

Lynn's Copy

S.V.

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: May 11, 2005

TIME: 4:30 p.m.

Exam Eligibility Room
AICP / CPE 247

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 April 13, 2005

IV. APPROVAL OF MINUTES: Teleconference Meeting of April 27, 2005

V. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED:

1. Assistant Fire Protection Engineer - Promotional
2. Assistant Fire Protection Engineer - Open
3. Combination Inspector - Promotional
4. Combination Inspector - Open
5. GIS Technician - Promotional
6. GIS Technician - Open
7. Plans Examiner - Promotional
8. Plans Examiner - Open
9. Plans Examination Supervisor - Promotional
10. Senior Systems Analyst - Promotional
11. Senior Systems Analyst - Open
12. Video Programming Technician - Promotional
13. Video Programming Technician - Open

B. EXTENSION OF ELIGIBLE LISTS:

1. Bus Driver - Promotional
2. Bus Driver - Open
3. Deputy City Marshal Sergeant - Promotional
4. Equipment Operator I (Streets) - Promotional
5. Equipment Operator I (Streets) - Open
6. HVAC Technician I - Open
7. Plant Operator II - Promotional
8. Plant Operator II - Open

C. CLASSIFICATION SPECIFICATIONS:

1. Planner I - Revised
2. Planner II - Revised
3. Senior Code Enforcement Officer - Revised

M-PR
2-EM/JO
~~XXXXXXXXXX~~
~~XXXXXXXXXX~~

M-EM
2-JO

M-JO
2-PR

68✓

Planner II -

CE - Education &
experience room
2 diff ways to
qualify.

Revised
subject - Equivalency
- degree or AICP cert.
Formal Ed. or
D. or EXP.

*3-1 Vote

Open to public
Rm 247 #2 JO/Hood/Grady

* Need to put together
CSB PKT. for Lolo
meeting.

* Need minutes from
4/13 (tape on desk for
Lisa)

* See keep w/ my notes
from these 2 meetings.
Everything was approved

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

VII. CITIZEN PARTICIPATION

Intro. V Syna

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

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
ANNOTATED MINUTES
for the
MAY 11, 2005
REGULAR MEETING**

**Agenda Documentation
June 8, 2005**

TO:
CIVIL SERVICE BOARD OF TRUSTEES

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

I. CALL TO ORDER: May 11, 2005 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 - Absent

Counsel for the Civil Service Board, Morgan Davis, was also present at this meeting.

STAFF PRESENT
Ann Rubertino-Beck
Glenna Worthington

OTHERS PRESENT
Steve Wright – LVCEA
Lon Grasmick - LVCEA
Jody Donahue – Planning & Development
Margo Wheeler – Director, Planning & Development

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

III. APPROVAL OF MINUTES of Regular Meeting of April 13, 2005: Trustee Johan Aliseo asked that the minutes for item C #2 and #3 (Planner I and II Series) be transcribed verbatim. **Revised minutes for the Regular Meeting of April 13, 2005 attached.**

IV. APPROVAL OF MINUTES of Teleconference Meeting of April 27, 2005: A motion was made by Trustee Johan Aliseo that the minutes of the Teleconference Meeting of April 27, 2005 be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

V. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

1. Assistant Fire Protection Engineer – Promotional
2. Assistant Fire Protection Engineer – Open

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES**

May 11, 2005

PAGE 2

3. Combination Inspector – Promotional
4. Combination Inspector – Open
5. GIS Technician – Promotional
6. GIS Technician – Open
7. Plans Examiner – Promotional
8. Plans Examiner – Open
9. Plans Examination Supervisor – Promotional
10. Senior Systems Analyst – Promotional
11. Senior Systems Analyst – Open
12. Video Programming Technician – Promotional
13. Video Programming Technician – Open

A motion was made by Trustee Priscilla Rocha that items 1 through 13 of the Eligible Lists To Be Certified be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Bus Driver – Promotional
2. Bus Driver – Open
3. Deputy City Marshal Sergeant – Promotional
4. Equipment Operator I (Streets) – Promotional
5. Equipment Operator I (Streets) – Open
6. HVAC Technician I – Open
7. Plant Operator II – Promotional
8. Plant Operator II – Open

A motion was made by Trustee Ed Miramontes that items 1 through 8 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Johan Aliseo. Motion carried.

C. CLASSIFICATION SPECIFICATIONS:

1. Planner I – Revised
2. Planner II – Revised
3. Senior Code Enforcement Officer – Revised

A motion was made by Trustee Johan Aliseo that items 1 through 3 of the Classification Specifications be approved. The motion was seconded by Trustee Priscilla Rocha. Motion carried.

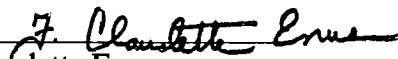
VI. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED:

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
May 11, 2005
PAGE 3

VII. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 5:10 p.m.


F. Claudette Enus
Secretary to the Board



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

CSB

5/11

Emp comm -

P1 - Budget π against exp

P2 - Budget = 2 yrd exp or
AICP in 2 yrd v Budget

Byrd costs as exp in balance
u d

Plans w/ hv Rgt controller
to apply

Man exp. -
Controller

CZ - AICP cost (Exam eligibility
1990)
it got credit for partial college.

JA - U hard in eligible est
U already exist

MW - M.D. Institute U or est
we made corrections U M.D. Institute
would be correct -

LG - a lg or even is a
history, & city his...

LL

JA on a wild

CE as exposed 7/12/05

LL is one odd L

CE Yes

MW It all can be extnd -

Donatue Ben all v u, &
dig. when PI & PII

LL Job Study

Donatue To be len d

LL

Donatue Bio K for - read & write

PR of my re-invented you, you
should to advantage

- series of L

- LG Anderson & Ribboc. couple

Job Study...

Eg. exp.

