

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Department of Human Resources

400 Stewart Avenue

Las Vegas, Nevada

CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.lasvegasnevada.gov>

TELECONFERENCE AGENDA

DATE: September 26, 2007

TIME: 11:30 a.m.

roll call

JA
EM
EB
MW

11:33-5:15
PR AB.

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 October 8, 2007.

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED *M-EB
2-EM*
 - 1) Customer Service Representative - Open
 - 2) Office Specialist II - Promotional
 - 3) Office Specialist II - Open
 - 4) Real Property Appraiser - Open
 - 5) Senior Maintenance Mechanic - Promotional
 - 6) Senior Maintenance Mechanic - Open
 - 7) Survey Technician - Open
 - B. REQUEST TO BE PLACED ON REHIRE LIST *M-EM
2-MW*
 - 1) Rex N. Branham
- IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED
- V. CITIZEN PARTICIPATION

Ads. 11:38

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



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: September 26, 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: 7

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Customer Service Representative – Open	75	55	54
2. Office Specialist II – Promotional	7	7	5
3. Office Specialist II – Open	171	91	87
4. Real Property Appraiser – Open	32	2	2
5. Senior Maintenance Mechanic – Promotional	3	3	3
6. Senior Maintenance Mechanic – Open	8	3	1
7. Survey Technician – Open	58	6	6

CITY OF LAS VEGAS

ELIGIBLE LIST

Customer Service Representative
Examination

September 10, 2007
Date

073713080
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	69	GROUP 1	44
REJECTED	6	GROUP 2	10
TOTAL RECEIVED	75	TOTAL ON LIST	54

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	54			
FAILED	1			
TOTAL TESTED	55			
DID NOT APPEAR	14			

CITY OF LAS VEGAS

ELIGIBLE LIST

Office Specialist II
Examination

August 22, 2007
Date

07366207P
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	7	GROUP 1	1
REJECTED	0	GROUP 2	4
TOTAL RECEIVED	7	TOTAL ON LIST	5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	5			
FAILED	2			
TOTAL TESTED	7			
DID NOT APPEAR	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Office Specialist II
Examination

August 22, 2007
Date

073662070
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	124	GROUP 1	32
REJECTED	47	GROUP 2	55
TOTAL RECEIVED	171	TOTAL ON LIST	87

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	87			
FAILED	4			
TOTAL TESTED	91			
DID NOT APPEAR	33			

CITY OF LAS VEGAS

ELIGIBLE LIST

Real Property Appraiser
Examination

September 20, 2007
Date

072558050
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	2	GROUP 1	2
REJECTED	30	GROUP 2	0
TOTAL RECEIVED	32	TOTAL ON LIST	2

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Maintenance Mechanic
Examination

September 6, 2007
Date

07265207P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Maintenance Mechanic
Examination

September 6, 2007
Date

072652070
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	5	GROUP 1	0
REJECTED	3	GROUP 2	1
TOTAL RECEIVED	8	TOTAL ON LIST	1

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	1			
FAILED	2			
TOTAL TESTED	3			
DID NOT APPEAR	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Survey Technician
Examination

September 11, 2007
Date

072988070
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	8	GROUP 1	4
REJECTED	50	GROUP 2	2
TOTAL RECEIVED	58	TOTAL ON LIST	6

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	6			
FAILED	0			
TOTAL TESTED	6			
DID NOT APPEAR	2			

Martha Davis

From: Judy Tuttle
Sent: Tuesday, September 18, 2007 2:21 PM
To: Martha Davis
Cc: Nancy Stiles; Patty Moyer; Charlie Kajkowski
Subject: FW: Rehire of Rex Brahnam

Martha, please place this on the Civil Service Board agenda. Thanks.

From: Charlie Kajkowski
Sent: Tuesday, September 18, 2007 11:34 AM
To: Patty Moyer
Cc: Judy Tuttle; John McNellis; O.C. White; Niel Rohleder
Subject: RE: Rehire of Rex Brahnam

Yes we want to rehire Rex Brahnam. Thanks

From: Patty Moyer
Sent: Monday, September 10, 2007 8:21 AM
To: Charlie Kajkowski
Cc: Judy Tuttle; John McNellis; O.C. White; Niel Rohleder
Subject: FW: Rehire of Rex Brahnam

Charlie, in order for this request to be placed on the next Civil Service Board for Mr. Branham to be placed on the City's rehire list. Judy needs for you to confirm.

"Reply to All" if this is OK with you!

Patty Moyer, Administrative Officer
Right of Way Event/Film Permit Coordinator
Department of Public Works/Field Operations

From: Niel Rohleder
Sent: Friday, September 07, 2007 2:49 PM
To: Patty Moyer
Cc: O.C. White; Ebony Folk; Neva Evans
Subject: Rehire of Rex Brahnam

Patty,

Attached is a short request letter from Rex Brahnam who is requesting to be placed on the rehire list for the position of Field Electrician II. He resigned from this position on 4/17/07, and would like to come back to work with the City in the same capacity he held when he left us.

Traffic Engineering fully supports rehiring him in the position that he vacated in April, and believes placing him on the rehire list is in the best interest of the City, and the citizens we serve. The position he vacated was (Seq # is 012940) has yet to be filled, and was approved by the PJC on 6/17/07, as we are awaiting recruitment.

9/18/2007

A couple of quick questions though...If he is placed on the rehire list, do you need anything further from me (i.e. EPR, justification, etc), and I was curious how long will it be before we can have him back on board?

Thanks for your consideration.

Niel T. Rohleder

Assistant Traffic Manager
Traffic Engineering Division
City of Las Vegas Public Works
2900 Ronemus Drive
Las Vegas, NV 89128
Phone: 702-229-6331
FAX: 702-240-1756

From: Rex N Branham [mailto:rex007@cox.net]
Sent: Friday, September 07, 2007 10:47 AM
To: Niel Rohleder
Subject: Emailing: I would like to be placed on the rehire list

I would like to be placed on the rehire list.

9/18/2007

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: September 26, 2007

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

SUBJECT: B. REQUEST TO BE PLACED ON REHIRE LIST: REX N. BRANHAM

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

Rex N. Branham, an employee from July 6, 2005 to April 17, 2007, has requested to be placed on the Rehire List for Field Electrician II. A copy of his Department Director's approval is attached for the Board's information and review.

Civil Service Rules {Chapter IV, Section 6a (5), Page 14} state that to be eligible for placement on a Rehire List, the former employee must submit a written request to the to the Director of Human Resources, or designee, and must (a) have had regular status in any classification formerly held; (b) have left the City's employment in good standing within the past twenty-four months; and (c) receive the Civil Service Board's approval of said request.

Rex N. Branham meets the criteria for placement on the Rehire List, and it is recommended that the Board approve his request.