

S ✓

4:30

Present

EM

JA

MW

PR

EB

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: MARCH 14, 2007

TIME: 4:30 p.m.

Staff
CE
LP
JT
ARB

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 - M 2 PR EB
- III. APPROVAL OF MINUTES: Regular Meeting of February 14, 2007 - M 2 PR EB
- IV. APPROVAL OF MINUTES: Teleconference Meeting of February 28, 2007 - M 2 PR
- V. BUSINESS
- A. ELIGIBLE LISTS TO BE CERTIFIED M 2 EB MW
1. Court Counselor I - Open
 2. Fire Battalion Chief - Promotional
 3. Planning Supervisor - Promotional
 4. Planning Supervisor - Open
 5. Plans Examiner (Architectural) - Promotional
 6. Plans Examiner (Architectural) - Open
- B. EXTENSION OF ELIGIBLE LISTS M 2 PR EB
1. Central Stores Supervisor - Promotional
 2. Central Stores Supervisor - Open
 3. Construction Management Coordinator - Promotional
 4. Construction Management Coordinator - Open
 5. Deputy City Marshal Sergeant - Promotional
 6. Engineering Associate I (Land Development) - Open
 7. Fire Communications Technician I - Promotional
 8. Fire Communications Technician I - Open
 9. Office Specialist I - Open
 10. Planner I (Open & Continuous) - Open
 11. Planning Technician - Open
 12. Senior Communications Specialist - Promotional
 13. Systems Administration Specialist - Open
 14. Traffic Signal Technician I - Promotional
 15. Traffic Signal Technician I - Open

51 ✓

C. CLASSIFICATION SPECIFICATIONS

M 2 EB PR

1. Evaluation Center Supervisor - Revised
2. Pool Maintenance Supervisor - Revised
3. Support Desk Technician - Revised
4. Records Supervisor - New

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

M 2 PR EB

1. Engineering Associate I - Traffic

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.

mtg adj. 4:35

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 NV, Grant Sawyer Building, 555 East Washington Avenue
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
MINUTES
FOR THE
FEBRUARY 14, 2007
REGULAR MEETING**

Agenda Documentation
March 14, 2007

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER: February 14, 2007 at 4:30 p.m. in the Human Resources Department.

ROLL CALL:

Johan Aliseo - Present
Malcolm White - Absent
Ed Miramontes - Present
Priscilla Rocha - Absent
Evelyn Beals - Present

STAFF PRESENT

Susan Marion Myrtle Harvey
Glenna Kouns Ellen Thompson
Lori Petsco

OTHERS PRESENT

Benet Vega - D&E
Bruce Snyder - LVCEA

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

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

II. APPROVAL OF MINUTES of the Regular Meeting held January 10, 2007: Trustee Ed Miramontes made a motion to approve the minutes of the Regular Meeting of January 10, 2007. Trustee Evelyn Beals seconded the motion. Motion carried.

III. APPROVAL OF MINUTES of the Teleconference Meeting held January 24, 2007: Trustee Ed Miramontes made a motion to approve the minutes of the Teleconference Meeting held January 24, 2007. Trustee Evelyn Beals seconded the motion. Motion carried.

IV. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

1. Building Inspector I - Promotional
2. Building Inspector I - Open
3. Contracts Technician I - Open
4. Economic Development Officer - Open
5. EMS Field Coordinator - Promotional
6. Fire Equipment Mechanic Foreman - Promotional
7. Fire Equipment Mechanic Foreman - Open
8. Fire Equipment Mechanic I - Promotional
9. Fire Equipment Mechanic I - Open
10. Fire Training Officer - Promotional
11. Leisure Activities Field Supervisor - Open
12. Materials Testing Technician I - Promotional
13. Materials Testing Technician I - Open
14. Planner I (Open & Continuous) - Open
15. Senior Economic Development Officer - Open

A motion was made by Trustee Evelyn Beals that items 1 through 15 of the Eligible Lists To Be Certified be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Accounting Technician II - Open
2. Corrections Sergeant - Promotional
3. GIS Technician - Open
4. HVAC Technician I - Promotional
5. HVAC Technician I - Open
6. License Officer I - Promotional
7. License Officer I - Open
8. License Officer II - Promotional
9. License Officer II - Open
10. Mechanic I - Promotional
11. Planner I (Open & Continuous) - Open
12. Plant Operations & Maintenance Supervisor - Promotional
13. Plant Operations & Maintenance Supervisor - Open
14. Pre-Trial Services Officer - Promotional
15. Pre-Trial Services Officer - Open
16. Sanitation Billing Inspector I - Promotional
17. Sanitation Billing Inspector I - Open
18. Signing & Marking Technician I - Promotional
19. Signing & Marking Technician I - Open
20. Streets & Sanitation Crew Leader - Promotional
21. Survey Technician - Open
22. Technical Systems Analyst - Promotional
23. Technical Systems Analyst - Open
24. Vehicle Services Worker - Promotional
25. Vehicle Services Worker - Open

A motion was made by Trustee Evelyn Beals that items 1 through 25 of the Extension of Eligible Lists be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

C. CLASSIFICATION SPECIFICATIONS:

1. Parking Enforcement Officer - Revised
2. Parking Meter Technician - Revised
3. Parking Operations Laborer - Revised
4. Pool Technician - Revised
5. Graffiti Technician - New

A motion was made by Trustee Ed Miramontes to approve Items 1 through 5 of the Classification Specifications. The motion was seconded by Trustee Evelyn Beals. Motion carried.

D. REQUEST TO BE PLACED ON THE REHIRE LIST:

1. Yolanda Lakteen
2. Suzette Sera-Oh

A motion was made by Trustee Ed Miramontes to approve Items 1 and 2 of the Request to be Placed on the Rehire List and Trustee Evelyn Beals seconded the motion. Motion carried.

E. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

1. Communications Specialist

A motion was made by Trustee Evelyn Beals that Item 1 of the Abolishing Eligible List be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

F. REQUEST TO CONSIDER AN APPLICATION OF APPEAL

1. Jose Santana, Jr.

Chairperson Johan Aliseo asked if a final written notification for the action taken by the department had been issued to this individual. Counsel Morgan Davis stated the document commonly referred to as a *Notice of Non-Confirmation During Probationary Period*, had been sent to Mr. Santana.

Bruce Snyder, Counsel for Mr. Santana stated that Mr. Santana has also filed a grievance under the Bargaining Agreement and that hearing is set for April 5, 2007. He requested this hearing before the Civil Service Board hearing be set after that date.

A motion was made by Ed Miramontes to accept the Application of Appeal and set a hearing date of May 9, 2007. Trustee Evelyn Beals seconded the motion. Motion carried.

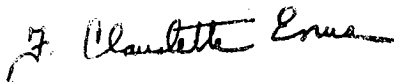
V. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED:

Chairperson Johan Aliseo stated there was some confusion regarding our last Teleconference Meeting. Ms. Aliseo waited to be contacted by the conference facilitators to participant in this meeting. She was never contacted, Intercall indicated to those in attendance that her name was not on their list. As a result, phone lists have been updated and shared by additional HR staff in the event this problem occurs in the future.

VI. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:50 p.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
For the
FEBRUARY 28, 2007
TELECONFERENCE MEETING

Agenda Documentation
March 14, 2007

TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM: F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER February 28, 2007 at 11:30 a.m. via Teleconference

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

STAFF PRESENT

Ann Rubertino-Beck
Susan Marion

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

III. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1) Deputy Fire Marshal - Promotional
- 2) Irrigation Systems Repairer I - Promotional
- 3) Irrigation Systems Repairer I - Open

A motion was made by Trustee Evelyn Beals that items 1 through 3 of the Eligible List to be Certified be approved. The motion was seconded by Trustee Priscilla Rocha. Motion carried.

B. REQUEST TO BE PLACED ON THE REHIRE LIST

- 1) Michael Wake

A motion was made by Trustee Priscilla Rocha that item 1 of the Request to be Placed on the Rehire List be approved. The motion was seconded by Trustee Malcolm White. Motion carried

IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED

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

AGENDA DOCUMENTATION

Date: March 14, 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: 6

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Court Counselor I – Open	55	15	15
2. Fire Battalion Chief – Promotional	9	8	8
3. Planning Supervisor – Promotional	0	0	0
4. Planning Supervisor – Open	11	9	9
5. Plans Examiner (Architectural) – Promotional	2	2	1
6. Plans Examiner (Architectural) – Open	5	4	2

CITY OF LAS VEGAS

ELIGIBLE LIST

Court Counselor I
Examination

February 21-22, 2007
Date

073065010
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	18	GROUP 1	5
REJECTED	37	GROUP 2	10
TOTAL RECEIVED	55	TOTAL ON LIST	15

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		15		
FAILED		0		
TOTAL TESTED		15		
DID NOT APPEAR		3		

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Battalion Chief
Examination

February 12 & 13, 2006
Date of Test

06400012P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	8	GROUP 1	0
REJECTED	1	GROUP 2	4
<i>TOTAL RECEIVED</i>	9	GROUP 3	4
		<i>TOTAL ON LIST</i>	8

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>ASSESSMENT CENTER</u>
(Weight)				100%
PASSED				8
FAILED				0
<i>TOTAL TESTED</i>				8
<i>DID NOT APPEAR</i>				0

***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

Planning Supervisor
Examination

February 26 , 2007
Date

07223202P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Planning Supervisor
Examination

February 26 , 2007
Date

072232020
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	9	GROUP 1	8
REJECTED	2	GROUP 2	1
<i>TOTAL RECEIVED</i>	11	<i>TOTAL ON LIST</i>	9

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T&E</u>
(Weight)				100%
PASSED				9
FAILED				0
<i>TOTAL TESTED</i>				9
<i>DID NOT APPEAR</i>				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Plans Examiner (Architectural)
Examination

February 26, 2007
Date

07238301P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Plans Examiner (Architectural)
Examination

February 26, 2007
Date

072383010
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

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

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	2			
FAILED	2			
TOTAL TESTED	4			
DID NOT APPEAR	0			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date March 14, 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: 15

	REMAINING CANDIDATES ON LIST	LIST EXPIRES	EXT. TO	NUMBER OF THIS EXT.
1. Central Stores Supervisor – Promotional	6	03/22/07	09/22/07	2
2. Central Stores Supervisor – Open	35	03/22/07	09/22/07	2
3. Construction Management Coordinator-Promotional	6	03/08/07	09/08/07	2
4. Construction Management Coordinator-Open	6	03/08/07	09/08/07	2
5. Deputy City Marshal Sergeant – Promotional	5	03/27/07	09/27/07	1
6. Engineering Associate I (Land Development) – Open	5	03/08/07	09/08/07	2
7. Fire Communications Technician I – Promotional	1	03/28/07	09/28/07	3
8. Fire Communications Technician I – Open	5	03/28/07	09/28/07	3
9. Office Specialist I – Open	30	03/27/07	09/27/07	1
10. Planner I (Open & Continuous) – Open	11	03/27/07	09/27/07	1
11. Planning Technician – Open	8	03/27/07	09/27/07	1
12. Senior Communications Specialist – Promotional	5	03/27/07	09/27/07	1
13. Systems Administration Specialist – Open	15	03/13/07	09/13/07	1
14. Traffic Signal Technician I – Promotional	1	03/27/07	09/27/07	1
15. Traffic Signal Technician I – Open	8	03/27/07	09/27/07	1

EVALUATION CENTER SUPERVISOR

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, administer and coordinate the Municipal Court Evaluation Center program, which evaluates first time DUI (driving under the influence) offenders meeting certain criteria, all second time offenders, and others as requested by the court, and make recommendations for sentencing; to supervise staff responsible for the Evaluation Center program; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Alternative Sentencing & Education Manager. Receives regulatory direction from Nevada Bureau of Alcohol and Drug Abuse (BADA), the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors and the Nevada Revised Statutes.

