

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: November 10, 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 October 13, 2004
- IV. APPROVAL OF MINUTES: Teleconference Meeting of October 27, 2004
- V. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1. Code Enforcement Inspector – Promotional
- 2. Code Enforcement Inspector – Open
- 3. Corrections Officer – Open
- 4. Customer Service Representative – Open
- 5. Deputy City Marshal Sergeant – Promotional
- 6. Equipment Operator I (Streets) – Promotional
- 7. Equipment Operator I (Streets) – Open
- 8. HVAC Technician I – Promotional
- 9. HVAC Technician I – Open
- 10. Senior Technical Systems Analyst – Promotional

B. EXTENSION OF ELIGIBLE LISTS:

- 1. Bus Driver – Promotional
- 2. Bus Driver – Open
- 3. Corrections Intake Technician – Promotional
- 4. Corrections Intake Technician – Open
- 5. Fire Investigator I – Promotional
- 6. Graphic Arts Clerk – Promotional
- 7. Graphic Arts Clerk – Open
- 8. Municipal Court Marshal – Promotional
- 9. ~~Municipal Court Marshal – Open~~ withdraw
- 10. Parking Enforcement Officer – Promotional
- 11. Parking Enforcement Officer – Open
- 12. Plant Operator II – Promotional
- 13. Plant Operator II – Open
- 14. Traffic Barricade Inspector I – Promotional
- 15. Traffic Barricade Inspector I – Open

C. CLASSIFICATION SPECIFICATIONS:

- 1. Public Information Specialist – Revised

4:35-5:00
5:15-5:35
S.✓

W

EM -

PR

BL

M-PR } pass
2-BL }

M-BL } pass
2-PR }

M-PR } pass
2-BL }

M-BL } pass
2-PR }

M-PR } pass
2-BL }

46✓

D. NOTICE OF APPEAL HEARING:

1. Linda H. Brady

CB - have issues.

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

PR - M not to hear Chapt 1, 3, Capt IV.
BL - Joel

Not included in orig.
Appeal

* TM - Dismiss Complaint } she would remain
BL - Joel } avail. for the
pass best promotion

**SIGN-IN SHEET
CIVIL SERVICE BOARD MEETING**

DATE: 11-10-04 Regular Mtg.
~~11-10-04~~

PLEASE PRINT

NAME

ORGANIZATION

Linda H. Brady

D & E / Bail Unit

Benet Vega

D & E Administration

GIA RODRIGUEZ

HR

Sandy Gandy

HR

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION**

November 10, 2004

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

I. CALL TO ORDER: October 13, 2004, at 4:35 p.m. in the Human Resources Department.

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

STAFF PRESENT

Kathy Gentile
Ann Rubertino-Beck
Ruth Carroll
Glenna Worthington
Helen Gonzales

OTHERS PRESENT

Lon Grasmick
Benet Vega
Robert Everett

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

III. APPROVAL OF MINUTES of Regular Meeting of September 8, 2004: A motion was made by Trustee Ed Miramontes that the minutes of the Regular Meeting of September 8, 2004 be approved. Trustee Barbara Loupe seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting of September 22, 2004: A motion was made by Trustee Barbara Loupe 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. 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

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
October 13, 2004
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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
15. Traffic Signal Electrician II – Promotional
16. Traffic Signal Electrician II – Open

Prior to a motion being made, Secretary Claudette Enus informed the trustees that item 14, Senior License Office – Promotional, was being pulled from the certification list at the request of the Finance department. Subsequently, a motion was made by Trustee Ed Miramontes that items 1 through 13, 15 and 16 of the Eligible Lists To Be Certified be approved. The motion was seconded by Trustee Barbara Loupe. Motion carried.

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

A motion was made by Trustee Ed Miramontes that items 1 through 15 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Barbara Loupe. Motion carried.

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

A motion was made by Trustee Barbara Loupe that items 1 through 7 of the Classification Specifications be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
October 13, 2004
PAGE 3**

D. NOTICE OF APPEAL AND REQUEST FOR RECEIVABILITY:

1. Linda H. Brady
2. Robert Everett

It was agreed by the trustees that both requests should be heard on different dates. As a result, Ms. Brady's appeal hearing was scheduled for the next regularly scheduled meeting of November 10, 2004. A motion was made by Trustee Johan Aliseo that item 1 for the Notice of Appeal and Request for Receivability be approved and scheduled for a hearing on November 10, 2004. The motion was seconded by Trustee Ed Miramontes.

