

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: Sept 10, 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 August 13, 2008
- IV. APPROVAL OF MINUTES: Teleconference Meeting of August 27, 2008
- V. BUSINESS

PR = A  
 MW = P  
 JA = P  
 EM = P  
 EB = P

Morgan = P  
 MH = P  
 PCE = P  
 JT = P  
 A R-B = P  
 SB = P  
 GK - P  
 GM - P

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1. Carpenter I - Promotional
- 2. Carpenter I - Open
- 3. Fire Equipment Mechanic Foreman - Promotional
- 4. Janitor - Open
- 5. Parking Meter Technician - Promotional
- 6. Parks Crew Leader - Promotional
- 7. Parks Crew Leader - Open
- 8. Senior HVAC Technician - Promotional
- 9. Senior HVAC Technician - Open

M = EB  
 2nd = EM  
 M/C

B. EXTENSION OF ELIGIBLE LISTS

- 1. Accounting Technician II - Open
- 2. Concrete Mason II - Open
- 3. Court Counseling Technician - Open
- 4. Court Counselor I - Open
- 5. Fire Battalion Chief - Promotional
- 6. Maintenance Worker I - Open
- 7. Senior Maintenance Mechanic - Promotional
- 8. Senior Maintenance Mechanic - Open

M = MW  
 2nd = EM  
 M/C

C. REQUEST TO BE PLACED ON REHIRE LIST

- 1. David M. Lewis

M = EB  
 2nd = MW > M/C

D. DISCUSSION AND POSSIBLE ACTION ON THE RECEIVABILITY OF THE NOTICE OF APPEAL

- 1. Nenad Mirkovic (Reduction In Force)

M: MW NOT to receive AP  
 2nd: EB MOTION CARRIED

VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED

VII. CITIZEN PARTICIPATION - Bruce Snyder

NONE  
 4:55pm

ADD Item =  
 Appeal Process.

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  
AUGUST 13, 2008  
REGULAR MEETING**

**Agenda Documentation  
September 10, 2008**

TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM: F. CLAUDETTE ENUS  
SECRETARY TO THE BOARD

- I. CALL TO ORDER: August 13, 2008 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  
Ann Rubertino-Beck  
Sue Brown  
Graciela Manginelli  
Myrtle Harvey  
Glenna Kouns
- OTHERS PRESENT: Bruce Snyder – LVCEA  
Nenad Mirkovic  
Scott Adams – CLV OBD  
Romeo Betea – CLV 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 the Regular Meeting of July 9, 2008: Trustee Ed Miramontes made a motion to approve the minutes of the Regular Meeting held July 9, 2008. Trustee Evelyn Beals seconded the motion. Motion carried.
- IV. APPROVAL OF MINUTES of the Teleconference Meeting of July 23, 2008: Trustee Priscilla Rocha made a motion to approve the minutes of the Teleconference Meeting held July 23, 2008. Trustee Evelyn Beals seconded the motion. Motion carried.
- V. BUSINESS
- A. ELIGIBLE LISTS TO BE CERTIFIED
1. Business Licensing Supervisor (Enforcement) – Promotional
  2. Business Licensing Supervisor (Enforcement) – Open
  3. Communications Specialist – Promotional
  4. Communications Specialist – Open
  5. Deputy City Marshal – Open
  6. EMS Field Coordinator – Promotional
  7. Industrial Electrician II – Promotional
  8. Industrial Electrician II – Open
  9. Legal Secretary – Promotional
  10. Legal Secretary – Open
  11. Legal Technician I – Open
  12. Videographer - Open

A motion was made by Trustee Evelyn Beals that Items 1 through 12 of the Eligible Lists To Be Certified be approved. Trustee Priscilla Rocha seconded the motion. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS

1. Deputy Fire Marshal – Promotional
2. Engineering Technician II (Traffic) – Open
3. Equipment Operator I (Streets) – Promotional
4. Equipment Operator II (Sanitation) – Promotional
5. Fire Equipment Mechanic I – Promotional
6. Fire Equipment Mechanic I – Open
7. HVAC Technician I – Open
8. HVAC Technician II – Open
9. Leisure Activities Field Supervisor – Open
10. Maintenance Mechanic I – Promotional
11. Maintenance Mechanic I – Open
12. Motor Sweeper Operator – Promotional
13. Planner I (Open & Continuous) – Open
14. Planner I (Open & Continuous) – Open
15. Planner I (Open & Continuous) – Open
16. Plant Operator I – Promotional
17. Plant Operator I – Open
18. Purchasing Technician – Promotional
19. Purchasing Technician – Open
20. Senior Accounting Technician – Open
21. Senior Technical Systems Analyst – Promotional
22. Senior Technical Systems Analyst – Open

A motion was made by Trustee Ed Miramontes that Items 1 through 22 of the Extension of Eligible Lists be approved. Trustee Priscilla Rocha seconded the motion. Motion carried.

C. REQUEST TO BE PLACED ON REHIRE LIST

1. Lisbeth M. Marquez

A motion was made by Trustee Priscilla Rocha to approve Item 1 of the Request to Be Placed on Rehire List. The motion was seconded by Trustee Evelyn Beals. Motion carried.

