

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
JANUARY 14, 2009
REGULAR MEETING**

Agenda Documentation
February 11, 2009

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

I. CALL TO ORDER: January 14, 2009 at 4:30 p.m. in the Human Resources Department.

ROLL CALL:

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

STAFF PRESENT

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

OTHERS PRESENT

Bruce Snyder - LVCEA
Ed Jost – CLV Leisure Services

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 December 10, 2008: Trustee Ed Miramontes made a motion to approve the minutes of the Regular Meeting of December 10, 2008. Trustee Priscilla Rocha seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of the Teleconference of December 24, 2008: No Teleconference Meeting was held on December 24, 2008.

V BUSINESS:

A. EXTENSION OF ELIGIBLE LIST:

1. Accounting Technician I – Open
2. Construction Management Coordinator – Promotional
3. Construction Management Coordinator – Open
4. Engineering Associate I – Traffic – Open
5. Fire Prevention Inspection Supervisor – Promotional
6. Microcomputer Specialist – Promotional
7. Microcomputer Specialist – Open
8. Parking Operations Laborer – Open
9. Planner I (Open & Continuous) – Open
10. Senior Communications Specialist – Promotional
11. Senior Microcomputer Specialist – Promotional
12. Senior Microcomputer Specialist – Open

A motion was made by Trustee Evelyn Beals that items 1 through 12 of the Extension of Eligible Lists be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

B. CLASSIFICATION SPECIFICATIONS:

1. Paralegal - Revised

Bruce Snyder from the LVCEA wanted it on record that the LVCEA does not favor the job description regarding the Classification Specifications for Paralegal – revised. The concern is mainly regarding an employee that is currently working as a paralegal and performing about 25% of grant work. The issue will be discussed during the classification compensation study, but the LVCEA wanted to make an official protest.

Trustee Johan Aliseo asked if the paralegal is currently doing other work in the job description other than grant work.

Deputy Directly Judy Tuttle announced to the board that the manager was present.

Deputy City Attorney Morgan Davis reminded the board that they do not have jurisdiction, other than to approve the change.

Ed Jost manager, mentioned that the updated job description was in 2004 and the employee was hired in 2005.

Trustee Aliseo stated that the official protested has been noted.

A motion was made by Trustee Ed Miramontes to approve Item 1 of the Classification Specifications and Evelyn Beals seconded the motion. Motion Carried.

VI ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED: None

VII. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:38 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 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: January 14, 2009

TIME: 4:30 p.m.

*FCE/ST/ARB/
SB/MH/GM*

*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.

*PR -
MW*

- I CALL TO ORDER *4:30 pm*
- II ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW *EM M.
EB 2nd M/C*
- III. APPROVAL OF MINUTES: December 10, 2008 ←
- IV APPROVAL OF MINUTES: Teleconference Meeting of December 24, 2008- No Teleconference Meeting held on December 24, 2008.
- V BUSINESS

A. EXTENSION OF ELIGIBLE LISTS

- 1 Accounting Technician I – Open
- 2 Construction Management Coordinator – Promotional
- 3 Construction Management Coordinator – Open
- 4 Engineering Associate I – Traffic – Open
- 5. Fire Prevention Inspection Supervisor – Promotional
- 6 Microcomputer Specialist – Promotional
- 7 Microcomputer Specialist – Open
- 8. Parking Operations Laborer – Open
- 9. Planner I (Open & Continuous) – Open
- 10 Senior Communications Specialist – Promotional
- 11. Senior Microcomputer Specialist – Promotional
- 12. Senior Microcomputer Specialist – Open

*EB M
EM 2nd
M/C*

B. CLASSIFICATION SPECIFICATIONS

- 1. Paralegal - Revised

*Bruce Snyder - official
Pro + PST*

- VI. ITEMS FOR DISCUSSION ONLY. NO BOARD ACTION REQUIRED *- none*
- VII. CITIZEN PARTICIPATION *4:30*

*M-EM
2nd-EB
M/C*

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

Bruce -

Johan

Morgan -

~~ADT~~

NO JURISDICTION -

PROTEST.

ED JOST -

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
December 10, 2008
REGULAR MEETING**

**Agenda Documentation
January 14, 2009**

TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM: F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

T
I. CALL TO ORDER: December 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
Graciela Manginelli
Glenna Kouns

OTHERS PRESENT
Eric Scheumann - LVFR

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

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

III. APPROVAL OF MINUTES of the Regular Meeting of November 12, 2008: Trustee Malcolm White made a motion to approve the minutes of the Regular Meeting held November 12, 2008. Trustee Evelyn Beals seconded the motion. Motion carried.