Mr. Everett's hearing will be scheduled at the next regular meeting following November 10, 2004, which would be December 8, 2004. A motion was made by Trustee Ed Miramontes that item 2 of the Notice of Appeal and Request for Receivability be approved and scheduled for a hearing on December 8, 2004. The motion was seconded by Trustee Barbara Loupe. Motion carried.

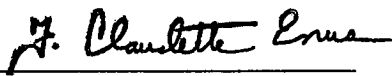
VI. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED:

Secretary Claudette Enus brought forth one item for Board discussion. The item was an appeal and request for hearing. 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 November 10, 2004.

VII. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:55 p.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION**

November 10, 2004

TO:

CIVIL SERVICE BOARD OF TRUSTEES

FROM:

**F. CLAUDETTE ENUS
SECRETARY TO THE BOARD**

I. CALL TO ORDER: October 27, 2004 at 11:45 a.m. via Teleconference

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

STAFF PRESENT

Ann Rubertino-Beck

OTHERS PRESENT

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

III. BUSINESS:

A. CLASSIFICATION SPECIFICATION FOR APPROVAL:

- 1) Senior License Officer - Revised

Trustee Ed Miramontes made a motion to approve Item number 1 of the Classification Specification Lists to be certified. Trustee Barbara Loupe 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 11:50 a.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: November 10, 2004

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

SUBJECT: D. NOTICE OF APPEAL HEARING

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

Linda H. Brady – Appealing selections for Corrections Intake Technician positions. Ms. Brady's submission for the appeal is attached.

APPROVED NOV 10 2004

BOARD OF CIVIL SERVICES TRUSTEES
CITY OF LAS VEGAS



E. LAVONNE LEWIS

CHAIRMAN

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: November 10, 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: 10

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Code Enforcement Inspector – Promotional	2	1	1
2. Code Enforcement Inspector – Open	11	1	1
3. Corrections Officer – Open	415	244	148
4. Customer Service Representative – Open	30	28	25
5. Deputy City Marshal Sergeant – Promotional	17	17	7
6. Equipment Operator I (Streets) – Promotional	5	4	4
7. Equipment Operator I (Streets) – Open	11	11	8
8. HVAC Technician I - Promotional	2	1	0
9. HVAC Technician I – Open	30	23	20
10. Senior Technical Systems Analyst – Promotional	6	6	6



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

CITY OF LAS VEGAS

ELIGIBLE LIST

Code Enforcement Inspector
Examination

November 4, 2004
Date of Test

047957510P
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	1	GROUP 2	0
TOTAL RECEIVED	2	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

Code Enforcement Inspector
Examination

November 4, 2004
Date of Test

0479575100
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Corrections Officer
Examination

045250070
Exam Code

Written Test: October 16, 2004
Physical Agility Test: October 18, 2004
Date of Test

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	408	GROUP 1	11
REJECTED	7	GROUP 2	70
<i>TOTAL RECEIVED</i>	415	GROUP 3	67
		<i>TOTAL ON LIST</i>	148

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
	<u>VIDEO BASED</u>			
(Weight)	100%		P/F Physical Agility	
PASSED	223		161	
FAILED	21		57	
<i>TOTAL TESTED</i>	244		218	
<i>DID NOT APPEAR</i>	164		26	

CITY OF LAS VEGAS

ELIGIBLE LIST

Customer Service Representative
Examination

October 21, 2004
Date of Test

043713100
Exam Code

Supplemental Assessment Questionnaire
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	28
REJECTED	2
TOTAL RECEIVED	30

ELIGIBLE LIST

GROUP 1	2
GROUP 2	14
GROUP 3	9
TOTAL ON LIST	25

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight)

Supplemental
Assessment
Questionnaire

PASSED				25
FAILED				3
TOTAL TESTED				28
DID NOT APPEAR				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Deputy City Marshal Sergeant
Examination

Written test: September 23, 2004

Oral test: October 21, 2004

Date of Test

04505107P

Exam Code

Promotional

Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	17
REJECTED	0
TOTAL RECEIVED	17

ELIGIBLE LIST

GROUP 1	0
GROUP 2	3
GROUP 3	4
TOTAL ON LIST	7

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%	50%		
PASSED	7	7		
FAILED	10	0		
TOTAL TESTED	17	7		
DID NOT APPEAR	0	0		

CITY OF LAS VEGAS

ELIGIBLE LIST

Equipment Operator I (Streets)
Examination

October 26 & 27, 2004
Date of Test

04351009P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	5
REJECTED	0
TOTAL RECEIVED	5

