

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
JANUARY 09, 2008
REGULAR MEETING**

Agenda Documentation
February 13, 2008

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER: January 10, 2007 at 4:30 p.m. in the Human Resources Department.

ROLL CALL:

Johan Aliseo – Present
Malcolm White - Present
Ed Miramontes – Present
Priscilla Rocha – Absent
Evelyn Beals – Present

STAFF PRESENT

Claudette Enus
Judy tuttle
Susan Marion
Graciela Manginelli

OTHERS PRESENT

NONE

Counsel for the Civil Service Board, Morgan Davis, was also present at this meeting

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

III. APPROVAL OF MINUTES of Regular Meeting of December 12, 2007: Trustee Evelyn Beals made a motion to approve the minutes of the Regular Meeting of December 12, 2007. Trustee Ed Miramontes seconded the motion. Motion carried.

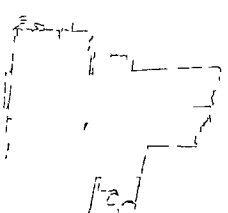
IV. APPROVAL OF MINUTES of the Teleconference of December 26, 2007: No Teleconference Meeting was held on December 26, 2007.

V. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

1. Construction Management Coordinator – Promotional
2. Construction Management Coordinator – Open
3. Engineering Associate I (Traffic) – Open
4. Fire Prevention Inspection Supervisor – Promotional
5. Technical Writer – Open
6. Theater Technician I – Open
7. Traffic Signal Field Supervisor – Promotional
8. Traffic Signal Field Supervisor – Open

A motion was made by Trustee Ed Miramontes that items 1 through 18 of the Eligible Lists To Be Certified be approved. Trustee Evelyn Beals seconded the motion. Motion carried.



B. EXTENSION OF ELIGIBLE LISTS:

1. Heavy Equipment Operator (Streets) – Promotional
2. Legal Technician I – Open
3. Right-of-Way & Real Property Supervisor – Open
4. Senior Planner – Promotional
5. Transportation Services Supervisor - Open

A motion was made by Trustee Evelyn Beals that items 1 through 5 of the Extension of Eligible Lists be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

C. CLASSIFICATION SPECIFICATIONS:

1. Court Services Supervisor – Revised
2. HRIS Specialist - Revised

A motion was made by Trustee Ed Miramontes to approve Items 1 and 2 of the Classification Specifications and Evelyn Beals seconded the motion. Motion Carried.

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

A. DISCUSSION ON CONFIRMATION/NON-CONFIRMATION OF EMPLOYEES DURING/FOLLOWING QUALIFYING PERIOD

1. At the December 12, 2007 meeting, the board approved a motion to place an item on this agenda whereby they could discuss issues concerning the confirmation/non-confirmation of employees serving a “qualifying period “

Claudette Enus suggested that the discussion be held in abeyance at a later time so that HR and the LVCEA can meet.

A motion was made by Trustee Ed Miramontes to hold item VI at a later time and Malcolm White seconded the motion. Motion carried.

VII. CITIZEN PARTICIPATION:

None

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



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

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
For the
January 23, 2008
TELECONFERENCE MEETING

Agenda Documentation
February 13, 2008

TO.	CIVIL SERVICE BOARD OF TRUSTEES	FROM.	F CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER January 23, 2008 at 11:30 a.m. via Teleconference

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

STAFF PRESENT
Susan Marion
Graciela Manginelli

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

III. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1) Control Center Supervisor – Promotional
- 2) Parking Operations Laborer – Open

A motion was made by Trustee Priscilla Rocha that items 1 and 2 of the Eligible List to be Certified be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED

None

V. CITIZEN PARTICIPATION

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:33 a.m.

