

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES
Department of Human Resources
400 Stewart Avenue - 2nd Floor
Training Room #4
Las Vegas, Nevada

5-2008
Passes
Schedule

JA ✓
EM ✓
MW ✓
PR ✓
EB ✓

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

~~Present~~
BRUCE Snyder
TOMMY Ricchetti

AGENDA

DATE: December 12, 2007

TIME: 4:30 p.m.

STAFF

SM M Harry JT
GM AR-B

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.

- 4:30 pm
- I. CALL TO ORDER
 - II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
 - III. APPROVAL OF MINUTES: November 14, 2007 MW Motion
PR - 2nd
 - IV. APPROVAL OF MINUTES: Teleconference Meeting of November 28, 2007 EB MOTION
PR 2nd
 - V. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED
 1. Office Specialist I - Open
 2. Planner II - Open
 3. Public Safety Technician - Promotional
 4. Public Safety Technician - OpenPR - motion
EM - 2nd
 - B. EXTENSION OF ELIGIBLE LISTS
 1. Associate Court Clerk - Open
 2. Bus Driver - Open
 3. Business Specialist I - Promotional
 4. Business Specialist I - Open
 5. Buyer I - Open
 6. Equipment Operator II (Streets) - Promotional
 7. Equipment Operator II (Streets) - Open
 8. Firefighter/Paramedic - Open
 9. House Arrest Officer - Open
 10. Inventory Control Clerk - Promotional
 11. Inventory Control Clerk - Open
 12. Judicial Enforcement Officer I - Open
 13. License Technician I - Open
 14. Mail Courier - Open
 15. Maintenance Planner - Promotional
 16. Maintenance Planner - Open
 17. Painter I - Promotional
 18. Painter I - Open
 19. Planner I (Open & Continuous) - Open
 20. Senior Engineering Technician - Open
 21. Service Desk Technician - OpenEB
EM - 2nd

C. CLASSIFICATION SPECIFICATIONS

1. Engineering Associate I/II - Design & Street Rehabilitation
2. Engineering Associate I/II - Traffic

APP

EM - motion
PR - 2nd

D. REQUEST TO RECEIVE A NOTICE OF APPEAL

1. Pamela Robertson

Judy - Notified
W/drawn

VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED

VII. CITIZEN PARTICIPATION — Bruce Snyder w/ T R.

Recent case ^{esp} 6 mth. qual. period. NO REASON GIVEN
concern: employees - NO REASON. esp Rules - Dialogue w/ Staff / City -

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.

evaluation - during qual period.

Nothing in bylaws to make supervisors do evals.

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.

recommend
to be
given
reason
NOT Conf
(for existing
city
employees)

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

State of NV, Grant Sawyer Building, 555 East Washington Avenue
Senior Citizen Center, 450 East Bonanza Road
Clark County Government Center, 500 South Grand Central Parkway
Bulletin Board, City Hall Plaza (Next door to Metro Records)
City Hall Plaza, Special Outside Posting Bulletin Board
City Hall 2nd Floor, Human Resources Posting Bulletin Board

4:48

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

**Agenda Documentation
December 12, 2007**

TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM: F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

- I. CALL TO ORDER: November 14, 2007 at 4:30 p.m. in the Human Resources Dept.

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

STAFF PRESENT: Claudette Enus
Susan Marion
Ann Rubertino-Beck
Lori Petsco

OTHERS PRESENT: Ellen Thompson

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

- III. APPROVAL OF MINUTES of the Regular Meeting of October 10, 2007: Trustee Evelyn Beals made a motion to approve the minutes of the Regular Meeting held October 10, 2007. Trustee Priscilla Rocha seconded the motion. Motion carried.

- IV. APPROVAL OF MINUTES of the Teleconference Meeting of October 24, 2007 Priscilla Rocha made a motion to approve the minutes of the Teleconference Meeting held October 24, 2007. Trustee Evelyn Beals seconded the motion. Motion carried.

