

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
For the
MAY 28, 2008
TELECONFERENCE MEETING

Agenda Documentation
June 11, 2008

TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM: F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER May 28, 2007 at 11:30 a.m. via Teleconference

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

STAFF PRESENT
Ann Rubertino-Beck
Sue Brown
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. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1) Agenda Technician II - Promotional
- 2) Desktop Computer Support Supervisor - Promotional
- 3) Desktop Computer Support Supervisor - Open
- 4) Environmental Systems Technician Trainee - Promotional
- 5) Environmental Systems Technician Trainee - Open

A motion was made by Trustee Priscilla Rocha that items 1 through 5 of the Eligible List to be Certified be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

B. REQUEST TO BE PLACED ON REHIRE LIST

- 1) Amber Armogan

A motion was made by Trustee Ed Miramontes that item 1 of the Request To Be Placed On The Rehire List be approved. The motion was seconded by Priscilla Rocha. Motion carried.

C. NOTICE OF APPEAL

- 1) LVCEA

A motion was made by Trustee Ed Miramontes to accept the notice of appeal and set it for the next regularly scheduled meeting to determine whether or not the board will hear the appeal. The motion was seconded by Priscilla Rocha. Motion carried.

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
May 28, 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 11:35 a.m.



F. Claudette Enus
Secretary to the Board

The agenda item, the Economic Development Officer eligible list, can be placed in abeyance until the board resolves the appeal. Trustee Priscilla Rocha made a motion that item 1 of the Eligible Lists To Be Certified, Economic Development Officer, be held in abeyance until the next meeting. Trustee Evelyn Beals seconded the motion. Motion carried. A motion was made by Trustee Priscilla Rocha that item 2 of the Eligible Lists To Be Certified (Fire Engineer) be tabled for the next regularly scheduled meeting. Evelyn Beals seconded the motion. Motion carried. Individuals are present to discuss item #2 Fire Engineer – Promotional List. Eric Scheumann reviewed his understanding the changes of the scoring system for Fire Engineer testing. Morgan Davis explained to Eric Scheumann that the board was not able to hear his contestation. Morgan summarized that Eric Scheumann tested for the Fire Engineer test and did not pass and not considered for the position. Eric is attempting to contest the results. Scott Johnson from the IAFF Local 1285 presented to the board that the IAFF did not approve the 2006 CSB rules and are currently using 1992 Version of the Civil Service Rules. Morgan Davis synthesized the subject that the question of the applications of which version applies. The main issue is this board does not have jurisdiction to rule on the questions of whether the 2006 or 2002 versions of the CSB rules apply for this Item. Trustee Malcolm White reviewed that the board is trying to clearly identify an appeal to be heard. Morgan Davis refers to either version that a written appeal has not been filed. Morgan Davis read for record from the Civil Service Rules, Chapter 4, Section 5, Sub I (re-examination): *Whenever the Civil Service Board believes that in the interest of justice, re-examination of any applicant(s) is required, the Board may order the Director of Human Resources, or designee, to conduct such an examination of all the applicants originally tested.* This language is brought forth that may suggest that independent of a formal written appeal that the board has the power to hear objections to a test. Morgan Davis asked if there were any individuals present from the department that would like to speak on whether there is an urgency to get the list certified. Secretary Claudette Enus stated that Chief Miramontes indicates no. Trustee Priscilla Rocha states that the board should not hear the appeal because a written appeal was not given to the board. Morgan Davis clarified that the merits of the appeal were not available to the board. Trustee Malcolm White suggested that the comments be heard during the public portion of the agenda. A motion was made by Trustee Priscilla Rocha that item 2 of the Eligible Lists To Be Certified (Fire Engineer) be tabled for the next regularly scheduled meeting. Evelyn Beals seconded the motion. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Building Services Technician – Promotional
2. Building Services Technician – Open
3. Equipment Operator I (Parks) – Promotional
4. Equipment Operator I (Parks) – Open
5. Fire Captain – Promotional
6. Fire Prevention Inspector I – Promotional
7. Fire Prevention Inspector I – Open
8. Irrigation Systems Repairer I – Open
9. Leisure Services Coordinator – Open
10. Office Supervisor - Open

A motion was made by Trustee Priscilla Rocha that items 1 through 10 of the Extension of Eligible Lists be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

C. CLASSIFICATION SPECIFICATIONS:

1. EMS Field Coordinator – Revised
2. Purchasing Supervisor – New


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

VI. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED: None

VII. CITIZEN PARTICIPATION:

Kurt Baca, CLV firefighter would like it noted that he believes that it is the same test as in the past. Jesse Aguinaga, CLV firefighter noted that he participated in the testing for the past 3 years and nothing has been different with his experience in testing and has failed test in the past and moved on. Mr. Aguinaga believes the current list is good. Jason Schmidt, CLV Firefighter participated in the Fire Engineer test and did not pass. Mr. Schmidt believes that those who have passed the test should not lose their opportunity and should stay on the list. Mr. Schmidt feels that those who are currently on the list deserve the job, but believes that the test may need to be reviewed. Jeff Neitz, Firefighter began to comment that he has been through process three times. Because of the absence of a quorum at 4:59pm the meeting had to be adjourned.

ADJOURNMENT: Due to and absence of a quorum the meeting was adjourned at 4:59 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
MAY 9, 2007
REGULAR MEETING**

Agenda Documentation
June 11, 2008

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER. . May 14, 2008 at 4:30 p.m. in the Human Resources Department.

ROLL CALL:

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

STAFF PRESENT

Claudette Enus
Judy Tuttle
Graciela Manginelli
Ann Rubertino-Beck
Glenna Kouns
Ellen Thompson
Sue Brown
Ron Prewitt
Michele McNulty
Helen Gonzales

OTHERS PRESENT

Thomas Miramontes - Fire
Nenad Mirkovic
Jason Schmidt- Fire
Jeffrey Neitz - Fire
Jesse Aguinaga - Fire
Kurt Baca - Fire
Eric Scheumann - Fire
Scott Johnson - Local 1285
Romeo Betea - OBD
Scott Adams - OBD
Steve Van Gorp - OBD

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

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

III APPROVAL OF MINUTES of Regular Meeting of April 09, 2008: Trustee Priscilla Rocha made a motion to approve the minutes of the Regular Meeting of April 09, 2008. Trustee Evelyn Beals seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of the Teleconference Meeting of April 23, 2008: Trustee Priscilla Rocha made a motion to approve the minutes of the Teleconference Meeting held April 23, 2008. Trustee Evelyn Beals seconded the motion. Motion carried.

V. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

1. Economic Development Officer - Open
2. Fire Engineer - Promotional
3. Firefighter Trainee - Open

A motion was made by Trustee Priscilla Rocha that item 3 of Eligible Lists To Be Certified (Firefighter Trainee) be approved. Evelyn Beals seconded the motion. Motion Carried. Morgan Davis notified the board that Nenad Mirkovic filed a notice of appeal the afternoon of May 14, contesting rejection of his application for Economic Development Officer, and recited Civil Service Rules regarding notices of appeal. The secretary first notifies the chairman of the board that an appeal has been received, then at the next regularly scheduled meeting, the appeal will be placed on the agenda and the board shall take action to determine if the appeal filed is an item the board has jurisdiction over. The board cannot take action on this appeal today.

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
MAY 9, 2007
REGULAR MEETING**

Agenda Documentation
June 11, 2008

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER: May 14, 2008 at 4:30 p.m. in the Human Resources Department.

ROLL CALL:

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

STAFF PRESENT

Claudette Enus
Judy Tuttle
Graciela Manginelli
Ann Rubertino-Beck
Glenna Kouns
Ellen Thompson
Sue Brown
Ron Prewitt
Michele McNulty
Helen Gonzales

OTHERS PRESENT

Thomas Miramontes - Fire
Nenad Mirkovic
Jason Schmidt - Fire
Jeffrey Neitz - Fire
Jesse Aguinaga - Fire
Kurt Baca - Fire
Eric Scheumann - Fire
Scott Johnson - Local 1285
Romeo Betea - OBD
Scott Adams - OBD
Steve Van Gorp - OBD

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

- II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW:
- III. APPROVAL OF MINUTES of Regular Meeting of April 09, 2008: Trustee Priscilla Rocha made a motion to approve the minutes of the Regular Meeting of April 09, 2008. Trustee Evelyn Beals seconded the motion. Motion carried.
- IV. APPROVAL OF MINUTES of the Teleconference Meeting of April 23, 2008: Trustee Priscilla Rocha made a motion to approve the minutes of the Teleconference Meeting held April 23, 2008. Trustee Evelyn Beals seconded the motion. Motion carried.
- V. BUSINESS:
- A. ELIGIBLE LISTS TO BE CERTIFIED:
1. Economic Development Officer - Open
 2. Fire Engineer - Promotional
 3. Firefighter Trainee - Open

A motion was made by Trustee Priscilla Rocha that item 3 of Eligible Lists To Be Certified (Firefighter Trainee) be approved. Evelyn Beals seconded the motion. Motion Carried. Morgan Davis notified the board that Nenad Mirkovic filed a notice of appeal the afternoon of May 14, contesting rejection of his application for Economic Development Officer, and recited Civil Service Rules regarding notices of appeal. The secretary first notifies the chairman of the board that an appeal has been received, then at the next regularly scheduled meeting, the appeal will be placed on the agenda and the board shall take action to determine if the appeal filed is an item the board has jurisdiction over. The board cannot take action on this appeal today.

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Department of Human Resources
400 Stewart Avenue
Las Vegas, Nevada

CLAUDETTE ENUS

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

TELECONFERENCE AGENDA

DATE: May 28, 2008
TIME: 11:30 a.m.

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 June 11, 2008.

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

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1) Agenda Technician II - Promotional
- 2) Desktop Computer Support Supervisor - Promotional
- 3) Desktop Computer Support Supervisor - Open
- 4) Environmental Systems Technician Trainee - Promotional
- 5) Environmental Systems Technician Trainee - Open

MOTION: PR
2nd: EM
Motion carried

B. REQUEST TO BE PLACED ON REHIRE LIST

- 1) Amber Armogan

MOTION: EM
2nd: PR

C. NOTICE OF APPEAL

- 1) LVCEA

DE NOT & MOTION TO HAVE TO REG. MEET. TO DET. TO RECEIVE APPEAL.

IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED

MOTION: EM

V. CITIZEN PARTICIPATION

11:35

2ND: PR
Motion carried

PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS WITHIN THE JURISDICTION OF THE CIVIL SERVICE BOARD. NO SUBJECT MAY BE ACTED UPON BY THE CIVIL SERVICE BOARD UNLESS THAT SUBJECT IS ON THE AGENDA AND IS SCHEDULED FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD. THE AMOUNT OF DISCUSSION ON ANY SINGLE SUBJECT, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED.

Facilities are provided throughout City Hall for the convenience of disabled persons. Special equipment for the hearing impaired is available for use at meetings. If you need an accommodation to attend and participate in this meeting, please call the DEPARTMENT DESIGNEE at 229-6315 and advise of your need at least 48 hours in advance of the meeting. The City's TDD number is 386-9108.

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

- State of NV, Grant Sawyer Building, 555 E. Washington Avenue
- Senior Citizen Center, 451 E. Bonanza Road
- Clark County Government Center, 500 South Grand Central Parkway
- Bulletin Board, City Hall Plaza (next door to Metro Records)
- City Hall 2nd Floor, Human Resources Posting Bulletin Board

JA - P
PR - P
EM - P

EB - absent
absent
MV -

HR
D'ARB
SB
CM Morgan

The agenda item, the Economic Development Officer eligible list, can be placed in abeyance until the board resolves the appeal. Trustee Priscilla Rocha made a motion that item 1 of the Eligible Lists To Be Certified, Economic Development Officer, be held in abeyance until the next meeting. Trustee Evelyn Beals seconded the motion. Motion carried. A motion was made by Trustee Priscilla Rocha that item 2 of the Eligible Lists To Be Certified (Fire Engineer) be tabled for the next regularly scheduled meeting. Evelyn Beals seconded the motion. Motion carried. Individuals are present to discuss item #2 Fire Engineer – Promotional List. Eric Scheumann reviewed his understanding of the changes of the scoring system for Fire Engineer testing. Morgan Davis explained to Eric Scheumann that the board was not able to hear his contestation. Morgan summarized that Eric Scheumann tested for the Fire Engineer test and did not pass and was not considered for the position. Eric is attempting to contest the results. Scott Johnson from the IAFF Local 1285 presented to the board that the IAFF did not approve the 2006 CSB rules and are currently using the 1992 Version of the Civil Service Rules. Morgan Davis synthesized the subject that the question of the applications of which version applies. The main issue is this board does not have jurisdiction to rule on the questions of whether the 2006 or 2002 versions of the CSB rules apply for this item. Trustee Malcolm White reviewed that the board is trying to clearly identify an appeal to be heard. Morgan Davis refers to either version that a written appeal has not been filed. Morgan Davis read for record from the Civil Service Rules, Chapter 4, Section 5, Sub I (re-examination): *Whenever the Civil Service Board believes that in the interest of justice, re-examination of any applicant(s) is required, the Board may order the Director of Human Resources, or designee, to conduct such an examination of all the applicants originally tested.* This language is brought forth that may suggest that independent of a formal written appeal that the board has the power to hear objections to a test. Morgan Davis asked if there were any individuals present from the department that would like to speak on whether there is an urgency to get the list certified. Secretary Claudette Enus stated that Chief Miramontes indicates no. Trustee Priscilla Rocha states that the board should not hear the appeal because a written appeal was not given to the board. Morgan Davis clarified that the merits of the appeal were not available to the board. Trustee Malcolm White suggested that the comments be heard during the public portion of the agenda. A motion was made by Trustee Priscilla Rocha that item 2 of the Eligible Lists To Be Certified (Fire Engineer) be tabled for the next regularly scheduled meeting. Evelyn Beals seconded the motion. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Building Services Technician – Promotional
2. Building Services Technician – Open
3. Equipment Operator I (Parks) – Promotional
4. Equipment Operator I (Parks) – Open
5. Fire Captain – Promotional
6. Fire Prevention Inspector I – Promotional
7. Fire Prevention Inspector I – Open
8. Irrigation Systems Repairer I – Open
9. Leisure Services Coordinator – Open
10. Office Supervisor - Open

A motion was made by Trustee Priscilla Rocha that items 1 through 10 of the Extension of Eligible Lists be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

C. CLASSIFICATION SPECIFICATIONS:

1. EMS Field Coordinator – Revised
2. Purchasing Supervisor – New.

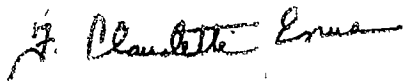
A motion was made by Trustee Evelyn Beals to approve Items 1 and 2 of the Classification Specifications and Priscilla Rocha seconded the motion. Motion carried.

VI. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED: None

VII. CITIZEN PARTICIPATION:

Kurt Baca, CLV firefighter would like it noted that he believes that it is the same test as in the past. Jesse Aguinaga, CLV firefighter noted that he participated in the testing for the past 3 years and nothing has been different with his experience in testing and has failed test in the past and moved on. Mr. Aguinaga believes the current list is good. Jason Schmidt, CLV Firefighter participated in the Fire Engineer test and did not pass. Mr. Schmidt believes that those who have passed the test should not lose their opportunity and should stay on the list. Mr. Schmidt feels that those who are currently on the list deserve the job, but believes that the test may need to be reviewed. Jeff Neitz, Firefighter began to comment that he has been through process three times. Because of the absence of a quorum at 4:59pm the meeting had to be adjourned.