F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: February 13, 2008

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

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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

TOTAL ELIGIBLE LISTS PRESENTED: 12

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Corrections Sergeant – Promotional	21	12	5
2. Engineering Technician II (Traffic) – Promotional	0	0	0
3. Engineering Technician II (Traffic) – Open	11	7	7
4. Equipment Operator I (Streets) – Promotional	11	11	11
5. HRIS Specialist – Promotional	3	3	3
6. HRIS Specialist –Open	14	1	1
7. Mechanic I – Promotional	6	2	2
8. Mechanic I – Open	77	7	5
9. Planner I (Open & Continuous) – Open	42	27	22
10. Sanitation Billing Inspector II – Promotional	4	1	1
11. Senior Technical Systems Analyst – Promotional	8	6	5
12. Senior Technical Systems Analyst – Open	7	4	3

CITY OF LAS VEGAS

ELIGIBLE LIST

January 3, 2008 (Written Exam)

Corrections Sergeant
Examination

January 23, 2008 (Oral & Writing Exercise)
Date

07505011P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	15	GROUP 1	0
REJECTED	6	GROUP 2	5
TOTAL RECEIVED	21	TOTAL ON LIST	5

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>Writing Exercise</u>
(Weight)	50%	40%		10%
PASSED	5	5		5
FAILED	7	0		0
TOTAL TESTED	12	5		5
DID NOT APPEAR	3	0		0

*Per the MOU between the City of Las Vegas and the Las Vegas Peace Officers Association, this eligible list is arranged by score from highest to lowest.

CITY OF LAS VEGAS

ELIGIBLE LIST

Engineering Technician II (Traffic)
Examination

January 22, 2008
Date

077968312P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Engineering Technician II (Traffic)
Examination

January 22, 2008
Date

0779683120
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	7	GROUP 1	4
REJECTED	4	GROUP 2	3
TOTAL RECEIVED	11	TOTAL ON LIST	7

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T & E</u>
(Weight)				100%
PASSED				7
FAILED				0
TOTAL TESTED				7
DID NOT APPEAR				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Equipment Operator I – Streets
Examination

January 30-31, 2008
Date

07351012P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	11	GROUP 1	11
REJECTED	0	GROUP 2	0
TOTAL RECEIVED	11	TOTAL ON LIST	11

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%		100%	
PASSED			11	
FAILED			0	
TOTAL TESTED			11	
DID NOT APPEAR			0	

CITY OF LAS VEGAS

ELIGIBLE LIST

HRIS Specialist
Examination

January 18, 2008
Date

077970012P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

HRIS Specialist
Examination

January 18, 2008
Date

0779700120
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	1	GROUP 1	1
REJECTED	13	GROUP 2	0
TOTAL RECEIVED	14	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		0		

CITY OF LAS VEGAS

ELIGIBLE LIST

Mechanic I
Examination

January 10, 2008
Date

07327112P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	2	GROUP 1	0
REJECTED	4	GROUP 2	2
TOTAL RECEIVED	6	TOTAL ON LIST	2

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Mechanic I
Examination

January 10, 2008
Date

073271120
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	10	GROUP 1	1
REJECTED	67	GROUP 2	4
TOTAL RECEIVED	77	TOTAL ON LIST	5

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	5			
FAILED	2			
TOTAL TESTED	7			
DID NOT APPEAR	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

Planner I (Open & Continuous)
Examination

January 31, 2008
Date

073069110
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	27	GROUP 1	11
REJECTED	15	GROUP 2	11
TOTAL RECEIVED	42	TOTAL ON LIST	22

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T&E</u>
(Weight)				100%
PASSED				22
FAILED				5
TOTAL TESTED				27
DID NOT APPEAR				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Sanitation Billing Inspector II
Examination

January 25, 2008
Date

077946912P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Technical Systems Analyst
Examination

January 15, 2008
Date

077952410P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	6	GROUP 1	2
REJECTED	2	GROUP 2	3
TOTAL RECEIVED	8	TOTAL ON LIST	5

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		5		
FAILED		1		
TOTAL TESTED		6		
DID NOT APPEAR		0		

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Technical Systems Analyst
Examination

January 15, 2008
Date

0779524100
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	4	GROUP 1	0
REJECTED	3	GROUP 2	3
TOTAL RECEIVED	7	TOTAL ON LIST	3

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		3		
FAILED		1		
TOTAL TESTED		4		
DID NOT APPEAR		0		