- V. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Audio-Visual Production Specialist – Promotional
2. Audio-Visual Production Specialist – Open
3. Building Services Technician – Promotional
4. Building Services Technician – Open
5. Communications Systems Coordinator – Promotional
6. Communications Systems Coordinator – Open
7. Corrections Officer – Open
8. Equipment Operator I (Parks) – Promotional
9. Equipment Operator I (Parks) – Open
10. Instrument Technician – Promotional
11. Instrument Technician – Open
12. Irrigation Systems Repairer I – Promotional
13. Irrigation Systems Repairer I – Open

A motion was made by Trustee Priscilla Rocha to approve Items 1 through 13 of the Eligible Lists to Be Certified be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS

1. Agenda Technician II - Promotional
2. Agenda Technician II - Open
3. Business Specialist II - Promotional
4. Business Specialist II - Open
5. Communications Specialist - Promotional
6. Communications Specialist - Open
7. Fire Engineer - Promotional
8. Fire Prevention Inspector I - Promotional
9. Fire Prevention Inspector I - Open
10. Firefighter Trainee - Open
11. Janitor - Open
12. Leisure Services Coordinator - Open
13. Vehicle Parts Specialist - Open

A motion was made by Trustee Ed Miramontes that Items 1 through 13 of the Extension of Eligible Lists be approved. Trustee Priscilla Rocha seconded the motion. Motion carried.

C. CLASSIFICATION SPECIFICATIONS

1. Code Enforcement Officer I/II - Revised
2. Communications Specialist - Revised
3. Designer - Revised
4. Senior Designer - Revised

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

VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED:

VII. CITIZEN PARTICIPATION:

None

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



F. Claudette Enus, Secretary to the Board

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

Agenda Documentation
December 12, 2007

TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM: F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER November 28, 2007 at 11:36 a.m. via Teleconference

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

STAFF PRESENT

Claudette Enus
Judy Tuttle
Ann Rubertino-Beck
Susan Marion
Graciela Manginelli

OTHERS PRESENT

Jeff Wells - citizen

II. MEETING WAS PROPERLY NOTICED AND IN 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

A motion was made by Trustee Evelyn Beals that items 1 through 7 of the Eligible List to be Certified be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

B. CLASSIFICATIONS SPECIFICATIONS

- 1) Construction Testing Supervisor - Revised
- 2) Microbiologist - Revised
- 3) Quality Assurance Officer - Revised
- 4) HRIS Specialist - New

A motion was made by Trustee Ed Miramontes that items 1 through 4 of the Classifications Specifications be approved. The motion was seconded by Trustee Malcolm White. Motion carried.


IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED

Claudette announced the December 26, 2007 Teleconference Board Meeting is canceled.

V. CITIZEN PARTICIPATION

None

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



F. Claudette Enus
Secretary to the Board



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: December 12, 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: 4

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Office Specialist I – Open	102	80	70
2. Planner II (Comp/Current) – Open	3	2	2
3. Public Safety Technician – Promotional	9	1	1
4. Public Safety Technician – Open	135	48	42

CITY OF LAS VEGAS

ELIGIBLE LIST

Office Specialist I
Examination

November 20, 2007
Date

073750100
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	97	GROUP 1	18
REJECTED	5	GROUP 2	52
TOTAL RECEIVED	102	TOTAL ON LIST	70

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	70			
FAILED	10			
TOTAL TESTED	80			
DID NOT APPEAR	17			

CITY OF LAS VEGAS

ELIGIBLE LIST

Planner II (Comp/Current)
Examination

November 21, 2007
Date

072764100
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	1	GROUP 2	1
TOTAL RECEIVED	3	TOTAL ON LIST	2

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Public Safety Technician
Examination

November 27, 2007
Date

07334410P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	2	GROUP 1	1
REJECTED	7	GROUP 2	0
TOTAL RECEIVED	9	TOTAL ON LIST	1

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Public Safety Technician
Examination

November 27, 2007
Date

073344100
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	52	GROUP 1	17
REJECTED	83	GROUP 2	25
TOTAL RECEIVED	135	TOTAL ON LIST	42

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	42			
FAILED	6			
TOTAL TESTED	48			
DID NOT APPEAR	4			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date December 12, 2007

