

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
October 8, 2008
REGULAR MEETING**

Agenda Documentation
November 11, 2008

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER: October 8, 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
Enforcement
Ann Rubertino-Beck
Sue Brown
Graciela Manginelli
Myrtle Harvey

OTHERS PRESENT

Bruce Snyder - LVCEA
Bennet Murphy-CLV Detention and

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

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

LAW

III. APPROVAL OF MINUTES of Regular Meeting of September 10, 2008: Trustee Ed Miramontes made a motion to approve the minutes of the Regular Meeting of September 10, 2008. Trustee Priscilla Rocha seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of the Teleconference of October 22, 2008: Trustee Priscilla Rocha made a motion to approve the minutes of the Teleconference Meeting of October 22, 2008. Trustee Evelyn Beals seconded the motion. Motion carried.

V. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

1. Law Enforcement Support Technician – Open
2. Senior Systems Analyst (Oracle ERP) – Open
3. Senior Systems Analyst (Web) - Open

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

B. EXTENSION OF ELIGIBLE LISTS:

1. Animal Control Officer – Promotional
2. Animal Control Officer – Open
3. Graphic Arts Clerk – Promotional
4. Graphic Arts Clerk – Open
5. Instrument Technician – Open
6. Municipal Court Marshal – Promotional
7. Municipal Court Marshal – Open
8. Parking Enforcement Officer – Promotional
9. Parking Enforcement Officer – Open
10. Public Fire Education Officer – Promotional
11. Public Fire Education Officer – Open
12. Recreation Leader I – Open
13. Recreation Leader I – Aquatics – Open
14. Signing and Marking Technician I – Promotional
15. Signing and Marking Technician I – Open
16. Vehicle Services Supervisor – Promotional
17. Vehicle Services Worker – Promotional
18. Vehicle Services Worker – Open

A motion was made by Trustee Malcolm White that items 1 through 18 of the Extension of Eligible Lists be approved. Trustee Priscilla Rocha seconded the motion. Motion carried.

C. CLASSIFICATION SPECIFICATIONS:

1. Communications and Security System Supervisor - Revised
2. Senior Technical Systems Analyst – Revised
3. Transportation Planning Modeler / Senior Transportation Planning Modeler - New

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

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

A. DISCUSSION

1. Possible Modification of the Civil Service Rules

Trustee Johan Aliseo asked Secretary and HR Director Claudette Enus if there was another item she would like to discuss before item number 1. Ms. Enus asked the board if they wanted to cancel the November and December teleconference meetings for 2008. Trustee Ed Miramontes suggested that the December 24, 2008 teleconference meeting be canceled and keep the November 26, 2008 teleconference meeting as planned. The board and staff was in agreement with Trustee Ed Miramontes' suggestion.

Deputy City Attorney Morgan Davis reminded the board that Bruce Snyder from the LVCEA would like to modify the Civil Service Rules regarding oral board meetings. Mr. Davis also mentioned Trustee Miramontes' item regarding shortening the appeals process.

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING

October 8, 2008

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Trustee Miramontes reviewed the rules and the only modification that could be changed is shortening the appeal process by 30 days.

Trustee Malcolm White asked if Trustee Miramontes wanted 'speed up' the time the appeals were heard. Trustee Aliseo clarified that Trustee Miramontes' request is based on the steps that involved with appeals. Trustee Aliseo articulated that there may be too many in the appeals process. The steps with the board being notified that there is an appeal and then following the regular meeting would be a discussion on whether or not the board has jurisdiction to hear the appeals. Mr. Miramontes' request is that the notice of appeal and the discussion and possible could be done in one meeting rather than two meetings.

Trustee Aliseo asked Mr. Snyder if he had anything to say. Mr. Snyder proposed that the rules did not need to be changed, but if a process worthy person is willing to waive the extra month that he/she would be allowed to do so. Trustee Aliseo asked if the board was able to do so and ask the person making the appeal if they would like to waive the discussion on whether the board has jurisdiction to hear the appeal.

Trustee Ed Miramontes would like to suggest that the process be shortened by one month. Ms. Tuttle stated that 30 days can be cut from the process. Ms. Enus explained that it would have to be based on the case.

Trustee Aliseo explained that the board would like to suggest that the appeals process be reviewed by City of Las Vegas Human Resources. The appeals should be reviewed by each case to determine if appeals process could be reduced by 30 days.

Trustee Aliseo addressed Mr. Snyder regarding his suggestion to record an oral board/exam. Mr. Snyder believes there should be a mechanism to be able to review the oral board/exam. Trustee Aliseo

HR Deputy Director Judy Tuttle explained to the board that the process of an oral exam/oral board is a subjective process. The oral board members are expert in their fields and are usually from other entities. If the oral board was taped or if the members' notes were shared, the City of Las Vegas Human Resources department would not be able to get oral board members. It is not common practice to share the notes or tape the oral board. The HR Staff offers a synopsis to the applicant of the pluses and minuses of the oral board.

HR Director Claudette Enus explained that it is difficult to get a panel of experts to attend an oral board and then possibly questioning the panelist interpretation would make it more difficult to obtain an oral board panel. She explained that it has been working for the HR department for several years and Ms. Tuttle's offer for a summary of the pro and cons is a good option for the candidate.

Trustee Miramontes asked who prepared the questions for the interview. Ms. Tuttle explained that the HR department prepares the questions, but if it requires professional subject matter, the questions used would be from an expert in areas such as Information Technology, Engineering, etc.

Mr. Snyder explained that his experience with oral boards, each of the candidate's interviews was recorded and notes made by the oral board were used for review. He also explained that the oral boards were conducted on the weekends and the panelists were paid for their time. Mr. Snyder feels that has to be some way to contest an oral board.

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING

October 8, 2008

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VII. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 5:06 p.m.



F Claudette Enus
Secretary to the Board



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

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
For the
October 22, 2008
TELECONFERENCE MEETING

Agenda Documentation
November 12, 2008

TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM: F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

CALL TO ORDER October 22, 2008 at 11:36 a.m. via Teleconference

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

STAFF PRESENT
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) Construction Control Specialist – Promotional
- 2) Corrections Officer – Open
- 3) Fire Communications Training Specialist – Promotional
- 4) Purchasing Supervisor – Open

A motion was made by Trustee Evelyn Beals that items 1 through 4 of the Eligible List to be Certified be approved. The motion was seconded by Trustee Priscilla Rocha. Motion carried.

B. CLASSIFICATION SPECIFICATIONS

- 1) Legal Secretary – Revised

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

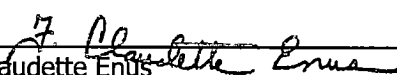
IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED

None

V. CITIZEN PARTICIPATION

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:38 a.m.


F. Claudette Enus
Secretary to the Board

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

AGENDA

DATE: October 8, 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

EM
EB
MW
JARW
Present

- I. CALL TO ORDER *4:30 pm*
- II ANNOUNCEMENT RE. COMPLIANCE WITH THE OPEN MEETING LAW
- III APPROVAL OF MINUTES September 10, 2008 *APPROVE.*
- IV. APPROVAL OF MINUTES. Teleconference Meeting of September 24, 2008
- PR MOTION
EB 2nd
M/C
- V BUSINESS

HR staff
FCE
JT
SB
ARB
MD
MH
gm

MOTION: EB
EM = 2nd
M/C

- A ELIGIBLE LISTS TO BE CERTIFIED
 - 1 Law Enforcement Support Technician - Open
 - 2 Senior Systems Analyst (Oracle ERP) - Open
 - 3 Senior Systems Analyst (Web) - Open

