

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: November 28, 2007

TIME: 11:30 a.m.

CE ✓ GK
JT ✓ SM ✓
ARB ✓ GM ✓

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 December 12, 2007.

- I. CALL TO ORDER ✓ Time: 11:36
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW ✓
- III. BUSINESS
- A. ELIGIBLE LISTS TO BE CERTIFIED
- 1) Engineering Project Manager (Design) - Open
2) Fire Captain - Promotional
3) Fire Equipment Mechanic Foreman - Promotional
4) Fire Equipment Mechanic Foreman - Open
5) Industrial Electrician II - Promotional
6) Industrial Electrician II - Open
7) Office Supervisor - Open
- B. CLASSIFICATION SPECIFICATIONS
- 1) Construction Testing Supervisor - Revised
2) Microbiologist - Revised
3) Quality Assurance Officer - Revised
4) HRIS Specialist - New
- IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED
- V. CITIZEN PARTICIPATION -
- M - EB
2 - EM
- M - EM
2 - MW
- Cancel Dec. 26. T/C
Adj. 11:40 Jan resume

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

JA ✓
EM ✓
PR ✓
EB ✓
MW ✓

Jeff Wells

AI ✓



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: November 28, 2007

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

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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

TOTAL ELIGIBLE LISTS PRESENTED: 7

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Engineering Project Manager (Design) – Open	10	9	9
2. Fire Captain – Promotional	38	35	26
3. Fire Equipment Mechanic Foreman – Promotional	5	4	4
4. Fire Equipment Mechanic Foreman – Open	7	0	0
5. Industrial Electrician II – Promotional	3	1	0
6. Industrial Electrician II – Open	3	2	1
7. Office Supervisor – Open	55	29	28

CITY OF LAS VEGAS

ELIGIBLE LIST

Engineering Project Manager (Design)
Examination

November 13 & 16, 2007
Date

072080100
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	5
REJECTED	1	GROUP 2	4
TOTAL RECEIVED	10	TOTAL ON LIST	9

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Captain
Examination

Written Test: September 27, 2007
Assessment Center: October 22-24, 2007

Date of Test

07420208P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	38	GROUP 1	1
REJECTED	0	GROUP 2	16
TOTAL RECEIVED	38	GROUP 3	9
		TOTAL ON LIST	26

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>Assessment Center</u>
(Weight)	30%			70%
PASSED	29			26
FAILED	6			2
TOTAL TESTED	35			28
DID NOT APPEAR	3			
WITHDREW				1

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Equipment Mechanic Foreman
Examination

Written Test: October 18, 2007
Hiring Interview: **November 7, 2007**
Date

07420108P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	4	GROUP 1	0
REJECTED	1	GROUP 2	3
TOTAL RECEIVED	5	GROUP 3	1
		TOTAL ON LIST	4

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>Hiring Interview</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	25%	75%		
PASSED	4	4		
FAILED	0	0		
TOTAL TESTED	4	4		
DID NOT APPEAR	0	0		

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Equipment Mechanic Foreman
Examination

Written Test: October 18, 2007
Hiring Interview: November 7, 2007
Date

074201080
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	0	GROUP 1	0
REJECTED	7	GROUP 2	0
TOTAL RECEIVED	7	GROUP 3	0
		TOTAL ON LIST	0

	<u>TESTS</u>			
(Weight)	<u>WRITTEN</u>	<u>Hiring Interview</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
	25%	75%		
PASSED	0	0		
FAILED	0	0		
TOTAL TESTED	0	0		
DID NOT APPEAR	0	0		

CITY OF LAS VEGAS

ELIGIBLE LIST

Industrial Electrician II
Examination

November 5, 2007
Date

07283608P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None

REPORT OF EXAMINATION

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Industrial Electrician II
Examination

November 5, 2007
Date

072836080
Exam Code

Open
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	1
TOTAL RECEIVED	3	TOTAL ON LIST	1

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Office Supervisor
Examination

November 14, 2007
Date

073068080
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	29	GROUP 1	11
REJECTED	26	GROUP 2	17
TOTAL RECEIVED	55	TOTAL ON LIST	28

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T & E</u>
(Weight)				100%
PASSED				28
FAILED				1
TOTAL TESTED				29
DID NOT APPEAR				0

CONSTRUCTION TESTING 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 the field and laboratory testing of materials used on public works projects; 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 Construction Services Superintendent or higher level management.

