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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: March 23, 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 April 13, 2005.

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED:
 - 1) Control Center Supervisor – Promotional
 - 2) Legal Secretary – Promotional
 - 3) Legal Secretary – Open
 - 4) Senior Planner – Promotional
 - 5) Senior Planner – Open
 - B. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST:
 - 1) Corrections Officer – Open
- 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: March 23, 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: 5

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Control Center Supervisor – Promotional	2	1	1
2. Legal Secretary – Promotional	12	2	2
3. Legal Secretary – Open	16	10	5
4. Senior Planner – Promotional	6	6	3
5. Senior Planner – Open	6	5	5

CITY OF LAS VEGAS

ELIGIBLE LIST

Control Center Supervisor
Examination

March 1, 2005
Date of Test

057945601P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Legal Secretary
Examination

March 3, 2005
Date of Test

05332601P
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	2	GROUP 1	0
REJECTED	10	GROUP 2	0
<i>TOTAL RECEIVED</i>	12	GROUP 3	2
		<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

Legal Secretary
Examination

March 3, 2005
Date of Test

053326010
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	10
REJECTED	6
TOTAL RECEIVED	16

ELIGIBLE LIST

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

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight)

100%

PASSED	5			
FAILED	5			
TOTAL TESTED	10			
DID NOT APPEAR	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Planner
Examination

March 1, 2005
Date of Test

05249902P
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	6	GROUP 1	0
REJECTED	0	GROUP 2	1
<i>TOTAL RECEIVED</i>	6	GROUP 3	2
		<i>TOTAL ON LIST</i>	3

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u> T&E 100%
(Weight)				
PASSED				3
FAILED				3
<i>TOTAL TESTED</i>				6
<i>DID NOT APPEAR</i>				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Planner
Examination

March 1, 2005
Date of Test

052499020
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	5	GROUP 1	1
REJECTED	1	GROUP 2	2
<i>TOTAL RECEIVED</i>	6	GROUP 3	2
		<i>TOTAL ON LIST</i>	5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)				T&E 100%
PASSED				5
FAILED				0
<i>TOTAL TESTED</i>				5
<i>DID NOT APPEAR</i>				0

Martha Davis

From: Judy Tuttle
Sent: Friday, March 04, 2005 4:17 PM
To: Martha Davis
Cc: Benet Vega
Subject: Fw: Abolish CO list

Sent from my BlackBerry Wireless Handheld

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

From: Claudette Enus <cenus@LasVegasNevada.GOV>
To: Judy Tuttle <jtuttle@LasVegasNevada.GOV>
Sent: Fri Mar 04 15:58:00 2005
Subject: Re: Abolish CO list

Approval to abolish is granted.

Sent from my BlackBerry Wireless Handheld

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

From: Judy Tuttle <jtuttle@LasVegasNevada.GOV>
To: Claudette Enus <cenus@LasVegasNevada.GOV>
CC: Martha Davis <mjdavis@LasVegasNevada.GOV>; Benet Vega <bvega@LasVegasNevada.GOV>
Sent: Fri Mar 04 15:25:08 2005
Subject: Fw: Abolish CO list

Claudette, this is accurate and makes sense. Please consider approval to abolish. Thanks.

Sent from my BlackBerry Wireless Handheld

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

From: Benet Vega <bvega@LasVegasNevada.GOV>
To: Judy Tuttle <jtuttle@LasVegasNevada.GOV>
Sent: Fri Mar 04 14:59:25 2005
Subject: Abolish CO list

Good afternoon Judy. I'm not sure if I should be directing this request to you or not. If not, I apologize; please advise and I will forward to the appropriate person. We are requesting to abolish the current Corrections Officer eligibility list. In July 2004 we opened the Corrections Officer position which closed August 17, 2004. In an effort to attract more applicants we re-opened the recruitment which closed September 29, 2004. We received a total of 225 applications. The written (video-based) test was conducted on October 16, 2004 and the physical agility was conducted on October 18, 2004. A total of 148 candidates passed the test and the eligible list was certified on November 10, 2004 by the Civil Service Board. 17 of those candidates did not return their background packets leaving 131 candidates; 2 did not pick up packets leaving 129; 11 were disqualified on the background leaving 118 candidates; 2 withdrew and 4

were no shows on the suitability assessment leaving 112 candidates. Of the 112 candidates, 14 were not sent forward for the psychological due to questionable backgrounds leaving 98 candidates that were sent for suitability assessment testing. As a result of that testing, 46 candidates obtained acceptable test scores; of those 28 were hired leaving 18 candidates on the list. Of those remaining, one did not clear medical testing, one was selected as a Deputy City Marshal and one was selected as a Parking Enforcement Officer, leaving 15 candidates on the list.

We have already received approval from City Council to fill 18 new positions as of July 1, 2005. We currently have 4 vacancies and expect at least 2 more. We are expecting a mid July 2005 academy with 24 positions. There is no way we can fill 24 slots with only 15 candidates. We would like to begin the recruitment process as soon as possible so that we can meet the July 2005 academy date without putting extra burden on D&E and HR staff.

I know this is probably more information than you need, however, I want to make sure you know that we do not like to abolish eligibility lists unless it is absolutely necessary.

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date March 23, 2005

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

SUBJECT: B. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

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

The City is requesting that the following eligible list be abolished in accordance with Civil Service Rules, Chapter IV, Section 9, c. (4):

1. Corrections Officer - Open

The reasoning is as follows:

The current eligible lists no longer suit the needs of the department.

RECOMMENDATION

The City recommends approval of the abolishment of these lists.