ADJOURNMENT: Due to and absence of a quorum the meeting was adjourned at 4:59 p.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: May 28, 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: 5

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Agenda Technician II – Promotional	4	3	3
2. Desktop Computer Support Supervisor – Promotional	3	2	2
3. Desktop Computer Support Supervisor – Open	3	1	0
4. Environmental Systems Technician Trainee – Promotional	10	5	5
5. Environmental Systems Technician Trainee – Open	166	42	35

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: May 28, 2008

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

SUBJECT: B. REQUEST TO BE PLACED ON REHIRE LIST: AMBER ARMOGAN

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

Amber Armogan, an employee from June 6, 2005 to March 7, 2008, has requested to be placed on the Rehire List for Secretary A copy of his/her Department Director's approval is attached for the Board's information and review

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

Amber Armogan meets the criteria for placement on the Rehire List and it is recommended that the Board approve his/her request

CITY OF LAS VEGAS

ELIGIBLE LIST

Environmental Systems Technician Trainee
Examination

April 30, 2008
Date

0879597030
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	70	GROUP 1	16
REJECTED	96	GROUP 2	19
TOTAL RECEIVED	166	TOTAL ON LIST	35

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	35			
FAILED	7			
TOTAL TESTED	42			
DID NOT APPEAR	28			

Martha Davis

From: Judy Tuttle
Sent: Thursday, May 15, 2008 1 23 PM
To: Martha Davis
Subject: FW Amber Armogan-Request to be rehired

Martha, for the CSB agenda Thanks

From: James Carmany
Sent: Monday, March 10, 2008 3:25 PM
To: Sandy Santamaria
Cc: 'browniys28@aol.com'
Subject: FW: Request to be rehired

Please prepare the appropriate paper work to place Amber on the rehire list
Thank you

From: browniys28@aol.com [mailto:**Sent:** Thursday, March 06, 2008 12:09 PM
To: James Carmany
Subject: Request to be rehired

Dear Mr. Carmany,

I am requesting to be placed on the rehire list. I was told that I could request to be rehired for the next two years. If this request is granted I would appreciate it very much.

Thanks again for everything.

Amber Armogan

Supercharge your AIM Get the [AIM toolbar](#) for your browser

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: May 28, 2008

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

SUBJECT: C. NOTICE OF APPEAL – LVCEA

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

On April 22, 2008 the Las Vegas City Employees Association filed a Notice of Appeal. (Attached hereto) Pursuant to Chapter VIII, Section 3(3) of the Civil Service Rules, "Following the Notice of Appeal, the Secretary to the Civil Service Board shall notify the Chairperson of the Civil Service Board. The Board shall at the next regularly scheduled meeting, set a date to consider the application for appeal."

It is recommended that the Board have this item placed on the agenda for the regularly scheduled June 2008 meeting to consider the application for appeal. At that time, if the appeal is considered to be receivable under the Civil Service Rules, a hearing date will then be set for a future meeting.

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
For the
MAY 28, 2008
TELECONFERENCE MEETING

Agenda Documentation
June 11, 2008

TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM: F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER May 28, 2007 at 11:30 a.m. via Teleconference

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

STAFF PRESENT
Ann Rubertino-Beck
Sue Brown
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. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1) Agenda Technician II - Promotional
- 2) Desktop Computer Support Supervisor - Promotional
- 3) Desktop Computer Support Supervisor - Open
- 4) Environmental Systems Technician Trainee - Promotional
- 5) Environmental Systems Technician Trainee - Open

A motion was made by Trustee Priscilla Rocha that items 1 through 5 of the Eligible List to be Certified be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

B. REQUEST TO BE PLACED ON REHIRE LIST

- 1) Amber Armogan

A motion was made by Trustee Ed Miramontes that item 1 of the Request To Be Placed On The Rehire List be approved. The motion was seconded by Priscilla Rocha. Motion carried.

C. NOTICE OF APPEAL

- 1) LVCEA

A motion was made by Trustee Ed Miramontes to accept the notice of appeal and set it for the next regularly scheduled meeting to determine whether or not the board will hear the appeal. The motion was seconded by Priscilla Rocha. Motion carried.

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
May 28, 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 11:35 a.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: June 11, 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: 2

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Contracts Specialist – Open	5	4	4
2. Senior Economic Development Officer – Promotional	8	3	3

CITY OF LAS VEGAS

ELIGIBLE LIST

Agenda Technician II
Examination

May 13, 2008
Date

08333804P
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	3	GROUP 1	2
REJECTED	1	GROUP 2	1
TOTAL RECEIVED	4	TOTAL ON LIST	3

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Desktop Computer Support Supervisor
Examination

May 19, 2008
Date

087970804P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Desktop Computer Support Supervisor
Examination

May 19, 2008
Date

0879708040
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Environmental Systems Technician Trainee
Examination

April 30, 2008
Date

087959703P
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	8	GROUP 1	2
REJECTED	2	GROUP 2	3
TOTAL RECEIVED	10	TOTAL ON LIST	5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	5			
FAILED	0			
TOTAL TESTED	5			
DID NOT APPEAR	2			
WITHDREW	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Contracts Specialist
Examination

May 29, 2008

Date

082301050

Exam Code

Open

Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

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

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T & E</u>
(Weight)				100%
PASSED				4
FAILED				0
TOTAL TESTED				4
DID NOT APPEAR				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Economic Development Officer
Examination

May 22, 2008
Date

0879501030
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	3	GROUP 1	1
REJECTED	5	GROUP 2	2
TOTAL RECEIVED	8	TOTAL ON LIST	3

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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: June 11, 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: 19

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Associate Court Clerk – Open	107	06/13/08	12/13/08	2
2 Bus Driver – Open	12	06/13/08	12/13/08	3
3. Business Specialist I – Promotional	3	06/13/08	12/13/08	3
4. Business Specialist I – Open	22	06/13/08	12/13/08	3
5. Equipment Operator II (Streets) – Promotional	6	06/27/08	12/27/08	2
6. Equipment Operator II (Streets) – Open	6	06/27/08	12/27/08	2
7 House Arrest Officer – Open	15	06/27/08	12/27/08	2
8 Judicial Enforcement Officer I – Open	17	06/27/08	12/27/08	2
9 License Technician I – Open	38	06/27/08	12/27/08	2
10. Mail Courier – Open	50	06/13/08	12/13/08	3
11 Maintenance Planner – Promotional	2	06/13/08	12/13/08	3
12. Maintenance Planner – Open	4	06/13/08	12/13/08	3
13 Office Specialist I – Open	69	06/12/08	12/12/08	1
14. Painter I – Promotional	4	06/13/08	12/13/08	3
15. Painter I – Open	31	06/13/08	12/13/08	3
16 Planner I (Open & Continuous) – Open	24	06/13/08	12/13/08	2
17 Planner II (Comp/Current) – Open	1	06/12/08	12/12/08	1
18 Public Safety Technician – Promotional	1	06/12/08	12/12/08	1
19- Public Safety Technician – Open	39	06/12/08	12/12/08	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: June 11, 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 Municipal Court Marshal
- 2 Parking Enforcement Supervisor
3. Parking Meter Technician

Municipal Court Marshal was revised to add lateral recruitment qualifications.

Parking Enforcement Supervisor was revised to update the class specification prior to recruiting

Parking Meter Technician was revised to update the class specification prior to recruiting

NEW

RECOMMENDATION

The City recommends approval of these revised classification specifications.

MUNICIPAL COURT MARSHAL

*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 serve as Peace Officer for the Municipal Court; to serve warrants and subpoenas and to make arrests for offenses under the jurisdiction of the Municipal Court; and to maintain order in the court and escort personnel to court and jail.

SUPERVISION RECEIVED

Receives general supervision from Municipal Court Marshal Sergeant and higher level management 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. Apprehend arrest and maintain custody of offenders and individuals sought on arrest warrants and other court orders issued by the Municipal Court judges, which often involve house searches and defendants with lengthy criminal records, including felonies
2. Maintain order and provide security for the judge, court staff and public in the courtroom; respond to emergency situations in Municipal Court and other city facilities as requested; provide first aid and CPR as needed.
3. Transport prisoners between court and local city and county jails, transport individuals who have been detained by other jurisdictions on city warrants.
4. Obtain criminal history and driving records, when applicable, on individuals appearing before the Court.
5. Conduct investigations of injury and accidents occurring in any Court facility or other assigned area; investigate crimes; gather and preserve evidence; interview victims, complainants and witnesses, identify and interrogate suspects; testify and present evidence in court.
6. Enforce laws and ordinances, issue warnings and citations and make arrests for violations occurring in areas of assignment.

CITY OF LAS VEGAS
Municipal Court Marshal (*continued*)

Essential Functions:

7. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
8. Attend training sessions on changes in laws pertaining to arrests, the use of force and other law enforcement related issues; attend training sessions on the use of new equipment and procedures, including proper driving techniques for emergency situations and modern radio communication systems.
9. Complete arrest, incident, and other reports as required.
10. While on duty, carry a firearm and other department approved protective devices; maintain qualifications to carry a firearm.
11. Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the public.
12. Prepare reports on operational assignments.

Marginal Functions:

1. File updated changes to the Nevada Revised Statutes and Las Vegas Municipal Codes
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.
Basic self-defense tactics.
Techniques of communicating with customers.
Basic first aid techniques.
Basic interviewing techniques.
Basic report writing techniques
Proper English grammar, spelling and punctuation

CITY OF LAS VEGAS
Municipal Court Marshal (*continued*)

Ability to:

- Meet and maintain the established physical requirements
- Successfully complete Police Officer Standards and Training (P O.S.T.) Category I academy.
- Successfully complete first aid and CPR training.
- Learn to interpret and enforce laws pertaining to courtroom procedures.
- Learn public relations practices.
- Learn to work independently.
- Learn to cope with adverse situations.
- Accurately observe and remember names, faces, numbers, incidents, details and places.
- Adopt quick and responsible plans of action in emergency situations.
- Understand and follow oral and written instructions, regulations and laws.
- Properly use and maintain a firearm.
- Operate standard equipment and facilities required for assigned duties.
- 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 and vehicles*
- Maintain mental capacity which allows the capability of.
 - *Exercising sound judgment and rational thinking under dangerous circumstances,*
 - *Evaluating various options and alternatives and choosing an appropriate and reasonable course of action;*
 - *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;*
 - *Running, crouching, crawling, lifting, climbing stairs or ladders during emergency situations, and*
 - *Operating assigned equipment and vehicles*
- Effectively deal with personal danger, which may include exposure to:
 - *Armed or dangerous persons;*
 - *Communicable diseases,*
 - *Hazards of emergency driving; and*
 - *Natural or man-made disasters*

CITY OF LAS VEGAS
Municipal Court Marshal (*continued*)

Experience and Training Requirements

Experience:

One year of public contact experience, preferably in the field of law enforcement.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Must be 21 years of age and a citizen of the United States on the date of application (P.O.S.T. requirement).

Possession of a Nevada Peace Officer Standards and Training (P.O.S.T.) Category I basic certificate within one year of the date of appointment, and maintenance thereafter. Formal law enforcement academy training equivalent to Nevada P.O.S.T. may be substituted; successfully challenging the Nevada P.O.S.T. Category I requirements will be required for substitution.

Must qualify with a duty firearm every quarter.

Special Qualifications for Lateral Recruitments

Experience:

Two years of continuous service with a law enforcement agency in the performance of duties directly related to Category I Peace Officer standards immediately preceding application with the City of Las Vegas.

Training:

Equivalent to graduation from high school. Successful completion of a Category I Peace Officer or equivalent academy at the applicant's expense or sponsored by an organization tasked with the training of new police officers; such academy must be certified by the Police Officer Standards and Training board in the state where the academy was held.

CITY OF LAS VEGAS
Municipal Court Marshal (continued)

License or Certificate

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

Must be 21 years of age and a citizen of the United States on the date of application.

Possession of Nevada P.O.S.T. category I (Police Officer) certification on the date of application, and maintenance thereafter;

OR

Possession of a valid equivalent certification from another state on the date of application. Within 60 days of the date of appointment, must attend P.O.S.T.-required 80-hour academy, sit for the Nevada P.O.S.T. category I (Police Officer) equivalency exam and obtain a passing score.

WORKING CONDITIONS

Environmental Conditions:

Courtroom and field environments; occasionally work in an emergency peace control environment; travel from site to site; exposure to potentially hostile environments and individuals, potentially life-threatening conditions, dangerous persons, firearms, human bodily fluids, inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy lifting, bending, stooping, walking, sitting, running, climbing, stooping, crouching or standing for prolonged periods of time; operating motorized equipment and vehicles.

ARB

REV 5/19/08

FLSA & City: nonexempt

CSB 6/11/08

PARKING ENFORCEMENT 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 supervise, assign and review the work of staff responsible for the enforcement of the city's parking ordinances; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Administrative Officer.

Exercises direct 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, prioritize, assign, supervise and review the work of staff responsible for enforcing the city's parking ordinances.
2. Select and motivate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
3. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
4. Establish schedules and methods for providing parking enforcement services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
5. Explain and enforce city parking ordinances; issue citations for violations.
6. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
7. Provide responsible staff assistance to the Administrative Officer.

CITY OF LAS VEGAS

Parking Enforcement Supervisor (*continued*)

Essential Functions:

8. Investigate complaints, write reports, and make recommendations to management.
9. Interact with department staff, Traffic Engineering Division and other city personnel on parking related issues.
10. Participate in the preparation and administration of the section budget; submit budget recommendations; monitor expenditures.
11. Prepare reports on operations and activities involving parking enforcement.
12. Prepare incident and personnel reports for management.
13. Maintain various record files for personnel, legal, financial and routine business information.
14. Establish training curriculum and performance standards for Parking Enforcement Officers.
15. Interpret ordinances, policies and procedures; respond to requests for information and assistance from employees, management, outside agencies and the public.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new regulations, field methods and technology.
2. Assist in parking control at special events.
3. Provide assistance in removing broken meters, signs and poles on an emergency basis.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a modern parking enforcement program.
Principles and practices of program development and operations.
Principles and practices of budget preparation.
Principles of supervision, training and performance evaluation.
Policies and procedures of the Parking Enforcement section.
Practices and techniques for dealing with the public tactfully and firmly.
City parking locations and downtown geography.
Local parking and related ordinances.
Nevada motor vehicle codes related to non-moving traffic violations.
Modern office procedures, methods and computer equipment.
Record keeping methods.
Safe driving practices.

CITY OF LAS VEGAS
Parking Enforcement Supervisor (*continued*)

Ability to:

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

Use initiative and independent judgment within established guidelines.

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

Plan, organize and prioritize assignments.

Prepare concise and clear reports.

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

Manage multiple assignments.

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

Enforce parking and traffic regulations in a firm but tactful manner.

Understand and follow oral and written instructions.

Drive assigned vehicle in a safe manner.

Communicate clearly and concisely, both orally and in writing.

