

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Department of Human Resources

400 Stewart Avenue - 2nd Floor

Training Room #4

Las Vegas, Nevada

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

AGENDA

DATE: December 10, 2008

TIME: 4:30 p.m.

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

JA ✓
EM ✓
MW ✓
PR ✓
EB ✓

- I. CALL TO ORDER 4:30 pm
- II. ANNOUNCEMENT RE COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES November 12, 2008 MW ^{EM MOTION} EB 2nd M/C
- IV. APPROVAL OF MINUTES Teleconference Meeting of November 26, 2008 - No Teleconference Meeting held on November 26, 2008

CE - ✓
JT - ✓
ARB - ✓
GM - ✓
ASB - ✓

Morgan Davis

V BUSINESS

A ELIGIBLE LISTS TO BE CERTIFIED

- 1 Records Technician I - Open
- 2 Senior Traffic Signal Electrician - Promotional

EM MOTION
EB 2nd
M/C

B. EXTENSION OF ELIGIBLE LISTS

- 1 Associate Court Clerk - Open
- 2. Equipment Operator II (Streets) - Promotional
- 3. Equipment Operator II (Streets) - Open
- 4 House Arrest Officer - Open
- 5 License Technician I - Open
- 6. Public Safety Technician - Promotional
- 7 Public Safety Technician - Open
- 8 Systems Administration Specialist - Promotional
- 9. Systems Administration Specialist - Open

EB MOTION
MW 2nd
M/C

VI ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED - FCE

VII CITIZEN PARTICIPATION 4:37 pm

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

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

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

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

Handwritten mark at bottom left corner.

Suspend tele conf. @ SB -
economic down & firm
activity low.

~~1/2~~ First Quarter of CSB teleconf.
info item.



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: December 10, 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: 2

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Records Technician I – Open	123	105	102
2. Senior Traffic Signal Electrician – Promotional	1	1	1

ERIC Schumann - next month for fire
engineer.

Present Status -

MOVE for -

STOP motion - respond

w/ union -

Emphasize multiple times -

pls. do FAVOR - NO extension
of list.

accommodations re have past

ASK ERIC
JUDY - to contact Judy

don list.

address turn captain

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Traffic Signal Electrician
Examination

November 14, 2008
Date

08256510P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Records Technician I
Examination

November 19, 2008
Date

0879520100
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	75	GROUP 1	88
REJECTED	48	GROUP 2	14
TOTAL RECEIVED	123	TOTAL ON LIST	102

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	102			
FAILED	3			
TOTAL TESTED	105			
DID NOT APPEAR	17			
WITHDREW	1			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: December 10, 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: 9

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1 Associate Court Clerk – Open	105	12/13/08	06/13/09	3
2 Equipment Operator II (Streets) – Promotional	4	12/27/08	06/27/09	3
3. Equipment Operator II (Streets) – Open	6	12/27/08	06/27/09	3
4. House Arrest Officer – Open	15	12/27/08	06/27/09	3
5 License Technician I – Open	38	12/27/08	06/27/09	3
6 Public Safety Technician – Promotional	1	12/12/08	06/12/09	2
7 Public Safety Technician – Open	37	12/12/08	06/12/09	2
8 Systems Administration Specialist – Promotional	2	12/25/08	06/25/09	1
9. Systems Administration Specialist – Open	6	12/25/08	06/25/09	1

J.A. tele conference

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: January 9, 2008

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

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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

TOTAL ELIGIBLE LISTS PRESENTED: 8

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1 Construction Management Coordinator – Promotional	7	7	7
2 Construction Management Coordinator – Open	12	4	4
3 Engineering Associate I (Traffic) – Open	13	12	12
4 Fire Prevention Inspection Supervisor – Promotional	8	6	4
5 Technical Writer – Open	2	1	1
6 Theater Technician I – Open	61	15	11
7 Traffic Signal Field Supervisor – Promotional	5	5	4
8 Traffic Signal Field Supervisor – Open	2	1	1

CITY OF LAS VEGAS

ELIGIBLE LIST

Construction Management Coordinator
Examination

December 6, 2007
Date

077949910P
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	7	GROUP 1	3
REJECTED	0	GROUP 2	4
TOTAL RECEIVED	7	TOTAL ON LIST	7

