

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
June 11, 2008
REGULAR MEETING**

**Agenda Documentation
July 09, 2008**

TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM: F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER: June 11, 2007 at 4:30 p.m. in the Human Resources Department

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

STAFF PRESENT

Claudette Enus
Judy Tuttle
Graciela Manginelli
Sue Brown
Myrtle Harvey
Ann Rubertino-Beck
Glenna Kouns

OTHERS PRESENT

Thomas Miramontes- Fire
Nenad Mirkovic
Jesse Aguinaga - Fire
Kurt Baca – Fire
Eric Scheumann - Fire
Steven Poe – Fire
Cindy Kennedy – Fire
Jeff Decker – Fire
Keith Kennedy – Fire
Cherina Kleven – Fire
Corey Rice – Fire
Dean Fletcher – Local 1285
Scott Johnson – Local 1285
Romeo Betea - OBD
Scott Adams – OBD
Steve Van Gorp – OBD
Bruce Snyder - LVCEA

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

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

III. APPROVAL OF MINUTES of the Regular Meeting of May 14, 2008: Trustee Priscilla Rocha made a motion to approve the minutes of the Regular Meeting held May 14, 2008. Trustee Evelyn Beals seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of the Teleconference Meeting of May 28, 2008: Trustee Evelyn Beals made a motion to approve the minutes of the Teleconference Meeting held May 28, 2008. Trustee Priscilla Rocha seconded the motion. Motion carried.

V. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Contracts Specialist – Open
2. Senior Economic Development Officer – Promotional

Secretary Claudette Enus recommended that item A. 2. Senior Economic Development Office on the eligibility list be pulled until issue of appeal has been resolved. Morgan Davis referenced item J. 1. on the Agenda is an appeal to item A. 2. A motion was made by Trustee Malcolm White that Item 1 of the Eligible Lists To Be Certified be approved. Trustee Priscilla Rocha seconded the motion. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS

1. Associate Court Clerk – Open
2. Bus Driver – Open
3. Business Specialist I – Promotional
4. Business Specialist I – Open
5. Equipment Operator II (Streets) – Promotional
6. Equipment Operator II (Streets) – Open
7. House Arrest Officer – Open
8. Judicial Enforcement Officer – Open
9. License Technician I – Open
10. Mail Courier – Open
11. Maintenance Planner – Promotional
12. Maintenance Planner – Open
13. Office Specialist I – Open
14. Painter I – Promotional
15. Painter I – Open
16. Planner I (Open & Continuous) – Open
17. Planner II (Comp/Current) – Open
18. Public Safety Technician – Promotional
19. Public Safety Technician – Open

A motion was made by Trustee Ed Miramontes that Items 1 through 19 of the Extension of Eligible Lists be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

C. CLASSIFICATION SPECIFICATIONS

1. Municipal Court Marshal – Revised
2. Parking Enforcement Supervisor – Revised
3. Parking Meter Technician – Revised

A motion was made by Trustee Evelyn Beals to approve Items 1 through 3 of the Classification Specifications. The motion was seconded by Trustee Priscilla Rocha. Motion carried.

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

1. Legal Technician I – Open

A motion was made by Trustee Ed Miramontes to approve Item 1 of the Abolishing Eligible List. The motion was seconded by Trustee Evelyn Beals. Motion carried.



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

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

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

AGENDA

DATE: June 11, 2008

TIME: 4:30 p.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.

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: Regular Meeting of May 14, 2008
- IV. APPROVAL OF MINUTES: Teleconference Meeting of May 28, 2008
- V. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED
 - 1. Contracts Specialist – Open
 - 2. Senior Economic Development Officer – Promotional
 - B. EXTENSION OF ELIGIBLE LISTS
 - 1. Associate Court Clerk – Open
 - 2. Bus Driver – Open
 - 3. Business Specialist I – Promotional
 - 4. Business Specialist I – Open
 - 5. Equipment Operator II (Streets) – Promotional
 - 6. Equipment Operator II (Streets) – Open
 - 7. House Arrest Officer – Open
 - 8. Judicial Enforcement Officer I – Open
 - 9. License Technician I – Open
 - 10. Mail Courier – Open
 - 11. Maintenance Planner – Promotional
 - 12. Maintenance Planner – Open
 - 13. Office Specialist I – Open
 - 14. Painter I – Promotional
 - 15. Painter I – Open
 - 16. Planner I (Open & Continuous) – Open
 - 17. Planner II (Comp/Current) – Open
 - 18. Public Safety Technician – Promotional
 - 19. Public Safety Technician – Open

- C. CLASSIFICATION SPECIFICATIONS
 - 1. Municipal Court Marshal – Revised
 - 2. Parking Enforcement Supervisor – Revised
 - 3. Parking Meter Technician – Revised
- D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST
 - 1. Legal Technician I – Open
- E. DISCUSSION AND POSSIBLE ACTION ON RECEIVABILITY OF APPEAL
 - 1. LVCEA
- F. DISCUSSION AND POSSIBLE ACTION ON RECEIVABILITY OF APPEAL
 - 1. NENAD MIRKOVIC
- G. NOTICE OF APPEAL
 - 1. ERIC SCHEUMANN
- H. NOTICE OF APPEAL
 - 1. JEFFREY DECKER
- I. NOTICE OF APPEAL
 - 1. COREY RICE
- J. NOTICE OF APPEAL
 - 1. NENAD MIRKOVIC

VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED

VII. CITIZEN PARTICIPATION

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

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

**Department of Human Resources
400 Stewart Avenue - 2nd Floor
Training Room #4
Las Vegas, Nevada**

HR

MW Present
EM - absent
JA - absent
PR Present
EB Present

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

AGENDA

DATE: MAY 14, 2008

TIME: 4:30 p.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.

- I. CALL TO ORDER *4:30 pm*
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: Regular Meeting of April 09, 2008
- IV. APPROVAL OF MINUTES: Teleconference Meeting of April 23, 2008
- V. BUSINESS

*1st: PR
2nd: EB
M/C*

A. ELIGIBLE LISTS TO BE CERTIFIED

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

absence

*1st:
2nd:*

TABLE -> next mtg.

*A.3.
PR - 1st
EB - 2nd
M/C*

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

*1st: PR
2nd: EB
M/C*

C. CLASSIFICATION SPECIFICATIONS

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

*1st: ~~PR~~ EB
2nd: PR
M/C*

- VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED **NONE**
- VII. CITIZEN PARTICIPATION

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

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4:59 pm

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

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

Kurt BACA wants NOTED
Time

2nd test Nothing different

Jason Schmidt: DID NOT PASS

deserve job.

Needs to be evaluated.

