

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>

START: 11:30
END: 11:32 S. ✓

TELECONFERENCE AGENDA

DATE: August 22, 2007

TIME: 11:30 a.m.

ATTENDING:
MW EM
PR
JA
EB

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 September 12, 2007.

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

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1. Engineering Project Manager (Design) - Promotional
- 2. Engineering Project Manager (Design) - Open
- 3. HVAC Technician I - Promotional
- 4. HVAC Technician I - Open
- 5. Planner I (Open & Continuous) - Open
- 6. Plans Examiner (Plumbing/Mechanical) - Promotional
- 7. Plans Examiner (Plumbing/Mechanical) - Open
- 8. Plant Operator I - Promotional
- 9. Plant Operator I - Open
- 10. Project Engineer (Design) - Promotional
- 11. Project Engineer (Design) - Open
- 12. Records Supervisor - Promotional

MOTION: EB
2ND: PR
APPROVED

B. CLASSIFICATION SPECIFICATIONS

- 1. Accounting Supervisor - Revised

MOTION: PR
2ND: MW

- IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED

APPROVED

- V. 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 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

25 ✓



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: August 22, 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: 12

| | <u>APPLIED</u> | <u>TESTED</u> | <u>PASSED & PLACED ON ELIGIBLE LISTS</u> |
|---|----------------|---------------|--|
| 1. Engineering Project Manager (Design) – Promotional | 0 | 0 | 0 |
| 2. Engineering Project Manager (Design) – Open | 11 | 5 | 5 |
| 3. HVAC Technician I – Promotional | 1 | 1 | 0 |
| 4. HVAC Technician I – Open | 33 | 19 | 15 |
| 5. Planner I (Open & Continuous) – Open | 36 | 26 | 23 |
| 6. Plans Examiner (Plumbing/Mechanical) – Promotional | 1 | 1 | 1 |
| 7. Plans Examiner (Plumbing/Mechanical) – Open | 20 | 0 | 0 |
| 8. Plant Operator I – Promotional | 5 | 3 | 3 |
| 9. Plant Operator I – Open | 101 | 29 | 28 |
| 10. Project Engineer (Design) – Promotional | 0 | 0 | 0 |
| 11. Project Engineer (Design) – Open | 10 | 2 | 2 |
| 12. Records Supervisor – Promotional | 6 | 4 | 4 |

CITY OF LAS VEGAS

ELIGIBLE LIST

Engineering Project Manager-Design
Examination

August 2, 2007
Date

07208003P
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 | | |
| WITHDREW | | 0 | | |

CITY OF LAS VEGAS

ELIGIBLE LIST

Engineering Project Manager-Design
Examination

August 2, 2007
Date

072080030
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 | 6 | GROUP 1 | 3 |
| REJECTED | 5 | GROUP 2 | 2 |
| TOTAL RECEIVED | 11 | TOTAL ON LIST | 5 |

| | <u>TESTS</u> | | | |
|---------------------|-----------------------|--------------------|---------------------------|---------------------|
| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
| (Weight) | | 100% | | |
| PASSED | | 5 | | |
| FAILED | | 0 | | |
| TOTAL TESTED | | 5 | | |
| WITHDREW | | 1 | | |

CITY OF LAS VEGAS

ELIGIBLE LIST

HVAC Technician I
Examination

August 3, 2007
Date

07315807P
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 | 1 | | | |
| TOTAL TESTED | 1 | | | |
| DID NOT APPEAR | 0 | | | |

CITY OF LAS VEGAS

ELIGIBLE LIST

HVAC Technician I
Examination

August 3, 2007
Date

073158070
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 | 5 |
| REJECTED | 8 | GROUP 2 | 10 |
| TOTAL RECEIVED | 33 | TOTAL ON LIST | 15 |

| | <u>TESTS</u> | | | |
|-----------------------|-----------------------|--------------------|---------------------------|---------------------|
| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
| (Weight) | 100% | | | |
| PASSED | 15 | | | |
| FAILED | 4 | | | |
| TOTAL TESTED | 19 | | | |
| DID NOT APPEAR | 6 | | | |