5:10

SIGN-IN SHEET
CIVIL SERVICE BOARD MEETING

DATE: 5/11/05

PLEASE PRINT

NAME

ORGANIZATION

STEVE WRIGHT

CEA

Don Donohue

Current Planning

Lon Grasmich

LVCEA

Glenna WORTHINGTON

Human Resources

Margaret Heeler

P&D Dept

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION**

May 11, 2005

TO:

CIVIL SERVICE BOARD OF TRUSTEES

FROM:

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

I. CALL TO ORDER: April 13, 2005 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 – Absent

Counsel for the Civil Service Board, Morgan Davis, was also present at this meeting.

STAFF PRESENT

Ann Rubertino-Beck
Michele McNulty
Gia Rodriguez
Myrtle Harvey

OTHERS PRESENT

Tommy Ricketts – President, LVCEA
Jody Donahue – Planning & Development
Margo Wheeler – Director, Planning & Development

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

III. APPROVAL OF MINUTES of Regular Meeting of March 9, 2005: A motion was made by Trustee Johan Aliseo that the minutes of the Regular Meeting of March 9, 2005 be approved. Trustee Priscilla Rocha seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting of March 23, 2005: A motion was made by Trustee Priscilla Rocha that the minutes of the Teleconference Meeting of March 23, 2005 be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

V. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

1. Building Inspector – Promotional
2. Building Inspector – Open
3. Business Services Supervisor – Promotional
4. Business Services Supervisor – Open
5. Electrical Inspector – Promotional
6. Electrical Inspector – Open
7. GIS Analyst II – Open
8. Neighborhood Planner – Promotional
9. Neighborhood Planner – Open
10. Office Specialist II – Promotional
11. Office Specialist II – Open
12. Plumbing/Mechanical Inspector – Promotional
13. Plumbing/Mechanical Inspector – Open

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
April 13, 2005
PAGE 2

A motion was made by Trustee Johan Aliseo that items 1 through 13 of the Eligible Lists To Be Certified be approved. The motion was seconded by Trustee Priscilla Rocha. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Animal Control Officer I – Promotional
2. Animal Control Officer I – Open
3. Field Electrician II – Promotional
4. Field Electrician II – Open
5. License Officer I – Promotional
6. License Officer I – Open
7. License Officer II – Promotional
8. License Officer II – Open
9. Mechanic I – Promotional
10. Mechanic I – Open
11. Pre-Trial Services Officer – Promotional
12. Pre-Trial Services Officer – Open
13. Senior Personnel Technician – Promotional
14. Senior Traffic Signal Electrician – Promotional
15. Supervisor of Fire Investigations – Promotional

A motion was made by Trustee Priscilla Rocha that items 1 through 15 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Johan Aliseo. Motion carried.

C. CLASSIFICATION SPECIFICATIONS:

1. Field Electrician II – Revised
2. Planner I – Revised
3. Planner II – Revised
4. Plans Examination Supervisor – Revised
5. Traffic Signal Electrician II – Revised
6. Neighborhood Services Job Trainer – New
7. Neighborhood Services Specialist – New

* CORRECTION

Prior to a motion being made, the minimum qualifications requirements of item 2 and 3 were discussed with staff and others in attendance. As a result, the Civil Service Board trustees recommended that both classification specifications for the Planner I and II series be sent back for revision to reflect the four year degree requirements or AICP certification in lieu of the degree. A motion was made by Trustee Johan Aliseo that items 1 and 4 through 7 of the Classification Specifications be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

Need validation

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

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
April 13, 2005
PAGE 3

VII. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 5:05 p.m.

A handwritten signature in cursive script, appearing to read "F. Claudette Enus", written in dark ink.

F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION**

May 11, 2005

TO:
CIVIL SERVICE BOARD OF TRUSTEES

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

I. CALL TO ORDER: April 27, 2005 at 11:30 a.m. via Teleconference

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

STAFF PRESENT

Ann Rubertino-Beck
Judy Tuttle
Louisa Tuilagi
Lynn Moss

OTHERS PRESENT

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

III. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1) Buyer I – Promotional
- 2) Buyer I – Open
- 3) Municipal Court Marshal Sergeant – Promotional
- 4) Parking Operations Laborer – Open
- 5) Planner I – Promotional
- 6) Planner I – Open
- 7) Senior Adaptive Recreation Leader – Promotional
- 8) Senior Adaptive Recreation Leader – Open
- 9) Structural Plans Examiner – Promotional
- 10) Structural Plans Examiner – Open

Trustee Ed Miramontes made a motion to approve Items number 1 through 10 of the Eligible Lists to be certified. Trustee Priscilla Rocha seconded the motion. Motion carried.

B. CLASSIFICATION SPECIFICATIONS:

- 1) Code Enforcement Officer I/II – Revised
- 2) Traffic Electrician I (X) / Field Electrician II (X) – Revised
- 3) Traffic Electrician I (X) / Traffic Signal Electrician II (X) – Revised
- 4) Plant Operations and Maintenance Supervisor – New

Trustee Priscilla Rocha made a motion to approve Item number 1 through 4 of the Classification Specifications. Trustee Barbara Loupe seconded the motion. Motion carried.

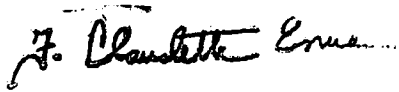
IV. DISCUSSION ITEMS

None.