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

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in parking enforcement. Supervisory or lead experience is desirable.

Training:

Associate degree from an accredited college or university with course work in business, accounting, or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

CITY OF LAS VEGAS
Parking Enforcement Supervisor (*continued*)

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Office and field environments; travel from site to site; exposure to inclement weather conditions; potentially hostile environments.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for moderate lifting on an occasional basis; walking for prolonged periods of time; operating motorized vehicles; continuous entering and exiting of vehicles.

ARB
REV 5/30/08
FLSA: exempt; City: nonexempt

CSB 6/11/08

PARKING METER 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 skilled repairs of parking meter mechanisms; to maintain parking meters and signs; to perform other duties relative to the assigned area of responsibility.

SUPERVISION RECEIVED :

Receives direction from the Parking Enforcement Supervisors.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Perform routine maintenance on parking meters and change machines including cleaning, repairing or replacing parts or electronic components as necessary.
2. Respond to complaints of broken or malfunctioning meters, diagnose problem and make repairs.
3. Coordinate installation of meters and parking signs.
4. Maintain collection boxes and locks.
5. Apply ordinance and "fine" information decals to parking signs on public streets and lots and private parking lots.
6. Maintain written and electronic records on meter and pole maintenance, street meter guide logs, vandalism and related expenses.
7. Complete accident and insurance reports on meters damaged in motor vehicle accidents or by acts of vandalism.
8. Meet with supply representatives and order parts; maintain an inventory of poles, meters and parts.
9. Assist the public by providing directions and responding to questions and inquiries.
10. Research new equipment and parts, obtain price quotes, order parts and maintain adequate inventory; prepare information and recommendations for budget preparation; research, evaluate and recommend new meter technology.

CITY OF LAS VEGAS
Parking Meter Technician (*continued*)

Essential Functions:

11. Perform quarterly electronic audits of parking meters.
12. Perform annual calibration of electronic timing mechanisms and coin sensors.
13. Program electronic meters.

Marginal Functions:

1. Restock change machines; remove currency and deliver to Treasury.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques for repairing parking meters.
Operational characteristics of tools used to perform repairs.
City geography.
City and state ordinances and regulations pertaining to parking on public streets and city parking facilities.
Basic mathematical principles.
Principles and procedures of record keeping and reporting.
Electronics trouble shooting and repair.
Basic practices of preparing budget requests.

Ability to:

Learn and apply wireless communication applications.
Learn and apply multiple meter management programs.
Learn and apply meter programming techniques.
Operate machinery and tools.
Use chemical solutions and paints in a safe manner.
Plan, organize and prioritize assignments.
Manage multiple assignments.
Prepare concise and clear reports.
Work independently with minimal supervision.
Understand and follow oral and written instructions.
Read and understand technical written information.
Interact with the public in difficult situations in a tactful but firm manner.
Train others to perform basic repairs.
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

Parking Meter Technician (*continued*)

Ability to:

Maintain mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others;*
- *Demonstrating intellectual capabilities; and*
Demonstrate respect and sensitivity for cultural differences.

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 tools and equipment.*

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in parking meter repair, parking meter collection or basic electronic equipment repair. Experience with parking management software is desirable.

Training:

Equivalent to graduation from high school. Additional specialized training in the repair of electronic and wireless devices is desirable.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Field and shop environments; travel from site to site; exposure to inclement weather conditions, noise, dust, grease, smoke, fumes, gases, potentially hostile environments.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for heavy lifting, bending, stooping, kneeling, walking and standing for prolonged periods of time; operating motorized equipment and vehicles.

ARB

REV 5/30/08; FLSA & City: nonexempt

CSB 6/11/08

MUNICIPAL COURT MARSHAL

*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 serve as Peace Officer for the Municipal Court; to serve warrants and subpoenas and to make arrests for offenses under the jurisdiction of the Municipal Court; and to maintain order in the court and escort personnel to court and jail.

SUPERVISION RECEIVED

Receives general supervision from Municipal Court Marshal Sergeant and higher level management 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. Apprehend arrest and maintain custody of offenders and individuals sought on arrest warrants and other court orders issued by the Municipal Court judges, which often involve house searches and defendants with lengthy criminal records, including felonies.
2. Maintain order and provide security for the judge, court staff and public in the courtroom; respond to emergency situations in Municipal Court and other city facilities as requested; provide first aid and CPR as needed.
3. Transport prisoners between court and local city and county jails; transport individuals who have been detained by other jurisdictions on city warrants.
4. Obtain criminal history and driving records, when applicable, on individuals appearing before the Court.
5. Conduct investigations of injury and accidents occurring in any Court facility or other assigned area; investigate crimes; gather and preserve evidence; interview victims, complainants and witnesses; identify and interrogate suspects; testify and present evidence in court.
6. Enforce laws and ordinances, issue warnings and citations and make arrests for violations occurring in areas of assignment.

CITY OF LAS VEGAS
Municipal Court Marshal (continued)

Essential Functions:

7. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
8. Attend training sessions on changes in laws pertaining to arrests, the use of force and other law enforcement related issues; attend training sessions on the use of new equipment and procedures, including proper driving techniques for emergency situations and modern radio communication systems
9. ~~Initiate booking sheets and other court documents on subjects remanded to custody by the court, for subjects ordered to report to work program, house arrest, DUI counseling or assessment, traffic school and for subjects booked on weekend dates~~ Complete arrest, incident, and other reports as required.
10. While on duty, carry a firearm and other department approved protective devices; maintain qualifications to carry a firearm.
11. ~~Escort clerks who transport court funds to Finance Department.~~
- 12.11. Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the public.
- 13.12. Prepare reports on operational assignments.

Marginal Functions:

1. File updated changes to the Nevada Revised Statutes and Las Vegas Municipal Codes.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment
Basic self-defense tactics.
Techniques of communicating with customers.
Basic first aid techniques.
Basic interviewing techniques.
Basic report writing techniques.
Proper English grammar, spelling and punctuation.

CITY OF LAS VEGAS
Municipal Court Marshal (continued)

Ability to:

Meet and maintain the established physical requirements.

Successfully complete Police Officer Standards and Training (P.O.S.T.) Category I academy.

Successfully complete first aid and CPR training.

Learn to interpret and enforce laws pertaining to courtroom procedures.

Learn public relations practices.

Learn to work independently.

Learn to cope with adverse situations.

Accurately observe and remember names, faces, numbers, incidents, details and places.

Adopt quick and responsible plans of action in emergency situations.

Understand and follow oral and written instructions, regulations and laws.

Properly use and maintain a firearm.

Operate standard equipment and facilities required for assigned duties.

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 and vehicles.*

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances;*
- *Evaluating various options and alternatives and choosing an appropriate and reasonable course of action;*
- *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;*
- *Running, crouching, crawling, lifting, climbing stairs or ladders during emergency situations;*
and
- *Operating assigned equipment and vehicles.*

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

- *Armed or dangerous persons;*
- *Communicable diseases;*
- *Hazards of emergency driving; and*
- *Natural or man-made disasters*

CITY OF LAS VEGAS
Municipal Court Marshal (continued)

Experience and Training Requirements

Experience:

One year of public contact experience, preferably in the field of law enforcement.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Must be 21 years of age and a citizen of the United States on the date of application (P.O.S.T. requirement).

Possession of a Nevada Peace Officer Standards and Training (P.O.S.T.) Category I basic certificate within one year of the date of appointment, and maintenance thereafter. Formal law enforcement academy training equivalent to Nevada P.O.S.T. may be substituted; successfully challenging the Nevada P.O.S.T. Category I requirements will be required for substitution.

Must qualify with a duty firearm every quarter.

Special Qualifications for Lateral Recruitments

Experience:

Two years of continuous service with a law enforcement agency in the performance of duties directly related to Category I Peace Officer standards immediately preceding application with the City of Las Vegas.

Training:

Equivalent to graduation from high school. Successful completion of a Category I Peace Officer or equivalent academy at the applicant's expense or sponsored by an organization tasked with the training of new police officers; such academy must be certified by the Police Officer Standards and Training board in the state where the academy was held.

CITY OF LAS VEGAS
Municipal Court Marshal (*continued*)

License or Certificate

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

Must be 21 years of age and a citizen of the United States on the date of application.

Possession of Nevada P.O.S.T. category I (Police Officer) certification on the date of application, and maintenance thereafter;

OR

Possession of a valid equivalent certification from another state on the date of application. Within 60 days of the date of appointment, must attend P.O.S.T.-required 80-hour academy, sit for the Nevada P.O.S.T. category I (Police Officer) equivalency exam and obtain a passing score.

WORKING CONDITIONS

Environmental Conditions:

Courtroom and field environments; occasionally work in an emergency peace control environment; travel from site to site; exposure to potentially hostile environments and individuals, potentially life-threatening conditions, dangerous persons, firearms, human bodily fluids, inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy lifting, bending, stooping, walking, sitting, running, climbing, stooping, crouching or standing for prolonged periods of time; operating motorized equipment and vehicles.

ARB

REV 9/12/075/19/08

FLSA & City: nonexempt

CSB 10/10/07

PARKING ENFORCEMENT 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 supervise, assign and review the work of staff responsible for the enforcement of the city's parking ordinances; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the ~~Division Commander~~ Administrative Officer.

Exercises direct 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, prioritize, assign, supervise and review the work of staff responsible for enforcing the city's parking ordinances.
2. Select and motivate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
- ~~2.3.~~ Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
- ~~3.4.~~ Establish schedules and methods for providing parking enforcement services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- ~~4.5.~~ Explain and enforce city parking ordinances; issue citations for violations.
- ~~5.6.~~ Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- ~~6.7.~~ Provide responsible staff assistance to the ~~Division Commander~~ Administrative Officer.
- ~~7.8.~~ Investigate complaints, write reports, and make recommendations to ~~administration~~ management.

CITY OF LAS VEGAS

Parking Enforcement Supervisor (~~C~~continued)

~~8.9.~~ Interact with department staff, Traffic Engineering Division and other city personnel on parking related issues.

~~9.10.~~ Participate in the preparation and administration of the section budget; submit budget recommendations; monitor expenditures.

~~10.11.~~ Prepare reports on operations and activities involving parking enforcement.

~~11.12.~~ Prepare incident and personnel reports for ~~administration~~ management.

~~12.13.~~ Maintain various record files for personnel, legal, financial and routine business information.

14. Establish training curriculum and performance standards for Parking Enforcement Officers.

15. Interpret ordinances, policies and procedures and collective bargaining agreements; respond to requests for information and assistance from employees, management, outside agencies and the public.

~~Coach and mentor subordinate staff on professional development.~~

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new regulations, ~~and field methods and technology.~~
2. Assist in parking control at special events.
3. Provide assistance in removing broken meters, signs and poles on an emergency basis.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a modern parking enforcement program.

Principles and practices of program development and operations.

Principles and practices of budget preparation.

Principles of supervision, training and performance evaluation.

~~Principles of supervision and training.~~

Policies and procedures of the Parking Enforcement section.

Practices and techniques for dealing with the public tactfully and firmly.

City parking locations and downtown geography.

Local parking and related ordinances.

~~State Nevada motor vehicle codes as they related to non-moving traffic violations.~~

Modern office procedures, methods and computer equipment.

Record keeping methods.

Safe driving practices.

CITY OF LAS VEGAS

Parking Enforcement Supervisor (~~C~~ontinued)

Ability to:

Supervise, organize and review the work of subordinate staff.

Select, supervise, train and evaluate staff.

Prepare and administer budget.

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

Interpret and explain city and departmental policies and procedures.

Interpret and explain local, state and federal regulations governing parking.

Use initiative and independent judgment within established guidelines.

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

Plan, organize and prioritize assignments.

Prepare concise and clear reports.

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

Manage multiple assignments.

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

Enforce parking and traffic regulations in a firm but tactful manner.

Understand and follow oral and written instructions.

Drive assigned vehicle in a safe manner.

Communicate clearly and concisely, both orally and in writing.

~~Maintain mental capacity which allows for effective interaction and communications with others.~~

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

- Walking or standing for extended periods of time; and
- Operating assigned office equipment and vehicles.

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

~~Four years~~Three years of increasingly responsible experience in parking enforcement, including one year of Supervisory or lead-responsibility experience is desirable.

Training:

~~Equivalent to graduation from high school supplemented by college level~~an Associate degree from an accredited college or university with course work in business, accounting, or a related field related to the essential functions. A combination of formal education and

CITY OF LAS VEGAS

Parking Enforcement Supervisor (Continued)

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.

WORKING CONDITIONS

Environmental Conditions:

Office and field environments; travel from site to site; exposure to inclement weather conditions; potentially hostile environments.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for moderate lifting on an occasional basis; walking for prolonged periods of time; operating motorized vehicles; continuous entering and exiting of vehicles.

ARB

REV 5/30/08

FLSA: exempt; City: nonexempt

CSB 6/30/93

PARKING METER 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 skilled repairs of parking meter mechanisms; to maintain parking meters and signs; to perform other duties relative to the assigned area of responsibility.

SUPERVISION RECEIVED

Receives direction from the Parking Enforcement Supervisors.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Perform routine maintenance on parking meters and change machines including cleaning, repairing or replacing parts or electronic components as necessary.
2. Respond to complaints of broken or malfunctioning meters, diagnose problem and make repairs.
3. Coordinate installation of meters and parking signs.
4. Maintain collection boxes and locks.
5. Apply ordinances and "fine" information decals to parking signs on public streets and lots and private parking lots.
6. Maintain written and electronic records on meter and pole maintenance, street meter guide logs, vandalism and related expenses.
7. Complete accident and insurance reports on meters damaged in motor vehicle accidents or by acts of vandalism.
8. Meet with supply representatives and orders parts; maintain an inventory of poles, meters and parts.
9. Assist the public by providing directions and responding to questions and inquiries.
10. Research new equipment and parts, obtain price quotes, order parts and maintain adequate inventory; prepare information and recommendations for budget preparation; research, evaluate and recommend new meter technology.

CITY OF LAS VEGAS
Parking Meter Technician (*continued*)

Essential Functions:

11. Perform quarterly electronic audits of parking meters.
12. Perform annual calibration of electronic timing mechanisms and coin sensors.
13. Program electronic meters.

Marginal Functions:

1. Restock change machines; remove currency and deliver to Treasury.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques for repairing parking meters.
Operational characteristics of tools used to perform repairs.
City geography.
City and state ordinances and regulations pertaining to parking on public streets and city parking facilities.
Basic mathematical principles.
Principles and procedures of record keeping and reporting.
Electronics trouble shooting and repair.
Basic practices of preparing budget requests.

Ability to:

Learn and apply wireless communication applications.
Learn and apply multiple meter management programs.
Learn and apply meter programming techniques.
Operate machinery and tools.
Use chemical solutions and paints in a safe manner.
Plan, organize and prioritize assignments.
Manage multiple assignments.
Prepare concise and clear reports.
Work independently ~~in the absence of~~ with minimal supervision.
Understand and follow oral and written instructions.
Read and understand technical written information.
Interact with the public in difficult situations in a tactful but firm manner.
Train others to perform basic repairs.
~~Operate necessary equipment to perform job duties.~~
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain mental capacity which allows the capability of:
-- *Making sound decisions;*
-- *Effective interaction and communication with others; and*

CITY OF LAS VEGAS

Parking Meter Technician (continued)

- *Demonstrating intellectual capabilities.*
- *Demonstrate respect and sensitivity for cultural differences.*

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 tools and equipment.*

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in the field of parking meter repair, parking meter collection or basic electronic equipment repair. Experience with in basic electronic equipment repair parking management software is desirable.

