

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: JULY 9, 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 June 11, 2008
- IV. APPROVAL OF MINUTES: Teleconference Meeting of June 25, 2008
- V. BUSINESS

*EB 2nd EM
M/C*
Admin Col EM

A. ELIGIBLE LISTS TO BE CERTIFIED

*EB Motion
A-1
PR 2nd
Motion carries*

- 1. Fire Engineer - Promotional
- 2. Fire Training Officer - Promotional
- 3. Microcomputer Specialist - Promotional
- 4. Microcomputer Specialist - Open
- 5. Planner I (Open & Continuous) - Open
- 6. Senior Communications Specialist - Promotional

*A-1 → Hold EM
EB
2 to EB
2nd EM*

B. EXTENSION OF ELIGIBLE LISTS

- 1. Construction Management Coordinator - Promotional
- 2. Construction Management Coordinator - Open
- 3. Engineering Associate I (Traffic) - Open
- 4. Fire Prevention Inspection Supervisor - Promotional
- 5. Heavy Equipment Operator (Streets) - Promotional
- 6. Parking Operations Laborer - Open
- 7. Senior Planner - Open
- 8. Transportation Services Supervisor - Open

*EM
2nd EB
M/C*

C. CLASSIFICATION SPECIFICATIONS

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

*EB
2nd EM*

D. REQUEST TO BE PLACED ON REHIRE LIST

- 1. Reese Idica

*R EM
JUTT answer
EM
2nd EB*

E. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

- 1. Deputy City Marshal - Promotional
- 2. Deputy City Marshal - Open

*EM
EB 2nd M/C*

2

F. DISCUSSION AND POSSIBLE ACTION ON RECEIVABILITY OF APPEAL

- 1. Nenad Mirkovic (Economic Development Officer)

- ① G. DISCUSSION AND POSSIBLE ACTION ON CITY'S MOTION TO DISMISS & APPELLANT'S MOTION TO DISQUALIFY - move August
 - 1. Nenad Mirkovic's Notice of Appeal (Economic Development Officer)
- H. NOTICE OF APPEAL receivable
 - 1. Nenad Mirkovic (Senior Economic Development Officer)
- I. DISCUSSION AND POSSIBLE ACTION ON APPEAL denied
 - 1. Eric Scheumann (Fire Engineer)
- J. DISCUSSION AND POSSIBLE ACTION ON APPEAL denied
 - 1. Jeffrey Decker (Fire Engineer)
- K. DISCUSSION AND POSSIBLE ACTION ON APPEAL denied
 - 1. Corey Rice (Fire Engineer)

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

VII. CITIZEN PARTICIPATION None - to: 5:58 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



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

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF
Department of Human Resources
400 Stewart Avenue
Las Vegas, Nevada

CLAUDETTE ENUS

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

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

TELECONFERENCE AGENDA

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

HR -
A R - B
S B

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

***NOTE:** Minutes from this meeting will be included as part of the next regularly scheduled meeting on August 13, 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) Accounting Technician I - Open
- 2) Personnel Technician - Promotional
- 3) Senior Microcomputer Specialist - Promotional
- 4) Senior Microcomputer Specialist - Open

*MOT = EB
2nd = EM
M/C*

B. CLASSIFICATION SPECIFICATIONS

- 1) Assistant City Surveyor - Revised
- 2) Land Survey Associate - Revised
- 3) Law Enforcement Support Technician - Revised

*MOT = EB
2nd = MW
M/C*

IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED *- NONE*

V. CITIZEN PARTICIPATION *- NONE*

Minutes - Disqualified

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.

11:33 am

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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: July 23, 2008

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

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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

TOTAL ELIGIBLE LISTS PRESENTED: 4

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Accounting Technician I – Open	241	93	83
2. Personnel Technician – Promotional	11	6	6
3. Senior Microcomputer Specialist – Promotional	8	8	6
4. Senior Microcomputer Specialist – Open	15	10	2

CITY OF LAS VEGAS

ELIGIBLE LIST

Accounting Technician I
Examination

June 30, 2008
Date

083410050
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	125	GROUP 1	53
REJECTED	116	GROUP 2	30
TOTAL RECEIVED	241	TOTAL ON LIST	83

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	83			
FAILED	10			
TOTAL TESTED	93			
DID NOT APPEAR	32			

CITY OF LAS VEGAS

ELIGIBLE LIST

Personnel Technician
Examination

July 10, 2008
Date

0883329060
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

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

	<u>TESTS</u>			
	<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

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Microcomputer Specialist
Examination

June 19, 2008
Date

087948305P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	8	GROUP 1	3
REJECTED	0	GROUP 2	3
TOTAL RECEIVED	8	TOTAL ON LIST	6