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

SUBJECT: B. EXTENSION OF ELIGIBLE LISTS

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

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 21

	REMAINING CANDIDATES ON LIST	LIST EXPIRES	EXT. TO	NUMBER OF THIS EXT.
1. Associate Court Clerk – Open	108	12/13/07	06/13/08	1
2. Bus Driver – Open	12	12/13/07	06/13/08	2
3. Business Specialist I – Promotional	3	12/13/07	06/13/08	2
4. Business Specialist I – Open	22	12/13/07	06/13/08	2
5. Buyer I – Open	32	12/27/07	06/27/08	1
6. Equipment Operator II (Streets) – Promotional	6	12/27/07	06/27/08	1
7. Equipment Operator II (Streets)– Open	6	12/27/07	06/27/08	1
8. Firefighter/Paramedic – Open	13	12/28/07	06/28/08	3
9. House Arrest Officer – Open	16	12/27/07	06/27/08	1
10. Inventory Control Clerk – Promotional	4	12/28/07	06/28/08	3
11. Inventory Control Clerk – Open	60	12/28/07	06/28/08	3
12. Judicial Enforcement Officer I – Open	17	12/27/07	06/27/08	2
13. License Technician I – Open	38	12/27/07	06/27/08	1
14. Mail Courier – Open	51	12/13/07	06/13/08	2
15. Maintenance Planner – Promotional	2	12/13/07	06/13/08	2
16. Maintenance Planner – Open	4	12/13/07	06/13/08	2
17. Painter I – Promotional	4	12/13/07	06/13/08	2
18. Painter I – Open	31	12/13/07	06/13/08	2
19. Planner I (Open & Continuous) – Open	24	12/13/07	06/13/08	1
20. Senior Engineering Technician – Open	4	12/13/07	06/13/08	1
21. Service Desk Technician – Open	28	12/13/07	06/13/08	1

ENGINEERING ASSOCIATE I - DESIGN & STREET REHABILITATION
ENGINEERING ASSOCIATE II - DESIGN & STREET REHABILITATION

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

DEFINITION

To perform a variety of tasks involved in monitoring the work of engineers and contractors; to research and coordinate projects and activities with other departments and outside agencies; and to perform technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

Engineering Associate I—This is the entry level class in the Engineering Associate series. This class is distinguished from the Engineer Associate II by the performance of the more routine tasks and duties assigned to positions within the series including work on smaller projects, performed under direct supervision. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Engineering Associate II—This is the full journey level class within the Engineering Associate series. Employees within this class are distinguished from the Engineering Associate I by the performance of the full range of duties as assigned including conducting independent plan reviews and reviewing complex construction drawings. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Engineering Associate I

Receives direct supervision from higher level staff.

Engineering Associate II

Receives general supervision from higher level staff.

May exercise functional and technical supervision over engineering staff.

CITY OF LAS VEGAS

Engineering Associate I/II - Design & Street Rehabilitation (Continued)

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Monitor the work of contractors, surveyors and engineers; ensure compliance with applicable laws, codes and regulations.
2. Review and calculate engineering quantities and estimate costs; ensure the accuracy of computations, preliminary layout and design work from field and survey data; recommend changes as appropriate.
3. Assist with research and provide information to the public regarding capital improvement or street rehabilitation projects, existing off-site improvements; prepare reports or other documentation.
4. Coordinate projects with other offices and outside agencies; prepare reports, schedules and cost estimates.
5. Conduct on-site investigations; document findings and necessary adjustments.
6. Assist in civil engineering design using hydraulics, hydrology, asphalt pavement design, spreadsheet, word processing, Autocad and Softdesk software.
7. Assist with the preparation of technical specifications for civil engineering construction projects.
8. Assist in the preparation of design and construction schedules.
9. Assist in the development of construction budgets.

Marginal Functions:

1. Maintain records and files on agreements and other documentation.
2. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Engineering Associate I/II - Design & Street Rehabilitation (Continued)

QUALIFICATIONS

Engineering Associate I

Knowledge of:

General engineering and land surveying principles and practices.
Survey principles and practices.
Construction practices and terminology.
Materials, tools and equipment used in surveying and civil engineering.
Principles of mathematics as applied to surveying and engineering work.
Modern office procedures, methods and computer equipment.

Ability to:

Learn to review engineering plans and specifications.
Learn pertinent federal, state and local laws, codes and regulations including civil engineering laws and regulations.
Prepare and maintain technical engineering records and prepare reports.
Operate computer equipment.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Walking, standing, or sitting for extended periods of time; and*
-- *Operating assigned equipment.*
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations;*
-- *Communicating with others;*
-- *Reading and writing; and*
-- *Operating assigned equipment*
Maintain mental capacity which allows the capability of:
-- *Making sound decisions;*
-- *Effective interaction and communication with others; and*
-- *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

No previous experience is required.

Training:

Bachelor's degree from an accredited college or university with major in civil engineering, land surveying 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
Engineering Associate I/II - Design & Street Rehabilitation (Continued)

Engineering Associate II

In addition to the qualifications for Engineering Associate I:

Knowledge of:

Engineering and land surveying principles and practices.
Pertinent Federal, state and local laws, codes and regulations including civil engineering laws and regulations.

Ability to:

Review and recommend modifications to civil engineering plans and specifications.
Perform technical research on engineering problems.

Experience and Training Guidelines

Experience:

Two years of engineering experience.

