

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

**Agenda Documentation
May 14, 2008**

TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM: F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER: April 9, 2008 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
Ann Rubertino-Beck
Sue Brown
Myrtle Harvey
Ellen Thompson
Ron Prewitt
Glenna Kouns
Graciela Manginelli

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 the Regular Meeting of March 12, 2008: Trustee Malcolm White made a motion to approve the minutes of the Regular Meeting held March 12, 2008. Trustee Evelyn Beals seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of the Teleconference Meeting of March 26, 2008: No Teleconference Meeting held on March 26, 2008

V. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Information Technologies Project Coordinator – Open
2. Public Fire Education Officer – Promotional
3. Public Fire Education Officer – Open
4. Vehicle Services Worker – Promotional
5. Vehicle Services Worker – Open

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



B. EXTENSION OF ELIGIBLE LISTS

1. Accounting Supervisor - Open
2. Animal Control Officer - Promotional
3. Animal Control Officer - Open
4. Deputy City Marshal - Promotional
5. Deputy City Marshal - Open
6. Graphic Arts/Mail Clerk - Promotional
7. Graphic Arts/Mail Clerk - Open
8. Municipal Court Marshal - Promotional
9. Municipal Court Marshal - Open
10. Neighborhood Planner - Open
11. Parking Enforcement Officer - Promotional
12. Parking Enforcement Officer - Open
13. Planner I (Open & Continuous) - Open
14. Planner I (Open & Continuous) - Open
15. Rapid Response Team Supervisor - Promotional
16. Recreation Leader I - Open
17. Senior Deputy City Clerk - Promotional
18. Senior Deputy City Clerk - Open
19. Senior Fire Investigator - Promotional
20. Senior License Officer (General Licensing) - Promotional
21. Senior Neighborhood Services Specialist - Open
22. Senior Office Specialist - Promotional
23. Senior Office Specialist - Open
24. Senior Systems Analyst (Web) - Open
25. Signing and Marking Technician I - Promotional
26. Signing and Marking Technician I - Open

A motion was made by Trustee Ed Miramontes that Items 1 through 26 of the Extension of Eligible Lists be approved. Trustee Malcolm White seconded the motion. Motion carried.

C. CLASSIFICATION SPECIFICATIONS

1. Survey Technician - Revised

Chairperson Johan Aliseo advised the board that this item will be stricken from the agenda.

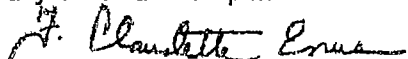
VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED:

Ed Miramontes inquired about the Extension of Eligibility Lists on whether the lists will likely be extended due to budget cuts and the hiring freeze. Judy Tuttle explained that yes, the Eligibility lists will get extended. Ed Miramontes also asked about the bumping rights of city employees. Claudette Enus explained that yes, during a reduction of force, employees have the ability to bump.

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



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

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

**Agenda Documentation
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TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM:

F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

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V. BUSINESS

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2. Public Fire Education Officer – Promotional
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4. Vehicle Services Worker – Promotional
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A motion was made by Trustee Evelyn Beals that Items 1 through 5 of the Eligible Lists To Be Certified be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS

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16. Recreation Leader I – Open
17. Senior Deputy City Clerk – Promotional
18. Senior Deputy City Clerk – Open
19. Senior Fire Investigator – Promotional
20. Senior License Officer (General Licensing) – Promotional
21. Senior Neighborhood Services Specialist – Open
22. Senior Office Specialist – Promotional
23. Senior Office Specialist – Open
24. Senior Systems Analyst (Web) – Open
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26. Signing and Marking Technician I – Open

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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.

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>

AGENDA

DATE: April 9, 2008

TIME: 4:30 p.m.

JA(P)
EM(P)
EB(P)
MW(P)
PR(A)

GK-
MH
ET
RP

CE
MD
JT
GM
ARB
SB

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

4:30pm

II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW

III. APPROVAL OF MINUTES: Regular Meeting of March 12, 2008

IV. APPROVAL OF MINUTES: Teleconference Meeting of March 26, 2008 - No Teleconference Meeting held on March 26, 2008

V. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Information Technologies Project Coordinator - Open
2. Public Fire Education Officer - Promotional
3. Public Fire Education Officer - Open
4. Vehicle Services Worker - Promotional
5. Vehicle Services Worker - Open

MOTION: MW
2nd: EB MOTION C.C. HAN

MOTION: EB
2nd: EM
M/C

B. EXTENSION OF ELIGIBLE LISTS

1. Accounting Supervisor - Open
2. Animal Control Officer - Promotional
3. Animal Control Officer - Open
4. Deputy City Marshal - Promotional
5. Deputy City Marshal - Open
6. Graphic Arts/Mail Clerk - Promotional
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10. Neighborhood Planner - Open
11. Parking Enforcement Officer - Promotional
12. Parking Enforcement Officer - Open
13. Planner I (Open & Continuous) - Open
14. Planner I (Open & Continuous) - Open
15. Rapid Response Team Supervisor - Promotional
16. Recreation Leader I - Open
17. Senior Deputy City Clerk - Promotional
18. Senior Deputy City Clerk - Open
19. Senior Fire Investigator - Promotional
20. Senior License Officer (General Licensing) - Promotional
21. Senior Neighborhood Services Specialist - Open

MOTION: EM
2ND: MW
M/C

- 22. Senior Office Specialist - Promotional
- 23. Senior Office Specialist - Open
- 24. Senior Systems Analyst (Web) - Open
- 25. Signing and Marking Technician I - Promotional
- 26. Signing and Marking Technician I - Open

C. CLASSIFICATION SPECIFICATIONS

- 1. Survey Technician - Revised

PULL ~~FROM~~ FROM
Agenda.
STRIKE IN -
STUCK

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

VII. CITIZEN PARTICIPATION

EM. LIST LONGER ?

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.

4:35 pm

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

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

Agenda Documentation
May 14, 2008

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

I. CALL TO ORDER April 23, 2008 at 11:30 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
Sue Brown
Graciela Manginelli

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

III. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1) Industrial Electrician II – Promotional
- 2) Industrial Electrician II – Open
- 3) Instrument Technician – Promotional
- 4) Instrument Technician – Open
- 5) Recreation Leader I – Aquatics – Open
- 6) Vehicle Services Supervisor - Promotional

A motion was made by Trustee Evelyn Beals that items 1 through 6 of the Eligible List to be Certified be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

B. CLASSIFICATION SPECIFICATIONS

- 1) Desktop Computer Support Supervisor – Revised
- 2) Survey Crew Leader – Revised
- 3) Survey Technician – Revised

A motion was made by Trustee Priscilla Rocha that items 1 through 3 of the Classification Specifications be approved. The motion was seconded by Evelyn Beals. Motion carried.

C. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

- 1) Communications Specialist – Promotional
- 2) Communications Specialist - Open

A motion was made by Trustee Ed Miramontes that items 1 and 2 of the Discussion and Possible Action on Abolishing Eligible List be approved. The motion was seconded by Priscilla Rocha. Motion carried.

CITY OF LAS VEGAS
CIVIL SERVICE BOARD TELECONFERENCE MEETING
April 23, 2008
PAGE 2

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 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: April 23, 2008

TIME: 11:30 a.m.

