

S.V.

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRI
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>

4:30

AGENDA

DATE: April 11, 2007

TIME: 4:30 p.m.

*Full
Board
present*

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 March 14, 2007
- IV. APPROVAL OF MINUTES: Teleconference Meeting of March 28, 2007
- V. BUSINESS

*MEB
2 PR
— M PR
2 EB*

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1. Animal Control Officer I – Promotional
- 2. Animal Control Officer I – Open
- 3. Municipal Court Marshal – Open
- 4. Planner I (Open & Continuous) – Open
- 5. Plant Operator II – Promotional
- 6. Plant Operator II – Open
- 7. Project Engineer (Engineering Planning) – Promotional
- 8. Project Engineer (Engineering Planning) – Open
- 9. Real Property Appraiser – Promotional
- 10. Real Property Appraiser – Open
- 11. Senior Engineering Associate – Promotional
- 12. Senior Engineering Associate – Open
- 13. Senior Recreation Leader – Open
- 14. Terminal Agency Technician – Open

*M EM
2 EB*

B. EXTENSION OF ELIGIBLE LISTS

- 1. Computer Systems Technician II – Open
- 2. Concrete Mason II – Promotional
- 3. Concrete Mason II – Open
- 4. Construction Inspector I – Promotional
- 5. Construction Inspector I – Open
- 6. Planner I (Open & Continuous) – Open
- 7. Recreation Leader I-Aquatics – Open
- 8. Sanitation Billing Technician – Promotional
- 9. Sanitation Billing Technician – Open
- 10. Senior Fire Investigator – Promotional
- 11. Senior Mechanic – Promotional
- 12. Senior Mechanic – Open
- 13. Water Quality Technician I – Open

*M- PR
2 - MW*

64✓

M-EB
2-PR

Ads
4.42

C. CLASSIFICATION SPECIFICATIONS

1. Accounting Technician I - Revised
2. Accounting Technician II - Revised
3. Information Technologies Project Coordinator - Revised
4. Senior Accounting Technician - Revised

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 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



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: April 11, 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: 14

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Animal Control Officer I – Promotional	4	3	3
2. Animal Control Officer I – Open	154	109	102
3. Municipal Court Marshal – Open	98	51	20
4. Planner I (Open & Continuous) – Open	31	25	24
5. Plant Operator II – Promotional	0	0	0
6. Plant Operator II – Open	46	1	1
7. Project Engineer (Engineering Planning) – Promotional	1	1	0
8. Project Engineer (Engineering Planning) – Open	9	4	3
9. Real Property Appraiser – Promotional	1	0	0
10. Real Property Appraiser – Open	24	4	4
11. Senior Engineering Associate – Promotional	5	5	5
12. Senior Engineering Associate – Open	1	0	0
13. Senior Recreation Leader – Open	129	34	32
14. Terminal Agency Technician – Open	23	9	7

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
MARCH 14, 2007
REGULAR MEETING**

**Agenda Documentation
April 11, 2007**

TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM: F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

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

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

STAFF PRESENT: Judy Tuttle
Ann Rubertino-Beck
Ellen Thompson
Lori Petsco

OTHERS PRESENT: Asha Jones - Citizen

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

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

III. APPROVAL OF MINUTES of the Regular Meeting of February 14, 2007: Trustee Priscilla Rocha made a motion to approve the minutes of the Regular Meeting held February 14, 2007. Trustee Evelyn Beals seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of the Teleconference Meeting of February 28, 2007: Trustee Evelyn Beals made a motion to approve the minutes of the Teleconference Meeting held February 28, 2007. Trustee Priscilla Rocha seconded the motion. Motion carried.

V. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

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

A motion was made by Trustee Evelyn Beals that Items 1 through 6 of the Eligible Lists To Be Certified be approved. Trustee Malcolm White seconded the motion. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS

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

A motion was made by Trustee Priscilla Rocha that Items 1 through 15 of the Extension of Eligible Lists be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

C. CLASSIFICATION SPECIFICATIONS

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

A motion was made by Trustee Evelyn Beals to approve Items 1 through 4 of the Classification Specifications. The motion was seconded by Trustee Priscilla Rocha. Motion carried.

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

1. Engineering Associate I – Traffic

No discussion. A motion was made by Trustee Priscilla Rocha to approve Item 1 of the Discussion and Possible Action on Abolishing Eligible List. The motion was seconded by Trustee Evelyn Beals. Motion carried.

VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED:
None

VII. CITIZEN PARTICIPATION:
None

VIII. ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:35 p.m.



F. Claudette Enus, Secretary to the Board

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

Agenda Documentation
April 11, 2007

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER March 28, 2007 at 11:35 a.m. via Teleconference

ROLL CALL: Johan Aliseo - Absent
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) 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

A motion was made by Trustee Evelyn Beals that Items 1 through 9 of the Eligible List to be Certified be approved. The motion was seconded by Trustee Malcolm White. Motion carried.

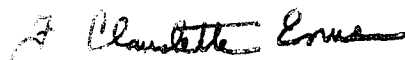
IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED

None

V. CITIZEN PARTICIPATION

None

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



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS

ELIGIBLE LIST

Animal Control Officer I
Examination

March 12, 2007
Date

07346801P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

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

TESTS

	<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			
WITHDREW	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Animal Control Officer I
Examination

March 12, 2007
Date

073468010
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	152	GROUP 1	74
REJECTED	2	GROUP 2	28
TOTAL RECEIVED	154	TOTAL ON LIST	102

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	102			
FAILED	7			
TOTAL TESTED	109			
DID NOT APPEAR	43			

CITY OF LAS VEGAS

ELIGIBLE LIST

Municipal Court Marshal
Examination

March 7, 2007 (Written)
March 8, 2007 (Physical Agility)
Date of Test

075202010
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	APPLICATIONS		ELIGIBLE LIST
ACCEPTED	87	GROUP 1	1
REJECTED	11	GROUP 2	19
TOTAL RECEIVED	98	TOTAL ON LIST	20