Training:

Bachelor's degree from an accredited college or university with major in civil engineering, land surveying 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 and field environment; exposure to dust, noise and construction equipment.

Physical Conditions:

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

SMM
REV 10/30/07
FLSA & City: nonexempt
CSB 12/12/07

ENGINEERING ASSOCIATE I - TRAFFIC
ENGINEERING ASSOCIATE II - TRAFFIC

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

DEFINITION

To perform on traffic control projects a variety of tasks involved in monitoring the work of developers, engineers and contractors; to research and coordinate projects and activities with other departments and outside agencies; and to perform technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

Engineering Associate I--This is the entry level class in the Engineering Associate series. This class is distinguished from the Engineer Associate II by the performance of the more routine tasks and duties assigned to positions within the series including work on smaller projects, performed under direct supervision. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Engineering Associate II--This is the full journey level class within the Engineering Associate series. Employees within this class are distinguished from the Engineering Associate I by the performance of the full range of duties as assigned including conducting independent plan reviews and reviewing complex construction drawings. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Engineering Associate I - Traffic

Receives direct supervision from higher level staff.

Engineering Associate II - Traffic

Receives general supervision from higher level staff.

May exercise functional and technical supervision over engineering staff.

CITY OF LAS VEGAS
Engineering Associate I/II - Traffic (Continued)

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Monitor the work of developers, contractors, surveyors, and engineers; ensure compliance with applicable laws, codes and regulations.
2. Review subdivision maps, developer plans, specifications and other applications; issue permits as approved; prepare, process and file agreements.
3. Review construction drawings, zoning actions, parcel maps and tentative maps; make adjustments as necessary.
4. Review and calculate engineering quantities and estimate costs; ensure the accuracy of computations, preliminary layout and design work from field and survey data; recommend changes as appropriate.
5. Research and provide information to the public regarding development projects, off-site improvements, zoning and land use; prepare reports or other documentation.
6. Coordinate projects with field personnel, other offices, and outside agencies; prepare reports, schedules and cost estimates.
7. Conduct site inspections; document findings and necessary adjustments.
8. Apply civil engineering principles with traffic oriented applications to ensure public safety and the most efficient uses of the resources available.
9. Conduct field investigations; evaluate conditions and verify compliance with standards.
10. Set up, maintain, and interpret databases from information gathered by the technicians to designate where the essential traffic control devices should be located. Conduct field training for technicians and other staff.
11. Perform studies to determine need for various traffic controls, including identifying hazardous locations and analyzing accident data, keying critical data into the appropriate databases, and making recommendations for changes in traffic control.
12. Interpret and summarize all technical data, establish and maintain priority ratings and schedules for the installation of traffic control devices. Disseminate this information in meetings with developers, engineers, architects, and consultants; provide detailed information to public officials and the general public.
13. Assist the engineering staff with presentations to developers, engineers, architects, and consultants.

CITY OF LAS VEGAS

Engineering Associate I/II - Traffic (Continued)

Essential Functions:

14. Perform drafting for signing and road markings, traffic signals, traffic control plans; make revisions to standard drawings; and develop new standards.
15. Maintain plan review records and perform plan reviews for all types of development. Establish and maintain guidelines for plan reviews which are consistent with federal, state, and local laws, and recommend changes to codes and standards.
16. Perform road safety audits; conduct field investigations to identify locations requiring replacement or upgrade of signage, road markings, and other traffic engineering related features.
17. Administer the annual speed hump program; mark locations for speed hump installation, authorize installation, and ensure compliance with specifications.

Marginal Functions:

1. Maintain records and files on agreements and other documentation.
2. Perform related duties and responsibilities as required.
3. Assist senior level staff with representing Traffic Engineering at Planning Commission meetings and preparing responses to planning action items.

QUALIFICATIONS

Engineering Associate I - Traffic

Knowledge of:

General engineering, traffic engineering, and land surveying principles and practices.
Construction practices and terminology.
Materials, tools, and equipment used in civil engineering.
Principles of mathematics as applied to engineering work.
Modern office procedures, methods, and computer equipment.

Ability to:

Learn to review engineering plans and specifications.
Learn pertinent federal, state, and local laws, codes, and regulations including civil and traffic engineering laws and regulations.
Prepare and maintain technical engineering records and prepare reports.
Operate computer equipment.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Engineering Associate I/II - Traffic (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.*

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

Experience and Training Guidelines

Experience:

No previous experience is required.

Training:

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

Engineering Associate II - Traffic

In addition to the qualifications for Engineering Associate I:

Knowledge of:

Pertinent federal, state, and local laws, codes, and standards related to civil and traffic engineering.