Exercises direct supervision over technical 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 the field and laboratory testing of materials used in public works projects.
2. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Establish schedules, procedures and methods of operations and testing for field and laboratory personnel.
4. Perform, review and analyze field and laboratory testing data; prepare manpower and productivity reports for field testing and laboratory testing operations; prepare analytical and statistical reports on operations and activities.
5. Participate in selecting and motivating 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
Construction Testing Supervisor (*continued*)

Essential Functions:

6. Act as Radiation Safety Officer, monitor use of nuclear gauges; maintain activity log.
7. Ensure that laboratory equipment is maintained.
8. Participate in the preparation and administration of the division budget; submit budget recommendations; monitor expenditures.
9. Review geotechnical and construction phase reports and recommendations; perform geotechnical investigations for city projects.
10. Maintain database of pertinent soil properties.
11. Maintain division's American Association of State Highway and Transportation Officials (AASHTO) laboratory certification in compliance with the American Public Works Association (APWA) accreditation.

Marginal Functions:

1. Stay abreast of new trends and innovations in the area of field and laboratory testing of materials.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of soil, asphalt and concrete testing.
Principles and techniques of supervision, training and performance evaluation.
Modern office procedures, methods and computer equipment.
Applicable American Association of State Highway and Transportation Officials (AASHTO) standards.
Uniform standard specifications and compliance requirements for public works construction offsite improvements for Clark County. Applicable U.S. Nuclear Regulatory Commission and U.S. Department of Transportation regulations.
Radiological practices, regulations, licensing, transportation, personnel monitoring, record safety standards and practices for construction sites.
Mathematics, including algebra, geometry and trigonometry as applied to materials testing work.
Pertinent federal, state, and local laws, codes and regulations.

Ability to:

Interpret, apply, explain and enforce city, department and division policies and procedures.
Apply, explain and enforce applicable regulations and standards.
Analyze situations or problems, identify alternative solutions or recommendations. Prepare clear and concise reports.

CITY OF LAS VEGAS
Construction Testing Supervisor (*continued*)

Ability to:

Work independently without direct supervision.

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 and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment and vehicles.*

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:

Five years of increasingly responsible experience involving the construction and inspection of public works facilities including material testing activities. One year of lead or supervisory experience desirable.

Training:

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

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Possession of a National Institute for Certification in Engineering Technologies (NICET) Level III Construction Materials Testing (subfields of soils, concrete and asphalt) certification on the date of application, and maintenance thereafter.

Possession of an American Concrete Institute (ACI) Lab Grade I certification on the date of application, and maintenance thereafter.

CITY OF LAS VEGAS
Construction Testing Supervisor (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; shop, field and construction site environments; exposure to noise, dust, grease, smoke, fumes, gases, high voltage, heat, cold, electrical energy; work at heights on ladders; work underground; work around heavy construction equipment; and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate or light lifting; bending, stooping, kneeling, crawling, climbing; standing or sitting for prolonged periods of time; and the ability to distinguish color.

SMM

REV 6/6/07 (formerly Assistant Supervisor Construction Services/Testing)

FLSA: exempt; City: nonexempt

CSB 11/28/07

MICROBIOLOGIST

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 supervise and perform biomonitoring tests and microbiological analysis necessary for determining compliance with National Pollution Discharge Elimination System (NPDES) permit requirements, water quality standards and other regulations and concerns; to perform routine chemical analyses of treatment plant samples to ensure permit compliance and monitor treatment plant performance; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Laboratory Superintendent.

May exercise functional and technical supervision over professional and technical 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. Oversee and perform biomonitoring tests and microbiological analysis on treated wastewater using various species, including Pimephales promelas (fathead minnows) and Daphnia sp.; analyze and interpret the resulting data; perform follow-up analysis and investigations of potential sources of toxicity; culture or obtain the organisms necessary for biomonitoring; and perform tasks related to biomonitoring.
2. Perform microbiological analysis on treated wastewater to determine compliance with National Pollution Discharge Elimination System (NPDES) permits, water quality standards and other regulations and concerns; may include analysis for pathogenic bacteria, protozoa and fungi; and perform tasks related to microbiological analysis.
3. Perform activated sludge microscopy; examine samples from various treatment processes; stain and culture microorganisms from treatment processes; troubleshoot biological treatment processes; advise operations staff of results.
4. Develop standard operating procedures for biomonitoring, microbiological analysis and activated sludge microscopy; ensure methods are appropriate and meet requirements for laboratory certification.
5. Train staff to perform biomonitoring, microbiological analysis, and activated sludge microscopy.

CITY OF LAS VEGAS
Microbiologist (continued)

Essential Functions:

6. Review and interpret all biomonitoring and microbiological data generated by city and contract laboratories; make recommendations and prepare technical reports, graphs and statistical studies for the Laboratory Superintendent and others as appropriate.
7. Ensure that laboratory maintains certification to perform biomonitoring and microbiological analysis including scheduling lab participation in performance evaluations and lab accreditation programs, conferring with regulators and technical experts, and keeping abreast of regulatory and technological changes.
8. Perform research experiments to identify potential improvements; explore alternative treatment methods.
9. Attend meetings with city staff and external entities; represent the city in discussions related to wastewater microbiology treatment and biomonitoring.