- B. EXTENSION OF ELIGIBLE LISTS
 - 1. Animal Control Officer - Promotional
 - 2. Animal Control Officer - Open
 - 3. Graphic Arts Clerk - Promotional
 - 4. Graphic Arts Clerk - Open
 - 5. Instrument Technician - Open
 - 6. Municipal Court Marshal - Promotional
 - 7. Municipal Court Marshal - Open
 - 8. Parking Enforcement Officer - Promotional
 - 9. Parking Enforcement Officer - Open
 - 10. Public Fire Education Officer - Promotional
 - 11. Public Fire Education Officer - Open
 - 12. Recreation Leader I - Open
 - 13. Recreation Leader I - Aquatics - Open
 - 14. Signing and Marking Technician I - Promotional
 - 15. Signing and Marking Technician I - Open
 - 16. Vehicle Services Supervisor - Promotional
 - 17. Vehicle Services Worker - Promotional
 - 18. Vehicle Services Worker - Open

MOTION: MW
2nd: PR
M/C

- C CLASSIFICATION SPECIFICATIONS
 - 1. Communications and Security System Supervisor - Revised
 - 2. Senior Technical Systems Analyst - Revised
 - 3. Transportation Planning Modeler / Senior Transportation Planning Modeler - New

PR: Motion
EB = 2nd
M/C

VI ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED

- A DISCUSSION
 - 1. Possible Modification of the Civil Service Rules

HR = FCE:
teleconference.
NW. 26 =
Dec. 24 = Cancel

VII CITIZEN PARTICIPATION *5:06 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 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
September 10, 2008
REGULAR 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 10, 2008 at 4:30 p.m. in the Human Resources Department.

ROLL CALL:

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

STAFF PRESENT

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

OTHERS PRESENT

Nenad Mirkovic
Bruce Snyder

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

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

III. APPROVAL OF MINUTES of Regular Meeting of August 13, 2008: Trustee Malcolm White made a motion to approve the minutes of the Regular Meeting of August 13, 2008. Trustee Evelyn Beals seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of the Teleconference of August 27, 2008: Trustee Evelyn Beals made a motion to approve the minutes of the Regular Meeting of August 13, 2008. Trustee Ed Miramontes seconded the motion. Motion carried.

V. BUSINESS:

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

A motion was made by Trustee Evelyn Beals that items 1 through 9 of the Eligible Lists To Be Certified be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

Mr. Davis asked for verification of the record, if it was the denial of under the Collective Bargaining Agreement and Mr. Mirkovic explained that it was. Mr. Davis advised that the board did not have jurisdiction.

Mr. Mirkovic did not agree with Mr. Davis' statement. Mr. Mirkovic also explained that the issue was brought to HR and the format of how it was sent did not matter.

Trustee Aliseo stated that Mr. Mirkovic brought forth the issue through the CBA.

Mr. Davis advised the board that technically the board cannot address the issue. Mr. Davis explained the Civil Service Board rules have to be violated in order for the board to accept Mr. Mirkovic's appeal.

Trustee Miramontes read a section of Mr. Mirkovic's appeal and recited the section that Mr. Mirkovic was treated differently because he was a male. Trustee Miramontes clarified that the statement was more for a discrimination case rather than a case for the Civil Service Board. Trustee Miramontes felt that deciding on the appeal would not be in the board's jurisdiction.

Trustee Aliseo pointed out the action of discrimination happened 13 years ago. Trustee Aliseo also understood that that the appeal cannot be based on the time of discovery but the time of the action which was 13 years ago.

Trustee Aliseo addressed Mr. Mirkovic and explained that Mr. Mirkovic made the appeal through the CBA. Trustee Aliseo stated that she did not know what kind of jurisdiction the board had over the CBA.

Mr. Davis advised that the board has no jurisdiction regarding the Collective Bargaining Agreement. Mr. Davis also explained the board's powers and the Civil Service Board do not have authority over the Collective Bargaining Agreement.

Trustee White stated that everyone had the opportunity to do the research and find any improprieties, but 13 years is a substantial length of time.

Trustee White made the motion not to receive the notice of appeal from Nenad Mirkovic regarding the Reduction in Force. Trustee Evelyn Beals seconded the motion. Motion carried.

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

Trustee Miramontes asked if there were any way that the receivability of appeals could be expedited.

The board requested that staff put an item on the next agenda regarding the expedition of the receivability of appeals.

VII. CITIZEN PARTICIPATION:

Mr. Bruce Snyder from the LVCEA asked the board to consider another change. Mr. Snyder explains that a LVCEA member participated in an oral board and wanted to review the information from the oral board. Mr. Snyder explained that other oral boards were tape recorded so that the participant could review the tape if they were contesting the results. Mr. Snyder asked the Civil Service Board to look at the option of taping to be fair for the participants.

Trustee Miramontes asked if the issue was brought forth to the City of Las Vegas.

Mr. Snyder explained that this subject is not currently opened in the contract. Mr. Snyder also pointed out that the Civil Service Rules do state which exams are reviewable and urged the board to look at rules and add some type of review process.

Mr. Davis reminded the board that they are not empowered to change the rules. Mr. Davis also stated that the board can make suggestions to staff and have staff take the suggestions to City Council.

Mr. Snyder explained that the board is a voice that would be heard by the City Council to make changes to the Civil Service Rules.

Trustee Aliseo asked if it were appropriate to ask the LVCEA and HR to create a proposal

Mr. Davis explained the options to the board and the board cannot ask for a document that would be from a workshop involving the LVCEA and HR.

Mr. Davis explained that the board does not have the authority to request for a proposal. Trustee White asked how they could connect with the City Council in order to make changes.

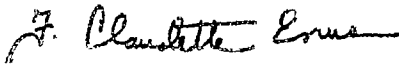
Mr. Davis explained that the board can ask staff to make a recommendation to City Council.

Trustee Aliseo ask staff to meet with the LVCEA and make a recommendation.

Trustee Davis asked that upon the discussion the recommendations be reported to the board.

Mr. Davis explained that HR will be able to meet with the LVCEA and report to the City Manager.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:55 p.m.



F. Claudette Enus
Secretary to the Board

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.

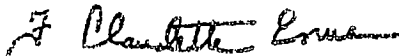
IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED

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
Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: October 8, 2008

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

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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

TOTAL ELIGIBLE LISTS PRESENTED: 3

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1 Law Enforcement Support Technician – Open	185	84	84
2 Senior Systems Analyst (Oracle ERP) – Open	4	2	1
3. Senior Systems Analyst (Web) – Open	8	3	2

CITY OF LAS VEGAS

ELIGIBLE LIST

Law Enforcement Support Technician
Examination

September 19, 2008
Date

0879586080
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	97	GROUP 1	42
REJECTED	88	GROUP 2	42
TOTAL RECEIVED	185	TOTAL ON LIST	84

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	84			
FAILED	0			
TOTAL TESTED	84			
DID NOT APPEAR	13			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Systems Analyst (Oracle ERP)
Examination

September 15, 2008
Date

08226607OAO
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Systems Analyst (Web)
Examination

September 12, 2008
Date

08226607WO
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	5	GROUP 1	0
REJECTED	3	GROUP 2	2
TOTAL RECEIVED	8	TOTAL ON LIST	2

TESTS

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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: October 8, 2008

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

SUBJECT: B. EXTENSION OF ELIGIBLE LISTS

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

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 18

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1 Animal Control Officer – Promotional	3	10/11/08	04/11/09	3
2 Animal Control Officer – Open	98	10/11/08	04/11/09	3
3 Graphic Arts Clerk – Promotional	1	10/10/08	04/10/09	2
4 Graphic Arts Clerk – Open	23	10/10/08	04/10/09	2
5 Instrument Technician – Open	1	10/23/08	04/23/09	1
6 Municipal Court Marshal - Promotional	4	10/24/08	04/24/09	2
7 Municipal Court Marshal – Open	30	10/24/08	04/24/09	2
8 Parking Enforcement Officer - Promotional	3	10/25/08	04/25/09	3
9 Parking Enforcement Officer – Open	302	10/25/08	04/25/09	3
10 Public Fire Education Officer – Promotional	1	10/09/08	04/09/09	1
11 Public Fire Education Officer – Open	2	10/09/08	04/09/09	1
12 Recreation Leader I – Open	35	10/10/08	04/10/09	2
13 Recreation Leader I-Aquatics – Open	10	10/23/08	04/23/09	1
14 Signing and Marking Technician I – Promotional	12	10/10/08	04/10/09	2
15 Signing and Marking Technician I – Open	48	10/10/08	04/10/09	2
16 Vehicle Services Supervisor – Promotional	4	10/23/08	04/23/09	1
17 Vehicle Services Worker – Promotional	2	10/09/08	04/09/09	1
18 Vehicle Services Worker – Open	32	10/09/08	04/09/09	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: October 8, 2008

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

SUBJECT: C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED

1. Communications and Security Systems Supervisor
2. Senior Technical Systems Analyst

Communications and Security Systems Supervisor (formerly Control Center and Communications Supervisor) was revised to update various sections, broaden the minimum qualifications and change the title.