Ability to:

Review and recommend modifications to civil engineering plans and specifications.
Perform technical research on engineering problems.

CITY OF LAS VEGAS
Engineering Associate I/II - Traffic (Continued)

Experience and Training Guidelines

Experience:

Two years of engineering experience.

Training:

Bachelor's degree from an accredited college or university with major in civil engineering, land surveying 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 and field environment; exposure to dust, noise and construction equipment.

Physical Conditions:

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

SMM
REVISED 10/29/07
FLSA & City: nonexempt

CSB 12/12/07

ENGINEERING ASSOCIATE I - DESIGN & STREET REHABILITATION
ENGINEERING ASSOCIATE II - DESIGN & STREET REHABILITATION

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DISTINGUISHING CHARACTERISTICS

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SUPERVISION RECEIVED AND EXERCISED

Engineering Associate I

Receives direct supervision from higher level staff.

Engineering Associate II

Receives general supervision from higher level staff.

May exercise functional and technical supervision over engineering staff.

CITY OF LAS VEGAS

Engineering Associate I/II - Design & Street Rehabilitation (Continued)

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Monitor the work of contractors, surveyors and engineers; ensure compliance with applicable laws, codes and regulations.
- ~~2. Review subdivision maps, developer plans, specifications and other applications; issue permits as approved; prepare, process and file agreements.~~
- ~~3.2. Review and calculate engineering quantities and estimate costs; ensure the accuracy of computations, preliminary layout and design work from field and survey data; recommend changes as appropriate.~~
- ~~4.3. Assist with Rresearch and provide information to the public regarding development- capital improvement or street rehabilitation projects, existing off-site improvements, zoning and land use; prepare reports or other documentation.~~
- ~~5.4. Coordinate projects with other offices and outside agencies; prepare reports, schedules and cost estimates.~~
- ~~6.5. Conduct on-site investigationsinspections; document findings and necessary adjustments.~~
- ~~7.6. Assist inPerform civil engineering design using hydraulics, hydrology, asphalt pavement design, spreadsheet, word processing, Autocad and Softdesk software.~~
- ~~8.7. Assist with the Ppreparation of technical specifications for civil engineering construction projects.~~
- ~~9.8. Assist in the Ppreparation of design and construction schedules.~~
- ~~10.9. Assist in the Ddevelopment and monitor design and of construction budgets.~~

Marginal Functions:

1. Maintain records and files on agreements and other documentation.
2. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS

Engineering Associate I/II - Design & Street Rehabilitation (Continued)

QUALIFICATIONS

Engineering Associate I

Knowledge of:

General engineering and land surveying principles and practices.
Survey principles and practices.
Construction practices and terminology.
Materials, tools and equipment used in surveying and civil engineering.
Principles of mathematics as applied to surveying and engineering work.
Modern office procedures, methods and computer equipment.

Ability to:

Learn to review engineering plans and specifications.
Learn pertinent federal, state and local laws, codes and regulations including civil engineering laws and regulations.
Prepare and maintain technical engineering records and prepare reports.
Operate computer equipment.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

No previous experience is required.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with a major in civil engineering, land surveying or a related field. Bachelor's degree from an accredited college or university with major in civil engineering, land surveying or a field related to

CITY OF LAS VEGAS

Engineering Associate I/II - Design & Street Rehabilitation (Continued)

the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

Engineering Associate II

In addition to the qualifications for Engineering Associate I:

Knowledge of:

Engineering and land surveying principles and practices.

Pertinent Federal, state and local laws, codes and regulations including civil engineering laws and regulations.

Ability to:

Review and recommend modifications to civil engineering plans and specifications.
Perform technical research on engineering problems.

Experience and Training Guidelines

Experience:

Two years of engineering experience.

Training:

~~Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, land surveying or a related field.~~
Bachelor's degree from an accredited college or university with major in civil engineering, land surveying 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 and field environment; exposure to dust, noise and construction equipment.

Physical Conditions:

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

SMM

Rev.07/95REV 10/30/07

FLSA & City: nonexempt

CSB-8/16/9512/12/07

ENGINEERING ASSOCIATE I - TRAFFIC
ENGINEERING ASSOCIATE II - TRAFFIC

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

DEFINITION

To perform on traffic control projects a variety of tasks involved in monitoring the work of developers, engineers and contractors; to research and coordinate projects and activities with other departments and outside agencies; and to perform technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

Engineering Associate I—This is the entry level class in the Engineering Associate series. This class is distinguished from the Engineer Associate II by the performance of the more routine tasks and duties assigned to positions within the series including work on smaller projects, performed under direct supervision. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Engineering Associate II—This is the full journey level class within the Engineering Associate series. Employees within this class are distinguished from the Engineering Associate I by the performance of the full range of duties as assigned including conducting independent plan reviews and reviewing complex construction drawings. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Engineering Associate I - Traffic

Receives direct supervision from higher level staff.