Marginal Functions:

1. Order and maintain inventory of supplies and equipment related to assigned tasks.
2. Perform routine chemical analysis required to meet National Pollution Discharge Elimination System (NPDES) permit requirements.
3. Maintain compositing equipment and clean compositor buildings.
4. Schedule and oversee maintenance of microscopes.
5. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Fundamentals of microbiology.
Fundamentals of activated sludge, disinfection and other processes for wastewater treatment.
Microscopic techniques, including phase contrast, fluorescence, darkfield and microscopic photography.
Bacteriological media and staining techniques for analyses of water, wastewater and sludges.
Biomonitoring procedures for determining toxicity of wastewater.
Sampling techniques for microbiology and biomonitoring.
Techniques of culturing and maintaining organisms for biomonitoring.
Various personal computer spreadsheet, database and word processing applications.
Approved methods for basic chemical, microbiological and physical analysis of water and wastewater.
Federal, state and local laws, codes and regulations related to bacteriological water quality standards and National Pollution Discharge Elimination System (NPDES) permit requirements.
Occupational hazards and standard safety practices.

CITY OF LAS VEGAS
Microbiologist (continued)

Ability to:

Prepare a variety of culture media, stains, microorganisms and reagents used in a bacteriological laboratory.

Breed and maintain stock of fish, Daphnia and algae used for biomonitoring.

Make microscopic examinations of a variety of microorganisms and other materials.

Use and maintain microscopic equipment.

Interpret and explain laboratory policies and procedures.

Conduct complex research projects.

Develop special sampling techniques.

Analyze, interpret and apply the results of laboratory testing.

Coordinate the activities of a technical laboratory.

Use computers and a variety of complex computer software programs.

Prepare clear and concise technical reports.

Work independently without constant supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including supervisors, peers, subordinates, city officials, members of other agencies, 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 and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment and vehicles.*

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 experience with biomonitoring procedures and water or wastewater microbiology.

Training:

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

CITY OF LAS VEGAS
Microbiologist (*continued*)

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Possession of a Grade I Water Quality Analyst certificate from the Nevada Water Environment Association within 6 months of the date of appointment.

Possession of a Grade II Water Quality Analyst certificate from the Nevada Water Environment Association within 9 months of the date of appointment.

Possession of a Grade III Water Quality Analyst certificate from the Nevada Water Environment Association within 15 months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Laboratory and wastewater treatment plant environments; exposure to eye strain, noxious odors, potentially hazardous chemicals, waste and infectious materials; work in inclement weather conditions; work in or with water.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting, walking, standing or sitting for prolonged periods of time; operating motorized vehicles.

SMM
Revised 9/17/07
FLSA & City: nonexempt

CSB 11/28/07

QUALITY ASSURANCE OFFICER

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 develop, implement and coordinate programs designed to ensure the validity of data generated by the Environmental Division laboratory, which conducts tests and evaluations to ensure compliance with regulatory requirements; to evaluate and maintain a data management program; and to perform a variety of technical tasks relative to area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Laboratory Superintendent.

May exercise functional and technical supervision over professional and technical 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. Develop, implement and coordinate programs designed to ensure the validity of data generated by the Environmental Division laboratory, which conducts tests and evaluations to ensure compliance with regulatory requirements.
2. Compile data and prepare analytical reports from sampling, field and laboratory testing, quality assurance evaluations, special projects or statistical analyses for review by the Laboratory Superintendent; submit reports to other staff and outside agencies.
3. Analyze routine and ad hoc laboratory reports and analysis and recommended improvements in processing, materials, installations, machinery and equipment.
4. Review laboratory data to ensure that quality control protocols are met; check for National Pollution Discharge Elimination System (NPDES) permit violations, unusual results, plant performance problems and related items.
5. Investigate problems and coordinate solutions with Laboratory Superintendent and other laboratory and plant staff.
6. Monitor laboratory analysis and field sampling activities; recommend and coordinate necessary modifications.

CITY OF LAS VEGAS
Quality Assurance Officer (*continued*)

Essential Functions:

7. Assist in the development and maintenance of the laboratory information management system including report production mechanisms.
8. Coordinate routine exchange of information and data with various agencies.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of chemical and biological processes of wastewater treatment.
2. Ensure staff adheres to safe work practices and procedures.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Laboratory procedures, techniques and equipment relating to wastewater and industrial waste analysis.