D. DISCUSSION AND POSSIBLE ACTION ON CITY'S MOTION TO DISMISS & APPELLANT'S MOTION TO DISQUALIFY

1. Nenad Mirkovic's Notice of Appeal (Economic Development Officer)

Trustee Johan Aliseo suggested that the board start with the Motion to Dismiss. Assistant City Attorney John Redlein advised the board that a discussion regarding the Motion to Disqualify be addressed first.

Mr. Redlein informed the board that he looked at Mr. Mirkovic's appeal again and the Motion to Disqualify was not just for Deputy City Attorney Morgan Davis, but rather for the City Attorney's office. Mr. Redlein further explained that if the board were to grant the Motion to Disqualify, the issue would have to be taken to outside counsel.

Mr. Redlein also explained if Mr. Davis had advised the board during a board meeting that Mr. Mirkovic's appeal not cognizable, Mr. Mirkovic would not have had to make a Motion to Disqualify. By making Mr. Redlein the board's legal advisor for this item and removing Mr. Davis as advisor would make the Motion to Disqualify academic.

Mr. Redlein also clarified that by making him the board's legal advisor there will be no opponent or advocate and the board can discuss Mr. Davis' opinion that he set forth in his motion to Dismiss. Trustee Aliseo asked Mr. Mirkovic if he would like to withdraw his Motion to Disqualify the City Attorney's office.

Mr. Mirkovic told Trustee Aliseo that he would like to modify his Motion to Disqualify only to Mr. Davis and not the City Attorney's office. Trustee Aliseo asked counsel if the motion can be modified. Mr. Redlein asked Mr. Mirkovic if he was acceptable to modify his motion. Mr. Mirkovic accepted the modification.

Mr. Redlein discussed the timeliness of the appeal. Mr. Redlein advised the board that a motion would not be required since Mr. Mirkovic withdrawn the items that caused the item to be on the agenda.

E. DISCUSSION AND POSSIBLE ACTION ON RECEIVABILITY OF APPEAL

1. Nenad Mirkovic (Economic Development Officer)

Trustee Aliseo had a couple of questions regarding the Mr. Mirkovic's appeal. Trustee Aliseo asked Mr. Mirkovic if he had the envelope regarding the notice for the Economic Development Officer. Mr. Mirkovic explained that he had a color copy because it would not be possible to see the time and date stamp on the envelope. Trustee Miramontes clarified that he had computed the number of days Mr. Mirkovic made the appeal regarding the Economic Development Officer and with his summation, Mr. Mirkovic was late in filing his appeal.

Mr. Redlein prepared an exhibit that would assist the board to count the number of days. Trustee Aliseo has also explained that she had also drawn the same conclusion. Trustee Aliseo asked Mr. Mirkovic when he last communicated with Human Resources.

Mr. Mirkovic also explained that with his experience in the past, the date was based on the last communication with Human Resources. Mr. Mirkovic informed the board that his last email was on May 4 or May 5, 2008.

Mr. Redlein articulated that he logged the items that were relevant on the calendar/ exhibit for the board to review and although there was informal correspondence, the appeal was 2 days tardy.

Trustee Miramontes clarified that if the board accepted Mr. Mirkovic's appeal; it would open the door for other late appeals and would be cumbersome on the board to accept Mr. Mirkovic's appeal and not other late appeals.

Mr. Mirkovic pointed out that Human Resources did not comply with the Civil Service Rules. Mr. Mirkovic went on to explain that he was sent the notice, before testing was conducted for the Economic Development Officer.

Trustee Aliseo wanted to address Mr. Mirkovic and with her calculations Mr. Mirkovic was a day short. Trustee Aliseo is not willing to circumvent the rules that have been in place for some time.

Trustee Ed Miramontes made a motion to deny Nenad Mirkovic's appeal regarding the Economic Development Officer. Trustee Evelyn Beals seconded the motion. Motion carried.

Mr. Redlein excused himself from the meeting.

F. DISCUSSION AND POSSIBLE ACTION ON APPEAL

1. Nenad Mirkovic (Senior Economic Development Officer)

Trustee Aliseo clarified that Mr. Mirkovic's appeal for the Senior Economic Development Officer was timely and Mr. Davis confirmed that the appeal was timely and receivable during the July meeting. Mr. Mirkovic gave his qualifications and experience to the board and felt that he was qualified for the position.

Trustee Miramontes asked if the Personnel Analyst that reviewed the application was at the meeting.

Trustee Miramontes wanted an explanation of the reason why Mr. Mirkovic's application was denied.

Mr. Davis read from the classification specifications for the Senior Economic Development Officer.

Trustee Aliseo needed more explanation because her understanding was that Mr. Mirkovic was sent a letter of denial prior to the Senior Economic Development Officer testing.

Deputy Director Judy Tuttle explained to the board that there is a supplemental test that goes along with the application and graded as a test.

Mr. Davis refers to the Civil Service Rules and lists the variety of testing methods, which includes a supplemental questionnaire.

Trustee Miramontes asked Mr. Mirkovic if he was basically stating that he was not placed on the availability list because Mr. Mirkovic's application was not reviewed accurately. Mr. Mirkovic explained that he was not even allowed to test.

Trustee Aliseo asked Mr. Mirkovic if he was aware that the Civil Service Rules state that an application could be denied because the applicant did not meet the minimum qualifications and can reject prior to taking the examination.

Ms. Tuttle clarified that the exam was part of the application process. If the individual did not qualify during the application process, the exam was not graded.