JAV ✓
EM ✓
EB ✓
MW ✓
PR ✓

HR
CE
JT
SB
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 May 14, 2008.

- I. CALL TO ORDER 11:30 am
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1) Industrial Electrician II - Promotional
- 2) Industrial Electrician II - Open
- 3) Instrument Technician - Promotional
- 4) Instrument Technician - Open
- 5) Recreation Leader I - Aquatics - Open
- 6) Vehicle Services Supervisor - Promotional

MOTION: EB
2ND: EM
MOTION carried

B. CLASSIFICATION SPECIFICATIONS

- 1) Desktop Computer Support Supervisor - Revised
- 2) Survey Crew Leader - Revised
- 3) Survey Technician - Revised

MOT: PR
2ND: EB
MOTION carried

C. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE-LIST

- 1) Communications Specialist - Promotional
- 2) Communications Specialist - Open

MOT: EM
2nd: PR
MOTION carried.
All 11:32 am

IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED none

V. CITIZEN PARTICIPATION - NONE

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.

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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: April 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: 6

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1 Industrial Electrician II – Promotional	0	0	0
2 Industrial Electrician II – Open	19	8	2
3 Instrument Technician – Promotional	1	0	0
4 Instrument Technician – Open	7	3	2
5 Recreation Leader I-Aquatics – Open	13	11	11
6 Vehicle Services Supervisor – Promotional	6	5	5

CITY OF LAS VEGAS

ELIGIBLE LIST

Industrial Electrician II
Examination

April 2, 2008
Date

08283601P
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>OTHER</u>
(Weight)	100%			
PASSED	0			
FAILED	0			
TOTAL TESTED	0			
DID NOT APPEAR	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Industrial Electrician II
Examination

April 2, 2008
Date

082836010
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	13	GROUP 1	1
REJECTED	6	GROUP 2	1
TOTAL RECEIVED	19	TOTAL ON LIST	2

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	2			
FAILED	6			
TOTAL TESTED	8			
DID NOT APPEAR	5			

CITY OF LAS VEGAS

ELIGIBLE LIST

Instrument Technician
Examination

April 8, 2008
Date

08255501P
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	1	GROUP 2	0
TOTAL RECEIVED	1	TOTAL ON LIST	0

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Instrument Technician
Examination

April 8, 2008
Date

082555010
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	5	GROUP 1	0
REJECTED	2	GROUP 2	2
TOTAL RECEIVED	7	TOTAL ON LIST	2

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Recreation Leader I-Aquatics
Examination

April 14, 2008
Date

083604030
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	11	GROUP 1	7
REJECTED	2	GROUP 2	4
TOTAL RECEIVED	13	TOTAL ON LIST	11

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Vehicle Services Supervisor
Examination

April 10, 2008
Date

08230202P
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	5	GROUP 1	2
REJECTED	1	GROUP 2	3
TOTAL RECEIVED	6	TOTAL ON LIST	5

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

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: April 23, 2008

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. Desktop Computer Support Supervisor
2. Survey Crew Leader
3. Survey Technician

Desktop Computer Support Supervisor, formerly Microcomputer Support Supervisor Revised to update prior to recruitment

Survey Crew Leader was revised to update the specifications to reflect current job duties

Survey Technician was revised to update the specifications to reflect current job duties

NEW

RECOMMENDATION

The City recommends approval of these revised classification specifications

DESKTOP COMPUTER SUPPORT 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, administer and coordinate the operation of desktop computer systems within the city, including support for related equipment, coordination with departments for procurement and maintenance, establishment of standards, evaluation of new products and various related technical duties.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Information Technologies Manager and higher level management staff.

Exercises direct supervision over assigned 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 maintaining the city's desktop computer systems.
2. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Oversee consultation to city departments for determining desktop computer system needs and developing plans to achieve integration solutions.
4. Coordinate and supervise staff in the installation, configuration, testing and troubleshooting of desktop computer system components.
5. Work with the other Information Technologies divisions to coordinate the development of standards for desktop computers and software that will ensure functionality between departments and between systems.
6. Determine appropriate timing for the implementation of new software programs and updates, coordinating the installation with staff and client departments.
7. Coordinate and lead the development of system specifications for the city's desktop computer requirements.

CITY OF LAS VEGAS
Desktop Computer Support Supervisor (*continued*)

Essential Functions:

8. Analyze hardware and software products, make appropriate recommendations and coordinate the preparation of specifications; coordinate with vendors and staff to solicit pricing, equipment specifications and delivery scheduling as well as discuss new products and maintenance.
9. Coordinate assistance for network administration staff with computer network administration, installation and maintenance.
10. Participate in developing, coordinating and monitoring assigned section of the division budget.
11. Conduct research into areas that will improve system performance, increase connectivity with other computer systems and promote integration with other systems where practical.
12. Participate in identifying and coordinating city and IT staff technology training needs with the IT Technology Training Program and outside vendors.
13. Motivate assigned staff; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work of staff for accuracy, proper work methods, procedures and techniques and compliance with established standards and specifications; provide or coordinate appropriate training; establish work priorities and schedules; 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.
14. Participate in recruiting, interviewing and selecting staff.
15. Assist in the development of policies and procedures for desktop computer hardware and software procurement and utilization.
16. Coordinate the maintenance of the city's inventory of desktop computer hardware, software and peripheral equipment.
17. Manage the handling of IT trouble calls through the IT Service Desk, including determination and correction of problems and timeliness of responses, taking into account available resources.
18. Prepare technical and administrative reports and make presentations.
19. Serve as liaison between the work unit and other city departments as well as outside agencies whose systems or services interact with city systems.

CITY OF LAS VEGAS
Desktop Computer Support Supervisor (*continued*)

Marginal Functions:

1. Attend and participate in professional group meetings and committees.
2. Stay abreast of trends and innovations in computer hardware and software systems.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Concepts, principles and design of desktop computer and server hardware and software systems.

Operation and configuration of computer systems, software and networking.

Principles of data communications over both local and wide area networks.

Principles and processes for providing customer service.

Principles and operation of common commercial computer applications including word processing, spreadsheets, programming languages and databases.

Principles and operation of Microsoft Windows operating systems.

Uses, capabilities, characteristics and limitations of computer hardware and software systems.

Trouble-shooting procedures and techniques for both computer hardware and software problems that lead to effective solutions.

Basic principles of budgeting and accounting.

Principles of supervision, training and performance evaluation.

Ability to:

Analyze client needs and design computer solutions to fit those needs.

Read, interpret and apply information from technical publications, manuals and other documentation.

Effectively communicate complex computer specifications and technical systems to various audiences with differing degrees of technical knowledge.

Use initiative and independent judgment within established guidelines.

Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.

Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.

Plan, organize and prioritize assignments.

Set and adjust priorities in a rapidly changing environment.

Meet critical deadlines.

Manage multiple assignments.

Communicate with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.

Produce concise written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.

Communicate clearly and concisely, both orally and in writing.