Laboratory quality assurance programs and quality control mechanisms.

Permits and regulations relative to the analysis of wastewater.

Modern laboratory procedures, methods, computer equipment.

Applicable sampling procedures and field equipment.

Laboratory information management systems, databases, and spreadsheets.

Database queries and mechanisms for report generation.

Data validation procedures.

Pertinent federal, state and local laws, codes and regulations.

Laboratory hazards and standard safety practices.

Ability to:

Review the work of lower level staff.

Interpret and explain laboratory policies and procedures.

Conduct complex research projects.

Use computers and a variety of complex computer software programs.

Analyze, interpret and apply the results of laboratory testing.

Coordinate the activities of a technical laboratory.

Prepare clear, concise and technical reports.

Work independently in the absence of supervision.

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.

CITY OF LAS VEGAS
Quality Assurance Officer (*continued*)

Ability to:

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 and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment and vehicles.*

Maintain mental capacity which allows the capability of:

- *Making sound decisions; and*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Three years of increasingly responsible chemical or biological laboratory testing experience.

Training:

Bachelor's degree from an accredited college or university with major in chemistry, bacteriology, sanitary engineering, chemical engineering, public health engineering or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Possession of a Grade I Water Quality Analyst certificate from the Nevada Water Environment Association within 6 months of the date of appointment.

Possession of a Grade II Water Quality Analyst certificate from the Nevada Water Environment Association within 9 months of the date of appointment.

Possession of a Grade III Water Quality Analyst certificate from the Nevada Water Environment Association within 15 months of the date of appointment.

Possession of a Grade IV Water Quality Analyst certificate from the Nevada Water Environment Association within 18 months of the date of appointment, and maintenance thereafter.

CITY OF LAS VEGAS
Quality Assurance Officer (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Laboratory and wastewater treatment plant environments; exposure to potentially hazardous chemicals, noxious odors, waste and infectious materials; inclement weather conditions; work in or with water.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; operating motorized vehicles.

SMM

Rev: 9/17/07

FLSA & City: nonexempt

CSB: 11/28/07

HRIS SPECIALIST

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 provide technical support for human resources information systems including applicant tracking; employee tracking; workers' compensation, liability and safety; and ID badges.

SUPERVISION RECEIVED

Receives direct supervision from the Deputy Human Resources Director. May receive functional supervision from the Sr Personnel Analyst who serves as the systems administrator.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Provide technical support for the human resources information systems (HRIS) including applicant tracking; employee tracking; workers' compensation, liability and safety; and ID badges; establish priority order for requests based on need and deadline and provide weekly status updates of requests to module coordinator and supervisor.
2. Develop and support routine and custom reports to meet the requirements of staff within established deadlines; process and disburse department reports to authorized users as scheduled.
3. Maintain the confidentiality and security of data accessed during the course of daily activities.
4. Develop and maintain reporting mechanisms for department to track performance measurement goals and objectives.
5. Assist the public and recruitment analysts with resolution to issues arising with the city's online application software; provide recruitment analysts with online employment applications on a daily basis.
6. Post job announcements online on a daily basis within established deadlines and methods.
7. Write and distribute detailed desk procedures to assist non-technical staff functioning as backup for posting job announcements, department Internet and Intranet Web pages, the technical processes of Sigma, iVOS, and the ID badge software applications.

CITY OF LAS VEGAS
HRIS Specialist (*continued*)

Essential Functions:

8. Develop, test and support application programming interfaces (APIs) as necessary to resolve department software issues.
9. Maintain current information on the department's Internet and Intranet web pages.
10. Design and produce periodic communications to all city employees as assigned, such as the annual total compensation statements and city recognition program.
11. Assist in testing version upgrades of department software applications as assigned.
12. Prepare required change control documentation for module coordinator's approval, including testing and user acceptance of requested change.
13. Notify appropriate department staff of software issues encountered, troubleshoot and recommend appropriate solution for successful resolution and user acceptance.
14. Apply approved reports into the appropriate report groups and responsibility menus as determined by the module coordinator.
15. Coordinate with the city's database administrators for movement of reports and APIs into the enterprise production instance.
16. Participate with and serve as a liaison between department and Information Technologies staff to develop and incorporate new uses of technology; facilitate such projects using technical expertise and knowledge of the users' needs and operations.
17. Anticipate needs of staff based on department responsibilities and past requests, such as compiling data for retroactive union contract changes for employee records.
18. Develop and run periodic quality control reports to identify discrepancies and missing data; advise department staff of corrections needed.
19. Stay abreast of innovations and developments in information technologies that may pertain to the HRIS field, evaluate their use and feasibility, and recommend their incorporation into department operations, if appropriate.

