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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: May 25, 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 June 8, 2005.

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. BUSINESS
- A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1) Chief Communications Specialist – Promotional
- 2) Collections Officer - Promotional
- 3) Collections Officer - Open
- 4) Fire Prevention Inspector I - Promotional
- 5) Fire Prevention Inspector I – Open
- 6) Fire Prevention Inspector II - Promotional
- 7) Fire Prevention Inspector II - Open
- 8) Neighborhood Programs Officer – Promotional
- 9) Neighborhood Programs Officer – Open
- 10) Plumber II – Promotional
- 11) Plumber II – Open
- 12) Public Safety Technician – Promotional
- 13) Public Safety Technician - Open

- B. CLASSIFICATION SPECIFICATIONS:

- 1) Fire Captain – Revised
- 2) DUI Court Coordinator - New

- IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED:

NONE

- V. CITIZEN PARTICIPATION

NONE

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.

BL - M
EM - 2

EM - M
BL - 2

44 ✓

✓ Ed
✓ Rubella
✓ Barbara
✓ Laverne

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 25, 2005
TELECONFERENCE 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 25, 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
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) Chief Communications Specialist – Promotional
- 2) Collections Officer - Promotional
- 3) Collections Officer - Open
- 4) Fire Prevention Inspector I - Promotional
- 5) Fire Prevention Inspector I – Open
- 6) Fire Prevention Inspector II - Promotional
- 7) Fire Prevention Inspector II - Open
- 8) Neighborhood Programs Officer – Promotional
- 9) Neighborhood Programs Officer – Open
- 10) Plumber II – Promotional
- 11) Plumber II – Open
- 12) Public Safety Technician – Promotional
- 13) Public Safety Technician - Open

Trustee Barbara Loupe made a motion to approve Items number 1 through 13 of the Eligible Lists to be certified. Trustee Ed Miramontes seconded the motion. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
May 25, 2005
PAGE 2**

B. CLASSIFICATION SPECIFICATIONS:

- 1) Fire Captain – Revised
- 2) DUI Court Coordinator - New

Trustee Ed Miramontes made a motion to approve Item number 1 and 2 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**



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

CITY OF LAS VEGAS

ELIGIBLE LIST

Chief Communications Specialist
Examination

May 10, 2005
Date of Test

05425103P
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	10	GROUP 1	2
REJECTED	1	GROUP 2	6
<i>TOTAL RECEIVED</i>	11	GROUP 3	1
		<i>TOTAL ON LIST</i>	9*

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED		9		
FAILED		0		
TOTAL TESTED		9		
WITHDREW		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

Collections Officer
Examination

April 26, 2005
Date of Test

05341303P
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	13	GROUP 2	0
<i>TOTAL RECEIVED</i>	14	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>	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Collections Officer
Examination

April 26, 2005
Date of Test

05341303O
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	57	GROUP 1	1
REJECTED	72	GROUP 2	20
<i>TOTAL RECEIVED</i>	129	GROUP 3	25
		<i>TOTAL ON LIST</i>	46

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	46			
FAILED	7			
<i>TOTAL TESTED</i>	53			
<i>DID NOT APPEAR</i>	4			

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Prevention Inspector I
Examination

April 29, 2005
Date of Test

05450103P
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	25	GROUP 1	7
REJECTED	0	GROUP 2	10
<i>TOTAL RECEIVED</i>	25	GROUP 3	4
		<i>TOTAL ON LIST</i>	21

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	21			
FAILED	3			
<i>TOTAL TESTED</i>	24			
<i>DID NOT APPEAR</i>	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Prevention Inspector I
Examination

April 29, 2005
Date of Test

054501030
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	81	GROUP 1	10
REJECTED	20	GROUP 2	25
<i>TOTAL RECEIVED</i>	101	GROUP 3	23
		<i>TOTAL ON LIST</i>	58

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	58			
FAILED	8			
<i>TOTAL TESTED</i>	66			
<i>DID NOT APPEAR</i>	15			

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Prevention Inspector II
Examination

May 4, 2005
Date of Test

05435303P
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	2	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	0			
<i>TOTAL TESTED</i>	0			
<i>DID NOT APPEAR</i>	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Prevention Inspector II
Examination

May 4, 2005
Date of Test

054353030
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	7	GROUP 1	1
REJECTED	9	GROUP 2	0
<i>TOTAL RECEIVED</i>	16	GROUP 3	1
		<i>TOTAL ON LIST</i>	2

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Neighborhood Programs Officer
Examination

May 1, 2005
Date of Test

057950204P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	1
REJECTED	0
TOTAL RECEIVED	1