Trustee Aliseo needed some time to read the Analytical Interpretation of the Employment Application of Nenad Mirkovic, dated April 14, 2008 for Senior Economic Development Officer, the record would reflect that Mr. Mirkovic also received a copy of the document.

Office of Business Development Director Scott Adams and Romeo Betea, Manager of Economic Development a division of OBD introduced themselves to the board.

Mr. Davis asked Mr. Mirkovic when he received his real estate license. Mr. Mirkovic stated that he received it on May 15, 2008.

Trustee Aliseo stated that Mr. Mirkovic does not meet the minimum qualifications, based on the review of Mr. Mirkovic's application.

Trustee White stated that according to the information, Mr. Mirkovic did not meet the qualifications.

Trustee Miramontes articulated that he would not substitute his judgment over the Human Resources department judgment.

Trustee Aliseo agreed that there were minimum qualifications and other candidates met them.

Trustee Malcolm White made the motion to deny Nenad Mirkovic's appeal regarding the Senior Economic Development officer. Trustee Priscilla Rocha seconded the motion. Motion carried.

#### G. NOTICE OF APPEAL

##### 1. Nenad Mirkovic (Reduction In Force)

Trustee Aliseo had a question regarding about the receivability of the appeal. Mr. Davis advised that procedurally the board could only set the appeal for the next meeting to determine if the appeal is receivable or not.

Trustee Priscilla Rocha made a motion to have the notice of appeal be placed on the September agenda to determine whether or not it is receivable by the board. Trustee Malcolm White seconded the motion. Motion carried.

#### 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 4:34 p.m.



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F. Claudette Enus, Secretary to the Board



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

CITY OF LAS VEGAS  
CIVIL SERVICE BOARD  
MINUTES  
For the  
August 27, 2008  
TELECONFERENCE MEETING

Agenda Documentation  
September 10, 2008

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

CALL TO ORDER August 27, 2008 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  
Ann Rubertno-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) Assistant Fire Protection Engineer – Promotional
- 2) Assistant Fire Protection Engineer – Open
- 3) Economic Development Officer – Open
- 4) Senior Economic Development Officer – Open
- 5) Service Repair Writer – Open
- 6) Streets and Sanitation Crew Leader – Promotional

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

B. CLASSIFICATION SPECIFICATIONS

- 1) Mail Clerk – Revised
- 2) Cultural Administrator – New

A motion was made by Trustee Ed Miramontes that items 1 and 2 of the Classification Specifications List be approved. The motion was seconded by Trustee Evelyn Beals. Motion carried.

C. REQUEST TO BE PLACED ON REHIRE LIST

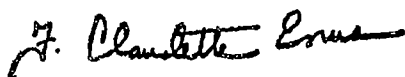
IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED

None

V. CITIZEN PARTICIPATION

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:32 a.m.



F. Claudette Enus  
Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: September 10, 2008

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

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SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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

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**TOTAL ELIGIBLE LISTS PRESENTED: 9**

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1 Carpenter I – Promotional	22	11	9
2 Carpenter I – Open	77	41	27
3 Fire Equipment Mechanic Foreman – Promotional	5	5	5
4. Janitor – Open	105	69	63
5 Parking Meter Technician – Promotional	4	3	3
6 Parks Crew Leader – Promotional	11	7	7
7 Parks Crew Leader – Open	7	0	0
8. Senior HVAC Technician – Promotional	8	7	4
9 Senior HVAC Technician – Open	9	6	0

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Carpenter I**  
**Examination**

**August 12, 2008**  
**Date**

**08315106P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	13	GROUP 1	8
REJECTED	9	GROUP 2	1
<b>TOTAL RECEIVED</b>	<b>22</b>	<b>TOTAL ON LIST</b>	<b>9</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	9			
FAILED	2			
<b>TOTAL TESTED</b>	<b>11</b>			
<b>DID NOT APPEAR</b>	<b>2</b>			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Carpenter I**  
**Examination**

**August 12, 2008**  
**Date**

**083151060**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	48	GROUP 1	15
REJECTED	29	GROUP 2	12
<b>TOTAL RECEIVED</b>	<b>77</b>	<b>TOTAL ON LIST</b>	<b>27</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	27			
FAILED	14			
<b>TOTAL TESTED</b>	<b>41</b>			
<b>DID NOT APPEAR</b>	<b>7</b>			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Fire Equipment Mechanic Foreman**  
**Examination**

**Written Test: July 23, 2008**  
**Oral Board: August 22, 2008**  
**Date**

**08420106P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
See Attached
<b>GROUP 3</b>
See Attached

**REPORT OF EXAMINATION**

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

	<b><u>TESTS</u></b>			
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	25%	75%		
PASSED	5	5		
FAILED	0	0		
<b>TOTAL TESTED</b>	<b>5</b>	<b>5</b>		
<b>DID NOT APPEAR</b>	<b>0</b>	<b>0</b>		

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Janitor**  
**Examination**

**August 28, 2008**  
**Date**

**0879633070**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	92	GROUP 1	43
REJECTED	13	GROUP 2	20
<b>TOTAL RECEIVED</b>	105	<b>TOTAL ON LIST</b>	63

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	63			
FAILED	6			
<b>TOTAL TESTED</b>	69			
<b>DID NOT APPEAR</b>	23			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Parking Meter Technician**  
**Examination**