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date February 13, 2008

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

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1 Deputy Fire Marshal – Promotional	1	02/28/08	08/28/08	2
2 Fire Equipment Mechanic I – Promotional	1	02/14/08	08/14/08	2
3 Fire Equipment Mechanic I – Open	4	02/14/08	08/14/08	2
4 GIS Technician – Open	13	02/23/08	08/23/08	3
5 HVAC Technician I – Open	14	02/22/08	08/22/08	1
6 Leisure Activities Field Supervisor – Open	25	02/14/08	08/14/08	2
7 License Officer I – Promotional	6	02/23/08	08/23/08	3
8 License Officer I – Open	17	02/23/08	08/23/08	3
9 License Officer II – Promotional	3	02/23/08	08/23/08	3
10 License Officer II – Open	2	02/23/08	08/23/08	3
11 Maintenance Mechanic – Promotional	1	02/08/08	08/08/08	1
12 Maintenance Mechanic – Open	13	02/08/08	08/08/08	1
13 Materials Testing Technician I – Open	10	02/14/08	08/14/08	2
14 Planner I (Open & Continuous) – Open	13	02/14/08	08/14/08	2
15 Planner I (Open & Continuous) – Open	23	02/22/08	08/22/08	1
16 Plant Operator I – Promotional	2	02/22/08	08/22/08	1
17 Plant Operator I – Open	23	02/22/08	08/22/08	1
18 Purchasing Technician – Promotional	8	02/08/08	08/08/08	1
19 Purchasing Technician – Open	49	02/08/08	08/08/08	1
20 Records Supervisor – Promotional	3	02/22/08	08/22/08	1
21 Senior Accounting Technician – Open	18	02/08/08	08/08/08	1

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: February 13, 2008

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

NEW

- 1 Senior Agenda Technician
- 2 Special Inspections Auditor

Senior Agenda Technician was created to complete the Agenda Technician series.

Special Inspections Auditor was developed at the request of the department

RECOMMENDATION

The City recommends approval of these new classification specifications

SENIOR AGENDA TECHNICIAN

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 compile and prepare the semimonthly Planning Commission and Council agendas and other Planning Department related agendas; to perform non-routine administrative tasks; and to provide clerical support to major boards and commissions.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Agenda Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, the complexity of duties assigned and the level of independence expected. Employees perform the most difficult and responsible types of duties assigned to classes within this series including overall responsibility for the Planning Commission and Council agendas. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED

Receives direction from the Planning Supervisor, Manager and Director.

May exercise functional and technical supervision over lower level 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. Oversee the compiling and preparation of the department Planning Commission and Council agendas; proofread all department agendas for accuracy and completeness.
2. Work with the City Clerk staff to ensure that Council and the final Planning Commission agendas are available on the city website.
3. Electronically retrieve the department's Planning Commission agenda items to forward to the City Council; track pending agenda items.
4. Type and proofread a wide variety of reports, letters, forms and resolutions; type from rough draft or verbal instruction; compose correspondence related to assigned responsibilities.

CITY OF LAS VEGAS
Senior Agenda Technician (*continued*)

Essential Functions:

5. Assist the Administrative Secretary when required with text amendments placing items on the City Council agenda, as well as track adoption and publication information
6. Act as liaison between the City Clerk's Office and the Planning and Development Department regarding Planning Commission and Council agenda items.
7. Receive, research and respond to inquiries from the public and other city departments related to official actions of the Planning and Development Department.
8. Assist with activities to process, index, file and retrieve Planning and Development official documents, records and archives including ordinances, and Planning Department actions and meeting minutes; certify copies as required.
9. Prepare files in adherence to the record retention schedule.
10. Prepare monthly reports; prepare and post required notices; adhere to requirements pertaining to open meeting law
11. Distribute recorded documents, maintain official records of actions for various boards falling under the jurisdiction of the department; take and prepare summary minutes for a variety of meetings.
12. Administer oaths of office for administrative Planning and Development Committees.
13. Update boards' and commissions' lists, memos and cards; track term expiration dates and prepare correspondence regarding persons serving on various boards, commissions and committees.