Senior Technical Systems Analyst was revised to add an essential function section for the Detention and Enforcement Department.

NEW

3. Transportation Planning Modeler / Senior Transportation Planning Modeler

Transportation Planning Modeler / Senior Transportation Planning Modeler were created at the request of the department.

RECOMMENDATION

The City recommends approval of these revised and new classification specifications.

COMMUNICATIONS AND SECURITY SYSTEMS SUPERVISOR

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

DEFINITION

To direct, supervise and coordinate staff and activities of the Detention and Enforcement Control Center, central communications function, city-wide electronic and computerized door access system, security camera installation and maintenance, and city key shop; analyze and oversee special projects associated with the technical aspects of communications software programs; perform a variety of technical tasks relative to the area of responsibility and provide highly responsible and complex administrative support to the assigned Deputy Detention and Enforcement Director and Director, Detention and Enforcement.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy Detention and Enforcement Directors and higher management staff.

Exercises direct supervision over supervisory and technical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Supervise all staff, services and activities of the detention control center and departmental communications through subordinate supervisors, including: access to the detention facility; receipt of calls regarding detention services, animal control, parking enforcement and marshal services; contact with on-duty field employees; and a variety of inmate record-keeping and coordination.
2. Act as the administrator for the city-wide electronic and computerized door access system; train other department personnel as terminal operator; serve as the point of contact for matters related to installation, maintenance and programming of access system; serve as the department representative to various committees.
3. Supervise the staff and daily operation of city key shop including inventory and key control.
4. Supervise the staff and daily operation of security camera systems throughout the detention center and city properties.
5. Manage and participate in the development and implementation of goals, objectives, policies and procedures; establish unit operational priorities and identify resource needs.

CITY OF LAS VEGAS
Communications and Security Systems Supervisor (*continued*)

Essential Functions:

6. Direct, coordinate and review the work plans for all shifts; assign work projects; and evaluate methods to improve operational efficiency.
7. Plan, direct, coordinate and review the unit business plan for workload distribution, training, policy and procedure effectiveness and professional standards compliance.
8. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and implement changes as required.
9. Participate in the selection and motivation of assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; participate with subordinate supervisors to prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
10. Identify, research, and recommend technology and other opportunities for improving public service methods and procedures and implement approved improvements.
11. Oversee and participate in the development and administration of departmental training programs; forecast funding needs for staffing, equipment, materials and supplies; prepare budget packages and approve expenditures.
12. Provide technical assistance and administrative support to the Deputy Detention and Enforcement Directors and Director, Detention and Enforcement.
13. Provide direction to staff by making major decisions in emergency situations.
14. Coordinate and conduct internal investigations of citizen, officer and staff complaints as assigned.
15. Serve as a liaison with other city departments, divisions, and outside agencies for training, instruction, assistance, strategic planning, special event coordinating, and emergency preparedness response and recovery.
16. Participate in conferences, workshops and professional training related to law enforcement; serve as the department's technical resource for all communications related aspects.
17. Assist in the development of new hire and in-service training programs and instruct courses as required.
18. Prepare and present staff reports and other necessary correspondence to department and city management.
19. Work with other agencies on collaborative projects.

Essential Functions:

20. Conduct a variety of organizational and operational studies; recommend modifications to programs, policies and procedures as appropriate.
21. Attend and participate in professional group meetings; stay abreast of trends and innovations in the communications, security and enforcement fields.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of modern technical communications, physical security, and law enforcement operations.
- Modern and complex principles of management, supervision, training and performance and equipment evaluation.
- Principles and practices of law enforcement field operations, physical security and detention operations.
- Principles of municipal budget preparation and assessment.
- Pertinent local, state and federal laws, ordinances and operating procedures.
- Modern office procedures, methods and computer equipment.
- Technical and administrative aspects of communications, equipment, research, training and implementation.
- Principles and techniques of direct-contact public relations.

Ability to:

- Learn various software applicable to area of responsibility.
- Set and adjust priorities in a rapidly changing environment.
- Plan, organize and prioritize assignments.
- Manage multiple assignments.
- Use initiative and independent judgment within established guidelines.
- Interpret, apply, explain and enforce city and department policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend best options and implement approved solution in support of goals.
- Demonstrate keen powers of observation, judgment, sound decision making and memory.
- Meet critical deadlines.
- Provide excellent customer service to the public, all levels of city employees, employees of other law enforcement agencies, and elected officials.
- Communicate with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
- Communicate clearly and concisely, both orally and in writing.

CITY OF LAS VEGAS
Communications and Security Systems Supervisor (*continued*)

Ability to:

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

Experience and Training Requirements

Experience:

Five years experience in public safety communications or dispatch, or security and surveillance, or a field related to the essential functions. Must include three years in a lead or supervisory capacity.

Training:

Associate degree from an accredited college or university with a major in communications, criminal justice, business management 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 Communications Center Supervisor certification from the Association of Public Safety Communications Officials within six months of the date of appointment.

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

CITY OF LAS VEGAS
Communications and Security Systems Supervisor (continued)

WORKING CONDITIONS

Environmental Conditions:

Office environment, exposure to computer screens; minimal inmate contact.

Physical Conditions:

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

ARB

REV 9/16/08 (formerly Control Center & Communications Supervisor)

FLSA: exempt; City: nonexempt

CSB 10/8/08

SENIOR TECHNICAL SYSTEMS ANALYST

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

DEFINITION

To plan, administer, coordinate and oversee specialized information systems within the assigned department, division or work unit, including the network of personal computers and automated equipment; and to perform a variety of technical tasks relative to the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Technical Systems Analyst series. Positions at this level are distinguished from other classes in this series by the level of responsibility assumed, the complexity of duties assigned, and the level of independence expected. Employees perform the most difficult and responsible types of duties assigned to classes in this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from management staff.

May exercise functional and technical supervision over Technical Systems Analyst, other lower level staff and outside consultants.

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 identify the work unit's information system needs and make recommendations for program design, development, purchase, implementation and modification.
2. Design, develop and implement the integration of computer-based systems with existing systems; provide recommendations on various integration and interfacing systems to optimize efficiency; lead and coordinate integration initiatives.
3. Conduct special studies and research into software and hardware products; recommend best product for the work unit's needs and budget.
4. Document system requirements.

CITY OF LAS VEGAS
Senior Technical Systems Analyst (continued)

Essential Functions:

5. Train staff on automation projects and proper application of equipment and software.
6. Coordinate maintenance and repair of equipment with the Information Technologies Department.
7. Serve as technology liaison between the work unit, outside agencies and service and product vendors; work with the Information Technologies Department and outside agencies to provide for the technology needs of the work unit; keep work unit staff apprised of the status of all technology systems projects; review cost estimates and make recommendations on appropriate software and hardware purchases.
8. May lead, assign and review the work of staff responsible for providing specialized programming, systems analysis and technical support within the assigned work unit.
9. Assist staff to solve system problems; recommend modifications as appropriate.
10. Participate in the development and coordination of the work unit budget.
11. Establish and update the department's information systems policies and procedures; ensure compliance with established data quality standards and procedures; secure access to records.
12. Prepare various reports on operations and activities as requested by management and as required by governing agencies and other authorities.
13. Respond to inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

When Assigned to Building & Safety:

1. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting and maintenance of the Hansen Land Management and Cashiering modules.
2. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting and maintenance of the State Contractor's Board interface, the Interactive Voice Response System, mobile solutions for inspectors in the field and integration between Hansen and the electronic document management system.