ELIGIBLE LIST

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

TESTS

WRITTEN

ORAL

PERFORMANCE

T & E

(Weight)

100%

PASSED				1
FAILED				0
TOTAL TESTED				1
DID NOT APPEAR				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Neighborhood Programs Officer
Examination

May 1, 2005
Date of Test

057950204O
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	13	GROUP 1	0
REJECTED	4	GROUP 2	5
<i>TOTAL RECEIVED</i>	17	GROUP 3	2
		<i>TOTAL ON LIST</i>	7

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T & E</u>
(Weight)				100%
PASSED				7
FAILED				6
<i>TOTAL TESTED</i>				13
<i>DID NOT APPEAR#</i>				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Plumber II
Examination

May 2, 2005
Date of Test

05282202P
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	3	GROUP 1	0
REJECTED	1	GROUP 2	2
<i>TOTAL RECEIVED</i>	4	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	1			
<i>TOTAL TESTED</i>	3			
<i>DID NOT APPEAR</i>	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Plumber II
Examination

May 2, 2005
Date of Test

052822020
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	18	GROUP 1	1
REJECTED	5	GROUP 2	3
TOTAL RECEIVED	23	GROUP 3	5
		TOTAL ON LIST	9

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	9			
FAILED	4			
TOTAL TESTED	13			
DID NOT APPEAR	5			

CITY OF LAS VEGAS

ELIGIBLE LIST

Public Safety Technician
Examination

May 9, 2005
Date of Test

05334404P
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	1	GROUP 2	1
<i>TOTAL RECEIVED</i>	4	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	0			
<i>TOTAL TESTED</i>	3			
<i>DID NOT APPEAR</i>	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Public Safety Technician
Examination

May 9, 2005
Date of Test

053344040
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	18	GROUP 1	6
REJECTED	21	GROUP 2	3
<i>TOTAL RECEIVED</i>	39	GROUP 3	2
		<i>TOTAL ON LIST</i>	11

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	11			
FAILED	0			
<i>TOTAL TESTED</i>	11			
<i>DID NOT APPEAR</i>	7			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: May 25, 2005

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

SUBJECT: B. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED:

1. Fire Captain

Fire Captain was revised to add a state Fire Officer I certification requirement.

NEW:

2. DUI Court Coordinator

DUI Court Coordinator was developed to coordinate a new program in Municipal Court.

RECOMMENDATION

The City recommends approval of these revised and newly created classification specifications.

FIRE CAPTAIN

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 supervise, assign, review and participate in the work of a fire company responsible for providing fire services, emergency medical, hazardous materials response and emergency rescue services; and to perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Fire Battalion Chief or higher-level management staff.

Exercises direct supervision over assigned 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. Plan, prioritize, assign, supervise and review the work of a fire company responsible for providing fire services including fire suppression, emergency medical, hazardous materials response, emergency rescue services and general fire prevention.
2. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective fire suppression, emergency medical services and general fire prevention; implement approved policies and procedures.
3. Direct firefighting operations until relieved by a superior officer; respond to fire alarms as an incident commander, assuming responsibility for the supervision, performance and safety of assigned firefighting personnel on the scene of an emergency incident.
4. Supervise and assist in rendering emergency medical services at an emergency incident; analyze and take command of patient care with full responsibility for the patient(s) until relieved by proper medical personnel.
5. Assist in coordinating the maintenance and repair of fire equipment and apparatus such as hydrants, trucks and support equipment; ensure proper maintenance of station facilities; maintain station supplies.

CITY OF LAS VEGAS
Fire Captain (*continued*)

Essential Functions:

6. Participate in monitoring employee performance objectives; prepare employee performance reviews; provide assistance to personnel under stress due to incidents; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
7. Identify the fire training needs of company personnel including such areas as driving and operating equipment and the use of hoses, nozzles, ladders and various portable equipment; provide training in emergency medical services, hazardous materials response, rescue, area location, aircraft emergency response, physical fitness and report writing.
8. Prepare reports, forms, recommendations and other required administrative documentation as needed.

Marginal Functions:

1. Assist other management staff in maintaining and improving upon the operation of the Department; perform a wide variety of general staff work as assigned.
2. May participate in the preparation and administration of assigned budget; submit budget recommendations; monitor expenditures.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles, practices and procedures of modern firefighting, emergency medical, hazardous materials and emergency rescue services.

Rules, regulations and operational procedures of the Fire Department in modern firefighting, fire equipment operation, emergency medical treatment, hazardous materials control and emergency rescue activities.

