

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: JANUARY 10, 2007

TIME: 4:30 p.m.

4:30

S.✓

Roll call

Malcolm

Absent

Johan

Priscilla

Ed

Evelyn

Morgan

Staff: Michele
Glenna

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 December 13, 2006
- IV. APPROVAL OF MINUTES: Teleconference Meeting of December 27, 2006- No Teleconference Meeting held on December 27, 2006.

V. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1. Accounting Technician I - Open
- 2. Corrections Officer - Open
- 3. Customer Service Representative - Open
- 4. Engineering Project Manager (Eng. Design) - Promotional
- 5. Engineering Project Manager (Eng. Design) - Open
- 6. Engineering Technician I - Promotional
- 7. Engineering Technician I - Open
- 8. Lead Court Clerk - Promotional
- 9. Legal Technician I - Open
- 10. Leisure Activities Supervisor - Open
- 11. Maintenance Mechanic I - Promotional
- 12. Maintenance Mechanic I - Open
- 13. Permits Technician - Promotional
- 14. Permits Technician - Open
- 15. Planner I (Open & Continuous) - Open
- 16. Senior HVAC Technician - Promotional
- 17. Senior HVAC Technician - Open

B. EXTENSION OF ELIGIBLE LISTS

- 1. Adaptive Recreation Leader - Open
- 2. Construction Project Representative - Promotional
- 3. Construction Project Representative - Open
- 4. EMS Educator - Open
- 5. Fire Engineer - Promotional
- 6. Planner I - (Open & Continuous) - Open
- 7. Planner II (Comp/Current) - Promotional
- 8. Records Courier - Open
- 9. Senior Building Services Electrician - Promotional
- 10. Senior Office Specialist - Promotional

EM asked
if 1 on list
it would be
reported

54✓

C. CLASSIFICATION SPECIFICATIONS

1. Real Property Appraiser - Revised

D. REQUEST TO BE PLACED ON THE REHIRE LIST

1. Boris Santana

E. ~~REQUEST TO RECEIVE A NOTICE OF APPEAL~~

1. Jose Santana, Jr.

M-EB
2-EM

M-EM
2-MW

JA - set on agenda
to consider acceptance
of appeal.

set to
1

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

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
DECEMBER 13, 2006
REGULAR MEETING**

Agenda Documentation
January 10, 2007

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

I. CALL TO ORDER: December 13, 2006 at 4:30 p.m. in the Human Resources Department

ROLL CALL: Johan Aliseo – Present
Ed Miramontes – Present
Priscilla Rocha – Present
Evelyn Beals – Present
Malcolm White – Present

STAFF PRESENT

Ann Rubertino-Beck
Lori Petsco
Judy Tuttle

OTHERS PRESENT

Benet Vega – D&E
Ellen Thompson – HR
Myrtle Harvey – HR

Counsel for Civil Service Board, Morgan Davis, was also present

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

III. APPROVAL OF MINUTES of Regular Meeting of November 8, 2006: Trustee Priscilla Rocha made a motion to approve the minutes of the Regular Meeting of November 8, 2006. Trustee Evelyn Beals seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting of November 22, 2006: No meeting held on November 22, 2006.

V. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Bus Driver – Open
2. Business Specialist I – Promotional
3. Business Specialist I – Open
4. Engineering Technician II (Design) – Open
5. Equipment Operator I (Parks) - Promotional
6. Equipment Operator I (Parks) – Open
7. Equipment Operator II (Sanitation) – Promotional
8. Fire Captain – Promotional
9. Grant Coordinator – Open
10. Law Enforcement Support Supervisor – Promotional
11. Mail Courier – Open
12. Maintenance Planner – Promotional
13. Maintenance Planner – Open
14. Maintenance Worker I – Promotional
15. Maintenance Worker I – Open
16. Painter I – Promotional
17. Painter I – Open
18. Planner II – Promotional
19. Skilled Trades Helper - Promotional
20. Skilled Trades Helper – Open
21. Traffic Electrician I – Promotional
22. Traffic Electrician I – Open

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
JANUARY 10, 2007
PAGE 2

A motion was made by Trustee Evelyn Beals that items 1 through 22 of the Eligible Lists To Be Certified be approved. Trustee Priscilla Rocha seconded the motion. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS

1. Buyer II – Open
2. Communications Specialist – Open
3. Fire Investigator I - Promotional
4. Firefighter/Paramedic – Open
5. Inventory Control Clerk – Promotional
6. Inventory Control Clerk – Open
7. Law Enforcement Support Technician – Promotional
8. Law Enforcement Support Technician – Open
9. Office Specialist II – Promotional
10. Office Specialist II – Open
11. Recreation Leader I – Open
12. Survey Associate - Promotional

A motion was made by Trustee Priscilla Rocha that items 1 through 12 of the Extension of Eligible Lists be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

C. CLASSIFICATION SPECIFICATIONS

1. Animal Control Officer I/II - Revised
2. Animal Control Supervisor - Revised
3. Communications Systems Coordinator - Revised
4. Contracts Technician I/II - Revised
5. Detention Facilities Technician I/II - Revised
6. Environmental Systems Technician Trainee I/II/III - Revised
7. Senior Animal Control Officer - Revised
8. Senior Contracts Technician – Revised

Ed Miramontes asked how a Trainee (Item 6) would be able to obtain the certifications required and Ann Rubertino-Beck explained that the employee has up to 6 months after taking on the position to obtain any required certifications.

A motion was made by Trustee Ed Miramontes that items 1 through 8 of the Classification Specifications List be approved. Trustee Priscilla Rocha seconded the motion. Motion carried.

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

1. Fire Captain
2. Records Technician I

Ed Miramontes wanted to know what happens to the names left on the previous list. Judy Tuttle explained one list is kept active by extending it until a new list is ready to use. She stated that any names left on the old list would have to go through the process again to get on the new list.

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
January 10, 2007
PAGE 3

A motion was made by Trustee Evelyn Beals to approve items 1 and 2 of the Discussion and Possible Action on Abolishing Eligible List. Trustee Priscilla Rocha seconded the motion. Motion carried.

VI. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED

A. Election of new chairperson

Ed Miramontes nominated Johan Aliseo for the position of Chairperson; Priscilla Rocha seconded the motion. Motion carried with Johan Aliseo abstaining.

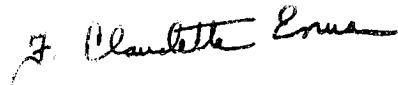
Johan Aliseo suggested there be a motion made to nominate a Vice-Chairperson. Priscilla Rocha nominated Malcolm White. Evelyn Beals seconded the motion. Johan Aliseo nominated Ed Miramontes, but the nomination was not seconded. Motion carried to elect Malcolm White as Vice-Chairperson.

It was agreed that the Teleconference Meeting scheduled for December 27, 2006 would be canceled due to the holiday.

B. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:45 p.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: January 10, 2007

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: 17

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Accounting Technician I – Open	121	40	32
2. Corrections Officer – Open	174	113	88
3. Customer Service Representative – Open	67	52	52
4. Engineering Project Manager (Eng. Design) - Promotional	1	1	1
5. Engineering Project Manager (Eng. Design) – Open	10	3	3
6. Engineering Technician I – Promotional	2	1	0
7. Engineering Technician I – Open	54	49	10
8. Lead Court Clerk – Promotional	9	3	3
9. Legal Technician I – Open	45	27	27
10. Leisure Activities Supervisor – Open	37	26	26
11. Maintenance Mechanic I – Promotional	2	1	1
12. Maintenance Mechanic I – Open	58	5	5
13. Permits Technician – Promotional	4	0	0
14. Permits Technician – Open	62	15	7
15. Planner I (Open & Continuous) – Open	25	23	13
16. Senior HVAC Technician – Promotional	8	6	5
17. Senior HVAC Technician – Open	9	4	0

CITY OF LAS VEGAS

ELIGIBLE LIST

Accounting Technician I
Examination

December 1, 2006
Date

063410100
Exam Code

Open
Type of Exam

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	76	GROUP 1	18
REJECTED	45	GROUP 2	14
<i>TOTAL RECEIVED</i>	121	<i>TOTAL ON LIST</i>	32

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	32			
FAILED	8			
<i>TOTAL TESTED</i>	40			
<i>DID NOT APPEAR</i>	36			

CITY OF LAS VEGAS

ELIGIBLE LIST

Corrections Officer
Examination

Written Test: December 8, 2006
Physical Ability Test: December 7, 2006
Date of Test