When Assigned to Detention & Enforcement:

1. Serve as the department's Terminal Agency Coordinator (TAC) as required by the state of Nevada for access to various law enforcement databases.
2. Plan, oversee and participate in the development, design, modification, upgrading, testing, troubleshooting and maintenance of various public safety-related software and hardware.

CITY OF LAS VEGAS
Senior Technical Systems Analyst (continued)

When Assigned to Detention & Enforcement:

3. Administer and support current and future specialized systems such as databases, inmate management, and computer-aided dispatch (CAD).
4. Provide first-line support to all users of the systems, including setup and administration of user accounts; conduct regular site visits to assist users; schedule and facilitate periodic user group meetings to discuss issues and solutions.
5. Develop reports using a variety of on-line reporting tools to provide useful data at the request of department and city management, and recommend possible reports based on knowledge of system capabilities and department needs; review and analyze reports and report any issues to management.
6. Collaborate with Information Technologies staff to maintain and monitor system environments and provide application and terminal support to users; provide in-depth analysis for operational enhancements to systems; configure application parameters; coordinate change control management activities in conformance with accepted practices; ensure data is protected in accordance with security guidelines.
7. Perform database analysis to determine the most effective file structure; develop and implement new and improved database structures; monitor database performance.
8. Assess and recommend system modifications and enhancements to accommodate changes in business practices and newly identified needs; coordinate implementation with IT staff.
9. Serve as the department's representative on the city's technical users committee; coordinate service and support requests with IT.

When Assigned to Fire and Rescue:

1. Administer and support specialized systems, including computer-aided dispatch (CAD).

When Assigned to Leisure Services:

1. Plan, oversee and participate in the development, design, modification, upgrading, testing, troubleshooting and maintenance of the CLASS software and hardware that automates program registrations, facility scheduling and cash handling and interfaces directly with Oracle Financials, including public access modules such as interactive voice response and Internet registration.
2. Provide first line support to all system users, including setup and administration of user accounts; train field staff in the use of the software; conduct regular site visits to assist users; schedule and facilitate periodic user group meetings to discuss issues and solutions.
3. Make initial assessment of application problems with the CLASS system and resolve them in cooperation with the vendor; resolve functional problems that users are experiencing during regular business hours, evenings and weekends; research and correct data entry errors made by users.

CITY OF LAS VEGAS
Senior Technical Systems Analyst (continued)

When Assigned to Leisure Services:

4. Work with Finance and Information Technologies to verify that cash deposits and data exports from CLASS into Oracle are accurate; verify that field staff are following established procedures and policies; bring non-compliance concerns to the attention of management.
5. Develop reports using a variety of on-line reporting tools to provide useful data at the request of department and City management, and recommend possible reports based on knowledge of system capabilities and department needs; review and analyze reports and report any issues to management.
6. Collaborate with Information Technologies staff to maintain and monitor the CLASS system environment and provide application and terminal support to users; provide in-depth analysis for operational enhancements to CLASS; configure application parameters; coordinate change control management activities in conformance with accepted practices; ensure data is protected in accordance with security guidelines.
7. Perform database analysis to determine the most effective file structure; develop and implement new and improved database structures; monitor database performance.
8. Coordinate returned check tracking and data entry into CLASS provided by Finance and Detention & Enforcement staff.
9. Assist Parks Division staff with the use of CLASS to coordinate park usage with maintenance requirements and scheduling.
10. Serve as the Information Technologies liaison for all department computer hardware, software, telephone, cell phone, network configuration and infrastructure requests.

When Assigned to Public Works:

1. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting and maintenance of the Hansen application, including work flow for all modules within the Land Management permit templates, inspection area/inspector assignments, bill setups and generation, reviewer's work flow, inspector's work flow, OLE, menu editor and Image display catalog, formula editor, asset and work order management, and customer service.
2. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing and troubleshooting of Expedition, Oracle Training Administrator, Oracle Projects, Laboratory Information System and Computerized Maintenance Management Systems.
3. Modify applications to accommodate changes in business practices and newly identified needs.
4. Analyze new and proposed systems, requested changes and enhancements to current systems; provide program recommendations to management staff and users.

CITY OF LAS VEGAS
Senior Technical Systems Analyst (continued)

When Assigned to Public Works:

5. Participate in documenting system requirements; provide recommendations on various integration and interfacing systems to optimize efficiency; lead and coordinate integration initiatives.
6. Identify needs, workflow and design issues and make recommendations; analyze database and workflow processes.
7. Coordinate and facilitate meetings with users concerning proposed and current business processes.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Advanced principles and techniques of computer programming, on-line programming and programming documentation.

Advanced concepts, principles and practices of modern computer science or information systems.

Advanced computer coding and testing techniques and methodologies.

One or more on-line report writing applications, such as Crystal Reports, Oracle Reports,

Discoverer or Microsoft Access.

Principles and practices of database design and administration.

Database structure sufficient to allow the creation of database tables and the design of relational databases.

Research techniques and data analysis.

Microcomputer design and minor repair techniques.

Principles and practices of computer networking.

Techniques of software installation.

Basic principles of budgeting and accounting.

Principles and techniques of lead supervision.

When assigned to Building & Safety:

Hansen Land Management and Cashiering modules.

Basic principles and practices of electronic document management system integration with Hansen.

Nevada State Contractor's Board interface system.

When assigned to Fire & Rescue:

Programming languages, including VisualBasic, HTML and SQL.

CITY OF LAS VEGAS

Senior Technical Systems Analyst (*continued*)

When assigned to Leisure Services:

Programming languages, including HTML, SQL and ASP.
Oracle Financials needs and how they affect department processes.
Basic accounting principles and reconciling procedures.

When assigned to Public Works:

Oracle database structures, Oracle Training Administrator, Oracle Projects and Oracle Developer.
Hansen application.
Expedition, Laboratory Information system and Maintenance Management system.

Ability to:

- Learn the unique needs and computer hardware and applications of the assigned work unit.
- Explain complex technical systems in clear and simple terms understandable to non-technical staff.
- Use initiative and independent judgment within established guidelines.
- Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.
- Establish and maintain close and positive working relationships with applicable city staff in other departments, external agencies and vendors to ensure the smooth functioning of the systems.
- Learn business and operations of assigned work unit to the extent necessary to perform essential functions, enhance system value and achieve established goals.
- Communicate effectively with assigned work unit staff and management and outside agencies.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity, which allows the capability of:
 - *Making sound decisions;*
 - *Effective interaction and communication with others; and*
 - *Demonstrating intellectual capabilities.*
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:
 - *Standing or sitting for extended periods of time; and*
 - *Operating assigned equipment and vehicles.*
- Maintain effective audio-visual discrimination and perception needed for:
 - *Making observations;*
 - *Communicating with others;*
 - *Reading and writing; and*
 - *Operating assigned equipment.*

CITY OF LAS VEGAS
Senior Technical Systems Analyst (continued)

Experience and Training Requirements

Experience:

Three years of recent, increasingly responsible experience in systems analysis and programming. Experience within the area of assignment may be substituted for up to one year of systems analysis and programming experience.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major in computer science, information systems, public administration, business administration or in a field related to the area of assignment.

License or Certificate

Within six months of the date of appointment, possession of a certification in one or more of the following areas is desirable: database, an operating system or software application applicable to the area of assignment, hardware or networks.