CITY OF LAS VEGAS

ELIGIBLE LIST

Planner I (Open & Continuous)
Examination

August 9, 2007
Date

073069070
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 | 26 | GROUP 1 | 7 |
| REJECTED | 10 | GROUP 2 | 16 |
| TOTAL RECEIVED | 36 | TOTAL ON LIST | 23 |

| | <u>TESTS</u> | | | |
|-----------------------|-----------------------|--------------------|---------------------------|-----------------------|
| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>T&E</u> |
| (Weight) | | | | 100% |
| PASSED | | | | 23 |
| FAILED | | | | 3 |
| TOTAL TESTED | | | | 26 |
| DID NOT APPEAR | | | | 0 |

CITY OF LAS VEGAS

ELIGIBLE LIST

Plans Examiner (Plumbing/Mechanical)
Examination

August 2, 2007
Date

07238303P
Exam Code

Promotional
Open/Promotional

| |
|----------------|
| NAME |
| GROUP 1 |
| See Attached |
| GROUP 2 |
| None |

REPORT OF EXAMINATION

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

Plans Examiner (Plumbing/Mechanical)
Examination

August 2, 2007
Date

072383030
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 | 20 | GROUP 2 | 0 |
| TOTAL RECEIVED | 20 | 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 I
Examination

August 2, 2007
Date

07327805P
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 | 1 |
| REJECTED | 1 | GROUP 2 | 2 |
| TOTAL RECEIVED | 5 | 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 | 1 | | | |

CITY OF LAS VEGAS

ELIGIBLE LIST

Plant Operator I
Examination

August 2, 2007
Date

073278050
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 | 42 | GROUP 1 | 10 |
| REJECTED | 59 | GROUP 2 | 18 |
| TOTAL RECEIVED | 101 | TOTAL ON LIST | 28 |

TESTS

| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
|-----------------------|-----------------------|--------------------|---------------------------|---------------------|
| (Weight) | 100% | | | |
| PASSED | 28 | | | |
| FAILED | 1 | | | |
| TOTAL TESTED | 29 | | | |
| DID NOT APPEAR | 13 | | | |

CITY OF LAS VEGAS

ELIGIBLE LIST

Project Engineer (Design)
Examination

August 1, 2007
Date

07216002DP
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>WRITTEN</u> | <u>TESTS</u> <u>ORAL</u> | <u>PERFORMANCE</u> | <u>Hiring</u> <u>Interview</u> |
|-----------------------|-----------------------|---|---------------------------|---|
| (Weight) | | | | 100% |
| PASSED | | | | 0 |
| FAILED | | | | 0 |
| TOTAL TESTED | | | | 0 |
| DID NOT APPEAR | | | | 0 |

CITY OF LAS VEGAS

ELIGIBLE LIST

Project Engineer (Design)
Examination

August 1, 2007
Date

07216002DO
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 | 2 | GROUP 1 | 1 |
| REJECTED | 8 | GROUP 2 | 1 |
| TOTAL RECEIVED | 10 | TOTAL ON LIST | 2 |

| | <u>TESTS</u> | | | |
|-----------------------|-----------------------|--------------------|---------------------------|--------------------------------|
| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>Hiring Interview</u> |
| (Weight) | | | | 100% |
| PASSED | | | | 2 |
| FAILED | | | | 0 |
| TOTAL TESTED | | | | 2 |
| DID NOT APPEAR | | | | 0 |

CITY OF LAS VEGAS

ELIGIBLE LIST

Records Supervisor
Examination

T&E June 11, 2007
Oral July 31, 2007
Date

077967505P
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 | 2 | GROUP 2 | 1 |
| TOTAL RECEIVED | 6 | TOTAL ON LIST | 4 |

| | <u>TESTS</u> | | | |
|-----------------------|-----------------------|--------------------------------|---------------------------|-------------------------|
| | <u>WRITTEN</u> | <u>Hiring Interview</u> | <u>PERFORMANCE</u> | <u>T & E</u> |
| (Weight) | | 50% | | 50% |
| PASSED | | 4 | | 4 |
| FAILED | | 0 | | 0 |
| TOTAL TESTED | | 4 | | 4 |
| DID NOT APPEAR | | 0 | | 0 |

ACCOUNTING 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, prioritize, assign, supervise and review the work of staff responsible for financial and administrative records in the areas of accounts payable, general accounts receivable, sewer services and records retention; to provide customer service; 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 Accounting Operations Manager or higher level management.