Marginal Functions:

1. Assist users with personal computer issues when requested.
2. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
HRIS Specialist (*continued*)

QUALIFICATIONS

Knowledge of:

Oracle Human Resources Management System (HRMS) module at an intermediate level.

Reporting tools such as Oracle Report Builder, Crystal Reports, Discoverer, and KUBE.

Structured Query Language (SQL) at an advanced level.

Oracle's PL/SQL (Procedural Language/SQL) at a basic level.

Basic Hyper-Text Markup Language (HTML).

Sigma applicant tracking software.

RedDot software.

iVOS worker's compensation, liability and safety software.

Microsoft Office Suite software.

The structure of city human resources data contained in Oracle tables.

Applicable collective bargaining agreement provisions and city policies sufficient to perform the essential functions.

Intermediate business mathematics.

General governmental human resources functions, operations, goals and terminology.

Pertinent federal, state and local laws, codes and regulations.

Ability to:

Learn business and operations of assigned work unit to the extent necessary to perform essential functions, enhance system value and achieve established goals.

Work independently with minimal supervision.

Use initiative and independent judgment within established guidelines.

Plan, organize and prioritize assignments.

Adjust priorities in a rapidly changing environment.

Meet critical and established deadlines.

Manage multiple assignments.

Communicate effectively with technical and non-technical staff.

Explain complex technical systems in clear and simple terms understandable to non-technical staff.

Assist users who may be frustrated due to a software or computer issue.

Use query tools to access data and create reports.

Access Oracle human resources and payroll data tables to extract specific data for reports.

Use logic and creativity to develop solutions to requests and problems.

Define issues, collect and analyze pertinent data, identify alternative solutions, project consequences of proposed actions, draw valid conclusions, propose sound recommendations, and implement approved solution in support of goals.

Follow oral and written instructions, policies and procedures.

Operate a personal computer and related equipment.

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.*

**CITY OF LAS VEGAS
HRIS Specialist (continued)**

Ability to:

Maintain mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; 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:

Two years of recent, increasingly responsible computer programming and systems analysis experience. Experience within the area of assignment may be substituted for up to one year of programming and systems analysis experience.

Training:

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

License or Certificate

Possession of Oracle Certified Professional designation in Introduction to Oracle: SQL and PL/SQL within six months of the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; extensive exposure to computer screens.

Physical Conditions:

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

ARB
NEW 11/16/07
FLSA & City: nonexempt

CSB 11/28/07

ASSISTANT SUPERVISOR CONSTRUCTION SERVICES/TESTING CONSTRUCTION
TESTING 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 the field and laboratory testing of materials used on public works projects; 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 ~~Chief~~ Construction Services Superintendent 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, ~~train~~ and review the work of staff responsible for the field and laboratory testing of materials used in public works projects.
2. Recommend and Assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Establish schedules, procedures and methods of operations and testing for field testing and laboratory testing personnel.
4. Perform, Review and analyze field and laboratory testing data; prepare manpower and productivity reports for field testing/ and laboratory testing operations; prepare other technical reports as needed. analytical and statistical reports on operations and activities.
5. Participate in selecting and motivating 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

Assistant Supervisor Construction

Services/Testing Construction Testing Supervisor (continued)

- ~~5. Establish written procedures for field testing and laboratory testing, monitor and update as needed.~~
6. Act as Radiation Safety Officer, monitor use of nuclear gauges; maintain activity log.
- ~~7. Provide technical assistance to inspection personnel.~~
- ~~8.7. Ensure that~~ Maintain laboratory equipment is maintained.
- ~~9.~~ Participate in the preparation and administration of the division budget; submit budget recommendations; monitor expenditures. Prepare laboratory and field testing budget.
- ~~10.8.~~ Review geotechnical and construction phase reports and recommendations; perform geotechnical investigations for City projects.
11. Maintain database of ~~important~~ pertinent soil properties.
- ~~12. Perform field and laboratory material tests and train subordinates.~~
- ~~13.~~ 12. Maintain division's required American Association of State Highway and Transportation Officials (AASHTO) laboratory certification in compliance with the American Public Works Association (APWA) accreditation.s (AASHTO, etc.)

Marginal Functions:

1. Stay abreast of new trends and innovations in the area of field and laboratory testing of materials.
- ~~2. Participate in the selection of section staff; work with employees to correct deficiencies; implement discipline procedures.~~
- ~~3.2.~~ Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- ~~Principles and practices of Soil, asphalt and concrete testing principles and practices.~~
~~Asphalt testing principles and practices.~~
~~Concrete testing principles and practices.~~
Principles and techniques of supervision, training and performance evaluation.
Modern office procedures, methods and computer equipment.
ASTM, Applicable American Association of State Highway and Transportation Officials (AASHTO) and ACI standards.;

CITY OF LAS VEGAS

Assistant Supervisor Construction

Services/Testing Construction Testing Supervisor (continued)

Uniform standard specifications and compliance requirements for public works construction offsite improvements for Clark County.:

Applicable U.S. Nuclear Regulatory Commission and U.S. Department of Transportation regulations.