Principles and practices of supervision and training.

Local geography, including the location of water mains and hydrants and the major fire hazards of the city.

Basic principles, practices and techniques of fire prevention.

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

Principles of emergency medical and CPR.

CITY OF LAS VEGAS
Fire Captain (continued)

Ability to:

Take control of and direct a variety of emergency services related to fire operation, emergency medical response and hazardous materials incidents.

Oversee and participate in the operation and maintenance of apparatus and equipment used in modern firefighting emergency medical treatment, hazardous materials control and emergency rescue activities.

Develop budget recommendations.

Supervise, train and evaluate assigned staff.

Instruct and lead fire training sessions and courses.

Demonstrate physical endurance, agility, strength and stamina in the performance of hazardous tasks under emergency conditions.

Analyze an emergency situation and decide on an appropriate course of action within the scope of assigned duties.

Think and act quickly and appropriately in emergencies.

Understand and follow oral and written directions promptly and accurately.

Communicate clearly and concisely, both orally and in writing.

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

Operate and employ modern office practices, procedures, methods and computer equipment.

Maintain physical condition to perform essential duties as specified by firefighter certification.

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

- *Performing life threatening firefighting activities in an emergency situation;*
- *Running, walking, crouching or crawling during emergency operations;*
- *Moving equipment and injured/deceased persons;*
- *Climbing stairs/ladders;*
- *Performing life-saving and rescue procedures; and*
- *Walking, standing or sitting for extended periods of time.*

Effectively deal with personal danger which may include exposure to:

- *Fire encompassed surroundings;*
- *Dangerous persons;*
- *Dangerous animals;*
- *Hazards of emergency driving;*
- *Hazards associated with traffic control and working in and near traffic; and*
- *Natural and man-made disasters.*

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances;*
- *Evaluating various options and alternatives and choose an appropriate and reasonable course of action;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

CITY OF LAS VEGAS
Fire Captain (continued)

Experience and Training Requirements

Experience:

Seven years of experience with the City of Las Vegas Fire & Rescue Department, of which five years must have been assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations;

OR

Six years of experience with the City of Las Vegas Fire & Rescue Department assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations, which included three years as a City of Las Vegas Fire Engineer or Firefighter/EMT-P.

OR

Six years of experience with the City of Las Vegas Fire & Rescue Department, of which three years must have been assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations, and one year must have been as a City of Las Vegas Fire Training Officer.

Training:

Equivalent to graduation from high school and successful completion of the Las Vegas Fire & Rescue Department fire cadet academy. College-level course work in fire science, fire administration, business administration or a related field is desirable.

Licenses or Certificates

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

Possession of Fire Officer I certification issued by the Nevada State Fire Marshal's Office within one year of the date of appointment. Training is available from the Community College of Southern Nevada or by completing and submitting the State Fire Marshal NFPA Standards 1021 Fire Officer Certification Program Task Book.

Possession of a valid Nevada Emergency Medical Technician certificate is desirable.

WORKING CONDITIONS

Environmental Conditions:

Emergency firefighting environment; exposure to fire encompassed surroundings, dangerous persons and animals, natural and man-made disasters; hazards of emergency driving; hazards associated with traffic control and working in a near traffic.

Physical Conditions:

Essential and marginal functions require maintaining physical condition appropriate to the performance of assigned duties as specified by firefighter certification.

ARB REV 4/28/05 CSB 5/25/05
FLSA and City: nonexempt

DUI COURT COORDINATOR

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

DEFINITION

To participate in planning, coordinating, implementing and evaluating the Las Vegas Municipal Court's DUI Court within the Alternative Sentencing and Education Division, which provides case management, counseling, and substance abuse evaluations, and administers and monitors judicial sanctions and requirements for program participants.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Evaluation Center Supervisor and higher-level management.

May exercise functional and technical supervision over professional and support 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. Attend court daily to meet with the Judge, prosecutor, public defender, defense attorney, and community treatment provider to discuss the progress of DUI Court participants.
2. Participate in developing, writing and implementing new programs and program components associated with DUI Court.
3. Compile statistics and reports for the Office of Traffic Safety and court administration.
4. Review court-mandated conditions of program participation with clients and provide individual case monitoring and counseling to assure compliance with DUI Court mandated requirements; communicate with clients in person and on the telephone.
5. Diagnose clients by observation and direct contact, using the current revision of the *Diagnostic and Statistical Manual of Psychiatric Disorders* and other resources.
6. Assess clients' needs and provide referral to other community resources, if indicated, such as in-patient, outpatient, residential and related social services.
7. Provide clinical, forensic case management.
8. Assist with evaluating division programs and client services.
9. Coordinate job-related activities with professional colleagues.