ELIGIBLE LIST

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

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight)

100%

PASSED			4	
FAILED			0	
TOTAL TESTED			4	
DID NOT APPEAR			1	

CITY OF LAS VEGAS

ELIGIBLE LIST

Equipment Operator I (Streets)
Examination

October 26 & 27, 2004
Date of Test

043510090
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	11	GROUP 1	6
REJECTED	0	GROUP 2	1
<i>TOTAL RECEIVED</i>	11	GROUP 3	1
		<i>TOTAL ON LIST</i>	8

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)			100%	
PASSED			8	
FAILED			3	
<i>TOTAL TESTED</i>			11	
<i>DID NOT APPEAR</i>			0	

CITY OF LAS VEGAS

ELIGIBLE LIST

HVAC Technician I
Examination

October 21, 2004
Date of Test

04315809P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

HVAC Technician I
Examination

October 21, 2004
Date of Test

043158090
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	27	GROUP 1	4
REJECTED	3	GROUP 2	11
<i>TOTAL RECEIVED</i>	30	GROUP 3	5
		<i>TOTAL ON LIST</i>	20

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	20			
FAILED	3			
<i>TOTAL TESTED</i>	23			
<i>DID NOT APPEAR</i>	4			

CITY OF LAS VEGAS

ELIGIBLE LIST

Sr. Technical Systems Analyst
Examination

November 1, 2004
Date of Test

047952410P
Exam Code

Supplemental Assessment Questionnaire
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	6
REJECTED	0
TOTAL RECEIVED	6

ELIGIBLE LIST

GROUP 1	4
GROUP 2	2
GROUP 3	0
TOTAL ON LIST	6

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER
**Supplemental
Assessment
Questionnaire**

(Weight) 100%

PASSED				6
FAILED				0
TOTAL TESTED				6

DID NOT APPEAR				0
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CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date November 10, 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. Bus Driver - Promotional	2	11/26/04	5/26/05	1
2. Bus Driver – Open	34	11/26/04	5/26/05	1
3. Corrections Intake Technician – Promotional	8	11/12/04	5/12/05	1
4. Corrections Intake Technician – Open	112	11/12/04	5/12/05	1
5. Fire Investigator I – Promotional	7	11/12/04	5/12/05	2
6. Graphic Arts Clerk – Promotional	1	11/12/04	5/12/05	1
7. Graphic Arts Clerk – Open	20	11/12/04	5/12/05	1
8. Municipal Court Marshal – Promotional	2	11/12/04	5/12/05	1
9. Municipal Court Marshal – Open	31	11/12/04	5/12/05	1
10. Parking Enforcement Officer – Promotional	6	11/28/04	5/28/05	3
11. Parking Enforcement Officer – Open	242	11/28/04	5/28/05	3
12. Plant Operator II – Promotional	1	11/12/04	5/12/05	1
13. Plant Operator II – Open	5	11/12/04	5/12/05	1
14. Traffic Barricade Inspector I – Promotional	6	11/14/04	5/14/05	3
15. Traffic Barricade Inspector I – Open	20	11/14/04	5/14/05	3

PUBLIC INFORMATION 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 participate in providing information to the general public and the media concerning department projects, programs and events; and to perform a variety of public relations tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from assigned supervisor or manager and higher-level 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. Participate in the coordination, development and dissemination of information concerning programs, projects and events pertaining to the area of assignment using various media; identify, plan and initiate marketing opportunities to promote projects, programs and events.
2. Prepare articles, ads, media releases, presentations, department Internet content, speeches, brochures and newsletters; coordinate with city graphics division and other city departments to create various documents and publications.
3. Coordinate activities with city departments, news media, the public and other government agencies; research and coordinate responses to inquiries from the public, news media, city officials and other departments.
4. Represent department or the city at meetings, events and on the city's Public Information Committee; maintain files and databases for matters of department interest and prepare reports as requested.
5. Prepare press releases and participate in developing segments for city-produced television programming; may narrate or appear on camera.
6. Plan and coordinate various events, neighborhood meetings with citizens, and meetings with businesses, trade and professional associations and civic groups; photograph events as needed.
7. Provide public relations budget data to assist in the preparation of the department budget.

CITY OF LAS VEGAS
Public Information Specialist (Continued)

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and techniques of organizing and coordinating public relations programs, activities and special events.
Techniques and accepted practices of news gathering, writing and reporting.
Principles and procedures of record keeping.
Public relations techniques.
Audio and visual techniques.
Principles of graphic design.
Modern office procedures, methods and computer software and hardware, including word processing and presentation applications. .
English- usage, spelling, grammar and punctuation.
Pertinent federal, state and local laws, codes, ordinances and regulations.