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

CITY OF LAS VEGAS
Desktop Computer Support Supervisor (*continued*)

Ability to:

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.*

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:

Three years of increasingly responsible experience, within the last six years, in a business computer support environment, including one year as a team leader or supervisor.

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

Possession of a Microsoft Certified Systems Engineer designation on the date of application is desirable.

Special Requirement

Certain city functions operate on a 24 hour per day, seven day per week schedule, and may require microcomputer support on any shift. May be required to respond to calls for assistance during any shift.

CITY OF LAS VEGAS
Desktop Computer Support Supervisor (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site; exposure to computer screens

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting and walking for prolonged periods of time; occasional lifting up to 40 pounds.

REV

ARB 4/14/08 (formerly Microcomputer Support Supervisor)

FLSA: exempt; City: nonexempt

CSB 4/23/08

SURVEY CREW LEADER

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 lead, oversee and participate in the most complex technical field survey work in support of city activities; to serve as a member of a survey crew; to provide assistance to professional and technical level survey and engineering staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Survey Technician series. Positions at this level are distinguished from other classes within this 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 training, leading, planning and reviewing the work of staff responsible for conducting surveying work. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant City Surveyor and higher level management staff.

Exercises functional and technical supervision over lower level 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, lead, assign, oversee and participate in a variety of complex technical surveying work including calculations, setting grade stakes, monuments and other markers, locating benchmarks and taking measurements; monitor work progress and review work results.
2. Train assigned staff in the set-up and use of equipment, including state of the art automated equipment.
3. Determine the most appropriate method to conduct specific surveys, such as land, property acquisition, topographic and construction surveys; ensure that surveys are in compliance with applicable laws, codes and regulations.
4. Maintain accurate, orderly and legible field notes of survey work performed including lines, angles, distances, benchmarks and mathematical calculations.
5. Enter data into a data collection system.

CITY OF LAS VEGAS
Survey Crew Leader (*continued*)

Essential Functions:

6. Research Records of Survey, parcel maps, plats, assessor's maps, deeds, governmental records, title company reports and archival records regarding lands to be surveyed.
7. Review engineering and land surveying maps and plans for the development of roadways, flood channels and underground utilities and perform calculations necessary for laying out such improvements for construction.
8. Provide information to survey management staff, project engineers, inspectors and others on survey aspects during the course of construction projects.
9. Set up, adjust and operate survey instruments to make preliminary, control, monument, construction, topographic and related surveys.
10. Read and interpret topographic and other land surveying maps to locate survey points; investigate, locate, identify and advise or recommend the acceptability of found survey monumentation.
11. Perform necessary calculations to facilitate construction surveys of approved engineering drawings.

Marginal Functions:

1. Perform related duties and responsibilities as required
2. Ensure safe traffic control around activities.

QUALIFICATIONS

Knowledge of:

Algebra, geometry, trigonometry and statistical analysis as applied to the computation of angles, areas, distances and traverses.
Advanced principles and practices of field surveying.
Principles of lead supervision and training.
Design and construction theory and engineering design standards.
Engineering surveying maps and records.
Construction plans and specifications.
Safety principles, practices and equipment related to field surveying.
Applicable laws, regulations, codes, department policies and standard construction details governing assigned surveying duties.
Location of records, deeds and various recorded and unrecorded documents.
Filing systems used to store documents and records.

CITY OF LAS VEGAS
Survey Crew Leader (*continued*)

Ability to:

Lead, organize, direct and review the work of assigned staff.
Perform the most complex and difficult field survey work without direct supervision.
Interpret, apply and enforce state and local policies, procedures, laws, codes and regulations.
Make accurate engineering and land surveying calculations.
Read and interpret maps and plans.
Operate various types of office equipment necessary for acceptable performance of job duties.
Retrieve various documents and records from files.
Research records, deeds and various recorded and unrecorded documents.
Communicate firmly and tactfully with contractors, engineers and property owners.
Use initiative and independent judgment within established procedural guidelines.
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.*

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:

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible technical surveying experience. Lead experience is desirable.

Training:

Associate's degree from an accredited college or university with major in surveying 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 Survey Technician Certificate, Level III (field track), from the National Society of Professional Surveyors, is desirable.

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

CITY OF LAS VEGAS
Survey Crew Leader (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Field environment; travel from site to site; exposure to heavy traffic and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, walking, crouching, kneeling, climbing and operating hand and power tools and survey equipment for prolonged periods of time; operating motorized vehicles; heavy lifting.

SB
REV3/6/08
FLSA and City: nonexempt
CSB 4/9/08

SURVEY 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 perform a variety of responsible and technical field survey work in support of city activities; to serve as a member of a survey crew; to provide assistance to professional and technical level survey staff.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Survey Technician series. This class is distinguished from the Survey Crew Leader by the complexity of duties assigned, the level of responsibility assumed and the independence exercised. 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 Assistant City Surveyor and higher level management staff.

Receives functional and technical supervision from Survey Crew Leader.

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

Essential Functions:

1. Serve as a member of a field survey crew, perform as a rod/chain person or an instrument person, and operate a variety of survey equipment.
2. Inventory and restock the survey vehicle with materials daily, load and unload the vehicle with survey equipment each day.
3. Set up traffic safety and control devices at the work site to ensure the safety of the crew; may act as a flagger to ensure traffic control and crew safety.
4. Set grade stakes, monuments and other markers, using hand and power tools.

CITY OF LAS VEGAS
Survey Technician (continued)

Essential Functions:

5. Assist in making field drawings, measurements and calculations by setting up, adjusting and operating a variety of survey instruments to perform preliminary, control, monument, construction, topographic and related surveys.
6. Maintain detailed, accurate, orderly and legible field notes and records of survey work performed including lines, angles, distances, benchmarks and mathematical calculations. May enter field data into a data collection system.
7. Perform necessary calculations to facilitate construction surveys of approved engineering drawings.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Algebra, geometry and trigonometry as applied to the computation of angles, areas, distances and traverses.
Principles and practices of surveying.
Applicable laws, regulations, codes, department policies and standard construction details governing assigned surveying duties.
Location of records, deeds and various recorded and unrecorded documents.
Engineering maps and records.
Construction plans and specifications.
Safety principles, practices and equipment related to survey work.
Filing systems used to store documents and records.

Ability to:

Interpret and apply state and local policies, procedures, laws, codes and regulations.
Make accurate engineering and land surveying calculations.
Operate survey tools and instruments
Read maps and plans
Operate various types of office equipment necessary for acceptable performance of job duties.
Retrieve various documents and records from files.
Compile, summarize and file field notes and data.
Use initiative and independent judgment within established procedural guidelines.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Survey Technician (continued)

Ability to:

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.*

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

- *Sitting, standing and walking for extended periods of time; and*
- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

Two years of increasingly responsible technical surveying experience.

Training:

Associate degree from an accredited college or university with major in surveying 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 Survey Technician Certification, Level II (field track), from the National Society of Professional Surveyors, is desirable.

CITY OF LAS VEGAS
Survey Technician (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Field environment; travel from site to site; exposure to heavy traffic and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, walking, crouching, kneeling, climbing and operating hand and power tools and survey equipment for prolonged periods of time; operating motorized vehicles; heavy lifting.