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			P/F Physical Agility
PASSED	31			25
FAILED	20			13
TOTAL TESTED	51			39
DID NOT APPEAR	34			12
WITHDREW	2			1

CITY OF LAS VEGAS

ELIGIBLE LIST

Planner I (Open & Continuous)
Examination

March 29, 2007
Date

073069020
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	25	GROUP 1	8
REJECTED	6	GROUP 2	16
TOTAL RECEIVED	31	TOTAL ON LIST	24

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T&E</u>
(Weight)				100%
PASSED				24
FAILED				1
TOTAL TESTED				25
DID NOT APPEAR				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Plant Operator II
Examination

March 26 , 2007
Date

06291812P
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
TOTAL RECEIVED	0	TOTAL ON LIST	0

<u>TESTS</u>				
	<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

Plant Operator II
Examination

March 26 , 2007
Date

062918120
Exam Code

Open
Open/Promotional

NAME	
GROUP 1	
None	
GROUP 2	
See Attached	

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	1	GROUP 1	0
REJECTED	45	GROUP 2	1
TOTAL RECEIVED	46	TOTAL ON LIST	1

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Project Engineer (Engineering Planning)
Examination

March 30, 2007
Date

06216008P
Exam Code

Promotional
Open/Promotional

NAME	
GROUP 1	
None	
GROUP 2	
None	

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Project Engineer (Engineering Planning)
Examination

March 30, 2007
Date

062160080
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	5
REJECTED	4
TOTAL RECEIVED	9

ELIGIBLE LIST

GROUP 1	2
GROUP 2	1
TOTAL ON LIST	3

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight)

100%

PASSED		3		
WITHDREW		1		
TOTAL TESTED		4		
DID NOT APPEAR		1		

CITY OF LAS VEGAS

ELIGIBLE LIST

Real Property Appraiser
Examination

March 26, 2007
Date

07255801P
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

<u>TESTS</u>				
	<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

Real Property Appraiser
Examination

March 26, 2007
Date

072558010
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	6
REJECTED	18
TOTAL RECEIVED	24

ELIGIBLE LIST

GROUP 1	0
GROUP 2	4
TOTAL ON LIST	4

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight)

100%

PASSED		4		
FAILED		0		
TOTAL TESTED		4		

DID NOT APPEAR		0		
WITHDREW		2		

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Engineering Associate
Examination

March 19, 2007
Date

07227302P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

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

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T&E</u>
(Weight)				100%
PASSED				5
FAILED				0
TOTAL TESTED				5
DID NOT APPEAR				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Engineering Associate
Examination

March 19, 2007
Date

072273020
Exam Code

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Recreation Leader
Examination

March 23, 2007
Date

073073020
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	36	GROUP 1	12
REJECTED	93	GROUP 2	20
TOTAL RECEIVED	129	TOTAL ON LIST	32

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	32			
FAILED	2			
TOTAL TESTED	34			
DID NOT APPEAR	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Terminal Agency Technician
Examination

March 22, 2007
Date

0779578020
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	1
REJECTED	14	GROUP 2	6
TOTAL RECEIVED	23	TOTAL ON LIST	7

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		7		
FAILED		2		
TOTAL TESTED		9		
DID NOT APPEAR		0		

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date April 11, 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: 13

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Computer Systems Technician II – Open	15	04/11/07	10/11/07	1
2. Concrete Mason II – Promotional	3	04/26/07	10/26/07	2
3. Concrete Mason II – Open	3	04/26/07	10/26/07	2
4. Construction Inspector I – Promotional	10	04/26/07	10/26/07	2
5. Construction Inspector I – Open	6	04/26/07	10/26/07	2
6. Planner I (Open & Continuous) – Open	13	04/25/07	10/25/07	1
7. Recreation Leader I-Aquatics – Open	5	04/26/07	10/26/07	3
8. Sanitation Billing Technician – Promotional	39	04/26/07	10/26/07	3
9. Sanitation Billing Technician – Open	119	04/26/07	10/26/07	3
10. Senior Fire Investigator – Promotional	3	04/11/07	10/11/07	1
11. Senior Mechanic – Promotional	6	04/12/07	10/12/07	2
12. Senior Mechanic – Open	13	04/12/07	10/12/07	2
13. Water Quality Technician I – Open	4	04/25/07	10/25/07	1

ACCOUNTING TECHNICIAN I

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 basic technical accounting activities; to maintain financial records and reports; and to perform a variety of entry level technical accounting duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Accounting Technician series. This class is distinguished from the Accounting Technician II by the performance of the more routine tasks and duties assigned to positions within the series including receiving and reviewing incoming source documents, entering data into computer accounting system, preparing billing memos for creation of accounts receivable; and posting and reconciling accounts. Since this class is typically an entry level class, employees may have only limited or no directly related work experience.

SUPERVISION RECEIVED

Receives general supervision from supervisory or management 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. Perform technical accounting activities; process a variety of accounts payable and cash receipting documents, reviewing for accuracy, completeness and proper authorization within established city policy and procedures.
2. Enter data into computerized accounting program.
3. Organize, process, and maintain payment documentation and vendor remittance data.
4. Analyze monthly vendor statements and maintain frequent contact with vendors to ensure accounts are current.
5. Analyze and resolve discrepancies that occur with vendor accounts.