Ability to:

Learn and understand department functions sufficiently to enable accomplishment of essential functions.
Establish and maintain effective working relationships with members of the local news media.
Speak before formal and informal groups of all sizes.
Research, organize, write and disseminate information appropriately.
Give presentations to the public.
Represent the city at meetings and public events.
Plan and coordinate public education information programs.
Learn to interpret and explain department policies and procedures.
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*
 -- *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
Public Information Specialist (Continued)

Experience and Training Requirements

Experience:

Three years experience in communications, public relations, marketing, journalism or a closely related field.

Training:

Equivalent to an Associate degree from an accredited college or university with major course work in public relations, marketing, journalism, communications or a closely related field.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; work in office environment or indoor/outdoor facilities; may be exposed to inclement weather conditions.

Physical Conditions:

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

KAG
REV 10/25/04
FLSA & City: nonexempt
CSB 11/10/04

PUBLIC INFORMATION 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 participate in providing information to the general public and the media concerning on the department city's public works projects, programs and events to the general public and the media; and to perform a variety of public relations and ~~public education~~ tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from assigned supervisor or manager ~~higher level supervisory and higher-level~~ 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. Participate in the coordination, development and dissemination implementation of information public education concerning programs, on capital projects and events pertaining to the area of assignment using various media traffic, flood control, sewer and water treatment; identify, plan and initiate marketing opportunities to promote projects, programs and events.
2. Track and monitor projects; Prepare articles, ads, media releases, presentations, department Internet content, speeches, brochures and newsletters; coordinate with city graphics division and other city departments to create various documents and publications. prepare and deliver notices to property owners affected by a construction project to advise them of progress and any on-going modifications; notify nearby schools of upcoming projects and provide them with printed materials and construction safety videos.
3. Coordinate activities with city departments ~~contractors~~, news media, the public and other government agencies; research and coordinate responses to inquiries from the public, and news media, city officials and other departments.
4. Represent department or the city at meetings, events and on the city's Public Information Committee; maintain files and databases for matters of department interest and prepare reports as requested. Track and respond to citizen complaints.
5. Prepare Write press releases and participate in developing segments for city-produced television programming; may narrate or appear on camera. describing project details and keep media informed about closed streets and potential disruptions and delays.

CITY OF LAS VEGAS
Public Information Specialist (Continued)

6. Plan and coordinate ~~Assist with and participate in various ribbon-cutting and groundbreaking events, neighborhood meetings with citizens, and meetings with businesses, trade and professional associations -and civic groups; photograph events as needed and public works events at local malls and libraries.~~
7. Provide public relations budget data to assist in the preparation of the department budget.

Marginal Functions:

- ~~2. Update hotline with information on current and upcoming construction projects.~~
- ~~2. Coordinate video presentations and visual aids for public education programs.~~
1. Perform related duties and responsibilities as required.
- ~~2. May act as liaison with the public, businesses, the media and other government agencies.~~

QUALIFICATIONS

Knowledge of:

Principles and techniques of organizing and coordinating public relations programs, activities and special events.
Techniques and accepted practices of news gathering, writing and reporting.
Principles and procedures of record keeping.
Public project management.
Local government operations.
Public relations techniques.
Audio and visual techniques.
Principles of graphic design.
Geography of the city.
Modern office procedures, methods and computer software and hardware, including word processing and presentation applications. equipment.
English language usage, spelling, and proper grammar and punctuation.
Pertinent federal, state and local laws, codes, ordinances and regulations.

Ability to:

Learn and understand department functions sufficiently to enable accomplishment of essential functions.
Establish and maintain effective working relationships with members of the local news media.
Speak before formal and informal groups of all sizes.
Research, organize, write and disseminate information appropriately.
Give presentations to the public.
Represent the city at meetings and public events.

CITY OF LAS VEGAS
Public Information Specialist (Continued)

Plan and coordinate public education information programs.

~~Read a street map and find and arrive at the locations of projects, meetings and events.~~

Learn to interpret and explain department policies and procedures.

Communicate clearly and concisely, both orally and in writing.

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

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

~~Walking, standing or sitting for extended periods of time~~

~~Operating assigned equipment.~~

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

Experience and Training Requirements

Experience:

~~Three~~ Two years of responsible experience in communications, public relations, marketing, or journalism or a closely related field.