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	6			
FAILED	2			
TOTAL TESTED	8			
DID NOT APPEAR	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Microcomputer Specialist
Examination

June 19, 2008
Date

0879483050
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	11	GROUP 1	0
REJECTED	4	GROUP 2	2
TOTAL RECEIVED	15	TOTAL ON LIST	2

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	2			
FAILED	8			
TOTAL TESTED	10			
DID NOT APPEAR	1			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: July 23, 2008

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

SUBJECT: B. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED

1. Assistant City Surveyor
2. Land Survey Associate
3. Law Enforcement Support Technician

Assistant City Surveyor was revised to reflect the current job duties.

Land Survey Associate (formerly Survey Associate) was revised to reflect the current job duties and changed to a more appropriate job title.

Law Enforcement Support Technician was given a general revision.

NEW

RECOMMENDATION

The City recommends approval of these revised classification specifications.

ASSISTANT CITY SURVEYOR

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 the field survey staff; to lead, participate in and oversee the work of field staff responsible for professional survey services; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Surveyor.

Exercises direct supervision over technical staff. Exercises functional and technical supervision over professional 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 staff responsible for field survey services; lead, oversee and participate in the work of field survey staff.
2. Apply survey information and reduce field notes to create designs and drawings for various engineering and planning projects; calculate a wide variety of survey data; prepare maps and reports based on survey data.
3. Assist in establishing schedules and methods for providing timely and accurate survey services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
4. Review survey and subdivision maps submitted to the city; ensure the technical correctness of all maps.
5. Undertake detailed preliminary, topographic, construction, property, geodetic and other engineering surveys; coordinate surveys for various city departments; meet with inspectors and contractors to determine survey needs.
6. Supervise, coordinate and participate in the work of field survey crews; operate a full range of survey equipment including theodolite, engineering level, transits, electronic measuring devices, and other equipment to measure distances, horizontal angles and elevations; resolve complex surveying issues and problems.

CITY OF LAS VEGAS
Assistant City Surveyor (continued)

Essential Functions:

7. Participate in the selection of staff; provide or coordinate staff training; 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.
8. Maintain accurate, orderly and legible field notes of survey work performed including lines, angles, distances, benchmarks and mathematical calculations.
9. Establish schedules and methods for improving services; coordinate work with that of other staff, divisions, departments and agencies.
10. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
11. Conduct comprehensive survey studies and develop appropriate recommendations. Perform technical research and solve difficult survey problems.
12. Participate in the development and administration of the section budget; submit budget recommendations; monitor expenses; estimate time, materials and equipment required to accomplish goals and objectives and requisition materials as needed.
13. Prepare analytical and statistical reports on operations and activities.
14. Answer questions and provide information to the public; investigate complaints and recommend corrective actions as necessary to resolve complaints.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of survey.
2. Coordinate and participate in the typing, filing and related documentation of work.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a survey program.
Principles of supervision, training and performance evaluation.
Modern and complex principles and practices of surveying.
Techniques and practices of land surveying.
Trigonometry as applied to the computation of angles, areas, distances and traverses.
Principles of mathematics as applied to survey work.
State of the art surveying equipment.

CITY OF LAS VEGAS
Assistant City Surveyor (*continued*)

Knowledge of:

Recent developments, current literature and sources of information regarding surveying.
Terminology, methods, practice, and techniques used in technical survey report preparation.
Engineering maps and records.
Principles and practices of budget preparation and administration.
Complex record keeping procedures and techniques.
Modern office procedures, methods and computer equipment.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Interpret, explain and enforce city and department policies and procedures.
Prepare clear and concise reports.
Work independently with minimal supervisor.
Manage multiple assignments.
Meet critical deadlines.
Deal firmly and tactfully with contractors, engineers and property owners.
Use algebraic formulas, trigonometry tables and statistical mathematics to accomplish the level of work described herein.
Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.
Use initiative and independent judgment within established guidelines.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain 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 and vehicles.*
Maintain mental capacity which allows the capability of:
-- *Making sound decisions;*
-- *Effective interaction and communication with others; and*
-- *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Three years of increasingly responsible professional (post-license) land surveying experience including one year of lead or supervisory responsibility.

Training:

Bachelor's degree from an accredited college or university with major in surveying/geomatics 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 Professional Land Surveyor license in any state on the date of application, and possession of a Nevada Professional Land Surveyor license within six months of the date of appointment, and maintenance thereafter.

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

WORKING CONDITIONS

Environmental Conditions:

Field and office environments; travel from site to site; exposure to computer screens, heavy traffic and inclement weather conditions.