Training:

Equivalent to graduation from high school. Additional specialized training in the repair of electronic and wireless devices is desirable.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Field and shop environments; travel from site to site; exposure to inclement weather conditions, noise, dust, grease, smoke, fumes, gases, potentially hostile environments.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for heavy lifting, bending, stooping, kneeling, walking and standing for prolonged periods of time; operating motorized equipment and vehicles.

ARB

REV 10/26/065/30/08

FLSA & City: nonexempt

CSB 2/14/07

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date **June 11, 2008**

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

SUBJECT: D. 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. Legal Technician I - 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: Glenna Kouns
Sent: Friday, May 30, 2008 8 10 AM
To: Martha Davis
Subject: Abolish Legal Technician I list

Martha,
We will need to abolish the Legal Technician I at the June 11 CSB meeting.
Thanks,
Glenna

-----Original Message-----

From: Judy Tuttle
Sent: Thursday, May 29, 2008 5:49 PM
To: Glenna Kouns
Subject: RE: Testing

With that many on the list, it will have to go to the Civil Service Board I hate to start a new recruitment without that done

-----Original Message-----

From: Glenna Kouns
Sent: Thursday, May 29, 2008 9:36 AM
To: Judy Tuttle
Subject: RE: Testing

Judy,
Are you going to abolish the Legal Technician I be for July 10th expiration date?

-----Original Message-----

From: Judy Tuttle
Sent: Thursday, May 29, 2008 8 49 AM
To: Beth DiFiore, Glenna Kouns
Subject: FW: Testing

Beth, the Legal Secretary expired 3/28 Glenna, please begin new recruitments for both.
Thanks.

-----Original Message-----

From: Beth DiFiore
Sent: Wednesday, May 28, 2008 7:33 PM
To: Judy Tuttle
Subject: Re: Testing

Will expire in July. The lists are at least 12 months old and yes we have interviewed everyone.

----- Original Message -----

From: Judy Tuttle
To: Beth DiFiore
Sent: Wed May 28 19:13 17 2008
Subject: RE: Testing

Beth, do you mean "will expire" in July? I am not there so can't check. How many are on the list and have they all been interviewed?

-----Original Message-----

From: Beth DiFiore
Sent: Wednesday, May 28, 2008 7:20 AM
To: Judy Tuttle
Subject: Testing

Both our eligibility lists for the positions for Legal Secretary and Legal Technician expired in early July. Can i start a recruitment and testing early so that i have a viable list at their expiration. Im going to lose at least 1 of each and I want to move quickly on replacements.

Any direction is appreciated Thank you

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: June 11, 2008

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

**SUBJECT: E. DISCUSSION AND POSSIBLE ACTION ON RECEIVABILITY OF APPEAL
– LVCEA**

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

On April 22, 2008 a Notice of Appeal was filed by Las Vegas City Employees Association. A copy is attached hereto as exhibit 1. This is the time and date set to for the board to determine whether the appeal is considered to be receivable under the civil service rules.

Staff is recommending that the Board consider this matter not receivable under the rules and dismiss the item.

COPY

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

5 **BEFORE THE**
 6 **CITY OF LAS VEGAS CIVIL SERVICE BOARD**

7 **LAS VEGAS CITY EMPLOYEES**
 ASSOCIATION on behalf of Employees
 8 Affected by Recent Reduction-In-Force
 9 Employee/Petitioner
 10 vs.
 11 **CITY OF LAS VEGAS**
 12 Employer/Respondent.

RECEIVED
 2008 APR 22 P 2:41
 HUMAN RESOURCES DEPT

14 **NOTICE OF APPEAL**

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

19 **Statement Specifying the Action Against Which the Appeal is Made**

20 This Notice of Appeal is a class action. The class consists of certain employees affected
 21 by the recent reduction-in-force in the Department of Building & Safety. Specifically, it includes
 22 all employees who (1) either did not have any bumping rights or who exhausted their bumping
 23 rights, and (2) who either have been separated or else would have been separated but for the City
 24 finding a vacant position in which to place them.

25 The City of Las Vegas had appropriate vacancies and did not give a reasonable offer of
 26 reassignment to employees who have been separated. Additionally, for those employees offered
 27 reassignment, it is alleged that the City had better vacancies at higher grades that could have been
 28 offered to such employees.

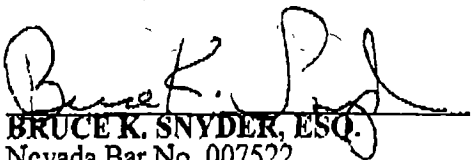
Subsection of Sections of the Civil Service Rules Under Which the Appeal Is Filed

This appeal claims that the City of Las Vegas violated the following provision of the Civil Services Rules: Chapter VII, Section 1b3.

Statement Which Justifies the Appeal Submission

The City of Las Vegas recently had a reduction-in-force in the Department of Building & Safety. Those employees who had bumping rights exercised such rights under both the Civil Service Rules and under the collective bargaining agreement. These employees are not included in this class action. However, the Civil Service Rules, specifically the rule mentioned above, also commits the City of Las Vegas to offer to employees a reasonable offer of reassignment, provided that an appropriate vacancy exists or will become available within ten working days. The LVCEA alleges that the City of Las Vegas did not offer a reasonable reassignment to such vacancies for approximately eight employees who have now been separated as of April 11, 2008. Additionally, the LVCEA alleges that for those employees who were reassigned that there were better vacancies at higher pay grades that were not offered to such employees.

Respectfully submitted this 17th day of April, 2008



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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: June 11, 2008

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

SUBJECT: F. DISCUSSION AND POSSIBLE ACTION ON RECEIVABILITY – NENAD M. MIRKOVIC

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

On May 14, 2008 a Notice of Appeal was filed by Nenad M. Mirkovic. The City has filed a Motion to Dismiss this matter as being untimely. A copy is attached hereto as exhibit 3.

Staff is recommending that the Board consider this matter not receivable under the rules, and dismiss the item

BEFORE THE
CITY OF LAS VEGAS CIVIL SERVICE BOARD

NENAD M. MIRKOVIC, PE

Appellant/Petitioner,

vs.

CITY OF LAS VEGAS,

Employer/Respondent.

RECEIVED
2008 JUN -4 A-9:4
HUMAN RESOURCES DEPT

MOTION TO DISMISS

Comes now the City of Las Vegas (hereinafter "City"), by and through its attorneys, BRADFORD R. JERBIC, City Attorney, by MORGAN D. DAVIS, Chief Deputy City Attorney, and hereby moves to dismiss the instant Notice of Appeal.

One of the specifically enumerated purposes of the Civil Service Rules is to set forth rules and regulations that provide for recruitment, examination and placement procedures. (Chapter 1, Section 1a) Chapter IV of the rules govern the Personnel Selection Policies. It is the general policy of the City that "Vacancies in the classified service shall be filled from an eligible list derived as a result of examination." (Chapter IV Section 1) The Director of Human Resources, or designee, may reject applications when it is determined that the Applicant does not meet the minimum qualifications stated in the job announcement. (Chapter IV, Section 3d) The City was recruiting for the position of Economic Development Officer. (Exhibit 1) The purpose of the recruitment was to establish an eligible list for future job openings. Appellant, Mr. Mirkovic filed an application for that position. On April 29, 2008, the Department of Human Resources notified Mr. Mirkovic that he did not meet the minimum qualifications (Exhibit 2) On May 14, 2008, Mr. Mirkovic filed a Notice of Appeal challenging that decision. For the reasons stated herein, that appeal is untimely and should be dismissed.

This Board is created by the Las Vegas City Council and has been delegated specifically enumerated powers or duties. The confines of these powers are set forth in the Civil Service Rules. One of those powers is to rule on receivability of Civil Service appeals. (Chapter II, Section 6d)


1 Chapter VIII governs Appeals and Hearings. Section 3c sets forth the provisions that shall govern
2 the conditions of an appeal. Relevant to this motion is the time limitation set forth in Section 3c(2)
3 which states "An employee **must** file a Notice to Appeal the action within ten (10) calendar days
4 after receipt of the written notification of the action from which the employee is appealing."
5 (Emphasis added.) The word "must" is mandatory. It is the position of the undersigned that the
6 Board does not have jurisdiction to receive and/or ultimately hear any Complaint not timely filed
7 within that mandatory period. In this case, the action in question was the rejection of Mr. Mirkovic's
8 application based on the determination that he did not meet the minimum qualifications. The notice
9 of this action was dated April 29, 2008, and was mailed to Mr. Mirkovic. (See Affidavit of Ellen
10 Thompson, **Exhibit 3**) Ten calendar days from this date was May 9, 2008. The Notice of Appeal
11 was not filed until 15 days after the Notice rejecting his application. (**Exhibit 4**)

12 It is true that the notice in question was sent by mail. By way of analogy, under the Nevada
13 Rules of Civil Procedure 5(b), service by mail is complete upon mailing. Furthermore, Nevada
14 Rules of Civil Procedure 6(e), provides that when a notice is served by mail, the responding party
15 shall have an additional 3 days of time added to the proscribed period. As a result, even when
16 applying this liberal enlargement rule, the Notice of Appeal would have needed to be filed 13 days
17 after it was mailed, or on May 12, 2008. As a result, the Notice of Appeal was not timely filed, and
18 this Board cannot hear the matter. Therefore, it is urged that this board not receive the appeal but
19 that it be dismissed as being untimely.

20 Respectfully submitted this 31 day of May, 2008

21 BRADFORD R. JERBIC
22 City Attorney

23 By.


24 MORGAN DAVIS
25 Chief Deputy City Attorney
26 Nevada Bar No. 3707
27 400 Stewart Avenue, Ninth Floor
28 Las Vegas, NV 89101
Attorneys for CITY OF LAS VEGAS

CERTIFICATE OF MAILING

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

I hereby certify that on this 4th day of May, 2008, I served a true and correct copy of the foregoing MOTION TO DISMISS by depositing the same in the United States Mail at Las Vegas, Nevada, postage fully prepaid and addressed to:

Nenad M. Mirkovic
P.O. Box 7387
Las Vegas, Nevada 89125
Appellant/Petitioner

Hansen
AN EMPLOYEE OF THE CITY OF LAS VEGAS

EXHIBIT 1



CITY of LAS VEGAS

Department of Human Resources

LAS VEGAS CITY COUNCIL
MAYOR OSCAR B GOODMAN
MAYOR PRO-TEM GARY REESE
LARRY BROWN
STEVE WOLFSON
LOIS TARKANIAN
STEVEN D. ROSS
RICKI Y. BARLOW
CITY MANAGER
DOUGLAS A. SELBY
DIRECTOR OF HUMAN RESOURCES
F. CLAUDETTE ENUS

REVISED
OPEN (Job Code 0879500030)
ECONOMIC DEVELOPMENT OFFICER
APPROXIMATE MONTHLY STARTING SALARY: \$4,554

OPENING DATE: March 3, 2008 at 8 a.m.
FILING DEADLINE EXTENDED: April 21, 2008 at 4:30 p.m.

The ideal candidate will have experience in general redevelopment, urban planning and development particularly in an Entertainment and/or Arts District. Real estate marketing in an urban environment with ground floor retail experience is also desirable.

(Please attach the SUPPLEMENTAL ASSESSMENT as well as a copy of any required license(s), certificate(s) and/or degree to your application)

For a college or university degree earned outside of the United States please attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.

We are currently recruiting for the position of Economic Development Officer. The purpose of this recruitment effort is to establish an eligible list or future job openings. **INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.**

MINIMUM QUALIFICATIONS: Unless otherwise noted, minimum requirements must be met at the time of application filing. Equivalent to a Bachelor's degree from an accredited college or university with a major in business, accounting, marketing, planning, economics, or a related field. Two years experience in any of the following areas: business management, regional economic analysis, marketing, economic development, land development, redevelopment, financial analysis, land planning, or a closely related field.

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

EXAMINATION PROCEDURES: A civil service examination will be conducted in accordance with the Civil Service Rules of the city of Las Vegas. **CURRENT** City of Las Vegas application forms must be obtained between 8 a.m. and 5 p.m., Monday through Friday on the Second Floor of City Hall, 400 Stewart Avenue and must be received in the Department of Human Resources by the filing deadline. The supplemental assessment is the examination and must be worked on individually by the applicant only. Falsification of information may result in disqualification from a recruitment or removal from a City position. Additional information will not be accepted after the closing date. **The supplemental assessment of all qualified applicants will be reviewed for placement on an eligible list.**

ELECTION PROCESS: Final candidate selection will include list placement and may include hiring interview (if applicable). "Any individual offered employment will be required to pass a pre-employment hair drug test, complete background check, **and may be required to demonstrate the ability to perform the physical requirements of the job.**" Some positions may require preliminary background checks.

duties may include, but are not limited to the following:

ESSENTIAL FUNCTIONS: Initiate, plan, coordinate and lead various large, complex, multi-funded private and public economic development and redevelopment projects and special research projects such as Superspeed Train; represent the city's interest in the project; work directly with companies to diversify and expand the city's economic base and provide retention, relocation, expansion and recruitment services. Facilitate land acquisition, development and disposition related to economic development and redevelopment projects; perform property analysis relative to value, ownership and change of title; assist clients with all steps of the land development process, including site location, negotiation, securing city approvals, demolition, construction and rehabilitation, infrastructure development and securing financing. Devise alternatives for adapting local conditions to the needs of businesses. Develop and implement target market programs to include preparation of customized presentations to individual companies, establishing a high profile presence at convention and trade shows, and coordinating placement and evaluation of various media advertising. Prepare market area information for businesses to use when evaluating Las Vegas as a possible location; coordinate the gathering of data on economic and fiscal trends, land, buildings, infrastructure, workforce and skills available in the area. Develop and negotiate incentive packages from a variety of sources. Conduct financial analyses to prepare for negotiation with project participants and lenders to identify alternative financial approaches; evaluate private development proposals for financial and technical feasibility and negotiate agreements for property transfer based on evaluations; assist in the structuring of development and loan agreements. Draft brochures, advertisements, press releases and prospect proposals for distribution to a variety of targeted audiences to promote Las Vegas as a business location; develop design layouts and edit text for promotional and marketing materials; evaluate the effectiveness of marketing materials and approaches. Network within the business and economic development communities to learn of recruitment opportunities and call on various industries; work with realtors and lenders to identify and assist prospects. Design, develop, review and analyze plans, reports, position papers, permits, applications and fact sheets; catalogue and maintain document library. Represent the city on various boards, commissions and committees; coordinate meetings, seminars, workshops and conferences. Monitor program budget. Compose and edit reports, letters, fact sheets, briefing papers, agenda materials, speeches and promotional materials and related correspondence regarding assigned projects and activities. Gather statistics and resource materials for a variety of research projects; coordinate direct mailing campaigns. Serve as liaison between departments and outside agencies.