Radiological practices, regulations, licensing, transportation, personnel monitoring, record safety standards and practices for construction sites.

Basic principles of administration and supervision.

Mathematics, including Algebra, Geometry and Trigonometry as applied to materials testing work.

Pertinent federal, state, and local laws, codes and regulations.

Ability to:

Supervise, train, organize, evaluate and review the work of lower level staff.

Interpret, apply, explain and enforce city, department and division and explain City policies and procedures.

Apply, explain and enforce applicable regulations and standards.

Analyze with and form conclusions. Analyze situations or problems, identify alternative solutions or recommendations.

Maintain laboratory and field equipment.

Operate personal computer.

Prepare clear and concise reports, orally and written.

Work independently in the absence of without direct supervision.

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 and vehicles.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations;
- Communicating with others;
- Reading and writing; and
- Operating assigned equipment and vehicles.

Maintain mental capacity which allows for effective interaction and communication with others the capability of:

- Making sound decisions;
- Effective interaction and communication with others; and
- Demonstrating intellectual capabilities.

Experience and Training Requirements

Experience:

CITY OF LAS VEGAS

Assistant Supervisor Construction

Services/Testing Construction Testing Supervisor (continued)

~~Four-Five~~ years of increasingly responsible experience involving the construction and ~~maintenance inspection~~ of public works facilities including ~~two years in~~ material testing activities, and ~~One~~ year of lead or supervisory experience desirable.

Training:

~~Equivalent to graduation from high school with some post-secondary level technical education. Associate's degree from an accredited college or university with major in engineering or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.~~

License or Certificate

~~Possession of, or ability to obtain, and appropriate, an appropriate, valid driver's license on the date of application, and maintenance thereafter.~~

~~Possession of, or ability to obtain, and a National Institute for Certification in Engineering Technologies (NICET) Level ~~N.I.C.E.T.~~ level IV III Construction Materials Testing (subfields of soils, concrete and asphalt) certification on the date of application, and maintenance thereafter. certificate.~~

~~Possession of, or ability to obtain, and an American Concrete Institute (ACI) Lab Grade I certification on the date of application, and maintenance thereafter. A.C.I. certificate.~~

WORKING CONDITIONS

Environmental Conditions:

~~Travel from site to site; shop, field and Cconstruction site environments; exposure to noise, dust, grease, smoke, fumes, gases, high voltage, heat, cold, electrical energy; work at heights on ladders; work underground; work around heavy construction equipment; and inclement weather conditions.~~

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate or light lifting; bending, stooping, kneeling, crawling, climbing; standing or sitting for prolonged periods of time; and the ability to distinguish color.

~~jhSMM~~

~~REV 6/6/0712/8/93~~

~~FLSA: exempt; City: Nnonexempt~~

CITY OF LAS VEGAS

~~Assistant Supervisor Construction~~

~~Services/Testing~~ Construction Testing Supervisor *(continued)*

| CSB ~~12/8/93~~11/28/07

MICROBIOLOGIST

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 supervise and perform ~~bacteriological analyses and bioassays~~ biomonitoring tests and microbiological analysis necessary for determining compliance with ~~discharge~~ National Pollution Discharge Elimination System (NPDES) permit requirements, water quality standards and other regulations and concerns; to perform routine chemical analyses of treatment plant samples ~~for~~ to ensuring permit compliance and ~~for~~ monitoring treatment plant performance; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Laboratory Superintendent.

May exercise functional and technical supervision over professional and technical 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. Oversee and Perform ~~perform~~ biomonitoring tests and microbiological analysis on ~~of~~ treated wastewater using various species, including *Pimephales promelas* (fathead minnows) and *Daphnia sp.*; analyze and interpret the resulting data; and perform follow-up analysis and investigations of potential sources of toxicity; culture or obtain the organisms necessary for biomonitoring; and perform tasks related to biomonitoring.
2. Perform microbiological analysis on ~~of~~ treated wastewater to determine compliance with National Pollution Discharge Elimination System (NPDES) ~~discharge~~ permits, water quality standards and other regulations and concerns; may include analysis for pathogenic bacteria, protozoa and fungi; and perform tasks related to microbiological analysis.
3. ~~Breed Pimephales promelas (fathead minnows) and maintain stock of viable young fish to be used in biomonitoring.~~
3. Perform activated sludge microscopy; examine samples from various treatment processes; stain and culture microorganisms from treatment processes; troubleshoot biological treatment processes; advise operations staff of results.
4. Develop standard operating procedures for biomonitoring, microbiological analysis and biomonitoring and activated sludge microscopy; to ensure that methods are appropriate and used meet existing requirements for laboratory certification.
5. Train and supervise all others staff to performing biomonitoring, microbiological analysis, and activated sludge microscopy ~~bacteriological analyses.~~

