion scene.

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

Legal ramifications of fire investigation.

Principles and techniques of planning an investigation.

Techniques and methods of determining the cause of a fire or explosion.

Techniques and methods of determining the origin of a fire or explosion.

Bureau of Fire Investigation Bomb Squad standard operating procedures.

Ability to:

Maintain explosive device disposal skills.

Experience and Training Requirements

Experience:

One year experience as a Fire Investigator I with the City of Las Vegas.

Training:

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

CITY OF LAS VEGAS
Fire Investigator I/II (continued)

License or Certificate

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

Possession of P.O.S.T. Category I or II certification on the date of application.

Possession of FBI Bomb Technician certification on the date of application.

Must attend and successfully complete the FBI Hazardous Device School Recertification Course for training and recertification as a Bomb Technician every three years, or as soon as school scheduling permits.

WORKING CONDITIONS

Environmental Conditions:

Work in office and field environments, including structurally unstable buildings; exposure to computer screens; exposure to dust, noise, smoke, fumes, water, chemicals, hazardous materials, explosive devices; may inspect in restricted spaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, crawling, climbing, stooping, lifting, reaching or sitting for prolonged periods of time while wearing a protective bomb suit weighing approximately 80 pounds.

ARB
REV 10/14/039/1/04
FLSA & City: nonexempt

CSB 12/10/03

LEGAL TECHNICIAN I
LEGAL TECHNICIAN II

Class specifications are not 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 provide a wide variety of routine to difficult legal office support to the Office of the City Attorney which is often confidential and may include reception duties, document processing, typing, word processing, computer entry, record keeping and filing.

DISTINGUISHING CHARACTERISTICS

Legal Technician I: This is the ~~entry level~~entry-level class within the Legal Technician series. Initially under close supervision, incumbents learn general, court, legal office and City procedures. As experience is gained, there is greater independence of action within established guidelines. This class may be used as a training class, wherein employees need only limited or no directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore, remain at an entry level.

Legal Technician II: This is the journey level class within the Legal Technician series, fully competent to independently perform a variety of responsible legal office support duties. Specific duties, including the amount of typing, word processing, use of computers and contact with the public, will vary with the organizational unit to which assigned. ~~This class is distinguished from Senior Legal Technician in that the latter assigns, oversees and reviews the work of a small legal office support group.~~ This class is further distinguished from the Sr. Legal Technician I in that ~~it the latter performs the most~~ difficult, technical, complex or specialized legal office support duties ~~which~~duties, which require an additional definable body of technical knowledge or skill. Employees in this class receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level; when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED

Legal Technician I

Receives immediate supervision from supervisory staff.

Legal Technician II

Receives general supervision from supervisory staff.

May train assigned employees in proper procedures, methods and techniques.

CITY OF LAS VEGAS
Legal Technician I/II

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

Essential Functions:

1. Provide information in a professional and courteous manner to the general public regarding court procedures and schedules; assist in responding to the more difficult inquiries; intake and process all matters submitted for prosecution including citations, arrests, requests for prosecution, and others.
2. Create, amend or delete basic to complex entries in computer database.
3. Assemble and maintain a variety of files, legal documentation and records in a timely manner; verify and order agency documentation as required; research problems with documentation; perform data entry; understand, explain and direct such procedures.
4. Update court calendar; enter and update into Municipal Court mainframe computer database; locate cases; lend support for high volume workload areas; prepare and disseminate legally mandated information as required.
5. Collect money from the public for payment of fees; balance cash receipts at the end of shift.
6. Compile daily and weekly statistics for management.
7. Assist in training personnel in the proper job procedures, methods and techniques.
8. Participate in providing technical clerical services in support of assigned functions.
9. Participate in routine record keeping duties; perform various record keeping and clerical duties in support of assigned functions.
10. Format, prepare and proofread a variety of documents and forms including general and legal correspondence, reports and memoranda.
11. Operate a variety of office equipment including a switchboard, calculator, copier, facsimile machine, shredder, microfilm machine, computer terminal and personal computer; input and retrieve data and text; organize and maintain disk storage and filing.
12. May act as receptionist, answer telephone and assist the general public; provide information on policies and procedures as required.

CITY OF LAS VEGAS
Legal Technician I/II

Marginal Functions:

1. Research records for Deputy City Attorneys, submitting agencies or court as requested.
2. May be required to be a notary public.
3. Receive, sort and distribute incoming and outgoing correspondence or other related materials.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Legal Technician I

Knowledge of:

Basic services, methods and techniques of clerical office support.
Basic principles and procedures of record keeping.
English usage, spelling, grammar and punctuation.
Basic methods and procedures of data entry.
Basic principles and techniques of customer service.
Basic mathematical principles.
Basic modern office procedures, methods and computer equipment.
Common word processing software.

