

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Department of Human Resources

400 Stewart Avenue - 2<sup>nd</sup> Floor

Training Room #4

Las Vegas, Nevada

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

AGENDA

DATE: November 12, 2008

TIME: 4:30 p.m.

[Morgan Davis]

HR  
Myrtle Hand  
JT - P  
GM - P

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

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

4:30 pm

- I CALL TO ORDER
- II ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III APPROVAL OF MINUTES. Regular Meeting of October 8, 2008
- IV APPROVAL OF MINUTES. Teleconference Meeting of October 22, 2008
- V. BUSINESS

MOTION: PR  
2<sup>nd</sup>: EB  
M/C

SB -  
ARB - P  
CE -

A ELIGIBLE LISTS TO BE CERTIFIED

- 1 Construction Project Representative - Promotional
- 2 Corrections Sergeant - Promotional
- 3. Quality Assurance Officer - Promotional
- 4 Quality Assurance Officer - Open

Motion: PR  
2<sup>nd</sup>: EM  
M/C

B EXTENSION OF ELIGIBLE LISTS

- 1 Environmental Systems Technician Trainee - Promotional
- 2 Environmental Systems Technician Trainee - Open
- 3 Fire Captain - Promotional
- 4 Fire Prevention Inspector I - Promotional
- 5. Fire Prevention Inspector I - Open
- 6 Firefighter Trainee - Open
- 7 Office Supervisor - Open

Motion: EB  
2<sup>nd</sup>: EM  
M/C

C CLASSIFICATION SPECIFICATIONS FOR APPROVAL

- 1. EMS Field Coordinator (Revised)

Motion: PR  
2<sup>nd</sup>: EB  
M/C

VI ITEMS FOR DISCUSSION ONLY. NO BOARD ACTION REQUIRED

VII CITIZEN PARTICIPATION: None

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

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

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

- State of NV, Grant Sawyer Building, 555 East Washington Avenue
- Senior Citizen Center, 450 East Bonanza Road
- Clark County Government Center, 500 South Grand Central Parkway
- Bulletin Board, City Hall Plaza (Next door to Metro Records)
- City Hall Plaza, Special Outside Posting Bulletin Board
- City Hall 2nd Floor, Human Resources Posting Bulletin Board

4:33pm

**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  
Ann Rubertino-Beck  
Sue Brown  
Graciela Manginelli  
Myrtle Harvey

**OTHERS PRESENT**

Bruce Snyder - LVCEA  
Benne Murphy-CLV Detention and Enforcement

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 steps 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 experts 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

PAGE 4

Judy Tuttle also added that there is always a personnel analyst sitting in during the Oral board. In addition, if the board member knew any of the candidates, then they also had a choice of excusing them selves from that particular interview.

Trustee Aliseo asked if there were any another items.

VII. CITIZEN PARTICIPATION:

None

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



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F. Claudette Enus  
Secretary to the Board



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

CITY OF LAS VEGAS  
CIVIL SERVICE BOARD  
MINUTES  
For the  
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.

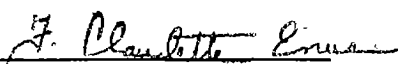
IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED

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**

**AGENDA DOCUMENTATION**

**Date: November 12, 2008**

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

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**SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED**

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

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**TOTAL ELIGIBLE LISTS PRESENTED: 4**

|  | <u>APPLIED</u> | <u>TESTED</u> | <u>PASSED &amp; PLACED<br/>ON ELIGIBLE LISTS</u> |
|--|----------------|---------------|--|
| 1. Construction Project Representative – Promotional | 7              | 6             | 5  |
| 2. Corrections Sergeant – Promotional                | 12             | 9             | 8  |
| 3. Quality Assurance Officer – Promotional           | 1              | 1             | 1  |
| 4. Quality Assurance Officer – Open                  | 11             | 5             | 5  |

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Construction Project Representative**  
**Examination**

**October 24, 2008**  
**Date**

**08233810P**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

|                       | <b><u>APPLICATIONS</u></b> |                      | <b><u>ELIGIBLE LIST</u></b> |
|-----------------------|----------------------------|----------------------|-----------------------------|
| ACCEPTED              | 6                          | GROUP 1              | 4                           |
| REJECTED              | 1                          | GROUP 2              | 1                           |
| <b>TOTAL RECEIVED</b> | <b>7</b>                   | <b>TOTAL ON LIST</b> | <b>5</b>                    |