Exercises direct supervision over technical, professional and clerical staff.

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

Essential Functions:

1. Administer, coordinate and participate in the legally required pre-sentencing Municipal Court Evaluation Center program, which evaluates first time misdemeanor offenders meeting certain criteria, all second time offenders, and other offenders suspected of substance abuse, and makes pre-sentencing recommendations to the Judge using clinically valid diagnostic criteria, review of criminal history and medical and psychiatric information; plan, develop and critique programs for alcohol and substance abusers.
2. Administer and coordinate the First Offender Prostitution Program (FOPP), a day-long education program for men found guilty of soliciting prostitutes; collaborate with the Las Vegas Metropolitan Police Department, the Southern Nevada Health District and the City Attorney's Office to present the program.
3. Monitor and evaluate the DUI (driving under the influence) Court program which provides case management, counseling, substance abuse evaluations, and administers and monitors judicial sanctions and requirements for program participants.

CITY OF LAS VEGAS
Evaluation Center Supervisor (*continued*)

Essential Functions:

4. Select and motivate assigned staff; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; provide or coordinate staff training; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
5. Recommend and assist in the establishment of program goals and objectives; implement approved city, Municipal Court, and Nevada Administrative Code (NAC) policies and procedures relative to the treatment of substance abusers.
6. Implement processes to maintain Nevada Bureau of Alcohol and Drug Abuse (BADA) accreditation of Evaluation Center; develop and implement operational procedures that comply with the provisions of pertinent laws.
7. Establish procedures, schedules and methods for providing evaluation services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
8. Exercise clinical oversight over section staff in the areas of substance use and abuse and psychiatric issues.
9. Develop and design an effective tracking system and database for use in evaluating and monitoring the evaluation programs.
10. Interact with health care providers and professional organizations in the field of mental health, substance abuse and physical health.
11. Participate in the preparation and administration of the evaluation program budget; submit budget recommendations; monitor expenditures; monitor daily collection of fees.
12. Prepare extensive analytical and statistical reports on operations, activities and recidivism rates; research, write and administer grants.
13. Review in-service training to ensure it meets or exceeds the criteria established by the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors for continuing education.
14. Oversee collection of fees paid by program participants; ensure that applicable city accounting procedures are followed.
15. Access various law enforcement computer systems for data retrieval and input.

CITY OF LAS VEGAS
Evaluation Center Supervisor (*continued*)

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of counseling offenders and substance abusers.
2. Keep abreast of new and impending legislation pertaining to alternative sentencing issues; review and make recommendations for Court and city support of all proposed state legislation relating to alcohol and substance abuse alternative sentencing options.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a substance abuse evaluation program.
Criminal justice system and community agencies participating in rehabilitation services.
Evaluation and treatment modalities, assessment instruments, basic computer operations, and common statistical methods.
Principles of supervision, training and performance evaluation.
Modern and complex principles and practices of the court system.
Pertinent federal, state and local laws, codes and regulations.
Diagnostic and Statistical Manual (DSM IV), Physicians Desk Reference (PDR), American Society of Addiction Medicine (ASAM) criteria, and Merck Manual.
Techniques needed to determine differential diagnosis.
Standard clinical supervision and staffing procedures as required to maintain Center certification.
How to differentiate between a psychiatric condition and substance abuse.

Ability to:

Organize priorities in order to meet court schedules.
Design data information systems compatible with a variety of governmental entities.
Use initiative and independent judgment within established guidelines.
Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.
Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work including city officials, judges and the general public.
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.*

CITY OF LAS VEGAS
Evaluation Center Supervisor (*continued*)

Ability to:

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain cognitive functioning which allows the capability of:

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

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience providing substance abuse treatment, including multi-axial differential diagnosis, and including two years of supervisory, lead or administrative experience.

Training:

Master's degree from an accredited college or university with a major in one of the following, or a related, fields:

Addictions
Behavioral Science
Counseling
Counseling and Education
Criminal Justice, if also a minor in counseling, social work or psychology
Education, if also 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
Evaluation Center Supervisor (*continued*)

License or Certificate

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

Possession of certification as a Supervisor of Certified Alcohol and Drug Counselor Interns from the Nevada Board of Examiners for Alcohol, Drug, and Gambling Counselors on the date of appointment, and maintenance thereafter.

Possession of a license as a DUI Instructor from the Nevada Department of Motor Vehicles and Public Safety within six months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Courtroom and office environments; travel from site to site.

Physical Conditions:

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

ARB

REV 2/23/07

FLSA: exempt; City: nonexempt

CSB 3/14/07

POOL MAINTENANCE SUPERVISOR

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 plan, coordinate, supervise and participate in all repairs, maintenance and renovations to city aquatic facilities; to supervise staff responsible for the maintenance of the pools; and to perform a variety of tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Leisure Activities Field Supervisor.