CITY OF LAS VEGAS
DUI Court Coordinator (*continued*)

Essential Functions:

10. Prepare oral and written reports on DUI Court participants and client services; collect and provide information in accordance with established policies and principles of confidentiality; attend court on Notices of Appearance for defendants' revocation proceedings.
11. Maintain updated computerized case management records.
12. Attend court on defendants' status checks.
13. Conduct drug tests on defendants referred from court.

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. Perform other duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

Principles and techniques of conducting substance abuse evaluations.
Nevada traffic safety laws.
Individual and group counseling methods and techniques.
Operations and practices of the Nevada criminal justice system and the Las Vegas Municipal Court.
Techniques of program design and evaluation, such as conducting recidivism studies.
Advanced interviewing techniques.
Advanced case management techniques.
Techniques of program design and evaluation, such as recidivism studies.
Basic information contained within the current revision of the *Diagnostic and Statistical Manual of Psychiatric Disorders*.
Principles and procedures of record keeping.
English usage, spelling, grammar and punctuation.
Pertinent federal, state and local laws, codes, regulations.

Ability to:

Independently perform difficult counseling responsibilities.
Interpret, explain and enforce department and division policies and procedures.
Interact effectively with clients with a variety of social problems.
Lead classes and counseling sessions.
Comply with the operations and practices of the Nevada criminal justice system and the Las Vegas Municipal Court.

CITY OF LAS VEGAS
DUI Court Coordinator (*continued*)

Ability to:

Work independently without direct supervision.

Communicate clearly and concisely, both orally and in writing.

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in counseling, case management, substance abuse evaluations, addictions training, criminal justice counseling, substance abuse counseling, psychology, social services, or a closely related area.

Training:

Bachelors or higher degree (no substitutions) from an accredited college or university with major course work in one of the following fields:

Addictions

Counseling

Counseling and Education

Criminal Justice with a minor in counseling, social work or psychology

Education with a major or minor in addictions, counseling or psychology

Marriage and Family Therapy

Nursing

Psychology

Social Work

Social Psychology

Sociology

Substance Abuse

CITY OF LAS VEGAS
DUI Court Coordinator (*continued*)

License or Certificate

Possession, and maintenance, of license as an Alcohol and Drug Abuse Counselor from the Nevada Board of Examiners for Alcohol and Drug Abuse Counselors on the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Office, classroom and courtroom environments; travel from site to site.

Physical Conditions:

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

ARB
NEW 4/6/05
FLSA & City: nonexempt

CSB 5/25/05

FIRE CAPTAIN

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 supervise, assign, review and participate in the work of a fire company responsible for providing fire services, emergency medical, hazardous materials response and emergency rescue services; and to perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Fire Battalion Chief or higher level management staff.

Exercises direct supervision over assigned 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. Plan, prioritize, assign, supervise and review the work of a fire company responsible for providing fire services including fire suppression, emergency medical, hazardous materials response, emergency rescue services and general fire prevention.
2. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective fire suppression, emergency medical services and general fire prevention; implement approved policies and procedures.
3. Direct firefighting operations until relieved by a superior officer; respond to fire alarms as an incident commander, assuming responsibility for the supervision, performance and safety of assigned firefighting personnel on the scene of an emergency incident.
4. Supervise and assist in rendering emergency medical services at an emergency incident; analyze and take command of patient care with full responsibility for the patient(s) until relieved by proper medical personnel.
5. Assist in coordinating the maintenance and repair of fire equipment and apparatus such as hydrants, trucks and support equipment; ensure proper maintenance of station facilities; maintain station supplies.

CITY OF LAS VEGAS
Fire Captain (*continued*)

Essential Functions:

6. Participate in monitoring employee performance objectives; prepare employee performance reviews; provide assistance to personnel under stress due to incidents; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
7. Identify the fire training needs of company personnel including such areas as driving and operating equipment and the use of hoses, nozzles, ladders and various portable equipment; provide training in emergency medical services, hazardous materials response, rescue, area location, aircraft emergency response, physical fitness and report writing.
8. Prepare reports, forms, recommendations and other required administrative documentation as needed.

Marginal Functions:

1. Assist other management staff in maintaining and improving upon the operation of the Department; perform a wide variety of general staff work as assigned.
2. May participate in the preparation and administration of assigned budget; submit budget recommendations; monitor expenditures.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles, practices and procedures of modern firefighting, emergency medical, hazardous materials and emergency rescue services.