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Construction Management Coordinator
Examination

December 6, 2007
Date

0779499100
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	4	GROUP 1	0
REJECTED	8	GROUP 2	4
TOTAL RECEIVED	12	TOTAL ON LIST	4

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		4		
FAILED		0		
TOTAL TESTED		4		
DID NOT APPEAR		0		

CITY OF LAS VEGAS

ELIGIBLE LIST

Engineering Associate I (Traffic)
Examination

December 21, 2007
Date

072716120
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	12	GROUP 1	5
REJECTED	1	GROUP 2	7
TOTAL RECEIVED	13	TOTAL ON LIST	12

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T & E</u>
(Weight)				100%
PASSED				12
FAILED				0
TOTAL TESTED				12
DID NOT APPEAR				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Prevention Inspection Supervisor
Examination

Written Test: December 14, 2007

Oral Test: December 19, 2007

Date of Test

077946110P

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	7	GROUP 1	0
REJECTED	1	GROUP 2	2
TOTAL RECEIVED	8	GROUP 3	2
		TOTAL ON LIST	4

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	75%	25%		
PASSED	4	4		
FAILED	2	0		
TOTAL TESTED	6	4		

DID NOT APPEAR	1	0		
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***Per the MOU between the City of Las Vegas and IAFF, Local 1285 this eligible list is arranged by score from highest to lowest.**

CITY OF LAS VEGAS

ELIGIBLE LIST

Technical Writer
Examination

December 12, 2007
Date

0779579110
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

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

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Theater Technician I
Examination

December 19-20, 2007
Date

073601110
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	23	GROUP 1	9
REJECTED	38	GROUP 2	2
TOTAL RECEIVED	61	TOTAL ON LIST	11

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)			100%	
PASSED			11	
FAILED			4	
TOTAL TESTED			15	
DID NOT APPEAR			2	
WITHDREW			6	

CITY OF LAS VEGAS

ELIGIBLE LIST

Traffic Signal Field Supervisor
Examination

December 19, 2007
Date

07226811P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	5	GROUP 1	2
REJECTED	0	GROUP 2	2
TOTAL RECEIVED	5	TOTAL ON LIST	4

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T & E</u>
(Weight)				100%
PASSED				4
FAILED				1
TOTAL TESTED				5
DID NOT APPEAR				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Traffic Signal Field Supervisor
Examination

December 19, 2007
Date

072268110
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date January 9, 2008

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

SUBJECT: B. EXTENSION OF ELIGIBLE LISTS

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

TOTAL EXTENSIONS OF ELIGIBLE LISTS:

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Heavy Equipment Operator (Streets) – Promotional	6	01/11/08	07/11/08	1
2 Legal Technician I – Open	26	01/10/08	07/10/08	2
3 Right-of-Way & Real Property Supervisor – Open	4	01/11/08	07/11/08	1
4 Senior Planner – Promotional	2	01/24/08	07/24/08	2
5 Transportation Services Supervisor – Open	9	01/24/08	07/24/08	2

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: January 9, 2008

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

SUBJECT: C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED

- 1 Court Services Supervisor
2. HRIS Specialist

Court Services Supervisor (formerly Municipal Court Office Supervisor), was revised to reflect current duties and changed to a more reflective job title

HRIS Specialist was revised to correct the certification section

NEW

RECOMMENDATION

The City recommends approval of these revised classification specifications

COURT SERVICES 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 plan, prioritize, assign, supervise, and review the work of staff responsible for operational support for the Municipal Court; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned division manager and higher level management.

Exercises direct supervision over technical and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Select and motivate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
2. Monitor automated customer numbering system, tracking number of tickets issued within specified time parameters; create activity reports; assist with system upgrades.
3. Supervise the collection of fines, bail bonds and program fees; arrange and schedule court ordered installment agreements; monitor customer service level including the accuracy of information provided; conduct transfer of cash bail and prepare collection slips for audit and refund requests.
4. Maintain control over cash drawers; perform morning and evening audits of banks; compile daily deposit.
5. Monitor the automatic call distribution system to ensure prompt response to customers; evaluate staff activity in clearing system queue; monitor accuracy and quality of information given to customers.
6. Participate in and supervise the setting of courtroom and traffic counter calendars; coordinate clerical staff coverage for video and mental health proceedings.