**TESTS**

|                       | <b><u>WRITTEN</u></b> | <b><u>ORAL</u></b> | <b><u>PERFORMANCE</u></b> | <b><u>T &amp; E</u></b> |
|-----------------------|-----------------------|--------------------|---------------------------|-------------------------|
| (Weight)              |                       |                    |                           | 100%                    |
| PASSED                |                       |                    |                           | 5                       |
| FAILED                |                       |                    |                           | 1                       |
| <b>TOTAL TESTED</b>   |                       |                    |                           | <b>6</b>                |
| <b>DID NOT APPEAR</b> |                       |                    |                           | <b>0</b>                |

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**October 8, 2008 (Written Exam)**

**Corrections Sergeant**  
**Examination**

**October 20-21, 2008 (Oral & Writing Exercise)**

**Date**

**08505008P**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

|                       | <b><u>APPLICATIONS</u></b> |                      | <b><u>ELIGIBLE LIST</u></b> |
|-----------------------|----------------------------|----------------------|-----------------------------|
| ACCEPTED              | 10                         | GROUP 1              | 4                           |
| REJECTED              | 2                          | GROUP 2              | 4                           |
| <b>TOTAL RECEIVED</b> | <b>12</b>                  | <b>TOTAL ON LIST</b> | <b>8</b>                    |

|                     | <b><u>TESTS</u></b>   |                    |                           |                          |
|---------------------|-----------------------|--------------------|---------------------------|--------------------------|
|                     | <b><u>WRITTEN</u></b> | <b><u>ORAL</u></b> | <b><u>PERFORMANCE</u></b> | <b><u>Assessment</u></b> |
|                     |                       |                    |                           | <b><u>Center</u></b>     |
| (Weight)            | 50%                   |                    |                           | 50%                      |
| PASSED              | 8                     |                    |                           | 8                        |
| FAILED              | 1                     |                    |                           | 0                        |
| <b>TOTAL TESTED</b> | <b>9</b>              |                    |                           | <b>8</b>                 |
| <b>WITHDREW</b>     | <b>1</b>              |                    |                           | <b>0</b>                 |

**\*Per the MOU between the City of Las Vegas and the Las Vegas Peace Officers Association, this eligible list is arranged by score from highest to lowest.**

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Quality Assurance Officer**  
**Examination**

**October 24, 2008**  
**Date**

**08239108P**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

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

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Quality Assurance Officer**  
**Examination**

**October 24, 2008**  
**Date**

**082391080**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

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

|                       | <b><u>TESTS</u></b>   |                    |                           |                         |
|-----------------------|-----------------------|--------------------|---------------------------|-------------------------|
|                       | <b><u>WRITTEN</u></b> | <b><u>ORAL</u></b> | <b><u>PERFORMANCE</u></b> | <b><u>T &amp; E</u></b> |
| (Weight)              |                       |                    |                           | 100%                    |
| PASSED                |                       |                    |                           | 5                       |
| FAILED                |                       |                    |                           | 0                       |
| <b>TOTAL TESTED</b>   |                       |                    |                           | 5                       |
| <b>DID NOT APPEAR</b> |                       |                    |                           | 0                       |

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: November 12, 2008

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

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SUBJECT: B. EXTENSION OF ELIGIBLE LISTS

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

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TOTAL EXTENSIONS OF ELIGIBLE LISTS: 7

|  | <u>REMAINING<br/>CANDIDATES<br/>ON LIST</u> | <u>LIST<br/>EXPIRES</u> | <u>EXT. TO</u> | <u>NUMBER OF<br/>THIS EXT.</u> |
|--|---|-------------------------|----------------|--------------------------------|
| 1 Environmental Systems Technician Trainee – Promotional | 5   | 11/28/08                | 05/28/09       | 1                              |
| 2. Environmental Systems Technician Trainee– Open        | 35  | 11/28/08                | 05/28/09       | 1                              |
| 3 Fire Captain – Promotional                             | 21  | 11/28/08                | 05/28/09       | 2                              |
| 4. Fire Prevention Inspector I – Promotional             | 13  | 11/23/08                | 05/23/09       | 3                              |
| 5 Fire Prevention Inspector I – Open                     | 45  | 11/23/08                | 05/23/09       | 3                              |
| 6 Firefighter Trainee – Open                             | 1021  | 11/14/08                | 05/14/09       | 1                              |
| 7. Office Supervisor – Open                              | 25  | 11/28/08                | 05/28/09       | 2                              |