IV APPROVAL OF MINUTES of the Teleconference Meeting of November 26, 2008: There was no Teleconference Meeting held on November 26, 2008.

V BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

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

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

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

A motion was made by Trustee Evelyn Beals that Items 1 through 9 of the Extension of Eligible Lists be approved. Trustee Malcolm White seconded the motion Motion carried

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

Secretary and Human Resources Director Claudette Enus explained to the Civil Service Board that the Teleconference Meetings will be suspended for the first three months of 2009 due to low hiring activity and will review the need for the Teleconference meetings in March of 2009.

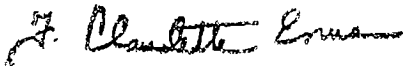
VII. CITIZEN PARTICIPATION:

Las Vegas Firefighter Eric Scheumann spoke to the Civil Service Board about the request for opposition of the extension of the Fire Engineer List that would occur in January 2009. Mr. Scheumann wanted to explain to the board that he has made several attempts to contact the department regarding the stern recommendation by the Civil Service Board to obtain a new list for Fire Engineer

Mr. Scheumann also mentioned that during the July 2008 Civil Service Board, Chief Miramontes would not ask for an extension of the Fire Engineer List if the current list could be used to fill vital job openings for Fire Engineer

Deputy Director of Human Resources Judy Tuttle asked Mr. Scheumann to contact her regarding the matter.

VIII. ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4.37 p.m



F. Claudette Enus, Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date January 14, 2009

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

SUBJECT: A. EXTENSION OF ELIGIBLE LISTS

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

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 12

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Accounting Technician I – Open	82	01/23/09	07/23/09	1
2. Construction Management Coordinator – Promotional	6	01/09/09	07/09/09	2
3. Construction Management Coordinator – Open	4	01/09/09	07/09/09	2
4. Engineering Associate I – Traffic – Open	12	01/09/09	07/09/09	2
5. Fire Prevention Inspection Supervisor – Promotional	4	01/09/09	07/09/09	2
6. Microcomputer Specialist – Promotional	2	01/09/09	07/09/09	1
7. Microcomputer Specialist – Open	15	01/09/09	07/09/09	1
8. Parking Operations Laborer – Open	93	01/23/09	07/23/09	2
9. Planner I (Open & Continuous) – Open	33	01/09/09	07/09/09	1
10. Senior Communications Specialist – Promotional	9	01/09/09	07/09/09	1
11. Senior Microcomputer Specialist – Promotional	5	01/23/09	07/23/09	1
12. Senior Microcomputer Specialist – Open	2	01/23/09	07/23/09	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: January 14, 2008

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

SUBJECT: B. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED

1. Paralegal

Paralegal was revised to update language and reflect current duties.

NEW

RECOMMENDATION

The City recommends approval of this revised classification specification.

PARALEGAL

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 conduct initial interviews with prospective senior citizen clients to determine if their problems fall under the jurisdiction of the Senior Citizens Law Project; to assist seniors in the preparation of various legal documents; to assist Elder Law Attorneys in case management; and to conduct outreach and homebound visits.

SUPERVISION RECEIVED

Receives direction from the Senior Citizens Law Project Administrator.

Receives functional and technical supervision from Elder Law Attorneys.

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 manual and computerized legal research pertaining to state statutes, local codes, ordinances and corporation resident agents and officers; locate and maintain local, state and federal court records; draft initial pleadings including motions, orders, answers, default judgments, discovery requests, subpoenas, wills, affidavits, homesteads, general and durable powers of attorney, termination of joint tenant and other documents for senior citizen clients.
2. Interview clients to assess whether Senior Law Project has jurisdiction; recommend appropriate resources in other entities.
3. Assist Elder Law Attorneys to draft correspondence and legal documents.
4. Coordinate, attend and participate in meetings, seminars and outreach programming for senior citizens; represent clients at Social Security hearings and at the local Social Security office.
5. Advise clients of eligibility for social programs such as SSI, food stamps, rent subsidies, Section 8, home health care and other programs.
6. Respond to requests for information in person and on the telephone.