CITY OF LAS VEGAS
Accounting Technician I (*continued*)

Essential Functions:

6. Verify vendor data contained in daily, weekly, monthly, and year-end reports; reconcile and correct accounting transactions to ensure accuracy.
7. Research and resolve issues brought forth by vendors, customers, and employees regarding non-payments, incorrect payments, stop payments, returned checks and overpayments.
8. Reconcile and balance daily lockbox deposits; research and resolve any exceptions.
9. Enter updated information into the database and maintain accurate financial records; prepare reports from multiple financial systems.
10. Compile and prepare billing memorandums from various receivable billing to outside agencies; ensure accuracy of data for billing purposes.
11. Assist departments in the proper classification of revenues and expenditures; assist employees in understanding programs and changes.
12. Assist with the development of computer generated reports and information; test the accuracy of the information generated; refer problems to supervisor.
13. Provide technical assistance to city staff in matters related to financial processes and procedures.
14. Classify expenditures and revenue; research transactions to resolve problems.

Marginal Functions:

1. Perform a variety of general clerical duties including typing, maintaining files and records, processing the mail, and requisitioning supplies.
2. Work on a variety of special projects as assigned.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic modern bookkeeping and accounting principles and procedures.
Basic principles of mathematics.
Modern office methods, practices, procedures, and computer equipment.

CITY OF LAS VEGAS
Accounting Technician I (*continued*)

Ability to:

Prepare, examine and verify a wide variety of financial documents and reports.

Operate a computer including a variety of software programs.

Communicate clearly and concisely, both orally and in writing.

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

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.*

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:

One year of technical accounting experience, preferably in a government agency.

Training:

Equivalent to graduation from high school. Additional specialized training in bookkeeping, accounting, automated financial management systems or a related field is desirable.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; exposure to computer screens.

Physical Conditions:

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

SMM

Revised 9/28/2006

FLSA: exempt; City: nonexempt

CSB 4/11/2007

ACCOUNTING TECHNICIAN II

*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 technical accounting activities in assigned area of responsibility; to perform a variety of journey level accounting duties involving the reporting of financial transactions and maintenance of financial records for city operations, programs, and services.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Accounting Technician series. Employees within this class are distinguished from the Accounting Technician I by the performance of the full range of duties as assigned including reconciling general ledger accounts, processing accounts payable and accounts receivable. This class is distinguished from the Accounting Technician I by the complexity of duties assigned, the level of responsibility assumed and the independence exercised. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Accounting Technician in that the latter performs the most difficult and complex duties assigned.

SUPERVISION RECEIVED

Receives general supervision from supervisory or management 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. Perform technical accounting activities involving the reconciling and auditing of assigned area, general ledger or subsystem accounts; prepare monthly fiscal reports and special reports relating to the progress of assigned accounts.
2. Maintain and reconcile a variety of general ledger accounts; analyze revenues and expenditures; examine and correct accounting transactions to ensure accuracy; determine and prepare appropriate journal entries based on analysis.
3. Monitor and collect delinquent accounts receivable payments from appropriate sources, as defined by policy or operating procedures; coordinate with outside collection agencies; establish payment plans for delinquent accounts; compile a report of items recommended for write-off.

CITY OF LAS VEGAS

Accounting Technician II (*continued*)

4. Process and examine travel expenses; examine submitted reimbursement documents to determine whether reimbursement is authorized based on established city policy and IRS regulations; monitor and communicate changes in IRS regulations to ensure compliance; update forms and policies based on IRS regulation changes.
5. Assist with the development and testing of various financial software packages; test the accuracy of the information generated; troubleshoot program problems.
6. Serve as a financial resource to various city departments; provide information regarding a variety of accounts, revenues, and expenditures.
7. Provide technical assistance to various city staff in matters related to financial accounting; assist departments in the proper classification of revenues and expenditures.
8. Prepare monthly reports related to room and gaming tax; calculate and prepare remittance documents for management's approval.
9. Import transactions from various systems daily for check processing.
10. Process Electronic Funds Transfers (EFT), troubleshoot issues, make necessary corrections and resubmit to financial institution for verification.
11. Serve as administrative point of contact for city lobbyists for the expense reimbursement process, track all legislative related payments and prepare and submit report to the State of Nevada in accordance with applicable Nevada Revised Statute (NRS).
12. Compile data, review and prepare audit schedules for external audit.

When assigned to Municipal Court:

1. Analyze revenues and expenditures; recommend amendments to the budget as appropriate; compile and prepare the department's budget submission.
2. Compile and prepare statistical reports for the State of Nevada, judges, management and other agencies.
3. Prepare necessary documents to pay or reimburse the State of Nevada's share of revenue assessments.
4. Serve as an administrative resource to various city departments, banks, and public; research and resolve problems; maintain files containing debit and credit card transactions.
5. Organize and sustain document storage of daily transactions and reports.
6. Prepare bi-weekly spreadsheet for contract instructors and interpreters; submit to accounts payable for processing.

CITY OF LAS VEGAS

Accounting Technician II (*continued*)

7. May install and maintain the programming of credit/debit card terminals; record and maintain inventory log of equipment.
8. May provide assistance to the court's Bail Refund Unit.

Marginal Functions:

1. Perform a variety of general clerical duties including typing, maintaining files and records, and processing the mail.
2. Complete or participate in a variety of special projects as assigned.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Governmental bookkeeping and accounting principles and practices.
Principles and procedures of financial record keeping and reporting.
Modern office procedures, methods and computer equipment.
Financial research and report preparation methods and techniques.
Advanced principles of mathematics.
Principles of basic report preparation.
Pertinent federal, state and local laws, codes and ordinances.

Ability to:

Examine and verify a wide variety of financial documents and reports.
Operate a computer including a variety of software programs.
Develop and implement accounting system modifications.
Analyze and interpret financial and accounting records.
Prepare a variety of fiscal reports and analyses.
Utilize computer equipment and software to produce financial reports, informational items, tracing systems and related documents.
Apply federal, state and local laws and regulations pertaining to accounting and auditing activities.
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.*
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
Accounting Technician II (*continued*)

Ability to:

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 increasingly responsible technical accounting experience, preferably in a government agency.

Training:

Equivalent to graduation from high school. Additional specialized training in bookkeeping, accounting, automated financial management systems or related field is desirable.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; exposure to computer screens.

