

**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>

S. ✓

11:31am

**TELECONFERENCE AGENDA**

DATE: October 24, 2007

TIME: 11:30 a.m.

MW  
EB CE  
EM JT  
PR LP  
JA GM  
SM

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 November 14, 2007.

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

- ✓ A. ELIGIBLE LISTS TO BE CERTIFIED - MW
  - 1) Accounting Supervisor - Open
  - 2) Deputy City Marshal - Promotional
  - 3) Deputy City Marshal - Open
  - 4) Municipal Court Marshal - Promotional
  - 5) Municipal Court Marshal - Open
  - 6) Neighborhood Planner - Open
  - 7) Planner I (Open & Continuous) - Open
  - 8) Senior Neighborhood Services Specialist - Open

MW  
EB 2nd

- ✓ B. REQUEST TO BE PLACED ON REHIRE LIST - EM
  - 1) LaTasha R. Lewis

EM  
EB 2nd

- IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED -
- V. CITIZEN PARTICIPATION

11:33 am

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: October 24, 2007

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

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**SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED**

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**BOARD ACTION: Vote to Certify or Not Certify  
(May be taken as a group)**

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**TOTAL ELIGIBLE LISTS PRESENTED: 8**

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1. Accounting Supervisor – Open	58	25	16
2. Deputy City Marshal – Promotional	17	16	9
3. Deputy City Marshal – Open	181	136	50
4. Municipal Court Marshal – Promotional	13	9	5
5. Municipal Court Marshal – Open	139	92	32
6. Neighborhood Planner - Open	27	8	8
7. Planner I (Open & Continuous) – Open	29	10	9
8. Senior Neighborhood Services Specialist – Open	42	22	16

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Accounting Supervisor**  
**Examination**

**October 3, 2007**  
**Date**

**072380090**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	30	GROUP 1	7
REJECTED	28	GROUP 2	9
<b>TOTAL RECEIVED</b>	<b>58</b>	<b>TOTAL ON LIST</b>	<b>16</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	16			
FAILED	9			
<b>TOTAL TESTED</b>	<b>25</b>			
<b>DID NOT APPEAR</b>	<b>4</b>			
<b>WITHDREW</b>	<b>1</b>			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Deputy City Marshal**  
**Examination**

**Written Test: August 6, 2007**  
**Physical Agility Test: September 19, 2007**  
**Date of Test**

**07525206P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	17	GROUP 1	0
REJECTED	0	GROUP 2	9
<b>TOTAL RECEIVED</b>	17	<b>TOTAL ON LIST</b>	9

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%		Pass/Fail	
PASSED	11		9	
FAILED	5		1	
<b>TOTAL TESTED</b>	16		10	
<b>DID NOT APPEAR</b>	1		1	

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Deputy City Marshal**  
**Examination**

**Written Test: August 6, 2007**  
**Physical Agility Test: September 19, 2007**  
**Date of Test**

**075252060**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	173	GROUP 1	4
REJECTED	8	GROUP 2	46
<b>TOTAL RECEIVED</b>	181	<b>TOTAL ON LIST</b>	50

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%		Pass/Fail	
PASSED	87		50	
FAILED	49		7	
<b>TOTAL TESTED</b>	136		57	
<b>DID NOT APPEAR</b>	36		30	
<b>WITHDREW</b>	1			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Municipal Court Marshal**  
**Examination**

**Written Test: August 6, 2007**  
**Physical Agility Test: September 19, 2007**  
**Date of Test**

**07520206P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	10	GROUP 1	0
REJECTED	3	GROUP 2	5
<b>TOTAL RECEIVED</b>	<b>13</b>	<b>TOTAL ON LIST</b>	<b>5</b>

	<b><u>TESTS</u></b>			
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%		Pass/Fail	
PASSED	5		5	
FAILED	4		0	
<b>TOTAL TESTED</b>	<b>9</b>		<b>5</b>	
<b>DID NOT APPEAR</b>	<b>1</b>		<b>0</b>	

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Municipal Court Marshal**  
**Examination**

**Written Test: August 6, 2007**  
**Physical Agility Test: September 19, 2007**  
**Date of Test**

**075202060**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	119	GROUP 1	3
REJECTED	20	GROUP 2	29
<b>TOTAL RECEIVED</b>	<b>139</b>	<b>TOTAL ON LIST</b>	<b>32</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%		Pass/Fail	
PASSED	62		32	
FAILED	30		6	
<b>TOTAL TESTED</b>	<b>92</b>		<b>38</b>	
<b>DID NOT APPEAR</b>	<b>27</b>		<b>24</b>	

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Neighborhood Planner**  
**Examination**