SB

REV 3/6/08

FLSA and City: nonexempt

CSB 4/9/08

MICROCOMPUTER-DESKTOP COMPUTER SUPPORT 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, administer and coordinate the operation of ~~microcomputer~~ desktop computer systems within the city, including ~~networking of support for computers and~~ related equipment, coordination with departments for procurement and maintenance, establishment of standards, evaluation of new products and various related technical duties.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Information Technologies Manager and higher level management staff.

Exercises direct supervision over ~~lower level~~ assigned 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 maintaining the city's ~~micro~~ desktop computer systems
2. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
3. ~~Serve as a~~ Oversee consultation ~~not~~ to city departments for determining ~~micro~~ desktop computer system needs and developing plans to achieve integration solutions.
4. Coordinate and supervise staff in the installation, configuration, testing and troubleshooting of ~~micro~~ desktop computer system components.
5. Work with the other Information Technologies divisions to coordinate the development of standards for ~~micro~~ desktop computers and software that will ensure functionality between departments and between systems.
6. Determine the appropriate timing for the implementation of new software deployments programs and updates, coordinating the installation with staff and client departments
7. Coordinate and lead the development of system specifications for the city's desktop computer requirements.

CITY OF LAS VEGAS

Microcomputer Desktop Computer Support Supervisor (continued)

8. Analyze hardware and software products, make appropriate recommendations and coordinate the preparation of specifications; coordinate with vendors and staff to solicit pricing, equipment specifications and delivery scheduling as well as discuss new products and maintenance.
9. Coordinate Assistance for systems network administration staff with computer network administration, installation and maintenance.
10. Assist Participate in with the development, coordinating and monitoring of assigned section of the division budget.
11. Conduct research into areas that will improve system performance, increase connectivity with other computer systems and promote integration with other systems where practical.
12. Plan and Participate in identifying and coordinating city and IT support staff technology training needs with the Department of Human Resources IT Technology Training Program and outside vendors.
13. Motivate assigned staff; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; Review and evaluate work of staff for accuracy, proper work methods, procedures and techniques and compliance with established standards and specifications; provide or coordinate appropriate training; establish work priorities and schedules; 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.
14. Participate in the recruiting, interviewing and selecting of staff.
15. Assist in the development of policies and procedures for micro desktop computer hardware and software procurement and utilization.
16. Coordinate the maintenance of the city's inventory of micro desktop computer hardware, software and peripheral equipment.
17. Manage the handling of client IT trouble calls through the IT Service Desk, including determination and correction of problems and timeliness of responses, taking into account available resources.
18. Prepare technical and administrative reports and make presentations.
19. Serve as liaison between the Information Technology Support Division work unit and other city departments as well as outside agencies whose systems or services interact with city systems.

Marginal Functions:

1. Attend and participate in professional group meetings and committees.

CITY OF LAS VEGAS

Microcomputer-Desktop Computer Support Supervisor (continued)

2. Stay abreast of new trends and innovations in computer hardware and software systems.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Concepts, principles and design of desktop computer and server hardware and software systems.

Operation and configuration of computer systems, software and networking.

Principles of data communications over both local and wide area networks.

Principles and processes for providing customer service.

Principles and operation of common commercial computer applications including word processing, spreadsheets, programming languages and databases.

Principles and operation of Microsoft Windows operating systems.

Uses, capabilities, characteristics and limitations of computer hardware and software systems.

Trouble-shooting procedures and techniques for both computer hardware and software problems that lead to effective solutions.

Basic principles of budgeting and accounting.

Principles of supervision, training and performance evaluation.

Ability to:

Analyze client needs and design computer solutions to fit those needs.

Read, interpret and apply information from technical publications, manuals and other documentation.

Effectively communicate complex computer specifications and technical systems to various audiences with differing degrees of technical knowledge.

Use initiative and independent judgment within established guidelines.

Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures

Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.

Plan, organize and prioritize assignments.

Set and adjust priorities in a rapidly changing environment.

Meet critical deadlines.

Manage multiple assignments.

Communicate with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.

Produce concise written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar

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;*

CITY OF LAS VEGAS

Microcomputer-Desktop Computer Support Supervisor (continued)

- 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.

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

- Sitting for long extended periods of time; and
- Operating assigned equipment.

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience, within the last six years, in a business computer support environment, including one year ~~experience~~ as a team leader or supervisor.

Training:

~~Equivalent to a Bachelor's degree from an accredited college or university with major course work in computer science, information systems or a related field.~~

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

Possession of a Microsoft Certified Systems Engineer designation on the date of application is desirable.

Special Requirement

Certain city functions operate on a 24 hour per day, seven day per week schedule, and may require microcomputer support on any shift. May be required to respond to calls for assistance during any shift.

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site, exposure to computer screens.

Physical Conditions:

CITY OF LAS VEGAS

Microcomputer Desktop Computer Support Supervisor (continued)

Essential and marginal functions may require maintaining physical condition necessary for sitting and walking for prolonged periods of time; occasional lifting up to 40 pounds.

REV

ARB ~~1/12/01 (formerly Computer Systems Supervisor)~~ 4/14/08 (formerly Microcomputer Support Supervisor)

FLSA: exempt; City: nonexempt

CSB ~~02/11/01~~

SURVEY CREW LEADER

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 lead, oversee and participate in the most complex technical field survey work in support of city activities; to serve as a member of a survey crew; to provide assistance to professional and technical level survey and engineering staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Survey Technician series. ~~Employees within this class~~ Positions at this level are distinguished from other classes within this series by the level of responsibility assumed, ~~and 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 training, leading, planning and reviewing the work of staff responsible for conducting surveying work. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant City Surveyor and higher level survey management staff.

Exercises functional and technical supervision over lower level ~~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, lead, assign, oversee and participate in a variety of complex technical surveying work including calculations, setting grade stakes, monuments and other markers, locating benchmarks and taking measurements; monitor work progress and review the work results of assigned staff
2. Train assigned staff in the set-up and use of equipment, including state of the art automated equipment.
3. Determine the most appropriate method to conduct specific surveys, such as land, property acquisition, topographic and construction surveys; ensure that surveys are in compliance with applicable laws, codes and regulations.
4. Maintain accurate, orderly and legible field notes of survey work performed including lines, angles, distances, benchmarks and mathematical calculations.

CITY OF LAS VEGAS
Survey Crew Leader (*continued*)

5. Enter data into a data collection system.
6. Research Records of Survey, parcel maps, plats, assessor's maps, deeds, governmental records, title company reports and archival records regarding lands to be surveyed.
7. Review engineering and land surveying maps and plans for the development of roadways, flood channels and underground utilities and perform calculations necessary for laying out such improvements for construction.
8. Provide information to survey management staff, project engineers, inspectors and others on survey aspects during the course of construction projects.
9. Set up, adjust and operate survey instruments to make preliminary, control, monument, construction, topographic and related surveys.
10. Read and interpret topographic and other land surveying maps to locate survey points; investigate, locate, identify and advise or recommend the acceptability of found survey monumentation.
11. Perform necessary calculations to facilitate construction surveys of approved engineering drawings.