Marginal Functions:

1. Answer the telephone and service the front counter.
2. Notarize city documents.
3. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Senior Agenda Technician (*continued*)

QUALIFICATIONS

Knowledge of:

The requirements of preparing Planning Commission and City Council agendas, including the legal nature of the contents.
Modern office procedures, methods and computer equipment.
Principles of business letter writing and basic report preparation.
Practices used in minute taking and preparation.
Principles of lead supervision.
Principles and procedures of record keeping.
English usage, spelling, grammar and punctuation.
Pertinent state and local laws, codes and regulations, including Nevada open meeting laws and financial disclosure laws.

Ability to:

Understand the organization and operation of a municipal government and of outside agencies as necessary to assume assigned responsibilities.
Read and understand various city ordinances.
Retrieve documents from a variety of sources, including electronically, and organize them into a comprehensive package.
Meet strict deadlines.
Plan, organize and prioritize assignments.
Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
Compile and maintain records
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Sitting for extended periods of time; and*
-- *Operating assigned equipment.*
Maintain effective audio-visual discrimination and perception needed for.
-- *Making observations;*
-- *Communicating with others;*
-- *Reading and writing, and*
-- *Operating assigned equipment*
Maintain mental capacity which allows the capability of:
-- *Making sound decisions,*
-- *Effective interaction and communication with others; and*
-- *Demonstrating intellectual capabilities.*

CITY OF LAS VEGAS
Senior Agenda Technician (*continued*)

Experience and Training Requirements

Experience:

Four years of increasingly responsible secretarial or clerical experience.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of an appropriate, valid notary public certificate within six months of the date of appointment, and maintenance thereafter.

Must type 40 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; work at a centralized public counter; exposure to computer screens.

Physical Conditions:

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

SMM
NEW 12/4/07
FLSA & City: non-exempt
CSB 2/13/08

SPECIAL INSPECTIONS AUDITOR

*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 complex technical special inspections auditing and enforcing compliance with structural codes, regulations, ordinances and referenced standards; to work with developers, superintendents, contractors and special inspection agencies to maintain code requirements and resolve problems related to code compliance.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the Inspector series. Employees within this class are distinguished from the other classes within the series by the performance of audits of complex structural inspections performed by a third party special inspection agency. 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

Receives general supervision from the Inspections Manager.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Audit special inspection agency inspections of buildings during various stages of construction and remodeling to ensure compliance with applicable building codes, ordinances, regulations and referenced standards.
2. Audit foundation, concrete, steel, masonry, wood construction, framing, plastering and a large variety of other complex structural system inspections performed and records maintained by special inspection agencies.
3. Audit inspections of footings and grout for block and retaining walls.
4. Conduct examination of plans and specifications of new construction, additions and alterations to commercial buildings to determine compliance with the provisions of applicable construction codes, ordinances and regulations.

Essential Functions:

5. Issue audit reports to document observations; maintain records of history of facts for possible legal actions, including photographs.
6. Investigate complaints forwarded by the Inspections Manager or Building Official.
7. Confer with architects, engineers, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
8. Maintain files and reports regarding audits and findings.

Marginal Functions:

1. Attend and participate in meetings; stay abreast of trends and innovations in the field of building inspections.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Building-related codes and ordinances enforced by the city.
Basic principles of architectural and structural design and engineering mathematics
Pertinent federal, state and local laws, codes and regulations.
Major types of building construction, materials and methods.
Accepted safety standards and methods of building construction for commercial structures.
The full array of standards used in special inspections.
Complex principles and techniques of building inspection and plans examining work.

Ability to:

Interpret, apply and explain pertinent federal, state and local laws, codes, and regulations and referenced standards.
Read and interpret complex building plans, specifications and building codes.
Determine whether construction systems conform to city code requirements.
Apply technical knowledge and follow proper audit techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
Perform mathematical computations rapidly and accurately.
Enforce applicable codes, regulations, policies and procedures with firmness and tact.
Operate a camera.
Understand and follow oral and written instruction.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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 Requirements

Experience:

One of the following types of experience is required. A combination of the experience listed may be acceptable.

Four years as a structural building inspector;

Four years as a special inspector;

Six years as a journeyman layout or framing carpenter

Training:

Equivalent to graduation from high school. One year of specialized training in special inspections is desirable.

License of Certificate:

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

Possession of all of the following certifications on the date of application. Certifications must be continually maintained.