E. DISCUSSION AND POSSIBLE ACTION ON RECEIVABILITY OF APPEAL

1. LVCEA

Deputy City Attorney Morgan Davis reminded the Board that item E. 1. was a notice of appeal item that was accepted at the May 28, 2008 teleconference meeting to be placed on today's agenda. Morgan Davis mentioned to the board that the issue is not the timeliness of the appeal, but whether or not the Civil Service Board has jurisdiction. Morgan Davis gave the floor to Bruce Snyder for comments and Morgan Davis would later advise of receivability. Bruce Snyder from the Las Vegas City Employees' Association preferred that Morgan Davis give background. Morgan Davis agreed and explained that the item is framed as a class action due to the recent reduction in force relating the Department of Building and Safety. Nevada State Law requires the City of Las Vegas and the Associations representing the employees to proceed through Mandatory Subjects of Bargaining. Included on the list are procedures of the reduction of workforce. CLV and LVCEA reached an agreement and the LVCEA has a collective bargaining agreement that includes a procedure with regards to the reduction in force. Morgan Davis then cited Article 21 of the LVCEA labor contract, "The City and the Association agree that reductions in personnel as they pertain to employees covered under the provisions of this contract shall be as hereinafter prescribed." The CSB rules also has a provision for a reduction in force, both provisions are essentially similar. Both the LVCEA labor contract and the Civil Service Board rules have procedures whereby a reduction in force can result in an affected employee can be reassigned, transferred, reduced in grade, any combination thereof or termination. The collective bargaining agreement which the Civil Service Board is not empowered to hear on also has the definition of those phrases. This appeal is made under the CSB rules which contends the LVCEA labor contract, that when those who were processed under the RIF and certain positions were open, at a higher pay grade, and those involved in the RIF should be placed in those positions. Yet the collective bargaining agreement defines what a reassignment is and does not include an upward movement. It is the movement of an employee from one position to another within the department with no change in classification or bargaining unit. The LVCEA has elected to proceed through their rules and attempt to argue to the board to have the CSB adopt a definition of reassignment in the civil service rules that would include a promotion. Morgan Davis suggested to the board that when the parties have already adopted a collective bargaining provision that is specific that pre-empts the area, that is what must control the people affected in the bargaining agreement on this issue. That is made clear by the use of the word 'shall' in the collective bargaining agreement, it also made clear in the civil service rules, which are the rules that the board is allowed to use. The very first provision of the CSB rules state - which the civil service rules only apply when not in conflict with existing collective bargaining agreements. It is clear to Mr. Davis, but or by the decision is the Civil Service Board, that civil service rules have the opportunity to -be more leniently applied than the collective bargaining agree and in essence the LVCEA is asking the board to use the civil service rules. Morgan Davis recommends that the Civil Service Board not apply or interpret the civil service rules and when the collective bargaining agreement is in conflict with the rules. The Civil Service Board does not have jurisdiction over a reduction in force argument when the collective bargaining agreement has already covered the issue.

Mr. Davis suggests that the board decline receivability and dismiss the matter. Bruce Snyder was given the floor and stated that the LVCEA filed an appeal for 8 employees from Building and Safety who lost their jobs during the reduction in force. Bruce Snyder is in agreement with Mr. Davis' explanation of the collective bargaining agreement rules pertaining to the reduction in force. Mr. Snyder mentioned that the Civil Service Board has rules with regards in to a reduction in force. Mr. Snyder also explained the Civil Service rules were used in some instances during the reduction in force meetings with Human Resources and the manager of Building and Safety. The rules were used when the collective bargaining contract was silent, as an example, an appointive employee. The appointive employee is not under the collective bargaining agreement and the civil service rules do have language on that subject. Mr. Snyder quotes from the civil service rules, "An appointive person who previously held a classified job, is to get their job back." Mr. Snyder believes that the civil services rules are there to fill in the blanks and the Civil Service Board is here to interpret the rules and that is why they are here with the appeal today. The LVCEA is arguing that in Chapter 7 Section 1. b. 3., which Mr. Snyder quoted "An employee's appointment shall not be terminated before the employee has been given a reasonable offer of a reassignment, provided that an appropriate vacancy exists or will become available within ten working days." Morgan Davis responds to Mr. Snyder by explaining that the CBA is silent because the collective bargaining agreement does not cover the appointive employees. This is not a case where the collective bargaining agreement is not silent; those procedures are mandatory and govern the Civil Service rules. Mr. Davis explained that to the board is being asked to apply the Civil Service rules to this appeal and still suggests that the board does not have the jurisdiction to hear the appeal because there are specific rules that conflict with the appeal. Trustee Ed Miramontes asked if the City of Las Vegas and the LVCEA have met on the issue. Secretary Claudette Enus explained that during the time of the reduction in force, not only did the CLV Human Resources and the LVCEA meet that with every single reduction in force scheduled each RIF was worked jointly to ensure that CBA was referred to and complied with. Trustee Ed Miramontes asked if there was a conclusion reached and what were the results of the meeting. Secretary Claudette Enus explained that Deputy Director Judy Tuttle was present during the meetings and suggested that Judy Tuttle give the answer. Deputy Director Judy Tuttle explained that the LVCEA and the CLV Human Resources worked together with every individual that was either being reassigned or released. There was no argument during the meetings and the LVCEA was given lists of vacant positions upon request. Trustee Ed Miramontes asked how many of the 8 were placed into other positions. Ms. Tuttle explained that there were 31 people with the potential of being laid off. In the end 4 out of the 8 found jobs outside of the city and 4 were given job offers but declined. Trustee Ed Miramontes asked Bruce what he considers reasonable and appropriate. Bruce Snyder explained that the LVCEA believes the Civil Service Board should adopt a definition of reassignment that could enable a RIF employee to be placed in any vacant position at the City of Las Vegas. Trustee Johan Aliseo requested that the board find out if the board has jurisdiction or not to receive the appeal, rather than argue the merits of the appeal itself. Morgan Davis explained to the board that under the CSB rules the board does not have jurisdiction to hear the appeal. Trustee Johan Aliseo had a question

regarding merit and jurisdiction asked if the board had to decide whether or not the issue is in conflict. Morgan Davis said the board had the authority to hear any appeal that is not in conflict with the civil service rules and believes that board does not have jurisdiction to hear the appeal. Trustee Malcolm White needed clarification and asked if the LVCEA and the City of Las Vegas Human Resources Department during the reduction in force negotiated under the collective bargaining agreement. The appeal is for those who were not placed after the reduction in force, and the LVCEA would like the Civil Service Board to decide if the appeal is receivable. Morgan Davis responded that what he understood as to how the process went about with the reduction in force. Trustee Malcolm White also asked if there was an appeal made through the collective bargaining agreement. Morgan Davis explained that the CBA includes a grievance provision whereby anytime one feels that a particular provision is not appropriate, then one is able to file a grievance. Mr. Davis goes on to explain that once the grievance is filed there are a number of steps and if the grievance is not resolved an outside arbitrator will be asked to hear the grievance. It is to Mr. Morgan's understanding that such a provision was not filed. Bruce Snyder explained that there were two grievances that are outstanding but are separate from the current appeal. Trustee Johan Aliseo asked if there was an exhaustion provision in the collective bargaining agreement that says that you must be exhausted prior to going to the Civil Service Board. Morgan Davis clarified that there is a provision regarding timeliness. Trustee Johan Aliseo asked if the LVCEA waived the grievance. Trustee Johan Aliseo simplified that the CSB is not an appellate division, but rather an alternative method in hearing the grievance. Trustee Aliseo asked if the board had any other questions and asked for a motion. The motion should not be based on the merit of the appeal, but whether or not the board has the ability to receive the appeal and listen to the merit of this case at another time. Trustee Ed Miramontes made a motion to not receive the appeal, because the Civil Service Board has no jurisdiction and to dismiss the appeal. Trustee Malcolm White seconded the motion. Trustee Johan Aliseo had a comment and asked how the board got to the motion. Trustee Aliseo understands that whether or not the issue is in conflict with the CBA it is a meritorious issue in the appeal itself, whether or not the board has jurisdiction. Under the appellate rules, the LVCEA did meet the requirements for the board to hear the appeal. Whether or not the LVCEA will get the result they desire, because of the conflict, what the LVCEA is asking for, by definition would not rule in the LVCEA's favor. Trustee Ed Miramontes explains that he does not see why the board would take any action regarding the appeal by the LVCEA and does not support the appeal and therefore should be dismissed. Trustee Ed Miramontes quotes Chapter 1 Section 1. f., "the acceptance and processing of citizens' complaints against employees will be handled pursuant to Chapter 2.56 of the Las Vegas Municipal Code", and clarified that the board does not have the ability to further process the appeal. Morgan Davis interjected and advised the board that there is a motion and second, unless Trustee Miramontes would like to withdraw his motion and have further discussion. Trustee Ed Miramontes suggested a vote on the motion on not to receive the appeal and to dismiss the appeal. There were 4 Ayes and 1 oppose. Motion carried.