Physical Conditions:

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

SB
REV 6/23/08
FLSA: exempt; City: nonexempt

CSB 7/23/08

LAND SURVEY ASSOCIATE

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

DEFINITION

To perform surveying work including complex survey calculations, design of surveys and preparation of maps and plats; and to perform a variety of technical tasks relative to the assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Surveyor and higher level management staff.

May exercise functional and technical supervision over 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. Review and calculate earthwork quantities and estimate costs; ensure the accuracy of computations, analyze and prepare topographic, boundary and control surveys and land descriptions from field survey and record data; recommend changes as appropriate.
2. Review consultant maps, plats and other applications for technical correctness and conformance with state and local ordinances.
3. Develop, review and modify survey drawings, plats, descriptions and reports.
4. Perform technical research on surveying problems.
5. Research and provide information to the public pertaining to city surveying policies, procedures and control networks.
6. Exercise sound judgment in accordance with the current accepted practices of surveying and appropriate laws and codes.
7. Prepare data for use by field survey crews in performing their assigned tasks.

CITY OF LAS VEGAS
Land Survey Associate (Continued)

Essential Functions:

8. Operate survey equipment and computer aided drafting tools (CAD).
9. Oversee, direct and review the work of lower level technical surveying staff.
10. Maintain constant awareness of progress on assigned projects to assure compliance with designated time and cost schedules for project completion.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of surveying.

Principles of mathematics as applied to surveying work.

Construction practices and terminology.

Drafting principles.

Recent developments, current literature and sources of information regarding surveying/geomatics.

Survey requirements within the Public Land Survey System.

Modern office procedures, methods, and computer equipment.

Pertinent federal, state and local laws, codes and regulations including surveying and subdivision laws and regulations.

Ability to:

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

Manage multiple assignments.

Meet critical deadlines.

Ensure project compliance with appropriate federal, state and local laws, codes and regulations.

Use initiative and independent judgment within established guidelines.

Communicate clearly and concisely, both orally and in writing.

Maintain effective audio-visual discrimination and perception needed for:

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

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.*

CITY OF LAS VEGAS
Land Survey Associate (*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:

Two years of surveying experience.

Training:

Bachelor's degree from an accredited college or university with major in surveying/geomatics 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 a Surveying Intern certificate on the date of application.

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; occasional field work; exposure to inclement weather, traffic, dust, noise and construction equipment; exposure to computer screens.

Physical Conditions:

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

SB
Rev 6/23/08 (previously Survey Associate)
FLSA & City: nonexempt

CSB 7/23/08

LAW ENFORCEMENT SUPPORT TECHNICIAN

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

DEFINITION

To perform a variety of technical and clerical duties related to booking and releasing arrestees through the city's detention facilities, including processing arrest documents, recording data and coordinating information with law enforcement and court agencies; to process bail and bond transactions, research and provide general information to bail bondsman and the general public; to maintain inmate files, records and reports.

SUPERVISION RECEIVED

Receives general supervision from the Law Enforcement Support Supervisor and other management staff.

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

1. Participate in the collection and verification of criminal history and personal information of inmates; complete forms and input data into criminal justice databases; conduct data searches using the National Crime Information Center (NCIC) database; process the admittance and initiate release of inmates; review paperwork for completeness and accuracy; coordinate activity and communication with federal, state and local law enforcement and correctional agencies pertaining to inmate detainment and release.
2. Coordinate court activity with staff of the city's Municipal Court; review and process court documents regarding inmate custody, court appearance or release; maintain a variety of accurate records and files including daily log books, ledgers and reports that document activity and incidents; process all information obtained from inmate interviews and correct reports and files as necessary; process record recovery requests received from department administration, court judges, attorneys or the general public.
3. Verify, coordinate and communicate inmate information regarding inmate detainment and release with court and federal, state and local law enforcement or correctional facilities; provide bail and charge information; assist with location of missing persons; provide information assistance for requests from police, court and other jurisdictions.
4. Confirm, enter and validate warrants; verify with issuing court that records contain complete and accurate information; record and maintain security of inmate currency, checks, credit cards and negotiable items.