Exercises direct supervision over regular and seasonal 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, coordinate, supervise and participate in a wide variety of maintenance, repairs and renovations to city aquatic facilities; schedule and coordinate with Building Services Division staff and outside vendors to obtain, install and repair equipment, parts and supplies.
2. Supervise staff responsible for pool facility maintenance; train assigned employees in methods and techniques of pool maintenance; ensure that staff adheres to safe work practices; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
3. Visit pools each day to monitor condition of facilities, assist and train staff, identify and resolve problems and repair or arrange for the repair of equipment.
4. Test pool water for chlorine, pH, total alkalinity and cyan uric acid; treat water with chemicals to maintain safe and healthy water quality, adhering to health district standards; backwash multiple filter systems and skim water surface to remove floating matter.
5. Operate computerized circulation and filtration systems and chemical feeder pumps including adjustment, calibration and downloading information; use data to prepare reports for management, risk management, health district officials and to address customer service issues.

CITY OF LAS VEGAS
Pool Maintenance Supervisor (*Continued*)

Essential Functions:

6. Prepare annual budget recommendations; monitor expenditures; estimate time, materials and equipment needed and prepare purchase orders; oversee and monitor the delivery of chemicals to pool site; maintain records on equipment.
7. Respond to Southern Nevada Health District site visits and repair, alter or adjust existing conditions as directed.
8. Prepare periodic reports detailing maintenance activities at all sites.

Marginal Functions:

1. May assist with maintaining equipment such as diving boards and lifeguard chairs and fabricating special equipment.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Swimming pool operations.
Pool filtering systems, chlorinators, and other aquatic equipment.
Methods and techniques of water sterilization, chlorination, and pH balancing.
Chemical interactions.
Principles and practices of plumbing.
Clark County Health District codes and policies pertaining to public swimming pools.
Techniques of maintaining and repairing swimming pool piping, pumps, filters and related equipment.
Principles and practices of supervision and training.
Occupational hazards and standard safety practices.
Basic geometry and mathematical formulas and methods of calculation.
Computerized pool circulation and filtration equipment operation.

Ability to:

Operate a variety of power and hand tools safely and effectively.
Work independently without direct supervision.
Analyze and solve problems.
Create innovative and workable solutions to problems.
Understand and follow oral and written instructions.
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.*

CITY OF LAS VEGAS
Pool Maintenance Supervisor (Continued)

Ability to:

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.*

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience

Three years of increasingly responsible commercial or government experience in the operation, maintenance, cleaning and servicing of swimming pools, preferably in an organization with multiple pools.

Training

Equivalent to graduation from high school.

License or Certificate

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

Possession of a Swimming Pool Service Technician certification from the Southern Nevada Health District on the date of application, and maintenance thereafter.

Possession of an Aquatic Facility Operator certificate from the National Recreation and Parks Association within six months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Constantly = more than 2/3 of the time; Frequently = 1/3 to 2/3 of the time; Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.

Environmental Conditions:

Location: 40% inside, 60% outside work in aquatic facility environment, in all types of weather conditions.

Hazards: Exposure to waste, hazardous and infectious materials, noise, inclement weather conditions, moving objects and vehicles, burns, toxic and caustic chemicals, lubrication oils, grease, odors, fumes, awkward positions, cramped quarters, slippery surfaces, pinch points, and working below ground level to a depth of 15 ft.

CITY OF LAS VEGAS
Pool Maintenance Supervisor (Continued)

Environmental Conditions:

Equipment Used: Hand and power tools, pneumatic tools, pumps, motors, testing equipment, brazing and cutting torches.

Safety Equipment: Gloves, safety glasses, SCBA equipment and other equipment as needed.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequent-constant standing, in combination with walking up to ½-1 mile per shift on concrete surfaces or outdoors.

Sitting: Occasionally, while working on equipment or performing administrative duties at desk.

Lift/carry: Frequently, up to 10-50 lbs., parts, tools, materials and equipment. Carrying distances of up to 50 ft. Occasionally-infrequently, 51-125 lbs., valves, motors, bag of soda ash. Minimal carry requirement.

Push/pull: Frequently, exerting up to 5-50 lbs. force using one or both hands or arms while moving equipment or using large hand tools. Infrequently, exerting force exceeding 75 lbs. while moving large equipment, heavy wrenching or torquing.

Climbing: Frequently, climbing and balancing on ladders while performing job duties; may climb down 15 ft. in surge pit.

Bending/twisting: Constantly, at waist, knees and neck, often in awkward positions while making repairs and performing tests.

Kneeling/crouching/crawling: Frequently, while performing installation and repairs of equipment, work in confined spaces.

Hands/arms: Constant use of hands and arms reaching, grasping, fingering, gripping and handling while installing and repairing equipment, at times working with arms extended and overhead. Heavy gripping using hand and power tools can be extended at times. Keyboarding requirement includes light data entry using word processing and spreadsheet software.

Sight: Constant use of sight abilities while inspecting/repairing equipment. Visual requirements include hand/eye/foot coordination, color vision, and visual acuity in near-, mid- and far-range.

Speech/hearing: Constantly, in communicating with co-workers and supervisors.

Other physical demands: Ability to smell and detect chemicals, work in confined spaces using SCBA equipment as required.

SMM
REV 2/21/07
FLSA & City: nonexempt

CSB 3/14/07

SERVICE DESK TECHNICIAN

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 telephone and remote desktop support for the city's computer systems and users; to identify and determine users' needs; to serve as a first point of contact for all Information Technologies support requests and to perform a variety of technical duties relative to assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from the Computer Infrastructure Supervisor.

May receive technical and functional supervision from the Sr. Microcomputer Specialist.