CITY OF LAS VEGAS
Court Services Supervisor (*continued*)

Essential Functions:

7. Ensure that the preparation of cases, coordination of records, court summaries, appeals and data entry of new criminal citations are accomplished in a timely manner.
8. Supervise confirmation and entry of warrants, citations and other court related documents into the Municipal Court database; enter data from various sources; input corrections and updates; verify data for accuracy and completeness.
9. Prepare analytical and statistical reports on operations and activities.
10. Participate in the preparation and administration of the division budget; submit budget recommendations; monitor expenditures.
11. Oversee special projects assigned by division manager.
12. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures; develop productivity and accuracy standards for assigned shift or work unit.
13. Serve as liaison for the division with other city departments, divisions, public and outside agencies; receive and respond to complex and sensitive issues.
14. Coordinate and oversee records management process including seal requests.
15. Monitor and oversee license and certifications for traffic school instructors according to the federal, state, and local laws, codes and regulations.
16. Develop and administer guidelines for work program placements; locate businesses to participate in program; audit time sheets and court reports relating to work programs.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends, programs and innovations.
2. Perform a variety of clerical duties including archive filing, updating video, entering criminal citations and other clerical services.
3. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Court Services Supervisor (*continued*)

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a Municipal Court program.
English usage, spelling, grammar, punctuation and composition.
Principles and techniques of supervision, training and performance evaluation.
Modern and complex principles and practices of record keeping and records management.
Modern office procedures, practices and equipment, including common office software.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Interpret and explain and enforce city and court policies and procedures.
Use initiative and independent judgment within established guidelines.
Analyze complex problems, identify alternative solutions, project consequences of proposed actions and recommend best options.
Plan, organize and prioritize assignments.
Work independently without direct supervision.
Prepare clear and concise reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work including city officials and the general public.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Walking, standing or sitting for extended periods of time; and*
-- *Operating assigned equipment.*
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations;*
-- *Communicating with others;*
-- *Reading and writing; and*
-- *Operating assigned equipment and vehicles.*
Maintain mental capacity which allows the capability of:
-- *Making sound decisions;*
-- *Effective interaction and communication with others; and*
-- *Demonstrating intellectual capabilities.*

CITY OF LAS VEGAS
Court Services Supervisor (*continued*)

Experience and Training Requirements

Experience:

Four years of increasingly responsible executive or administrative clerical experience, to include one year of supervisory or lead responsibility;

OR

Two years of general court experience to include one year of supervisory or lead responsibility.

Training:

Associate degree from an accredited college or university with major in accounting, business management, judicial administration, or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

WORKING CONDITIONS

Environmental Conditions:

Office and courtroom environment; exposure to potentially hostile individuals; exposure to computer screens.

Physical Conditions:

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

SMM
REV 8/24/07 (formerly Municipal Court Office Supervisor)
FLSA: exempt; City: nonexempt

CSB 1/9/08

HRIS SPECIALIST

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

DEFINITION

To provide technical support for human resources information systems including applicant tracking; employee tracking; workers' compensation, liability and safety; and ID badges.

SUPERVISION RECEIVED

Receives direct supervision from the Deputy Human Resources Director. May receive functional supervision from the Sr Personnel Analyst who serves as the systems administrator.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Provide technical support for the human resources information systems (HRIS) including applicant tracking; employee tracking; workers' compensation, liability and safety; and ID badges; establish priority order for requests based on need and deadline and provide weekly status updates of requests to module coordinator and supervisor.
2. Develop and support routine and custom reports to meet the requirements of staff within established deadlines; process and disburse department reports to authorized users as scheduled.
3. Maintain the confidentiality and security of data accessed during the course of daily activities.
4. Develop and maintain reporting mechanisms for department to track performance measurement goals and objectives.
5. Assist the public and recruitment analysts with resolution to issues arising with the city's online application software; provide recruitment analysts with online employment applications on a daily basis.
6. Post job announcements online on a daily basis within established deadlines and methods.
7. Write and distribute detailed desk procedures to assist non-technical staff functioning as backup for posting job announcements, department Internet and Intranet Web pages, the technical processes of Sigma, iVOS, and the ID badge software applications.