Marginal Functions:

1. Perform related duties and responsibilities as required.
2. Ensure safe traffic control around activities.

QUALIFICATIONS

Knowledge of:

Algebra, geometry, trigonometry and statistical analysis as applied to the computation of angles, areas, distances and traverses.
Advanced principles and practices of field surveying.
Principles of lead supervision and training.
Design and construction theory and engineering design standards.
Engineering surveying maps and records.
Construction plans and specifications.
Safety principles, practices and equipment related to field surveying.
Applicable laws, regulations, codes, department policies and standard construction details governing assigned surveying duties.
Location of records, deeds and various recorded and unrecorded documents.
Filing systems used to store documents and records.

CITY OF LAS VEGAS
Survey Crew Leader (*continued*)

Ability to:

Lead, organize, direct and review the work of assigned staff.
Perform the most complex and difficult field survey work without direct supervision.
Interpret, apply and enforce state and local policies, procedures, laws, codes and regulations.
Make accurate engineering and land surveying calculations.
Read and interpret maps and plans.
Operate various types of office equipment necessary for acceptable performance of job duties.
Retrieve various documents and records from files.
Research records, deeds and various recorded and unrecorded documents.
Communicate firmly and tactfully with contractors, engineers and property owners.
Use initiative and independent judgment within established procedural guidelines.
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.*

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible technical surveying experience. Lead experience is desirable.

Training:

Equivalent to an Associate's degree from an accredited college or university with major in surveying or a related 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 Survey Technician Certificate, Level III (field track), from the National Society of Professional Surveyors, is desirable.

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

CITY OF LAS VEGAS
Survey Crew Leader (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Field environment; travel from site to site; exposure to heavy traffic and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, walking, crouching, kneeling, climbing and operating hand and power tools and survey equipment for prolonged periods of time; operating motorized vehicles; heavy lifting.

| ARBSE

| REV 6/21/99 (formerly Sr Survey Technician) 3/6/08

| FLSA and City: nonexempt

| CSB 7/14/99

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: April 9, 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

- ~~1. Survey Crew Leader~~ 4/23/08
- 2. Survey Technician

~~Survey Crew Leader was revised to update the specifications to reflect current job duties~~

Survey Technician was revised to update the specifications to reflect current job duties.

NEW

RECOMMENDATION

The City recommends approval of these revised classification specifications.

Martha Davis

From: Sue Brown
Sent: Monday, March 31, 2008 12:45 PM
To: Martha Davis
Subject: April 9 CSB - Survey Crew Leader

I'm sooo sorry Martha, I thought I put both job titles in the same email. But I didn't. Please include Survey Crew Leader for the 4/9 CSB agenda also. It was revised to update the specifications to reflect current job duties.

Thank you!!

Sue Y. Brown
702.229.1218

Martha Davis

From: Sue Brown
Sent: Monday, March 31, 2008 7:36 AM
To: Martha Davis
Cc: Ann Rubertino-Beck
Subject: April 9 CSB - Survey Technician

Hi Martha,

Survey Technician for the April 9th CSB agenda. Revised to update the specifications to reflect current job duties.

Please let me know if you need additional information. Thank you.

Sue Y. Brown
702.229.1218

SURVEY 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 perform a variety of responsible and technical field survey work in support of city activities; to serve as a member of a survey crew; to provide assistance to professional and technical level survey staff.

DISTINGUISHING CHARACTERISTICS

Survey Technician: This is the full journey level class within the Survey Technician series. This class is distinguished from the Survey Crew Leader by the complexity of duties assigned, the level of responsibility assumed and the independence exercised, ~~performance of the less complex tasks and duties and not being expected to perform with the same independence of direction and judgment.~~ 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 Assistant City Surveyor and ~~general supervision from~~ higher level ~~survey management~~ staff.

Receives functional and technical supervision from Survey Crew Leader.

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

Essential Functions:

1. Serve as a member of a field survey crew, perform as a rod/chain person or an instrument person, and operate a variety of survey equipment.
2. Inventory and restock the survey vehicle with materials daily; load and unload the vehicle with survey equipment each day.
3. Set up traffic safety and control devices at the work site to ensure the safety of the crew, may act as a flagger to ensure traffic control and crew safety.
4. Set grade stakes, monuments and other markers, using hand and power tools.

CITY OF LAS VEGAS

Survey Technician (*continued*)

- 5 Assist in making field drawings, measurements and calculations by setting up, adjusting and operating a variety of survey instruments to perform preliminary, control, monument, construction, topographic and related surveys.
6. Maintain detailed, accurate, orderly and legible field notes and records of survey work performed including lines, angles, distances, benchmarks and mathematical calculations. May enter field data into a data collection system.
7. Perform necessary calculations to facilitate construction surveys of approved engineering drawings.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Algebra, geometry and trigonometry as applied to the computation of angles, areas, distances and traverses.

Principles and practices of surveying.

Applicable laws, regulations, codes, department policies and standard construction details governing assigned surveying duties.

Location of records, deeds and various recorded and unrecorded documents.

Engineering maps and records.

Construction plans and specifications.

Safety principles, practices and equipment related to survey work.

Filing systems used to store documents and records.

Ability to:

Interpret and apply state and local policies, procedures, laws, codes and regulations.

Make accurate engineering and land surveying calculations.

Operate survey tools and instruments.

Read maps and plans.

Operate various types of office equipment necessary for acceptable performance of job duties.

Retrieve various documents and records from files.

Compile, summarize and file field notes and data.

Use initiative and independent judgment within established procedural guidelines.

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;*
- ~~Communication~~ *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

CITY OF LAS VEGAS
Survey Technician (*continued*)

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, standing and walking for extended periods of time; and*
- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

Two years of increasingly responsible technical surveying experience.

Training:

~~Equivalent to an~~ Associate degree from an accredited college or university with major in surveying or ~~related~~ 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 Survey Technician Certification, Level II (field track), from the National Society of Professional Surveyors, is desirable.

WORKING CONDITIONS

Environmental Conditions:

Field environment; travel from site to site; exposure to heavy traffic and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, walking, crouching, kneeling, climbing and operating hand and power tools and survey equipment for prolonged periods of time; operating motorized vehicles; heavy lifting.

ARBSB

REV 7-3-07 (eliminated certification) 3/6/08

CITY OF LAS VEGAS
Survey Technician (*continued*)

FLSA and City nonexempt
CSB 7/14/99
Approved 7/3/07

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date

April 23, 2008

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

SUBJECT: C. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

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

The City is requesting that the following eligible list(s) be abolished in accordance with Civil Service Rules, Chapter IV, Section 9, c (4)

- 1 Communications Specialist - Promotional
- 2 Communications Specialist - Open

The reasoning is as follows

The current eligible list(s) no longer suit the needs of the department

RECOMMENDATION

The City recommends approval of the abolishment of these lists

Martha Davis

From: Judy Tuttle
Sent: Tuesday, April 15, 2008 11:17 AM
To: Martha Davis
Cc: Louis H. Amell, Glenna Kouns
Subject: Communications Specialist List Abolishment Request

Martha, please place a request to abolish the current Communication Specialist list on the next Civil Service Board Meeting agenda. This list will be a year old in May. There were 30 candidates on the list, 15 were hired, and the remainder cannot be considered due to 1) candidate withdrawal, 2) candidate job offer rejection and negative criminal and psychological background reports.