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

Essential Functions:

1. Serve as first point of contact for all Information Technologies support requests.
2. Log all service and support requests and tasks for the Information Technologies Department.
3. Interface with the end-user customer to resolve issues via telephone; identify the callers issue and determine the appropriate level of escalation.
4. Screen technical issues and requests from users while handling or referring the incident to the appropriate personnel or department; communicate with second and third line support when necessary.
5. Perform initial troubleshooting of computer related problems via telephone, and use expert system tools to resolve as many as possible; create and assign a priority to each incident based upon the nature of the issue.
6. Accurate recording of incidents for management reporting.
7. Assist with monitoring the progress of open calls and initiate escalation procedures when necessary.
8. Provide management with reports on support desk activities.
9. Maintain customer service documentation to assist customers in resolving problems.

CITY OF LAS VEGAS
Service Desk Technician (continued)

Marginal Functions:

1. Attend and participate in professional group meetings and committees; stay abreast of new trends and innovations in technical computer support.
2. May assist other staff with on site support in the field.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles and methods of personal computer configuration and operation.
Basic principles and methods of computer networking hardware and software.
Basic principles of client-server relationships.
Computer peripherals and accessories.

Ability to:

Interpret customer's requests, which are usually not stated in technical language.
Tactfully obtain needed information from customer regarding the problem.
Tactfully and patiently communicate with customers who may be stressed and possibly confrontational.
Determine priorities of requests.
Monitor and track a large number of requests through to completion.
Operate a personal computer, including a variety of software programs.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
Multi-task while conducting a courteous telephone conversation.
Maintain composure under stressful conditions.
Maintain mental capacity which allows for effective interaction and communication with others.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Sitting for long periods of time; and*
-- *Operating assigned equipment.*
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.*

CITY OF LAS VEGAS
Service Desk Technician *(continued)*

Experience and Training Requirements

Experience:

Two years of personal computer support experience in a business environment; or possession of CompTIA A+ certification and a minimum of 18 months work experience in a customer service oriented environment.

Training:

Equivalent to graduation from high school. Additional specialized training in personal computers or a related field is desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

SMM
REV 1/17/07
FLSA & City: nonexempt

CSB 3/14/2007

RECORDS SUPERVISOR

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 establish and maintain sound records management and public records policies and procedures for a department or large division; to supervise staff responsible for entering, maintaining and retrieving records and scanning documents into the optical imaging system; to provide responsible assistance to the assigned manager; and to perform a variety of tasks related to the assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from division or department management staff.

Exercises direct supervision over supervisory, support and clerical staff.

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

Essential Functions:

1. Establish and maintain sound records management policies and procedures within a department or large division; ensure that records entering, maintenance, security and retention policies and procedures adhere to required retention schedules; coordinate with microfilm vendor and City Clerk's Office for long-term storage.
2. May develop an optical imaging program; initiate, evaluate and recommend proposals from vendors; budget, coordinate, develop and implement the program; develop policies and procedures for the program.
3. Plan, prioritize, assign, supervise and review the work of staff responsible for maintaining records and scanning documents into the optical imaging system; may supervise other work units in addition to records staff.
4. Train staff in all records management and other applicable policies and procedures.
5. Receive and respond to inquiries and subpoenas from other departments, agencies and the public; use sound judgment in providing technical assistance or referring to appropriate party; explain pertinent regulations, policies and procedures.
6. Participate in the preparation and administration of the assigned work unit budget; submit budget recommendations; monitor expenses; estimate time, materials and equipment required to accomplish goals and objectives and requisition materials as needed.

CITY OF LAS VEGAS
Records Supervisor (*continued*)

Essential Functions:

7. Create, update, recommend and implement goals and objectives of the work unit; establish schedules and methods for providing services; review needs with appropriate management staff; plan, obtain and allocate resources accordingly.
8. Participate in the selection of technical and support staff; ensure positive morale, productivity and effective discipline; plan, organize, administer, review and evaluate the activities and performance of staff directly or through subordinate supervisors; work with staff to establish work priorities and schedules; encourage and provide or coordinate staff training; interpret and apply city policies and procedures for staff; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
9. Prepare and present administrative, analytical and statistical reports on operations and activities.
10. Testify in court when required.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of records management.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Policies, practices and procedures of a records management program.
Pertinent federal, state and local laws, codes and regulations.
Codes, policies and procedures related to the maintenance, recording and storage of legal documents, including the use of electronic methods.
Current issues in records management, including the management of electronic records.
Record keeping principles and practices.
Optical imaging software applications.
Principles of supervision, training and performance evaluation.
Basic principles and practices of budget preparation and administration.
Principles of business writing and report preparation.
Correct business English including spelling, grammar and punctuation.
Current office procedures, methods, computer equipment and standard software packages.

CITY OF LAS VEGAS
Records Supervisor (*continued*)

Ability to:

- Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.
- Act calmly, rationally, decisively and tactfully in difficult situations.
- Use initiative and independent judgment within established guidelines.
- Analyze complex problems, identify alternative solutions, project consequences of proposed actions and recommend best options.
- Manage multiple assignments.
- Plan, organize and prioritize assignments.
- Prepare clear and concise reports.
- Produce written documents with clearly organized thoughts using proper sentence structure, punctuation, spelling and grammar.
- 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:

One year of professional records management experience, preferably in a local government environment, plus supervisory experience in any field.

Training:

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

License or Certificate

Possession of Certified Records Manager designation from the Institute of Certified Records Managers is desirable.

CITY OF LAS VEGAS
Records Supervisor (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

ARB
NEW 2/27/07
FLSA: exempt; City: nonexempt

CSB 3/14/07

EVALUATION CENTER SUPERVISOR

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, administer and coordinate the Municipal Court Evaluation Center program, which evaluates first time DUI (~~D~~driving ~~U~~nder the ~~i~~nfluence) offenders meeting certain criteria, all second time offenders, and others as requested by the court, and make recommendations for sentencing; to supervise staff responsible for the Evaluation Center program; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Alternative Sentencing & Education Manager. Receives ~~clinical and~~ regulatory direction from Nevada Bureau of Alcohol ~~& and~~ Drug Abuse (BADA), ~~and~~ the Nevada Board of Examiners for Alcohol, ~~and~~ Drug Abuse ~~and~~ Gambling Counselors ~~and~~ the Nevada Revised Statutes.