CITY OF LAS VEGAS

Microbiologist (~~C~~*continued*)

6. Review and interpret all biomonitoring and microbiological ~~bacteriological~~ data generated by city and contract laboratories; make recommendations and prepare technical reports, graphs and statistical studies for the Laboratory Superintendent and others as appropriate.
7. Ensure that laboratory maintains certification to perform biomonitoring and microbiological analysis and bioassays for biomonitoring, including scheduling lab participation in performance evaluations and lab accreditation programs, conferring with regulators and technical experts, and keeping abreast of regulatory and technological changes.
8. Perform research experiments to identify potential improvements; explore alternative treatment methods.
9. Attend meetings with city staff and external entities; represent the city in discussions related to wastewater microbiology treatment and biomonitoring.

Marginal Functions:

1. Order and maintain inventory of ~~Specify~~ supplies and equipment related to assigned tasks.
2. Perform routine chemical analysis required to meet National Pollution Discharge Elimination System (NPDES) discharge permit requirements.
3. Maintain compositing equipment and clean compositor buildings.
4. Schedule and oversee maintenance of microscopes.
- 4.5. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Fundamentals of microbiology.

Fundamentals of activated sludge, disinfection and other processes for wastewater treatment.

Microscopic techniques, including phase contrast, ~~and~~ fluorescence, darkfield and microscopic photography.

Bacteriological media and staining techniques for analyses of water, wastewater and sludges.

Biomonitoring procedures for determining toxicity of wastewater.

Sampling techniques for microbiology and biomonitoring.

~~Aquariums and fish breeding techniques.~~

Techniques of culturing and maintaining organisms for biomonitoring.

Various personal computer spreadsheet, database and word processing applications.

Approved methods for basic chemical, microbiological and physical analysis of water and wastewater.

Federal, state and local laws, codes and regulations related to bacteriological water quality standards and National Pollution Discharge Elimination System (NPDES) discharge permit requirements.

Occupational hazards and standard safety practices.

CITY OF LAS VEGAS

Microbiologist (~~C~~continued)

Ability to:

~~Occupational hazards and standard safety practices.~~

Prepare a variety of culture media, stains, microorganisms and reagents used in a bacteriological laboratory.

Breed and maintain stock of fish, Daphnia and algae used for biomonitoring.

Make microscopic examinations of a variety of microorganisms and other materials.

Use and maintain microscopic equipment.

Interpret and explain laboratory policies and procedures.

Conduct complex research projects.

Develop special sampling techniques.

Analyze, interpret and apply the results of laboratory testing.

Coordinate the activities of a technical laboratory.

Use computers and a variety of complex computer software programs.

Prepare clear and concise technical reports.

Work independently ~~in the absence of~~ without constant supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including supervisors, peers, subordinates, city officials, members of other agencies, 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 and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment and vehicles.*

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 experience with biomonitoring procedures and water or wastewater microbiology.

Training:

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

CITY OF LAS VEGAS
Microbiologist (*Continued*)

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

~~Possession of, or ability to obtain, a Grade III Water Quality Analyst Certificate.~~

Possession of a Grade I Water Quality Analyst certificate from the Nevada Water Environment Association within 6 months of the date of appointment.

Possession of a Grade II Water Quality Analyst certificate from the Nevada Water Environment Association within 9 months of the date of appointment.

Possession of a Grade III Water Quality Analyst certificate from the Nevada Water Environment Association within 15 months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Laboratory and wastewater treatment plant environments; exposure to eye strain, noxious odors, potentially hazardous chemicals, waste and infectious materials; work in inclement weather conditions; work in or with water.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting, walking, standing or sitting for prolonged periods of time; operating motorized vehicles.

SMM

Revised 9/17/07

FLSA & City: nonexempt

CSB 12/08/9311/14/07

QUALITY ASSURANCE OFFICER

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 develop, implement and coordinate programs designed to ensure the validity of data generated by the Environmental Division laboratory, which conducts tests and evaluations to ensure compliance with regulatory requirements; to evaluate and maintain a data management program; and to perform a variety of technical tasks relative to area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Laboratory Superintendent.