Physical Conditions:

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

SMM

Revised 10/02/2006

FLSA: nonexempt; City: nonexempt

CSB 4/11/2007

INFORMATION TECHNOLOGIES PROJECT COORDINATOR

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

DEFINITION

To work with the users and managers of city functional business units, as well as with the City Managers Office, to understand their information technology (IT) support and process needs; to review and understand city and department strategic plans to address the needs of the assigned business units; to manage customer expectations; to develop, document and monitor project scope, objectives and timelines; to perform tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from City Manager's Enterprise Program Manager.

Exercises functional supervision over project team 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. Work with Information Technologies staff and mid-level and senior-level managers of assigned city departments to understand their information technology (IT) needs and develop and execute project plans to meet those needs; establish realistic user expectations; define, document and monitor project scope, objectives and timelines; ensure the project team members are fully informed of, and involved in, all aspects of assigned IT projects.
2. Use project planning techniques to: analyze and develop project objectives, deliverables, and schedules; analyze project for technical and environmental aspects; apply principles of business process reengineering; determine resources needed for projects and tasks; assign tasks to available resources; estimate costs, time and schedule; write and present project plan.
3. Estimate, validate and adjust project schedules as required; apply technical knowledge to projects; monitor project status; maintain overview of project and its position and relationships in the larger system; maintain project documentation; prepare written status reports; track project changes; conduct project audits and walk-throughs; test project deliverables; participate in evaluation, selection and implementation of commercial off-the-shelf solutions.

CITY OF LAS VEGAS

Information Technologies Project Coordinator (*continued*)

Essential Functions:

4. Facilitate project team meetings; check on project status with team and individuals; provide feedback to team and individuals; provide or coordinate project team training; ensure project teams adhere to software life cycle development, change control, configuration management and related IT department and division procedures and processes.
5. Conduct requirements analysis with clients to determine their needs and define project; meet regularly to monitor and discuss project design, status, progress, issues, etc.; present project information to clients and to IT department management; process project change requests, acceptance criteria, staffing requests, cost changes; address user needs and demands; ensure policies and procedures are reviewed and revised if necessary; escalate issues to management as required; respond to client needs and demands; plan and work towards production takeover of system.
6. Work with department management to assign necessary staff and resources to complete projects; provide city-wide technical support; actively support IT department goals and objectives; maintain accountability to the IT department; establish effective city-wide and department project communication; enlist timely support from relevant functions within the IT department.

Marginal Functions:

1. Participate in software configuration and installation.
2. Assist in the development of the department budget.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Project management concepts, practices and techniques.
Principles and practices of supervision and training.
Information technology strategic planning techniques and practices.
Current and developing trends in information technology.
General business practices, preferably of a municipal government.
Techniques of negotiation.

Ability to:

Learn and understand the nature of the assigned departments' functions.
Establish and maintain open lines of communication with client team members.
Manage multiple projects.
Manage customer expectations.
Function as a member of a project team.
Interpret, explain and enforce department and division policies and procedures.

CITY OF LAS VEGAS
Information Technologies Project Coordinator (*continued*)

Ability to:

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; 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 practical project management experience and familiarity with structured software development life cycle techniques are required. Two years practical experience using relational database management systems is desirable.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major in computer science, management information systems or a related field.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; travel from site to site; exposure to computer screens.

Physical Conditions:

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

SMM

Revised 3/9/06

FLSA: exempt; City: nonexempt

CSB 4/11/07

SENIOR ACCOUNTING 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 lead, oversee and participate in the more complex and difficult work of staff responsible for various accounting programs within the city; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Accounting Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, the complexity of duties assigned, and the level of independence expected. Employees perform the most difficult and responsible types of duties assigned to this series including overseeing, monitoring and maintaining various accounting systems, coordinating large projects and ensuring that procedures are adhered to in an accurate and consistent manner. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED

Receives direction from higher level supervisory or management staff.

Exercises functional and technical supervision over lower level 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. Lead, oversee and participate in the financial record keeping, budget, accounts payable and receivable, or payroll systems for the city.
2. Plan, direct, and participate in technical accounting activities including data entry, review of records, researching and analyzing problems, maintaining the chain of custody for records, and responding to inquiries or complaints.
3. Train assigned employees in receipt processing including required documentation, updated procedures, methods, techniques, and the set up and use of computer programs.
4. Review and verify the work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.

CITY OF LAS VEGAS

Senior Accounting Technician (*Continued*)

Essential Functions:

5. Maintain and reconcile a variety of general ledger accounts; analyze revenues and expenditures; examine and correct accounting transactions to ensure accuracy; determine and prepare appropriate journal entries based on analysis.
6. Review, audit and prepare daily deposit of revenues; count cash, run reports, prepare forms and spreadsheets, and categorize revenue and expenditures; provide assistance to bank regarding coding of deposits; review bank statements for mispostings; verify bank postings to general ledger.
7. Maintain and update daily tracking system monitoring deposits to identify early fraud detection; evaluate audit trails and develop internal controls over cash and revenue processing; compile statistical reports.
8. Conduct cash audits to verify that appropriate cash handling procedures have been followed in compliance with city policies; prepare and present results to management.
9. Serve as liaison with city departments to coordinate the setup of depository sites; monitor banking needs of existing depository sites and recommend modifications as needed.
10. Manage the collection process for Special Improvement Districts (SID) including foreclosure proceedings, bankruptcies, redemptions and refundings; ensure procedures are in compliance with applicable Nevada Revised Statutes.
11. Assist customers, departments, and employees by providing financial information, explaining procedures and methods; answer questions and resolve problems or complaints.
12. Perform accounting activities; maintain a variety of accounts and general ledgers; prepare monthly financial and special reports relating to the status of assigned accounts.
13. Analyze revenues and expenditures; recommend amendments to the budget as appropriate.
14. Participate in the compilation and preparation of various city budgets and accounts; prepare cash flow and expenditure projections; provide personnel costs from salary projections.
15. Prepare financial reports for various city departments; prepare statistical financial reports; enter updated information into the database and maintain accurate financial records; prepare financial reports from data files.
16. Coordinate the collection and refinement of various budgets; enter data and produce various budget related forecasts and reports.
17. Serve as a financial resource to the City Council, city departments, and employees; provide information relative to assigned area of responsibility.
18. Lead the development of computer generated reports and information; using accounting software packages, develop procedures and criteria to test the accuracy of the information generated; troubleshoot program problems.