F. DISCUSSION AND POSSIBLE ACTION ON RECEIVABILITY OF APPEAL

1. NENAD MIRKOVIC

Trustee Johan Aliseo requested assistance with the pronunciation of Mr. Mirkovic's last name. Assistant City Attorney John Redlein stood before the Civil Service Board and clarified that he would be acting as the board's council. Mr. Redlein articulated that Deputy City Attorney Morgan Davis filed a motion to dismiss Mr. Mirkovic's Notice of Appeal. Mr. Redlein further explained that Mr. Mirkovic filed a motion to disqualify the City Attorney's office, because of Mr. Davis' filing of the Motion to Dismiss. The City of Las Vegas City Attorney's office is uncomfortable with Mr. Davis as the board's council for this particular item because Mr. Davis is the object of the Motion to Disqualify. Mr. Redlein has also indicated that the Motion to Disqualify is not on the Agenda and therefore the Civil Service Board could not vote on the motion. Mr. Redlein further explained that he and Mr. Mirkovic had a discussion and Mr. Mirkovic is in agreement of the postponement of the receivability of his appeal to the next regular meeting and add the Motion to Dismiss to the July agenda and someone from the City Attorney's office will be present to advise the board on the item in the event that the board decides to hear Mr. Mirkovic's appeal and to disqualify the City Attorney's Office. Assistant City Attorney John Redlein asked Mr. Mirkovic if he was agreeable to have his item placed on the July Agenda along with the Motion to Disqualify. Nenad Mirkovic agreed. Trustee Ed Miramontes posed a question clarifying Mr. Mirkovic's 2 appeals, one for the Economic Development Officer and the other for the Senior Economic Development Officer. Mr. Redlein replied that yes he believes that since he was one of the employees involved in the reduction in force and has been interested in more than one opened position but he is unfamiliar with the second appeal. Morgan Davis responded to Trustee Miramontes' question, Mr. Davis is able to respond because item is regarding a different issue and is on the agenda as a notice to appeal. Trustee Johan Aliseo asked Mr. Mirkovic if he was amenable to the board discussing whether or not the items are receivable for the next regularly scheduled meeting. Mr. Mirkovic responded that he was amenable. Trustee Johan Aliseo clarified by asking Mr. Mirkovic if he was amenable for both appeals. Mr. Mirkovic agreed for his two items to go on the July meeting agenda. Trustee Johan Aliseo posed the question if moving the items to the next meeting would violate any timeliness and Mr. Davis explained as long as Mr. Mirkovic gives his consent, and Mr. Mirkovic has done so. Mr. Redlein asked Chairwoman Johan Aliseo if she was agreeable with his suggestion on adding to item F, the motion to disqualify for the next meeting. Trustee Johan Aliseo asked for a motion to table the item F and J and add the motion to dismiss with the consent of Mr. Mirkovic for the July meeting. Trustee Priscilla Rocha made a motion to table both items F and J to the agenda for the next regularly scheduled meeting. Trustee Malcolm White asked if the motion had to be in any particular order. Mr. Redlein responded that he recommended the addition of the motion to dismiss because if the board decides to receive Mr. Mirkovic's appeal then the motion to dismiss will be rejected and the motion to disqualify becomes academic. Mr. Redlein informs the board that he will be present to argue the motion to dismiss. Trustee Malcolm White seconded the motion to table

both items F and J together with the motion to dismiss be placed on the next regularly scheduled meeting. Motion carried.

G. NOTICE OF APPEAL

1. ERIC SCHEUMANN

Trustee Ed Miramontes asked to be recused from hearing items G – I of the agenda. Morgan Davis explained to the Board that each Notice of Appeal for Fire Engineer were agendized individually because three individuals filed separately and noted technical deficiencies, however the appeal of Mr. Scheumann and it occupies all the same attest. Mr. Davis considered the appeals to indicate the Board's jurisdiction and timeliness and made the prima fascia case of citing a rule. Mr. Davis recommended that the Board receive Mr. Scheumann's appeal even though the other two appeals were viewed individually and had some deficits. It is up to the Board if they would like to keep the appeals separate or link the three appeals. Trustee Johan Aliseo asked if they were all timely within the 10 days. Morgan Davis responded that if two of the appeals aren't timely the other two individuals could certainly speak on behalf of the one that is timely. Trustee Aliseo asked if Mr. Scheumann, Mr. Rice and Mr. Decker were present. Jeff Decker, Corey Rice and Eric Scheumann stated their each of their names. Eric Scheumann asked that the Board hear the appeal based on the merits because there was a minimum of a 79% failure rate on the exam and the failure percentage rate show that there is something that needs to be addressed or discussed. Mr. Davis suggested to the Board that items G – I be placed on the August meeting agenda, due to the other lengthy items that will be on the July agenda. Trustee Aliseo asked Mr. Decker, Mr. Rice and Mr. Scheumann if they were agreeable to moving their items to the August agenda. Mr. Scheumann had no objects because there is a list for acting Fire Engineer. Deputy Director Judy Tuttle responded that there is currently no list, because it was deferred. Mr. Decker and Mr. Rice had no objections. Assistant Fire Chief of Training Tom Miramontes articulated that he is against delaying the items until the August meeting because there is currently no list for Fire Engineer and there are no acting Fire Engineers. He suggested that the items be moved to the July meeting because the department is in need of the list. Trustee Aliseo asked for a motion or questions. Trustee Priscilla Rocha made a motion to receive all three notices of appeal. Trustee Evelyn Beals seconded the motion. Motion carried. Trustee Aliseo asked for a motion for the items to be placed on either the July agenda or the August agenda. Trustee Malcolm White made a motion to hear the all three appeals on July 9, 2008. Trustee Evelyn Beals seconded the motion. Motion carried.

H. NOTICE OF APPEAL

1. JEFFREY DECKER

This Item was received and will be heard during the regularly scheduled meeting on July 9, 2008.

I NOTICE OF APPEAL

1. COREY RICE

This Item was received and will be heard during the regularly scheduled meeting on July 9, 2008.

J. NOTICE OF APPEAL

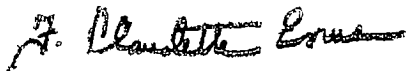
1. NENAD MIRKOVIC

Item was tabled and placed on the July 9, 2008 Civil Service Board Agenda.

VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED: NONE

VII. CITIZEN PARTICIPATION:
NONE

VIII. ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 5:21 p.m.



F. Claudette Enus, Secretary to the Board

**SIGN-IN SHEET
CIVIL SERVICE BOARD MEETING**

DATE: 6/11/08

PLEASE PRINT

| <u>NAME</u> | <u>ORGANIZATION</u> |
|----------------------------|---------------------|
| <u>Thomas MURAMONTES</u> ✓ | <u>LVFR</u> |
| <u>NENAD M. MIRKOVIC</u> ✓ | <u>LVCEA</u> |
| <u>BRUCE SMYDER</u> ✓ | <u>LVCEA</u> |
| <u>ERIC SCHEMANN</u> ✓ | <u>LVFR</u> |
| <u>STEVEN POE</u> ✓ | <u>LVFR</u> |
| <u>KURT BACA</u> ✓ | <u>LVFR</u> |
| <u>CINOR KENNEDY</u> ✓ | <u>LVFR</u> |
| <u>JEFF DECKER</u> ✓ | <u>LVFR</u> |
| <u>Keith Kennedy</u> ✓ | <u>HFD</u> |
| <u>Cherina Klever</u> ✓ | <u>LVFR</u> |
| <u>COREY RICE</u> ✓ | <u>LVFR</u> |
| <u>Dean Fletcher</u> ✓ | <u>L1285</u> |
| <u>Scott Johnson</u> ✓ | <u>L1285</u> |
| <u>Jesse Abunika</u> ✓ | <u>L1285</u> |
| <u>SCOTT ADAMS</u> | <u>OBD</u> |
| <u>STEF VAN GERP</u> | <u>CLV-OBD</u> |
| <u>ROMEO BETEA</u> | <u>CCU-OBD</u> |

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

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

AGENDA

DATE: June 11, 2008

TIME: 4:30 p.m.

CE
GM
JT
SB
ARB
Morgan Davis

JA - P
EM - P
PR - P
EB - P
MW - P

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

- I. CALL TO ORDER 4:30
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: Regular Meeting of May 14, 2008
- IV. APPROVAL OF MINUTES: Teleconference Meeting of May 28, 2008
- BUSINESS

Ed had question/
comment
check minutes

1st PR
2nd EB
M/C
1st EB
2nd PR
M/C

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Contracts Specialist - Open
2. Senior Economic Development Officer - Promotional

Morgan Davis - match-up

A.1 = 1st MW
2nd PR
M/C

CE Item 2
Appeal to
Senior Econ.
Pull List

B. EXTENSION OF ELIGIBLE LISTS

1. Associate Court Clerk - Open
2. Bus Driver - Open
3. Business Specialist I - Promotional
4. Business Specialist I - Open
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6. Equipment Operator II (Streets) - Open
7. House Arrest Officer - Open
8. Judicial Enforcement Officer I - Open
9. License Technician I - Open
10. Mail Courier - Open
11. Maintenance Planner - Promotional
12. Maintenance Planner - Open
13. Office Specialist I - Open
14. Painter I - Promotional
15. Painter I - Open
16. Planner I (Open & Continuous) - Open
17. Planner II (Comp/Current) - Open
18. Public Safety Technician - Promotional
19. Public Safety Technician - Open

1st EM
2nd EB
M/C

copy of 92
Rules to board

Jemail
CSB Rules
to Malcolm
White
to all

USED CSB Rules
when silent
Be: appointive →
to get job back

Bruce Snyder
would like MD
to speak first
Regard E-1. ①

CSB Rules - State → to
enforce rules.

MD - E
NSL -
Association
the Bargain

Chapter 7

Public Representing Employees (Classified)

Rules don't apply =
NO conflict

Receive
appeal

Article 21

RIP
CSB - Provision
(RIF) ②

Reassigned →
NOT upward movement.

No change of classification

Adopt def of Reassign -
w/ Promotion

Cannot adopt -
No jurisdiction
decline

Morgan = silence
CSA NOT apply rules ⇒
NO JURISDICTION

EM Quest -
City & CSB meet?
CE - YES answer & is
worked jointly
NO. issue -
during
meetings

EM
RESULTS: 3

VT. No.
agreement

EM's
8?

C. CLASSIFICATION SPECIFICATIONS

1. Municipal Court Marshal - Revised
2. Parking Enforcement Supervisor - Revised
3. Parking Meter Technician - Revised

1st PR EB
 2nd PR
 M/C

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

1. Legal Technician I - Open

1st EM
 2nd EB
 M/C

E. DISCUSSION AND POSSIBLE ACTION ON RECEIVABILITY OF APPEAL

1. LVCEA

1 = oppose
 4 = ayes

EM: MOTION. DONOT RECEIVE ACTION NO JURISDICTION
 MOTION carry

JA: Question - How did we get to motion

F. DISCUSSION AND POSSIBLE ACTION ON RECEIVABILITY OF APPEAL

1. NENAD MIRKOVIC
 w/ addition

Table
 1st PR - FJ table to July
 2nd MW - meet

G. NOTICE OF APPEAL

1. ERIC SCHEUMANN

Sub - Motion to Disqualify Morgan Davis of Appeal Files

H. NOTICE OF APPEAL

1. JEFFREY DECKER

alleged Morgan has conflict concede to represent board avoid conflict w/ Redlin

I. NOTICE OF APPEAL

1. COREY RICE

J. NOTICE OF APPEAL

1. NENAD MIRKOVIC

not related
 Appeal Table
 w/ addition

VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED

NONE

VII. CITIZEN PARTICIPATION

None

5:21 pm

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

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
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.

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 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

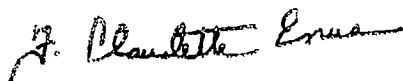
A motion was made by Trustee Evelyn Beals to approve Items 1 and 2 of the Classification Specifications and Priscilla Rocha seconded the motion. Motion carried.

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

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
For the
JUNE 25, 2008
TELECONFERENCE MEETING

Agenda Documentation
July 9, 2008

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

I. CALL TO ORDER June 27, 2007 at 11:30 a.m. via Teleconference

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

STAFF PRESENT

Judy Tuttle
Ann Rubertino-Beck
Sue Brown
Graciela Manginelli

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

III. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1) Law Enforcement Support Supervisor – Promotional
- 2) Systems Administration Specialist – Promotional
- 3) Systems Administration Specialist – Open

A motion was made by Trustee Evelyn Beals that items 1 through 3 of the Eligible List to be Certified be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

Specifications List be approved. The motion was seconded by Trustee Evelyn Beals. Motion carried.

IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED

None

V. CITIZEN PARTICIPATION

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:31 a.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: July 9, 2008

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

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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

TOTAL ELIGIBLE LISTS PRESENTED: 6

| | <u>APPLIED</u> | <u>TESTED</u> | <u>PASSED & PLACED ON ELIGIBLE LISTS</u> |
|---|----------------|---------------|--|
| 1 Fire Engineer – Promotional | 22 | 21 | 4 |
| 2 Fire Training Officer – Promotional | 4 | 3 | 2 |
| 3 Microcomputer Specialist – Promotional | 5 | 5 | 3 |
| 4 Microcomputer Specialist – Open | 53 | 34 | 16 |
| 5 Planner I (Open & Continuous) – Open | 52 | 37 | 33 |
| 6. Senior Communications Specialist – Promotional | 9 | 9 | 9 |

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Engineer
Examination

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

08435003P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

| | <u>APPLICATIONS</u> | | <u>ELIGIBLE LIST</u> |
|-----------------------|----------------------------|----------------------|-----------------------------|
| ACCEPTED | 22 | GROUP 1 | 0 |
| REJECTED | 0 | GROUP 2 | 2 |
| TOTAL RECEIVED | 22 | GROUP 3 | 2 |
| | | TOTAL ON LIST | 4 |

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Training Officer
Examination

June 26, 2008
Date

08416105P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

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

| | <u>TESTS</u> | | | |
|-----------------------|-----------------------|--------------------|---------------------------|---------------------|
| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
| (Weight) | | 100% | | |
| PASSED | | 2 | | |
| FAILED | | 1 | | |
| TOTAL TESTED | | 3 | | |
| DID NOT APPEAR | | 0 | | |

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Microcomputer Specialist
Examination

June 25, 2008
Date

087960305P
Exam Code

Promotional
Open/Promotional

| |
|----------------|
| NAME |
| GROUP 1 |
| See Attached |
| GROUP 2 |
| See Attached |

REPORT OF EXAMINATION

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

TESTS

| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
|-----------------------|-----------------------|--------------------|---------------------------|---------------------|
| (Weight) | 100% | | | |
| PASSED | 3 | | | |
| FAILED | 2 | | | |
| TOTAL TESTED | 5 | | | |
| DID NOT APPEAR | 0 | | | |

CITY OF LAS VEGAS

ELIGIBLE LIST

Microcomputer Specialist
Examination

June 25, 2008
Date

0879603050
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 | 37 | GROUP 1 | 4 |
| REJECTED | 16 | GROUP 2 | 12 |
| TOTAL RECEIVED | 53 | TOTAL ON LIST | 16 |

TESTS

| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
|-----------------------|-----------------------|--------------------|---------------------------|---------------------|
| (Weight) | 100% | | | |
| PASSED | 16 | | | |
| FAILED | 18 | | | |
| TOTAL TESTED | 34 | | | |
| DID NOT APPEAR | 3 | | | |

CITY OF LAS VEGAS

ELIGIBLE LIST

Planner I (Open & Continuous)
Examination

June 24, 2008
Date

083069020
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 | 37 | GROUP 1 | 9 |
| REJECTED | 15 | GROUP 2 | 24 |
| TOTAL RECEIVED | 52 | TOTAL ON LIST | 33 |

| | <u>TESTS</u> | | | |
|-----------------------|-----------------------|--------------------|---------------------------|-----------------------|
| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>T&E</u> |
| (Weight) | | | | 100% |
| PASSED | | | | 33 |
| FAILED | | | | 4 |
| TOTAL TESTED | | | | 37 |
| DID NOT APPEAR | | | | 0 |

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Communications Specialist
Examination

June 26, 2008
Date

084354050
Exam Code

Promotional
Open/Promotional

| |
|----------------|
| NAME |
| GROUP 1 |
| See Attached |
| GROUP 2 |
| See Attached |
| GROUP 3 |
| See Attached |

REPORT OF EXAMINATION

| | <u>APPLICATIONS</u> | | <u>ELIGIBLE LIST</u> |
|-----------------------|----------------------------|----------------------|-----------------------------|
| ACCEPTED | 9 | GROUP 1 | 3 |
| REJECTED | 0 | GROUP 2 | 4 |
| TOTAL RECEIVED | 9 | GROUP 3 | 2 |
| | | TOTAL ON LIST | 9 |

TESTS

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

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: July 9, 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: 8

| | <u>REMAINING CANDIDATES ON LIST</u> | <u>LIST EXPIRES</u> | <u>EXT. TO</u> | <u>NUMBER OF THIS EXT.</u> |
|---|---|-------------------------|----------------|--------------------------------|
| 1 Construction Management Coordinator – Promotional | 7 | 07/09/08 | 01/09/09 | 1 |
| 2 Construction Management Coordinator – Open | 4 | 07/09/08 | 01/09/09 | 1 |
| 3 Engineering Associate I (Traffic) – Open | 12 | 07/09/08 | 01/09/09 | 1 |
| 4 Fire Prevention Inspection Supervisor – Promotional | 4 | 07/09/08 | 01/09/09 | 1 |
| 5 Heavy Equipment Operator (Streets) – Promotional | 4 | 07/11/08 | 01/11/09 | 2 |
| 6 Parking Operations Laborer – Open | 94 | 07/23/08 | 01/23/09 | 1 |
| 7 Senior Planner – Open | 2 | 07/24/08 | 01/24/09 | 3 |
| 8 Transportation Services Supervisor – Open | 9 | 07/24/08 | 01/24/09 | 3 |

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: July 9, 2008

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

SUBJECT: C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED

1. Leisure Activities Supervisor
2. Municipal Court Marshal
3. Service Desk Technician

Leisure Activities Supervisor was revised to reflect the current job duties and added "when assigned to" section.

Municipal Court Marshal was revised to allow more time for lateral hires to obtain Nevada P.O.S.T. certification

Service Desk Technician was revised to allow higher level certifications.

NEW

RECOMMENDATION

The City recommends approval of these revised classification specifications.

LEISURE ACTIVITIES 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 general and adaptive recreation, senior citizens activities, and arts & community events; 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 assigned division manager.

Exercises direct supervision over professional, technical and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of assigned staff responsible for providing leisure programs within the Recreation, Adaptive Recreation, Senior Citizen Programs, and Arts & Community Events Divisions.
2. Plan, direct, and implement city and department dedication ceremonies, ribbon cuttings and groundbreakings.
3. Participate in the selection and motivation of 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.
4. Prepare various reports on operations and activities.
5. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.

CITY OF LAS VEGAS

Leisure Activities Supervisor (Continued)

6. Direct, coordinate and review the work plan for assigned programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; travel from site to site on a regular basis to facilitate activities and attend meetings.
7. Serve as an information resource to other divisions, outside agencies and the general public.
8. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
9. Coordinate marketing procedures and publicity program events with those of other divisions and outside agencies and organizations; prepare brochures, newsletters, press releases and related public relations material as required.
10. Elicit community and organizational support for assigned program; present program information and material to the general public and various community agencies.
11. Participate in preparing and administering program budget; submit budget recommendations; monitor expenditures.
12. Oversee procurement of equipment and supplies as required for assigned program; coordinate with management and other public and private agencies in procuring materials and equipment for program use.