International Code Council (ICC) Building Inspector, which requires successful completion of the residential and commercial building inspector examinations.

Any one of the following three will fulfill the electrical certification requirement, provided it is based on the currently adopted National Electrical Code.

1. International Association of Electrical Inspectors (IAEI) Certified Electrical Inspector - Commercial or - Residential.
2. International Code Council Commercial Electrical Inspector.
3. International Code Council Residential Electrical Inspector

License of Certificate:

International Association of Plumbing and Mechanical Officials (IAPMO) Plumbing Inspector certification based on the Uniform Plumbing Code.

International Association of Plumbing and Mechanical Officials (IAPMO) Mechanical Inspector certification based on the Uniform Mechanical Code.

Possession of any two of the following Special Inspector certifications issued by the International Code Council on the date of application. Continued employment requires acquiring certification in all six categories at the rate of at least one per year. All certifications must be continually maintained thereafter

Reinforced Concrete Special Inspector
Prestressed Concrete Special Inspector
Structural Masonry Special Inspector
Structural Steel and Bolting Special Inspector
Structural Welding Special Inspector
Spray-applied Fireproofing Special Inspector

WORKING CONDITIONS:

*Constantly = more than 2/3 of the time, Frequently = 1/3 to 2/3 of the time,
Occasionally = less than 1/3 of the time, Infrequently = less than 5% of the time*

Environmental Conditions:

Location: Work is performed outdoors up to 60% of the time with exposure to all types of weather conditions.

Hazards: Working in construction zones, uneven terrain, exposure to moving objects and vehicles, dust, fumes, odors, noise, vibration, toxic and caustic chemicals.

Equipment Used: City vehicle, radio, measuring equipment, camera, flashlight, murrors, ladders.

Safety Equipment: Safety shoes, hard hat, hearing protection, safety glasses, safety vest.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Constantly-frequently, on all types of terrain, up to 3-5 miles per shift. Includes walking throughout hazardous construction sites.

Sitting. Frequently, while riding in vehicle between inspection sites, and while reviewing plans and records at construction site office

Lift/carry Constantly, 1-10 lbs , frequently, up to 20 lbs ; occasionally, up to 50 lbs.; paperwork, clipboards, plans, drawings, measuring equipment, camera, ladders.

Physical Conditions:

Push/pull: Occasionally, exerting a force up to 10-25 lbs. while reviewing plans, moving equipment and ladders.

Climbing: Frequently, up and down ladders, stairs and scaffolds, in and out of bucket lift. Requires sense of balance.

Bending/twisting: Frequently, at waist, knees and neck while reviewing inspections, driving vehicle, and walking on uneven terrain.

Kneeling/crouching/crawling. Occasional kneeling or crouching, while reviewing inspections in lower or smaller area.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering, gripping while taking measurements, taking photos, recording data, writing, laying out and reviewing plans, driving.

Sight: Constantly, taking accurate measurements, reviewing inspections. Requires color vision and visual acuity in near-, mid- and far-ranges.

Speech/hearing: Constantly, in communicating with inspectors, inspection agencies, engineers, architects, contractors, and owners; maintaining safe work environment.

ARB
NEW 1/14/08
FLSA and City: nonexempt

CSB 2/13/08

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: February 13, 2008

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

SUBJECT: D. REQUEST TO BE PLACED ON REHIRE LIST: JUDY BOLANOS

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

Judy Bolanos, an employee from July 11, 1994 to October 17, 2007, has requested to be placed on the Rehire List for Office Specialist II. A copy of his/her Department Director's approval is attached for the Board's information and review.

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

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

Martha Davis

From: Judy Tuttle
Sent: Monday, January 28, 2008 3:34 PM
To: Martha Davis
Subject: FW: Rehire list - Judy Bolanos

For CSB certification

From: Charlie Kajkowski
Sent: Monday, January 28, 2008 2:46 PM
To: Judy Tuttle
Subject: RE: Rehire list...

Approved

From: Judy Tuttle
Sent: Wednesday, January 23, 2008 5:24 PM
To: Charlie Kajkowski
Subject: FW: Rehire list...