CITY OF LAS VEGAS

Senior Accounting Technician (*Continued*)

Marginal Functions:

1. Provide technical information and instruction regarding applicable procedures and methods to various city staff; answer questions and resolve problems or complaints.
2. Perform a variety of general clerical duties including typing, maintaining files and records, processing mail and ordering supplies.
3. Provide assistance to city departments and outside consultants regarding debt related documents.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a computerized financial management or payroll program.
Principles and techniques of lead supervision and training.
Methods and techniques of governmental bookkeeping, accounting and payroll.
Operational characteristics of computers and peripheral equipment and common office software.
Principles and practices of fiscal record keeping and reporting.
Advanced clerical accounting methods and techniques.
Principles and procedures related to accounts payable and receivable.
Advanced principles of arithmetic.
Modern office methods, procedures and computer equipment.

Ability to:

Interpret, explain, and enforce department and city policies and procedures.
Operate a variety of computerized equipment and software programs.
Work independently without constant supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
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.*
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

Senior Accounting Technician (*Continued*)

Experience and Training Guidelines

Experience:

Three years of increasingly responsible technical accounting experience in the maintenance of financial and related statistical records or payroll systems, preferably in a government agency.

Training:

Equivalent to graduation from high school, supplemented by college level course work in accounting.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; exposure to computer screens.

Physical Conditions:

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

SMM

Revised 10/23/06

FLSA & City: Non-exempt

CSB 4/11/2007

ACCOUNTING TECHNICIAN I

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 basic technical accounting activities; to maintain ~~a variety of accounts, general ledgers,~~ financial records and reports; and to perform a variety of entry level technical accounting duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Accounting Technician series. This class is distinguished from the Accounting Technician II by the performance of the more routine tasks and duties assigned to positions within the series including receiving and reviewing incoming source documents, ~~inputting documents~~ entering data into ~~on-line mainframe~~ computer accounting system, preparing billing memos for creation of accounts receivable ~~accounts~~; and posting and reconciling accounts. Since this class is typically an entry level class, employees may have only limited or no directly related work experience.

SUPERVISION RECEIVED

Receives general supervision from ~~higher level~~ supervisory or management 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. Perform technical accounting activities; processes a variety of accounts relating to the progress of accounts receivable and accounts payable transactions.~~
1. Perform technical accounting activities; process a variety of accounts payable and cash receipting documents, reviewing for accuracy, completeness and proper authorization within established city policy and procedures.
2. ~~Input documents~~ Enter data into computerized accounting program.
3. Organize, process, and maintain payment documentation and vendor remittance data.

CITY OF LAS VEGAS

Accounting Technician I (*continued*)

4. Analyze monthly vendor statements and maintain frequent contact with vendors to ensure accounts are current.
5. Analyze and resolve discrepancies that occur with vendor accounts.
6. Verify vendor data contained in daily, weekly, monthly, and year-end reports; reconcile and correct accounting transactions to ensure accuracy.
7. Research and resolve issues brought forth by vendors, customers, and employees regarding non-payments, incorrect payments, stop payments, returned checks and overpayments.
8. Reconcile and balance daily lockbox deposits; research and resolve any exceptions.
- ~~9. Participate in the compilation and preparation of the City's accounts receivables and payables; prepare cash flow and expenditure reports.~~
9. Enter updated information into the database and maintain accurate financial records; prepare financial reports from ~~data files~~ multiple financial systems.
- ~~10. Receive and enter monthly journal entries from various departments; set up new accounts on computer data base.~~
11. Compile and prepare billing memorandums ~~appropriate data~~ from various receivable billing to outside agencies; ensure accuracy of data for billing purposes.
12. Assist departments in the proper classification of revenues and expenditures; assist employees in understanding programs and changes.
13. Assist with the development of ~~of mainframe and computer~~ generated reports and information; test the accuracy of the information generated; refer problems to supervisor.
- ~~8. Maintain and reconcile a variety of ledgers, report and account records; examine and correct accounting transactions to ensure accuracy.~~
14. Provide technical assistance to City staff in matters related to financial accounting processes and procedures.
15. ~~Monitor and balance various accounts verifying availability of funds and e~~ Classification of expenditures and revenue; research transactions to resolve problems.
- ~~11. Prepare and post journal entries to record revenues, transfers, payments, and correct expenditures.~~

Marginal Functions:

1. Perform a variety of general clerical duties including typing, maintaining files and records, processing the mail, and requisitioning supplies.

CITY OF LAS VEGAS

Accounting Technician I (*continued*)

2. Work on a variety of special projects as assigned.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic Modern bookkeeping and accounting principles and procedures.
Basic principles of mathematics.
Modern office methods, practices, procedures, and computer equipment.

Ability to:

~~Prepare financial statements and reports.~~

~~Prepare,~~ Examine and verify a wide variety of financial documents and reports.

Operate a computer including a variety of software programs.

Communicate clearly and concisely, both orally and in writing.

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

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.

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:

One year of technical accounting experience, preferably in a government agency setting

Training:

Equivalent to graduation from high school. Additional specialized training in bookkeeping, accounting, automated financial management systems or a related field is desirable.

WORKING CONDITIONS

CITY OF LAS VEGAS
Accounting Technician I (*continued*)

Environmental Conditions:

Work primarily in an office environment; occasional exposure to computer screens.