When assigned to Detention & Enforcement: Possession of a Terminal Agency Coordinator certification issued by the State of Nevada Public Safety Division within six months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

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

ARB
REV 9/16/08
FLSA & City: nonexempt
CSB 10/8/08

**TRANSPORTATION PLANNING MODELER
SR TRANSPORTATION PLANNING MODELER**

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 transportation planning, technical transportation analyses of new development, traffic simulation modeling, travel demand modeling, system capacity analysis, statistical data analysis, generation of future traffic projections, and a variety of technical tasks relative to the assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

Transportation Planning Modeler: This is the lower level class in the Transportation Planning Modeler series. This classification is distinguished from the Senior Transportation Planning Modeler by the level of technical knowledge and skill, the level of responsibility assumed and the independence with which employees are expected to perform. Initially under close supervision, incumbents learn to perform the essential functions of the classification, governed by applicable city policies and procedures. As experience is gained, employees are permitted greater independence within established guidelines.

Senior Transportation Planning Modeler: This is the advanced journey level class within the Transportation Planning Modeler series. Employees within this class are distinguished from the Transportation Planning Modeler by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the lower level; when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Transportation Planning Modeler

Receives direct supervision from the assigned Engineering Project Manager and higher level staff.

Senior Transportation Planning Modeler

Receives general supervision from the assigned Engineering Project Manager and higher level staff.

Exercises functional and technical supervision over engineering 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. Perform travel demand forecasting using computerized transportation planning programs, applying statistical analysis, travel survey analysis, census analysis and application and travel demand analysis.
2. Plan, direct and participate in researching, analyzing and interpreting demographic and land use data and trends. Direct staff in the application of regional transportation demand forecasting models, interpret model results, resolve inconsistencies with the model, and interface with users of the model.
3. Perform traffic operational analysis and computer simulation using models such as CORSIM, Synchro, Passer II, Transyt-7F, VISSIM, and Highway Capacity Software (HCS).
4. Evaluate land development and transportation projects and programs; identify short and long range transportation system needs.
5. Assist in the interjurisdictional development of a regional transportation model; attend regional meetings.
6. Provide expertise in consolidating existing and future land use data and traffic count programs.
7. Develop, install, calibrate, verify and modify transportation planning models.
8. Perform a range of transportation planning activities and studies for transportation projects including corridor studies, highway capacity analysis and impact studies. Provide long and medium range traffic projections for these studies.
9. Conduct comprehensive studies for system master planning of future roadway expansions.
10. Train assigned employees in transportation planning modeling methods and techniques. Develop and maintain travel demand modeling procedures.
11. Serve as a lead, providing functional and technical oversight and training to assigned staff; assign, plan, direct, coordinate and schedule assignments; monitor work progress and review work results.
12. Participate in the traffic impact analysis review and approval process. Review traffic analyses for new developments to identify transportation needs. Coordinate with private development consulting engineers and other agencies, departments and divisions to implement traffic engineering solutions to mitigate traffic impacts of new development.

CITY OF LAS VEGAS
Transportation Planning Modeler/Sr Transportation Planning Modeler (continued)

Essential Functions:

13. Participate in the review of land development plans for traffic engineering issues such as roadway signing, striping, horizontal and vertical alignments, traffic signals, driveways, intersection geometrics, transit facilities and right of way requirements; may require field verification of plan details. Coordinate with private developers, other city department and division staff to resolve traffic design issues related to new development.

Marginal Functions:

1. Participate in the selection of staff; provide input in the evaluation of staff.
2. Attend regional and other meetings as directed by management staff.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Transportation Planning Modeler

Knowledge of:

Principles and practices of transportation planning and travel demand modeling.
Practices of and relationship between land use planning and transportation modeling.
Computer software commonly used for traffic operational analysis, such as Highway Capacity Software (HCS), CORSIM, SYNCHRO, VISIM) and travel demand forecasting, such as TransCAD and TRANPLAN.
Basic data concepts and database and data manipulation techniques specific to transportation modeling software.
Terminology, methods, practices and techniques used in technical transportation engineering report preparation.
Principles of mathematics and statistical analysis related to transportation planning.
Pertinent federal, state and local laws, codes and regulations, including traffic engineering laws and regulations.
Modern office procedures, methods and computer equipment.

Ability to:

Exercise professional judgment to achieve results consistent with objectives.
Plan, organize and prioritize assignments.
Meet critical deadlines.
Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.

Ability to:

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

Experience and Training Requirements

Experience

One year transportation planning or civil engineering experience, or two years performing or analyzing complex statistical research or mathematical modeling.

Training

Bachelor's degree from an accredited college or university with major course work in transportation or urban planning, civil engineering, statistics, applied mathematics, demography, economics, geography, or a field related to the essential functions. College level coursework in traffic engineering or transportation engineering is preferred.

A combination of formal education and directly related work experience may substitute for the degree.

A Master's degree in transportation planning or transportation engineering may substitute for one year of experience.

Senior Transportation Planning Modeler

In addition to the qualifications for Transportation Planning Modeler:

Knowledge of :

Advanced principles and practices of transportation planning and travel demand modeling.

Advanced principles of mathematics as it relates to transportation planning.

Advanced traffic engineering principles.

Principles and practices of lead supervision and training.

CITY OF LAS VEGAS
Transportation Planning Modeler/Sr Transportation Planning Modeler (continued)

Ability to:

- Work independently with minimal supervision.
- Manage multiple assignments.
- Summarize and present technical data in written form.
- Use initiative and independent judgment within established guidelines.
- Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.
- Present information at public meetings.
- Represent the city at various meetings.

Experience and Training Requirements

Experience:

Three years transportation planning experience.

Training:

Bachelor's degree from an accredited college or university with major course work in transportation or urban planning, civil engineering, statistics, applied mathematics, demography, economics, geography, or a field related to the essential functions. College level coursework in traffic engineering or transportation engineering is preferred.

A combination of formal education and directly related work experience may substitute for the degree.

A Master's degree in transportation planning or transportation engineering may substitute for one year of experience.

WORKING CONDITIONS

Environmental Conditions:

Office and occasional field environments; exposure to dust, noise and construction equipment.

Physical Conditions:

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

ARB

NEW 9/11/08

FLSA: exempt; City : nonexempt

CSB 10/8/08

**CONTROL CENTER AND COMMUNICATIONS AND SECURITY SYSTEMS
SUPERVISOR**

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

DEFINITION

To direct, supervise and coordinate staff and activities of the Detention and Enforcement Control Center, central communications function, city-wide electronic and computerized door access system, security camera installation and maintenance, and city key shop; analyze and oversee special projects associated with the technical aspects of communications software programs; perform a variety of technical tasks relative to the area of responsibility and provide highly responsible and complex administrative support to the assigned Deputy Detention and Enforcement Director and Director, Detention and Enforcement.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy Detention and Enforcement Directors and higher management staff.

Exercises direct supervision over supervisory and technical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—

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

Essential Functions:

1. Supervise all staff, services and activities of the detention control center and departmental communications through subordinate supervisors, including: access to the detention facility; receipt of calls regarding detention services, animal control, parking enforcement and marshal services; contact with on-duty field employees; and a variety of inmate record-keeping and coordination.
2. Act as the ~~systems~~-administrator for the city-wide electronic and computerized door access system; train other department personnel as terminal operator; serve as the point of contact for matters related to installation, maintenance and programming of access system; serve as the department representative to ~~the city's Security~~ various ~~committees~~.
3. ~~Oversee~~ Supervise the staff and daily operation of city key shop including inventory and key control.
4. Supervise the staff and daily operation of security camera systems throughout the detention center and city properties.

