

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Department of Human Resources

400 Stewart Avenue - 2nd Floor

Training Room #4

Las Vegas, Nevada

CITY OF LAS VEGAS INTERNET ADDRESS:

<http://www.lasvegasnevada.gov>

AGENDA

DATE: NOVEMBER 8, 2006

TIME: 4:30 p.m.

Judy LP
Susan
Ann

Um M.D.

S. ✓
Full Board
Present
EM JA
EB LL
PR

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

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: Regular Meeting of October 11, 2006
- IV. APPROVAL OF MINUTES: Teleconference Meeting of October 25, 2006
- V. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1. Combination Inspector (Promotional)
- 2. Combination Inspector (Open)
- 3. Plans Examiner-Plumbing/Mechanical (Promotional)
- 4. Plans Examiner-Plumbing/Mechanical (Open)
- 5. Senior Adaptive Recreation Leader (Promotional)
- 6. Senior Adaptive Recreation Leader (Open)

B. EXTENSION OF ELIGIBLE LISTS

- 1. Agenda Technician I - Promotional
- 2. Agenda Technician I - Open
- 3. Assistant City Surveyor - Promotional
- 4. Assistant City Surveyor - Open
- 5. Assistant Fire Protection Engineer - Open
- 6. Business Specialist II - Promotional
- 7. Business Specialist II - Open
- 8. Chief Communications Specialist - Promotional
- 9. Combination Inspector - Promotional
- 10. Deputy City Marshal - Open
- 11. Firefighter Trainee - Open
- 12. Parks Crew Leader - Promotional
- 13. Public Safety Technician - Promotional
- 14. Public Safety Technician - Open
- 15. Records Technician I - Promotional
- 16. Records Technician I - Open
- 17. Vehicle Parks Specialist - Open

C. CLASSIFICATION SPECIFICATIONS

1. Senior Business Specialist - New

M-PR
2-EB

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

1. Customer Services Representative

M-SA
2-PR

VI. ITEMS FOR DISCUSSION - NO BOARD ACTION REQUIRED

1. Introduction of Malcolm White, new Board Trustee

VII. CITIZEN PARTICIPATION

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

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

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

State of Nevada, 555 E. Washington
Senior Citizen Center, 450 East Bonanza Road
Clark County Government Center, 500 South Grand Central Parkway
Bulletin Board, City Hall Plaza (Next door to Metro Records)
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
OCTOBER 11, 2006
REGULAR MEETING**

Agenda Documentation
November 8, 2006

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

I. CALL TO ORDER: October 11, 2006 at 4:30 p.m. in the Human Resources Department

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

STAFF PRESENT
Ann Rubertino-Beck
Lori Petsco
Judy Tuttle
Susan Marion

OTHERS PRESENT
Glenna Worthington - HR
Benet Vega – D&E

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

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

III. APPROVAL OF MINUTES of Regular Meeting of September 13, 2006: Trustee Ed Miramontes made a motion to approve the minutes of the Regular Meeting of September 13, 2006. Trustee Johan Aliseo seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting of September 27, 2006: A motion was made by Trustee Ed Miramontes that the minutes of the Teleconference Meeting of September 27, 2006 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.

V. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Building Services Electrician II – Promotional
2. Building Services Electrician II – Open
3. Computer Systems Technician II – Promotional
4. Computer Systems Technician II – Open
5. Senior Fire Investigator - Promotional
6. Survey Crew Leader – Promotional
7. Survey Crew Leader - Open

A motion was made by Trustee Johan Aliseo that items 1 through 7 of the Eligible Lists To Be Certified be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS

1. Concrete Mason II – Promotional
2. Concrete Mason II – Open
3. Construction Inspector I – Promotional
4. Construction Inspector I – Open
5. Equipment Operator II (Streets) – Promotional
6. Equipment Operator II (Streets) - Open
7. Facilities Field Supervisor – Promotional
8. Facilities Field Supervisor – Open
9. Municipal Court Marshal Sergeant – Promotional
10. Parking Operations Laborer – Open
11. Purchasing Technician – Promotional
12. Purchasing Technician – Open
13. Recreation Leader I-Aquatics – Open
14. Sanitation Billing Technician – Promotional
15. Sanitation Billing Technician – Open
16. Senior Mechanic – Promotional
17. Senior Mechanic – Open
18. Senior Systems Analyst (Oracle Applications) - Open

A motion was made by Trustee Ed Miramontes that items 1 through 18 of the Extension of Eligible Lists be approved. Trustee Johan Aliseo seconded the motion. Motion carried.