Physical Conditions:

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

SMM

Revised CSB 8/11/98 9/28/2006

Nonexempt FLSA: exempt; City: nonexempt

CSB 2/14/2007

ACCOUNTING TECHNICIAN II

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 technical accounting activities in assigned area of responsibility; including processing accounts payable and accounts receivable and reconciling accounts; and to perform a variety of journey level technical accounting duties involving the reporting of financial transactions and maintenance of financial records for City operations, programs, and services.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Accounting Technician series. Employees within this class are distinguished from the ~~Accountant~~ Accounting Technician I by the performance of the full range of duties as assigned including reconciling general ledger accounts, processing accounts payable and accounts receivable. This class is distinguished from the Accounting Technician I by the complexity of duties assigned, the level of responsibility assumed and the independence exercised. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Accounting Technician in that the latter performs the most difficult and complex duties assigned.

SUPERVISION RECEIVED

Receives general supervision from higher level supervisory or management 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. Perform technical accounting activities involving the reconciling and auditing of assigned area, general ledger or subsystem accounts; ~~maintain a variety of accounts and general ledgers;~~ prepare monthly fiscal reports and special reports relating to the progress of assigned accounts.
2. ~~Analyze revenues and expenditures; recommend amendments to the budget as appropriate.~~
3. ~~Compile and prepare appropriate data for accounts receivable billing to outside agencies; ensure accuracy of data for billing purposes.~~

CITY OF LAS VEGAS

Accounting Technician II (*continued*)

- ~~4.2.~~ Maintain and reconcile a variety of general ledgers accounts; analyze revenues and expenditures; ~~reports and account records;~~ examine and correct accounting transactions to ensure accuracy; determine and prepare appropriate journal entries based on analysis.
- ~~5.~~ Monitor and balance various accounts verifying availability of funds and classification of expenditures; ~~research and analyze transactions to resolve problems.~~
- ~~6.~~ Monitor and collect delinquent accounts receivable payments from appropriate sources, as defined by policy or operating procedures; coordinate with outside collection agencies; establish payment plans for delinquent accounts; compile a report of items recommended for write-off.
- ~~7.~~ Prepare statistical and financial reports; enter updated information into the data base and maintain accurate financial records; ~~prepare financial reports from data files.~~
- ~~8.~~ Receive and enter monthly journal entries from various departments; set up new accounts on computer data base; ~~explain program or policy changes to affected users.~~
- ~~7.~~ Process and examine travel expenses; examine submitted reimbursement documents to determine whether reimbursement is authorized based on established city policy and IRS regulations; monitor and communicate changes in IRS regulations to ensure compliance; update forms and policies based on IRS regulation changes.
- ~~9.8.~~ Assist with the development and testing of ~~mainframe~~ various financial software packages; ~~and computer generated reports and information;~~ test the accuracy of the information generated; troubleshoot program problems.
- ~~10.9.~~ Serve as a financial resource to various city departments; provide information regarding a variety of accounts, revenues, and expenditures.
- ~~11.10.~~ Provide technical assistance to various city staff in matters related to financial accounting; assist departments in the proper classification of revenues and expenditures.
11. Prepare monthly reports related to room and gaming tax; calculate and prepare remittance documents for management's approval.
12. Import transactions from various systems daily for check processing.
13. Process Electronic Funds Transfers (EFT), troubleshoot issues, make necessary corrections and resubmit to financial institution for verification.
14. Serve as administrative point of contact for city lobbyists for the expense reimbursement process, track all legislative related payments and prepare and submit report to the State of Nevada in accordance with applicable Nevada Revised Statute (NRS).
15. Compile data, review and prepare audit schedules for external audit.

CITY OF LAS VEGAS

Accounting Technician II (*continued*)

When assigned to Municipal Court:

1. Analyze revenues and expenditures; recommend amendments to the budget as appropriate; compile and prepare the department's budget submission.
2. Compile and prepare statistical reports for the State of Nevada, judges, management and other agencies.
3. Prepare necessary documents to pay or reimburse the State of Nevada's share of revenue assessments.
4. Serve as an administrative resource to various city departments, banks, and public; research and resolve problems; maintain files containing debit and credit card transactions.
5. Organize and sustain document storage of daily transactions and reports.
6. Prepare bi-weekly spreadsheet for contract instructors and interpreters; submit to accounts payable for processing.
7. May install and maintain the programming of credit/debit card terminals; record and maintain inventory log of equipment.
8. May provide assistance to the court's Bail Refund Unit.

Marginal Functions:

1. Performs a variety of general clerical duties including typing, maintaining files and records, and processing the mail.
2. ~~Work on~~ Complete or participate in a variety of special projects as assigned.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Governmental bookkeeping and accounting principles and practices.
Principles and procedures of financial record keeping and reporting.
Modern office procedures, methods and computer equipment.
Financial research and report preparation methods and techniques.
Advanced principles of mathematics.
Principles of basic report preparation.
Pertinent federal, state and local laws, codes and ordinances.

Ability to:

CITY OF LAS VEGAS

Accounting Technician II (*continued*)

Examine and verify a wide variety of financial documents and reports.

Operate a computer including a variety of software programs.

Develop and implement accounting system modifications.

Analyze and interpret ~~complex~~ financial and accounting records.

Prepare a variety of ~~complex financial statements~~, fiscal reports and analyses.

Utilize computer equipment and software to produce financial reports, informational items, tracing systems and related documents.

Apply ~~F~~federal, ~~S~~state and local laws and regulations pertaining to accounting and auditing activities.

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.*

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 increasingly responsible technical ~~or clerical~~ accounting experience, preferably in a government agency.

Training:

Equivalent to graduation from high school. Additional ~~supplemented by~~ specialized training in ~~accounting or related field~~ bookkeeping, accounting, automated financial management systems or related field is desirable.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; ~~sustained posture in a seated position for prolonged periods of time;~~ exposure to computer screens.