**CITY OF LAS VEGAS**

**AGENDA DOCUMENTATION**

Date: **November 12, 2008**

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

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**SUBJECT: C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL**

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**BOARD ACTION: DISCUSSION AND POSSIBLE ACTION**

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**CLASSIFICATION SPECIFICATION:**

**REVISED**

1. EMS Field Coordinator

EMS Field Coordinator was revised to clarify the minimum qualifications

**RECOMMENDATION**

The City recommends approval of this revised classification specification.

## EMS FIELD COORDINATOR

*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 wide variety of coordination activities to support emergency and non-emergency medical services.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy Fire Chief responsible for emergency medical services or higher level management. May receive direction from the on-duty Fire Battalion Chief as needed.

May exercise functional and technical supervision over assigned technical and clerical staff.

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

#### Essential Functions:

1. Oversee the daily activities of the emergency medical services operations.
2. Assist in EMS training as requested by the EMS Deputy Chief.
3. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective emergency medical services without interruption.
4. Provide medical support during emergency operations; respond to all second alarm or greater incidents; respond to complex or large emergency medical incidents to support the incident commander as a resource and technical expert in a variety of capacities, such as but not limited to EMS branch director, triage, treatment, transport group supervisor, medical group leader, rehabilitation operations and safety officer; serve as incident commander at a multi-casualty incident (MCI) or complex EMS operations in the absence of a higher level EMS-trained officer.
5. Provide assistance to field personnel with infectious disease exposure reporting.
6. Provide field personnel with access to medical supplies and equipment. Coordinate with City of Las Vegas central stores to provide inventory control of medical supplies and equipment. Coordinate with central stores to provide updated Oracle inventory list. Resolve medical supplies and equipment issues with vendors. Monitor and maintain Bio-Medical device program.

**CITY OF LAS VEGAS**  
**EMS Field Coordinator (continued)**

**Essential Functions:**

7. Mediate interagency complaints or disagreements originating from field personnel involvement dealing with emergency medical operations.
8. Assist EMS Quality Improvement Coordinator with quality improvement monitoring and assist in implementing improvement strategies.
9. Coordinate and assist with all Southern Nevada Health District (SNHD) inspections. Coordinate information and resources to operate within SNHD regulations and protocols.
10. Serve on the EMS Committee.
11. Attend Medical Advisory Board and other related meetings as required by EMS Deputy Chief.
12. Participate in departmental, local and regional congregation as a representative of the LVFR EMS Division at the request of the EMS Deputy Chief.
13. Provide technical expertise in the areas of medical/legal responsibilities, Schedule II accountability, special EMS operations, ambulance franchise agreement and EMS division policy.
14. Coordinate with EMS Quality Improvement Coordinator on Schedule II medication replacement. Oversee the Schedule II medication replacement with field personnel. Monitor drug logs and drug lock boxes.
15. Provide preliminary support for employees in the case of injury, infectious disease exposure, or critical stress incident.
16. Develop and maintain relationship with area hospital and interagency stakeholders.
17. Maintain ready reserve rescue program.

**Marginal Functions:**

1. Assist other management staff in maintaining and improving upon the operation of the department; perform a wide variety of general staff work as assigned.
2. May participate in the preparation and administration of section budget; submit budget recommendations; monitor expenditures.
3. Perform related duties and responsibilities as required.

**CITY OF LAS VEGAS**  
**EMS Field Coordinator (*continued*)**

**QUALIFICATIONS**

**Knowledge of:**

Principles, practices and procedures of modern emergency medical services.  
Rules, regulations and operational procedures of the Las Vegas Fire and Rescue Department.  
Principles of training curriculum development and delivery.  
Local and state emergency medical plans.  
Principles of the incident command system and its structure.  
Modern management techniques and skills.  
Southern Nevada Health District policies and protocols.  
Infection control practices and procedures.  
Pertinent federal, state and local laws, codes and regulations.  
Modern office practices, procedures and methods and computer equipment.