CITY OF LAS VEGAS
HRIS Specialist (*continued*)

Essential Functions:

8. Develop, test and support application programming interfaces (APIs) as necessary to resolve department software issues.
9. Maintain current information on the department's Internet and Intranet web pages.
10. Design and produce periodic communications to all city employees as assigned, such as the annual total compensation statements and city recognition program.
11. Assist in testing version upgrades of department software applications as assigned.
12. Prepare required change control documentation for module coordinator's approval, including testing and user acceptance of requested change.
13. Notify appropriate department staff of software issues encountered, troubleshoot and recommend appropriate solution for successful resolution and user acceptance.
14. Apply approved reports into the appropriate report groups and responsibility menus as determined by the module coordinator.
15. Coordinate with the city's database administrators for movement of reports and APIs into the enterprise production instance.
16. Participate with and serve as a liaison between department and Information Technologies staff to develop and incorporate new uses of technology; facilitate such projects using technical expertise and knowledge of the users' needs and operations.
17. Anticipate needs of staff based on department responsibilities and past requests, such as compiling data for retroactive union contract changes for employee records.
18. Develop and run periodic quality control reports to identify discrepancies and missing data; advise department staff of corrections needed.
19. Stay abreast of innovations and developments in information technologies that may pertain to the HRIS field, evaluate their use and feasibility, and recommend their incorporation into department operations, if appropriate.

Marginal Functions:

1. Assist users with personal computer issues when requested.
2. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
HRIS Specialist (*continued*)

QUALIFICATIONS

Knowledge of:

Oracle Human Resources Management System (HRMS) module at an intermediate level.
Reporting tools such as Oracle Report Builder, Crystal Reports, Discoverer, and KUBE.
Structured Query Language (SQL) at an advanced level.
Oracle's PL/SQL (Procedural Language/SQL) at a basic level.
Basic Hyper-Text Markup Language (HTML).
Sigma applicant tracking software.
RedDot software.
iVOS worker's compensation, liability and safety software.
Microsoft Office Suite software.
The structure of city human resources data contained in Oracle tables.
Applicable collective bargaining agreement provisions and city policies sufficient to perform the essential functions.
Intermediate business mathematics.
General governmental human resources functions, operations, goals and terminology.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Learn business and operations of assigned work unit to the extent necessary to perform essential functions, enhance system value and achieve established goals.
Work independently with minimal supervision.
Use initiative and independent judgment within established guidelines.
Plan, organize and prioritize assignments.
Adjust priorities in a rapidly changing environment.
Meet critical and established deadlines.
Manage multiple assignments.
Communicate effectively with technical and non-technical staff.
Explain complex technical systems in clear and simple terms understandable to non-technical staff.
Assist users who may be frustrated due to a software or computer issue.
Use query tools to access data and create reports.
Access Oracle human resources and payroll data tables to extract specific data for reports.
Use logic and creativity to develop solutions to requests and problems.
Define issues, collect and analyze pertinent data, identify alternative solutions, project consequences of proposed actions, draw valid conclusions, propose sound recommendations, and implement approved solution in support of goals.
Follow oral and written instructions, policies and procedures.
Operate a personal computer and related equipment.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
HRIS Specialist (*continued*)

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:

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

Training:

Bachelor's degree from an accredited college or university with major in computer science, information systems, 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

Successful completion of Introduction to Oracle: SQL and PL/SQL exam within six months of the date of appointment.

WORKING CONDITIONS

Environmental Conditions.

Work in an office environment; extensive exposure to computer screens.

Physical Conditions.

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

MUNICIPAL COURT SERVICES OFFICE 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 plan, prioritize, assign, supervise, and review the work of staff responsible for operational support for the Municipal Court; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Court Support Services division Manager and higher level management.