**October 3, 2007**  
**Date**

**0779585060**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	8	GROUP 1	6
REJECTED	19	GROUP 2	2
<b>TOTAL RECEIVED</b>	<b>27</b>	<b>TOTAL ON LIST</b>	<b>8</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>T &amp; E</u></b>
(Weight)				100%
PASSED				8
FAILED				0
<b>TOTAL TESTED</b>				<b>8</b>
<b>DID NOT APPEAR</b>				<b>0</b>

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Planner I (Open & Continuous)**  
Examination

**October 8, 2007**  
Date

**073069080**  
Exam Code

**Open**  
Open/Promotional

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	10	GROUP 1	4
REJECTED	19	GROUP 2	5
<b>TOTAL RECEIVED</b>	<b>29</b>	<b>TOTAL ON LIST</b>	<b>9</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>T&amp;E</u></b>
(Weight)				100%
PASSED				9
FAILED				1
<b>TOTAL TESTED</b>				<b>10</b>
<b>DID NOT APPEAR</b>				<b>0</b>

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Neighborhood Services Specialist**  
Examination

**October 8, 2007**  
Date

**0779594080**  
Exam Code

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	22	GROUP 1	6
REJECTED	20	GROUP 2	10
<b>TOTAL RECEIVED</b>	<b>42</b>	<b>TOTAL ON LIST</b>	<b>16</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>T &amp; E</u></b>
(Weight)				100%
PASSED				16
FAILED				6
<b>TOTAL TESTED</b>				<b>22</b>
<b>DID NOT APPEAR</b>				<b>0</b>

## Martha Davis

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**From:** Judy Tuttle  
**Sent:** Wednesday, October 10, 2007 4:19 PM  
**To:** Martha Davis  
**Subject:** FW: Rehire List Request - LaTasha Lewis

Martha - approved and I have the original letter I will place on your desk. Thanks.

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**From:** Charla Samolovitch **On Behalf Of** Karen Coyne  
**Sent:** Wednesday, October 10, 2007 4:11 PM  
**To:** Judy Tuttle  
**Subject:** FW: Rehire List Request - LaTasha Lewis

Karen asked me to forward her approval on this.  
She also "ran out" the door to her next meeting but I did manage to tell her you would like her to call you.

*Charla Samolovitch*  
*Administrative Secretary*  
*Department of Detention and Enforcement*  
*3300 Stewart Avenue*  
*Las Vegas, Nevada 89101*  
*702-229-6684*  
*csamolovitch@lasvegasnevada.gov*

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**From:** Francisco Ancona Jr.  
**Sent:** Tuesday, October 09, 2007 8:34 AM  
**To:** Karen Coyne  
**Subject:** RE: Rehire List Request - LaTasha Lewis

I have no concerns at all. Thanks.

Francisco (Frank) Ancona Jr  
Control Center & Communications Supervisor  
(702)229-2462  
fancona@lasvegasnevada.gov

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**From:** Karen Coyne  
**Sent:** Tuesday, October 09, 2007 5:19 AM  
**To:** Francisco Ancona Jr.  
**Subject:** FW: Rehire List Request - LaTasha Lewis

I plan to approve unless you have concerns.

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**From:** Judy Tuttle  
**Sent:** Monday, October 08, 2007 5:18 PM  
**To:** Karen Coyne  
**Subject:** Rehire List Request - LaTasha Lewis

Karen, I have received a request to place LaTasha Lewis on the rehire list for PST. Do you approve? Thanks, Karen.

September 20, 2007

City of Las Vegas  
Attn: Judy Tuttle, Deputy Director  
Human Resources  
400 Stewart Avenue  
Las Vegas, NV 89101

To Whom It May Concern:

I, LaTasha R. Lewis, was employed by the City from 3/5/06 to 9/3/07. My working title was Public Safety Technician with the Detention & Enforcement department. I am requesting to be added to the re-hire list. My employee id number was 984278 and my P# was 919. Should you have any further questions, please feel free to contact me 702-249-6464. I thank you in advance for your time.

Sincerely,

A handwritten signature in black ink, appearing to read "LaTasha R. Lewis". The signature is written in a cursive, flowing style.

LaTasha R. Lewis

**CITY OF LAS VEGAS**  
**AGENDA DOCUMENTATION**

Date: October 24, 2007

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

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**SUBJECT: B. REQUEST TO BE PLACED ON REHIRE LIST: LATASHA R. LEWIS**

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

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LaTasha R. Lewis, an employee from March 5, 2006 to September 3, 2007, has requested to be placed on the Rehire List for Public Safety Technician. A copy of his/her 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.

LaTasha R. Lewis meets the criteria for placement on the Rehire List and it is recommended that the Board approve his/her request.