Exercises direct supervision over technical, professional and clerical staff.

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

Essential Functions:

1. Administer, coordinate and participate in the legally required pre-sentencing Municipal Court Evaluation Center program, which evaluates first time misdemeanor offenders meeting certain criteria, all second time offenders, and other offenders suspected of substance abuse, and makes pre-sentencing recommendations to the Judge using clinically valid diagnostic criteria, review of criminal history and medical and psychiatric information; plan, develop and critique programs for alcohol and substance abusers.
2. Administer and coordinate the First Offender Prostitution Program (FOPP), a day-long education program for men found guilty of soliciting prostitutes; collaborate with the Las Vegas Metropolitan Police Department, the Clark County Board of Southern Nevada Health District and the City Attorney's Office to present the program.
3. Monitor and evaluate the DUI (driving under the influence) Court program which provides case management, counseling, substance abuse evaluations, and administers and monitors judicial sanctions and requirements for program participants.

CITY OF LAS VEGAS
Evaluation Center Supervisor (*continued*)

3. ~~Oversee the Order Out of Corridor Program, which restricts drug and prostitution offenders from entering certain downtown areas for a defined period of time; ensure that data in electronic criminal justice systems is current and accurate.~~

Essential Functions:

4. Select and motivate assigned staff; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; Plan, assign, supervise and review the work of staff responsible for the evaluation program; provide or coordinate staff training; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
5. Recommend and assist in the establishment of program goals and objectives; implement approved City, Municipal Court, and Nevada Administrative Code (NAC) policies and procedures relative to the treatment of substance abusers.
6. Implement processes to maintain Nevada Bureau of Alcohol and Drug Abuse (BADA) accreditation of Evaluation Center; develop and implement operational procedures that comply with the provisions of pertinent laws.
7. Establish procedures, schedules and methods for providing evaluation services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
8. Exercise clinical oversight over section staff in the areas of substance use and abuse and psychiatric issues.
9. Develop and design an effective tracking system and database for use in evaluating and monitoring the evaluation programs.
10. Interact with health care providers and professional organizations in the field of mental health, substance abuse and physical health.
11. Participate in the preparation and administration of the evaluation program budget; submit budget recommendations; monitor expenditures; monitor daily collection of fees.
12. Prepare extensive analytical and statistical reports on operations, activities and recidivism rates; research, write and administer grants.
13. Review in-service training to ensure it meets or exceeds the criteria established by the Nevada Board of Examiners for Alcohol, and Drug Abuse and Gambling Counselors for continuing education.
14. Oversee collection of fees paid by program participants; ensure that applicable ~~and City~~ accounting procedures are followed.

CITY OF LAS VEGAS
Evaluation Center Supervisor (*continued*)

15. Access various law enforcement computer systems for data retrieval and input.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of counseling offenders and substance abusers.
2. Keep abreast of new and impending legislation pertaining to alternative sentencing issues; review and make recommendations for Court and City support of all ~~pertinent~~ proposed state legislation relating to alcohol and substance abuse alternative sentencing options.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a substance abuse evaluation program.
Criminal justice system and community agencies participating in rehabilitation services.
Evaluation and treatment modalities, assessment instruments, basic computer operations, and common statistical methods.
Principles of supervision, training and performance evaluation.
Modern and complex principles and practices of the court system.
Pertinent federal, state and local laws, codes and regulations.
Diagnostic and Statistical Manual (DSM IV), Physicians Desk Reference (PDR), American Society of Addiction Medicine (ASAM) criteria, and Merck Manual.
Techniques needed to determine differential diagnosis.
Standard clinical supervision and staffing procedures as required to maintain Center certification.
How to differentiate between a psychiatric condition and substance abuse.

Ability to:

Organize priorities in order to meet court schedules.
Design data information systems compatible with a variety of governmental entities.
Use initiative and independent judgment within established guidelines.
Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.
Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work including City officials, judges and the general public.
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.*

CITY OF LAS VEGAS
Evaluation Center Supervisor (continued)

Ability to:

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain cognitive functioning which allows the capability of:

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

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience providing substance abuse treatment, including multi-axial differential diagnosis, and including two years of supervisory, lead or administrative experience.

Training:

Master's degree ~~(no substitutions)~~ from an accredited college or university with a major in one of the following, or a related, fields:

Addictions
Behavioral Science
Counseling
Counseling and Education
Criminal Justice, if also with a minor in counseling, social work or psychology
Education, if also a major or minor in addictions, counseling or psychology
Marriage and Family Therapy
Nursing
Psychology
Social work
Social Psychology
Sociology
Substance Abuse

License or Certificate

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

Possession of certification as a Supervisor of Certified Alcohol and Drug Counselor Interns from the Nevada Board of Examiners for Alcohol, Drug, and Gambling Counselors on the date of appointment, and maintenance thereafter.

CITY OF LAS VEGAS
Evaluation Center Supervisor (*continued*)

Possession, ~~and maintenance,~~ of a license as a DUI Instructor from the Nevada Department of Motor Vehicles and Public Safety within six months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Courtroom and office environments; travel from site to site.

Physical Conditions:

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

ARB

~~Revised 9/27/00 (formerly Evaluation Center Coordinator)~~ REV 2/23/07

FLSA: exempt; City: nonexempt

CSB 10/11/00

POOL MAINTENANCE SUPERVISOR

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 plan, coordinate, supervise and participate in all repairs, maintenance and renovations to City aquatic facilities; to supervise staff responsible for the maintenance of the pools; and to perform a variety of tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Leisure Activities Field Supervisor.

