

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES
Department of Human Resources
400 Stewart Avenue
Las Vegas, Nevada
CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.lasvegasnevada.gov>

TELECONFERENCE AGENDA

DATE: March 28, 2007
TIME: 11:30 a.m.

Ann
LP Susan

11:35
present
EB PR JAT
mw
em

S. ✓

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

***NOTE:** Minutes from this meeting will be included as part of the next regularly scheduled meeting on April 11, 2007.

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

m- EB
2- mw

- 1) Contracts Specialist - Open
- 2) Equipment Operator II - (Parks) - Promotional
- 3) Equipment Operator II - (Parks) - Open
- 4) Legal Secretary - Promotional
- 5) Legal Secretary - Open
- 6) Microcomputer Specialist - Promotional
- 7) Microcomputer Specialist - Open
- 8) Records Technician I - Promotional
- 9) Records Technician I - Open

IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED

NO

V. CITIZEN PARTICIPATION

No.

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.

Adis. 11:40

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 E. Washington Avenue
Senior Citizen Center, 451 E. Bonanza Road
Clark County Government Center, 500 South Grand Central Parkway
Bulletin Board, City Hall Plaza (next door to Metro Records)
City Hall 2nd Floor, Human Resources Posting Bulletin Board

20✓



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

CITY OF LAS VEGAS

ELIGIBLE LIST

Contracts Specialist
Examination

February 23, 2007
Date

072301010
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	12	GROUP 1	1
REJECTED	33	GROUP 2	2
TOTAL RECEIVED	45	TOTAL ON LIST	3

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	3			
FAILED	3			
TOTAL TESTED	6			
DID NOT APPEAR	5			
WITHDREW	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Equipment Operator II (Parks)
Examination

March 13 & 14, 2007
Date

07327001P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	9	GROUP 1	8
REJECTED	1	GROUP 2	0
TOTAL RECEIVED	10	TOTAL ON LIST	8

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)			100%	
PASSED			8	
FAILED			0	
TOTAL TESTED			8	
WITHDREW			1	

CITY OF LAS VEGAS

ELIGIBLE LIST

Equipment Operator II (Parks)
Examination

March 13 & 14, 2007
Date

073270010
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	7	GROUP 1	5
REJECTED	14	GROUP 2	0
TOTAL RECEIVED	21	TOTAL ON LIST	5

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Legal Secretary
Examination

February 21, 2007
Date

077965701P
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	2
REJECTED	1	GROUP 2	0
TOTAL RECEIVED	3	TOTAL ON LIST	2

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Legal Secretary
Examination

February 21, 2007
Date

0779657010
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	20
REJECTED	20
TOTAL RECEIVED	40

ELIGIBLE LIST

GROUP 1	2
GROUP 2	9
TOTAL ON LIST	11

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight) 100%

PASSED	11			
FAILED	5			
TOTAL TESTED	16			

DID NOT APPEAR

4			
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CITY OF LAS VEGAS

ELIGIBLE LIST

Microcomputer Specialist
Examination

March 1, 2007
Date

077960301P
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	1	GROUP 2	0
TOTAL RECEIVED	1	TOTAL ON LIST	0

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Microcomputer Specialist
Examination

March 1, 2007
Date

0779603010
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	72	GROUP 1	0
REJECTED	125	GROUP 2	27
TOTAL RECEIVED	197	TOTAL ON LIST	27

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	27			
FAILED	22			
TOTAL TESTED	49			
DID NOT APPEAR	23			

CITY OF LAS VEGAS

ELIGIBLE LIST

Records Technician I
Examination

February 27, 2007
Date

077952001P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	2
REJECTED	0
TOTAL RECEIVED	2

ELIGIBLE LIST

GROUP 1	2
GROUP 2	0
TOTAL ON LIST	2

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight) 100%

PASSED	2			
FAILED	0			
TOTAL TESTED	2			
DID NOT APPEAR	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Records Technician I
Examination

February 27, 2007
Date

0779520010
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	66	GROUP 1	39
REJECTED	32	GROUP 2	10
<i>TOTAL RECEIVED</i>	98	<i>TOTAL ON LIST</i>	49

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	49			
FAILED	1			
<i>TOTAL TESTED</i>	50			
<i>DID NOT APPEAR</i>	16			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: March 28, 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: 9

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Contracts Specialist – Open	45	6	3
2. Equipment Operator II-(Parks) – Promotional	10	8	8
3. Equipment Operator II-(Parks) – Open	21	5	5
4. Legal Secretary – Promotional	3	2	2
5. Legal Secretary – Open	40	16	11
6. Microcomputer Specialist – Promotional	1	0	0
7. Microcomputer Specialist – Open	197	49	27
8. Records Technician I – Promotional	2	2	2
9. Records Technician I – Open	98	50	49