V. CITIZEN PARTICIPATION:

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:35 a.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: May 11, 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: 13

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Assistant Fire Protection Engineer – Promotional	1	1	1
2. Assistant Fire Protection Engineer – Open	12	7	7
3. Combination Inspector – Promotional	2	2	2
4. Combination Inspector – Open	9	1	1
5. GIS Technician – Promotional	1	1	1
6. GIS Technician – Open	18	11	5
7. Plans Examiner – Promotional	7	3	3
8. Plans Examiner – Open	9	1	0
9. Plans Examination Supervisor – Promotional	3	3	3
10. Senior Systems Analyst – Promotional	1	1	1
11. Senior Systems Analyst – Open	14	7	2
12. Video Programming Technician – Promotional	0	0	0
13. Video Programming Technician – Open	35	25	22

CITY OF LAS VEGAS

ELIGIBLE LIST

Assistant Fire Protection Engineer
Examination

April 28, 2005
Date of Test

05420303P
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

	<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		0		

CITY OF LAS VEGAS

ELIGIBLE LIST

Assistant Fire Protection Engineer
Examination

April 28, 2005
Date of Test

054203030
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	1
REJECTED	2	GROUP 2	3
<i>TOTAL RECEIVED</i>	12	GROUP 3	3
		<i>TOTAL ON LIST</i>	7

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		7		
FAILED		0		
<i>TOTAL TESTED</i>		7		
<i>WITHDREW</i>		3		

CITY OF LAS VEGAS

ELIGIBLE LIST

Combination Inspector
Examination

April 22, 2005
Date of Test

057955303P
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	2	GROUP 1	1
REJECTED	0	GROUP 2	1
<i>TOTAL RECEIVED</i>	2	GROUP 3	0
		<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

Combination Inspector
Examination

April 22, 2005
Date of Test

057955303O
Exam Code

Open
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	7	GROUP 2	1
<i>TOTAL RECEIVED</i>	9	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

GIS Technician
Examination

April 22, 2005
Date of Test

05315503P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	1
REJECTED	0
TOTAL RECEIVED	1

ELIGIBLE LIST

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

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight)

100%

PASSED	1			
FAILED	0			
TOTAL TESTED	1			

DID NOT APPEAR

0			
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CITY OF LAS VEGAS

ELIGIBLE LIST

GIS Technician
Examination

April 22, 2005
Date of Test

053155030
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	16	GROUP 1	0
REJECTED	2	GROUP 2	0
<i>TOTAL RECEIVED</i>	18	GROUP 3	5
		<i>TOTAL ON LIST</i>	5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	5			
FAILED	6			
<i>TOTAL TESTED</i>	11			
<i>DID NOT APPEAR</i>	5			

CITY OF LAS VEGAS

ELIGIBLE LIST

Plans Examiner
Examination

April 12, 2005
Date of Test

05238303P
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	5	GROUP 1	1
REJECTED	2	GROUP 2	1
<i>TOTAL RECEIVED</i>	7	GROUP 3	1
		<i>TOTAL ON LIST</i>	3

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	3			
FAILED	2			
<i>TOTAL TESTED</i>	3			
<i>DID NOT APPEAR</i>	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Plans Examiner
Examination

April 12, 2005
Date of Test

052383030
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	3	GROUP 1	0
REJECTED	6	GROUP 2	0
TOTAL RECEIVED	9	GROUP 3	0
TOTAL ON LIST			0

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	0			
FAILED	1			
TOTAL TESTED	1			
DID NOT APPEAR	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Plans Examination Supervisor
Examination

April 27, 2005
Date of Test

05214003P
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
<i>TOTAL RECEIVED</i>	3	GROUP 3	0
		<i>TOTAL ON LIST</i>	3

<u>TESTS</u>				
	<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

Senior Systems Analyst
Examination

April 15, 2005
Date of Test

05226602P
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
<i>TOTAL RECEIVED</i>	1	GROUP 3	1
<i>TOTAL ON LIST</i>			1

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Systems Analyst
Examination

April 15, 2005
Date of Test

052266020
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	7	GROUP 1	1
REJECTED	7	GROUP 2	1
<i>TOTAL RECEIVED</i>	14	GROUP 3	0
		<i>TOTAL ON LIST</i>	2

<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>
			<u>OTHER</u>
(Weight)			<u>T & E</u>
			100%
PASSED			2
FAILED			5
<i>TOTAL TESTED</i>			7
<i>DID NOT APPEAR</i>			0

CITY OF LAS VEGAS

ELIGIBLE LIST

Video Programming Technician
Examination

April 13, 2005
Date of Test

057943303P
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	0	GROUP 1	0
REJECTED	0	GROUP 2	0
<i>TOTAL RECEIVED</i>	0	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	0			
<i>TOTAL TESTED</i>	0			
<i>DID NOT APPEAR</i>	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Video Programming Technician
Examination

April 13, 2005
Date of Test

0579433030
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	28	GROUP 1	5
REJECTED	7	GROUP 2	9
<i>TOTAL RECEIVED</i>	35	GROUP 3	8
		<i>TOTAL ON LIST</i>	22

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	22			
FAILED	3			
<i>TOTAL TESTED</i>	25			
<i>DID NOT APPEAR</i>	3			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: May 11, 2005

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. Planner I
2. Planner II
3. Senior Code Enforcement Officer

Planner I was revised to update and eliminate the experience required.

Planner II was revised to require a four-year degree and allow an AICP certification in lieu of the degree.

Senior Code Enforcement Officer I/II was revised to change the timing of the certification requirements.

RECOMMENDATION

The City recommends approval of these revised classification specifications.

PLANNER I

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 entry-level professional work in the field of planning; and to provide information and assistance to city officials, city staff, developers, the business community and the public on planning, zoning, housing, annexations and development related matters.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Planner series. This class is distinguished from the Planner II by the performance of the more routine tasks and duties assigned to positions within the series including proposal and application review, report preparation and a high degree of public interaction.

SUPERVISION RECEIVED

Receives general supervision from a Planning Supervisor or higher management staff.

May receive functional and technical supervision from a Sr. Planner.

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

Essential Functions:

1. Answer questions and provide information to the public; conduct research; interpret data and explain regulations to citizens; assist with inquiries pertaining to planning.
2. Compile technical information and make recommendations on staff studies; prepare basic reports.
3. Conduct research and prepare backup information for senior staff; prepare documentation for meetings.
4. Assist in the preparation of public hearing notifications, zoning applications and notifications or related public information notices.
5. Assist in establishing and maintaining productive working relationships with the public, staff of other departments and other local agencies.