May exercise functional and technical supervision over professional and technical 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. Develop, implement and coordinate programs designed to ensure the validity of data generated by initial and subsequent modifications of the Environmental Division laboratory's, which conducts tests and evaluations quality assurance and data management program to ensure compliance with regulatory requirements.
- ~~2. Compile analytical data and prepare analytical reports from sampling, field and laboratory testing, quality assurance evaluations, special projects or statistical analyses for review by the Laboratory Superintendent; submit reports to other staff and outside agencies. of process control analyses, hydrogen sulfide monitoring, EPA required laboratory performance evaluations, industrial user and local limits monitoring and special projects as assigned.~~
3. Analyze ~~regular~~ routine and ~~special~~ ad hoc laboratory reports and ~~analyses~~ analysis and recommended improvements in processing, materials, installations, machinery and equipment.
4. Review laboratory data to ensure that quality control protocols are met; check for National Pollution Discharge Elimination System (NPDES) permit violations, unusual results, plant performance problems and related items.
5. Investigate problems and coordinate solutions with Laboratory Superintendent and other laboratory and plant staff.

CITY OF LAS VEGAS

Quality Assurance Officer- (*continued*)

6. Monitor laboratory analysis and field sampling activities; recommend and coordinate necessary modifications.

7. Assist in the development and maintenance of the laboratory information management system including report production mechanisms.

~~7.8.~~ Coordinate routine exchange of information and data ~~to~~with various agencies.

~~8. Ensure the adherence to safe work practices and procedures.~~

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of chemical and biological processes of wastewater treatment.

2. Ensure staff adheres to safe work practices and procedures.

2.3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Laboratory procedures, techniques and equipment relating to wastewater and industrial waste analysis.

Laboratory quality assurance programs and quality control mechanisms.

~~Principles and practices of water, wastewater and environmental analysis.~~

Permits and regulations relative to the analysis of wastewater.

~~Principles and practices of a quality assurance program.~~

Modern laboratory procedures, methods, and computer equipment.

Applicable sampling procedures and field equipment.

Laboratory information management systems, databases, and spreadsheets.

Database queries and mechanisms for report generation.

Data validation procedures.

Pertinent federal, state and local laws, codes and regulations.

Laboratory Occupational hazards and standard safety practices.

Ability to:

Review the work of lower level staff.

Interpret and explain laboratory policies and procedures.

Conduct complex research projects.

Use computers and a variety of complex computer software programs.

Analyze, interpret and apply the results of laboratory testing.

Coordinate the activities of a technical laboratory.

Prepare clear, concise and technical reports.

Work independently in the absence of supervision.

CITY OF LAS VEGAS

Quality Assurance Officer- (continued)

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 and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment and vehicles.*

Maintain mental capacity which allows the capability of:

- *Making sound decisions; and*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Three years of increasingly responsible chemical or biological laboratory testing experience.

Training:

~~Equivalent to a Bachelor's degree from an accredited college or university with major in chemistry, bacteriology, sanitary engineering, chemical engineering or public health engineering or a related field.~~ Bachelor's degree from an accredited college or university with major in chemistry, bacteriology, sanitary engineering, chemical engineering, public health engineering or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

~~Possession of, or ability to obtain, a Grade IV Water Quality Analyst certificate within (1) one year of appointment.~~

Possession of a Grade I Water Quality Analyst certificate from the Nevada Water Environment Association within 6 months of the date of appointment.

Possession of a Grade II Water Quality Analyst certificate from the Nevada Water Environment Association within 9 months of the date of appointment.

Possession of a Grade III Water Quality Analyst certificate from the Nevada Water Environment Association within 15 months of the date of appointment.

CITY OF LAS VEGAS
Quality Assurance Officer- (*continued*)

Possession of a Grade IV Water Quality Analyst certificate from the Nevada Water Environment Association within 18 months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Laboratory and wastewater treatment plant environments; exposure to potentially hazardous chemicals, noxious odors, waste and infectious materials; inclement weather conditions; work in or with water.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; operating motorized vehicles.

DCSMM

Rev: 5/19/94/17/07

FLSA & City: nonexempt

CSB: 12/8/93/11/14/07

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: November 28, 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. Construction Testing Supervisor
2. Microbiologist
3. Quality Assurance Officer

Construction Testing Supervisor (formerly Assistant Supervisor Construction Services/Testing) was revised to reflect current duties and change to a more appropriate job title.

Microbiologist was revised to reflect current duties.

Quality Assurance Officer was revised to reflect current duties.

NEW

4. HRIS Specialist

HRIS Specialist was created for the specific skills needed in Human Resources.

RECOMMENDATION

The City recommends approval of these revised and newly created classification specifications.