CITY OF LAS VEGAS

Control Center and Communications and Security Systems Supervisor (continued)

- | 4.5. Manage and participate in the development and implementation of goals, objectives, policies and procedures; establish unit operational priorities and identify resource needs.
- | 5.6. Direct, coordinate and review the work plans for all shifts; assign work projects; and evaluate methods to improve operational efficiency.
- | 6.7. Plan, direct, coordinate and review the unit business plan for workload distribution, training, policy and procedure effectiveness and professional standards compliance.
- | 7.8. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and implement changes as required.
- | 8.9. Participate in the selection and motivation of assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; participate with subordinate supervisors to prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
- | 9.10. Identify, research, and recommend technology and other opportunities for improving public service methods and procedures and implement approved improvements.
- | 10.11. Oversee and participate in the development and administration of departmental training programs; forecast funding needs for staffing, equipment, materials and supplies; prepare budget packages and approve expenditures.
- | 11.12. Provide technical assistance and administrative support to the Deputy Detention and Enforcement Directors and Director, Detention and Enforcement.
- | 12.13. Provide direction to staff by making major decisions in emergency situations.
- | 13.14. Coordinate and conduct internal investigations of citizen, officer and staff complaints as assigned.
- | 14.15. Serve as a liaison with other city departments, divisions, and outside agencies for training, instruction, assistance, strategic planning, special event coordinating, and emergency preparedness response and recovery.
- | 15.16. Participate in conferences, workshops and professional training related to law enforcement; serve as the department's technical resource for all communications related aspects.
- | 16.17. Assist in the development of new hire and in-service training programs and instruct courses as required.
- | 17.18. ~~Represent department on a variety of boards, commissions and committees;~~ Prepare and present staff reports and other necessary correspondence to department and city management.

19. Work with other agencies on collaborative projects.

18-20. Conduct a variety of organizational and operational studies; recommend modifications to programs, policies and procedures as appropriate.

19-21. Attend and participate in professional group meetings; stay abreast of trends and innovations in the communications, security and enforcement fields.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of modern technical communications, physical security, and law enforcement operations.

Modern and complex principles of management, supervision, training and performance and equipment evaluation.

Principles and practices of law enforcement field operations, physical security and detention operations.

Principles of municipal budget preparation and assessment.

Pertinent local, state and federal laws, ordinances and operating procedures.

Modern office procedures, methods and computer equipment.

Technical and administrative aspects of communications, equipment, research, training and implementation.

Principles and techniques of direct-contact public relations.

Ability to:

Learn the access control various software applicable to area of responsibility.

Manage multiple projects and set priorities.

Set and adjust priorities in a rapidly changing environment.

Plan, organize and prioritize assignments.

Manage multiple assignments.

Use initiative and independent judgment within established guidelines.

Interpret, apply, explain and enforce city and department policies and procedures.

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

Demonstrate keen powers of observation, judgment, sound decision making and memory.

Meet critical deadlines.

Provide excellent customer service to the public, all levels of city employees, Metropolitan Police Department employees of other law enforcement agencies, and elected officials.

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

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

CITY OF LAS VEGAS

Control Center and Communications and Security Systems Supervisor (continued)

Communicate clearly and concisely, both orally and in writing.

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

Experience and Training Requirements

Experience:

Five years experience in public safety communications or dispatch, or security and surveillance, or a related field related to the essential functions. ~~to~~ Must include three years in a lead or supervisory capacity ~~role in a public safety communications environment.~~

Training:

Equivalent to an Associate degree from an accredited college or university with a major in communications, criminal justice, business management 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 Communications Center Supervisor certification from the Association of Public Safety Communications Officials within six months of the date of appointment.

~~Must affirm proficiency every two years, determined by the designated Terminal Agency Coordinator, as required by the FBI National Crime Information Center.~~

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

WORKING CONDITIONS

Environmental Conditions:

Office environment, exposure to computer screens; minimal inmate contact.

CITY OF LAS VEGAS

~~Control Center and Communications~~ and Security Systems Supervisor *(continued)*

Physical Conditions:

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

ARB

| REV 8/18/06 ~~9/16/08~~ (formerly Control Center & Communications Supervisor)

FLSA: exempt; City: nonexempt

| CSB 9/13/06

SENIOR TECHNICAL SYSTEMS ANALYST

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

DEFINITION

To plan, administer, coordinate and oversee specialized information systems within the assigned department, division or work unit, including the network of personal computers and automated equipment; and to perform a variety of technical tasks relative to the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Technical Systems Analyst series. Positions at this level are distinguished from other classes in this series by the level of responsibility assumed, the complexity of duties assigned, and the level of independence expected. Employees perform the most difficult and responsible types of duties assigned to classes in this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from management staff.

May exercise functional and technical supervision over Technical Systems Analyst, other lower level staff and outside consultants.

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 identify the work unit's information system needs and make recommendations for program design, development, purchase, implementation and modification.
2. Design, develop and implement the integration of computer-based systems with existing systems; provide recommendations on various integration and interfacing systems to optimize efficiency; lead and coordinate integration initiatives.
3. Conduct special studies and research into software and hardware products; recommend best product for the work unit's needs and budget.
4. Document system requirements.
- 4.5. Train staff on automation projects and proper application of equipment and software.

Senior Technical Systems Analyst (*continued*)

- 5.6. Coordinate maintenance and repair of equipment with the Information Technologies Department.
- 6.7. Serve as technology liaison between the work unit, outside agencies and service and product vendors; work with the Information Technologies Department and outside agencies to provide for the technology needs of the work unit; keep work unit staff apprised of the status of all technology systems projects; review cost estimates and make recommendations on appropriate software and hardware purchases.
- 7.8. May lead, assign and review the work of staff responsible for providing specialized programming, systems analysis and technical support within the assigned work unit.
- 8.9. Assist staff to solve system problems; recommend modifications as appropriate.
- 9.10. Participate in the development and coordination of the work unit budget.
- 10.11. Establish and update the department's information systems policies and procedures; ensure compliance with established data quality standards and procedures; secure access to records.
- 11.12. Prepare various reports on operations and activities as requested by management and as required by governing agencies and other authorities.
- 12.13. Respond to inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

When Assigned to Fire and Rescue:

1. Administer and support specialized systems, including computer-aided dispatch (CAD).

When Assigned to Leisure Services:

1. Plan, oversee and participate in the development, design, modification, upgrading, testing, troubleshooting and maintenance of the CLASS software and hardware that automates program registrations, facility scheduling and cash handling and interfaces directly with Oracle Financials, including public access modules such as interactive voice response and Internet registration.
2. Provide first line support to all system users, including setup and administration of user accounts; train field staff in the use of the software; conduct regular site visits to assist users; schedule and facilitate periodic user group meetings to discuss issues and solutions.
3. Make initial assessment of application problems with the CLASS system and resolve them in cooperation with the vendor; resolve functional problems that users are experiencing during regular business hours, evenings and weekends; research and correct data entry errors made by users.

CITY OF LAS VEGAS
Senior Technical Systems Analyst (continued)

When Assigned to Leisure Services:

4. Work with Finance and Information Technologies to verify that cash deposits and data exports from CLASS into Oracle are accurate; verify that field staff are following established procedures and policies; bring non-compliance concerns to the attention of management.
5. Develop reports using a variety of on-line reporting tools to provide useful data at the request of department and City management, and recommend possible reports based on knowledge of system capabilities and department needs; review and analyze reports and report any issues to management.
6. Collaborate with Information Technologies staff to maintain and monitor the CLASS system environment and provide application and terminal support to users; provide in-depth analysis for operational enhancements to CLASS; configure application parameters; coordinate cChange cControl management activities in conformance with accepted practices; ensure data is protected in accordance with security guidelines.
7. Perform database analysis to determine the most effective file structure; develop and implement new and improved database structures; monitor database performance.
8. Coordinate returned check tracking and data entry into CLASS provided by Finance and Detention & Enforcement staff.
9. Assist Parks Division staff with the use of CLASS to coordinate park usage with maintenance requirements and scheduling.
10. Serve as the Information Technologies liaison for all department computer hardware, software, telephone, cell phone, network configuration and infrastructure requests.