Rules, regulations and operational procedures of the Fire Department in modern firefighting, fire equipment operation, emergency medical treatment, hazardous materials control and emergency rescue activities.

Principles and practices of supervision and training.

Local geography, including the location of water mains and hydrants and the major fire hazards of the city.

Basic principles, practices and techniques of fire prevention.

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

Principles of emergency medical and CPR.

Ability to:

Take control of and direct a variety of emergency services related to fire operation, emergency medical response and hazardous materials incidents.

Oversee and participate in the operation and maintenance of apparatus and equipment used in modern firefighting emergency medical treatment, hazardous materials control and emergency rescue activities.

Develop budget recommendations.

CITY OF LAS VEGAS
Fire Captain (continued)

Ability to:

Supervise, train and evaluate assigned staff.

Instruct and lead fire training sessions and courses.

Demonstrate physical endurance, agility, strength and stamina in the performance of hazardous tasks under emergency conditions.

Analyze an emergency situation and decide on an appropriate course of action within the scope of assigned duties.

Think and act quickly and appropriately in emergencies.

Understand and follow oral and written directions promptly and accurately.

Communicate clearly and concisely, both orally and in writing.

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

Operate and employ modern office practices, procedures, methods and computer equipment.

Maintain physical condition to perform essential duties as specified by firefighter certification.

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

- *Performing life threatening firefighting activities in an emergency situation;*
- *Running, walking, crouching or crawling during emergency operations;*
- *Moving equipment and injured/deceased persons;*
- *Climbing stairs/ladders;*
- *Performing life-saving and rescue procedures; and*
- *Walking, standing or sitting for extended periods of time.*

Effectively deal with personal danger which may include exposure to:

- *Fire encompassed surroundings;*
- *Dangerous persons;*
- *Dangerous animals;*
- *Hazards of emergency driving;*
- *Hazards associated with traffic control and working in and near traffic; and*
- *Natural and man-made disasters.*

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances;*
- *Evaluating various options and alternatives and choose an appropriate and reasonable course of action; ~~and~~*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities ~~during training and testing processes.~~*

CITY OF LAS VEGAS
Fire Captain (continued)

Experience and Training Requirements

Experience:

Seven years of experience with the City of Las Vegas Fire & Rescue Department, of which five years must have been assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations;

OR

Six years of experience with the City of Las Vegas Fire & Rescue Department assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations, which included three years as a City of Las Vegas Fire Engineer or Firefighter/EMT-P.

OR

Six years of experience with the City of Las Vegas Fire & Rescue Department, of which three years must have been assigned to a position whose primary responsibility is controlling and extinguishing fires as a first responder in emergency situations, and one year must have been as a City of Las Vegas Fire Training Officer.

Training:

Equivalent to graduation from high school and successful completion of the Las Vegas Fire & Rescue Department fire cadet academy. College-level course work in fire science, fire administration, business administration or a related field is desirable.

Licenses or Certificates

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

Possession of Fire Officer I certification issued by the Nevada State Fire Marshal's Office within one year of the date of appointment. Training is available from the Community College of Southern Nevada or by completing and submitting the State Fire Marshal NFPA Standards 1021 Fire Officer Certification Program Task Book.

Possession of a valid Nevada Emergency Medical Technician certificate is desirable.

WORKING CONDITIONS

Environmental Conditions:

Emergency firefighting environment; exposure to fire encompassed surroundings, dangerous persons and animals, natural and man-made disasters; hazards of emergency driving; hazards associated with traffic control and working in a near traffic.

Physical Conditions:

Essential and marginal functions require maintaining physical condition appropriate to the performance of assigned duties as specified by firefighter certification.

ARB ____ REV 4/17/034/28/05 ____ CSB 5/14/035/25/05
FLSA and City: nonexempt

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: May 25, 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. Chief Communications Specialist – Promotional	11	9	9
2. Collections Officer – Promotional	14	0	0
3. Collections Officer – Open	129	57	46
4. Fire Prevention Inspector I – Promotional	25	24	21
5. Fire Prevention Inspector I – Open	101	66	58
6. Fire Prevention Inspector II – Promotional	2	0	0
7. Fire Prevention Inspector II – Open	16	7	2
8. Neighborhood Programs Officer – Promotional	1	1	1
9. Neighborhood Programs Officer – Open	17	13	7
10. Plumber II – Promotional	4	3	2
11. Plumber II – Open	23	13	9
12. Public Safety Technician – Promotional	4	3	3
13. Public Safety Technician – Open	39	11	11