C. CLASSIFICATION SPECIFICATIONS

1. Maintenance Mechanic I/II – Revised

A motion was made by Trustee Johan Aliseo that item 1 of the Classification Specifications List be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

1. Accounting Technician I
2. Corrections Officers
3. Economic Development Officer
4. Senior Economic Development Officer

A motion was made by Trustee Ed Miramontes that items 1 through 4 of the Discussion and Possible Action on Abolishing Eligible List be approved. Trustee Johan Aliseo seconded the motion. Motion carried.

E. DISCUSSION AND POSSIBLE ACTION ON BLANKET APPROVAL TO REVISE
CLASSIFICATION SPECIFICATIONS

A motion was made by Trustee Ed Miramontes to approve Item 1 of the Discussion and Possible Action on Blanket Approval To Revise Classifications Specifications. Trustee Johan Aliseo seconded the motion. Motion carried.

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
OCTOBER 11, 2006
PAGE 3

VI. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED

Judy Tuttle announced that Lavonne Lewis' term as Chairman of the Civil Service Board will expire on November 8, 2006.

VII. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:40 p.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
ANNOTATED MINUTES
For the
OCTOBER 25, 2006
TELECONFERENCE MEETING

Agenda Documentation
November 8, 2006

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER October 25, 2006 at 11:30 a.m. via Teleconference

ROLL CALL: E. Lavonne Lewis – Present
Johan Aliseo – Present
Ed Miramontes – Present
Priscilla Rocha – Present
Evelyn Beals - Present

STAFF PRESENT

Judy Tuttle
Ann Rubertino-Beck
Susan Marion
Lori Petsco

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

III. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1) Planner I (Open & Continuous) (Open)
- 2) Plans Examiner (Electrical) – Promotional
- 3) Plans Examiner (Electrical) – Open
- 4) Marketing Supervisor – Open
- 5) Senior Code Enforcement Officer – Promotional
- 6) Senior Neighborhood Planner – Open
- 7) Water Quality Technician I – Promotional
- 8) Water Quality Technician I - Open

A motion was made by Trustee Evelyn Beals that items 1 through 8 of the Eligible List to be Certified be approved. The motion was seconded by Trustee Priscilla Rocha. Motion carried.

B. CLASSIFICATION SPECIFICATIONS

- 1) Building Inspector I/II - Revised

A motion was made by Trustee Priscilla Rocha that item 1 of the Classification Specifications list be approved. The motion was seconded by Trustee Evelyn Beals. Motion carried.

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
OCTOBER 25, 2006
PAGE 2

IV. DISCUSSION ITEMS

Secretary Claudette Enus reminded the board that Lavonne Lewis' term as Chairman of the Civil Service Board will expire November 8, 2006 and that would be her last meeting. Councilman Larry Brown recommended Malcolm White be appointed to the board at the October 18, 2006 City Council meeting, and the recommendation was approved.

V. CITIZEN PARTICIPATION

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:40a.m.



F. Claudette Enus
Secretary to the Board



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: November 8, 2006

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: 6

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Combination Inspector (Promotional)	0	0	0
2. Combination Inspector (Open)	18	8	6
3. Plans Examiner-Plumbing/Mechanical (Promotional)	1	1	1
4. Plans Examiner-Plumbing/Mechanical (Open)	4	0	0
5. Senior Adaptive Recreation Leader (Promotional)	2	2	2
6. Senior Adaptive Recreation Leader (Open)	28	13	13

CITY OF LAS VEGAS

ELIGIBLE LIST

Combination Inspector
Examination

October 16, 2006
Date of Test

067955307P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP
None

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	0	GROUP 1	0
REJECTED	0	GROUP 2	0
TOTAL RECEIVED	0	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	0			
TOTAL TESTED	0			
DID NOT APPEAR	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Combination Inspector
Examination

October 16, 2006
Date of Test

0679553070
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	8	GROUP 2	2
<i>TOTAL RECEIVED</i>	18	GROUP 3	3
		<i>TOTAL ON LIST</i>	6

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	6			
FAILED	2			
<i>TOTAL TESTED</i>	8			
<i>DID NOT APPEAR</i>	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Plans Examiner (Plumbing/Mechanical)
Examination