Thank you, Martha

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

Agenda Documentation
May 14, 2008

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

I. CALL TO ORDER April 23, 2008 at 11:30 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
Sue Brown
Graciela Manginelli

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

III. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1) Industrial Electrician II – Promotional
- 2) Industrial Electrician II – Open
- 3) Instrument Technician – Promotional
- 4) Instrument Technician – Open
- 5) Recreation Leader I – Aquatics – Open
- 6) Vehicle Services Supervisor - Promotional

A motion was made by Trustee Evelyn Beals that items 1 through 6 of the Eligible List to be Certified be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried

B. CLASSIFICATION SPECIFICATIONS

- 1) Desktop Computer Support Supervisor – Revised
- 2) Survey Crew Leader – Revised
- 3) Survey Technician – Revised

A motion was made by Trustee Priscilla Rocha that items 1 through 3 of the Classification Specifications be approved. The motion was seconded by Evelyn Beals. Motion carried.

C. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

- 1) Communications Specialist – Promotional
- 2) Communications Specialist - Open

A motion was made by Trustee Ed Miramontes that items 1 and 2 of the Discussion and Possible Action on Abolishing Eligible List be approved. The motion was seconded by Priscilla Rocha. Motion carried.

CITY OF LAS VEGAS
CIVIL SERVICE BOARD TELECONFERENCE MEETING
April 23, 2008
PAGE 2

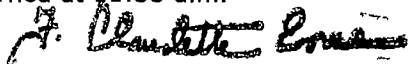
IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED

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: May 14, 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: 3

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1 Economic Development Officer – Open	28	6	5
2 Fire Engineer – Promotional	22	21	4
3. Firefighter Trainee – Open	1755	1076	1021

CITY OF LAS VEGAS

ELIGIBLE LIST

Economic Development Officer
Examination

April 25, 2008
Date

0879500030
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	6	GROUP 1	2
REJECTED	22	GROUP 2	3
TOTAL RECEIVED	28	TOTAL ON LIST	5

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Engineer
Examination

Written Test: April 14, 2007
Performance Test: April 29-30, 2007
Date of Test

08435003P
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	22	GROUP 1	0
REJECTED	0	GROUP 2	2
TOTAL RECEIVED	22	GROUP 3	2
		TOTAL ON LIST	4

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	30%		70%	
PASSED	21		4	
FAILED	0		15	
TOTAL TESTED	21		19	
WITHDREW	1		2	

*Per the MOU between the City of Las Vegas and IAFF, Local 1285 this eligible list is arranged by score from highest to lowest.

CITY OF LAS VEGAS

ELIGIBLE LIST

**Firefighter Trainee
Examination**

**Written Test January 29, 2008
Physical Ability March 24 - 25, 2008
Date of Test**

**074601100
Exam Code**

**Open
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	1688	GROUP 1	74
REJECTED	67	GROUP 2	652*
TOTAL RECEIVED	1755	GROUP 3	295
		TOTAL ON LIST	1021

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u> P/F Physical Ability Test (CPAT)
(Weight)	100%			
PASSED	1039			74
FAILED	37			9
TOTAL TESTED	1076			83
DID NOT APPEAR	609			8
WITHDREW	3			1

*If Group 2 should become reachable they will be given the CPAT

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date May 14, 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: 10

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1 Building Services Technician – Promotional	4	05/14/08	11/14/08	1
2 Building Services Technician – Open	13	05/14/08	11/14/08	1
3 Equipment Operator I (Parks) – Promotional	5	05/14/08	11/14/08	1
4 Equipment Operator I (Parks) – Open	8	05/14/08	11/14/08	1
5 Fire Captain – Promotional	24	05/28/08	11/28/08	1
6 Fire Prevention Inspector I – Promotional	13	05/23/08	11/23/08	2
7 Fire Prevention Inspector I – Open	45	05/23/08	11/23/08	2
8 Irrigation Systems Repairer I – Open	6	05/14/08	11/14/08	1
9 Leisure Services Coordinator – Open	29	05/09/08	11/09/08	2
10 Office Supervisor – Open	27	05/28/08	11/28/08	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: May 14, 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

- 1 EMS Field Coordinator

EMS Field Coordinator was revised to reflect current job duties

NEW

- 2 Purchasing Supervisor

Purchasing Supervisor was created at the request of the department

RECOMMENDATION

The City recommends approval of these revised classification specifications

EMS FIELD COORDINATOR

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 wide variety of coordination activities to support emergency and non-emergency medical services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy Fire Chief responsible for emergency medical services or higher level management. May receive direction from the on-duty Fire Battalion Chief as needed.

May exercise functional and technical supervision over assigned 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. Oversee the daily activities of the emergency medical services operations.
2. Assist in EMS training as requested by the EMS Deputy Chief.
3. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective emergency medical services without interruption.
4. Provide medical support during emergency operations; respond to all second alarm or greater incidents; respond to complex or large emergency medical incidents to support the incident commander as a resource and technical expert in a variety of capacities, such as but not limited to EMS branch director, triage, treatment, transport group supervisor, medical group leader, rehabilitation operations and safety officer; serve as incident commander at a multi-casualty incident (MCI) or complex EMS operations in the absence of a higher level EMS-trained officer.
5. Provide assistance to field personnel with infectious disease exposure reporting.
6. Provide field personnel with access to medical supplies and equipment. Coordinate with City of Las Vegas central stores to provide inventory control of medical supplies and equipment. Coordinate with central stores to provide updated Oracle inventory list. Resolve medical supplies and equipment issues with vendors. Monitor and maintain Bio-Medical device program.

CITY OF LAS VEGAS
EMS Field Coordinator (*continued*)

Essential Functions:

7. Mediate interagency complaints or disagreements originating from field personnel involvement dealing with emergency medical operations.
8. Assist EMS Quality Improvement Coordinator with quality improvement monitoring and assist in implementing improvement strategies.
9. Coordinate and assist with all Southern Nevada Health District (SNHD) inspections. Coordinate information and resources to operate within SNHD regulations and protocols.
10. Serve on the EMS Committee.
11. Attend Medical Advisory Board and other related meetings as required by EMS Deputy Chief.
12. Participate in departmental, local and regional congregation as a representative of the LVFR EMS Division at the request of the EMS Deputy Chief.
13. Provide technical expertise in the areas of medical/legal responsibilities, Schedule II accountability, special EMS operations, ambulance franchise agreement and EMS division policy.
14. Coordinate with EMS Quality Improvement Coordinator on Schedule II medication replacement. Oversee the Schedule II medication replacement with field personnel. Monitor drug logs and drug lock boxes.
15. Provide preliminary support for employees in the case of injury, infectious disease exposure, or critical stress incident.
16. Develop and maintain relationship with area hospital and interagency stakeholders.
17. Maintain ready reserve rescue program.