Engineering Associate II - Traffic

Receives general supervision from higher level staff.

May exercise functional and technical supervision over engineering staff.

CITY OF LAS VEGAS

Engineering Associate I/II - Traffic (Continued)

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Monitor the work of developers, contractors, surveyors, and engineers; ensure compliance with applicable laws, codes and regulations.
2. Review subdivision maps, developer plans, specifications and other applications; issue permits as approved; prepare, process and file agreements.
3. Review construction drawings, zoning actions, parcel maps and tentative maps; make adjustments as necessary.
4. Review and calculate engineering quantities and estimate costs; ensure the accuracy of computations, preliminary layout and design work from field and survey data; recommend changes as appropriate.
5. Research and provide information to the public regarding development projects, off-site improvements, zoning and land use; prepare reports or other documentation.
6. Coordinate projects with field personnel, other offices, and outside agencies; prepare reports, schedules and cost estimates.
7. Conduct on-site inspections; document findings and necessary adjustments.
8. Apply civil engineering principles with traffic oriented applications to ensure public safety and the most efficient uses of the resources available.
9. Conduct field ~~surveys~~ investigations; evaluate conditions and verify compliance with ~~to check~~ standards.
10. Set up, maintain, and interpret databases from information gathered by the technicians to designate where the essential traffic control devices should be located. Conduct field training for technicians and other ~~engineering associates~~ staff.
11. Perform studies to determine need for various traffic controls, including identifying hazardous locations and analyzing accident data, keying critical data into the appropriate databases, and ~~assisting in~~ making recommendations for changes in traffic control.
12. Interpret and ~~streamlines~~ summarize all technical data, establish and maintain priority ratings and schedules for the installation of traffic control devices. Disseminate ~~all~~ this information in ~~one-on-one~~ meetings with developers, engineers, architects, and consultants; provide detailed information to public officials and the general public. ~~as well as convey the specific applications to the layman and public officials.~~
13. Assist the engineering staff with presentations to developers, engineers, architects, and consultants ~~resulting from changes.~~

CITY OF LAS VEGAS
Engineering Associate I/II - Traffic (Continued)

Essential Functions:

14. Perform drafting for signing and road markings, traffic signals, traffic control plans; make revisions to standard drawings; and develop new standards.
15. Maintain all plan review records and perform plan reviews for all types of development. Establish and maintain guidelines for plan reviews which are consistent with all federal, state, and local laws, and recommend changes to ~~make recommendations when the codes, and standards and regulations may require expansion or change.~~
16. Perform road safety audits; conduct field investigations to identify locations requiring replacement or upgrade of signage, road markings, and other traffic engineering related features.
17. Administer the annual speed hump program; mark locations for speed hump installation, authorize installation, and ensure compliance with specifications.

Marginal Functions:

1. Maintain records and files on agreements and other documentation.
2. Perform related duties and responsibilities as required.
3. Assist senior level staff with representing Traffic Engineering at Planning Commission meetings and preparing responses to planning action items.

QUALIFICATIONS

Engineering Associate I - Traffic

Knowledge of:

General engineering, traffic engineering, and land surveying principles and practices.
~~Survey principles and practices.~~
Construction practices and terminology.
Materials, tools, and equipment used in ~~surveying and~~ civil engineering.
Principles of mathematics as applied to ~~surveying and~~ engineering work.
Modern office procedures, methods, and computer equipment.

Ability to:

Learn to review engineering plans and specifications.
Learn pertinent ~~F~~ederal, state, and local laws, codes, and regulations including civil and traffic engineering laws and regulations.

CITY OF LAS VEGAS
Engineering Associate I/II - Traffic (Continued)

Ability to:

Prepare and maintain technical engineering records and prepare reports.

Operate computer equipment.

Communicate clearly and concisely, both orally and in writing.

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

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

-- *Walking, standing, or sitting for extended periods of time; and*

-- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

-- *Making observations;*

-- *Communicating with others;*

-- *Reading and writing; and*

-- *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:

-- *Making sound decisions;*

-- *Effective interaction and communication with others; and*

-- *Demonstrating intellectual capabilities.*

Experience and Training Guidelines

Experience:

No previous experience is required.