CITY OF LAS VEGAS
Law Enforcement Support Technician (continued)

Essential Functions:

5. Provide bail and charge information and cashiering services using criminal justice computer systems and printed bail schedules; interpret system specific codes to determine bail, charges and detainer information; research and provide bail information for corrections officers, bail bondsmen and the general public regarding inmates in city of Las Vegas custody and Las Vegas Municipal Court defendants who are in custody for contracted agencies.
6. Explain bail posting options and procedures to city inmates, inmates in other jurisdictions with Municipal Court detainees, and the general public; provide information to the public regarding Nevada Insurance Commission's list of local bonding companies.
7. Process cash bails and bonds for inmates in City of Las Vegas custody and for Municipal Court defendants in custody in other jurisdictions; accept cash bails/bonds and review for accuracy and validity; enter bail/bond proceedings information into Court's computer system to satisfy warrants, exonerate previous bonds and maintain cases for future court appearances as needed.
8. Process all revenue collected from bails and filing fees; prepare bank deposits and maintain activity and revenue logs; prepare end-of-day and end-of-shift reports.
9. Maintain and retrieve inmate records; research record requests for Detention & Enforcement, Municipal Court and other judicial and law enforcement agencies; file documents according to established guidelines; periodically review files for accuracy.
10. Accept bond surrender documentation from bail bondsmen and fugitive retrieval agents; review Temporary Custody Records for accuracy and insert correct bail information.
11. Receive, file and distribute inmate checks upon request.
12. Receive property and vehicle release request forms from inmates and the general public; explain property release procedures.
13. Answer inquiries from citizens, attorneys and representatives from city departments and outside agencies in regard to department operations, policies and procedures; provide authorized information.
14. Maintain confidentiality and security of documents and inmate information in accordance with state law and department rules and regulations.

Marginal Functions:

1. Assist correctional staff with inmate identification functions.
2. Notarize documents as required.
3. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Law Enforcement Support Technician (*continued*)

QUALIFICATIONS

Knowledge of:

Departmental policies and procedures.
Principles and procedures of record keeping.
Basic mathematical principles.
Modern office methods, practices, procedures and computer equipment.
Various law enforcement computerized information systems.
Local court systems.
Procedures and policies governing booking, release of inmates, and bail bond transactions.
Pertinent federal, state and local laws and ordinances.
Procedures and operations of law enforcement agencies and correctional facilities.
Business English usage, spelling, grammar and punctuation.
Basic techniques of business letter and report writing.
Principles and techniques of customer service.
Effective telephone techniques.

Ability to:

Interact with the general public, including those who may be hostile or distressed.
Maintain confidentiality and security of information and documents.
Perform multiple tasks simultaneously.
Organize and prioritize tasks.
Read, understand and process detailed legal documents.
Meet established schedules and time lines.
Work independently with minimal supervision.
Use available tools to improve efficiency and accuracy.
Learn, understand and apply the laws, ordinances, codes, policies and procedures related to processing law enforcement documents.
Operate and become certified on various local, state and federal law enforcement computer information systems.
Learn procedures and policies governing booking and release of inmates and bail bond transactions.
Understand local court system, pertinent laws and ordinances.
Follow detailed procedures and standards.
Understand and follow written and oral instructions.
Deal effectively with difficult situations involving inmates and the general public.
Collect, compile and maintain statistical data used for a variety of reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain accurate records and reports.
Make arithmetic calculations accurately and rapidly.

CITY OF LAS VEGAS
Law Enforcement Support Technician (continued)

Ability to:

Maintain effective audio/visual discrimination and perception to the degree necessary for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned office, computer, telephone and radio equipment.*

Maintain mental capacity which allows the capability of:

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

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

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

Experience and Training Requirements

Experience:

Two years of experience that includes all of the following:

- Data entry;
- Record keeping or clerical experience;
- Computer data input and retrieval; and
- Cash handling.

Experience in the field of law enforcement or criminal justice is desirable.

Training:

Equivalent to graduation from high school.

License or Certificate

Must type 35 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.

Possession of an appropriate, valid notary public license within 6 months of the date of appointment, and maintenance thereafter.

Must attend training and pass test required by FBI National Crime Information Center within six months of date of appointment, and proficiency must be affirmed every two years thereafter by the designated Terminal Agency Coordinator.

Special Requirements

The Department of Detention and Enforcement operates 24 hours per day, 7 days per week. Assigned work schedule may change and may be for any shift and any day of the week.

CITY OF LAS VEGAS
Law Enforcement Support Technician (*continued*)

Special Requirements

Unforeseen scheduling events may require the extension of a normal work shift; up to an additional full shift, with little or no advance notice.

Verbal fluency in Spanish is desirable.

WORKING CONDITIONS

Environmental Conditions:

Correctional facility environment; potentially hostile environments; exposure to computer screens, dust, fumes, offensive odors, infectious diseases, offensive language, offensive actions, and hostile individuals.

Physical Conditions:

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

ARB
REV 6/27/08
FLSA & City: nonexempt

CSB 7/23/08

ASSISTANT CITY SURVEYOR

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 the field survey staff; to lead, participate in and oversee the work of ~~office~~field staff responsible for professional survey services; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Surveyor.

