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

TELECONFERENCE AGENDA

DATE: JANUARY 26, 2005
TIME: 11:30 a.m.

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR ACTION UNLESS SPECIFICALLY NOTED OTHERWISE. UNLESS OTHERWISE STATED, ITEMS MAY BE TAKEN OUT OF THE ORDER PRESENTED AT THE DISCRETION OF THE CHAIRPERSON.

***NOTE:** Minutes from this meeting will be included as part of the next regularly scheduled meeting on February 9, 2005.

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED:
 - 1) Contract Specialist – Promotional
 - 2) Contract Specialist – Open
 - 3) Corrections Intake Supervisor – Promotional
 - 4) Corrections Sergeant – Promotional
 - 5) Fire Training Officer – Promotional
 - 6) Leisure Activities Field Supervisor – Open
 - 7) Planning Supervisor – Promotional
 - 8) Senior License Officer – Promotional
 - B. REQUEST TO BE PLACED ON REHIRE LIST:
 - 1) Edmond J. Salander
- IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED:
- V. CITIZEN PARTICIPATION

PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS WITHIN THE JURISDICTION OF THE CIVIL SERVICE BOARD. NO SUBJECT MAY BE ACTED UPON BY THE CIVIL SERVICE BOARD UNLESS THAT SUBJECT IS ON THE AGENDA AND IS SCHEDULED FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD. THE AMOUNT OF DISCUSSION ON ANY SINGLE SUBJECT, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED.

Facilities are provided throughout City Hall for the convenience of disabled persons. Special equipment for the hearing impaired is available for use at meetings. If you need an accommodation to attend and participate in this meeting, please call the **DEPARTMENT DESIGNEE** at 229-6315 and advise of your need at least 48 hours in advance of the meeting. The City's TDD number is 386-9108.

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

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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: January 26, 2005

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

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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

TOTAL ELIGIBLE LISTS PRESENTED: 8

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Contracts Specialist – Promotional	2	1	0
2. Contracts Specialist - Open	15	8	3
3. Corrections Intake Supervisor – Promotional	4	3	3
4. Corrections Sergeant – Promotional	16	15	8
5. Fire Training Officer – Promotional	7	6	6
6. Leisure Activities Field Supervisor – Open	71	39	39
7. Planning Supervisor – Promotional	4	4	4
8. Senior License Officer – Promotional	9	8	5

CITY OF LAS VEGAS

ELIGIBLE LIST

Contracts Specialist
Examination

December 21, 2004
Date of Test

04230111P
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	1	GROUP 1	0
REJECTED	1	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>	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Contracts Specialist
Examination

December 21, 2004
Date of Test

042301110
Exam Code

Open
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	10	GROUP 1	1
REJECTED	5	GROUP 2	2
<i>TOTAL RECEIVED</i>	15	GROUP 3	0
		<i>TOTAL ON LIST</i>	3

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	3			
FAILED	5			
<i>TOTAL TESTED</i>	8			
<i>DID NOT APPEAR</i>	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Corrections Intake Supervisor
Examination

January 5, 2005
Date of Test

04283111P

Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	3
REJECTED	1
TOTAL RECEIVED	4

ELIGIBLE LIST

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

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight)

100%

PASSED		3		
FAILED		0		
TOTAL TESTED		3		
DID NOT APPEAR		0		

CITY OF LAS VEGAS

ELIGIBLE LIST

Corrections Sergeant
Examination

January 4, 2005
Date of Test

04505011P
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	16	GROUP 1	0
REJECTED	0	GROUP 2	1
<i>TOTAL RECEIVED</i>	16	GROUP 3	7
		<i>TOTAL ON LIST</i>	8

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	8			
FAILED	7			
<i>TOTAL TESTED</i>	15			
<i>DID NOT APPEAR</i>	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Training Officer
Examination

January 6, 2005
Date of Test

04416110P
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	7	GROUP 1	0
REJECTED	0	GROUP 2	2
<i>TOTAL RECEIVED</i>	7	GROUP 3	4
		<i>TOTAL ON LIST</i>	6

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		6		
FAILED		0		
<i>TOTAL TESTED</i>		6		
<i>WITHDRAW</i>		1		

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Leisure Activities Field Supervisor
Examination

January 7, 2005
Date of Test

042700120
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	39	GROUP 1	25
REJECTED	32	GROUP 2	12
<i>TOTAL RECEIVED</i>	71	GROUP 3	2
		<i>TOTAL ON LIST</i>	39