Training:

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

Engineering Associate II - Traffic

In addition to the qualifications for Engineering Associate I:

Knowledge of:

Pertinent federal, state, and local laws, codes, and standards regulations including related to civil and traffic engineering laws and regulations.

Ability to:

Review and recommend modifications to civil engineering plans and specifications.

CITY OF LAS VEGAS

Engineering Associate I/II - Traffic (Continued)

Perform technical research on engineering problems.

Experience and Training Guidelines

Experience:

Two years of engineering experience.

Training:

~~Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, land surveying or a related field~~
Bachelor's degree from an accredited college or university with major in civil engineering, land surveying 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 and field environment; exposure to dust, noise and construction equipment.

Physical Conditions:

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

ARB:hgSMM

Rev:REVISED07/9510/29/07

FLSA & City: nonexempt

CSB 8/16/9512/12/07

. . . .

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: December 12, 2007

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

SUBJECT: D. REQUEST TO RECEIVE A NOTICE OF APPEAL – PAMELA ROBERTSON

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

The Secretary of the Board received the attached Notice of Appeal. Pursuant to Civil Service Rules {Chapter VIII Section 3c (3)} the Board shall at the next regularly scheduled meeting, set a date to consider the application for appeal.

ORIGINAL

1 BRUCE K. SNYDER, ESQ.
Nevada Bar No. 007522
2 LAS VEGAS CITY EMPLOYEES' ASSOCIATION
857 N. Eastern Avenue
3 Las Vegas, Nevada 89101
Telephone: (702) 649-6606
4 Attorney for Robertson

5 BEFORE THE
6 CITY OF LAS VEGAS CIVIL SERVICE BOARD

7 PAMELA ROBERTSON,)
8 Employee/Petitioner)
9 vs.)
10 CITY OF LAS VEGAS and)
MUNICIPAL COURT.)
11 Employer/Respondent.)
12

13 NOTICE OF APPEAL

14 COMES NOW Pamela Robertson, by and through counsel Bruce K. Snyder, Esq.,
15 General Counsel, Las Vegas City Employees' Association, and hereby files her Notice of Appeal
16 pursuant to Chapter VIII, Section 3 of the City of Las Vegas Civil Service Rules.
17

18 Statement Specifying the Action Against Which the Appeal is Made

19 Pamela Robertson was non-confirmed by Municipal Court.
20

21 Subsection of Sections of the Civil Service Rules Under Which the Appeal Is Filed

22 This appeal claims that the City of Las Vegas and the department in question violated the
23 following provisions of the Civil Services Rules by the action taken against Pamela Robertson:
24

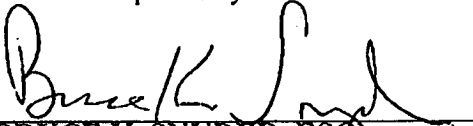
25 Chapter V, Section 2
26 ...
27 ...
28 ...

RECEIVED
2001 NOV - 1 P 1:21
CIVIL SERVICES DEPT

1 Statement Which Justifies the Appeal Submission

2 Pamela Robertson was awarded the position of TAC Officer in the Municipal Courts. On
3 October 29, 2007, Robertson was non-confirmed by the Municipal Courts. No legitimate reason
4 was given. Neither was there any discussion of her performance during the six month qualifying
5 period. Robertson states that she had been satisfactorily performing the essential duties of the
6 position during the qualifying period. She furthermore has reason to believe that the non-
7 confirmation must have been for other than a legitimate reason.

8 Respectfully submitted this 1st day of November, 2007.

9 

10 **BRUCE K. SNYDER, ESQ.**
11 Nevada Bar No. 007522
12 LAS VEGAS CITY EMPLOYEES' ASSOCIATION
13 857 N, Eastern Avenue
14 Las Vegas, Nevada 89101
15 Telephone: (702) 649-6606
16 Attorney for Robertson
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ORIGINAL

LVCEA GRIEVANCE REPORT

GRIEVANCE # MC110107PR

LVCEA and Employees' Name: PAMELA ROBERTSON Classification: TAC OFFICER

Daytime Contact Phone Number: 229-2310

Supervisor: PAM JEFFERSON Title: DIVISION MANAGER

Nature of Grievance: Non-disciplinary or Disciplinary Date of Incident: 10/29/07

Article Violation(s): 24 & OTHER

Employee Statement of Grievance and Action Desired: I was not notified as a TAC Officer in violation of the above articles. No legitimate reason was given for the non-compliance and no prior discussion was held during the 6 months of my performance. I want to be reinstated w/ full back pay; to be made while