**August 20, 2008**  
**Date**

**08332807P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

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

**TESTS**

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Parks Crew Leader**  
**Examination**

**August 20, 2008**  
**Date**

**087953607P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	7	GROUP 1	4
REJECTED	4	GROUP 2	3
<b>TOTAL RECEIVED</b>	11	<b>TOTAL ON LIST</b>	7

**TESTS**

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Parks Crew Leader**  
**Examination**

**August 20, 2008**  
**Date**

**0879536070**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
None

**REPORT OF EXAMINATION**

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

**TESTS**

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior HVAC Technician**  
**Examination**

**August 13, 2008**  
**Date**

**08256206P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	8	GROUP 1	1
REJECTED	0	GROUP 2	3
<b>TOTAL RECEIVED</b>	<b>8</b>	<b>TOTAL ON LIST</b>	<b>4</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	4			
FAILED	3			
<b>TOTAL TESTED</b>	<b>7</b>			
<b>DID NOT APPEAR</b>	<b>1</b>			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior HVAC Technician**  
Examination

**August 13, 2008**  
Date

**082562060**  
Exam Code

**Open**  
Open/Promotional

<b>NAME</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
None

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	8	GROUP 1	0
REJECTED	1	GROUP 2	0
<b>TOTAL RECEIVED</b>	9	<b>TOTAL ON LIST</b>	0

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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: September 10, 2008

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

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SUBJECT: B. EXTENSION OF ELIGIBLE LISTS

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

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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. Accounting Technician II – Open	35	09/12/08	03/12/09	1
2. Concrete Mason II – Open	9	09/12/08	03/12/09	1
3. Court Counseling Technician – Open	20	09/12/08	03/12/09	2
4. Court Counselor I – Open	15	09/14/08	03/14/09	3
5. Fire Battalion Chief – Promotional	3	09/14/08	03/14/09	3
6. Maintenance Worker I – Open	81	09/12/08	03/12/09	1
7. Senior Maintenance Mechanic – Promotional	2	09/26/08	03/26/09	2
8. Senior Maintenance Mechanic – Open	1	09/26/08	03/26/09	2

**CITY OF LAS VEGAS**  
**AGENDA DOCUMENTATION**

**Date: September 10, 2008**

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

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**SUBJECT: C. REQUEST TO BE PLACED ON REHIRE LIST: DAVID M. LEWIS**

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

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David M Lewis, an employee from September 29, 2003 to October 9, 2006, has requested to be placed on the Rehire List for Theater Technician I/II. A copy of his/her Department Director's approval is attached for the Board's information and review

Civil Service Rules {Chapter IV, Section 6a (5), Page 14} state that to be eligible for placement on a Rehire List, the former employee must submit a written request to the 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

David M Lewis meets the criteria for placement on the Rehire List and it is recommended that the Board approve his/her request

**Martha Davis**

---

**From:** Judy Tuttle  
**Sent:** Thursday, August 28, 2008 6:13 AM  
**To:** Martha Davis  
**Subject:** FW: Dave Lewis Rehire - For 9/10 Civil Service Meeting Review  
**Importance:** High  
**Attachments:** dave lewis request for rehire pdf

---

**From:** Judy Tuttle  
**Sent:** Tuesday, August 26, 2008 7:50 PM  
**To:** Karen Schmidt Hanner; Billie Bastian  
**Subject:** FW: Dave Lewis Rehire - For 9/10 Civil Service Meeting Review  
**Importance:** High

This is fine. Thanks

---

**From:** Billie Bastian  
**Sent:** Tuesday, August 26, 2008 6:03 PM  
**To:** Judy Tuttle  
**Cc:** Karen Schmidt Hanner; Robin Hardin; Robin McCartney; Carol Friend; Martha Davis; Glenna Kouns  
**Subject:** FW: Dave Lewis Rehire - For 9/10 Civil Service Meeting Review  
**Importance:** High

Approved

---

**From:** Karen Schmidt Hanner  
**Sent:** Tuesday, August 26, 2008 4:20 PM  
**To:** Billie Bastian  
**Cc:** Robin Hardin; Robin McCartney; Carol Friend  
**Subject:** FW: Dave Lewis Rehire - For 9/10 Civil Service Meeting Review  
**Importance:** High

We request that Dave Lewis be placed in the rehire list. His separation from the city in October of 2006, less than two years ago and was on favorable terms.

If you approve, please forward this email to Judy Tuttle with a copy to Martha Davis and Glenna Kouns (as Judy is out this week). We would like his re-hire to be placed on the Sept 10 Civil Service agenda for consideration and Judy will need to see it asap.

Thanks,  
Karen Hanner

8/28/2008

Manager  
Arts & Community Events  
229-1825

---

**From:** Robin Hardin  
**Sent:** Tuesday, August 26, 2008 11:13 AM  
**To:** Karen Schmidt Hanner  
**Subject:** Dave Lewis Rehire

Karen

I received a request for rehire from Dave Lewis.

I have attached his request.