Exercises direct supervision over regular and seasonal 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, coordinate, supervise and participate in a wide variety of maintenance-, repairs and renovations to city aquatic facilities; schedule and coordinate with Building Services Division staff and outside vendors to obtain, install and repair equipment, parts and supplies.
2. Supervise staff responsible for pool facility maintenance; train assigned employees in methods and techniques of pool maintenance; ensure that staff adheres to safe work practices; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
3. Visit pools each day to monitor condition of facilities, assist and train staff, identify and resolve problems and repair or arrange for the repair of equipment.
4. Test pool water for chlorine, pH, total alkalinity and cyan uric acid; treat water with chemicals to maintain safe and healthy water quality, adhering to ~~county health~~ district department standards; backwash multiple filter systems and skim water surface to remove floating matter.
- | 5. Operate computerized circulation and filtration systems and chemical feeder pumps including adjustment, calibration and downloading information; use data to prepare reports for management, risk management, ~~health department~~ district officials and to address customer service issues.

CITY OF LAS VEGAS
Pool Maintenance Supervisor (*Continued*)

Essential Functions:

6. Prepare annual budget recommendations; monitor expenditures; estimate time, materials and equipment needed and prepare purchase orders; oversee and monitor the delivery of chemicals to pool site; maintain records on equipment.
7. Respond to Southern Nevada Health District Department site visits and repair, alter or adjust existing conditions as directed.
8. Prepare periodic reports detailing maintenance activities at all sites.

Marginal Functions:

1. May assist with maintaining equipment such as diving boards and lifeguard chairs and fabricating special equipment.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Swimming pool operations.
Pool filtering systems, chlorinators, and other aquatic equipment.
Methods and techniques of water sterilization, chlorination, and pH balancing.
Chemical interactions.
Principles and practices of plumbing.
Clark County Health District codes and policies pertaining to public swimming pools.
Techniques of maintaining and repairing swimming pool piping, pumps, filters and related equipment.
Principles and practices of supervision and training.
Occupational hazards and standard safety practices.
Basic geometry and mathematical formulas and methods of calculation.
Computerized pool circulation and filtration equipment operation.

Ability to:

Operate a variety of power and hand tools safely and effectively.
Work independently without direct supervision.
Analyze and solve problems.
Create innovative and workable solutions to problems.
Understand and follow oral and written instructions.
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.*

CITY OF LAS VEGAS
Pool Maintenance Supervisor (Continued)

Ability to:

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.*

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience

Three years of increasingly responsible commercial or government experience in the operation, maintenance, cleaning and servicing of swimming pools, preferably in an organization with multiple pools.

Training

Equivalent to graduation from high school.

License or Certificate

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

Possession ~~on the date of application, and maintenance,~~ of a Swimming Pool Service Technician certification from the ~~Clark County~~ Southern Nevada Health District on the date of application ~~Department, and maintenance thereafter.~~

~~Possession of a Heater Service Technician certificate from Teledyne Laars, Inc. within six months of the date of appointment.~~

Possession of an Aquatic Facility Operator certificate from the National Recreation and Parks Association within six months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Constantly = more than 2/3 of the time; Frequently = 1/3 to 2/3 of the time; Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.

Environmental Conditions:

~~Location: 60~~40% inside, ~~40~~60% outside work in aquatic facility environment, in all types of weather conditions.

Hazards: Exposure to waste, hazardous and infectious materials, noise, inclement weather conditions, moving objects and vehicles, burns, toxic and caustic chemicals, lubrication oils, grease, odors, fumes, awkward positions, cramped quarters, slippery surfaces, pinch points, and working below ground level to a depth of 15 ft.

CITY OF LAS VEGAS
Pool Maintenance Supervisor (Continued)

Equipment Used: Hand and power tools, pneumatic tools, pumps, motors, testing equipment, brazing and cutting torches.

Safety Equipment: Gloves, safety glasses, SCBA equipment and other equipment as needed.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequent-constant standing, in combination with walking up to ½-1 mile per shift on concrete surfaces or outdoors.

Sitting: Occasionally, while working on equipment or performing administrative duties at desk.

Lift/carry: Frequently, up to 10-50 lbs., parts, tools, materials and equipment. Carrying distances of up to 50 ft. Occasionally-infrequently, 51-125 lbs., valves, motors, bag of soda ash. Minimal carry requirement.

Push/pull: Frequently, exerting up to 5-50 lbs. force using one or both hands or arms while moving equipment or using large hand tools. Infrequently, exerting force exceeding 75 lbs. while moving large equipment, heavy wrenching or torquing.

Climbing: Frequently, climbing and balancing on ladders while performing job duties; may climb down 15 ft. in surge pit.

Bending/twisting: Constantly, at waist, knees and neck, often in awkward positions while making repairs and performing tests.

Kneeling/crouching/crawling: Frequently, while performing installation and repairs of equipment, work in confined spaces.

Hands/arms: Constant use of hands and arms reaching, grasping, fingering, gripping and handling while installing and repairing equipment, at times working with arms extended and overhead. Heavy gripping using hand and power tools can be extended at times. Keyboarding requirement includes light data entry using word processing and spreadsheet software.

Sight: Constant use of sight abilities while inspecting/repairing equipment. Visual requirements include hand/eye/foot coordination, color vision, and visual acuity in near-, mid- and far-range.

Speech/hearing: Constantly, in communicating with co-workers and supervisors.

Other physical demands: Ability to smell and detect chemicals, work in confined spaces using SCBA equipment as required.