CITY OF LAS VEGAS
Planner I (Continued)

Essential Functions:

6. Support the review of applications for Master Plan amendments, redevelopment area planning and other policy activities by conducting background research, drafting initial reports, visiting sites to review conditions and compatibility of land uses, conducting research related to public meeting inquiries, and related activities.
7. Prepare initial studies; assist in preparing or reviewing environmental impact reports.
8. Assist in preparing staff reports on zoning and land use applications for the Planning Commission, City Council, various committees and advisory boards as directed; undertake research and prepare reports and maps.
9. Collect, record and summarize statistical and demographic information; establish and maintain a comprehensive database.
10. Review development proposals and applications for business licenses, building permits and sign permits for completeness, accuracy and compliance with appropriate regulations and ordinances; log, verify, document and file reference materials; maintain current computer information; issue permits; provide information regarding the permit process and explain and interpret zoning codes, standards and regulations to assist applicant in meeting necessary requirements.
11. Check commercial, industrial and residential development plans to determine if plans meet minimum code requirements; assign street addresses and suite assignments to residential and commercial developments; assign street block numbering information to traffic signal plans.
12. Investigate complaints concerning the city's planning function and recommend corrective action.
13. Assist with pre-application meetings with customers; visit sites and take site photographs.
14. Provide information pertinent to the development of the Master Plan; assist with recommending and developing policies and procedures for future environmental, transportation, redevelopment and other regulations.
15. Perform inspection of properties and structures for compliance to approved specifications prior to issuing certificate of occupancy.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles and practices of urban planning and development.
The purpose and intent of zoning regulations.
Basic site planning and architectural design techniques and methods.
Basic computer functions.
Technical report writing, research methods and data compilation.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Basic mathematics.
Modern office methods, practices, procedures and equipment, including a computer.
Common office software, including word processing.
Basic ArcView software.

Ability to:

Learn laws, regulations and ordinances underlying general plans, zoning and land divisions.
Learn applicable environmental laws and regulations.
Learn about current literature, information sources and research techniques in the field of urban planning.
Learn to interpret and explain planning and zoning regulations.
Read site plans.
Explain technical terminology and information to the public.
Manage multiple assignments.
Learn to recognize that political sensitivities and inter-relationships in the local community can effect the planning process.
Learn to set priorities.
Understand and carry out oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative 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:
-- *Sitting and standing for extended periods of time; and*
-- *Operating computers, copiers and related office machines.*
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations;*
-- *Operating assigned equipment;*
-- *Communicating with others; and*
-- *Reading and writing.*
Maintain mental capacity which allows the capability of:
-- *Making sound decisions;*
-- *Effective interaction and communication with others; and*
-- *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

No professional planning experience is required. Completion of an internship in planning or a related field at a public agency is preferred.

Training:

Bachelor's degree from an accredited college or university with major course work in planning, geography, landscape architecture, urban studies, engineering, sociology or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

WORKING CONDITIONS

Environmental Conditions:

Office environment with occasional field work.

Physical Conditions:

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

ARB/KAG

REV 4/28/05

FLSA & City: nonexempt

CSB 5/11/05

PLANNER 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 professional level work in the field of planning; and to provide information and assistance to city officials, city staff, developers, the business community and the public on planning, zoning, housing, annexations and development related matters.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Planner series. Employees within this class are distinguished from the Planner I by the performance of the full range of duties as assigned including complex plans examination, policy development and advanced report preparation. 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.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Planning Supervisor or higher management staff.

May receive technical and functional supervision from a Sr. Planner.

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

Essential Functions:

1. Analyze and compile technical and statistical information, make recommendations on special studies and prepare planning reports; use word processing, database, mapping (ArcView), geographical information systems (GIS), and zoning research software.
2. Prepare staff reports for the Planning Commission, City Council and various committees and advisory boards as directed; undertake research, prepare reports and maps.
3. Answer questions and provide information to the public and other city departments and local agencies; interpret planning and zoning regulations for the general public; investigate complaints concerning the city's planning function and recommend corrective action.

CITY OF LAS VEGAS
Planner II (*Continued*)

4. Participate in establishing and maintaining productive working relationships with community leaders, elected officials, staff of other departments and other local agencies; assist staff with being sensitive to and maintaining such relationships; assist staff to handle sensitive situations.
5. Conduct research and draft ordinances or plan amendments for review.
6. Assist and answer questions from lower level Planning staff.
7. Oversee the processing of annexation petitions: process applications, research the parcels, prepare ordinance requests, write staff reports and assist customers with inquiries regarding the process; coordinate submittal of applications on closing dates; independently conduct pre-application meetings.
8. Perform varied activities in support of the Historic Preservation Commission.
9. Research and write reports, including maps and graphs, for special area plans and other projects; make presentations at meetings and public hearings.
10. Provide comments for applications submitted to the Planning Commission.
11. Write staff reports for Master Plan amendments.
12. Assist customers with geographic information systems (GIS) related questions.
13. Assist in establishing and maintaining productive working relationships with community leaders, elected officials, staff of other departments and other local agencies.
14. May attend Planning Commission, Recommending Committee, Historic Preservation Commission, Southern Nevada Water Authority Conservation Work Group and various neighborhood meetings.
15. Accept commercial, industrial and residential development building permit applications from the public and check plans to determine if they comply with zoning code requirements; compose letters informing applicant of permit status.
16. Review business license applications for compliance with zoning and land use codes and special requirements; confer with applicant to recommend corrective action, if needed.
17. Prepare and present staff reports for the Planning Commission and various committees and advisory boards as directed; undertake research and prepare reports and maps to present request, findings and recommendations.
18. Confer with and advise architects, builders, attorneys, contractors, engineers and the general public regarding city development policies and standards; conduct pre-application meetings with developers.