Robin L. Hardin  
Technical Supervisor  
(702) 229.5052  
Fax (702) 870.1890  
[rhardin@lasvegasnevada.gov](mailto:rhardin@lasvegasnevada.gov)  
*Tuesday through Saturday*

**David Lewis**

**August 26, 2008  
Request to be rehired**

**Robin, I would like to request to be rehired as Theatre Technician I/II.**

**As serving as a substitute for Theatre Technician and working with a great work team  
please consider me for a rehire in this position.**

**Thank you  
Dave Lewis**

A handwritten signature in cursive script that reads "Dave Lewis". The signature is written in black ink and is positioned below the typed name.

**CITY OF LAS VEGAS**  
**AGENDA DOCUMENTATION**

Date: September 10, 2008

---

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

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**SUBJECT: D. DISCUSSION AND POSSIBLE ACTION ON THE RECEIVABILITY OF THE NOTICE OF APPEAL – NENAD MIRKOVIC (REDUCTION IN FORCE)**

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

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On July 16, 2008 Nenad Mirkovic filed a Notice of Appeal. (Attached hereto) On August 9, 2008 the Civil Service Board directed that the notice of appeal be placed on the September 2008 agenda to determine whether or not it is receivable by the Board.

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

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

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

RECEIVED  
2008 JUL 16 A 10:35  
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**

The City of Las Vegas recently had a reduction-in-force in the Department of Building and Safety and the Petitioner was separated from the City thru the alleged reduction-in-force procedure.

On or about July 12, 2008 a discovery was made that warrants this action. On or about July 14, 2008 a Grievance No. BS071408NM was filed with the Department of Human Resources (please see Exhibit: "DISCRIMINATION-1"). In part the Petitioner stated the following:

"On or about July 12, 2008 city of Las Vegas' Career Opportunity announcement **Exhibit "A"** was discovered and for the first time the Grievant has read the following requirement that was located under the LICENSE OR CERTIFICATE paragraph:

"Possession of an appropriate, valid Certificate of Registration as a professional civil or structural engineer in the State of Nevada."

In 1995 a petitioner was advised by then Plans Examiners Supervisor to apply for the position of the Structural Plans Examiner. After testing and prior to being promoted into the position of Structural Plans Examiner, Grievant was advised by the same Supervisor that he will not be their first choice for a position, even though he was previously acting in the capacity of a Structural Plans Examiner.

Presently, prospective employees would be given a period of twelve (12) months (or more) to obtain license such as a Nevada Engineering License (a.k.a. Certificate of Registration). But back in 1995 the requirement was possession of the Nevada Engineering License **at the time of application**. Please see announcement with the closing date of May 19, 1995, **Exhibit "A"**. And it appears that the first choice for position of the Structural Plans Examiner did not have Nevada Professional Engineering License as required for the position. She has received her Nevada Engineering License (a.k.a. Certificate of Registration) on or about May 17, 1996, **Exhibit "B"**, one year after filing deadline.

The city of Las Vegas did not disclose this material fact. What the City did was to dismiss Grievant through the alleged Reduction-in-Force procedure with the explanation that the Grievant did not have sufficient seniority as mandated by the Collective Bargaining Agreement.

It is the position of Grievant that **Grievant should have not been separated from the employment on or about April 11, 2008 but rather it should have been Structural Plans Examiner that has been retained by the City**. In other words, remaining Structural Plans Examiner did not meet the minimum qualifications at the time of application and the remaining Structural Plans examiner did not meet the minimum qualifications at the time appointment. So how could somebody that did not meet minimum qualifications have more seniority? And if it was all equal, Grievant should have been hired first and he should have more seniority than his female colleague resulting in Grievant continued employment."

Petitioner alleges that the city of Las Vegas applies different standard for a female employees when compared to a male employee, Petitioner. Moreover, Petitioner alleges that he has been discriminated. It is also alleged that Petitioner's employment applications for the positions of Economic Development Officer, Senior Economic Development Officer and possibly Assistant Fire Protection Engineer would be treated differently if Petitioner was a female.

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

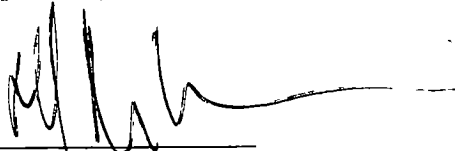
Petitioner claims that the City of Las Vegas violated the following provisions of the Civil Service Rules: Chapter I Section 4 (Policy of Non-Discrimination); Chapter IV Sections 1, 2a, 3, 5, 6, 7 and 10; Chapter V Section 3; Chapter VII; Chapter VIII Section 3 (Appeal Procedure).

**Statement Which Justifies the Appeal Submission**

City of Las Vegas claims to be equal opportunity employer, but the city of Las Vegas' actions speak to the contrary. Petitioner does not have access to other employee's records and as such it is assumed by Petitioner that all employees are treated equally and that employment applications are evaluated fairly and equitably and without any bias.

It is the position of Petitioner that Petitioner **should have not been separated from the employment on or about April 11, 2008 but rather it should have been Structural Plans Examiner that has been retained by the City.** In other words, remaining Structural Plans Examiner did not meet the minimum qualifications at the time of application and the remaining Structural Plans examiner did not meet the minimum qualifications at the time appointment. So how could somebody that did not meet minimum qualifications have more seniority? And if it was all equal, Petitioner should have been hired first and he should have more seniority than his female colleague resulting in Petitioner's continued employment.

Respectfully, submitted this 16th day of July, 2008.