**Ability to:**

Analyze an emergency situation and decide on an appropriate course of action within the scope of assigned duties.

Think and act quickly and appropriately in emergencies.

Understand and follow oral and written directions promptly and quickly.

Communicate clearly and concisely, both orally and in writing.

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

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, as specified by firefighter certification, which may include the following:

- *Performing life threatening firefighting activities in an emergency situation;*
- *Running, walking, crouching or crawling during emergency operations;*
- *Moving equipment and injured or deceased persons;*
- *Climbing stairs and ladders;*
- *Performing life-saving and rescue procedures; and*
- *Walking, standing or sitting for extended periods of time.*

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

- *Fire-encompassed surroundings;*
- *Dangerous persons;*
- *Dangerous animals;*
- *Hazards of emergency driving;*
- *Hazards associated with traffic control and working in and near traffic; and*
- *Natural and man-made disasters.*

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**  
**EMS Field Coordinator (continued)**

**Ability to:**

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking;*
- *Making sound decisions;*
- *Evaluating various options and alternatives and choose an appropriate and reasonable course of action;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

**Experience and Training Requirements**

**Experience:**

Five years working as a paramedic assigned to a response unit, three of which must have been with the City of Las Vegas actively working as a Firefighter/Paramedic assigned to a suppression unit.

**Training:**

Equivalent to graduation from high school. College-level course work in EMS, fire administration, business administration or a related field is desirable.

**License or Certificate**

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

Possession and maintenance of a current Southern Nevada Health District EMT-P (Paramedic) certification on the date of application.

Possession and maintenance of a Southern Nevada Health District EMS Instructor certification within 12 months of the date of appointment.

**CITY OF LAS VEGAS**  
**EMS Field Coordinator (continued)**

**WORKING CONDITIONS**

**Environmental Conditions:**

Emergency firefighting and office environments; exposure to fire encompassed surroundings, dangerous persons and animals, natural and man-made disasters, computer screens; hazards of emergency driving; hazards associated with traffic control and working near traffic.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for the performance of assigned duties as specified by the firefighter certification for prolonged periods of time.

ARB  
REV 9/23/08  
FLSA and City: nonexempt

CSB 11/12/08

## EMS FIELD COORDINATOR

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 wide variety of coordination activities to support emergency and non-emergency medical services.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy Fire Chief responsible for emergency medical services or higher level management. May receive direction from the on-duty Fire Battalion Chief as needed.

May exercise functional and technical supervision over assigned technical and clerical staff.

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—

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

#### Essential Functions:

1. Oversee the daily activities of the emergency medical services operations.
2. Assist in EMS training as requested by the EMS Deputy Chief.
3. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective emergency medical services without interruption.
4. Provide medical support during emergency operations; respond to all second alarm or greater incidents; respond to complex or large emergency medical incidents to support the incident commander as a resource and technical expert in a variety of capacities, such as but not limited to EMS branch director, triage, treatment, transport group supervisor, medical group leader, rehabilitation operations and safety officer; serve as incident commander at a multi-casualty incident (MCI) or complex EMS operations in the absence of a higher level EMS-trained officer.
5. Provide assistance to field personnel with infectious disease exposure reporting.
6. Provide field personnel with access to medical supplies and equipment. Coordinate with City of Las Vegas central stores to provide inventory control of medical supplies and equipment. Coordinate with central stores to provide updated Oracle inventory list. Resolve medical supplies and equipment issues with vendors. Monitor and maintain Bio-Medical device program.