SEE REVERSE SIDE FOR MORE INFORMATION

ECONOMIC DEVELOPMENT OFFICER
Job Code 0879500030

You will be evaluated on your:

Knowledge of: Basic research and statistical analysis techniques. Basic marketing techniques. Basics of various computer programs and database techniques. Basic federal, state and local laws. Basics of real estate and business law principles. Programs to retain, expand and attract businesses. Loan programs to aid businesses. Basic activities involved in developing vacant parcels of land. Basic budgets, budget policies and financial statements. Basics of architecture and construction may be necessary for certain positions. Basic principles of economic and industrial development.

Ability to: Assist in reading and interpreting laws, government documents, construction documents and financial statements. Speak in public in various situations. Learn a variety of software programs. Understand and follow oral and written instructions. Communicate clearly and concisely, both orally and in writing. Prepare and deliver clear and concise technical reports. Establish and maintain effective working relationships with those contacted in the course of work. 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 periods of time; and operating assigned equipment. Maintain effective audio-visual discrimination and perception needed for: making observations; communicating with others; reading and writing; and operating assigned equipment and vehicles.

You will be notified of your placement on the eligible list after the examination process is completed. The eligible list will remain in effect for a period of 6 months from the date of certification and may be extended for a period of up to 2 years. **To be considered for Veteran's preference points, a copy of the DD-214 (specifying character of service) must be submitted with the employment application prior to the final filing date. A Veteran must have served on active duty during a declared war or conflict in order to receive preference points. Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through the Personnel Services Division at (702) 229-6315.**



City of Las Vegas
Economic Development Officer
Supplemental Assessment
(Required)

DIRECTIONS TO APPLICANT:

The City of Las Vegas Department of Human Resources appreciates your interest in this position. To better assist us with our selection process, we are requiring the completion of this supplemental assessment to be submitted with your City application. Civil Service Rules require the completion of the application in its entirety. You may attach a copy of your resume, but **it is the application that will be used to determine your qualifications. Please be thorough.**

This assessment will be used to determine your placement on the eligibility list(s) for consideration for this position. We will be unable to give you further consideration if any part of the application or supplemental assessment form is incomplete. We appreciate your cooperation in assisting us with this process.

PLEASE NOTE: Falsification of any information on this assessment will be grounds for immediate disqualification for consideration and/or termination from employment.

I certify under penalty of perjury that all statements and answers contained on this assessment are true.

Signature

NAME: _____
Please print

Social Security Number: _____

Date: _____

**Economic Development Officer
Supplemental Assessment - 2008**

3. Please describe your experience (to include years) in redevelopment; urban planning, real estate; project management.

Redevelopment experience: 2 or more years of experience:
 1 – 2 years of experience:
 Less than 1 year of experience

Where on your employment application can we find this experience?

Employer(s): _____

Details of your experience:

Urban Planning Redevelopment experience: 2 or more years of experience:
 1 – 2 years of experience:
 Less than 1 year of experience

Where on your employment application can we find this experience?

Employer(s): _____

Details of your experience:

Urban Planning experience in a traditional downtown environment:

- 2 or more years of experience:
- 1 – 2 years of experience:
- Less than 1 year of experience

Where on your employment application can we find this experience?

Employer(s): _____

Details of your experience:

Urban Planning experience in one or both - Arts and Entertainment District:

- 2 or more years of experience:
- 1 – 2 years of experience:
- Less than 1 year of experience

Where on your employment application can we find this experience?

Employer(s): _____

Details of your experience:

Real Estate experience: 2 or more years of experience:
 1 – 2 years of experience:
 Less than 1 year of experience

Where on your employment application can we find this experience?

Employer(s): _____

Details of your experience:

Project Management experience: 2 or more years of experience:
 1 – 2 years of experience:
 Less than 1 year of experience

Where on your employment application can we find this experience?

Employer(s): _____

Details of your experience:

EXHIBIT 2

F
R
O
M

CITY OF LAS VEGAS
Department of Human Resources
200 Stewart Avenue
Las Vegas, Nevada 89101

April 29, 2008 Visit our web site: www.LasVegasNevada.gov

Dear Nenad M. Mirkovic

We have received your application for the position of Economic Development Officer (X). Unfortunately, your application was not accepted because of Experience. **MINIMUM QUALIFICATIONS: Equivalent to a Bachelor's degree from an accredited college or university with a major in business, accounting, marketing, planning, economics, or a related field. Two (2) years experience in any of the following areas: business management, regional economic analysis, marketing, economic development, land development, redevelopment, financial analysis, land planning, or a closely related field.**

Therefore, you are not eligible to participate in the exam process.

If you have any questions, please contact the Human Resources Department at (702) 229-6315.

T
O

Nenad M. Mirkovic
P.O. Box 7387
Las Vegas, NV 89125

EXHIBIT 3

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

4. The attached notice to Nenad M. Mirkovic was printed and mailed on April 29, 2008.

Further, the affiant sayeth naught.

DATED this 23 day of May 2008.

Ellen Thompson

ELLEN THOMPSON

SUBSCRIBED and SWORN to before me this 23rd day of May 2008.

Carolyn Marinello
NOTARY PUBLIC

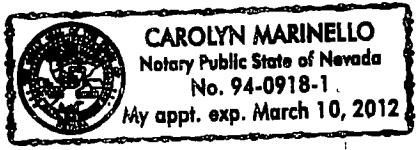


EXHIBIT 4

Nenad M. Mirkovic, PE
P.O. Box 7387
Las Vegas, NV 89125
(702) 275-5271
Appellant/Petitioner

**BEFORE THE
CITY OF LAS VEGAS CIVIL SERVICE BOARD**

Nenad M. Mirkovic, PE)
Appellant/Petitioner)
)
vs.)
)
CITY OF LAS VEGAS)
Employer/Respondent)
)
)
_____)

RECEIVED
2008 MAY 14 P 3:13
HUMAN RESOURCES DEPT

NOTICE OF APPEAL

COMES NOW Nenad M. Mirkovic hereby files this Notice of Appeal pursuant to Chapter VIII, section 3 of the City of Las Vegas Civil Service Rules.

Statement Specifying the Action Against Which the Appeal is Made

On or about May 5, 2008 the Appellant/Petitioner was informed by the City of Las Vegas that his employment application was not accepted for a position of Economic Development Officer and that the Appellant/Petitioner was not eligible to compete for Economic Development Officer, open examination.

The Appellant/Petitioner alleges that the City of Las Vegas did not equitably and without prejudice reviews his qualifications, experience, knowledge, skills and education.

Subsection of Sections of the Civil service Rules Under Which the Appeal is Filed

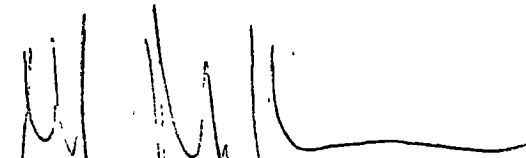
The appeal claims that the City of Las Vegas violated the following provisions of the Civil service Rules: Chapter IV Sections 1, 2a, 3, 3d, 5, 6 and 10.

2008
kzh

Statement Which Justifies the Appeal Submission

The City of Las Vegas recently had a reduction-in-force in the Department of Building and Safety and the Appellant/Petitioner was separated from the City thru the reduction-in-force. The Appellant/Petitioner had applied thru the open examination process for a position of Economical Development Officer. The Appellant/Petitioner alleges that the City of Las Vegas did not equitably and without prejudice review his qualifications, experience, knowledge, skills and education that were gained thru his past employment (in excess of twenty one years) with the City of Las Vegas and that Appellant/Petitioner's professional engineering licenses and other professional certificates have not been taken into consideration and that Appellant/Petitioner's experience, knowledge, skills and education that were gained thru the past business ventures have not been evaluated as required. The City's actions have resulted in disqualification of the Appellant/Petitioner from the examination process. It is further alleged that the City of Las Vegas did not notify Appellant/Petitioner that the City of Las Vegas has rejected his employment application prior to the examination process as required by the Civil Service Rules.

Respectfully, submitted this 14th day of May, 2008.



Nenad M. Mirkovic, PE
P.O. Box 7387
Las Vegas, NV 89125
(702) 275-5271
Appellant/Petitioner

Cc: Morgan Davis, Esq., CLV
Bruce Snyder, Esq., LVCEA

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: June 11, 2008

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

SUBJECT: G. NOTICE OF APPEAL – ERIC SCHEUMANN

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

On May 15, 2008 the Eric Scheumann filed a Notice of Appeal. (Attached hereto) Pursuant to Chapter VIII, Section 3(3) of the Civil Service Rules, "Following the Notice of Appeal, the Secretary to the Civil Service Board shall notify the Chairperson of the Civil Service Board. The Board shall at the next regularly scheduled meeting, set a date to consider the application for appeal."

It is recommended that the Board have this item placed on the agenda for the regularly scheduled July 2008 meeting to consider the application for appeal. At that time, if the appeal is considered to be receivable under the Civil Service Rules, a hearing date will then be set for a future meeting.

Graciela F. Manginelli

From: Eric Scheumann
Sent: Thursday, May 15, 2008 12:18 AM
To: Claudette Enus
Cc: Loren S Fuller, Thomas A Miramontes; Daniel D. Allred, John A Romeo, Judy Tuttle; Scott E Johnson
Subject: Fire Engineer Testing Appeal
Follow Up Flag: Follow up
Flag Status: Red

Human Resources Director Enus,

I am writing to officially inform you that I would like to appeal the Fire Engineer testing process. The test results were delivered to my postal address on Tues May 6, 2008 and the process paperwork stated the test scores would be finalized on May 12th, 2008. In either case as per civil service rules I am well within the 10 day time line. The complaint has been heard by my supervisors up to and including the Chief of Operations. I was instructed that my complaint would be best heard by the Civil Service Board

The civil service rules refer to the job classification specification (refer to pg 5 of the 1992 Civil service rules) The rules state the testing process should reflect the job classification. My grounds for appeal are two fold First, the testing process does not evaluate the candidates per the job description.

Secondly, the testing process must have a review (refer to pg 10 of the 1992 civil service rules). Section 5 item H clearly states ***"All candidates test papers will be available for personal inspection by the candidate for a period of 5 working days following notification of the examination results is mailed to the candidate, but prior to the eligible list certification. Any error in grading or rating of the examination papers, if called to the attention of the director of human resources within 5 working days of notification of examination results, shall be corrected"***. I called HR the day I received notice of my results and asked to review them. I was told the results were sealed and were not reviewable; even though the civil service rules clearly state that **ALL** results are reviewable. It does not state written results or practical results but rather **ALL**. This is a clear violation of the rules. I do know that the scoring system was changed this year and the candidates have no indication as to how they are scored. I can say that it is clear that candidates can receive extra points for completing early even if all tasks were not completed. The objectives of the test cannot be met yet the candidate was eligible for additional points. To the best of my knowledge in this testing process 19 people took the practical portion and 1 person completed all tasks and passed. It is clear that the changes to the scoring system were not a reflection of the training and preparation by the certification process if 1 out of 19 were successful. The scoring changes were made after the certification process and before the test The other 3 candidates on the list did not receive the radio instructions and therefore, missed critical tasks that would endanger the crews working on the scene of a real life emergency. Although the job description is very broad it does however clearly state that the Engineer **"must be able to operate radio equipment (per item 7). If the candidate cannot answer the radio and complete critical tasks this would pose a major safety problem for all crews involved. Furthermore, the day of the practical exam the assessors scored the placement of the aerial apparatus for rescue on a never used before standard. How is the candidate to be successful if the rules are changed the day of the test. The other specific issues I cannot address if we are unable to review the test, with this in mind the scoring system clearly needs to be evaluated and changes made.**

Lastly the appeal is warranted based on the facts of the testing process must be heard prior to the certification of the list. Under the 1992 civil service rules pg 35 Appeal section 3-A-2 it states one of the

5/22/2008

grounds for appeal is "incomplete consideration of facts". I would like the opportunity to a fair appeal and rightful and complete consideration of all the facts.

Pleas let me know if you have further questions involving my appeal. I greatly appreciate your time in this sensitive matter

Sincerely,

Eric Scheumann
Firefighter
Station 42-B
Cell 435-229-9813

5/22/2008

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: June 11, 2008

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

SUBJECT: H. NOTICE OF APPEAL – JEFFREY DECKER

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

On May 21, 2008 the Jeffrey Decker filed a Notice of Appeal. (Attached hereto) Pursuant to Chapter VIII, Section 3(3) of the Civil Service Rules, "Following the Notice of Appeal, the Secretary to the Civil Service Board shall notify the Chairperson of the Civil Service Board. The Board shall at the next regularly scheduled meeting, set a date to consider the application for appeal."

It is recommended that the Board have this item placed on the agenda for the regularly scheduled July 2008 meeting to consider the application for appeal. At that time, if the appeal is considered to be receivable under the Civil Service Rules, a hearing date will then be set for a future meeting.

Graciela F. Manginelli

From: Jeffrey Decker
Sent: Wednesday, May 21, 2008 2:19 PM
To: Claudette Enus
Cc: Dean Fletcher; Scott E. Johnson, Jay C. Acebo, Robert E. Moore; Michael K. Brigman
Subject: Decker's Appeal Letter for the Fire Engineers test

To: Human Resources Director

I am Officially writing you in regards of the last Fire Engineers test Process for a review/ appeal at the next Civil Service board. The time line is off but these are the reasons why:

1. We officially signed document on our test day that we would be notified May 12 2008. That seemed ok with me as to I would be out of town all of that time frame.
2. On May 15 2008 contacted Las Vegas Fire Training Center (Gary Suan) to find out how I Failed the test. I was informed by him that it was impossible as per Human Resources, and that he was unable to tell me the test score and why I failed.
3. May 15 2008 I called Myrtle at HR, and left a message with Glenna, I was asking for my test score to see how much I missed it by. Glenna would relay the message for me and a callback on Friday May 16 2008 from Myrtle.
4. I received no return call what so ever, and recalled Myrtle at HR on Monday May 19 2008. She informed I could get my score and we set an appointment of Tuesday May 20 2008 at 1000. I was surprised to see my test for review when I showed up. The test has always been a well guarded secret. To find out HR for the passed four test have been negligent to allow review of the practical side of the test. As per Civil service rules 1992, pg 10, section 5 item H. I have always trusted HR, and my training center in the passed for proper guidance. But after reviewing my test and how it was scored and written. Someone has to be held accountable.
5. I know the time frame of five days after the 12th of May was the 19th. But the test was buried from us. Until of course the 20th when I saw mine. But I am filing this within Five days after the 20th. Also I'm in the 10 day time frame of the Civil service appeals starting from the 12th of May to today.

My issues are as follows,

The test was written in conflict with our Drivers Operator manual in Radio Communications (Commands on Radio) page I-E.28.4th Para. I lost all points for stating only the two, to were the test asked for three Commands.

The test also reflected that a procedure I employed during the High Rise portion was incorrect and I lost **major** points for the opening of wrong discharge valve and drain. In this case in Drivers Operator Manual pg I-E 28 Para 7, it states that at high rise ops I should open an unused discharge and drain as I did, I was asked by Proctors why? This was my set up for extended high rise op's. This is reflected on the test as well. I've done this in the passed with TC and was only praised for it.