Marginal Functions:

1. Assist other management staff in maintaining and improving upon the operation of the department; perform a wide variety of general staff work as assigned.
2. May participate in the preparation and administration of section budget; submit budget recommendations; monitor expenditures.
3. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
EMS Field Coordinator (*continued*)

QUALIFICATIONS

Knowledge of:

Principles, practices and procedures of modern emergency medical services.
Rules, regulations and operational procedures of the Las Vegas Fire and Rescue Department.
Principles of training curriculum development and delivery.
Local and state emergency medical plans.
Principles of the incident command system and its structure.
Modern management techniques and skills.
Southern Nevada Health District policies and protocols.
Infection control practices and procedures.
Pertinent federal, state and local laws, codes and regulations.
Modern office practices, procedures and methods and computer equipment.

Ability to:

Analyze an emergency situation and decide on an appropriate course of action within the scope of assigned duties.

Think and act quickly and appropriately in emergencies.

Understand and follow oral and written directions promptly and quickly.

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, as specified by firefighter certification, which may include the following:

- *Performing life threatening firefighting activities in an emergency situation;*
- *Running, walking, crouching or crawling during emergency operations;*
- *Moving equipment and injured or deceased persons;*
- *Climbing stairs and ladders;*
- *Performing life-saving and rescue procedures; and*
- *Walking, standing or sitting for extended periods of time.*

Effectively deal with personal danger, which may include exposure to:

- *Fire-encompassed surroundings,*
- *Dangerous persons;*
- *Dangerous animals;*
- *Hazards of emergency driving;*
- *Hazards associated with traffic control and working in and near traffic; and*
- *Natural and man-made disasters*

CITY OF LAS VEGAS
EMS Field Coordinator (*continued*)

Ability to:

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:

- *Exercising sound judgment and rational thinking;*
- *Making sound decisions;*
- *Evaluating various options and alternatives and choose an appropriate and reasonable course of action;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Five years experience as a Firefighter/Paramedic with the City of Las Vegas;

OR

Seven years of professional, full-time, paid fire service experience, including five years as a Paramedic, three of which must have been with the City of Las Vegas as a Firefighter/Paramedic.

Training:

Equivalent to graduation from high school. College-level course work in EMS, fire administration, business administration or a related field is desirable.

License or Certificate

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

Possession and maintenance of a current Southern Nevada Health District EMT-P (Paramedic) certification on the date of application.

Possession and maintenance of a Southern Nevada Health District EMS Instructor certification within 12 months of the date of appointment.

CITY OF LAS VEGAS
EMS Field Coordinator (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Emergency firefighting and office environments; exposure to fire encompassed surroundings, dangerous persons and animals, natural and man-made disasters, computer screens; hazards of emergency driving; hazards associated with traffic control and working near traffic.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for the performance of assigned duties as specified by the firefighter certification for prolonged periods of time.

SB
REV 4/21/08
FLSA and City: nonexempt

CSB 5/14/08

EMS FIELD COORDINATOR

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 wide variety of coordination activities to support emergency and non-emergency medical services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the ~~Fire Battalion~~ Deputy Fire Chief responsible for emergency medical services or higher level management. May receive direction from the on-duty Fire Battalion Chief as needed.

May exercise ~~direct~~ functional and technical supervision over assigned 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. ~~Oversee and participate in the operation and coordination of emergency medical services activities.~~ the daily activities of the emergency medical services operations.
2. ~~Assist in the preparation, coordination and delivery of emergency medical services (EMS) certification training needs.~~ EMS training as requested by the EMS Deputy Chief.
3. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective emergency medical services. without interruption.
4. ~~Provide rapid access to rehabilitation~~ medical support during emergency operations; respond to all second alarm or greater incidents; and respond to complex or large emergency medical incidents to support the incident commander as a resource and technical expert in a variety of capacities, such as documentation, radio operations, rehabilitation for injured firefighters, medical group leader, EMS branch director, safety officer ~~but not limited to EMS branch director, triage, treatment, transport group supervisor, medical group leader, rehabilitation operations and safety officer;~~ serve as incident commander at a multi-casualty incident (MCI) or complex EMS operations in the absence of a higher level EMS-trained employee officer.
5. Provide assistance to field ~~staff~~ personnel with infectious disease exposure reporting.
6. Provide field ~~staff~~ personnel with access to medical supplies and equipment. Coordinate with City of Las Vegas central stores to provide inventory control of medical supplies and

CITY OF LAS VEGAS
EMS Field Coordinator (*continued*)

- equipment. Coordinate with central stores to provide updated Oracle inventory list. Resolve medical supplies and equipment issues with vendors. Monitor and maintain Bio-Medical device program.
7. Mediate interagency complaints or disagreements originating from field staff personnel involvement dealing with emergency medical operations.
 8. Assist EMS Quality Improvement Coordinator with ~~quality assurance and quality improvement monitoring~~ and assist in implementing improvement strategies.
 9. Coordinate and assist with ~~annual~~ all Southern Nevada Health District (SNHD) inspections. Coordinate information and resources to operate within SNHD regulations and protocols.
 10. Serve on the EMS Committee.
 11. Attend Medical Advisory Board and other related meetings as required by EMS Deputy Chief.
 12. ~~Plan and coordinate EMS drills~~ Participate in departmental, local and regional congregation as a representative of the LVFR EMS Division at the request of the EMS Deputy Chief.
 13. ~~Coordinate and provide administrative oversight for "Bike Medic" teams for special events~~ Provide technical expertise in the areas of medical/legal responsibilities, Schedule II accountability, special EMS operations, ambulance franchise agreement and EMS division policy.
 14. ~~Oversee EMS supply system, review and maintain advanced life support inventories; perform monthly drug log inspections~~ Coordinate with EMS Quality Improvement Coordinator on Schedule II medication replacement. Oversee the Schedule II medication replacement with field personnel. Monitor drug logs and drug lock boxes.
 15. Provide preliminary support for employees in the case of injury, infectious disease exposure, or critical stress incident.
 16. Develop and maintain relationship with area hospital and interagency stakeholders.
 17. Maintain ready reserve rescue program

Marginal Functions:

1. Assist other management staff in maintaining and improving upon the operation of the department; perform a wide variety of general staff work as assigned.
2. May participate in the preparation and administration of section budget; submit budget recommendations; monitor expenditures.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles, practices and procedures of modern emergency medical services.
Rules, regulations and operational procedures of the Las Vegas Fire and Rescue Department.
Principles of training curriculum development and delivery.
Local and state emergency medical plans.
Principles of the incident command system and its structure.
Modern management techniques and skills.
~~Clark County~~ Southern Nevada Health District policies and protocols.
Infection control practices and procedures.
Pertinent federal, state and local laws, codes and regulations.
Modern office practices, procedures and methods and computer equipment.

Ability to:

Analyze an emergency situation and decide on an appropriate course of action within the scope of assigned duties.

Think and act quickly and appropriately in emergencies.

Understand and follow oral and written directions promptly and quickly.