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u> <u>T&E</u>
(Weight)				100%
PASSED				39
FAILED				0
<i>TOTAL TESTED</i>				39
<i>DID NOT APPEAR</i>				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Planning Supervisor
Examination

January 5, 2005
Date of Test

04223212P
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	4	GROUP 1	1
REJECTED	0	GROUP 2	3
TOTAL RECEIVED	4	GROUP 3	0
		TOTAL ON LIST	4

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior License Officer
Examination

December 22, 2004
Date of Test

04244211P
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	9	GROUP 1	1
REJECTED	0	GROUP 2	3
<i>TOTAL RECEIVED</i>	9	GROUP 3	1
		<i>TOTAL ON LIST</i>	5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	5			
FAILED	3			
<i>TOTAL TESTED</i>	8			
<i>DID NOT APPEAR</i>	1			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date January 26, 2005

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

SUBJECT: B. REQUEST TO BE PLACED ON REHIRE LIST: EDMOND J. SALANDER

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

Edmond J. Salander, an employee from October 27, 1997 to December 30, 2004, has requested to be placed on the Rehire List for Parking Enforcement Officer. A copy of his Department Director's approval is attached for the Board's information and review.

Civil Service Rules {Chapter IV, Section 7a(3), Page 11} state that to be eligible for placement on a Rehire List, the former employee must: (a) have had regular status in the classification; (b) have left the City's employment in good standing within the past twenty-four months; (c) have the written permission of his/her former department director to have his/her name placed on the list; and (d) receive the Civil Service Board's approval of said request.

Edmond J. Salander meets the criteria for placement on the Rehire List, and it is recommended that the Board approve his request.

Martha Davis

From: Benet Vega
Sent: Tuesday, January 18, 2005 10:39 AM
To: Martha Davis
Cc: Mike Sheldon
Subject: RE: Rehire

Yes, the department approves of his rehire status. Thank you.

From: Martha Davis
Sent: Tuesday, January 18, 2005 10:03 AM
To: Benet Vega
Cc: Judy Tuttle
Subject: Rehire

We have received a letter from Ed Salander, former Parking Enforcement Officer, requesting to be added to the Rehire list. Mr. Salander was employed with the City from October 27, 1997 to December 30, 2004. Please let us know if your department will give its approval. If so, we will add his request to the next Civil Service Board agenda.

Martha Davis
City of Las Vegas
Human Resources
Acting Senior Personnel Technician
Phone: (702) 229-5914
Fax: (702) 382-2488
[www.mjdavis@lasvegasnevada.gov](mailto:mjdavis@lasvegasnevada.gov)

ED SALANDER

4468 Lobero Ave.
Las Vegas, NV 89141
Home 702-450-3094
jels@cox.net

January 9, 2005

10/27/97 - 12/30/04

Ms. Judy Tuttle, Deputy Director
Human Resources Department
400 Stewart Avenue
Las Vegas, NV 89101

702-229-6663

Dear Judy:

Thank you very much for meeting with me prior to my leaving employment with the City to join the Clark County Health District. Based on our discussion I would like to request to be placed on the rehire list. I was employed as a Parking Enforcement Officer with the Detention and Enforcement Division.

Sincerely,



Ed Salander

TO: CLAUDETTE ENUS
FAX: 702-382-7838
SUBJECT: **Reservation Confirmation**

Thank you for using Sprint Conferencing Services. This is to confirm that a conference reservation has been made. A two-hour notification to cancel is required to avoid a non-cancellation charge. Please call our toll free reservation number (800-366-2663) to reschedule, cancel or make any changes. Please use the confirmation number listed below when referring to your reservation.

CHAIRPERSON: CLAUDETTE ENUS
CONFIRMATION NUMBER: 36428117
DATE: Wednesday, January 26, 2005
TIME: 11:30 am (PST)
DURATION: 15 minutes
LINES RESERVED: DIAL IN: 0 DIAL OUT: 7
DIAL IN NUMBER(s): 800-473-6926

Sprint Conferencing Services offers many optional features. These features can be used to tailor your conference call to meet the needs of a particular meeting. Some features for consideration are:

- **Audiotaping*** - high quality cassette tapes of the conference can be made the same day (transcription* of the taped conference is also available).
- **Password Security** - for highly confidential conferences each participant must provide the password.
- **Automated Polling*** - participants can answer pre-established questions with their touch tone phones.

* these features incur an additional charge.