Exercises direct supervision over technical ~~and clerical~~ staff. Exercises functional and technical supervision over professional 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 staff responsible for field survey services; lead, oversee and participate in the work of ~~office~~field survey staff.
2. Apply survey information and reduce field notes to create designs and drawings for various engineering and planning projects; calculate a wide variety of survey data; prepare maps and reports based on survey data.
3. Assist in establishing schedules and methods for providing timely and accurate survey services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
4. Review survey and subdivision maps submitted to the city; ensure the technical correctness of all maps.
5. Undertake detailed preliminary, topographic, construction, property, geodetic and other engineering surveys; coordinate surveys for various city departments; meet with inspectors and contractors to determine survey needs.
6. Supervise, coordinate and participate in the work of field survey crews; operate a full range of survey equipment including theodolite, engineering level, transits, electronic measuring devices, and other equipment to measure distances, horizontal angles and elevations; resolve complex surveying issues and problems.

CITY OF LAS VEGAS

Assistant City Surveyor (*continued*)

7. Participate in the selection of staff; provide or coordinate staff training; 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.
8. Maintain accurate, orderly and legible field notes of survey work performed including lines, angles, distances, benchmarks and mathematical calculations.
9. Establish schedules and methods for improving services; coordinate work with that of other staff, divisions, departments and agencies.
10. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
11. Conduct comprehensive survey studies and develop appropriate recommendations. Perform technical research and solve difficult survey problems.
12. Participate in the development and administration of the section budget; submit budget recommendations; monitor expenses; estimate time, materials, and equipment required to accomplish goals and objectives and requisition materials as needed.
13. Prepare analytical and statistical reports on operations and activities.
14. Answer questions and provide information to the public; investigate complaints and recommend corrective actions as necessary to resolve complaints.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of survey.
2. Coordinate and participate in the typing, filing and related documentation of work.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a survey program, including both field and office functions.
Principles of supervision, training and performance evaluation.
Modern and complex principles and practices of surveying.
Techniques and practices of land surveying.
Trigonometry as applied to the computation of angles, areas, distances and traverses.
Principles of mathematics as applied to survey work.
State of the art surveying equipment.
Recent developments, current literature and sources of information regarding surveying.
Terminology, methods, practice, and techniques used in technical survey report preparation.

CITY OF LAS VEGAS
Assistant City Surveyor (*continued*)

Engineering maps and records.
Principles and practices of budget preparation and administration.
Complex record keeping procedures and techniques.
Modern office procedures, methods and computer equipment.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

~~Supervise, organize, assign and review the work of lower level staff.~~
~~Select, supervise, train and evaluate staff.~~
~~Develop and coordinate strategies for delivering timely and accurate survey services.~~
Interpret, explain and enforce city and department policies and procedures.
Prepare clear and concise reports.
Work independently with minimal supervisor.
Manage multiple assignments.
Meet critical deadlines.
~~Direct the work of field survey crews.~~
~~Reduce, interpret and apply field notes in the performance of drafting and survey duties.~~
~~Compile rough technical data and prepare statistical and narrative reports from field studies.~~
Deal firmly and tactfully with contractors, engineers and property owners.
~~Prepare accurate engineering records.~~
~~Maintain accurate records.~~
Use algebraic formulas, trigonometry tables and statistical mathematics to accomplish the level of work described herein.
Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.
~~Conduct comprehensive survey studies and develop appropriate recommendations.~~
~~Perform technical research and solve difficult survey problems.~~
Use initiative and independent judgment within established guidelines.
~~Prepare and maintain technical survey records and prepare comprehensive reports.~~
~~Compile rough technical data and prepare statistical and narrative reports from field studies.~~
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *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 and vehicles.*
Maintain mental capacity which allows the capability of:
-- *Making sound decisions;*
-- *Effective interaction and communication with others; and*
-- *Demonstrating intellectual capabilities.*

Experience and Training Requirements

CITY OF LAS VEGAS
Assistant City Surveyor (*continued*)

Experience:

Three years of increasingly responsible professional (post-license) land surveying experience including one year of lead or supervisory responsibility.

Training:

~~Equivalent to a Bachelor's degree from an accredited college or university with major in surveying/geomatics 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 Professional Land Surveyor license in any state on the date of application, and possession of a Nevada Professional Land Surveyor license within six months of the date of appointment, and maintenance thereafter.

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

WORKING CONDITIONS

Environmental Conditions:

Field and office environments; travel from site to site; exposure to computer screens, heavy traffic and inclement weather conditions.