Physical Conditions:

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

CITY OF LAS VEGAS

Accounting Technician II (*continued*)

SMM

Revised 10/02/2006

FLSA: nonexempt; City: nonexempt

CSB 2/14/2007

INFORMATION TECHNOLOGIES PROJECT COORDINATOR

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

DEFINITION

To work with the users and managers of city functional business units, as well as with the City Managers Office, to understand their information technology (IT) support and process needs; to review and understand City and department strategic plans to address the needs of the assigned business units; to manage customer expectations; to develop, document and monitor project scope, objectives and timelines; to perform tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from City Manager's Enterprise Program Information Technologies Projects Manager.

Exercises functional supervision over project team 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. Work with Information Technologies staff and mid-level and senior-level managers of assigned city departments to understand their information technology (IT) needs and develop and execute IT strategic project plans to meet those needs; establish realistic client/user expectations; define, document and monitor project scope, objectives and timelines; ensure the client/project team members are fully informed of, and involved in, all aspects of assigned IT projects.
2. Use project planning techniques to: analyze and develop client interview data for project objectives, deliverables, and schedules; ~~and environmental assessment~~; analyze project for technical and environmental aspects; apply principles of business process reengineering; ~~productivity management~~; determine people and resources needed for projects and tasks; assign tasks to available resources; estimate costs, time and schedule; write and present project plan.
3. Estimate, validate and adjust project schedules as required; apply technical knowledge to projects; monitor project status; maintain overview of project and its position and relationships in the larger system; maintain project documentation; prepare written status reports; track project changes; conduct project audits and walk-throughs; test project deliverables; participate in evaluation, selection and implementation of commercial off-the-shelf solutions.

CITY OF LAS VEGAS
Information Technologies Project Coordinator (*continued*)

Essential Functions:

4. ~~Facilitate project team meetings; Orient project team(s);~~ check on project status with team and individuals; provide feedback to team and individuals; ~~provide or coordinate project team training; motivate team(s); develop skills and abilities of staff by providing or coordinating training and exposure to new challenges;~~ ensure project teams adhere to software life cycle development, change control, configuration management and related IT department and division procedures and processes.
5. ~~Conduct requirements analysis with~~ Interview clients to determine their needs and define project; meet ~~periodically~~ regularly to monitor and discuss project design, status, progress, issues, etc.; present project information to clients and to IT department management; ~~track environment; process project change requests, acceptance criteria, staffing requests, cost changes; address user needs and demands; ensure policies and procedures are reviewed and revised if necessary; escalate issues to management as required; negotiate issues such as changes, procedures, acceptance criteria, staffing, costs;~~ respond to client needs and demands; plan and work towards production takeover of system.
6. ~~Work~~ Negotiate with department management to assign necessary for staff and resources to complete projects; provide city-wide technical support; actively support IT departmental goals and objectives; maintain accountability to the IT department; establish effective city-wide and department project communication networks; enlist timely support from relevant functions within the IT department.

Marginal Functions:

1. Participate in software configuration and installation.
2. Assist in the development of the department budget.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Project management concepts, practices and techniques.
Principles and practices of supervision and training.
Information technology strategic planning techniques and practices.
Current and developing trends in information technology.
General business practices, preferably of a municipal government.
Techniques of negotiation.

Ability to:

Learn and understand the nature of the assigned departments' functions.
Establish and maintain open lines of communication with client team members.
Manage multiple projects.

CITY OF LAS VEGAS
Information Technologies Project Coordinator (*continued*)

Manage customer expectations.

Function as a member of a project team.

Interpret, explain and enforce department and division policies and procedures.

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; 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 practical project management experience and familiarity with structured software development life cycle techniques are required. Two years practical experience using relational Oracle 7.x (or greater) relational database management systems and development tools and Oracle applications is desirable.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major in computer science, management information systems or a related field.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; travel from site to site; exposure to computer screens.

Physical Conditions:

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

ARBSMM

NEW 6/29/00 Revised 3/9/06

FLSA: exempt; City: nonexempt

CSB 7/12/00 4/11/07

SENIOR ACCOUNTING 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 lead, oversee and participate in the more complex and difficult work of staff responsible for various accounting programs within the city; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Accounting Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, and the complexity of duties assigned, and the level of independence expected. Employees perform the most difficult and responsible types of duties assigned to this series including overseeing, monitoring and maintaining various accounting systems, coordinating large projects and ensuring that procedures are adhered to in an accurate and consistent manner. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED

Receives direction from higher level supervisory or management staff.

Exercises functional and technical supervision over lower level 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. Lead, oversee and participate in the financial record keeping, budget, accounts payable and receivable, or payroll systems for the city.
2. Plan, direct, and participate in technical accounting activities including data entry; review of records; researching and analyzing problems; maintaining the chain of custody for records; and responding to inquiries or complaints.
3. Train assigned employees ~~in their areas of work in payroll receipt processing~~ including required documentation, updated procedures, methods, techniques, and the set up and use of computer programs.

CITY OF LAS VEGAS

Senior Accounting Technician (Continued)

Essential Functions:

4. Review and Verify the work of assigned employees for accuracy, proper work methods, and techniques, and compliance with applicable standards and specifications.
5. Post data to various ledgers, registers, journals and logs according to established accounting techniques and procedures. Maintain and reconcile a variety of general ledger accounts; analyze revenues and expenditures; examine and correct accounting transactions to ensure accuracy; determine and prepare appropriate journal entries based on analysis.
6. Receive and process timesheets and payroll records; participate in the preparation and balancing of payroll reports; process personnel transactions making appropriate adjustments to the city's payroll system.
7. Process and calculate a variety of payroll actions including benefits withholding, overtime hours and workers compensation.
- 8.6. Review, audit and Prepare daily deposit of revenues; count cash, run reports, prepare forms and spreadsheets, and categorize revenue and expenditures; provide assistance to bank regarding encode checks coding of deposits; review bank statements for mispostings; verify bank postings to general ledger.
7. Maintain and update daily tracking system monitoring deposits to identify early fraud detection; evaluate audit trails and develop internal controls over cash and revenue processing; compile statistical reports.
8. Conduct cash audits to verify that appropriate cash handling procedures have been followed in compliance with city policies; prepare and present results to management.
9. Serve as liaison with city departments to coordinate the setup of depository sites; monitor banking needs of existing depository sites and recommend modifications as needed.
10. Manage the collection process for Special Improvement Districts (SID) including foreclosure proceedings, bankruptcies, redemptions and refundings; ensure procedures are in compliance with applicable Nevada Revised Statutes.
- 9.11. Assist customers, departments, and employees by providing fiscal financial information, explaining procedures and -and answer methods; answer questions and resolve problems or complaints.
- 10.12. Perform professional accounting activities; maintain a variety of accounts and general ledgers; prepare monthly fiscal financial reports and special reports relating to the progress status of assigned accounts.
- 11.13. Analyze revenues and expenditures; recommend amendments to the budget as appropriate.
- 12.14. Participate in the compilation and preparation of various city budgets and accounts; prepare cash flow and expenditure projections; provide personnel costs from salary projections.
13. Audit payroll records ensuring compliance with city policies, procedures and regulations; prepare and balance payroll reports; process personnel transactions making appropriate adjustments to the city's payroll system. Recommend changes.

CITY OF LAS VEGAS

Senior Accounting Technician (Continued)

- ~~14.15.~~ Prepare financial reports for various city departments; prepare statistical financial reports; enter updated information into the data-base and maintain accurate financial records; prepare financial reports from data files.
- ~~15.~~ Prepare quarterly reports including Federal and State tax returns, and unemployment reports; receive and enter monthly or bi-weekly journal entries from various departments; set up new accounts on computer data base.
- 16. Coordinate the collection and refinement of various budgets; ~~input~~ enter data and produce various budget related forecasts and reports.
- ~~17.~~ Compile and prepare appropriate data for accounts receivable billing to outside agencies; ensure accuracy of data for billing purposes.
- 18. Serve as a financial resource to the eCity Council, city departments, and employees; provide information relative to assigned area of responsibility.
- ~~19.~~ Maintain and reconcile a variety of ledgers, reports, account records, and payroll records; examine and correct accounting transactions to ensure accuracy; tabulate financial and statistical data.
- ~~2.~~19. Lead in the development of ~~mainframe~~ and computer generated reports and information; using accounting software packages, develop ~~testing~~ procedures and criteria to test the accuracy of the information generated; troubleshoot program problems.
- ~~21.~~ Provide technical assistance and training to city staff in matters related to financial accounting, budgeting and payroll issues.
- ~~22.~~ Monitor and balance various accounts verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems.

Marginal Functions:

- 1. Provide technical information and instruction regarding applicable procedures and methods to various city staff; ~~interpret and explain payroll rules and regulations~~; answer questions and resolve problems or complaints.
- 2. Perform a variety of general clerical duties including typing, maintaining files and records, processing mail and ordering supplies.
- ~~3.~~ Input and retrieve a variety of fiscal and statistical information using a computer terminal.
- ~~3.~~ Provide assistance to city departments and outside consultants regarding debt related documents.
- 4. Perform related duties and responsibilities as required.

QUALIFICATIONS

CITY OF LAS VEGAS

Senior Accounting Technician (Continued)

Knowledge of:

Operations, services, and activities of a computerized financial management or payroll program.
Principles and techniques of lead supervision and training.
Methods and techniques of governmental bookkeeping, accounting and payroll ~~practices~~.
Operational characteristics of computers and peripheral equipment and common office software, modern equipment and tools.
Principles and practices of fiscal record keeping and reporting.
Advanced clerical accounting methods and techniques.
~~Principles and techniques of bookkeeping.~~
Principles and procedures related to accounts payable and receivable.
Advanced principles of arithmetic.
Modern office methods, procedures and computer equipment.

Ability to:

~~Lead, organize, and review the work of staff in the area of work assigned.~~
~~Independently perform the most difficult accounting functions.~~
Interpret, explain, and enforce ~~D~~department and city policies and procedures.
~~Operate a variety of computerized equipment including various and software and mainframe programs.~~
~~Understand, interpret and communicate the payroll procedures, rules and regulations.~~
~~Implement applicable procedures.~~
~~Maintain a variety of financial records and files.~~
~~Perform varied technical accounting clerical work.~~
~~Accurately tabulate, record, and balance assigned transactions.~~
~~Perform routine clerical work.~~
Work independently ~~in the absence of~~ without constant supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physica_l 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.*
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 Guidelines

Experience:

Three years of increasingly responsible ~~professional-technical~~ accounting experience in the maintenance of financial and related statistical records or payroll systems, preferably in a

CITY OF LAS VEGAS

Senior Accounting Technician (Continued)

government agency.

Training:

Equivalent to graduation from high school, supplemented by college level course work in accounting, ~~business administration or a related field.~~

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; ~~sustained posture in a seated position for prolonged periods of time;~~ exposure to computer screens.

Physical Conditions:

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

SMM

Revised 10/23/06

~~CSB 9/8/93~~

Non-exempt

CSB 2/14/2007

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

DATE: April 11, 2007

PLEASE PRINT

NAME

ORGANIZATION

MARY McQUEEN

City of LV - Finance

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: April 11, 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. Accounting Technician I
2. Accounting Technician II
3. Information Technologies Project Coordinator
4. Senior Accounting Technician

Accounting Technician I, Accounting Technician II and Senior Accounting Technician were revised to accurately reflect the duties and differentiate between the jobs within the series.

Information Technologies Project Coordinator was revised to update the essential functions and qualifications.

RECOMMENDATION

The City recommends approval of these revised classification specifications.