CITY OF LAS VEGAS
Paralegal (Continued)

Essential Functions:

7. Conduct home, hospital and nursing home visits and assist in outreach efforts; notarize documents for seniors at these locations.
8. Maintain client records and case files; enter cases into the computerized tracking system.
9. Prepare a variety of statistical reports pertaining to services provided, expenditures, grants and State of Nevada reporting requirements.
10. Assist seniors in preparing, notarizing and executing documents.

Marginal Functions:

1. Attend seminars and in-house training on topics related to senior citizen legal affairs.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques of legal research, including use of Lexis, Westlaw, Internet, CD-Rom services and library resources.

Modern legal terminology.

The Code of Ethics and Professional Responsibility of the Legal Assistants Division of the State Bar of Nevada.

Federal Older Americans Act.

Principles and practices of social security laws, rules and regulations.

Principles and practices of consumer law.

Principles and practices of debt collection and Fair Debt Collection Act.

Principles and practices of real estate transactions and chain of title.

Content of standard forms for homestead, powers of attorney and others.

Principles and practices of will probate.

Principles and practices of preparing standard and living wills.

Available resources and programs and their eligibility requirements.

Modern office procedures, methods and computer equipment.

Principles of business letter writing and basic report preparation.

Principles and practices of record keeping and case management.

English usage, spelling, grammar and punctuation.

Pertinent federal, state and local laws, codes, regulations.

CITY OF LAS VEGAS
Paralegal (*Continued*)

Ability to:

Abide by the Nevada Bar's Legal Assistants Division Code of Ethics and Professional Responsibility.

Plan, organize and prioritize assignments.

Meet critical deadlines.

Manage multiple assignments.

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

Work independently with minimal supervision.

Understand and follow oral and written instructions.

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

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

Communicate clearly and concisely, both orally and in writing.

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain 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 increasingly responsible paralegal experience.

Training:

Equivalent to graduation from high school. Additional specialized training in the paralegal, counseling, psychology, social work or a related field is desirable.

License or Certificate

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

Completion of a paralegal certification program is desirable.

Possession of certification from the National Association of Legal Assistants is desirable.

CITY OF LAS VEGAS
Paralegal (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

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

SB
REV 6/18/08
FLSA & City: nonexempt
CSB 1/14/09

PARALEGAL

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 conduct initial interviews with prospective senior citizen clients to determine if their problems fall under the jurisdiction of the Senior Citizens Law Project; to assist seniors ~~to prepare~~ in the preparation of various legal documents; to assist Elder Law Attorneys in case management; and to conduct outreach and homebound visits regarding their affairs as authorized under the Federal Older Americans Act grant; and ~~to visit seniors in hospitals and nursing homes to notarize legal documents.~~

SUPERVISION RECEIVED

Receives direction from ~~Elder Law Attorney~~ the Senior Citizens Law Project Administrator or higher management staff.

Receives functional and technical supervision from Elder Law Attorneys.

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 manual and computerized legal research pertaining to state statutes, local codes, ordinances and corporation resident agents and officers; locate and maintain local, state and federal court records; draft initial pleadings including motions, orders, answers, default judgments, discovery requests, subpoenas, wills, affidavits, homesteads, general and durable powers of attorney, termination of joint tenant and other documents for senior citizen clients.
2. Interview clients to assess whether Senior Law Project has jurisdiction; recommend appropriate resources in other entities.
3. Assist Elder Law Attorneys to draft correspondence and legal documents.
4. Coordinate, attend and participate in meetings, seminars and outreach programming for senior citizens; represent clients at Social Security hearings and at the local Social Security office.
5. Advise clients of eligibility for social programs such as SSI, food stamps, rent subsidies, Section 8, home health care and other programs.
6. Respond to requests for information in person and on the telephone.

CITY OF LAS VEGAS

Paralegal (*Continued*)

7. Conduct home, hospital and nursing home visits and assist in outreach efforts; notarize documents for seniors at these locations.
8. Maintain client records and case files; enter cases into the computerized tracking system.
9. Prepare a variety of statistical reports pertaining to services provided, expenditures, grants and State of Nevada reporting requirements.
10. Assist seniors in preparing, notarizing and executing documents.

Marginal Functions:

1. Attend seminars and in-house training on topics related to senior citizen legal affairs.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques of legal research, including use of Lexis, Westlaw, Internet, CD-Rom services and library resources.

Modern legal terminology.