Employee Signature

Annita Krutz

Date

10/31/07

STEP 1: (Informal) Date of Meeting with Supervisor & Division Manager _____

(This information is needed to track timelines)

STEP 2: Grievance Filed with Department Director

Date Filed By Employee: 11/1/07 Employee's Initials: OK Received by: PJM

Department Director's Response: _____

Department Director's Signature: _____ Date: _____

STEP 3: Grievance Filed with Director of Human Resources for scheduling with City Manager

Date Filed by Employee: _____ Employee's Initials: _____ Received by: _____

City Manager's Response: _____

City Manager's Signature: _____ Date: _____

RECEIVED
2007 NOV - 1 P 1:21
HUMAN RESOURCES DEPT

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
December 12, 2007
REGULAR MEETING**

**Agenda Documentation
January 9, 2008**

TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM: F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

- I. CALL TO ORDER: December 12, 2007 at 4:30 p.m. in the Human Resources Dept.

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

STAFF PRESENT: Judy Tuttle
Susan Marion
Ann Rubertino-Beck
Graciela Manginelli

OTHERS PRESENT: Myrtle Harvey
Bruce Snyder
Tommy Ricketts

- II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES of the Regular Meeting of November 14, 2007: Trustee Malcolm White made a motion to approve the minutes of the Regular Meeting held November 14, 2007. Trustee Priscilla Rocha seconded the motion. Motion carried.
- IV. APPROVAL OF MINUTES of the Teleconference Meeting of November 28, 2007: Trustee Evelyn Beals made a motion to approve the minutes of the Teleconference Meeting held November 28, 2007. Trustee Priscilla Rocha seconded the motion. Motion carried.
- V. BUSINESS
- A. ELIGIBLE LISTS TO BE CERTIFIED
1. Office Specialist I – Open
 2. Planner II – Open
 3. Public Safety Technician – Promotional
 4. Public Safety Technician - Open

A motion was made by Trustee Priscilla Rocha to approve Items 1 through 4 of the Eligible Lists to Be Certified be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS

1. Associate Court Clerk – Open
2. Bus Driver – Open
3. Business Specialist I – Promotional
4. Business Specialist I – Open
5. Buyer I – Open
6. Equipment Operator II (Streets) – Promotional
7. Equipment Operator II (Streets) – Open
8. Firefighter/Paramedic – Open
9. House Arrest Officer – Open
10. Inventory Control Clerk – Promotional
11. Inventory Control Clerk – Open
12. Judicial Enforcement Officer I – Open
13. License Technician I – Open
14. Mail Courier – Open
15. Maintenance Planner – Promotional
16. Maintenance Planner – Open
17. Painter I – Promotional
18. Painter I – Open
19. Planner I (Open & Continuous) – Open
20. Senior Engineering Technician – Open
21. Service Desk Technician – Open

A motion was made by Trustee Evelyn Beals that Items 1 through 21 of the Extension of Eligible Lists be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

C. CLASSIFICATION SPECIFICATIONS

1. Engineering Associate I/II – Design & Street Rehabilitation
2. Engineering Associate I/II – Traffic

A motion was made by Trustee Ed Miramontes to approve Items 1 and 2 of the Classification Specifications. The motion was seconded by Trustee Priscilla Rocha. Motion carried.

D. REQUEST TO RECEIVE A NOTICE OF APPEAL

1. Pamela Robertson

Judy Tuttle informed the board that Pamela Robertson withdrew her request.

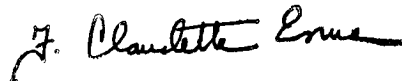
VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED:

VII. CITIZEN PARTICIPATION:

Tommy Ricketts and Bruce Snyder, reps from LVCEA presented their concern on the behalf of employees who have accepted a promotion and are later non-confirmed without an explanation. The board agreed to take a look at the rules and discuss further.

A motion was made by Trustee Ed Miramontes to have an item placed on the agenda for discussion of the issues with the confirming period of time of employees. The motion was seconded by Trustee Malcolm White. Motion carried.

VIII. ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:48 p.m.



F. Claudette Enus, Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: December 12, 2007

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

SUBJECT: C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED

1. Engineering Associate I/II-Design & Street Rehabilitation
2. Engineering Associate I/II-Traffic

Engineering Associate I/II-Design & Street Rehabilitation was revised to update the current duties.

Engineering Associate I/II-Traffic was revised to update the current duties.

NEW

RECOMMENDATION

The City recommends approval of these revised classification specifications.