065250100
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	158	GROUP 1	42
REJECTED	16	GROUP 2	46
<i>TOTAL RECEIVED</i>	174	<i>TOTAL ON LIST</i>	88

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	Video Based 100%		P/F Physical Ability	
PASSED	88		91	
FAILED	1		22	
<i>TOTAL TESTED</i>	89		113	
<i>DID NOT APPEAR</i>	2		42	
<i>WITHDREW</i>	0		3	

CITY OF LAS VEGAS

ELIGIBLE LIST

Customer Service Representative
Examination

December 13, 2006
Date

063713110
Exam Code

Open
Type of Exam

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

APPLICATIONS

ELIGIBLE LIST

ACCEPTED	60	GROUP 1	30
REJECTED	7	GROUP 2	22
TOTAL RECEIVED	67	TOTAL ON LIST	52

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight) 100%

PASSED	52			
FAILED	0			
TOTAL TESTED	52			
DID NOT APPEAR	8			

CITY OF LAS VEGAS

ELIGIBLE LIST

Engineering Project Manager (Engineering Design)
Examination

December 22, 2006
Date of Test

06208008P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Engineering Project Manager (Engineering Design)
Examination

December 22, 2006
Date of Test

062080080
Exam Code

Open
Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS		ELIGIBLE LIST	
ACCEPTED	3	GROUP 1	2
REJECTED	7	GROUP 2	1
TOTAL RECEIVED	10	GROUP 3	0
		TOTAL ON LIST	3

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Engineering Technician I
Examination

November 17, 2006
Date of Test

06332509P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Engineering Technician I
Examination

November 17, 2006
Date of Test

063325090
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	49	GROUP 1	3
REJECTED	5	GROUP 2	7
<i>TOTAL RECEIVED</i>	54	<i>TOTAL ON LIST</i>	10

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	10			
FAILED	14			
<i>TOTAL TESTED</i>	49			
<i>DID NOT APPEAR</i>	25			

CITY OF LAS VEGAS

ELIGIBLE LIST

Lead Court Clerk
Examination

December 20, 2006
Date

067965111P
Exam Code

Promotional
Type of Exam

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

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

Legal Technician I
Examination

December 7, 2006
Date

0679517110
Exam Code

Open
Type of Exam

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	37	GROUP 1	18
REJECTED	8	GROUP 2	9
TOTAL RECEIVED	45	TOTAL ON LIST	27

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	27			
FAILED	0			
TOTAL TESTED	27			
DID NOT APPEAR	10			

CITY OF LAS VEGAS

ELIGIBLE LIST

Leisure Activities Supervisor
Examination

December 13, 2006
Date of Test

062390090
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	26	GROUP 1	9
REJECTED	11	GROUP 2	14
<i>TOTAL RECEIVED</i>	37	GROUP 3	3
		<i>TOTAL ON LIST</i>	26

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T & E</u>
(Weight)				100%
PASSED				26
FAILED				0
<i>TOTAL TESTED</i>				26
<i>DID NOT APPEAR</i>				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Maintenance Mechanic I
Examination

December 20, 2006
Date

06327610P
Exam Code

Promotional
Type of Exam

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Maintenance Mechanic I
Examination

December 20, 2006
Date

063276100
Exam Code

Open
Type of Exam

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	8	GROUP 1	3
REJECTED	50	GROUP 2	2
<i>TOTAL RECEIVED</i>	58	<i>TOTAL ON LIST</i>	5

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	5			
FAILED	0			
<i>TOTAL TESTED</i>	5			
<i>DID NOT APPEAR</i>	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

Permits Technician
Examination

December 12, 2006
Date

06264810P
Exam Code

Promotional
Type of Exam

NAME
GROUP 1
None
GROUP 2
None

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	1	GROUP 1	0
REJECTED	3	GROUP 2	0
TOTAL RECEIVED	4	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	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Permits Technician
Examination

December 12, 2006
Date

062648100
Exam Code

Open
Type of Exam

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	20	GROUP 1	0
REJECTED	42	GROUP 2	7
TOTAL RECEIVED	62	TOTAL ON LIST	7

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	7			
FAILED	8			
TOTAL TESTED	15			
DID NOT APPEAR	5			

CITY OF LAS VEGAS

ELIGIBLE LIST

Planner I (Open & Continuous)
Examination

December 12, 2006
Date

063069100
Exam Code

Open
Type of Exam

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	APPLICATIONS		ELIGIBLE LIST
ACCEPTED	23	GROUP 1	5
REJECTED	2	GROUP 2	8
TOTAL RECEIVED	25	TOTAL ON LIST	13