CITY OF LAS VEGAS
Planner II (Continued)

19. Perform initial inspection of properties and structures for compliance to approved conditions prior to issuing certificate of occupancy; take photos using a digital camera for use in Planning Commission meetings.
20. Review development proposals and applications for compliance with appropriate regulations and policies; prepare reports on recommendations.
21. Research background of parcels of land and compose letters stating findings.
22. Provide information pertinent to the development of the Master Plan or Zoning Ordinance; recommend and assist in development of policies and procedures for future zoning, environmental, transportation, housing, redevelopment and other issues.

Marginal Functions:

1. Assign residential, commercial and industrial addresses; assign suite numbers and unit numbers to residential and commercial developments; assign block numbers to traffic signal plans.
2. Perform related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of urban planning and development.

Laws, regulations and ordinances underlying general plans, zoning and land divisions.

Applicable environmental regulations.

Techniques and practices of research and data analysis.

Technical report writing techniques and principles.

Modern office methods, practices, procedures and equipment including a computer and common office software.

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

Current literature, information sources and research techniques in the field of urban planning.

General site planning, landscape design and architectural design techniques and methods.

The building permit process and city addressing requirements.

Ability to:

Respond to difficult and sensitive public inquiries.

Interpret and explain planning and zoning regulations.

Explain technical terminology and information to the general public.

Work independently and as part of a team.

Interpret various types of maps, site plans, floor plans, elevations, graphs and statistical data.

Meet strict deadlines.

Manage multiple assignments.

CITY OF LAS VEGAS
Planner II (*Continued*)

Recognize that political sensitivities and inter-relationships in the local community can effect the planning process.

Set priorities.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing.

Present information in a public forum.

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

Maintain effective interaction and communication with others.

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 computers, copiers, and related office equipment.*

Maintain mental capacity which allows the capability of:

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

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in urban, community or regional planning, preferably with one year at a public agency. A Master's degree in planning may substitute for one year of experience.

Training:

A Bachelor's degree from an accredited college or university with major course work in planning, geography, landscape architecture, urban studies, engineering, sociology or a field related to the essential functions. An American Institute of Certified Planners (AICP) certification will be accepted in lieu of a related bachelor's degree.

CITY OF LAS VEGAS
Planner II (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

Office environment; occasional field inspections.

Physical Conditions:

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

ARB/KAG
REV 4/14/05
FLSA & City: nonexempt

CSB 5/11/05

SENIOR CODE ENFORCEMENT OFFICER

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

DEFINITION

To lead, oversee, and participate in the more complex and difficult work of staff responsible for resolving complaints and enforcing municipal building codes and zoning ordinances; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Code Enforcement Officer series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including conflict and complaint resolution. 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 higher level supervisory or management staff.

Exercises functional and technical supervision over lower level code enforcement and clerical 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. Lead, plan, train and review the work of staff responsible for resolving complaints and enforcing building, zoning and nuisance regulations.
2. Plan, direct and participate in inspection and investigation activities.
3. Oversee the resolution of citizen complaints.
4. Train assigned employees in their areas of work in inspection methods and techniques and in the procedures for issuing citations and enforcing codes.
5. Verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specifications.

CITY OF LAS VEGAS

Senior Code Enforcement Officer (*Continued*)

Essential Functions:

6. Receive and address citizens' complaints and inquiries; handle issues of a sensitive nature; ensure appropriate action by subordinates in resolving complaint issues.
7. Plan, assign and review the work of assigned code enforcement staff; recommend final disposition of cases not resolved by staff; compile information on abatement projects and assign as required.
8. Draft special letters, notices and orders for issuance to violators; each day, review the input of data into computerized record system.
9. Attend and participate in meetings with city staff, special committees, property owners and contractors; attend meetings to determine proper interpretation of zoning codes and resolve issues between concerned parties; make presentations to groups on the purpose of code enforcement.
10. Consult with City Attorney staff regarding special cases; testify in court as required; consult with legal staff to resolve sensitive issues; assist in preparing new ordinances to be presented to City Council.
11. Ensure assigned staff adheres to safe work practices and procedures.

Marginal Functions:

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
2. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a code enforcement program.

Principles of lead supervision and training.

Methods and techniques of inspection and investigation.

Occupational hazards and standard safety practices.

Applicable city, state and federal codes, ordinances and regulations related to building, zoning and nuisance requirements.

Principles and techniques of building inspection and code enforcement.

Local geography and street locations.

Methods and techniques of conflict resolution.

Construction methods used in buildings and related structures.

Basic computer use.

Basic record keeping and file maintenance systems.

CITY OF LAS VEGAS

Senior Code Enforcement Officer (*Continued*)

Ability to:

Lead, organize and review the work of staff in the area of work assigned.

Independently perform the most difficult inspections.

Effectively resolve conflicts.

Interpret, explain and enforce department policies and procedures.

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

Enforce proper zoning, nuisance, health and safety requirements.

Work with diverse cultural and socioeconomic groups.

Compile and collect data.

Operate modern office equipment, including computers.

Perform inspections and investigations.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

Maintain 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:

- *Walking, standing or sitting for extended periods of time; and*
- *Operating assigned equipment and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

Four years of experience inspecting residential or commercial properties for housing, zoning, building or related code enforcement including three years of experience with frequent, heavy public contact in stressful or confrontational situations.

Training:

Equivalent to an Associate degree in construction technology, pre-engineering, business administration, criminal justice or a related field. Additional specialized training in building codes and zoning regulations is desirable.

CITY OF LAS VEGAS

Senior Code Enforcement Officer (*Continued*)

License or Certificate:

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

Possession of Zoning Enforcement Officer certification, issued by the American Association of Code Enforcement (AACE), on the date of application.

Possession of a Housing and Property Maintenance Inspector certification, issued by the American Association of Code Enforcement (AACE), on the date of application.