ARBSMM

REV ~~2/6/01~~ (formerly Pool Technician) 2/21/07

FLSA & City: nonexempt

CSB ~~7/11/04~~ 3/14/07

SUPPORT SERVICE DESK TECHNICIAN

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 telephone and remote desktop support for the City's computer systems and users; to identify and determine users' needs; to serve as a first point of contact for all Information Technologies support requests and to perform a variety of technical duties relative to assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from the ~~Microcomputer Support~~ Computer Infrastructure Supervisor.

May receive technical and functional supervision from the Sr. Microcomputer Specialist.

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

Essential Functions:

1. Serve as ~~primary~~ first point of contact for all Information Technologies support requests.
2. Log, ~~monitor and track~~ all service and support requests and tasks for the Information Technologies Department.
3. Interface with the end-user customer to resolve issues via telephone; identify the callers issue and determine the appropriate level of escalation.
4. Screen technical issues and requests from users while handling or referring the incident to the appropriate personnel or department; communicate with second and third line support when necessary.
5. Perform initial troubleshooting of computer related problems via telephone, and use expert system tools to resolve as many as possible; create and assign a priority to each incident based upon the nature of the issue.
- ~~4. Forward unresolved issues and communicate information received to the appropriate division or work group.~~
6. Accurate recording of incidents for management reporting.
- ~~5. Use computer software and reporting tools to track requests and work in progress.~~
- ~~6.7.~~ Assist with M~~monitoring~~ the progress of open calls and initiate escalation procedures when

CITY OF LAS VEGAS

Support Service Desk Technician- (continued)

necessary.

~~7. Perform PBX administrative functions, including assisting clients with minor phone set problems, instructing clients on voicemail applications, assisting with the resolution of long distance access problems, assisting clients with cell phone, pager and radio issues, logging work orders on all of the above.~~

8. Provide management with reports on support desk activities.

~~11.9.~~ Maintain customer service documentation to assist customers in resolving problems.

~~10. Maintain microcomputer section hardware asset database.~~

Marginal Functions:

~~1. May assist a Microcomputer Specialist II or Senior Microcomputer Specialist with the more basic and routine aspects of hardware and software installations and troubleshooting.~~

2.1. Attend and participate in professional group meetings and committees; stay abreast of new trends and innovations in technical computer support.

2. May assist other staff with on site support in the field.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles and methods of personal computer configuration and operation.

Basic principles and methods of computer networking hardware and software.

~~Basic principles of data communications standards and implementation.~~

Basic principles of client-server relationships.

Computer peripherals and accessories.

Ability to:

Interpret customer's requests, which are usually not stated in technical language.

Tactfully obtain needed information from customer regarding the problem.

Tactfully and patiently communicate with customers who may be stressed and possibly confrontational.

Determine priorities of requests.

Monitor and track a large number of requests through to completion.

Operate a personal computer, including a variety of software programs.

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

Communicate clearly and concisely, both orally and in writing.

Multi-task while conducting a courteous telephone conversation.

Maintain composure under stressful conditions.

CITY OF LAS VEGAS

Support Service Desk Technician- (continued)

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

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

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

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.*

Experience and Training Requirements

Experience:

Two years of personal computer support experience in a business environment; or possession of CompTIA A+ certification and a minimum of 18 months work experience in a customer service oriented environment.

Training:

Equivalent to graduation from high school. Additional specialized training in personal computers or a related field is desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

ARBSMM

REV 6/20/01 1/17/07

FLSA & City: nonexempt

CSB 7/11/01 3/14/2007

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date **March 14, 2007**

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. Engineering Associate I - Traffic

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 this list.

Martha Davis

From: Judy Tuttle
Sent: Friday, March 02, 2007 4:47 PM
To: Martha Davis
Cc: Ebony Folk; O.C. White; Tom Kruse; Patty Moyer; Nancy Stiles; Glenna Kouns
Subject: FW: Request to Abolish Existing Eligible List - Engineering Associate I (X) - Traffic

Martha, this is sufficient reason to abolish the list and begin a new recruitment. Please place this request on our Civil Service Board agenda. Thank you.

From: Ebony Folk
Sent: Tuesday, November 14, 2006 7:47 AM
To: Patty Moyer
Cc: O.C. White; Tom Kruse
Subject: Engineering Associate I (X) - Traffic Eligible List

Request to abolish the existing Engineering Associate I (X) - Traffic eligible list.

The Traffic Engineering position to be filled is located at the Development Service Center and is responsible for the review of development plans. In performing the duties of plan review, this position acts as the Traffic Engineering representative and requires constant communication with developers. After conducting interviews, none of the candidates were suitable for this position.

There are 6 names on the eligible list; 5 individuals were interviewed; one individual cancelled and rescheduled, but did not show for the rescheduled time. Of the 5 individuals interviewed, one was a phone interview where the candidate was awakened for the interview, but did not appear to be cognizant as was evidenced by his responses to the interview questions; two of the candidates were unable to communicate effectively due to language barriers; one candidate did not have the experience reflected in his application, and the one promotional candidate appears to lack tact in dealing with the public.

Because effective communication is critical to this position, the division did not feel it would be in their best interest to hire any of the candidates from this list as it would not best serve the customer.

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

DATE: 3/14/07

PLEASE PRINT

NAME

ORGANIZATION

Ellen Thompson

HR/PSD

Asna Jones

citizen

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: March 14, 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. Evaluation Center Supervisor
2. Pool Maintenance Supervisor
3. Support Desk Technician

Evaluation Center Supervisor was revised to update the essential functions and qualifications.

Pool Maintenance Supervisor was revised to update the certificates needed for the position.

Support Desk Technician was revised to update and accurately reflect the essential functions and minimum qualifications needed for the position.

NEW

4. Records Supervisor

Records Supervisor was created to fill a need in the Detention and Enforcement Department.

RECOMMENDATION

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