Exercises direct supervision over technical and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- ~~1. Plan, prioritize, assign, supervise and review the work of staff responsible for court support services both in the courtrooms and at the customer service counters; coordinate the clerical activities of the department with those of other units.~~
1. Select and motivate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
- ~~3.2. Monitor Q-Matic automated customer numbering system, tracking number of tickets issued within specified time parameters; create activity reports; assist with system upgrades.~~
- 4.3. Supervise the collections of fines, and bail bonds and program fees; arrange and schedule court ordered installment agreements; monitor customer service level including the accuracy of information provided; conduct transfer of cash bail and prepare collection slips for audit and refund requests.
- ~~5.4. Maintain control over cash drawers; perform morning and evening audits of banks; compile daily deposit.~~
- ~~6.5. Monitor the automatic call distribution system (ACD) to ensure prompt response to customers; evaluate staff activity in clearing system queue; monitor accuracy and quality of~~

CITY OF LAS VEGAS
Municipal Court Office Supervisor (*continued*)

information given to customers.

~~7.6. Participate in and supervise the setting of courtroom and traffic counter calendars and schedules; coordinate judicial and clerical staff coverage for video and mental health proceedings.~~

~~7. Supervise operations and training of staff on use of digital recording systems.~~

~~8. Provide information in response to public inquiries, resolve difficult problems and complaints from the public and other agencies.~~

~~10.7. Ensure that the preparation of cases, coordination of records, court summaries, appeals and data entry of new criminal citations are accomplished in a timely manner.~~

~~11.8. Supervise confirmation and entry of warrants, citations and other court related documents into the Municipal Court database; enter data from various sources; input corrections and updates; verify data for accuracy and completeness.~~

~~11. Solve minor problems on CRT terminals, personal computers and printers or report to City's Help Desk.~~

~~14.9. Prepare analytical and statistical reports on operations and activities; transfer reports from mainframe system to spreadsheet.~~

~~14.10. Participate in the preparation and administration of the division budget; submit budget recommendations; monitor expenditures.~~

~~15.11. Oversee special projects assigned by division manager.~~

~~16.12. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures; develop productivity and accuracy standards for assigned shift or work unit.~~

~~16. Establish schedules and methods for providing court support services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.~~

~~17. Participate in the selection of technical and clerical support staff, provide or coordinate staff training; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.~~

~~13. Serve as liaison for the division with other city departments, divisions, public and outside agencies; receive and respond to complex and sensitive issues.~~

~~14. Coordinate and oversee records management process including seal requests.~~

~~15. Monitor and oversee license and certifications for traffic school instructors according to the federal, state, and local laws, codes and regulations.~~

~~16. Develop and administer guidelines for work program placements; locate businesses to participate in program; audit time sheets and court reports relating to work programs.~~

CITY OF LAS VEGAS
Municipal Court Office Supervisor (*continued*)

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends, programs and innovations in the field of electronic data processing.
2. Perform a variety of clerical duties including archive filing, updating video, entering criminal citations and other clerical services.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a Municipal Court program.
English usage, spelling, grammar, punctuation and composition.
Principles and techniques of supervision, training and performance evaluation.
Modern and complex principles and practices of record keeping and records management.
Modern office procedures, practices and equipment, including common office software.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Interpret and explain and enforce city and Court policies and procedures.
Use initiative and independent judgment within established guidelines.
Analyze complex problems, identify alternative solutions, project consequences of proposed actions and recommend best options.
Plan, organize and prioritize assignments.
Work independently without direct supervision.
Prepare clear and concise reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work including city officials and the general public.
~~Maintain mental capacity which allows for effective interaction and communications with others.~~
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

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

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

CITY OF LAS VEGAS
Municipal Court Office Supervisor (*continued*)

Experience and Training Requirements

Experience:

Four years of increasingly responsible executive or administrative clerical experience, to include one year of supervisory or lead responsibility;

OR

Two years of general court experience to include one year of supervisory or lead responsibility.

Training:

~~Equivalent to an~~ Associate degree from an accredited college or university with major in accounting, business management, judicial administration, or a field related to the essential functions field. A combination of formal education and directly related work experience may substitute for the degree.

WORKING CONDITIONS

Environmental Conditions:

Office and courtroom environment; exposure to potentially hostile individuals; exposure to computer screens.

Physical Conditions:

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

~~GMWSMM~~

REV 10/10/008/24/07

FLSA: exempt; City: nonexempt

CSB 1/10/011/14/07

119108

HRIS SPECIALIST

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

DEFINITION

To provide technical support for human resources information systems including applicant tracking; employee tracking; workers' compensation, liability and safety; and ID badges.