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

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

ARB

REV 4/18/05

FLSA & City: nonexempt

CSB 5/11/05

PLANNER I

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 entry-level professional level work in the field of ~~current, comprehensive or neighborhood~~ planning; and to provide information and assistance to City officials, City staff, developers, the business community and the public on planning, zoning, housing, annexations, ~~neighborhoods, federal entitlement programs~~ and development related matters.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Planner series. This class is distinguished from the Planner II by the performance of the more routine tasks and duties assigned to positions within the series including proposal and application review, report preparation and a high degree of public interaction.

SUPERVISION RECEIVED

Receives general supervision from a Planning Supervisor or higher management staff designee.

May receive functional and technical supervision from a ~~Planner II or~~ Sr. Planner.

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

Essential Functions:

1. Answer questions and provide information to the public; conduct research; interpret data and explain regulations to citizens; assist with inquiries pertaining to ~~current, comprehensive or neighborhood~~ planning.
2. Compile technical information and make recommendations on staff studies; prepare basic reports.
3. Conduct research and prepare backup information for senior staff; prepare documentation for meetings.
4. Assist in the preparation of public hearing notifications, zoning applications and notifications or related public information notices.
5. Assist in establishing and maintaining productive working relationships with the public, staff of other departments and other local agencies.

CITY OF LAS VEGAS
Planner I (Continued)

Essential Functions:

When Assigned to the Planning and Development Department:

- 1.6. Support the review of applications for ~~General~~ Master Plan amendments, redevelopment area planning and other policy activities by conducting background research, drafting initial reports, visiting sites to review conditions and compatibility of land uses, conducting research related to public meeting inquiries, and related activities.
- ~~2. Revise and compile technical information and prepare recommendations.~~
- ~~3. Participate with other departmental and agency staff in completing related planning activities in a timely manner.~~
- 4.7. Prepare initial studies; assist in preparing or reviewing environmental impact reports.
- 5.8. Assist in preparing staff reports on zoning and land use applications for the Planning Commission, City Council, various committees and advisory boards as directed; undertake research and prepare reports and maps.
- 6.9. Collect, record and summarize statistical and demographic information; establish and maintain a comprehensive database.
- ~~7. Assist in preparing and presenting staff reports on zoning and land use applications to the Planning Commission and various committees and advisory boards as directed; conduct research and prepare reports and maps.~~
10. Review development proposals and applications for business licenses, building permits and sign permits for completeness, accuracy and compliance with appropriate regulations and ordinances; log, verify, document and file reference materials; maintain current computer information; issue permits; provide information regarding the permit process and explain and interpret zoning codes, standards and regulations to assist applicant in meeting necessary requirements.
- 8.
- 9.11. Check commercial, industrial and residential development plans to determine if plans meet minimum code requirements; assign street addresses and suite assignments to residential and commercial developments; assign street block numbering information to traffic signal plans.
- ~~10. Provide information regarding the permit process and explain and interpret zoning codes, standards and regulations to assist applicant in meeting necessary requirements.~~
- 11.12. Investigate complaints concerning the city's planning function and recommend corrective action ~~as necessary to resolve complaints concerning the city's current planning function.~~
- 12.13. Assist with pre-application meetings with customers; visit sites and take site photographs.

CITY OF LAS VEGAS
Planner I (Continued)

Essential Functions:

When Assigned to Neighborhood Planning:

- ~~1. Participate with senior staff in the facilitation of neighborhood organizing and consensus building.~~
- ~~2. Participate with senior staff to define neighborhood specific issues, prepare plans and implement action plans.~~
- ~~3. Perform initial assessment of neighborhoods for community development opportunities.~~
- ~~4. Assist senior staff in developing and implementing neighborhood revitalization programs.~~
- ~~5. Assist in the administration of neighborhood surveys and compilation of data.~~
- ~~6. Investigate complaints and recommend corrective action as necessary to resolve complaints concerning the city's neighborhood planning function.~~
- ~~7. Collect, record and summarize statistical and demographic information; establish and maintain a comprehensive database.~~
- ~~8. Assist in preparing staff reports for City Council, various committees and advisory boards as directed; undertake research and prepare reports and maps.~~
- ~~9. Assist citizens and developers regarding neighborhood based organizations and neighborhood oriented programs and services.~~

Marginal Functions:

- ~~1. Perform related duties and responsibilities as required.~~

When Assigned to the Planning and Development Department:

- ~~1.18. Provide information pertinent to the development of the Master Plan; assist with recommending and developing policies and procedures for future environmental, transportation, redevelopment and other regulations issues.~~
- ~~2.19. Perform inspection of properties and structures for compliance to approved specifications prior to issuing certificate of occupancy.~~

When Assigned to Neighborhood Planning:

- ~~1. Provide information pertinent to the development of a Neighborhood Plan; assist with recommending and developing policies and procedures for future environmental, transportation, housing, redevelopment and other issues.~~

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles and practices of urban planning and development.
The purpose and intent of zoning regulations.
Basic site planning and architectural design techniques and methods.
Basic computer functions.
Technical report writing, research methods and data compilation.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Basic mathematics.
Modern office methods, practices, procedures and equipment, including a computer.
Common office software, including word processing.
Basic ArcView software.

Ability to:

Learn laws, regulations and ordinances underlying general plans, zoning, and -land divisions
~~and neighborhood plans.~~
Learn applicable environmental laws and regulations.
Learn about current literature, information sources and research techniques in the field of
~~urban or neighborhood planning.~~
Learn to ~~interpret~~ interpret and explain planning and zoning regulations for the general public.
Read site plans.
Explain technical terminology and information to the public.
~~Recognize the political sensitivity of planning issues.~~
~~Make formal presentations before a group.~~
Manage multiple assignments.
Learn to recognize that political sensitivities and inter-relationships in the local community can
effect the planning process.
Learn to set priorities.
Understand and carry out oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of
work.
~~When Assigned to Neighborhood Planning only: Learn about federally funded entitlement~~
~~programs and community development processes and programs.~~
~~Maintain effective interaction and communication with others.~~
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 computers, copiers and related office machines.*

CITY OF LAS VEGAS
Planner I (Continued)

Ability to:

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

No professional planning work experience is required. Completion of an internship in planning or a related field at a public agency is preferred. One year of experience in urban, neighborhood, community or regional planning or a closely related field is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, geography, landscape architecture, urban studies, engineering, sociology or a closely related field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

WORKING CONDITIONS

Environmental Conditions:

Office environment with occasional field work.