The Code of Ethics and Professional Responsibility of the Legal Assistants Division of the State Bar of Nevada.

Federal Older Americans Act.

Principles and practices of social security laws, rules and regulations.

Principles and practices of consumer law.

Principles and practices of debt collection and Fair Debt Collection Act.

Principles and practices of real estate transactions and chain of title.

Content of standard forms for homestead, powers of attorney and others.

Principles and practices of will probate.

Principles and practices of preparing standard and living wills.

Available resources and programs and their eligibility requirements.

Modern office procedures, methods and computer equipment.

Principles of business letter writing and basic report preparation.

Principles and practices of record keeping and case management.

English usage, spelling, grammar and punctuation.

Pertinent federal, state and local laws, codes, regulations.

Ability to:

Abide by the Nevada Bar's Legal Assistants Division Code of Ethics and Professional Responsibility.

~~Perform word processing, database and case management functions.~~

~~Perform manual and computerized legal research.~~

CITY OF LAS VEGAS
Paralegal (*Continued*)

~~Manage immediate deadlines and prioritize appropriately.~~ Plan, organize and prioritize assignments.

Meet critical deadlines.

Manage multiple assignments.

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

Work independently ~~in the absence of~~ with minimal supervision.

~~Respond to requests and inquiries from the general public.~~

Understand and follow oral and written instructions.

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

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

Communicate clearly and concisely, both orally and in writing.

Maintain effective audio-visual discrimination and perception needed for:

~~--~~ *Making observations;*

~~--~~ *Communicating with others;*

~~--~~ *Reading and writing; and*

~~--~~ *Operating assigned equipment.*

Maintain 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.*

~~Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.~~

~~Maintain effective audio-visual discrimination and perception to the degree necessary for the successful performance of assigned duties.~~

Experience and Training Requirements

Experience:

Two years of increasingly responsible paralegal experience.

Training:

Equivalent to graduation from high school. Additional specialized training in the paralegal, counseling, psychology, social work or a related field is desirable.

License or Certificate

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

Completion of a paralegal certification program is desirable.

CITY OF LAS VEGAS
Paralegal (Continued)

Possession of certification from the National Association of Legal Assistants is desirable.

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

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

| KAGSB

| REV 8/6/046/18/08

| FLSA & City: nonexempt

| CSB 9/8/04

Memorandum

To: Civil Service Board
From: Claudette Enus, Secretary of the Civil Service Board
Cc: General Public

Date: January 9, 2009

Re Civil Service Board Meeting Agenda for January 14, 2009 - REVISED

Attached is a revised agenda for the meeting scheduled for January 14, 2009 and the revised cover page for Subject A: Extension Of Eligible List.

There are now 12 items, Item #5 Fire Prevention Inspection Supervisor - Promotional has been added to the list

Confidential

Memorandum

City of Las Vegas
Human Resources

To Civil Service Board
From: Claudette Enus, Secretary of the Civil Service Board
Cc: General Public

Date January 9, 2009

Re Civil Service Board Meeting Agenda for January 14, 2009 - REVISED

Attached is a revised agenda for the meeting scheduled for January 14, 2009 and the revised cover page for Subject A: Extension Of Eligible List.

There are now 12 items, Item #5 Fire Prevention Inspection Supervisor - Promotional has been added to the list

Confidential

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: January 14, 2009

TIME: 4:30 p.m.

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

- I CALL TO ORDER
- II ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III APPROVAL OF MINUTES: December 10, 2008
- IV. APPROVAL OF MINUTES: Teleconference Meeting of December 24, 2008- No Teleconference Meeting held on December 24, 2008.
- V. BUSINESS
 - A EXTENSION OF ELIGIBLE LISTS
 - 1 Accounting Technician I – Open
 - 2. Construction Management Coordinator – Promotional
 - 3. Construction Management Coordinator – Open
 - 4. Engineering Associate I – Traffic – Open
 - 5. Fire Prevention Inspection Supervisor – Promotional
 - 6. Microcomputer Specialist – Promotional
 - 7 Microcomputer Specialist – Open
 - 8. Parking Operations Laborer – Open
 - 9. Planner I (Open & Continuous) – Open
 - 10 Senior Communications Specialist – Promotional
 - 11. Senior Microcomputer Specialist – Promotional
 - 12 Senior Microcomputer Specialist – Open
 - B CLASSIFICATION SPECIFICATIONS
 - 1. Paralegal - Revised
- VI. ITEMS FOR DISCUSSION ONLY. NO BOARD ACTION REQUIRED
- VII. CITIZEN PARTICIPATION