When assigned to Arts & Community Events:

1. Review and advise staff on proper methods of producing, presenting and managing theatre, dance, music, presented events and facility rentals.
2. Review and advise staff on house management and audience management processes and procedures as they relate theatre, dance, music and other presented events and facility rentals.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of leisure services programming.
2. Assist with surveying and educating the community on assigned leisure programs.
3. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Leisure Activities Supervisor (Continued)

QUALIFICATIONS

Knowledge of:

Operations, services and activities of recreation centers, athletic programs, adaptive recreation, senior citizens programs or arts & community events, depending on assignment.
Principles of supervision, training and performance evaluation.
Modern and complex principles and practices of recreation or arts & community events program development and administration, depending on assignment.
Principles of budget preparation and control.
Recent developments, current literature and sources of information related to recreation or arts & community events services planning and administration.
Procurement practices related to equipment and supplies.
Marketing theories, principles and practices and their application to a wide variety of leisure services.
Modern office equipment including computers.
Business English, including spelling, grammar, punctuation and sentence structure.
Principles and techniques of report preparation.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Interpret, apply, explain, and enforce the assigned program policies and procedures.
Use initiative and independent judgment within established guidelines.
Operate and use modern office equipment including a computer.
Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.
Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Plan, organize and prioritize assignments.
Meet critical deadlines.
Manage multiple assignments.
Communicate with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Walking, standing or sitting for extended periods of time; and*
-- *Operating assigned equipment.*
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations;*
-- *Communicating with others;*
-- *Reading and writing; and*
-- *Operating assigned equipment.*

CITY OF LAS VEGAS
Leisure Activities Supervisor (Continued)

Ability to:

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 of increasingly responsible experience in developing and implementing recreation or arts & community events programs, including one year of lead or supervisory experience.

Training:

Bachelor's degree from an accredited college or university with major in recreation administration, public or business administration, gerontology, arts or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

License or Certificate

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

WORKING CONDITIONS

Environmental Condition:

Office, indoor and outdoor recreation facilities environment; travel from site to site.

Physical Condition:

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

SB
REV 6/18/08
FLSA: exempt; City: nonexempt
CSB 7/9/08

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.
7. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

CITY OF LAS VEGAS
Municipal Court Marshal (continued)

Essential Functions:

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.

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.

CITY OF LAS VEGAS
Municipal Court Marshal (continued)

Ability to:

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.*

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.

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 (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.

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 one year 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.

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

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 6/18/08
FLSA & City: nonexempt

CSB 7/9/08

SERVICE DESK 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 provide telephone and remote desktop support for the city's computer systems and users; to identify and determine users' needs; to serve as a first point of contact for all Information Technologies support requests and to perform a variety of technical duties relative to assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from the Computer Infrastructure Supervisor.

May receive technical and functional supervision from the Sr. Microcomputer Specialist.

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

1. Serve as first point of contact for all Information Technologies support requests.
2. Log all service and support requests and tasks for the Information Technologies Department.
3. Interface with the end-user customer to resolve issues via telephone; identify the callers issue and determine the appropriate level of escalation.
4. Screen technical issues and requests from users while handling or referring the incident to the appropriate personnel or department; communicate with second and third line support when necessary.
5. Perform initial troubleshooting of computer related problems via telephone, and use expert system tools to resolve as many as possible; create and assign a priority to each incident based upon the nature of the issue.
6. Accurate recording of incidents for management reporting.
7. Assist with monitoring the progress of open calls and initiate escalation procedures when necessary.
8. Provide management with reports on support desk activities.
9. Maintain customer service documentation to assist customers in resolving problems.

CITY OF LAS VEGAS
Service Desk Technician (continued)

Marginal Functions:

1. Attend and participate in professional group meetings and committees; stay abreast of new trends and innovations in technical computer support.
2. May assist other staff with on site support in the field.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles and methods of personal computer configuration and operation.
Basic principles and methods of computer networking hardware and software.
Basic principles of client-server relationships.
Computer peripherals and accessories.

Ability to:

- Interpret customer's requests, which are usually not stated in technical language.
Tactfully obtain needed information from customer regarding the problem.
Tactfully and patiently communicate with customers who may be stressed and possibly confrontational.
Determine priorities of requests.
Monitor and track a large number of requests through to completion.
Operate a personal computer, including a variety of software programs.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
Multi-task while conducting a courteous telephone conversation.
Maintain composure under stressful conditions.
Maintain mental capacity which allows for effective interaction and communication with others.
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.*
- Maintain mental capacity which allows the capability of:
- *Making sound decisions;*
 - *Effective interaction and communication with others; and*
 - *Demonstrating intellectual capabilities.*

CITY OF LAS VEGAS
Service Desk Technician (*continued*)

Experience and Training Requirements

Experience:

Two years of personal computer support experience in a business environment; or possession of CompTIA A+ or higher level certification and a minimum of 18 months work experience in a customer service oriented environment.

Training:

Equivalent to graduation from high school. Additional specialized training in personal computers or a related field is desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

SMM
REV 1/17/07 (formerly Support Desk Technician)
FLSA & City: nonexempt

CSB 7/9/08

LEISURE ACTIVITIES 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 general and adaptive recreation, senior citizens activities, and cultural affairs arts & community events; 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 assigned division manager.

Exercises direct supervision over professional, technical and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—

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

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of assigned staff responsible for providing leisure programs within the Recreation Division, Adaptive Recreation Division, Senior Citizens Programs, and Cultural Affairs Arts & Community Events Divisions.
2. Plan, direct, and implement city and department dedication ceremonies, ribbon cuttings and groundbreakings.
3. Participate in the selection of program staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures. Participate in the selection and motivation of 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.
4. Prepare various reports on operations and activities.
5. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.

CITY OF LAS VEGAS

Leisure Activities Supervisor *-(Continued)*

6. Direct, coordinate and review the work plan for assigned programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; travel from site to site on a regular basis to facilitate activities and attend meetings.
7. Serve as an information resource to other divisions, outside agencies and the general public.
8. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
9. Coordinate marketing procedures and publicity program events with those of other divisions and outside agencies and organizations; prepare and ~~present~~ brochures, newsletters, press releases and related public relations material as required.
10. Elicit community and organizational support for assigned program; present program information and material to the general public and various community agencies.
11. Participate in preparing and administering program budget; submit budget recommendations; monitor expenditures.
12. Oversee procurement of equipment and supplies as required for assigned program; coordinate with management and other public and private agencies in procuring materials and equipment for program use.

When assigned to Arts & Community Events:

1. Review and advise staff on proper methods of producing, presenting and managing theatre, dance, music, presented events and facility rentals.
2. Review and advise staff on house management and audience management processes and procedures as they relate theatre, dance, music and other presented events and facility rentals.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of ~~recreation~~ leisure services programming.
2. Assist with surveying and educating the community on ~~recreation and~~ assigned leisure programs.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

CITY OF LAS VEGAS

Leisure Activities Supervisor -(Continued)

Operations, services and activities of recreation centers, athletic programs—development, adaptive recreation, senior citizens programs or cultural affairs arts & community events activities, depending on assignment.

Principles of supervision, training and performance evaluation.

Modern and complex principles and practices of recreation or arts & community events program development and administration, depending on assignment.

Principles of budget preparation and control.

Recent developments, current literature and sources of information related to recreation or arts & community events services planning and administration.

Procurement practices related to equipment and supplies.

Marketing theories, principles and practices and their application to a wide variety of leisure services.

Modern office equipment including computers.

Business English, including spelling, grammar, punctuation and sentence structure.

Principles and techniques of report preparation.

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

Ability to:

~~Supervise, organize and review the work of professional, technical and clerical personnel.~~

Interpret, apply, and explain, and enforce the assigned recreation program policies and procedures.

Use initiative and independent judgment within established guidelines.

~~Prepare clear and concise reports.~~

Operate and use modern office equipment including a computer.