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T & E</u>
(Weight)				100%
PASSED				13
FAILED				10
TOTAL TESTED				23
DID NOT APPEAR				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior HVAC Technician
Examination

November 30, 2006
Date

06256210P
Exam Code

Promotional
Type of Exam

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	6	GROUP 1	2
REJECTED	2	GROUP 2	3
<i>TOTAL RECEIVED</i>	8	<i>TOTAL ON LIST</i>	5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	5			
FAILED	1			
<i>TOTAL TESTED</i>	6			
<i>DID NOT APPEAR</i>	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior HVAC Technician
Examination

November 30, 2006
Date

062562100
Exam Code

Open
Type of Exam

NAME
GROUP 1
None
GROUP 2
None

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	4	GROUP 1	0
REJECTED	5	GROUP 2	0
TOTAL RECEIVED	9	TOTAL ON LIST	0

TESTS

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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date January 10, 2007

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: 10

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Adaptive Recreation Leader – Open	4	01/12/07	07/12/07	1
2. Construction Project Representative – Promotional	2	01/12/07	07/12/07	1
3. Construction Project Representative – Open	3	01/12/07	07/12/07	1
4. EMS Educator – Open	2	01/25/07	07/25/07	2
5. Fire Engineer – Promotional	5	01/25/07	07/25/07	2
6. Planner I – (Open & Continuous) – Open	11	01/12/07	07/12/07	1
7. Planner II (Comp/Current) – Promotional	2	01/12/07	07/12/07	1
8. Records Courier – Open	33	01/25/07	07/25/07	2
9. Senior Building Services Electrician – Promotional	3	01/26/07	07/26/07	1
10. Senior Office Specialist – Promotional	21	01/26/07	07/26/07	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: January 10, 2007

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. Real Property Appraiser

Real Property Appraiser was revised for general updating in preparation for an upcoming recruitment.

NEW

RECOMMENDATION

The City recommends approval of this revised classification specification.

REAL PROPERTY APPRAISER

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 appraisals and cost estimates for city purposes; ensure fair market value of appraisals; estimate the rental value of buildings; and to participate in the acquisition of properties for public use and the sale of city owned properties.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Right-of-Way/Real Property Supervisor.

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

Essential Functions:

1. Appraise properties for acquisition by the city; appraise city owned properties; compare like properties for land values and assessed values; prepare cost estimates.
2. Prepare and maintain records pertaining to appraisals and cost estimates; prepare and present reports pertaining to findings; make recommendations regarding location of roadways and rights-of-way.
3. Review appraisal reports submitted by other appraisers.
4. Search for property sales and related data for city projects.
5. Secure necessary releases, reconveyances, deeds and easements; assist in finalizing titles.
6. Prepare legal descriptions, deeds, agreements, plat maps and other documents necessary to process right-of-way acquisitions.

Marginal Functions:

1. Prepare and compile reports; assemble photographs and pages.
2. Obtain building construction costs from builders and published cost books.
3. Examine and review applications for zone changes, variances and use permits; make recommendations regarding location of roadways and rights-of-way requirements.
4. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Real Property Appraiser (*continued*)

QUALIFICATIONS

Knowledge of:

Principles and practices of appraisal.
Principles of real estate law.
Principles and practices of real property transactions and civil engineering as applied to the design and construction of improvements within public rights-of-way.
Assessor records.
Principles of financial mathematics.
Principles and techniques of title research, negotiating and claims settlements.
Land values, market values and assessed values of land, buildings and construction.
Modern office procedures, methods and computer equipment.
Principles of business letter writing and basic report preparation.
Principles and procedures of record keeping.
Principles and procedures of financial record keeping and reporting.
English usage, spelling, grammar and punctuation.
Pertinent federal, state and local codes, laws and regulations regarding real property title, leaseholds and condemnation proceedings.

Ability to:

Prepare, read and interpret plat maps and legal property descriptions.
Read construction plans.
Search property records and property liens.
Prepare and review narrative appraisals of properties and cost estimates in construction.
Negotiate and explain right-of-way acquisitions and transactions.
Type at a speed necessary for successful job performance.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
Respond to requests and inquiries from the general public.
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.*

CITY OF LAS VEGAS
Real Property Appraiser (*continued*)

Experience and Training Requirements

Experience:

Three years of increasingly responsible real property appraisal experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major in real estate, business administration, public administration or a related field.