Charlie, if you approve this request, we will take it to the Civil Service Board. Thanks

From: Judy Bolanos [mailto:judybolanos@yahoo.com]
Sent: Wednesday, January 23, 2008 3:45 AM
To: Judy Tuttle
Subject: Rehire list...

Good Morning,

I was told to request through you to be put on a rehire list that is valid up to a year. I retired from the City PW/Engineering Planning Dept. on October 19th, 2007. I'm not sure what other information you need from me, but please do request any information I can give you to process this request.

Thank you,

Judy Bolanos
702 325-0132

Never miss a thing. Make Yahoo your homepage.

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>

JA
MW

EM
PR

TELECONFERENCE AGENDA

DATE: January 23, 2008
TIME: 11:30 a.m.

6M
SM

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR ACTION UNLESS SPECIFICALLY NOTED OTHERWISE. UNLESS OTHERWISE STATED, ITEMS MAY BE TAKEN OUT OF THE ORDER PRESENTED AT THE DISCRETION OF THE CHAIRPERSON.

***NOTE:** Minutes from this meeting will be included as part of the next regularly scheduled meeting on February 13, 2008.

- I. CALL TO ORDER *no*
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED
 - 1) Control Center Supervisor - Promotional
 - 2) Parking Operations Laborer - Open
- IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED *no*
- V. CITIZEN PARTICIPATION *none*

MOTION PR
2 not EM
no carried

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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: January 23, 2008

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:

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1 Control Center Supervisor – Promotional	3	1	1
2 Parking Operations Laborer – Open	133	108	94

CITY OF LAS VEGAS

ELIGIBLE LIST

Control Center Supervisor
Examination

January 8, 2008
Date

077945611P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Parking Operations Laborer
Examination

January 9, 2008
Date

0779587120
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	123	GROUP 1	71
REJECTED	10	GROUP 2	23
TOTAL RECEIVED	133	TOTAL ON LIST	94

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	94			
FAILED	14			
TOTAL TESTED	108			
DID NOT APPEAR	15			

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

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

EB ✓ MD ✓ *Margaret Davis* **AGENDA** CE ✓ JT ✓
JA ✓ PR ab DATE: January 09, 2008 SM ✓
EM ✓ MW ab. TIME: 4:30 p.m. 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.

- I. CALL TO ORDER *4:30 pm*
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: December 12, 2007 *Motion EB - EM 2nd*
- IV. APPROVAL OF MINUTES: Teleconference Meeting of December 26, 2007- No Teleconference Meeting held on December 26, 2007. -
- V. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Construction Management Coordinator – Promotional
2. Construction Management Coordinator – Open
3. Engineering Associate I (Traffic) – Open
4. Fire Prevention Inspection Supervisor – Promotional
5. Technical Writer – Open
6. Theater Technician I – Open
7. Traffic Signal Field Supervisor – Promotional
8. Traffic Signal Field Supervisor – Open

Motion EB EM
EB 2nd

B. EXTENSION OF ELIGIBLE LISTS

1. Heavy Equipment Operator (Streets) – Promotional
2. Legal Technician I – Open
3. Right-of-Way & Real Property Supervisor – Open
4. Senior Planner – Promotional
5. Transportation Services Supervisor – Open

Motion - EB
2nd EM

C. CLASSIFICATION SPECIFICATIONS

1. Court Services Supervisor – Revised
2. HRIS Specialist – Revised

Motion - EM
2nd - EB

VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED

Discussion: A.
CE - mtg. w/
CEA
abated -
the unit @ a later time.

DISCUSSION ON CONFIRMATION/NON-CONFIRMATION OF EMPLOYEES DURING/FOLLOWING QUALIFYING PERIOD

1. At the December 12, 2007 meeting the board approved a motion to place an item on this agenda whereby they could discuss issues concerning the confirmation/non-confirmation of employees serving a "qualifying period."

VII. CITIZEN PARTICIPATION

MOTION TO HOLD Item 6A
EM motion.
MW 2nd

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- City Hall Plaza, Special Outside Posting Bulletin Board
- City Hall 2nd Floor, Human Resources Posting Bulletin Board

4:35 pm