The set up for the Truck operations was out of sorts for how we've been trained, 1. Pins not installed in mid-stream of set up for additional assignments, Points removed. 2. Basket placement at building was inconsistent to our training, Points removed. 3. Points were removed for not starting the generator, placing blower and 16' roof ladder. Another radio Command on SCBA air that was completed and transmitted and acknowledge by the Captain, and was no points. Bedding of the ladder, was completed as per Pierce and the Driver Operators Book but points were removed. These tasks were all performed, and yet marked as no completed, and minus points. If generator was off, the portable light and fan would have not worked but did. This was discussed after the test with the Captain because of high winds.

The problem is this, points were removed against or training, SOPs. Points were removed for I have no clue but HR saying I did not do them, and I did.

No one can prove one way or the other except the people at the test. As if I got someone else's test scores. The test was scored improper, how can you pass a test without completing a task, How can you gain points for a shorter time on the evolution when you skip a task. This has happened.

The bottom line is this I come in for a test, and as I walk out HR states "do this as if it was real". I did. I finished all tasks, rescued people, pumped water, communicated with fire attack, and command. Completed all assignments in my required time. Everyone goes home at end of shift, and I'm marked fail. Yet other people did not meet the tasks, communications and time, and are marked passed.

How to fix OUR problem. Video the test for evaluations, appeals, what have you. Test should have those hard fails safety items. But everything else should be points accumulation. 70% percent is only for an instance in our Civil Service Rules, 1992 pg 9 Para E. States where **appropriate**, a flexible pass point may be used as criterion for passing the examination.

I did not fail the test, the test failed me. I just wish we could have fixed this five test ago.

Sincerely, Jeff Decker 6/A

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: June 11, 2008

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

SUBJECT: I. NOTICE OF APPEAL – COREY RICE

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

On May 20, 2008 Corey Rice filed a Notice of Appeal. (Attached hereto) Pursuant to Chapter VIII, Section 3(3) of the Civil Service Rules, "Following the Notice of Appeal, the Secretary to the Civil Service Board shall notify the Chairperson of the Civil Service Board. The Board shall at the next regularly scheduled meeting, set a date to consider the application for appeal."

It is recommended that the Board have this item placed on the agenda for the regularly scheduled July 2008 meeting to consider the application for appeal. At that time, if the appeal is considered to be receivable under the Civil Service Rules, a hearing date will then be set for a future meeting.

2 passed test

Move to July Dept.
Needs list.

MOTION

Receive

6 HT

MOTION
PR

EB 2nd

Motion Carried

July 9

MOTION
MW
EB

to move to July 9

Graciel F. Manginelli

From: Corey Rice
Sent: Tuesday, May 20, 2008 10:00 PM
To: Claudette Enus
Cc: Darrel R Leavitt, Hank Clinton
Subject: appeal

Dear Ms Enus,

This letter is to let you know that I would like to appeal the practical portion of the Fire Engineer Test. From what I have learned through hear-say (since I was not allowed to review my test), is that 3 of the 4 candidates on the list did not complete the assignments given to them over the radio, and given "bonus points" for completing that portion quicker. To award someone for being faster because they didn't follow orders? What should I do on the next test, ignore orders to get a faster time? It doesn't make sense to me. And the portion of the test they missed are pretty important safety issues Providing ventilation and a means of a second escape route for your crew is more important that wearing your gloves or helmet (which is a fail criteria), while operating the ladder truck

Even if nothing comes of this now, I hope the process gets changed for future test. Pleas let me know if you have any questions concerning my appeal. Thank you for your time

Sincerely,

Corey Rice
FF/Paramedic 8A
Cell 218-1705

GHI - EM request from
item.

Agundized Individually -

G = ES → near appeal

Morgan Davis =

ES. where in Rules

Consent to Bump to August
for lengthy agenda in July

ES: NO objections to use
actors - NOT ON LIST

NO LIST

Jeffrey
Decided

JD:

JA: Recommend to see the appeal in August

Conroy Rice

Tom Miramontes. Against. NO actors
NO LIST that is certified

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: May 28, 2008

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

SUBJECT: J. NOTICE OF APPEAL – NENAD M. MIRKOVIC

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

On June 2, 2008 Nenad M. Mirkovic filed a Notice of Appeal. (Attached hereto) Pursuant to Chapter VIII, Section 3(3) of the Civil Service Rules, "Following the Notice of Appeal, the Secretary to the Civil Service Board shall notify the Chairperson of the Civil Service Board. The Board shall at the next regularly scheduled meeting, set a date to consider the application for appeal."

It is recommended that the Board have this item placed on the agenda for the regularly scheduled July 2008 meeting to consider the application for appeal. At that time, if the appeal is considered to be receivable under the Civil Service Rules, a hearing date will then be set for a future meeting.

John Rodlein =

Nenad Mirkovic

MOTION for dismiss.

Recommend -

Disqualify

Short discussion -

postpone receivability

list to disqualify

NOT TO INVOLVE MR. Davis

Need of agreement

Both appeals next meeting.

Problem w/ +

ADD TO Item Item F 3, J

tabled to July mtg.

Nenad M. Mirkovic, PE
P.O. Box 7387
Las Vegas, NV 89125
(702) 275-5271
Appellant/Petitioner

**BEFORE THE
CITY OF LAS VEGAS CIVIL SERVICE BOARD**

Nenad M. Mirkovic, PE)
Appellant/Petitioner)
)
vs.)
)
CITY OF LAS VEGAS)
Employer/Respondent)
)
_____)

RECEIVED
2008 JUN -2 A 8:53
CIVIL SERVICE DEPT

NOTICE OF APPEAL

COMES NOW Nenad M. Mirkovic hereby files this Notice of Appeal pursuant to Chapter VIII, section 3 of the City of Las Vegas Civil Service Rules.

Statement Specifying the Action Against Which the Appeal is Made

On or about May 27, 2008 the Appellant/Petitioner was informed by the City of Las Vegas that his employment application was not accepted for a position of **Senior Economic Development Officer** and that the Appellant/Petitioner was not eligible to compete for **Senior Economic Development Officer**, open examination.

The Appellant/Petitioner alleges that the City of Las Vegas did not equitably and without prejudice reviews his qualifications, experience, knowledge, skills and education.

Subsection of Sections of the Civil service Rules Under Which the Appeal is Filed

The appeal claims that the City of Las Vegas violated the following provisions of the Civil Service Rules: Chapter IV Sections 1, 2a, 3, 3d, 5, 6 and 10.

E-1.

MW: CBA

~~✗~~

MD: ~~AI~~ Provision in CBA
to file grievance → none
on record

BS: NOT BOUND

JA: Board nothing to do
w/ CBA - Exhaustion clause

MD:

JA: ~~to~~ NOT appellate → 2nd alternative method

JA: Curious - Question to ED. Muramontes
ED NO Jurisdiction.

EM: Chapter I - Don't have the
ability to process appeal.

DO NOT Jurisdiction.

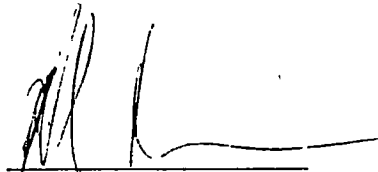
W/ draw motion?

VOTE

Statement Which Justifies the Appeal Submission

The City of Las Vegas recently had a reduction-in-force in the Department of Building and Safety and the Appellant/Petitioner was separated from the City thru the reduction-in-force. The Appellant/Petitioner had applied thru the open examination process for a position of Senior Economical Development Officer. The Appellant/Petitioner alleges that the City of Las Vegas did not equitably and without prejudice review his qualifications, experience, knowledge, skills and education that were gained thru his past employment (in excess of twenty one years) with the City of Las Vegas and that Appellant/Petitioner's professional engineering licenses and other professional certificates have not been taken into consideration and that Appellant/Petitioner's experience, knowledge, skills and education that were gained thru the past business ventures have not been evaluated as required. The City's actions have resulted in disqualification of the Appellant/Petitioner from the examination process. It is further alleged that the City of Las Vegas did not notify Appellant/Petitioner that the City of Las Vegas has rejected his employment application prior to the examination process as required by the Civil Service Rules.

Respectfully, submitted this 2nd day of June, 2008.



Nenad M. Mirkovic, PE
P.O. Box 7387
Las Vegas, NV 89125
(702) 275-5271
Appellant/Petitioner

Cc: Morgan Davis, Esq., CLV
Bruce Snyder, Esq., LVCEA

E.O.L

JT: answered question
Placed 21

EM: reasonable ^{is}, appropriate?

BS: Merit of case - def of
reassignment to get any
job ↑ or ↓.

~~How~~ want CSB to adopt

JA: narrow down =

MD: better vacancies =
quoting appeal ↑

BS: Bumping Rights →
too restrictive
Alleged to be received.

MD: NO Jurisdiction

JA: Final Comments.
Question - Meritoribus

MD:

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
For the
MAY 28, 2008
TELECONFERENCE MEETING

Agenda Documentation
June 11, 2008

TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM: F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER May 28, 2007 at 11:30 a.m. via Teleconference

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

STAFF PRESENT
Ann Rubertino-Beck
Sue Brown
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. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1) Agenda Technician II – Promotional
- 2) Desktop Computer Support Supervisor – Promotional
- 3) Desktop Computer Support Supervisor - Open
- 4) Environmental Systems Technician Trainee – Promotional
- 5) Environmental Systems Technician Trainee – Open

A motion was made by Trustee Priscilla Rocha that items 1 through 5 of the Eligible List to be Certified be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

B. REQUEST TO BE PLACED ON REHIRE LIST

- 1) Amber Armogan

A motion was made by Trustee Ed Miramontes that item 1 of the Request To Be Placed On The Rehire List be approved. The motion was seconded by Priscilla Rocha. Motion carried.

C. NOTICE OF APPEAL

- 1) LVCEA

A motion was made by Trustee Ed Miramontes to accept the notice of appeal and set it for the next regularly scheduled meeting to determine whether or not the board will hear the appeal. The motion was seconded by Priscilla Rocha. Motion carried.

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
May 28, 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 11:35 a.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: June 11, 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: 2

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Contracts Specialist – Open	5	4	4
2. Senior Economic Development Officer – Promotional	8	3	3

CITY OF LAS VEGAS

ELIGIBLE LIST

Contracts Specialist
Examination

May 29, 2008
Date

082301050
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

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

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T & E</u>
(Weight)				100%
PASSED				4
FAILED				0
TOTAL TESTED				4
DID NOT APPEAR				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Economic Development Officer
Examination

May 22, 2008
Date

0879501030
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	3	GROUP 1	1
REJECTED	5	GROUP 2	2
TOTAL RECEIVED	8	TOTAL ON LIST	3

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

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: June 11, 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: 19

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Associate Court Clerk – Open	107	06/13/08	12/13/08	2
2. Bus Driver – Open	12	06/13/08	12/13/08	3
3. Business Specialist I – Promotional	3	06/13/08	12/13/08	3
4. Business Specialist I – Open	22	06/13/08	12/13/08	3
5. Equipment Operator II (Streets) – Promotional	6	06/27/08	12/27/08	2
6. Equipment Operator II (Streets) – Open	6	06/27/08	12/27/08	2
7. House Arrest Officer – Open	15	06/27/08	12/27/08	2
8. Judicial Enforcement Officer I – Open	17	06/27/08	12/27/08	2
9. License Technician I – Open	38	06/27/08	12/27/08	2
10. Mail Courier – Open	50	06/13/08	12/13/08	3
11. Maintenance Planner – Promotional	2	06/13/08	12/13/08	3
12. Maintenance Planner – Open	4	06/13/08	12/13/08	3
13. Office Specialist I – Open	69	06/12/08	12/12/08	1
14. Painter I – Promotional	4	06/13/08	12/13/08	3
15. Painter I – Open	31	06/13/08	12/13/08	3
16. Planner I (Open & Continuous) – Open	24	06/13/08	12/13/08	2
17. Planner II (Comp/Current) – Open	1	06/12/08	12/12/08	1
18. Public Safety Technician – Promotional	1	06/12/08	12/12/08	1
19. Public Safety Technician – Open	39	06/12/08	12/12/08	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: June 11, 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 Municipal Court Marshal
- 2 Parking Enforcement Supervisor
3. Parking Meter Technician

Municipal Court Marshal was revised to add lateral recruitment qualifications.

Parking Enforcement Supervisor was revised to update the class specification prior to recruiting

Parking Meter Technician was revised to update the class specification prior to recruiting.

NEW

RECOMMENDATION

The City recommends approval of these revised classification specifications

MUNICIPAL COURT MARSHAL

*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 serve as Peace Officer for the Municipal Court; to serve warrants and subpoenas and to make arrests for offenses under the jurisdiction of the Municipal Court, and to maintain order in the court and escort personnel to court and jail.

SUPERVISION RECEIVED

Receives general supervision from Municipal Court Marshal Sergeant and higher level management 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. Apprehend arrest and maintain custody of offenders and individuals sought on arrest warrants and other court orders issued by the Municipal Court judges, which often involve house searches and defendants with lengthy criminal records, including felonies.
2. Maintain order and provide security for the judge, court staff and public in the courtroom; respond to emergency situations in Municipal Court and other city facilities as requested; provide first aid and CPR as needed.
3. Transport prisoners between court and local city and county jails; transport individuals who have been detained by other jurisdictions on city warrants
4. Obtain criminal history and driving records, when applicable, on individuals appearing before the Court.
5. Conduct investigations of injury and accidents occurring in any Court facility or other assigned area; investigate crimes; gather and preserve evidence, interview victims, complainants and witnesses; identify and interrogate suspects; testify and present evidence in court.
6. Enforce laws and ordinances, issue warnings and citations and make arrests for violations occurring in areas of assignment.

CITY OF LAS VEGAS
Municipal Court Marshal (continued)

Essential Functions:

7. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
8. Attend training sessions on changes in laws pertaining to arrests, the use of force and other law enforcement related issues; attend training sessions on the use of new equipment and procedures, including proper driving techniques for emergency situations and modern radio communication systems.
9. Complete arrest, incident, and other reports as required.
10. While on duty, carry a firearm and other department approved protective devices; maintain qualifications to carry a firearm.
11. Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the public.
12. Prepare reports on operational assignments.

Marginal Functions:

1. File updated changes to the Nevada Revised Statutes and Las Vegas Municipal Codes
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.
Basic self-defense tactics.
Techniques of communicating with customers.
Basic first aid techniques.
Basic interviewing techniques.
Basic report writing techniques.
Proper English grammar, spelling and punctuation.

CITY OF LAS VEGAS
Municipal Court Marshal *(continued)*

Ability to:

Meet and maintain the established physical requirements.

Successfully complete Police Officer Standards and Training (P O S.T.) Category I academy.

Successfully complete first aid and CPR training

Learn to interpret and enforce laws pertaining to courtroom procedures.

Learn public relations practices.

Learn to work independently.

Learn to cope with adverse situations.

Accurately observe and remember names, faces, numbers, incidents, details and places.

Adopt quick and responsible plans of action in emergency situations.

Understand and follow oral and written instructions, regulations and laws.

Properly use and maintain a firearm.

Operate standard equipment and facilities required for assigned duties.