When Assigned to Public Works:

1. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting and maintenance of the Hansen application, including work flow for all modules within the Land Management permit templates, inspection area/inspector assignments, bill setups and generation, reviewer's work flow, inspector's work flow, OLE, menu editor and Image display catalog, formula editor, asset and work order management, and customer service.
2. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing and troubleshooting of Expedition, Oracle Training Administrator, Oracle Projects, Laboratory Information System and Computerized Maintenance Management Systems.
3. Modify applications to accommodate changes in business practices and newly identified needs.
4. Analyze new and proposed systems, requested changes and enhancements to current systems; provide program recommendations to management staff and users.

When Assigned to Public Works:

5. Participate in documenting system requirements; provide recommendations on various integration and interfacing systems to optimize efficiency; lead and coordinate integration initiatives.
6. Identify needs, workflow and design issues and make recommendations; analyze database and workflow processes.
7. Coordinate and facilitate meetings with users concerning proposed and current business processes.

When Assigned to Building & Safety:

1. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting and maintenance of the Hansen Land Management and Cashiering modules.
2. Plan, lead, oversee and participate in the development, design, modification, upgrade, testing, troubleshooting and maintenance of the State Contractor's Board interface, the Interactive Voice Response System, mobile solutions for inspectors in the field and integration between Hansen and the electronic document management system.

When Assigned to Detention & Enforcement:

1. Serve as the department's Terminal Agency Coordinator (TAC) as required by the state of Nevada for access to various law enforcement databases.
2. Plan, oversee and participate in the development, design, modification, upgrading, testing, troubleshooting and maintenance of various public safety-related software and hardware.
3. Administer and support current and future specialized systems such as databases, inmate management, and computer-aided dispatch (CAD).
4. Provide first-line support to all users of the systems, including setup and administration of user accounts; conduct regular site visits to assist users; schedule and facilitate periodic user group meetings to discuss issues and solutions.
5. Develop reports using a variety of on-line reporting tools to provide useful data at the request of department and city management, and recommend possible reports based on knowledge of system capabilities and department needs; review and analyze reports and report any issues to management.
6. Collaborate with Information Technologies staff to maintain and monitor system environments and provide application and terminal support to users; provide in-depth analysis for operational enhancements to systems; configure application parameters; coordinate change control management activities in conformance with accepted practices; ensure data is protected in accordance with security guidelines.

CITY OF LAS VEGAS
Senior Technical Systems Analyst (continued)

7. Perform database analysis to determine the most effective file structure; develop and implement new and improved database structures; monitor database performance.
8. Assess and recommend system modifications and enhancements to accommodate changes in business practices and newly identified needs; coordinate implementation with IT staff.
9. Serve as the department's representative on the city's technical users committee; coordinate service and support requests with IT.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Advanced principles and techniques of computer programming, on-line programming and programming documentation.

Advanced concepts, principles and practices of modern computer science or information systems.

Advanced computer coding and testing techniques and methodologies.

One or more on-line report writing applications, such as Crystal Reports, Oracle Reports, Discoverer or Microsoft Access.

Principles and practices of database design and administration.

Database structure sufficient to allow the creation of database tables and the design of relational databases.

Research techniques and data analysis.

Microcomputer design and minor repair techniques.

Principles and practices of computer networking.

Techniques of software installation.

Basic principles of budgeting and accounting.

Principles and techniques of lead supervision.

* Volunteers

listen / NOTES

Bruce Snyder temp.

Other side

HR Recruiter in ~~the~~ all Oral B²ARB

JA:

Suggestions

C.

CITY OF LAS VEGAS
Senior Technical Systems Analyst (continued)

Knowledge of:

When assigned to Fire & Rescue:

Programming languages, including VisualBasic, HTML and SQL.

When assigned to Leisure Services:

Programming languages, including HTML, SQL and ASP.

Oracle Financials needs and how they affect department processes.

Basic accounting principles and reconciling procedures.

When assigned to Public Works:

Oracle database structures, Oracle Training Administrator, Oracle Projects and Oracle Developer. Hansen application.

Expedition, Laboratory Information system and Maintenance Management system.

When assigned to Building & Safety:

Hansen Land Management and Cashiering modules.

Basic principles and practices of electronic document management system integration with Hansen.

Nevada State Contractor's Board interface system.

Ability to:

Learn the unique needs and computer hardware and applications of the assigned work unit.

Explain complex technical systems in clear and simple terms understandable to non-technical staff.

Use initiative and independent judgment within established guidelines.

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

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

Establish and maintain close and positive working relationships with applicable city staff in other departments, external agencies and vendors to ensure the smooth functioning of the systems.

Learn business and operations of assigned work unit to the extent necessary to perform essential functions, enhance system value and achieve established goals.

Communicate effectively with assigned work unit staff and management and outside agencies.

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

Maintain mental capacity, which allows the capability of:

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

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

- *Standing or sitting for extended periods of time; and*
- *Operating assigned equipment and vehicles.*

④ JA = ORAL portion not recording.
no method to see / review notes

JT: oral - expert.

CE: 2 things panels of experts
getting for questioning
soliciting -

EM:

who prepares questions

MW: see relevance.

JA →

Bruce Snyder → Mid West.

interviews taped. Questions
given to ~~to~~ oral boards. all notes all ~~sent~~ put in
Academy Shurt.

CITY OF LAS VEGAS
Senior Technical Systems Analyst (continued)

Ability to:

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

Three years of recent, increasingly responsible experience in systems analysis and programming. Experience within the area of assignment may be substituted for up to one year of systems analysis and programming experience.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major in computer science, information systems, public administration, business administration or in a field related to the area of assignment.

License or Certificate

Within six months of the date of appointment, possession of a certification in one or more of the following areas is desirable: database, an operating system or software application applicable to the area of assignment, hardware or networks.

When assigned to Detention & Enforcement: Possession of a Terminal Agency Coordinator certification issued by the State of Nevada Public Safety Division within six months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

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

KAGARB

REV 6/24/049/16/08

FLSA & City: nonexempt

CSB 7/14/04

3) MD - look to modify
- timely →

Additional

Secretary - Chair - Set a date to
consider the app. for appeal.

MD - DZ agree w/ ED Miramontes.

EM: knock off a month.

JT - cut ~~30~~ days.

Suggest to cut 30 days.

Bruce Snyder to record oral BOARD.

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: October 8, 2008

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

SUBJECT: A. DISCUSSION – Possible Modification of the Civil Service Rules

BOARD ACTION: DISCUSSION

On September 10, 2008 the Civil Service Board asked the HR staff to place on item on the October 8, 2008 Agenda regarding the possible modification of the Civil Service Rules.

①

Johan Alisco - Suggestion:

M. Davis - explain

— Changing Oral exams.

Direction to Staff to Report.

EM: modification only in
Complaint → 10 days → BOARD →

Consider receiveability. Cut 30 days
determine date

Gone back to Dept. → only see 30

② knock off 30 days.

MW: Point in time speed?

JA: Notice of appeal → then receiveability
out out receiveability
@ the time it's on the
agenda.

MD: left over → formal & evidentiary
evidence/motion.

Staff to recommend changes to

rule. / ^{EM:} Not complicated. / appeal hung on
Strike. 3 month process - wave extra month.

- appeal
- decision
- 3 people present.

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

DATE: Oct. 8, 2008

PLEASE PRINT

NAME

ORGANIZATION

BROCE SPYDER

LVCEA

Myrtle Harvey

CLX

Benet Murphy

D+E

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.las>

TELECONFERENCE AGENDA

- DATE: October 22, 2008

TIME: 11:30 a.m.

+R

GM

SIB

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 November 12, 2008.