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

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

**Exhibit: "DISCRIMINATION-1"**

LVCEA GRIEVANCE REPORT

GRIEVANCE # BS071408NM

LVCEA and Employees' Name: NENAD M. MIRKOVIC Classification STRUCTURAL PLANS EXAMINER

Daytime Contact Phone Number. 275-5271

Supervisor ROD CLARK Title PLANS EXAMINERS SUPERVISOR

Nature of Grievance Non-disciplinary or Disciplinary Date of Incident: ON GOING

Article Violation(s): 2, 3, 5, 12, 21, 22 AND OTHERS

Employee Statement of Grievance and Action Desired. PLEASE SEE ATTACHED

Employee Signature [Signature] Date 7-12-2008

STEP 1 (Informal) Date of Meeting with Supervisor & Division Manager  
(This information is needed to track timelines)

STEP 2 Grievance Filed with Department Director  
Date Filed By Employee \_\_\_\_\_ Employee's Initials \_\_\_\_\_ Received by \_\_\_\_\_  
Department Director's Response \_\_\_\_\_

Department Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

STEP 3 Grievance Filed with Director of Human Resources for scheduling with City Manager

Date Filed by Employee 7/14/08 Employee's Initials [Signature] Received by TD

City Manager's Response \_\_\_\_\_

City Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_

RECEIVED  
TD  
JUL 14 A 8:14  
HUMAN RESOURCES DEPT

cc: 7/14/08 @ 8:18AM  
COURTESY COPY TO: JOHN REDLEIN, ESQ.  
MORGAN DAVIS, ESQ.

**Employee's statement of grievance:**

On or about July 12, 2008 city of Las Vegas' Career Opportunity announcement **Exhibit "A"** was discovered and for the first time the Grievant has read the following requirement that was located under the LICENSE OR CERTIFICATE paragraph:

"Possession of an appropriate, valid Certificate of Registration as a professional civil or structural engineer in the State of Nevada."

In 1995 a petitioner was advised by then Plans Examiners Supervisor to apply for the position of the Structural Plans Examiner. After testing and prior to being promoted into the position of Structural Plans Examiner, Grievant was advised by the same Supervisor that he will not be their first choice for a position, even though he was previously acting in the capacity of a Structural Plans Examiner.

Presently, prospective employees would be given a period of twelve (12) months (or more) to obtain license such as a Nevada Engineering License (a.k.a. Certificate of Registration). But back in 1995 the requirement was possession of the Nevada Engineering License **at the time of application**. Please see announcement with the closing date of May 19, 1995, **Exhibit "A"**. And it appears that the first choice for position of the Structural Plans Examiner did not have Nevada Professional Engineering License as required for the position. She has received her Nevada Engineering License (a.k.a. Certificate of Registration) on or about May 17, 1996, **Exhibit "B"**, one year after filing deadline.

The city of Las Vegas did not disclose this material fact. What the City did was to dismiss Grievant through the alleged Reduction-in-Force procedure with the explanation that the Grievant did not have sufficient seniority as mandated by the Collective Bargaining Agreement.

It is the position of Grievant that **Grievant should have not been separated from the employment on or about April 11, 2008 but rather it should have been Structural Plans Examiner that has been retained by the City**. In other words, remaining Structural Plans Examiner did not meet the minimum qualifications at the time of application and the remaining Structural Plans examiner did not meet the minimum qualifications at the time appointment. So how could somebody that did not meet minimum qualifications have more seniority? And if it was all equal, Grievant should have been hired first and he should have more seniority than his female colleague resulting in Grievant continued employment.

**Desired action:**

Grievant believes that under present circumstances, immediate reinstatement of employment and reinstatement of all benefits that have been lost since April 11, 2008 to the reinstatement date would be appropriate resolution to this very difficult and complex issue.

**EXHIBIT "A"**



# CAREER OPPORTUNITIES

With the

## CITY of LAS VEGAS

OPEN

**STRUCTURAL PLANS EXAMINER**  
**APPROX. MONTHLY SALARY: \$3,713**

MAYOR JAN LAVERTY JONES

COUNCILMEN  
ARNIE ADAMSEN  
FRANK HAWKINS JR.  
KEN BRASS  
MATTHEW Q. CALLISTER

CITY MANAGER  
LARRY K. BARTON

DIRECTOR OF  
HUMAN RESOURCES  
MARY J. FINCH

**FILING DEADLINE: APRIL 21, 1995 @ 4:30 P.M.**

We are currently recruiting for the position of Structural Plans Examiner. The purpose of this recruitment effort is to establish an eligible list for future job openings. Duties may include, but are not limited to the following:

**ESSENTIAL FUNCTIONS** Review all building permit applications for structural requirements and code compliance, consult with structural engineers, architects, contractors, and designers regarding structural code requirements. Assure that all permit applications contain clear, explicit definitions of structural aspects. Consult with Plans Technicians on interpretation of and acceptability of application plans. Assist applicants (owner-builders) in the modification of plans to upgrade them to acceptable. Consult with other departments and review structural aspects of civil works hydraulic structures. Perform structural calculations for special projects; check engineering computations for errors in calculations on the methods employed, preliminary layout and design work. Serve as expert resource to supervisory and management staff on structural problems.

**MINIMUM QUALIFICATIONS** Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil structural engineering or a related field. Three years of increasingly responsible structural engineering experience.