~~Research, analyze and evaluate new service delivery methods, procedures and techniques.~~

~~Recommend and implement goals, objectives and practices for providing effective and efficient recreation programs.~~

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

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

~~Elicit community and organizational support for recreation programs; present material to the general public.~~

Communicate clearly and concisely, both orally and in writing.

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

Plan, organize and prioritize assignments.

Meet critical deadlines.

Manage multiple assignments.

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

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

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

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

Maintain effective audio-visual discrimination and perception needed for:

CITY OF LAS VEGAS

Leisure Activities Supervisor -(Continued)

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

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience in ~~recreation program development~~ developing and implementing recreation or arts & community events programs, including ~~One one~~ one year of lead or supervisory experience is highly desirable.

Training:

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

License or Certificate

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

WORKING CONDITIONS

Environmental Condition:

~~Work in both~~ Office, -indoor and outdoor recreation facilities environment; travel from site to site.

Physical Condition:

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

SB

REV 6/18/08

FLSA: exempt; City: nonexempt

CSB 3/09/94

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.
7. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

CITY OF LAS VEGAS
Municipal Court Marshal (continued)

Essential Functions:

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.

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.

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

Ability to:

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.*

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.

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 (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.

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~~ one year 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.

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

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 5/19/086/18/08

FLSA & City: nonexempt

| CSB 6/11/087/9/08

SERVICE DESK 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 provide telephone and remote desktop support for the city's computer systems and users; to identify and determine users' needs; to serve as a first point of contact for all Information Technologies support requests and to perform a variety of technical duties relative to assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from the Computer Infrastructure Supervisor.

May receive technical and functional supervision from the Sr. Microcomputer Specialist.

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

1. Serve as first point of contact for all Information Technologies support requests.
2. Log all service and support requests and tasks for the Information Technologies Department.
3. Interface with the end-user customer to resolve issues via telephone; identify the callers issue and determine the appropriate level of escalation.
4. Screen technical issues and requests from users while handling or referring the incident to the appropriate personnel or department; communicate with second and third line support when necessary.
5. Perform initial troubleshooting of computer related problems via telephone, and use expert system tools to resolve as many as possible; create and assign a priority to each incident based upon the nature of the issue.
6. Accurate recording of incidents for management reporting.
7. Assist with monitoring the progress of open calls and initiate escalation procedures when necessary.
8. Provide management with reports on support desk activities.
9. Maintain customer service documentation to assist customers in resolving problems.

CITY OF LAS VEGAS
Service Desk Technician (continued)

Marginal Functions:

1. Attend and participate in professional group meetings and committees; stay abreast of new trends and innovations in technical computer support.
2. May assist other staff with on site support in the field.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles and methods of personal computer configuration and operation.
Basic principles and methods of computer networking hardware and software.
Basic principles of client-server relationships.
Computer peripherals and accessories.

Ability to:

Interpret customer's requests, which are usually not stated in technical language.
Tactfully obtain needed information from customer regarding the problem.
Tactfully and patiently communicate with customers who may be stressed and possibly confrontational.
Determine priorities of requests.
Monitor and track a large number of requests through to completion.
Operate a personal computer, including a variety of software programs.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
Multi-task while conducting a courteous telephone conversation.
Maintain composure under stressful conditions.
Maintain mental capacity which allows for effective interaction and communication with others.
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.*
Maintain mental capacity which allows the capability of:
-- *Making sound decisions;*
-- *Effective interaction and communication with others; and*
-- *Demonstrating intellectual capabilities.*

CITY OF LAS VEGAS
Service Desk Technician (*continued*)

Experience and Training Requirements

Experience:

Two years of personal computer support experience in a business environment; or possession of CompTIA A+ or higher level certification and a minimum of 18 months work experience in a customer service oriented environment.

Training:

Equivalent to graduation from high school. Additional specialized training in personal computers or a related field is desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

SMMARB

REV 1/17/07 (formerly Support Desk Technician) 6/25/08

FLSA & City: nonexempt

CSB 3/14/2007/9/08

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: July 9, 2008

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

SUBJECT: D. REQUEST TO BE PLACED ON REHIRE LIST: REESE IDICA

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

Reese Idica, an employee from September 6, 2005 to March 14, 2008, has requested to be placed on the Rehire List for Corrections Officer 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

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

Martha Davis

From: Karen Coyne
Sent: Monday, June 23, 2008 9:28 AM
To: Benet Murphy
Subject: RE: Rehire List

Approved.

From: Benet Murphy
Sent: Monday, June 23, 2008 9:19 AM
To: Karen Coyne
Subject: Rehire List

Former Correction Officer Reese Idica has submitted a request to be placed on the rehire list. Please respond to this e-mail whether you approve or deny his request and I will submit to the Civil Service Board for consideration. Thank you.

CITY OF LAS VEGAS EXIT INTERVIEW FORM

Name: REESE IDICA Dept: DETENTION AND ENFORCEMENT
Address: 5039 MIDNIGHT OIL DR. Div: FIELD SERVICES
City: LAS VEGAS Classification: DEPUTY CITY MARSHAL
State: NV. Zip Code: 89122 Date of Separation: 3/17/08

Your comments are important to us in the improvement of organizational processes. Please answer honestly and completely.

Please explain why you are leaving the City:

Do you feel you received sufficient opportunities for personal growth and development while employed here? Why or why not?

What is your opinion of the supervision you received here?

How would you characterize the City sponsored training you participated in?


How do you feel about the pay and benefits you received?

What did you most like and dislike about the organization? Why?

If there was a position in your field with the City in the future, would you consider re-employment? Why or why not?

Additional comments/suggestions:

Thank you for your participation with this survey.

Employee's Signature  Date 3/17/08

(OVER)

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date

July 9, 2008

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

SUBJECT: E. 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 Deputy City Marshal - Promotional
- 2 Deputy City Marshal - Open

The reasoning is as follows:

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

RECOMMENDATION

The City recommends approval of the abolishment of these lists

Martha Davis

From: Judy Tuttle
Sent: Wednesday, June 25, 2008 9 29 AM
To: Martha Davis
Cc: Benet Murphy
Subject: FW Abolish List-Deputy City Marshal

Martha, I agree with Benet regarding the abolishment. Please place this on the Civil Service Board agenda. Thank you.

From: Benet Murphy
Sent: Wednesday, June 25, 2008 9.26 AM
To: Judy Tuttle
Subject: Abolish List

Please accept this as a formal request to abolish the existing eligible list for Deputy City Marshals. The list was originally certified October 24, 2007 and contained 59 eligible candidates. Six were disqualified in the pre-background screening, 6 did not return background packets, 4 did not show up for a portion of the testing process, 2 withdrew and 1 declined. We hired 8 leaving a total of 32 candidates, all of which were disqualified in either the background or suitability assessment process. We initially extended the list as we did not believe we were going to be authorized to fill any vacancies for the next one to two years. The extended list is scheduled to expire October 24, 2008.

We have requested a new recruitment and anticipate hiring 4 candidates to attend the October 2008 academy. Your consideration is greatly appreciated. Thank you.

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: July 9, 2008

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

SUBJECT: F. DISCUSSION AND POSSIBLE ACTION ON RECEIVABILITY OF APPEAL – Nenad Mirkovic (Economic Development Officer)

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

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BEFORE THE
CITY OF LAS VEGAS CIVIL SERVICE BOARD

NENAD M. MIRKOVIC, PE

Appellant/Petitioner,

vs.