SUPERVISION RECEIVED

Receives direct supervision from the Deputy Human Resources Director. May receive functional supervision from the Sr Personnel Analyst who serves as the systems administrator.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Provide technical support for the human resources information systems (HRIS) including applicant tracking; employee tracking; workers' compensation, liability and safety; and ID badges; establish priority order for requests based on need and deadline and provide weekly status updates of requests to module coordinator and supervisor.
2. Develop and support routine and custom reports to meet the requirements of staff within established deadlines; process and disburse department reports to authorized users as scheduled.
3. Maintain the confidentiality and security of data accessed during the course of daily activities.
4. Develop and maintain reporting mechanisms for department to track performance measurement goals and objectives.
5. Assist the public and recruitment analysts with resolution to issues arising with the city's online application software; provide recruitment analysts with online employment applications on a daily basis.
6. Post job announcements online on a daily basis within established deadlines and methods.
7. Write and distribute detailed desk procedures to assist non-technical staff functioning as backup for posting job announcements, department Internet and Intranet Web pages, the technical processes of Sigma, iVOS, and the ID badge software applications.

CITY OF LAS VEGAS
HRIS Specialist (*continued*)

Essential Functions:

8. Develop, test and support application programming interfaces (APIs) as necessary to resolve department software issues.
9. Maintain current information on the department's Internet and Intranet web pages.
10. Design and produce periodic communications to all city employees as assigned, such as the annual total compensation statements and city recognition program.
11. Assist in testing version upgrades of department software applications as assigned.
12. Prepare required change control documentation for module coordinator's approval, including testing and user acceptance of requested change.
13. Notify appropriate department staff of software issues encountered, troubleshoot and recommend appropriate solution for successful resolution and user acceptance.
14. Apply approved reports into the appropriate report groups and responsibility menus as determined by the module coordinator.
15. Coordinate with the city's database administrators for movement of reports and APIs into the enterprise production instance.
16. Participate with and serve as a liaison between department and Information Technologies staff to develop and incorporate new uses of technology; facilitate such projects using technical expertise and knowledge of the users' needs and operations.
17. Anticipate needs of staff based on department responsibilities and past requests, such as compiling data for retroactive union contract changes for employee records.
18. Develop and run periodic quality control reports to identify discrepancies and missing data; advise department staff of corrections needed.
19. Stay abreast of innovations and developments in information technologies that may pertain to the HRIS field, evaluate their use and feasibility, and recommend their incorporation into department operations, if appropriate.

Marginal Functions:

1. Assist users with personal computer issues when requested.
2. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
HRIS Specialist (*continued*)

QUALIFICATIONS

Knowledge of:

Oracle Human Resources Management System (HRMS) module at an intermediate level.
Reporting tools such as Oracle Report Builder, Crystal Reports, Discoverer, and KUBE.
Structured Query Language (SQL) at an advanced level.
Oracle's PL/SQL (Procedural Language/SQL) at a basic level
Basic Hyper-Text Markup Language (HTML).
Sigma applicant tracking software.
RedDot software.
iVOS worker's compensation, liability and safety software.
Microsoft Office Suite software.
The structure of city human resources data contained in Oracle tables.
Applicable collective bargaining agreement provisions and city policies sufficient to perform the essential functions.
Intermediate business mathematics.
General governmental human resources functions, operations, goals and terminology.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Learn business and operations of assigned work unit to the extent necessary to perform essential functions, enhance system value and achieve established goals.
Work independently with minimal supervision.
Use initiative and independent judgment within established guidelines
Plan, organize and prioritize assignments.
Adjust priorities in a rapidly changing environment.
Meet critical and established deadlines.
Manage multiple assignments.
Communicate effectively with technical and non-technical staff.
Explain complex technical systems in clear and simple terms understandable to non-technical staff.
Assist users who may be frustrated due to a software or computer issue.
Use query tools to access data and create reports.
Access Oracle human resources and payroll data tables to extract specific data for reports.
Use logic and creativity to develop solutions to requests and problems.
Define issues, collect and analyze pertinent data, identify alternative solutions, project consequences of proposed actions, draw valid conclusions, propose sound recommendations, and implement approved solution in support of goals.
Follow oral and written instructions, policies and procedures.
Operate a personal computer and related equipment.
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
HRIS Specialist (*continued*)

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:

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

Training:

Bachelor's degree from an accredited college or university with major in computer science, information systems, 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 Oracle Certified Professional designation in~~ Successful completion of Introduction to Oracle: SQL and PL/SQL exam within six months of the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; extensive exposure to computer screens.