Physical Conditions:

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

ARBSB

REV 6/18/99/23/08

FLSA: exempt; City: nonexempt

CSB 7/14/99

LAND SURVEY ASSOCIATE

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

DEFINITION

To perform surveying work including complex survey calculations, design of surveys and preparation of maps and plats; and to perform a variety of technical tasks relative to the assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Surveyor and higher level survey-management staff.

May exercise functional and technical supervision over 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. Review and calculate earthwork quantities and estimate costs; ensure the accuracy of computations, analyze and prepare topographic, boundary and control surveys and land descriptions from field survey and record data; recommend changes as appropriate.
2. Review consultant maps, plats and other applications for technical correctness and conformance with state and local ordinances.
3. Develop, review and modify survey drawings, plats, descriptions and reports.
4. Perform technical research on surveying problems.
5. Research and provide information to the public pertaining to city surveying policies, procedures and control networks.
6. Exercise sound judgment in accordance with the current accepted practices of surveying and appropriate laws and codes.
7. Prepare data for use by field survey crews in performing their assigned tasks.
8. Operate survey equipment and computer aided drafting tools (CAD).
9. Oversee, direct and review the work of lower level technical surveying staff.

CITY OF LAS VEGAS

Land Survey Associate (Continued)

10. Maintain constant awareness of progress on assigned projects to assure compliance with designated time and cost schedules for project completion.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of surveying.

Principles of mathematics as applied to surveying work.

Construction practices and terminology.

Drafting principles.

Recent developments, current literature and sources of information regarding surveying/geomatics.

Survey requirements within the Public Land Survey System.

Modern office procedures, methods, and computer equipment.

Pertinent federal, state and local laws, codes and regulations including surveying and subdivision laws and regulations.

Ability to:

~~Perform technical research on surveying problems.~~

~~Review and evaluate engineering and surveying plans, designs and specifications.~~

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

Manage multiple assignments.

Meet critical deadlines.

~~Develop, review and modify survey drawings, plats, descriptions and reports.~~

~~Perform complex survey calculations, such as for geodetic control networks.~~

Ensure project compliance with appropriate federal, state and local laws, codes and regulations.

Use initiative and independent judgment within established guidelines.

~~Operate surveying and engineering computer systems.~~

Communicate clearly and concisely, both orally and in writing.

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

Maintain effective audio-visual discrimination and perception needed for:

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

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 mental capacity which allows the capability of:

- *Making sound decisions;*

CITY OF LAS VEGAS

Land Survey Associate (Continued)

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

Experience and Training Requirements

Experience:

Two years of surveying experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major in surveying/ geomatics 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 a Surveying Intern certificate on the date of application.

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; occasional field work; exposure to inclement weather, traffic, dust, noise and construction equipment; exposure to computer screens.

Physical Conditions:

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

ARBSB

NEW 6/21/99 Rev 6/23/08 (previously Survey Associate)

FLSA & City: nonexempt

CSB 7/14/99

LAW ENFORCEMENT SUPPORT TECHNICIAN

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

DEFINITION

To perform a variety of technical and clerical duties ~~involving related to the processing of inmates~~ booking and releasing arrestees through the city's detention facilities, including processing arrest documents, recording data and coordinating information with law enforcement and court agencies; to process bail and bond transactions, research and provide general information to bail bondsman and the general public; to maintain inmate files, records and reports.

SUPERVISION RECEIVED

Receives general supervision from the Law Enforcement Support Technician Supervisor and other management staff.

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

1. Participate in the collection and verification of criminal history and personal information of inmates; complete forms and input data into criminal justice computer databases; conduct data searches using the National Crime Information Center (NCIC) database; process the admittance and initiate release of inmates; review paperwork for completeness and accuracy; coordinate activity and communication with federal, state and local law enforcement and correctional agencies pertaining to inmate detainment and release.
2. Coordinate court activity with staff of the city's Municipal Court; review and process court documents regarding inmates' custody, court appearance or release; maintain a variety of accurate records and files including daily log books, ledgers and reports that document activity and incidents, ~~personnel files and records~~; process and input all information obtained from inmate interviews and correct reports and files as necessary; process record recovery requests ~~made by~~ received from department administration, court judges, ~~lawyers-attorneys~~ or the general public.
3. ~~Verify, and~~ coordinate and communicate inmate information regarding inmate detainment and release with court, and federal, state and local law enforcement or correctional facilities; provide bail and charge information; assist with location of missing persons; provide information assistance for requests from police, court and other jurisdictions.
4. Confirm, enter and validate warrants; verify with issuing court that records contain complete and accurate information; record and maintain security of inmate currency, checks, credit cards and negotiable items.