Training:

Equivalent to an Associate degree from an accredited college or university with major course work in public relations, marketing, journalism, communications or a closely related field.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; work in office, ~~construction and field environments~~ or indoor/outdoor facilities; may be exposed to work in inclement weather conditions.

Physical Conditions:

CITY OF LAS VEGAS
Public Information Specialist (*Continued*)

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

ARB KAG

REV ~~10/18/96~~ 10/25/04

FLSA & City: nonexempt

CSB ~~11/13/96~~

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: November 10, 2004

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

SUBJECT: D. NOTICE OF APPEAL HEARING

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

Linda H. Brady – Appealing selections for Corrections Intake Technician positions. Ms. Brady's submission for the appeal is attached.

Appeal statement to the Civil Service Board
REF: Corrections Intake Position

Statement of Appeal/Sections from Civil Service Rules:

Chapter I - General Provision Section 4: Policy of Non-Discrimination

Employment decisions shall be based upon individual's (1) merit, (2) ability and (3) qualifications for the job.

Chapter IV, Section 2 (a) and (b) Promotional list.

I responded to the posting of job code #04333902P. There also was the posting of open job code 04333902O.

Chapter IV, Section 7a (2) and (4) establishes promotion List and Open List from the above referenced job postings.

Chapter IV 7 (b) Priority 3

Whenever two or more eligible lists exist for a single classification, the higher priority list shall take precedence, and no appointments shall be made from lists of lower priority until there are fewer than five candidates available from such lists, except in the case of "Reduction-In-Force" eligible lists. No appointments shall be made from another list for that classification until the "Reduction-In-Force" list has been exhausted. When a Promotional and Open eligible list exists for the same classification, the promotional list will be given first consideration.

Chapter IV Section 8 b (1)

Appointments of candidates from eligible lists established as a result of competitive examinations

(1) If an appointment is to be made from an "Open" or "Promotional" eligible list, that appointment shall be made by the hiring authority from among the names of those in the highest category of the respective eligible lists, as provided in Chapter IV, Section 7 (d). If there are fewer than five names in Group I, the hiring authority may consider candidates in both Group I and Group 2. If there are fewer than 5 candidates in both Group I and Group 2, the hiring authority may consider candidates in Groups 1, 2 and 3. This procedure is to be followed until there are fewer than 5 names on the eligible list.

In justifying my merit, ability and qualifications for this position, please find the following:

1. I have worked in the Bail Unit at the City Jail since June 28, 2002. My service to the City has been without any absence or tardiness. I do accept and willingly work the revenue station daily regardless of prescribed rotation schedule to accommodate fellow co-workers. This workstation is the only point of entry for all bail postings. Constant high profile involvement with customers face to face and by phone is most demanding. I handle this area in a courteous and professional manner. My personnel file should reflect no adverse performance on my part.
2. My final score of 90 placed me in Group I of the Promotional proposed eligible list. Further processing of a background investigation and suitability assessment was completed. There was no formal interview with the Department managerial review staff. I am in receipt of notification from the Human Resources Department indicating my name will remain on the eligibility list and in the event other vacancies become available, I will again be considered.
3. As for the qualifications required for the Corrections Intake Technician, the submission of my application and successfully accomplishing favorable testing results in all areas of examination revealed I did indeed meet the requirements of the position.

Appeal statement to the Civil Service Board
REF: Corrections Intake Position
Page 2 of 2

My concerns:

1. Of five (5) positions open, two (2) were filled from the Promotional Group I category. The Board may confirm the employment position of those selected candidates to ensure full time employees at the time of applying and testing. I reserve the right to question the selections from groups outside the qualifying Promotional Group I. I have not only suffered a loss of compensation, but also have felt degraded because of this action. I believe the results in general have lessened the morale and respectability for achievement for others and myself.

While I understand choices can be made from another lower priority when there are fewer than five candidates in the higher list, I can not fathom the reluctance in recognizing and rewarding one that has proven worthy of the advancement from a Promotional Group regardless of the number in that category. While I do not know the exact count of those remaining in the Promotional Group I Category, I, too, do not know the test results of those chosen or left in all groups.

2. Again, I am not privy to details surrounding these groups. I am presenting two (2) case scenarios that I would like to address. I understand a successful candidate was selected from Group II Open. This individual was currently working as a part-time employee in the Corrections Intake area. I feel compelled to question a choice of someone from a lower priority group (not even a Promotional Group II) over a Promotional Group I. Another part-time employee in that area challenged the test results and was advanced to the Group I Open and was rewarded the job.