Ability to:

Provide service in a courteous and professional manner.
Maintain confidentiality of work performed.
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 and 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.*

CITY OF LAS VEGAS
Legal Technician I/II

Experience and Training Requirements

Experience:

One year of court or legal operations clerical or support experience;

OR

One year of general clerical or office support experience; court or legal operations clerical or support experience is preferred.

Training:

Equivalent to graduation from high school.

License or Certificate:

Must type 45 net words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application.

Legal Technician II

In addition to the qualifications for Legal Technician I:

Knowledge of:

Principles and procedures of legal record keeping.

Mathematical principles.

Modern office procedures, methods and computer equipment.

Basic personal computer operations and common office software used in a legal office.

Services, methods and techniques of clerical legal office support.

Methods and procedures of data entry.

Principles and techniques of customer service.

Ability to:

Work independently without direct supervision.

Meet schedules and timelines.

Experience and Training Requirements

Experience:

One Two years of increasingly responsible court or legal operations clerical or support experience.

Training:

Equivalent to graduation from high school.

CITY OF LAS VEGAS
Legal Technician I/II

License or Certificate:

Must type 45 net words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application

May be required to be bi-lingual.

WORKING CONDITIONS

Environmental Conditions:

Office and courtroom environments; exposure to computer screen and potentially hostile individuals.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for standing, sitting, bending and moderate to light lifting for prolonged periods of time.

KAG ARB

NEW 10/8/02

REV 9/1/04

FLSA & City: nonexempt

CSB 11/13/02

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: October 13, 2004

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

SUBJECT: D. NOTICE OF APPEAL AND REQUEST FOR RECEIVABILITY

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

Linda H. Brady – Appealing selections for Corrections Intake Technician positions.

Robert Everett – Appealing determination of not meeting minimum qualification requirements for Animal Control Officer position.

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

August 24, 2004

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

REF: Notice to Appeal

Dear Claudette Enus:

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

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

Statement specifying the action against which the appeal is made:

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

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

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

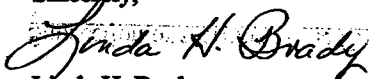
Detailed statement which justifies the appeal submission:

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

Thank you for reviewing this matter.

I look forward to your response.

Sincerely,



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

SEP2004PM 4:20RCVD

ORIGINAL

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

4 **BEFORE THE CITY OF LAS VEGAS**
5 **CIVIL SERVICE BOARD**

6 **ROBERT EVERETT,**
7 **Employee/Petitioner**
8
9 **vs.**
10 **CITY OF LAS VEGAS and**
11 **DEPARTMENT OF HUMAN**
12 **RESOURCES,**
13 **Employer/Respondent.**

13 **NOTICE OF APPEAL**

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

16 **Statement Specifying the Action Against Which the Appeal Is Made**

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

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

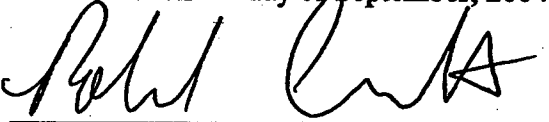
21 Chapter IV, Section 3(d).

22 **Statement Which Justifies the Appeal Submission**

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

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

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

5 
6

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

12 **RECEIPT OF COPY**

13 Receipt is hereby acknowledged of the NOTICE OF APPEAL this 2nd day of
14 September, 2004.

15 
16 An employee of the City of Las Vegas

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27 HUMAN RESOURCES DEPT

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CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date October 13, 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. Chief Communications Specialist
2. Code Enforcement Officer I/II
3. EMS Educator
4. Fire Investigator I/II
5. Legal Technician I/II

Chief Communications Specialist was revised to reflect planned duties after the current incumbent's retirement in January, and to meet requirements of the Americans with Disabilities Act.

Code Enforcement Officer I/II was revised to update standard and working conditions language, to better reflect the duties performed and to include requirements for additional certifications.

EMS Educator was revised to enable the department to obtain more qualified applicants from outside the local area.

Fire Investigator I/II was revised to clarify reporting relationships and responsibilities.

Legal Technician I/II was revised to reduce the flex requirements and eliminate references to the Sr. Legal Technician classification, which has been eliminated.

NEW:

6. Control Center and Communications Supervisor
7. Senior Fire Investigator

Control Center and Communications Supervisor was developed at the request of the Detention and Enforcement Department.

Senior Fire Investigator was developed at the request of the department.

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