CITY OF LAS VEGAS
Law Enforcement Support Technician (*continued*)

Essential Functions:

5. ~~Receive~~ Provide bail and charge information and cashiering services ~~requests in person, via telephone, fax and email; research bail information requests using various criminal justice computer systems and printed bail schedules; interpret system specific codes and to determine bail, charges and detainer information; research and provide bail information for corrections officers, bail bondsmen and the general public regarding inmates in City of Las Vegas custody and Las Vegas Municipal Court defendants who are in custody in for other jurisdictions contracted agencies.~~
6. Explain bail posting options and procedures to city inmates, ~~and inmates in other jurisdictions with Municipal Court detainees, and the general public;~~ provide information to the public regarding Nevada Insurance Commission's list of local bonding companies.
7. Process cash bails and bonds for inmates in City of Las Vegas custody and for Municipal Court defendants in custody in other jurisdictions; accept cash bails/bonds and review for accuracy and validity; enter bail/bond proceedings information into Court's computer system to satisfy warrants, exonerate previous bonds and maintain cases for future court appearances as needed.
8. Process all revenue collected from bails and filing fees; prepare bank deposits and maintain activity and revenue logs; prepare end-of-day and end-of-shift reports.
9. Maintain and retrieve inmate records; research record requests for Detention & Enforcement, Municipal Court and other judicial and law enforcement agencies; file documents according to established guidelines; periodically review files for accuracy.
10. Accept bond surrender documentation from bail bondsmen and fugitive retrieval agents; review Temporary Custody Records for accuracy; and insert correct bail information and forward to intake unit.
11. ~~Receive, and file and distribute inmate checks from inmate fund upon request; distribute checks to former inmates upon request; purge checks over three months old and forward to business office for additional processing; maintain custody and logs of all check processing transactions.~~
12. Receive property and vehicle release request forms from inmates and the general public; explain property release procedures; ~~obtain and copy pertinent release documents and forward forms to shift supervisor for processing; maintain custody and logs of secured material; signature stamp checks from inmate checking account.~~
13. ~~Respond to questions, explain procedures and provide general information to the public~~ Answer inquiries from citizens, attorneys and representatives from city departments and outside agencies in regard to department operations, policies and procedures; provide authorized information.
14. Maintain confidentiality and security of documents and inmate information in accordance with state law and department rules and regulations.

CITY OF LAS VEGAS
Law Enforcement Support Technician (*continued*)

Marginal Functions:

1. Assist correctional staff with inmate identification functions.
2. Notarize documents as required.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Departmental policies and procedures.
Principles and procedures of record keeping.
Basic mathematical principles.
Modern office methods, practices, procedures and computer equipment.
Various law enforcement computerized information systems.
Local court systems.
Procedures and policies governing booking, release of inmates, and bail bond transactions.
Pertinent federal, state and local laws and ordinances.
Procedures and operations of law enforcement agencies and correctional facilities.
Business English usage, spelling, grammar and punctuation.
Basic techniques of business letter and report writing.
Principles and techniques of customer service.
Effective telephone techniques.

Ability to:

Interact with the general public, including those who may be hostile or distressed.
Maintain confidentiality and security of information and documents.
Perform multiple tasks simultaneously.
Organize and prioritize tasks.
Read, understand and process detailed legal documents.
Meet established deadlines schedules and time lines.
Work independently perform clerical work with minimal supervision.
Develop and implement changes in the work process.
Use available tools to improve efficiency and accuracy.
Learn, understand and apply the laws, ordinances, codes, policies and procedures related to processing law enforcement documents.
Operate and become certified on various local, state and federal law enforcement computer information systems.
~~Read and interpret legal documents and reference manuals.~~
Learn procedures and policies governing booking and release of inmates and bail bond transactions.
Understand local court system, pertinent laws and ordinances.
Follow detailed procedures and standards.
Understand and follow written and oral instructions.
~~Maintain statistical data and compile manual and computer generated reports.~~
Deal effectively with difficult situations involving inmates and civilians the general public.

CITY OF LAS VEGAS
Law Enforcement Support Technician (continued)

~~Prepare clear and concise reports.~~

Collect, compile and maintain statistical data used for a variety of reports.

Communicate clearly and concisely, both orally and in writing.

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

Maintain accurate records and ~~files reports.~~

Make arithmetic calculations accurately and rapidly.

Maintain effective audio/visual discrimination and perception to the degree necessary for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned office, computer, telephone and radio equipment.*

Maintain mental capacity which allows the capability of:

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

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

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

Experience and Training Requirements

Experience:

Two years of experience that includes all of the following:

Data entry;

Record keeping or clerical ~~work~~ experience;

Computer data input and retrieval; and

Cash handling.