October 24, 2006
Date of Test

06238308PMP
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

APPLICATIONS		ELIGIBLE LIST	
ACCEPTED	1	GROUP 1	1
REJECTED	0	GROUP 2	0
TOTAL RECEIVED	1	GROUP 3	0
		TOTAL ON LIST	1

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Plans Examiner (Plumbing/Mechanical)
Examination

October 24, 2006
Date of Test

06238308PMO
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	0	GROUP 1	0
REJECTED	4	GROUP 2	0
TOTAL RECEIVED	4	GROUP 3	0
		TOTAL ON LIST	0

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Sr. Adaptive Recreation Leader
Examination

October 17 & 18, 2006
Date of Test

06307008P
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

	<u>TESTS</u>			
	<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

Sr. Adaptive Recreation Leader
Examination

October 17 & 18, 2006
Date of Test

063070080

Exam Code

Open

Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	15
REJECTED	13
TOTAL RECEIVED	28

ELIGIBLE LIST

GROUP 1	1
GROUP 2	6
GROUP 3	6
TOTAL ON LIST	13

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight)

100%

PASSED		13		
FAILED		0		
TOTAL TESTED		13		

DID NOT APPEAR

WITHDREW

	1		
	1		

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date **November 8, 2006**

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: 17

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Agenda Technician I – Promotional	5	11/10/06	05/10/07	1
2. Agenda Technician I – Open	5	11/10/06	05/10/07	1
3. Assistant City Surveyor – Promotional	4	11/09/06	05/09/07	2
4. Assistant City Surveyor – Open	2	11/09/06	05/09/07	2
5. Assistant Fire Protection Engineer – Open	7	11/11/06	05/11/07	3
6. Business Specialist II – Promotional	9	11/10/06	05/10/07	1
7. Business Specialist II – Open	32	11/10/06	05/10/07	1
8. Chief Communications Specialist – Promotional	8	11/25/06	05/25/07	3
9. Combination Inspector – Promotional	1	11/10/06	05/10/07	1
10. Deputy City Marshal – Open	53	11/10/06	05/10/07	1
11. Firefighter Trainee – Open	933	11/10/06	05/10/07	1
12. Parks Crew Leader – Promotional	3	11/10/06	05/10/07	1
13. Public Safety Technician – Promotional	2	11/23/06	05/23/07	2
14. Public Safety Technician – Open	40	11/23/06	05/23/07	2
15. Records Technician I – Promotional	3	11/23/06	05/23/07	2
16. Records Technician I – Open	121	11/23/06	05/23/07	2
17. Vehicle Parks Specialist – Open	13	11/10/06	05/10/07	1

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: November 8, 2006

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:

NEW

1. Senior Business Specialist

Senior Business Specialist was created to complete the series at the request of the Fire and Rescue Department

RECOMMENDATION

The City recommends approval of this newly created classification specification.

SENIOR BUSINESS SPECIALIST

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

DEFINITION

To provide a wide variety of complex and responsible project and program management for an assigned department or large division; to provide information and assistance to customers regarding assigned programs and services; and to perform a variety of administrative tasks related to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey, or third, level within the Business Specialist series. Business Specialists perform line work furthering the business goals and missions of the work units where they are located. A Business Specialist is typically located within a division, and not at the department administration level.

Sr. Business Specialist assignments are more complex and broader in scope with a high degree of independence, as compared with the Business Specialist II; usually include significant or multiple line responsibilities, delivery of services, or responsibility for one or more programs within the work unit; and may have lead responsibility for staff on a project or day-to-day basis. 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 the assigned division manager and higher-level management staff.

May exercise functional and technical 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. Manage or oversee the daily operations of assigned division programs or services; serve as liaison between the city and developers, businesses, other government agencies, vendors, contractors, consultants, community groups and the general public regarding city and department programs and services; coordinate activities with other departments or agencies.