3. Another concern is also hearsay and may not be submissive, but I again would like to clarify any misunderstanding. A successful candidate was selected from outside the City as an Open Candidate. This candidate may or may not have had the test scored by the testing agency. This could be in violation of Section 5 Examination Procedures c (3) The candidate does not in fact possess the minimum qualifications required for the position. While I understand this person's previous employment "justified" her hiring, this infraction should not allow her to superimpose others that were scored. My allegations may be unwarranted and I welcome an explanation disputing this concern.

4. A final primary concern is the composition of the hiring personnel. What titled positions were involved in these decisions and was/were the participant(s) true authorized personnel? There may be other hidden agendas that may have clouded the judgement of those there were selected as the authorized hiring personnel. These matters could lead to some discriminating evidence.

In conclusion, I want to thank the Board for permitting me to present this appeal. Please understand I realize I personally may not be the "next" candidate for an opening as a Corrections Intake Technician, but it is my objective to understand this process and to ensure fairness to those wishing to advance with the City of Las Vegas through civil service testing.

Linda H. Brady
Office Specialists II
Detention and Enforcement
Bail Unit City Jail

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Linda H. Brady
Office Specialists II
Detention and Enforcement
Bail Unit City Jail

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: November 10, 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. Public Information Specialist

Public Information Specialist classification specification was created in 1996 for a specific department but was never used. The revisions will make it available for use by other departments.

RECOMMENDATION

The City recommends approval of this revised classification specification.

**CIVIL SERVICE BOARD
2004 SCHEDULE
MEETINGS AND AGENDA PREPARATION DATES**

MEETING DATES & TIMES REGULAR 4:30 P.M. TELECONF 11:30 A.M.	DOCUMENTATION DUE	AGENDA POSTED PACKETS MAILED
✓ <u>REGULAR</u> - JANUARY 14	JANUARY 5	JANUARY 8
<u>TELECONF</u> - JANUARY 28	JANUARY 20*	JANUARY 22
✓ <u>REGULAR</u> - FEBRUARY 11	FEBRUARY 2	FEBRUARY 5
✓ <u>TELECONF</u> - FEBRUARY 25	FEBRUARY 17*	FEBRUARY 19
✓ <u>REGULAR</u> - MARCH 10	MARCH 1	MARCH 4
✓ <u>TELECONF</u> - MARCH 24	MARCH 15	MARCH 18
✓ <u>REGULAR</u> - APRIL 14	APRIL 5	APRIL 8
<u>TELECONF</u> - APRIL 28	APRIL 19	APRIL 22
✓ <u>REGULAR</u> - MAY 12	MAY 3	MAY 6
✓ <u>TELECONF</u> - MAY 26	MAY 17	MAY 20
✓ <u>REGULAR</u> - JUNE 9	JUNE 1*	JUNE 3
✓ <u>TELECONF</u> - JUNE 23	JUNE 14	JUNE 17
✓ <u>REGULAR</u> - JULY 14	JULY 6*	JULY 8
✓ <u>TELECONF</u> - JULY 28	JULY 19	JULY 22
✓ <u>REGULAR</u> - AUGUST 11	AUGUST 2	AUGUST 5
✓ <u>TELECONF</u> - AUGUST 25	AUGUST 16	AUGUST 19

2004 Civil Service Board Schedule
Page 2

MEETING DATES & TIMES REGULAR 4:30 P.M. TELECONF 11:30 A.M.	DOCUMENTATION DUE	AGENDA POSTED PACKETS MAILED
✓ <u>REGULAR</u> - SEPTEMBER 8	AUGUST 30	SEPTEMBER 2
✓ <u>TELECONF</u> - SEPTEMBER 22	SEPTEMBER 13	SEPTEMBER 16
✓ <u>REGULAR</u> - OCTOBER 13	OCTOBER 4	OCTOBER 7
✓ <u>TELECONF</u> - OCTOBER 27	OCTOBER 18	OCTOBER 21
✓ <u>REGULAR</u> - NOVEMBER 10	NOVEMBER 1	NOVEMBER 4
✓ <u>TELECONF</u> - NOVEMBER 24	NOVEMBER 15	NOVEMBER 18
✓ <u>REGULAR</u> - DECEMBER 8	NOVEMBER 29	DECEMBER 2
✓ <u>TELECONF</u> - DECEMBER 22	DECEMBER 13	DECEMBER 16

*DUE TO HOLIDAY