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, as specified by firefighter certification, which may include the following:

- *Performing life threatening firefighting activities in an emergency situation;*
- *Running, walking, crouching or crawling during emergency operations;*
- *Moving equipment and injured or deceased persons;*
- *Climbing stairs and ladders;*
- *Performing life-saving and rescue procedures; and*
- *Walking, standing or sitting for extended periods of time.*

Effectively deal with personal danger, which may include exposure to:

- *Fire-encompassed surroundings;*
- *Dangerous persons;*
- *Dangerous animals;*
- *Hazards of emergency driving;*
- *Hazards associated with traffic control and working in and near traffic; and*
- *Natural and man-made disasters.*

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:

- *Exercising sound judgment and rational thinking;*
- *Making sound decisions,*

CITY OF LAS VEGAS
EMS Field Coordinator (*continued*)

- *Evaluating various options and alternatives and choose an appropriate and reasonable course of action;*
- *Effective interaction and communication with others, and*
- *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Five years experience as a Firefighter/Paramedic with the City of Las Vegas;

OR

Seven years of professional, full-time, paid fire service experience, including five years as a Paramedic, three of which must have been with the City of Las Vegas as a Firefighter/Paramedic.

Training:

Equivalent to graduation from high school. College-level course work in EMS, fire administration, business administration or a related field is desirable.

CITY OF LAS VEGAS
EMS Field Coordinator (*continued*)

License or Certificate

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

| Possession and maintenance of a current ~~Clark County~~ Southern Nevada Health District EMT-P (Paramedic) certification on the date of application.

| Possession and maintenance of a ~~Clark County~~ Southern Nevada Health District EMS Instructor certification within 12 months of the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Emergency firefighting and office environments; exposure to fire encompassed surroundings, dangerous persons and animals, natural and man-made disasters, computer screens; hazards of emergency driving; hazards associated with traffic control and working near traffic.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for the performance of assigned duties as specified by the firefighter certification for prolonged periods of time.

| ARBSB

| NEW 8/10/04 REV 4/21/08

FLSA and City: nonexempt

| CSB 9/12/04

PURCHASING 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 and supervise the work of staff responsible for the buying and contracting functions of the Purchasing & Contracts Division; to coordinate projects within the division as assigned by the division manager; and to perform a variety of tasks relative to the assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Purchasing & Contracts Manager and higher level management.

Exercises direct supervision over buying and contracting 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 and supervise work of staff responsible for public purchasing solicitations, purchase orders, contract preparation, and contract administration; ensure the efficiency and effectiveness of work processes; ensure the delivery of quality customer service.
2. Develop procurement strategies, methods of improving services, and implement approved process improvements to achieve division goals and objectives.
3. Participate in the selection and motivation of 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, performance requirements and professional development plans; 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.
4. Review and analyze workload volume and complexity; monitor staff project lists and allocate resources to balance workload.
5. Prepare analytical and statistical reports on purchasing operations and activities; track division and staff performance relative to key performance goals.

Sub section - i

HOLD OVER

PR - HOLD Five Eng
in Abeyance

EB 2nd

↑
Morgan - brought back PD
discussion

PR
~~PR~~ MOTION TO HOLD ~~from~~ discussion table

EB 2nd

Until June
Mtg.

~~KUT Baca~~ =

MOTION C

CITY OF LAS VEGAS
Purchasing Supervisor (*continued*)

Essential Functions:

6. Resolve complex issues involving departments, suppliers, contractors and the public; develop, coordinate and provide training to city staff on the fundamentals of public purchasing, the procure to pay process, and other purchasing subjects which results in achievement of division performance goals.
7. Develop, coordinate, document and implement approved division policies and procedures; oversee, monitor, evaluate and refine policies and procedures to ensure effectiveness.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of trends and innovations in the field of purchasing, supply chain management and applicable software applications or tools.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and techniques of supervision, training, and performance evaluation.
Advanced principles of purchasing, contracts and supply chain management.
Public contract acquisition law and regulations.
State and local political issues and sensitivities relative to public purchasing and public works construction statutes.
Methods and techniques of analysis.
Principles of business writing and report preparation.
Complex record keeping procedures and techniques.
Current office procedures, methods, computer equipment and standard software packages
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Use initiative and independent judgment within established guidelines.
Manage multiple assignments using proven time management techniques.
Set and adjust priorities in a rapidly changing environment.
Act calmly, rationally, decisively and tactfully in difficult situations.
Analyze complex problems, identify alternative solutions, anticipate consequences of proposed actions, recommend best options, and implement approved solution in support of goals.
Provide training in formal and informal settings.
Communicate clearly and concisely, both orally and in writing
Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
Establish and maintain effective working relationships with those contacted in the course of work.

A. → Item #2

~~or~~ NO written appeal

Speak on matter

ERIC

Fire Fighters

Station #

Challenging Results.

ⓐ Written Appeal - filing

Chapter 4 Section 5

W³₆F

CITY OF LAS VEGAS
Purchasing Supervisor (*continued*)

Ability to:

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.*

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:

Four years of increasingly responsible experience in a purchasing and contracting function, preferably in a government agency, to include three years of lead or supervisory experience. Experience with Enterprise Resource Planning (ERP) systems is desirable.

Training:

Bachelor's degree from an accredited college or university with a major in purchasing, procurement and contracts, supply chain management, business or public administration, 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 environment; exposure to computer screens; use of computer keyboard and mouse. Occasional travel to other city facilities.

Physical Conditions:

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

ARB: NEW 4/25/08
FLSA & City: nonexempt
CSB 5/14/08

NENAD Mir covic

Item # 1

Morgan: ~~It~~ refers to Chapter 8

No ability to

go to June mtg.

approve OR NOT approve
to be in abeyance.

A.1 HOLD ITEM
in abeyance

PR motion

EB 2nd

M/C

SIGN-IN SHEET
CIVIL SERVICE BOARD MEETING

DATE: May 14, 2008

PLEASE PRINT

<u>NAME</u>	<u>ORGANIZATION</u>
<u>THOMAS MIRAMONTE</u>	<u>LVFR</u>
<u>NEVAD M. MIRKOVIC</u>	<u>LVCA</u>
<u>Glenna Kouns</u>	<u>CLV H-R</u>
<u>Ellen Thompson</u>	<u>CLV HR PSD</u>
<u>Ron Prewitt</u>	<u>CLV HR PSD</u>
<u>Jason Schmidt</u>	<u>CLV FR</u>
<u>JEFFREY A. NEITZ</u>	<u>LVFR</u>
<u>JESSE AGUINAGA</u>	<u>LUFR</u>
<u>KURT BACA</u>	<u>LVFR</u>
<u>ERIC SCHEUMANN</u>	<u>LUFR</u>
<u>Scott Johnson</u>	<u>Local 1285</u>
<u>Helen L. Gonzales</u>	<u>CLV HR</u>
<u>ROMEO BETEA</u>	<u>CLU - OBD</u>
<u>Michelle McNulty</u>	<u>HR - CLV</u>
<u>SCOTT ADAMS</u>	<u>CLV - OBD</u>
<u>STEVE VAN GORP</u>	<u>CLV - OBD</u>

SIGN-IN SHEET
CIVIL SERVICE BOARD MEETING

DATE: April 09, 2008

PLEASE PRINT

NAME

ORGANIZATION

Murle Harvep

HR - PSD

Ellen Thompson

HR/PSD

Ron Prewitt

HR/PSD

Alenna Kouns

HR/PSD