Exercises direct supervision over technical 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. Plan, prioritize, assign, supervise and review the work of staff responsible for financial and administrative records in the areas of accounts payable, general accounts receivable, sewer services and records retention.
2. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Establish schedules and methods for providing accounting and administrative services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
4. Select and motivate assigned staff; provide or coordinate staff training; 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; 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. Explain fees, taxes, sewer services, accounts payable, records retention and general accounts receivable procedures to departments and the public.

CITY OF LAS VEGAS
Accounting Supervisor (*Continued*)

6. Receive and respond to inquiries and complaints and resolve complex issues from departments, vendors and the public.
7. Lead and participate in computer implementations; draft system requirements and specifications for new systems and changes to existing programs; perform testing and business process analysis; make recommendations to management when necessary.
8. Develop, coordinate and implement changes to business processes to ensure efficient operation of system and optimum customer service.
9. Participate in the preparation and administration of section budget; submit budget recommendations; monitor expenditures and reconcile records.
10. Prepare and analyze reports on operations and activities.
11. Determine the fiscal impact for new programs and assist with their implementation; prepare fiscal reports and special reports relating to the progress of new programs.
12. Recommend and monitor fiscal procedures within the section; review audit findings and implement corrective action.
13. Coordinate department microfilm and imaging activities and ensure compliance with the records retention schedule; receive and respond to inquiries and subpoenas from other departments, agencies and the public; use sound judgment in providing technical assistance; explain pertinent regulations, policies and procedures.
14. Oversee, monitor and evaluate the efficiency, effectiveness and procedures of the procurement card system.
15. Prepare and review documentation to support the Comprehensive Annual Financial Report (CAFR); respond to inquiries from external auditors.
16. Plan, direct and participate in the analysis and preparation of various financial statements, accounts, fiscal reports and special reports relating to the progress or problems of assigned area of responsibility; analyze receivables and disbursements.

Marginal Functions:

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

CITY OF LAS VEGAS
Accounting Supervisor (Continued)

QUALIFICATIONS

Knowledge of:

Policies, practices and procedures of accounting and records management programs.
Principles and techniques of supervision, training and performance evaluation.
Basic codes, policies and procedures related to the maintenance, recording and storage of legal documents, including the use of electronic methods.
Basic principles and practices of record keeping.
Pertinent federal, state and local laws, codes and regulations.
Basic principles and practices of budget preparation and administration.
Methods and techniques of analysis.
Concepts and practices of mathematics and finance.
Methods and practices of accounting system implementation and upgrades.
Generally accepted accounting principles and procedures.
Current office procedures, methods, computer equipment and standard software packages.
Correct business English including spelling, grammar and punctuation.

Ability to:

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.
Administer automated financial and records management systems.
Interpret and explain city policies and procedures.
Prepare clear and concise reports.
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
Accounting Supervisor (*Continued*)

Experience and Training Requirements

Experience:

Three years of increasingly responsible accounting experience and three years of lead or supervisory experience. Experience with Enterprise Resource Planning (ERP) systems desirable.

Training:

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

WORKING CONDITIONS

Environmental Conditions:

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 5/14/07
Nonexempt
CSB 8/22/07

ACCOUNTING 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, prioritize, assign, supervise, assign and review the work of staff responsible for financial and administrative records in assigned department the areas of accounts payable, general accounts receivable, sewer services and records retention; to provide customer service; 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 ~~Department Director or Deputy Director~~ Accounting Operations Manager or higher level management.

Exercises direct supervision over ~~professional,~~ technical 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. Plan, prioritize, assign, supervise and review the work of staff responsible for financial and administrative records in the areas of accounts payable, general accounts receivable, sewer services and records retention, ~~daily departmental accounting and budgeting operations, including fiscal control, purchasing, special accounts, and auditing.~~
2. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Establish schedules and methods for providing accounting and administrative services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- ~~4. Participate in the selection of section staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.~~
4. Select and motivate assigned staff; provide or coordinate staff training; 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; 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.