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 and vehicles.*

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances;*
- *Evaluating various options and alternatives and choosing an appropriate and reasonable course of action;*
- *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;*
- *Running, crouching, crawling, lifting, climbing stairs or ladders during emergency situations, and*
- *Operating assigned equipment and vehicles*

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

- *Armed or dangerous persons;*
- *Communicable diseases,*
- *Hazards of emergency driving, and*
- *Natural or man-made disasters*

CITY OF LAS VEGAS
Municipal Court Marshal (continued)

Experience and Training Requirements

Experience:

One year of public contact experience, preferably in the field of law enforcement.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Must be 21 years of age and a citizen of the United States on the date of application (P.O.S.T. requirement).

Possession of a Nevada Peace Officer Standards and Training (P.O.S.T.) Category I basic certificate within one year of the date of appointment, and maintenance thereafter. Formal law enforcement academy training equivalent to Nevada P.O.S.T. may be substituted; successfully challenging the Nevada P.O.S.T. Category I requirements will be required for substitution.

Must qualify with a duty firearm every quarter.

Special Qualifications for Lateral Recruitments

Experience:

Two years of continuous service with a law enforcement agency in the performance of duties directly related to Category I Peace Officer standards immediately preceding application with the City of Las Vegas.

Training:

Equivalent to graduation from high school. Successful completion of a Category I Peace Officer or equivalent academy at the applicant's expense or sponsored by an organization tasked with the training of new police officers, such academy must be certified by the Police Officer Standards and Training board in the state where the academy was held.

CITY OF LAS VEGAS
Municipal Court Marshal (continued)

License or Certificate

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

Must be 21 years of age and a citizen of the United States on the date of application.

Possession of Nevada P.O.S.T. category I (Police Officer) certification on the date of application, and maintenance thereafter;

OR

Possession of a valid equivalent certification from another state on the date of application. Within 60 days of the date of appointment, must attend P.O.S.T.-required 80-hour academy, sit for the Nevada P.O.S.T. category I (Police Officer) equivalency exam and obtain a passing score.

WORKING CONDITIONS

Environmental Conditions:

Courtroom and field environments; occasionally work in an emergency peace control environment; travel from site to site; exposure to potentially hostile environments and individuals, potentially life-threatening conditions, dangerous persons, firearms, human bodily fluids, inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy lifting, bending, stooping, walking, sitting, running, climbing, stooping, crouching or standing for prolonged periods of time; operating motorized equipment and vehicles.

ARB
REV 5/19/08
FLSA & City: nonexempt

CSB 6/11/08

PARKING ENFORCEMENT 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 supervise, assign and review the work of staff responsible for the enforcement of the city's parking ordinances; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Administrative Officer.

Exercises direct 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, prioritize, assign, supervise and review the work of staff responsible for enforcing the city's parking ordinances.
2. Select and motivate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
3. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
4. Establish schedules and methods for providing parking enforcement services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
5. Explain and enforce city parking ordinances; issue citations for violations.
6. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
7. Provide responsible staff assistance to the Administrative Officer.

CITY OF LAS VEGAS
Parking Enforcement Supervisor (continued)

Essential Functions:

8. Investigate complaints, write reports, and make recommendations to management.
9. Interact with department staff, Traffic Engineering Division and other city personnel on parking related issues.
10. Participate in the preparation and administration of the section budget; submit budget recommendations; monitor expenditures.
11. Prepare reports on operations and activities involving parking enforcement.
12. Prepare incident and personnel reports for management.
13. Maintain various record files for personnel, legal, financial and routine business information.
14. Establish training curriculum and performance standards for Parking Enforcement Officers.
15. Interpret ordinances, policies and procedures; respond to requests for information and assistance from employees, management, outside agencies and the public.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new regulations, field methods and technology.
2. Assist in parking control at special events.
3. Provide assistance in removing broken meters, signs and poles on an emergency basis.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a modern parking enforcement program.
Principles and practices of program development and operations.
Principles and practices of budget preparation.
Principles of supervision, training and performance evaluation.
Policies and procedures of the Parking Enforcement section.
Practices and techniques for dealing with the public tactfully and firmly.
City parking locations and downtown geography.
Local parking and related ordinances.
Nevada motor vehicle codes related to non-moving traffic violations.
Modern office procedures, methods and computer equipment.
Record keeping methods.
Safe driving practices.

CITY OF LAS VEGAS
Parking Enforcement Supervisor (*continued*)

Ability to:

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

Use initiative and independent judgment within established guidelines.

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

Plan, organize and prioritize assignments.

Prepare concise and clear reports.

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

Manage multiple assignments.

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

Enforce parking and traffic regulations in a firm but tactful manner.

Understand and follow oral and written instructions.

Drive assigned vehicle in a safe manner.

Communicate clearly and concisely, both orally and in writing.

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

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in parking enforcement. Supervisory or lead experience is desirable.

Training:

Associate degree from an accredited college or university with course work in business, accounting, or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

CITY OF LAS VEGAS
Parking Enforcement Supervisor (*continued*)

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Office and field environments; travel from site to site; exposure to inclement weather conditions; potentially hostile environments.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for moderate lifting on an occasional basis; walking for prolonged periods of time; operating motorized vehicles; continuous entering and exiting of vehicles.

ARB
REV 5/30/08
FLSA: exempt; City: nonexempt

CSB 6/11/08

PARKING METER 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 skilled repairs of parking meter mechanisms; to maintain parking meters and signs; to perform other duties relative to the assigned area of responsibility.

SUPERVISION RECEIVED

Receives direction from the Parking Enforcement Supervisors.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Perform routine maintenance on parking meters and change machines including cleaning, repairing or replacing parts or electronic components as necessary.
2. Respond to complaints of broken or malfunctioning meters, diagnose problem and make repairs.
3. Coordinate installation of meters and parking signs.
4. Maintain collection boxes and locks.
5. Apply ordinance and "fine" information decals to parking signs on public streets and lots and private parking lots.
6. Maintain written and electronic records on meter and pole maintenance, street meter guide logs, vandalism and related expenses.
7. Complete accident and insurance reports on meters damaged in motor vehicle accidents or by acts of vandalism.
8. Meet with supply representatives and order parts; maintain an inventory of poles, meters and parts.
9. Assist the public by providing directions and responding to questions and inquiries.
10. Research new equipment and parts, obtain price quotes, order parts and maintain adequate inventory; prepare information and recommendations for budget preparation; research, evaluate and recommend new meter technology.

CITY OF LAS VEGAS
Parking Meter Technician (*continued*)

Essential Functions:

11. Perform quarterly electronic audits of parking meters.
12. Perform annual calibration of electronic timing mechanisms and coin sensors.
13. Program electronic meters.

Marginal Functions:

1. Restock change machines; remove currency and deliver to Treasury.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques for repairing parking meters.
Operational characteristics of tools used to perform repairs.
City geography.
City and state ordinances and regulations pertaining to parking on public streets and city parking facilities.
Basic mathematical principles.
Principles and procedures of record keeping and reporting.
Electronics trouble shooting and repair.
Basic practices of preparing budget requests.

Ability to:

Learn and apply wireless communication applications.
Learn and apply multiple meter management programs.
Learn and apply meter programming techniques.
Operate machinery and tools.
Use chemical solutions and paints in a safe manner.
Plan, organize and prioritize assignments.
Manage multiple assignments.
Prepare concise and clear reports.
Work independently with minimal supervision.
Understand and follow oral and written instructions.
Read and understand technical written information.
Interact with the public in difficult situations in a tactful but firm manner.
Train others to perform basic repairs.
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
Parking Meter Technician (continued)

Ability to:

Maintain mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others;*
- *Demonstrating intellectual capabilities; and*
Demonstrate respect and sensitivity for cultural differences.

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 tools and equipment.*

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in parking meter repair, parking meter collection or basic electronic equipment repair. Experience with parking management software is desirable.

Training:

Equivalent to graduation from high school. Additional specialized training in the repair of electronic and wireless devices is desirable.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Field and shop environments; travel from site to site; exposure to inclement weather conditions, noise, dust, grease, smoke, fumes, gases, potentially hostile environments.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for heavy lifting, bending, stooping, kneeling, walking and standing for prolonged periods of time; operating motorized equipment and vehicles.

ARB
REV 5/30/08; FLSA & City: nonexempt
CSB 6/11/08

MUNICIPAL COURT MARSHAL

*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 serve as Peace Officer for the Municipal Court; to serve warrants and subpoenas and to make arrests for offenses under the jurisdiction of the Municipal Court; and to maintain order in the court and escort personnel to court and jail.

SUPERVISION RECEIVED

Receives general supervision from Municipal Court Marshal Sergeant and higher level management 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. Apprehend arrest and maintain custody of offenders and individuals sought on arrest warrants and other court orders issued by the Municipal Court judges, which often involve house searches and defendants with lengthy criminal records, including felonies.
2. Maintain order and provide security for the judge, court staff and public in the courtroom, respond to emergency situations in Municipal Court and other city facilities as requested; provide first aid and CPR as needed.
3. Transport prisoners between court and local city and county jails; transport individuals who have been detained by other jurisdictions on city warrants.
4. Obtain criminal history and driving records, when applicable, on individuals appearing before the Court.
5. Conduct investigations of injury and accidents occurring in any Court facility or other assigned area; investigate crimes; gather and preserve evidence; interview victims, complainants and witnesses; identify and interrogate suspects, testify and present evidence in court.
6. Enforce laws and ordinances, issue warnings and citations and make arrests for violations occurring in areas of assignment.

CITY OF LAS VEGAS
Municipal Court Marshal (continued)

Essential Functions:

7. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
8. Attend training sessions on changes in laws pertaining to arrests, the use of force and other law enforcement related issues; attend training sessions on the use of new equipment and procedures, including proper driving techniques for emergency situations and modern radio communication systems.
9. ~~Initiate booking sheets and other court documents on subjects remanded to custody by the court, for subjects ordered to report to work program, house arrest, DUI counseling or assessment, traffic school and for subjects booked on weekend dates.~~ Complete arrest, incident, and other reports as required.
10. While on duty, carry a firearm and other department approved protective devices; maintain qualifications to carry a firearm.
11. ~~Escort clerks who transport court funds to Finance Department.~~
12. ~~11.~~ Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the public
13. ~~12.~~ Prepare reports on operational assignments

Marginal Functions:

1. File updated changes to the Nevada Revised Statutes and Las Vegas Municipal Codes.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment
Basic self-defense tactics
Techniques of communicating with customers.
Basic first aid techniques.
Basic interviewing techniques.
Basic report writing techniques.
Proper English grammar, spelling and punctuation.

CITY OF LAS VEGAS
Municipal Court Marshal (*continued*)

Ability to:

Meet and maintain the established physical requirements.

Successfully complete Police Officer Standards and Training (P.O.S.T.) Category I academy.

Successfully complete first aid and CPR training.

Learn to interpret and enforce laws pertaining to courtroom procedures.

Learn public relations practices.

Learn to work independently.

Learn to cope with adverse situations.

Accurately observe and remember names, faces, numbers, incidents, details and places.

Adopt quick and responsible plans of action in emergency situations.

Understand and follow oral and written instructions, regulations and laws.

Properly use and maintain a firearm.

Operate standard equipment and facilities required for assigned duties.

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 and vehicles.*

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances;*
- *Evaluating various options and alternatives and choosing an appropriate and reasonable course of action;*
- *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;*
- *Running, crouching, crawling, lifting, climbing stairs or ladders during emergency situations;*
and
- *Operating assigned equipment and vehicles.*

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

- *Armed or dangerous persons;*
- *Communicable diseases;*
- *Hazards of emergency driving; and*
- *Natural or man-made disasters.*

CITY OF LAS VEGAS
Municipal Court Marshal *(continued)*

Experience and Training Requirements

Experience:

One year of public contact experience, preferably in the field of law enforcement.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Must be 21 years of age and a citizen of the United States on the date of application (P.O.S.T. requirement).

Possession of a Nevada Peace Officer Standards and Training (P.O.S.T.) Category I basic certificate within one year of the date of appointment, and maintenance thereafter. Formal law enforcement academy training equivalent to Nevada P.O.S.T. may be substituted; successfully challenging the Nevada P.O.S.T. Category I requirements will be required for substitution.

Must qualify with a duty firearm every quarter.

Special Qualifications for Lateral Recruitments

Experience:

Two years of continuous service with a law enforcement agency in the performance of duties directly related to Category I Peace Officer standards immediately preceding application with the City of Las Vegas.

Training:

Equivalent to graduation from high school. Successful completion of a Category I Peace Officer or equivalent academy at the applicant's expense or sponsored by an organization tasked with the training of new police officers; such academy must be certified by the Police Officer Standards and Training board in the state where the academy was held.

CITY OF LAS VEGAS
Municipal Court Marshal (continued)

License or Certificate

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

Must be 21 years of age and a citizen of the United States on the date of application.

Possession of Nevada P.O.S.T. category I (Police Officer) certification on the date of application, and maintenance thereafter;

OR

Possession of a valid equivalent certification from another state on the date of application. Within 60 days of the date of appointment, must attend P.O.S.T.-required 80-hour academy, sit for the Nevada P.O.S.T. category I (Police Officer) equivalency exam and obtain a passing score.

WORKING CONDITIONS

Environmental Conditions:

Courtroom and field environments; occasionally work in an emergency peace control environment; travel from site to site; exposure to potentially hostile environments and individuals, potentially life-threatening conditions, dangerous persons, firearms, human bodily fluids, inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy lifting, bending, stooping, walking, sitting, running, climbing, stooping, crouching or standing for prolonged periods of time; operating motorized equipment and vehicles.

ARB

REV 9/12/075/19/08

FLSA & City. nonexempt

CSB 10/10/07

PARKING ENFORCEMENT 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 supervise, assign and review the work of staff responsible for the enforcement of the city's parking ordinances; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the ~~Division Commander~~ Administrative Officer.

Exercises direct 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, prioritize, assign, supervise and review the work of staff responsible for enforcing the city's parking ordinances.
2. Select and motivate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
- ~~2.3.~~ Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
- ~~3.4.~~ Establish schedules and methods for providing parking enforcement services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- ~~4.5.~~ Explain and enforce city parking ordinances; issue citations for violations.
- ~~5.6.~~ Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- ~~6.7.~~ Provide responsible staff assistance to the ~~Division Commander~~ Administrative Officer.
- ~~7.8.~~ Investigate complaints, write reports, and make recommendations to administration management.

CITY OF LAS VEGAS

Parking Enforcement Supervisor (~~C~~continued)

~~8.9.~~ Interact with department staff, Traffic Engineering Division and other city personnel on parking related issues.

~~9.10.~~ Participate in the preparation and administration of the section budget; submit budget recommendations; monitor expenditures.

~~10.11.~~ Prepare reports on operations and activities involving parking enforcement.

~~11.12.~~ Prepare incident and personnel reports for ~~administration~~ management.

~~12.13.~~ Maintain various record files for personnel, legal, financial and routine business information.

14. Establish training curriculum and performance standards for Parking Enforcement Officers.

15. Interpret ordinances, policies and procedures and collective bargaining agreements; respond to requests for information and assistance from employees, management, outside agencies and the public.

Coach and mentor subordinate staff on professional development.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new regulations, and field methods and technology.
2. Assist in parking control at special events.
3. Provide assistance in removing broken meters, signs and poles on an emergency basis.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a modern parking enforcement program.

Principles and practices of program development and operations.

Principles and practices of budget preparation.