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

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

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

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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date January 14, 2009

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

SUBJECT: A. EXTENSION OF ELIGIBLE LISTS

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

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 12

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Accounting Technician I – Open	82	01/23/09	07/23/09	1
2. Construction Management Coordinator – Promotional	6	01/09/09	07/09/09	2
3. Construction Management Coordinator – Open	4	01/09/09	07/09/09	2
4. Engineering Associate I – Traffic – Open	12	01/09/09	07/09/09	2
5. Fire Prevention Inspection Supervisor – Promotional	4	01/09/09	07/09/09	2
6. Microcomputer Specialist – Promotional	2	01/09/09	07/09/09	1
7. Microcomputer Specialist – Open	15	01/09/09	07/09/09	1
8. Parking Operations Laborer – Open	93	01/23/09	07/23/09	2
9. Planner I (Open & Continuous) – Open	33	01/09/09	07/09/09	1
10. Senior Communications Specialist – Promotional	9	01/09/09	07/09/09	1
11. Senior Microcomputer Specialist – Promotional	5	01/23/09	07/23/09	1
12. Senior Microcomputer Specialist – Open	2	01/23/09	07/23/09	1

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: January 14, 2009

TIME: 4:30 p.m.

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

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: December 10, 2008
- IV. APPROVAL OF MINUTES: Teleconference Meeting of December 24, 2008- No Teleconference Meeting held on December 24, 2008.
- V. BUSINESS
 - A. EXTENSION OF ELIGIBLE LISTS
 - 1. Accounting Technician I – Open
 - 2. Construction Management Coordinator – Promotional
 - 3. Construction Management Coordinator – Open
 - 4. Engineering Associate I – Traffic – Open
 - 5. Fire Prevention Inspection Supervisor – Promotional
 - 6. Microcomputer Specialist – Promotional
 - 7. Microcomputer Specialist – Open
 - 8. Parking Operations Laborer – Open
 - 9. Planner I (Open & Continuous) – Open
 - 10. Senior Communications Specialist – Promotional
 - 11. Senior Microcomputer Specialist – Promotional
 - 12. Senior Microcomputer Specialist – Open
 - B. CLASSIFICATION SPECIFICATIONS
 - 1. Paralegal - Revised
- VI. ITEMS FOR DISCUSSION ONLY. NO BOARD ACTION REQUIRED
- VII. CITIZEN PARTICIPATION

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

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

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

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

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
December 10, 2008
REGULAR MEETING**

**Agenda Documentation
January 14, 2009**

TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM: F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I CALL TO ORDER. December 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
Graciela Manginelli
Glenna Kouns

OTHERS PRESENT:
Eric Scheumann - LVFR

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

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

III. APPROVAL OF MINUTES of the Regular Meeting of November 12, 2008. Trustee Malcolm White made a motion to approve the minutes of the Regular Meeting held November 12, 2008. Trustee Evelyn Beals seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of the Teleconference Meeting of November 26, 2008: There was no Teleconference Meeting held on November 26, 2008.

V BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

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

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

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

A motion was made by Trustee Evelyn Beals that Items 1 through 9 of the Extension of Eligible Lists be approved. Trustee Malcolm White seconded the motion. Motion carried.

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

Secretary and Human Resources Director Claudette Enus explained to the Civil Service Board that the Teleconference Meetings will be suspended for the first three months of 2009 due to low hiring activity and will review the need for the Teleconference meetings in March of 2009.

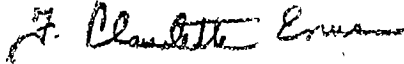
VII CITIZEN PARTICIPATION:

Las Vegas Firefighter Eric Scheumann spoke to the Civil Service Board about the request for opposition of the extension of the Fire Engineer List that would occur in January 2009. Mr. Scheumann wanted to explain to the board that he has made several attempts to contact the department regarding the stern recommendation by the Civil Service Board to obtain a new list for Fire Engineer.

Mr. Scheumann also mentioned that during the July 2008 Civil Service Board, Chief Miramontes would not ask for an extension of the Fire Engineer List if the current list could be used to fill vital job openings for Fire Engineer.