- I. CALL TO ORDER 11:36 am
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1) Construction Control Specialist – Promotional
- 2) Corrections Officer – Open
- 3) Fire Communications Training Specialist – Promotional
- 4) Purchasing Supervisor – Open

MOTION: EB
2nd: PR
M/C

B. CLASSIFICATION SPECIFICATIONS

- 1) Legal Secretary – Revised

MOTION: PR
2nd: EB
M/C

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

V. CITIZEN PARTICIPATION - NONE 11:38 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

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

18

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: October 22, 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 Construction Control Specialist – Promotional	5	3	3
2 Corrections Officer – Open	250	183	69
3 Fire Communications Training Specialist – Promotional	10	7	4
4 Purchasing Supervisor – Open	28	16	15

CITY OF LAS VEGAS

ELIGIBLE LIST

Construction Control Specialist
Examination

October 7, 2008
Date of Test

08230009P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Written Test: September 22 & 23, 2008

Physical Ability Test: October 9, 2008

Corrections Officer
Examination

Date

085250080
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	239	GROUP 1	0
REJECTED	11	GROUP 2	69
TOTAL RECEIVED	250	TOTAL ON LIST	69

	<u>WRITTEN</u>	<u>TESTS</u> <u>ORAL</u>	<u>PERFORMANCE</u>	<u>Physical</u> <u>Ability</u>
(Weight)	100%			Pass/Fail
PASSED	121			69
FAILED	62			30
TOTAL TESTED	183			99
DID NOT APPEAR	56			19
WITHDREW	0			3

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Communications Training Specialist
Examination

Written Test: **September 23, 2008**
Date

087944508P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	10	GROUP 1	0
REJECTED	0	GROUP 2	2
TOTAL RECEIVED	10	GROUP 3	2
		TOTAL ON LIST	4

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	4			
FAILED	3			
TOTAL TESTED	7			
WITHDREW	3			

CITY OF LAS VEGAS

ELIGIBLE LIST

Purchasing Supervisor
Examination

September 25, 2008
Date

0879709080
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	17	GROUP 1	3
REJECTED	11	GROUP 2	12
TOTAL RECEIVED	28	TOTAL ON LIST	15

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	15			
FAILED	1			
TOTAL TESTED	16			
DID NOT APPEAR	1			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: October 22, 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 SPECIFICATION:

REVISED

1. Legal Secretary

Legal Secretary was revised to reflect current job duties.

RECOMMENDATION

The City recommends approval of this revised classification specification.

LEGAL SECRETARY

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

DEFINITION

To perform a variety of responsible legal secretarial and clerical duties in support of an assigned division or function; to type and proofread various documents and verify data for accuracy; to research information relevant to cases or projects assigned; and to maintain data entry for the case management system.

SUPERVISION RECEIVED

Receives general supervision from higher-level supervisory or professional 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. Prepare and process a variety of correspondence and legal documents including complaints, wills, notices, resolutions, motions, ordinances, summonses, warrants, contracts, briefs, and agreements; may take and transcribe correspondence.
2. Perform a wide variety of responsible and confidential secretarial duties in support of assigned supervisor or function; maintain calendars; schedule meetings, hearings and depositions; process incoming and outgoing mail.
3. Prepare and maintain files and calendars; record follow-up dates and deadlines; perform data entry into the case management system.
4. Provide information and assistance to the public; screen telephone calls and requests for information; route calls and requests to appropriate staff member, department or agency.
5. Assist attorneys in the absence of assigned secretary.
6. Operate a variety of office equipment including transcription machines, copiers, facsimile machines and computers.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic terminology, forms and documents used in legal secretarial work.
Procedures and practices involved in composing, processing and filing a variety of legal documents.
English usage, spelling, grammar and punctuation.
Business letter writing.
Principles and procedures of record keeping.
Modern office procedures, methods and computer hardware and software.
Pertinent federal, state and local laws, codes, regulations and ordinances.

Ability to:

Perform responsible legal secretarial work involving the use of independent judgment and personal initiative.
Understand the organization and operation of the city and of outside agencies as necessary to assume assigned responsibilities.
Meet critical deadlines.
Manage multiple assignments.
Work independently with minimal supervision.
Work cooperatively with other departments, city officials, and outside agencies.
Communicate with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.
Operate and use modern office equipment including a computer.
Communicate effectively, both orally and in writing.
Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Understand, interpret and apply applicable laws, codes, ordinances, regulations, policies and procedures.
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.*
Maintain mental capacity which allows the capability of:
-- *Making sound decisions;*
-- *Effective interaction and communication with others; and*
-- *Demonstrating intellectual capabilities.*
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations;*
-- *Communicating with others;*
-- *Reading and writing; and*
-- *Operating assigned equipment.*

CITY OF LAS VEGAS
Legal Secretary (continued)

Experience and Training Requirements

Experience:

Three years of increasingly responsible legal secretarial experience.

Training:

Equivalent to graduation from high school; specialized legal secretarial training is desirable.

License or Certificate

May require possession of valid Notary Public Certification.

Must type 40 net words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

SB
REV 9/29/08
FLSA & City: non-exempt

CSB 10/22/08

LEGAL SECRETARY

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

DEFINITION

To perform a variety of responsible legal secretarial and clerical duties in support of an assigned division or function; to type and proofread various documents and verify data for accuracy; ~~and~~ to research information relevant to cases or projects assigned; and to maintain data entry for the case management system.

SUPERVISION RECEIVED

Receives general supervision from higher-level supervisory or professional 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. Prepare and process a variety of correspondence and legal documents including complaints, wills, notices, resolutions, motions, ordinances, summonses, warrants, contracts, briefs, and agreements; may take and transcribe correspondence.
2. Perform a wide variety of responsible and confidential secretarial duties in support of assigned supervisor or function; maintain calendars; schedule meetings, hearings and depositions; process incoming and outgoing mail.
3. Prepare and maintain files and calendars; record follow-up dates and deadlines; perform data entry into the case management system.
4. Provide information and assistance to the public; screen telephone calls and requests for information; route calls and requests to appropriate staff member, department or agency.
5. Assist attorneys in the absence of assigned secretary; ~~compile information or documents for City Council agenda.~~
6. Operate a variety of office equipment including transcription machines, copiers, facsimile machines and computers.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic terminology, forms and documents used in legal secretarial work.
Procedures and practices involved in composing, processing and filing a variety of legal documents. ~~Meet strict deadlines.~~
~~Manage multiple assignments.~~
English usage, spelling, grammar and punctuation.
Business letter writing.
Principles and procedures of record keeping.
Modern office procedures, methods and computer hardware and software.
Pertinent federal, state and local laws, codes, regulations and ordinances.

Ability to:

Perform responsible legal secretarial work involving the use of independent judgment and personal initiative.
Understand the organization and operation of the city and of outside agencies as necessary to assume assigned responsibilities.
~~Independently prepare routine legal documents, correspondence and memoranda.~~ Meet critical deadlines.
Manage multiple assignments.
Work independently ~~in the absence of~~ with minimal supervision.
Work cooperatively with other departments, city officials, and outside agencies.
Communicate with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.
Operate and use modern office equipment including a computer.
Communicate effectively, both orally and in writing.
Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
Establish and maintain cooperative working relationships with those contacted in the course of work
Understand, interpret and apply applicable laws, codes, ordinances, regulations, policies and procedures.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- ~~sitting~~ Sitting for extended periods of time; and
-- ~~operating~~ Operating assigned equipment.
Maintain mental capacity which allows the capability of:
-- Making sound decisions;
-- Effective interaction and communication with others; and
-- Demonstrating intellectual capabilities.
Maintain effective audio-visual discrimination and perception needed for:
-- ~~making~~ Making observations;
-- ~~communicating~~ Communicating with others;
-- ~~reading~~ Reading and writing; and
-- ~~operating~~ Operating assigned equipment.

CITY OF LAS VEGAS
Legal Secretary (continued)

Experience and Training Requirements

Experience:

Three years of increasingly responsible legal secretarial experience.

Training:

Equivalent to graduation from high school; specialized legal secretarial training is desirable.

License or Certificate

May require possession of valid Notary Public Certification.

Must be able to type 40 net words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

KAGSB

REV 11/19/049/29/08

FLSA & City: non-exempt

CSB 12/8/04