**CITY OF LAS VEGAS**  
**EMS Field Coordinator (continued)**

**Essential Functions:**

7. Mediate interagency complaints or disagreements originating from field personnel involvement dealing with emergency medical operations.
8. Assist EMS Quality Improvement Coordinator with quality improvement monitoring and assist in implementing improvement strategies.
9. Coordinate and assist with all Southern Nevada Health District (SNHD) inspections. Coordinate information and resources to operate within SNHD regulations and protocols.
10. Serve on the EMS Committee.
11. Attend Medical Advisory Board and other related meetings as required by EMS Deputy Chief.
12. Participate in departmental, local and regional congregation as a representative of the LVFR EMS Division at the request of the EMS Deputy Chief.
13. Provide technical expertise in the areas of medical/legal responsibilities, Schedule II accountability, special EMS operations, ambulance franchise agreement and EMS division policy.
14. Coordinate with EMS Quality Improvement Coordinator on Schedule II medication replacement. Oversee the Schedule II medication replacement with field personnel. Monitor drug logs and drug lock boxes.
15. Provide preliminary support for employees in the case of injury, infectious disease exposure, or critical stress incident.
16. Develop and maintain relationship with area hospital and interagency stakeholders.
17. Maintain ready reserve rescue program.

**Marginal Functions:**

1. Assist other management staff in maintaining and improving upon the operation of the department; perform a wide variety of general staff work as assigned.
2. May participate in the preparation and administration of section budget; submit budget recommendations; monitor expenditures.
3. Perform related duties and responsibilities as required.

**CITY OF LAS VEGAS**  
**EMS Field Coordinator (continued)**

**QUALIFICATIONS**

**Knowledge of:**

Principles, practices and procedures of modern emergency medical services.  
Rules, regulations and operational procedures of the Las Vegas Fire and Rescue Department.  
Principles of training curriculum development and delivery.  
Local and state emergency medical plans.  
Principles of the incident command system and its structure.  
Modern management techniques and skills.  
Southern Nevada Health District policies and protocols.  
Infection control practices and procedures.  
Pertinent federal, state and local laws, codes and regulations.  
Modern office practices, procedures and methods and computer equipment.

**Ability to:**

Analyze an emergency situation and decide on an appropriate course of action within the scope of assigned duties.

Think and act quickly and appropriately in emergencies.

Understand and follow oral and written directions promptly and quickly.

Communicate clearly and concisely, both orally and in writing.

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

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, as specified by firefighter certification, which may include the following:

- *Performing life threatening firefighting activities in an emergency situation;*
- *Running, walking, crouching or crawling during emergency operations;*
- *Moving equipment and injured or deceased persons;*
- *Climbing stairs and ladders;*
- *Performing life-saving and rescue procedures; and*
- *Walking, standing or sitting for extended periods of time.*

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

- *Fire-encompassed surroundings,*
- *Dangerous persons;*
- *Dangerous animals;*
- *Hazards of emergency driving;*
- *Hazards associated with traffic control and working in and near traffic; and*
- *Natural and man-made disasters.*

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**  
**EMS Field Coordinator (*continued*)**

**Ability to:**

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking;*
- *Making sound decisions;*
- *Evaluating various options and alternatives and choose an appropriate and reasonable course of action;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

**Experience and Training Requirements**

**Experience:**

Five years experience as a Firefighter/Paramedic with the City of Las Vegas;

**OR**

Seven years of professional, full-time, paid fire service experience, ~~Five~~ years working as a Paramedic assigned to a response unit, three of which must have been with the City of Las Vegas actively working as a Firefighter/Paramedic assigned to a suppression unit.

**Training:**

Equivalent to graduation from high school. College-level course work in EMS, fire administration, business administration or a related field is desirable.

**License or Certificate**

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

Possession and maintenance of a current Southern Nevada Health District EMT-P (Paramedic) certification on the date of application.

Possession and maintenance of a Southern Nevada Health District EMS Instructor certification within 12 months of the date of appointment.

**CITY OF LAS VEGAS**  
**EMS Field Coordinator (continued)**

**WORKING CONDITIONS**

**Environmental Conditions:**

Emergency firefighting and office environments; exposure to fire encompassed surroundings, dangerous persons and animals, natural and man-made disasters, computer screens; hazards of emergency driving; hazards associated with traffic control and working near traffic.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for the performance of assigned duties as specified by the firefighter certification for prolonged periods of time.

**SBARB**

**REV 4/21/089/23/08**

**FLSA and City: nonexempt**

**CSB 5/14/08**

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Call Land lines - 388-5197

EB - out for teleconference