Physical Conditions:

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

ARB/-KAG

REV 7/28/03 2/14/05 4/28/05

FLSA & City: nonexempt

CSB 9/10/03

PLANNER 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 professional level work in the field of ~~current, comprehensive or neighborhood~~ planning; and to provide information and assistance to ~~c~~City officials, ~~c~~City staff, developers, the business community and the public on planning, zoning, housing, annexations, ~~neighborhoods, federal entitlement programs~~ and development related matters.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Planner series. Employees within this class are distinguished from the Planner I by the performance of the full range of duties as assigned including complex plans examination, policy development and advanced report preparation. 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.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision ~~direction~~ from –a Planning Supervisor or designee higher management staff.

May receive technical and functional supervision from a Sr. Planner.

~~May exercise technical and functional supervision over lower level 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. Analyze and compile technical and statistical information, make recommendations on special studies and prepare planning reports; use word processing, database, mapping (ArcView), geographical information systems (GIS), and zoning research software.
2. Prepare staff reports for the Planning Commission, ~~Hearings Officer handling zoning variances,~~ City Council and various committees and advisory boards as directed; undertake research; prepare reports and maps.

CITY OF LAS VEGAS
Planner II (Continued)

Essential Functions:

3. Answer questions and provide information to the public and other city departments and local agencies; interpret planning and zoning regulations programs for the general public; investigate complaints concerning the city's planning function and recommend corrective action; ~~as necessary to resolve complaints concerning the city's planning function.~~
4. Participate in establishing and maintaining productive working relationships with community leaders, elected officials, staff of other departments and other local agencies; assist staff with being sensitive to and maintaining such relationships; assist staff to handle sensitive situations.

4.5. Conduct research and draft ordinances or plan amendments for review.

5.6. Assist and answer questions from lower level Planning staff; ~~facilitate a weekly junior staff meeting.~~

When Assigned to the Planning and Development Department:

- 1.6. Oversee the processing of annexation petitions: process applications, research the parcels, prepare ordinance requests, write staff reports and assist customers with inquiries regarding the process; coordinate submittal of applications on closing dates; independently conduct pre-application meetings.
- 2.7. Perform varied activities in support of the Historic Preservation Commission.
- 3.8. Research and write reports, including maps and graphs, for special area plans and other projects; make presentations at meetings and public hearings.
- 4.9. Provide comments for applications submitted to the Planning Commission.
- 5.10. Write staff reports for Master Plan amendments.
- 6.11. Assist customers with geographic information systems (GIS) related questions.
- 7.12. Assist in establishing and maintaining productive working relationships with community leaders, elected officials, staff of other departments and other local agencies.
- 8.13. May ~~A~~attend Planning Commission, Recommending Committee, Historic Preservation Commission, Southern Nevada Water Authority Conservation Work Group and various neighborhood meetings.
- 9.14. Accept commercial, industrial and residential development building permit applications from the public and check plans to determine if they comply with zoning code requirements; compose letters informing applicant of permit status.

CITY OF LAS VEGAS
Planner II (Continued)

10.15. Review business license applications for compliance with zoning and land use codes and special requirements; confer with applicant to recommend corrective action, if needed.

11.16. Prepare and present staff reports for the Planning Commission and various committees and advisory boards as directed; undertake research and prepare reports and maps to present request, findings and recommendations.

12.17. Confer with and advise architects, builders, attorneys, contractors, engineers and the general public regarding city development policies and standards; conduct pre-application meetings with developers.

When Assigned to the Planning and Development Department:

13.18. Perform initial inspection of properties and structures for compliance to approved conditions prior to issuing certificate of occupancy; take photos using a digital camera for use in Planning Commission meetings.

14.19. Review development proposals and applications for compliance with appropriate regulations and policies; prepare reports on recommendations.

15.20. Research background of parcels of land and compose letters stating findings.

21. Provide information pertinent to the development of the Master Plan or Zoning Ordinance Plan; recommend and assist in development of policies and procedures for future zoning, environmental, transportation, housing, redevelopment and other issues.

When Assigned to Neighborhood Planning:

~~1. Collect, record and summarize statistical and demographic information; establish and maintain a comprehensive database.~~

~~2. Lead, participate in and facilitate neighborhood organizing and consensus building processes.~~

~~3. Lead and participate with neighborhood groups in addressing neighborhood specific issues and lead the preparation and implementation of neighborhood plans.~~

~~4. Participate in and lead the evaluation of neighborhoods for community development opportunities.~~

~~5. Lead and participate in the development and implementation of neighborhood revitalization programs and neighborhood plans.~~

~~6. Develop, administer and analyze neighborhood surveys; prepare summary report.~~

Marginal Functions:

CITY OF LAS VEGAS
Planner II (Continued)

~~1. Provide information pertinent to the development of the Master Plan, Zoning Ordinance or Neighborhood Plans; recommend and develop policies and procedures for future zoning, environmental, transportation, housing, redevelopment and other issues.~~

23.1. Assign residential, commercial and industrial addresses; assign suite numbers and unit numbers to residential and commercial developments; assign block numbers to traffic signal plans.

3.2. Perform related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of urban planning and development.

Laws, regulations and ordinances underlying general plans, zoning and land divisions.

Applicable environmental regulations.

Techniques and practices of research and data analysis.

Technical report writing techniques and principles.

Modern office methods, practices, procedures and equipment including a computer and common office software.

~~Sources of planning information and how to locate them.~~

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

Current literature, information sources and research techniques in the field of urban or neighborhood planning.

~~When assigned to Planning & Development only:~~ General site planning, landscape design and architectural design techniques and methods.