CITY OF LAS VEGAS
Senior Business Specialist (*continued*)

Essential Functions:

2. May work with other agencies to develop and refine local or regional programs that cross agency jurisdictional lines and require a significant degree of cooperation and collaboration; establish and foster supportive relationships and lines of communication; develop policies and procedures governing the applicable inter-agency program(s); facilitate simulation events for training purposes and to test efficacy of procedures.
3. Respond, or assist other staff to respond, to requests for information, questions and complaints from the public regarding the programs and services provided by the work unit.
4. Investigate, research, analyze and prepare recommendations for new or modified programs or services; draft and revise policies and procedures applicable to assigned services and programs for management review.
5. May serve as a lead, providing functional and technical oversight and training to assigned staff; assign, plan, direct, coordinate and schedule assignments; monitor work progress and review work results.
6. Meet and communicate with the public to provide assistance and information regarding department programs and services; initiate meetings with common interest groups, when appropriate.
7. Prepare a variety of statistics, analytical and operational reports, memos, correspondence, maps and other documentation using common office software and specialized applications.
8. Ensure that adequate monitoring and reporting systems are maintained; may ensure that records retention procedures and schedules are followed.
9. Represent the city and work unit in board meetings and meetings with other divisions, departments, customers, community groups and agencies.
10. Provide operational information and statistical data for management use, newsletters, publications, and the city web site.
11. Participate in developing and implementing program and service goals and objectives; implement approved policies and procedures.
12. Establish schedules, procedures and methods for service delivery; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
13. Participate in the preparation, coordination and administration of the work unit's annual budget documentation and expenditures; may administer grant funding, if applicable to assigned programs.
14. Stay abreast of trends, developments and legislation within applicable field; if required, prepare reports and communicate items of significance to department and management staff.

CITY OF LAS VEGAS
Senior Business Specialist (*continued*)

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Programs, practices, markets, trends, principles, techniques, resources, processes and procedures associated with the area of assignment.
Principles and techniques of program administration.
The needs and interests of customers associated with the area of assignment.
Principles and practices of budget preparation and administration.
Principles and practices of accounting.
Methods and techniques of research, including data collection, analysis and reporting.
Techniques of furthering inter-agency collaboration, depending on assignment.
Grant administration requirements, depending on assignment.
Arithmetic operations.
Rules, regulations, policies and procedures of the assigned work unit.
Methods of report preparation.
Principles and practices of policy and procedure development.
Principles and techniques of lead supervision and training.
English usage, spelling, grammar and punctuation.
Modern office procedures and methods including common office software and hardware.
Public relations techniques.
Principles and procedures of record keeping.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Perform responsible operational activities in the area assigned involving the use of independent judgment and personal initiative within established guidelines.
Understand the needs, organization and operation of the assigned department, other agencies and customers as necessary to assume assigned responsibilities.
Define issues, collect and analyze pertinent data, identify alternative solutions, project consequences of proposed actions, draw valid conclusions, propose sound recommendations, and implement approved solution in support of goals.
Foster productive inter-agency relationships and programs, depending on assignment.
Plan, organize and prioritize assignments.
Meet critical deadlines.
Work independently and make sound decisions.
Research, analyze and evaluate programs, policies and procedures.
Prepare clear and concise reports, correspondence and memoranda.
Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
Learn any specialized software used in the work unit.

CITY OF LAS VEGAS
Senior Business Specialist (*continued*)

Ability to:

Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.

Manage multiple assignments.

Adjust to changing priorities.

Use initiative and independent judgment within established guidelines.

Communicate with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.

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:

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible administrative or operational experience, preferably in the area of assignment or in a local government environment.

Training:

Bachelor's degree from an accredited college or university with major in public administration, business administration, or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

CITY OF LAS VEGAS
Senior Business Specialist (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Office environment; some positions may involve field or construction site environments; some positions may involve traveling from site to site; exposure to computer screens.

Physical Conditions:

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

ARB
NEW 9/29/06
FLSA & City: nonexempt

CSB 11/8/06

Lori Petsco

From: Judy Tuttle
Sent: Wednesday, November 01, 2006 4:49 PM
To: Martha Davis
Subject: Request to Abolish Customer Service Representative Eligible List

The Customer Service Representative list was just extended to allow one of our departments to make a selection that they needed to fill urgently. The remaining individuals on the list have been interviewed by several departments and have not met the needs of those departments.

We are requesting that the list now be abolished so that we may begin a new recruitment as soon as possible. We are aware of approximately four CSR spots that will be opening up late this year and early next year and we would hope to have the new list in place by the time the first request to fill is received.

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

DATE: Nov 8, 2006

PLEASE PRINT

NAME

MICHAEL HORNSTEIN
Ellen Thompson
Myrtle Harvey

ORGANIZATION

CLV D+E
CLV PSD
CLV HR

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date November 8, 2006

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

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

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

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

1. Customer Service Representative

The reasoning is as follows:

The current eligible list(s) no longer suit the needs of the department.

RECOMMENDATION

The City recommends approval of the abolishment of these lists.