License or Certificate

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

Possession of a Nevada Certified General Appraisal license within six months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Office and field environments; travel from site to site; exposure to computer screens, inclement weather conditions.

Physical Conditions:

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

SMM
REV 11/20/06
FLSA & City: nonexempt

CSB 1/10/07

REAL PROPERTY APPRAISER

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 ~~skilled appraisals~~ and cost estimates for ~~city purposes~~; ensure fair market value of ~~appraisals~~; of city planning and development; to estimate the rental value of buildings; and to participate in the acquisition of properties for public use and the sale of city owned properties.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Right-of-Way/Real Property Supervisor.

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

Essential Functions:

1. ~~Appraise city-owned properties;~~ Appraise properties for acquisition by the city; appraise city-owned properties; compare like properties for land values and assessed values; prepare cost estimates.
2. Prepare and maintain records pertaining to appraisals and cost estimates; prepare and present reports pertaining to findings; make and recommendations regarding location of roadways and rights-of-ways.
3. Review appraisal reports submitted by other appraisers.
- ~~6.4.~~ Search for property sales and related data for other city employees projects.
- ~~7.5.~~ Secure necessary releases, reconveyances, deeds and easements; assist in finalizing titles.
- ~~2. Examine and review applications for zone changes, variances and use permits; make recommendations regarding location of roadways and rights of way requirements.~~
- ~~9.6.~~ Prepare legal descriptions, deeds, agreements, plat maps and other documents necessary to process right-of-way acquisitions.
- ~~3. Prepare and maintain records pertaining to appraisals and cost estimates; prepare and present reports pertaining to findings and recommendations regarding location of roadways and right of ways.~~
7. Examine and review applications for zone changes, variances and use permits; make recommendations regarding location of roadways and rights-of-way requirements.

CITY OF LAS VEGAS
Real Property Appraiser (*continued*)

Marginal Functions:

1. ~~Prepare and compile~~ Assist in the preparation of the reports; ~~assemble~~ glue photographs and assemble pages.
2. Obtain building construction costs from builders and published cost books.
3. ~~Review appraisal reports submitted by other appraisers.~~
4. ~~3.~~ Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of appraisal.
Principles of real estate law.
Principles and practices of real property transactions and civil engineering as applied to the design and construction of improvements within public rights-of-way.
Assessor records.
Principles of financial mathematics.
Principles and techniques of title research, negotiating and claims settlements.
Land values, market values and assessed values of land, buildings and construction.
Modern office procedures, methods and computer equipment.
Principles of business letter writing and basic report preparation.
Principles and procedures of record keeping.
Principles and procedures of financial record keeping and reporting.
English usage, spelling, grammar and punctuation.
Pertinent federal, state and local codes, laws and regulations regarding real property title, leaseholds and condemnation proceedings.

Ability to:

Prepare, read and interpret plat maps and legal property descriptions.
Read construction plans.
Search property records and property liens.
Prepare and review narrative appraisals of properties and cost estimates in construction.
Negotiate and explain right-of-way acquisitions and transactions.
Type at a speed necessary for successful job performance.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
Respond to requests and inquiries from the general public.
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations;*

CITY OF LAS VEGAS
Real Property Appraiser (*continued*)

- *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 real property appraisal experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major in real estate, business administration, public administration or a related field.

License or Certificate

Possession ~~and maintenance~~ of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Possession of, ~~or ability to obtain,~~ a Nevada Certified General Appraiser license within ~~twelve~~ six months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Office and field environments; travel from site to site; exposure to computer screens, inclement weather conditions.

Physical Conditions:

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

SMM

REV 11/20/06

FLSA & City: nonexempt

CSB 12/27/2006

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: January 10, 2007

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

SUBJECT: D. REQUEST TO BE PLACED ON REHIRE LIST: BORIS SANTANA

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

Boris Santana, an employee from April 25, 2005 to December 14, 2006, has requested to be placed on the Rehire List for Associate Court Clerk. A copy of his Department Director's approval is attached for the Board's information and review.

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

Boris Santana meets the criteria for placement on the Rehire List, and it is recommended that the Board approve his request.