The building permit process and city addressing requirements.

~~When assigned to Neighborhood Planning only:~~ Federally funded entitlement programs and community development processes and programs.

Ability to:

Respond to difficult and sensitive public inquiries.

Interpret and explain planning and zoning regulations.

Explain technical terminology and information to the general public.

Work independently and as part of a team.

Interpret various types of maps, site plans, floor plans, elevations, graphs and statistical data.

Meet strict deadlines.

Manage multiple assignments.

Recognize that political sensitivities and inter-relationships in the local community can effect the planning process.

Set priorities.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing.

Present information in a public forum.

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

CITY OF LAS VEGAS
Planner II (Continued)

Maintain effective interaction and communication with others.

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 computers, copiers, and related office equipment.*

Maintain mental capacity which allows the capability of:

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

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in urban, ~~neighborhood~~, community or regional planning, ~~or a closely related field~~ preferably with one year at a public agency. A Master's degree in planning may substitute for one year of experience.

Training:

~~A~~ Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, geography, landscape architecture, urban studies, engineering, sociology or a closely related field related to the essential functions. An American Institute of Certified Planners (AICP) certification will be accepted in lieu of a related bachelor's degree.

WORKING CONDITIONS

Environmental Conditions:

Office environment; occasional field inspections.

Physical Conditions:

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

ARB/-KAG

REV 7/28/03 2/14/05 4/14/05

FLSA & City: nonexempt

CSB 9/10/03

SENIOR CODE ENFORCEMENT OFFICER

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

DEFINITION

To lead, oversee, and participate in the more complex and difficult work of staff responsible for resolving complaints and enforcing of municipal building codes and zoning ordinances; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Code Enforcement Officer series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including conflict and complaint resolution. 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 higher level supervisory or management staff.

Exercises functional and technical supervision over lower level code enforcement and clerical 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. Lead, plan, train and review the work of staff responsible for resolving complaints and enforcing building, zoning and nuisance regulations.
2. Plan, direct and participate in inspection and investigation activities.
3. Oversee the resolution of citizen complaints.
4. Train assigned employees in their areas of work in inspection methods and techniques and in the procedures for issuing citations and enforcing codes.
5. Verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specifications.

CITY OF LAS VEGAS

Senior Code Enforcement Officer (*Continued*)

Essential Functions: (*continued*)

6. Receive and address citizens' complaints and inquiries; handle issues of a sensitive nature; ensure appropriate action by subordinates in resolving complaint issues.
7. Plan, assign and review the work of assigned code enforcement staff; recommend final disposition of cases not resolved by staff; compile information on abatement projects and assign as required.
8. Draft special letters, notices and orders for issuance to violators; each day, review the input of data into computerized record system.
9. Attend and participate in meetings with city staff, special committees, property owners and contractors; attend meetings to determine proper interpretation of zoning codes and resolve issues between concerned parties; make presentations to groups on the purpose of code enforcement.
10. Consult with City Attorney staff regarding special cases; testify in court as required; consult with legal staff to resolve sensitive issues; assist in preparing new ordinances to be presented to City Council.
11. Ensure assigned staff adhere to safe work practices and procedures.

Marginal Functions:

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
2. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a code enforcement program.

Principles of lead supervision and training.

Methods and techniques of inspection and investigation.

Occupational hazards and standard safety practices.

Applicable city, state and federal codes, ordinances and regulations related to building, zoning and nuisance requirements.

Principles and techniques of building inspection and code enforcement.

Local geography and street locations.

Methods and techniques of conflict resolution.

Construction methods used in buildings and related structures.

Basic computer use.

Basic record keeping and file maintenance systems.

CITY OF LAS VEGAS

Senior Code Enforcement Officer (*Continued*)

Ability to:

Lead, organize and review the work of staff in the area of work assigned.

Independently perform the most difficult inspections.

Effectively resolve conflicts.

Interpret, explain and enforce department policies and procedures.

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

Enforce proper zoning, nuisance, health and safety requirements.

Work with diverse cultural and socioeconomic groups.

Compile and collect data.

Operate modern office equipment, including computers.

Perform inspections and investigations.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

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

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:

-- *Walking, standing or sitting for extended periods of time; and*

-- *Operating assigned equipment and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:

-- *Making observations;*

-- *Communicating with others;*

-- *Reading and writing;*

-- *Operating assigned office and computer equipment; and*

-- *Operating vehicles.*

Experience and Training Requirements

Experience:

Four years of experience inspecting residential or commercial properties for housing, zoning, building or related code enforcement including three years of experience with frequent, heavy public contact in stressful or confrontational situations.

Training:

Equivalent to an Associate degree in construction technology, pre-engineering, business administration, criminal justice or a related field. Additional specialized training in building codes and zoning regulations is desirable.

CITY OF LAS VEGAS
Senior Code Enforcement Officer (*Continued*)

License or Certificate

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

Possession of Zoning Enforcement Officer certification, issued by the American Association of Code Enforcement (AACE), on the date of application.

Possession of a Housing and Property Maintenance Inspector certification, issued by the American Association of Code Enforcement (AACE), on the date of application.

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

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

ARB
REV ~~10/18/96~~10/18/05
FLSA & City: nonexempt

CSB ~~11/13/96~~11/11/05

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date **May 11, 2005**

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: 8

	<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	05/26/05	11/26/05	2
2. Bus Driver – Open	34	05/26/05	11/26/05	2
3. Deputy City Marshal Sergeant – Promotional	6	05/10/05	11/10/05	1
4. Equipment Operator I (Streets) – Promotional	2	05/10/05	11/10/05	1
5. Equipment Operator I (Streets) – Open	8	05/10/05	11/10/05	1
6. HVAC Technician I – Open	19	05/10/05	11/10/05	1
7. Plant Operator II – Promotional	1	05/12/05	11/12/05	2
8. Plant Operator II – Open	3	05/12/05	11/12/05	2