Principles of supervision, training and performance evaluation.

~~Principles of supervision and training.~~

Policies and procedures of the Parking Enforcement section.

Practices and techniques for dealing with the public tactfully and firmly.

City parking locations and downtown geography.

Local parking and related ordinances.

~~State Nevada~~ motor vehicle codes as they related to non-moving traffic violations.

Modern office procedures, methods and computer equipment.

Record keeping methods.

Safe driving practices.

CITY OF LAS VEGAS

Parking Enforcement Supervisor (~~C~~continued)

Ability to:

~~Supervise, organize and review the work of subordinate staff.~~

~~Select, supervise, train and evaluate staff.~~

~~Prepare and administer budget.~~

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

~~Interpret and explain city and departmental policies and procedures.~~

~~Interpret and explain local, state and federal regulations governing parking.~~

~~Use initiative and independent judgment within established guidelines.~~

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

~~Plan, organize and prioritize assignments.~~

~~Prepare concise and clear reports.~~

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

~~Manage multiple assignments.~~

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

~~Enforce parking and traffic regulations in a firm but tactful manner.~~

~~Understand and follow oral and written instructions.~~

~~Drive assigned vehicle in a safe manner.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Maintain mental capacity which allows for effective interaction and communications with others.~~

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

- ~~-- *Walking or standing for extended periods of time; and*~~
- ~~-- *Operating assigned office equipment and vehicles.*~~

~~Maintain effective audio-visual discrimination and perception needed for:~~

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

~~Maintain mental capacity which allows the capability of:~~

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

Experience and Training Requirements

Experience:

~~Four years~~Three years of increasingly responsible experience in parking enforcement, including one year of ~~Supervisory or lead responsibility~~ experience is desirable.

Training:

~~Equivalent to graduation from high school supplemented by college level~~ Associate degree from an accredited college or university with course work in business, accounting, or a related field related to the essential functions. A combination of formal education and

CITY OF LAS VEGAS

Parking Enforcement Supervisor (*Continued*)

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.

WORKING CONDITIONS

Environmental Conditions:

Office and field environments; travel from site to site; exposure to inclement weather conditions; potentially hostile environments.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for moderate lifting on an occasional basis; walking for prolonged periods of time; operating motorized vehicles; continuous entering and exiting of vehicles.

ARB

REV 5/30/08

FLSA: exempt; City: nonexempt

CSB 6/30/93

PARKING METER 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 skilled repairs of parking meter mechanisms; to maintain parking meters and signs; to perform other duties relative to the assigned area of responsibility.

SUPERVISION RECEIVED

Receives direction from the Parking Enforcement Supervisors.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--

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

Essential Functions:

1. Perform routine maintenance on parking meters and change machines including cleaning, repairing or replacing parts or electronic components as necessary.
2. Respond to complaints of broken or malfunctioning meters, diagnose problem and make repairs.
3. Coordinate installation of meters and parking signs.
4. Maintain collection boxes and locks.
5. Apply ordinances and "fine" information decals to parking signs on public streets and lots and private parking lots.
6. Maintain written and electronic records on meter and pole maintenance, street meter guide logs, vandalism and related expenses.
7. Complete accident and insurance reports on meters damaged in motor vehicle accidents or by acts of vandalism.
8. Meet with supply representatives and orders parts; maintain an inventory of poles, meters and parts.
9. Assist the public by providing directions and responding to questions and inquiries.
10. Research new equipment and parts, obtain price quotes, order parts and maintain adequate inventory; prepare information and recommendations for budget preparation; research, evaluate and recommend new meter technology.

CITY OF LAS VEGAS
Parking Meter Technician (continued)

Essential Functions:

11. Perform quarterly electronic audits of parking meters.
12. Perform annual calibration of electronic timing mechanisms and coin sensors.
13. Program electronic meters.

Marginal Functions:

1. Restock change machines; remove currency and deliver to Treasury.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques for repairing parking meters.
Operational characteristics of tools used to perform repairs.
City geography.
City and state ordinances and regulations pertaining to parking on public streets and city parking facilities.
Basic mathematical principles.
Principles and procedures of record keeping and reporting.
Electronics trouble shooting and repair.
Basic practices of preparing budget requests.

Ability to:

Learn and apply wireless communication applications.
Learn and apply multiple meter management programs.
Learn and apply meter programming techniques.
Operate machinery and tools.
Use chemical solutions and paints in a safe manner.
Plan, organize and prioritize assignments.
Manage multiple assignments.
Prepare concise and clear reports.
Work independently ~~in the absence of~~ with minimal supervision.
Understand and follow oral and written instructions.
Read and understand technical written information.
Interact with the public in difficult situations in a tactful but firm manner.
Train others to perform basic repairs.
~~Operate necessary equipment to perform job duties.~~
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain mental capacity which allows the capability of:
-- *Making sound decisions;*
-- *Effective interaction and communication with others; and*

CITY OF LAS VEGAS
Parking Meter Technician (continued)

- *Demonstrating intellectual capabilities.*
- *Demonstrate respect and sensitivity for cultural differences.*

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 tools and equipment.*

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in the field of parking meter repair, parking meter collection or basic electronic equipment repair. Experience with in basic electronic equipment repair parking management software is desirable.

Training:

Equivalent to graduation from high school. Additional specialized training in the repair of electronic and wireless devices is desirable.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Field and shop environments; travel from site to site; exposure to inclement weather conditions, noise, dust, grease, smoke, fumes, gases, potentially hostile environments.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for heavy lifting, bending, stooping, kneeling, walking and standing for prolonged periods of time; operating motorized equipment and vehicles.

ARB

REV 10/26/065/30/08

FLSA & City: nonexempt

CSB 2/14/07

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date

June 11, 2008

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

SUBJECT: D. 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. Legal Technician I - 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: Glenna Kouns
Sent: Friday, May 30, 2008 8 10 AM
To: Martha Davis
Subject: Abolish Legal Technician I list

Martha,
We will need to abolish the Legal Technician I at the June 11 CSB meeting
Thanks,
Glenna

-----Original Message-----

From: Judy Tuttle
Sent: Thursday, May 29, 2008 5:49 PM
To: Glenna Kouns
Subject: RE: Testing

With that many on the list, it will have to go to the Civil Service Board. I hate to start a new recruitment without that done.

-----Original Message-----

From: Glenna Kouns
Sent: Thursday, May 29, 2008 9:36 AM
To: Judy Tuttle
Subject: RE: Testing

Judy,
Are you going to abolish the Legal Technician I be for July 10th expiration date?

-----Original Message-----

From: Judy Tuttle
Sent: Thursday, May 29, 2008 8:49 AM
To: Beth DiFiore; Glenna Kouns
Subject: FW: Testing

Beth, the Legal Secretary expired 3/28. Glenna, please begin new recruitments for both
Thanks.

-----Original Message-----

From: Beth DiFiore
Sent: Wednesday, May 28, 2008 7:33 PM
To: Judy Tuttle
Subject: Re: Testing

Will expire in July. The lists are at least 12 months old and yes we have interviewed everyone.

----- Original Message -----

From: Judy Tuttle
To: Beth DiFiore
Sent: Wed May 28 19:13:17 2008
Subject: RE: Testing

Beth, do you mean "will expire" in July? I am not there so can't check. How many are on the list and have they all been interviewed?

-----Original Message-----

From: Beth DiFiore
Sent: Wednesday, May 28, 2008 7:20 AM
To: Judy Tuttle
Subject: Testing

Both our eligibility lists for the positions for Legal Secretary and Legal Technician expired in early July. Can i start a recruitment and testing early so that i have a viable list at their expiration. Im going to lose at least 1 of each and I want to move quickly on replacements.

Any direction is appreciated Thank you.

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: June 11, 2008

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

**SUBJECT: E. DISCUSSION AND POSSIBLE ACTION ON RECEIVABILITY OF APPEAL
– LVCEA**

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

On April 22, 2008 a Notice of Appeal was filed by Las Vegas City Employees Association. A copy is attached hereto as exhibit 1. This is the time and date set to for the board to determine whether the appeal is considered to be receivable under the civil service rules.

Staff is recommending that the Board consider this matter not receivable under the rules and dismiss the item.

COPY

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

5 **BEFORE THE**
 6 **CITY OF LAS VEGAS CIVIL SERVICE BOARD**

7 **LAS VEGAS CITY EMPLOYEES**
 ASSOCIATION on behalf of Employees
 8 Affected by Recent Reduction-In-Force
 9 Employee/Petitioner
 10 vs.
 11 **CITY OF LAS VEGAS**
 12 Employer/Respondent.

HUMAN RESOURCES DEPT
 2008 APR 22 P 2:41
 RECEIVED

14 **NOTICE OF APPEAL**

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

19 **Statement Specifying the Action Against Which the Appeal is Made**

20 This Notice of Appeal is a class action. The class consists of certain employees affected
 21 by the recent reduction-in-force in the Department of Building & Safety. Specifically, it includes
 22 all employees who (1) either did not have any bumping rights or who exhausted their bumping
 23 rights, and (2) who either have been separated or else would have been separated but for the City
 24 finding a vacant position in which to place them.

25 The City of Las Vegas had appropriate vacancies and did not give a reasonable offer of
 26 reassignment to employees who have been separated. Additionally, for those employees offered
 27 reassignment, it is alleged that the City had better vacancies at higher grades that could have been
 28 offered to such employees.

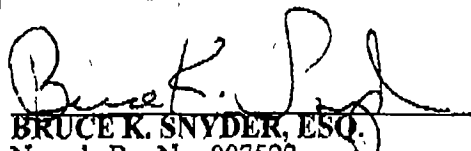
1 **Subsection of Sections of the Civil Service Rules Under Which the Appeal Is Filed**

2 This appeal claims that the City of Las Vegas violated the following provision of the
3 Civil Services Rules: Chapter VII, Section 1b3.

4 **Statement Which Justifies the Appeal Submission**

5 The City of Las Vegas recently had a reduction-in-force in the Department of Building &
6 Safety. Those employees who had bumping rights exercised such rights under both the Civil
7 Service Rules and under the collective bargaining agreement. These employees are not included
8 in this class action. However, the Civil Service Rules, specifically the rule mentioned above, also
9 commits the City of Las Vegas to offer to employees a reasonable offer of reassignment,
10 provided that an appropriate vacancy exists or will become available within ten working days.
11 The LVCEA alleges that the City of Las Vegas did not offer a reasonable reassignment to such
12 vacancies for approximately eight employees who have now been separated as of April 11, 2008.
13 Additionally, the LVCEA alleges that for those employees who were reassigned that there were
14 better vacancies at higher pay grades that were not offered to such employees.

15 Respectfully submitted this 17th day of April, 2008

16 

17 **BRUCE K. SNYDER, ESQ.**
18 Nevada Bar No. 007522
19 LAS VEGAS CITY EMPLOYEES' ASSOCIATION
20 857 N, Eastern Avenue
21 Las Vegas, Nevada 89101
22 Telephone: (702) 649-6606
23 Attorney for LVCEA
24
25
26
27
28

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: June 11, 2008

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

SUBJECT: F. DISCUSSION AND POSSIBLE ACTION ON RECEIVABILITY – NENAD M. MIRKOVIC

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

On May 14, 2008 a Notice of Appeal was filed by Nenad M. Mirkovic. The City has filed a Motion to Dismiss this matter as being untimely. A copy is attached hereto as exhibit 3.

Staff is recommending that the Board consider this matter not receivable under the rules, and dismiss the item.

BEFORE THE
CITY OF LAS VEGAS CIVIL SERVICE BOARD

NENAD M. MIRKOVIC, PE

Appellant/Petitioner,

vs.

CITY OF LAS VEGAS,

Employer/Respondent.

RECEIVED
2008 JULY -4 A 9:44
HUMAN RESOURCES DEPT

MOTION TO DISMISS

Comes now the City of Las Vegas (hereinafter "City"), by and through its attorneys, BRADFORD R. JERBIC, City Attorney, by MORGAN D. DAVIS, Chief Deputy City Attorney, and hereby moves to dismiss the instant Notice of Appeal.

One of the specifically enumerated purposes of the Civil Service Rules is to set forth rules and regulations that provide for recruitment, examination and placement procedures. (Chapter 1, Section 1a) Chapter IV of the rules govern the Personnel Selection Policies. It is the general policy of the City that "Vacancies in the classified service shall be filled from an eligible list derived as a result of examination." (Chapter IV Section 1) The Director of Human Resources, or designee, may reject applications when it is determined that the Applicant does not meet the minimum qualifications stated in the job announcement. (Chapter IV, Section 3d) The City was recruiting for the position of Economic Development Officer. (Exhibit 1) The purpose of the recruitment was to establish an eligible list for future job openings. Appellant, Mr. Mirkovic filed an application for that position. On April 29, 2008, the Department of Human Resources notified Mr. Mirkovic that he did not meet the minimum qualifications. (Exhibit 2) On May 14, 2008, Mr. Mirkovic filed a Notice of Appeal challenging that decision. For the reasons stated herein, that appeal is untimely and should be dismissed

This Board is created by the Las Vegas City Council and has been delegated specifically enumerated powers or duties. The confines of these powers are set forth in the Civil Service Rules. One of those powers is to rule on the receivability of Civil Service appeals (Chapter II, Section 5d)

1 Chapter VIII governs Appeals and Hearings Section 3c sets forth the provisions that shall govern
2 the conditions of an appeal. Relevant to this motion is the time limitation set forth in Section 3c(2)
3 which states "An employee **must** file a Notice to Appeal the action within ten (10) calendar days
4 after receipt of the written notification of the action from which the employee is appealing."
5 (Emphasis added.) The word "must" is mandatory. It is the position of the undersigned that the
6 Board does not have jurisdiction to receive and/or ultimately hear any Complaint not timely filed
7 within that mandatory period. In this case, the action in question was the rejection of Mr. Mirkovic's
8 application based on the determination that he did not meet the minimum qualifications. The notice
9 of this action was dated April 29, 2008, and was mailed to Mr. Mirkovic. (See Affidavit of Ellen
10 Thompson, **Exhibit 3**) Ten calendar days from this date was May 9, 2008. The Notice of Appeal
11 was not filed until 15 days after the Notice rejecting his application. (**Exhibit 4**)

12 It is true that the notice in question was sent by mail. By way of analogy, under the Nevada
13 Rules of Civil Procedure 5(b), service by mail is complete upon mailing. Furthermore, Nevada
14 Rules of Civil Procedure 6(e), provides that when a notice is served by mail, the responding party
15 shall have an additional 3 days of time added to the proscribed period. As a result, even when
16 applying this liberal enlargement rule, the Notice of Appeal would have needed to be filed 13 days
17 after it was mailed, or on May 12, 2008. As a result, the Notice of Appeal was not timely filed, and
18 this Board cannot hear the matter. Therefore, it is urged that this board not receive the appeal but
19 that it be dismissed as being untimely.

20 Respectfully submitted this 31 day of May, 2008

21 BRADFORD R. JERBIC
22 City Attorney

23 By: 

24 MORGAN DAVIS
25 Chief Deputy City Attorney
26 Nevada Bar No. 3707
27 400 Stewart Avenue, Ninth Floor
28 Las Vegas, NV 89101
Attorneys for CITY OF LAS VEGAS