Physical Conditions:

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

ARB NEW 11/16/07 REV 12/27/07
FLSA & City: nonexempt CSB 11/28/07 1/9/08

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: January 09, 2008

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

SUBJECT: A. DISCUSSION ON CONFIRMATION/NON-CONFIRMATION OF EMPLOYEE DURING/FOLLOWING QUALIFYING PERIOD.

BOARD ACTION: DISCUSSION

At the December 12, 2007 meeting the board approved a motion to place an item on this agenda whereby they could discuss issues concerning the confirmation/non-confirmation of employees serving a "qualifying period."

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
December 12, 2007
REGULAR MEETING**

**Agenda Documentation
January 9, 2008**

TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM: F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

- I. CALL TO ORDER: December 12, 2007 at 4:30 p.m. in the Human Resources Dept.

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

STAFF PRESENT: Judy Tuttle
Susan Marion
Ann Rubertino-Beck
Graciela Manginelli

OTHERS PRESENT: Myrtle Harvey
Bruce Snyder
Tommy Ricketts

- II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES of the Regular Meeting of November 14, 2007: Trustee Malcolm White made a motion to approve the minutes of the Regular Meeting held November 14, 2007. Trustee Priscilla Rocha seconded the motion. Motion carried.
- IV. APPROVAL OF MINUTES of the Teleconference Meeting of November 28, 2007: Trustee Evelyn Beals made a motion to approve the minutes of the Teleconference Meeting held November 28, 2007. Trustee Priscilla Rocha seconded the motion. Motion carried.
- V. BUSINESS
- A. ELIGIBLE LISTS TO BE CERTIFIED
1. Office Specialist I - Open
 2. Planner II - Open
 3. Public Safety Technician - Promotional
 4. Public Safety Technician - Open

A motion was made by Trustee Priscilla Rocha to approve Items 1 through 4 of the Eligible Lists to Be Certified be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS

1. Associate Court Clerk - Open
2. Bus Driver - Open
3. Business Specialist I - Promotional
4. Business Specialist I - Open
5. Buyer I - Open
6. Equipment Operator II (Streets) - Promotional
7. Equipment Operator II (Streets) - Open
8. Firefighter/Paramedic - Open
9. House Arrest Officer - Open
10. Inventory Control Clerk - Promotional
11. Inventory Control Clerk - Open
12. Judicial Enforcement Officer I - Open
13. License Technician I - Open
14. Mail Courier - Open
15. Maintenance Planner - Promotional
16. Maintenance Planner - Open
17. Painter I - Promotional
18. Painter I - Open
19. Planner I (Open & Continuous) - Open
20. Senior Engineering Technician - Open
21. Service Desk Technician - Open

A motion was made by Trustee Evelyn Beals that Items 1 through 21 of the Extension of Eligible Lists be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

C. CLASSIFICATION SPECIFICATIONS

1. Engineering Associate I/II - Design & Street Rehabilitation
2. Engineering Associate I/II - Traffic

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

D. REQUEST TO RECEIVE A NOTICE OF APPEAL

1. Pamela Robertson

Judy Tuttle informed the board that Pamela Robertson withdrew her request.

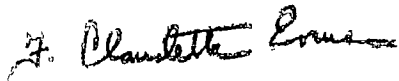
VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED:

VII. CITIZEN PARTICIPATION:

Tommy Ricketts and Bruce Snyder, reps from LVCEA presented their concern on the behalf of employees who have accepted a promotion and are later non-confirmed without an explanation. The board agreed to take a look at the rules and discuss further.

A motion was made by Trustee Ed Miramontes to have an item placed on the agenda for discussion of the issues with the confirming period of time of employees. The motion was seconded by Trustee Malcolm White. Motion carried.

VIII. ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:48 p.m.



F. Claudette Enus, Secretary to the Board