CITY OF LAS VEGAS

Accounting Supervisor- (Continued)

5. Explain fees, taxes, sewer services, accounts payable, records retention and general accounts receivable procedures to departments and the public.
6. Receive and respond to inquiries and complaints and resolve complex issues from departments, vendors and the public.
7. Lead and participate in computer implementations; draft system requirements and specifications for new systems and changes to existing programs; perform testing and business process analysis; make recommendations to management when necessary.
8. Develop, coordinate and implement changes to business processes to ensure efficient operation of system and optimum customer service.
- ~~5.9.~~ Participate in the preparation and administration of the department section budget; submit budget recommendations; monitor expenditures and reconcile records.
- ~~6.10.~~ Prepare and analyze analytical and statistical reports on operations and activities.
11. Determine the fiscal impact for new programs and assist with their implementation; prepare fiscal reports and special reports relating to the progress of new programs.
12. Recommend and monitor fiscal procedures within the ~~department section~~; review audit findings and implement corrective action.
13. Coordinate department's microfilm and imaging activities and ensure compliance with the records retention schedule; receive and respond to inquiries and subpoenas from other departments, agencies and the public; use sound judgment in providing technical assistance; explain pertinent regulations, policies and procedures.
14. Oversee, monitor and evaluate the efficiency, effectiveness and procedures of the procurement card system.
15. Prepare and review documentation to support the Comprehensive Annual Financial Report (CAFR); respond to inquiries from external auditors.
- ~~12.~~
16. Plan, direct and participate in the analysis and preparation of various financial statements, accounts, fiscal reports and special reports relating to the progress or problems of assigned area of responsibility; analyze cash flow ~~receivables~~ and disbursements.

Essential Functions:

- ~~8.~~ Serve as financial resource to the department director; act as liaison between the division of assignment and grantors and finance department; provide information regarding a variety of accounts.

CITY OF LAS VEGAS

Accounting Supervisor- (Continued)

- ~~9. Develop and administer budgets for special programs or projects; administer special billing procedures for projects assigned.~~

Essential Functions:

When assigned to Municipal Court

- ~~1. Maintain fiscal inventory of department's fixed and liquid assets.~~

When assigned to Department of Detention and Enforcement

- ~~1. Audit and reconcile inmate trust accounts and commissary records.~~
- ~~2. Coordinate purchasing of goods and services; prepare bid package specifications; process invoices and monitor expenditures; monitor problem areas to make recommendations.~~

Marginal Functions:

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

QUALIFICATIONS

Knowledge of:

~~Operations, services and activities of an accounting, budget and records management program.~~
~~Policies, practices and procedures of accounting and records management programs.~~
~~Principles and techniques of supervision, training and performance evaluation.~~
~~Basic codes, policies and procedures related to the maintenance, recording and storage of legal documents, including the use of electronic methods.~~
~~Modern and complex principles and practices of an accounting or records management program.~~
~~Basic principles and practices of record keeping.~~
~~Pertinent Federal, State and local laws, codes and regulations.~~
~~Basic principles and practices of budget preparation and administration.~~
~~Methods and techniques of analysis.~~
~~Concepts and practices of mathematics and finance.~~
~~Methods and practices of accounting system implementation and upgrades.~~
~~Generally accepted finance and accounting principles and procedures, and computer equipment.~~
~~Advanced principles and practices of financial auditing.~~
~~Current Modern office procedures, methods, practices, procedures and computer equipment and standard software packages.~~
~~Advanced principles and procedures of record keeping and reporting.~~
~~Correct business English including spelling, grammar and punctuation.~~

CITY OF LAS VEGAS
Accounting Supervisor- (Continued)

Ability to:

- ~~Supervise, organize and review the work of lower level staff.~~
~~Select, supervise, train and evaluate staff.~~
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.
Administer automated financial and records management systems.
~~Prepare and interpret complex financial statements, reports and analysis.~~
Examine and verify a wide variety of complex financial statements and reports.
~~Operate a variety of computer based programs.~~
Interpret and explain City policies and procedures.
Prepare clear and concise reports.
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 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.*
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:

Three years of increasingly responsible accounting experience and three years of lead or supervisory experience. Experience with Enterprise Resource Planning (ERP) systems desirable. ~~One year of lead or supervisory experience is highly desirable.~~

Training:

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

WORKING CONDITIONS

CITY OF LAS VEGAS
Accounting Supervisor- (Continued)

Environmental Conditions:

~~Work primarily in office environment; occasional travel from site to site;~~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 5/14/07

Nonexempt

CSB 3/09/94

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: August 22, 2007

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

SUBJECT: B. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED

1. Accounting Supervisor

Accounting Supervisor was revised prior to opening a recruitment.

RECOMMENDATION

The City recommends approval of this revised classification specification.