Martha Davis

From: Judy Tuttle
Sent: Wednesday, December 06, 2006 6:14 PM
To: Martha Davis
Cc: James Carmany; Sandy Santamaria
Subject: FW: Re hire list-Boris Santana

For Civil Service agenda. Thanks.

From: James Carmany
Sent: Wednesday, December 06, 2006 12:11 PM
To: Judy Tuttle
Subject: FW: Re hire list

Approved
JP Carmany

From: Sandy Santamaria
Sent: Wednesday, December 06, 2006 11:38 AM
To: James Carmany
Subject: FW: Re hire list

Jim. Boris is resigning from his position as Court Clerk, effective December 14, 2006. If you approve, please forward to Judy Tuttle. Thank you.

From: Pamela Jefferson
Sent: Wednesday, December 06, 2006 11:17 AM
To: Sandy Santamaria
Cc: Ken Carr; Boris Santana
Subject: FW: Re hire list

Approved. Please include Boris on the re-hire list.

From: Boris Santana
Sent: Wednesday, December 06, 2006 10:39 AM
To: Pamela Jefferson
Subject: Re hire list

Pam, I would like to place my name on the re-hire list, if still possible.

ORIGINAL

1 **BRUCE K. SNYDER, ESQ.**

Nevada Bar No. 007522

2 **LAS VEGAS CITY EMPLOYEES' ASSOCIATION**

857 N. Eastern Avenue

3 Las Vegas, Nevada 89101

Telephone: (702) 649-6606

4 Attorney for Santana

5 **BEFORE THE**

6 **CITY OF LAS VEGAS CIVIL SERVICE BOARD**

7 **JOSE SANTANA, JR.,**

8 Employee/Petitioner

9 vs.

10 **CITY OF LAS VEGAS and**
11 **DEPARTMENT OF BUILDING AND**
SAFETY,

12 Employer/Respondent.

14 **NOTICE OF APPEAL**

15 COMES NOW Jose Santana, Jr., by and through counsel Bruce K. Snyder, Esq., General
16 Counsel, Las Vegas City Employees' Association, and hereby files his Notice of Appeal pursuant
17 to Chapter VIII, Section 3 of the City of Las Vegas Civil Service Rules.

19 **Statement Specifying the Action Against Which the Appeal is Made**

20 Jose Santana, Jr. was non-confirmed by the Department of Building and Safety.

22 **Subsection of Sections of the Civil Service Rules Under Which the Appeal Is Filed**

23 This appeal claims that the City of Las Vegas and the department in question violated the
24 following provisions of the Civil Services Rules by the action taken against Jose Santana, Jr.:

25 Chapter V, Section 2

26 ...

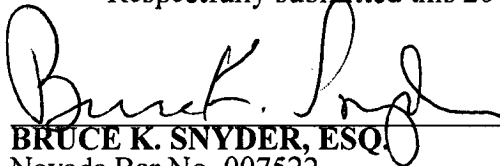
27 ...

28 ...

1 **Statement Which Justifies the Appeal Submission**

2 Jose Santana, Jr. was promoted to the position of Permit Technician in the Department of
3 Building and Safety. Santana was subsequently non-confirmed by the department and filed both
4 a grievance and Civil Service Board appeal. A settlement agreement was entered into between
5 Santana and Human Resources, over the apparent objection of the department, whereby Santana
6 would have a new qualifying period. On April 24, 2006 Santana began his new qualifying
7 period. However, on October 11, 2006 he was again non-confirmed by the department, despite
8 evidence that his work performance was satisfactory and/or at least as good as others who had
9 been confirmed.

10 Respectfully submitted this 20th day of October, 2006.

11 

12 **BRUCE K. SNYDER, ESQ.**
13 Nevada Bar No. 007522
14 LAS VEGAS CITY EMPLOYEES' ASSOCIATION
15 857 N, Eastern Avenue
16 Las Vegas, Nevada 89101
17 Telephone: (702) 649-6606
18 Attorney for Santana
19
20
21
22
23
24
25
26
27
28

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

DATE: 1/10/07

PLEASE PRINT

NAME

ORGANIZATION

BENET VEGA

D. E

Michele McNulty

HR

Myrtle Harvey

HR

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: January 10, 2007

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

SUBJECT: E. REQUEST TO RECEIVE A NOTICE OF APPEAL

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

1. JOSE SANTANA, JR.