Experience in the field of law enforcement or criminal justice is desirable.

Training:

Equivalent to graduation from high school.

License or Certificate

Must type 35 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.

Possession of an appropriate, valid notary public license within 6 months of the date of appointment, and maintenance thereafter.

Must attend training and pass test required by FBI National Crime Information Center within six months of date of appointment, and proficiency must be affirmed every two years thereafter by the designated Terminal Agency Coordinator.

Special Requirements

CITY OF LAS VEGAS
Law Enforcement Support Technician (continued)

The Department of Detention and Enforcement operates 24 hours per day, 7 days per week. Assigned work schedule may change and may be for any shift and any day of the week. Unforeseen scheduling events may require the extension of a normal work shift, up to an additional full shift, with little or no advance notice.

Verbal fluency in Spanish is desirable.

WORKING CONDITIONS

Environmental Conditions:

Correctional facility environment; potentially hostile environments; exposure to computer screens, dust, fumes, offensive odors, ~~and infectious diseases, offensive language, offensive actions, and hostile individuals.~~

Physical Conditions:

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

SMMARB

REVISED 10/17/05 6/27/08

FLSA & City: nonexempt

CSB 12/14/05

include with August agenda

- G. DISCUSSION AND POSSIBLE ACTION ON CITY'S MOTION TO DISMISS & APPELLANT'S MOTION TO DISQUALIFY *MORE TO AUGUST AGENDA - PLACE BEFORE ITEM F*
 - 1. Nenad Mirkovic's Notice of Appeal (Economic Development Officer)
- H. NOTICE OF APPEAL *RECEIVED - TO BE PLACED ON AUGUST AGENDA*
 - 1. Nenad Mirkovic (Senior Economic Development Officer)
- I. DISCUSSION AND POSSIBLE ACTION ON APPEAL *DENIED*
 - 1. Eric Scheumann (Fire Engineer)
- J. DISCUSSION AND POSSIBLE ACTION ON APPEAL *DENIED*
 - 1. Jeffrey Decker (Fire Engineer)
- K. DISCUSSION AND POSSIBLE ACTION ON APPEAL *DENIED*
 - 1. Corey Rice (Fire Engineer)

STRONG RECOMMENDATION TO FIRE + RESCUE THAT THESE 3 EMPLOYEES BE ALLOWED TO APPLY FOR THE NEXT FIRE ENGINEER RECRUITMENT WITHOUT HAVING TO GO THROUGH INTERNAL ENGINEER CERTIFICATION PROCESS.

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

SIGN-IN SHEET
CIVIL SERVICE BOARD MEETING

DATE: July 9, 2008

PLEASE PRINT

<u>NAME</u>	<u>ORGANIZATION</u>
<u>BRUCE SNYDER</u>	<u>LVCEA</u>
<u>Jesse AQUINO</u>	<u>LVFR</u>
<u>KEITH + CINDY KENNEDY</u>	<u>LVFR/HFD</u>
<u>Scott Johnson</u>	<u>LVFR</u>
<u>KURT BACA</u>	<u>LVFR</u>
<u>David Molinar</u>	<u>LVFR</u>
<u>LEE FRANKS</u>	<u>LVFR</u>
<u>Glen Hardman</u>	<u>LVFR</u>
<u>THOMAS MARRAMONTES</u>	<u>LVFR</u>
<u>JEFF DECILER</u>	<u>LVFR</u>
<u>Steven TOE</u>	<u>LVFR</u>
<u>RONALD BOTER</u>	<u>BBP</u>
<u>Brian Murphy</u>	<u>D+E</u>
<u>Kenna Gouas</u>	<u>CLV-H.R. ✓</u>
<u>Ngitte Harvey</u>	<u>CLV-HR ✓</u>
<u>Chenna Kavan</u>	<u>LVFR</u>
<u>Dean Fletcher</u>	<u>L1285</u>

**Civil Service Board
Appeal Eric Scheumann
July 9, 2008**

Outline

A. Intro and overview

B. Acting (R&R 130.04) and Financial Hardship of retest

C. Job Description for Fire Engineer

D. Test Review and civil service rules

- 1. Test review did not occur as per rules and corrections were not made as per rules**

E. How test is scored for Engine vs Truck

F. Changing standard for evaluation on day of Test.

G. Not receiving points for doing tasks vs receiving bonus points for not doing tasks

H. Radio and its importance

I. Closing Comments

- 1. Your city is protected by the best and is safe**
- 2. Percent of failure**
- 3. Benefit of retest**
- 4. Retest of St Louis Fire Department (1350 applicants 70% failure rate)**
- 5. The message your vote will send to the personnel**