**LICENSE OR CERTIFICATE** Possession of an appropriate, valid Certificate of Registration as a professional structural engineer in the State of Nevada.

**EXAMINATION PROCEDURES** A civil service examination will be conducted in accordance with the Civil Service Rules of the City of Las Vegas. Application forms may be obtained between 8:00 AM and 4:30 PM, Monday through Friday at 416 North 7th Street and must be received in the Department of Human Resources by the filing deadline. All complete applications received by the filing deadline will be reviewed. Only the most qualified applicants will be invited to participate in the oral test, weighted 100%.

You will be evaluated on your:

**Knowledge of:** Construction materials and accepted safety standards and modern methods of building construction; methods of structural analysis and design and resultant working drawings and specifications; proper inspection methods; principles of business letter writing and basic report preparation, principles and procedures of record keeping; English usage, spelling, grammar and punctuation; pertinent Federal, State, and local laws, codes and regulations related to the construction of buildings in all phases.

**Ability to:** Interpret building plans, specifications, and structural analyses; perform structural calculations, verify structural codes, plans, and specifications for code compliance, maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities, maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties; respond to requests and inquiries from the general public; work independently in the absence of supervision, understand and follow oral and written instructions; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.

You will be notified of your placement on the eligible list after the examination process is completed. The eligible list will remain in effect for a period of 6 months from the date of certification and may be extended for a period of up to 2 years.

To be considered for Veteran's preference points, a copy of the DD-214 must be submitted with the employment application prior to the final filing date. A Veteran must have served on active duty during a declared war or conflict in order to receive preference points.

Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through the Personnel Services Division at 229-6315. (TDD# 386-9108)

Department of Human Resources • 416 North 7th Street

MAILING ADDRESS: 400 E. STEWART AVENUE • LAS VEGAS, NEVADA 89101

Posted: 4/17/95  
C-striplnex.opn  
CP.kf

PHONE (702) 229-6315

JOB INFORMATION (702) 229-6346

AN EQUAL OPPORTUNITY EMPLOYER

OPORTUNIDAD DE EMPLEO CON DERECHOS IGUALES



# CAREER OPPORTUNITIES

With the

## CITY of LAS VEGAS

**OPEN  
STRUCTURAL PLANS EXAMINER  
APPROX. MONTHLY SALARY: \$3,713**

MAYOR JAN LAVERTY JONES

COUNCILMEN  
ARNIE ADAMSEN  
FRANK HAWKINS JR  
KEN BRASS  
MATTHEW Q CALLISTER

CITY MANAGER  
LARRY K BARTON

DIRECTOR OF  
HUMAN RESOURCES  
MARY J FINCH

**FILING DEADLINE: MAY 19, 1995 @ 4:30 P.M.**

We are currently recruiting for the position of Structural Plans Examiner. The purpose of this recruitment effort is to establish an eligible list for future job openings. Duties may include, but are not limited to the following:

**ESSENTIAL FUNCTIONS** Review all building permit applications for structural requirements and code compliance; consult with structural engineers, architects, contractors, and designers regarding structural code requirements. Assure that all permit applications contain clear, explicit definitions of structural aspects. Consult with Plans Technicians on interpretation of and acceptability of application plans. Assist applicants (owner-builders) in the modification of plans to upgrade them to acceptable. Consult with other departments and review structural aspects of civil works hydraulic structures. Perform structural calculations for special projects; check engineering computations for errors in calculations on the methods employed, preliminary layout and design work. Serve as expert resource to supervisory and management staff on structural problems

**MINIMUM QUALIFICATIONS** Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil structural engineering or a related field. Three years of increasingly responsible structural engineering experience;

**LICENSE OR CERTIFICATE** Possession of an appropriate, valid Certificate of Registration as a professional civil or structural engineer in the State of Nevada.

**EXAMINATION PROCEDURES** A civil service examination will be conducted in accordance with the Civil Service Rules of the City of Las Vegas. Application forms must be obtained between 8:00 AM and 4:30 PM, Monday through Friday at 416 North 7th Street and must be received in the Department of Human Resources by the filing deadline. All complete applications received by the filing deadline will be reviewed. Only the most highly qualified applicants will be invited to continue in the examination process. The examination will consist of an oral exam, weighted 100%.

You will be evaluated on your:

**Knowledge of:** Construction materials and accepted safety standards and modern methods of building construction; methods of structural analysis and design and resultant working drawings and specifications, proper inspection methods; principles of business letter writing and basic report preparation; principles and procedures of record keeping; English usage, spelling, grammar and punctuation; pertinent Federal, State, and local laws, codes and regulations related to the construction of buildings in all phases

**Ability to:** Interpret building plans, specifications, and structural analysis, perform structural calculations, verify structural codes, plans, and specifications for code compliance; maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities; maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties, respond to requests and inquiries from the general public; work independently in the absence of supervision, understand and follow oral and written instructions; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.

You will be notified of your placement on the eligible list after the examination process is completed. The eligible list will remain in effect for a period of 6 months from the date of certification and may be extended for a period of up to 2 years.

To be considered for Veteran's preference points, a copy of the DD-214 must be submitted with the employment application prior to the final filing date. A Veteran must have served on active duty during a declared war or conflict in order to receive preference points.

Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through the Personnel Services Division at 229-6315. (TDD# 386-9108)

Department of Human Resources • 416 North 7th Street

MAILING ADDRESS: 400 E. STEWART AVENUE • LAS VEGAS, NEVADA 89101

Posted: 05/22/95

PHONE (702) 229-6315

I:\bulletent\strpinex

JOB INFORMATION (702) 229-6346

CP:hg

AN EQUAL OPPORTUNITY EMPLOYER

**EXHIBIT "B"**

012114

**BELTRAN**, Lilian Tanghal

Las Vegas, NV

CE

05/17/1996 - 12/31/2008

CITY OF LAS VEGAS  
CIVIL SERVICE BOARD  
MINUTES  
For the  
September 24, 2008  
TELECONFERENCE MEETING

Agenda Documentation  
October 8, 2008

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

I. CALL TO ORDER September 24, 2008 at 11:30 a.m. via Teleconference

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

STAFF PRESENT

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) Contracts Specialist – Open
- 2) Municipal Court Marshal (Lateral) – Open
- 3) Parking Enforcement Supervisor – Promotional
- 4) Plumber II – Promotional
- 5) Plumber II – Open
- 6) Project Engineer – Promotional
- 7) Project Engineer – Open
- 8) Service Desk Technician - Open

A motion was made by Trustee Priscilla Rocha that items 1 through 8 of the Eligible List to be Certified be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED

None

V. CITIZEN PARTICIPATION

> None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:32 a.m.

  
\_\_\_\_\_  
F. Claudette Enus

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

AR-B  
GM  
JT  
SR

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

EM  
PR  
JA

NO-MW  
EB

**TELECONFERENCE AGENDA**

DATE: September 24, 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 October 8, 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) Contracts Specialist - Open
- 2) Municipal Court Marshal (Lateral) - Open
- 3) Parking Enforcement Supervisor - Promotional
- 4) Plumber II - Promotional
- 5) Plumber II - Open
- 6) Project Engineer - Promotional
- 7) Project Engineer - Open
- 8) Service Desk Technician - Open

MOTION: PR  
2nd - EM  
M/C

- IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED None
- V. CITIZEN PARTICIPATION NONE 11:32 am

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: September 24, 2008

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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: 8

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1. Contracts Specialist – Open	8	4	4
2. Municipal Court Marshal (Lateral) – Open	37	6	6
3. Parking Enforcement Supervisor – Promotional	3	3	3
4. Plumber II – Promotional	2	0	0
5. Plumber II – Open	30	16	6
6. Project Engineer – Promotional	3	3	3
7. Project Engineer – Open	9	9	9
8. Service Desk Technician – Open	114	51	32

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Contracts Specialist**  
**Examination**

**September 11, 2008**  
**Date**

**082301080**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	4	GROUP 1	2
REJECTED	4	GROUP 2	2
<b>TOTAL RECEIVED</b>	<b>8</b>	<b>TOTAL ON LIST</b>	<b>4</b>

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Municipal Court Marshal-Lateral**  
**Examination**

**September 3, 2008**  
**Date**

**085202070**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
None

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	12	GROUP 1	6
REJECTED	25	GROUP 2	0
<b>TOTAL RECEIVED</b>	<b>37</b>	<b>TOTAL ON LIST</b>	<b>6</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)			100%	
PASSED			6	
FAILED			0	
<b>TOTAL TESTED</b>			<b>6</b>	
<b>DID NOT APPEAR</b>			<b>3</b>	
<b>WITHDREW</b>			<b>3</b>	

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Parking Enforcement Supervisor**  
**Examination**

**September 5, 2008**  
**Date**

**08284108P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
None

**REPORT OF EXAMINATION**

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

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Plumber II**  
**Examination**

**September 3, 2008**  
**Date**

**08282207P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
None

**REPORT OF EXAMINATION**

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

**TESTS**

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Plumber II**  
**Examination**

**September 3, 2008**  
**Date**

**082822070**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	20	GROUP 1	0
REJECTED	10	GROUP 2	6
<b>TOTAL RECEIVED</b>	<b>30</b>	<b>TOTAL ON LIST</b>	<b>6</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	6			
FAILED	10			
<b>TOTAL TESTED</b>	<b>16</b>			
<b>DID NOT APPEAR</b>	<b>4</b>			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Project Engineer**  
**Examination**

**September 16, 2008**  
**Date**

**08216008P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
None

**REPORT OF EXAMINATION**

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

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Project Engineer**  
**Examination**

**September 20, 2008**  
**Date**

**082160080**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	9	GROUP 1	7
REJECTED	0	GROUP 2	2
<b>TOTAL RECEIVED</b>	9	<b>TOTAL ON LIST</b>	9

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>T &amp; E</u></b>
(Weight)				100%
PASSED				9
FAILED				0
<b>TOTAL TESTED</b>				9
<b>DID NOT APPEAR</b>				0

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Service Desk Technician**  
**Examination**

**August 26, 2008**  
**Date**

**0879674070**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	61	GROUP 1	0
REJECTED	53	GROUP 2	32
<b>TOTAL RECEIVED</b>	<b>114</b>	<b>TOTAL ON LIST</b>	<b>32</b>

	<b><u>TESTS</u></b>			
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	32			
FAILED	19			
<b>TOTAL TESTED</b>	<b>51</b>			
<b>DID NOT APPEAR</b>	<b>10</b>			