CITY OF LAS VEGAS,

Employer/Respondent.

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)

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HUMAN RESOURCES DEPT.

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

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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



AN EMPLOYEE OF THE CITY OF LAS VEGAS

EXHIBIT 1



CITY of LAS VEGAS

Department of Human Resources

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.

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

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 for 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.**

SELECTION 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.

Qualifications 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 tentative 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 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 reference 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 reference 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: _____

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
400 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 7357
Las Vegas, NV 89125

EXHIBIT 3

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BEFORE THE
CITY OF LAS VEGAS CIVIL SERVICE BOARD

Nenad M. Mirkovic, PE

Appellant/Petitioner,

vs.

The City of Las Vegas,

Employer/Respondent.

AFFIDAVIT OF ELLEN THOMPSON

STATE OF NEVADA)
) ss.
COUNTY OF CLARK)

Ellen Thompson, being first duly sworn, deposes and says:

1. I am over 18 years of age and I employed by the City of Las Vegas, Department of Human Resources, as a Personnel Analyst II. I have personal knowledge of the matters stated herein; and, if called upon, I am competent to testify thereto.

2. I am making this affidavit in support of the instant Motion to Dismiss.

3. In my capacity as Personnel Analyst II, I worked on the recent recruitment for Economic Development Officer (x).

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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)
)
)
_____)

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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

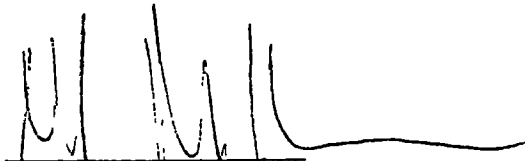
The appeal claims that the City of Las Vegas violated the following provisions of the Civil service Rules: Chapter IV Sections 1, 2a, 3, 3d, 5, 6 and 10.

ksk

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: July 9, 2008

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

SUBJECT: G. DISCUSSION AND POSSIBLE ACTION ON CITY'S MOTION TO DISMISS & APPELLANT'S MOTION TO DISQUALIFY – NENAD MIRKOVIC'S NOTICE OF APPEAL

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

The city has filed a motion to dismiss Item E, Mr. Mirkovic's appeal of his disqualification for Economic Development Officer, on the basis of its being untimely. Mr. Mirkovic has filed a motion to disqualify the City Attorney's Office due to a conflict of interest, as Mr. Davis both represents the city and serves as counsel to the Civil Service Board of Trustees.

If the Board agrees to hear Item E, then the motion to dismiss will, in effect, be rejected, and the motion to disqualify becomes academic.

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: July 9, 2008

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

SUBJECT: H. NOTICE OF APPEAL – NENAD MIRKOVIC (SENIOR ECONOMIC DEVELOPMENT OFFICER)

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 Board, if the appeal is considered to be receivable under the Civil Service Rules, a hearing date will then be set for a future meeting.

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)
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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.

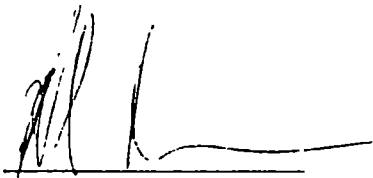
Subsection of Sections of the Civil service Rules Under Which the Appeal is Filed

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.

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

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: July 9, 2008

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

SUBJECT: I. DISCUSSION AND POSSIBLE ACTION ON APPEAL – ERIC SCHEUMANN (FIRE ENGINEER)

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

On May 15, 2008 Eric Sheumann filed a Notice of Appeal. (Attached hereto) On June 11, 2008 the Board agreed to receive the Notice of Appeal.

Graciell 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: July 9, 2008

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

SUBJECT: J. DISCUSSION AND POSSIBLE ACTION ON APPEAL – JEFFREY DECKER (FIRE ENGINEER)

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

On May 21, 2008 Jeffrey Decker filed a Notice of Appeal. (Attached hereto) On June 11, 2008 the Board agreed to receive the Notice of Appeal.

Graciél 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 Recourses 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 Glena, I was asking for my test score to see how much I missed it by. Glena 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 Im 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 in consistent 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 where 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 elses 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: July 9, 2008

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

SUBJECT: K. DISCUSSION AND POSSIBLE ACTION ON APPEAL – COREY RICE (FIRE ENGINEER)

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

On May 20, 2008 Corey Rice filed a Notice of Appeal. (Attached hereto) On June 11, 2008 the Board agreed to receive the Notice of Appeal.

Graciela 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 than 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. Please 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

*C

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Department of Human Resources
400 Stewart Avenue
Las Vegas, Nevada

IT
SB
ARB

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

PR - absent
MWP - absent
EM - present
JA - present
EB - present

message

TELECONFERENCE AGENDA

DATE: June 25, 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 July 09, 2008.

- I. CALL TO ORDER *11:30 am*
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED
 - 1) Law Enforcement Support Supervisor - Promotional
 - 2) Systems Administration Specialist - Promotional
 - 3) Systems Administration Specialist - Open
- IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED - *NONE*
- V. CITIZEN PARTICIPATION *NONE* *11:31*

M: EB
2nd of EM
M/C

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

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

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

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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: June 25, 2008

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

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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

TOTAL ELIGIBLE LISTS PRESENTED: 3

| | | <u>APPLIED</u> | <u>TESTED</u> | <u>PASSED & PLACED ON ELIGIBLE LISTS</u> |
|---|--|----------------|---------------|--|
| 1 | Law Enforcement Support Supervisor – Promotional | 11 | 5 | 5 |
| 2 | Systems Administration Specialist – Promotional | 2 | 2 | 2 |
| 3 | Systems Administration Specialist – Open | 12 | 6 | 6 |

CITY OF LAS VEGAS

ELIGIBLE LIST

Law Enforcement Support Supervisor
Examination

June 4, 2008
Date

087959604P
Exam Code

Promotional
Open/Promotional

| |
|----------------|
| NAME |
| GROUP 1 |
| See Attached |
| GROUP 2 |
| See Attached |

REPORT OF EXAMINATION

| | <u>APPLICATIONS</u> | | <u>ELIGIBLE LIST</u> |
|-----------------------|----------------------------|----------------------|-----------------------------|
| ACCEPTED | 5 | GROUP 1 | 4 |
| REJECTED | 6 | GROUP 2 | 1 |
| TOTAL RECEIVED | 11 | TOTAL ON LIST | 5 |

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Systems Administration Specialist
Examination

June 16, 2008
Date

08226705P
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 | 0 | GROUP 2 | 0 |
| TOTAL RECEIVED | 2 | TOTAL ON LIST | 2 |

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Systems Administration Specialist
Examination

June 16, 2008
Date

082267050
Exam Code

Open
Open/Promotional

| |
|----------------|
| NAME |
| GROUP 1 |
| See Attached |
| GROUP 2 |
| See Attached |

REPORT OF EXAMINATION

| | <u>APPLICATIONS</u> | | <u>ELIGIBLE LIST</u> |
|-----------------------|----------------------------|----------------------|-----------------------------|
| ACCEPTED | 6 | GROUP 1 | 4 |
| REJECTED | 6 | GROUP 2 | 2 |
| TOTAL RECEIVED | 12 | TOTAL ON LIST | 6 |

TESTS

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