Deputy Director of Human Resources Judy Tuttle asked Mr. Scheumann to contact her regarding the matter.

VIII. ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4.37 p.m



F Claudette Enus, Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date January 14, 2009

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

SUBJECT: A. EXTENSION OF ELIGIBLE LISTS

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

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 12

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Accounting Technician I – Open	82	01/23/09	07/23/09	1
2. Construction Management Coordinator – Promotional	6	01/09/09	07/09/09	2
3. Construction Management Coordinator – Open	4	01/09/09	07/09/09	2
4. Engineering Associate I – Traffic – Open	12	01/09/09	07/09/09	2
5. Fire Prevention Inspection Supervisor – Promotional	4	01/09/09	07/09/09	2
6. Microcomputer Specialist – Promotional	2	01/09/09	07/09/09	1
7. Microcomputer Specialist – Open	15	01/09/09	07/09/09	1
8. Parking Operations Laborer – Open	93	01/23/09	07/23/09	2
9. Planner I (Open & Continuous) – Open	33	01/09/09	07/09/09	1
10. Senior Communications Specialist – Promotional	9	01/09/09	07/09/09	1
11. Senior Microcomputer Specialist – Promotional	5	01/23/09	07/23/09	1
12. Senior Microcomputer Specialist – Open	2	01/23/09	07/23/09	1

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: January 14, 2008

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

SUBJECT: B. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED

1. Paralegal

Paralegal was revised to update language and reflect current duties.

NEW

RECOMMENDATION

The City recommends approval of this revised classification specification

PARALEGAL

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 conduct initial interviews with prospective senior citizen clients to determine if their problems fall under the jurisdiction of the Senior Citizens Law Project; to assist seniors in the preparation of various legal documents; to assist Elder Law Attorneys in case management; and to conduct outreach and homebound visits.

SUPERVISION RECEIVED

Receives direction from the Senior Citizens Law Project Administrator.

Receives functional and technical supervision from Elder Law Attorneys.

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 manual and computerized legal research pertaining to state statutes, local codes, ordinances and corporation resident agents and officers; locate and maintain local, state and federal court records; draft initial pleadings including motions, orders, answers, default judgments, discovery requests, subpoenas, wills, affidavits, homesteads, general and durable powers of attorney, termination of joint tenant and other documents for senior citizen clients.
2. Interview clients to assess whether Senior Law Project has jurisdiction; recommend appropriate resources in other entities.
3. Assist Elder Law Attorneys to draft correspondence and legal documents.
4. Coordinate, attend and participate in meetings, seminars and outreach programming for senior citizens; represent clients at Social Security hearings and at the local Social Security office.
5. Advise clients of eligibility for social programs such as SSI, food stamps, rent subsidies, Section 8, home health care and other programs.
6. Respond to requests for information in person and on the telephone.

CITY OF LAS VEGAS
Paralegal (Continued)

Essential Functions:

7. Conduct home, hospital and nursing home visits and assist in outreach efforts; notarize documents for seniors at these locations.
8. Maintain client records and case files; enter cases into the computerized tracking system.
9. Prepare a variety of statistical reports pertaining to services provided, expenditures, grants and State of Nevada reporting requirements.
10. Assist seniors in preparing, notarizing and executing documents.

Marginal Functions:

1. Attend seminars and in-house training on topics related to senior citizen legal affairs.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques of legal research, including use of Lexis, Westlaw, Internet, CD-Rom services and library resources.

Modern legal terminology.

The Code of Ethics and Professional Responsibility of the Legal Assistants Division of the State Bar of Nevada.

Federal Older Americans Act.

Principles and practices of social security laws, rules and regulations.

Principles and practices of consumer law.

Principles and practices of debt collection and Fair Debt Collection Act.

Principles and practices of real estate transactions and chain of title.

Content of standard forms for homestead, powers of attorney and others.

Principles and practices of will probate.

Principles and practices of preparing standard and living wills.

Available resources and programs and their eligibility requirements.

Modern office procedures, methods and computer equipment.

Principles of business letter writing and basic report preparation.

Principles and practices of record keeping and case management.

English usage, spelling, grammar and punctuation.

Pertinent federal, state and local laws, codes, regulations.

CITY OF LAS VEGAS
Paralegal (Continued)

Ability to:

Abide by the Nevada Bar's Legal Assistants Division Code of Ethics and Professional Responsibility.

Plan, organize and prioritize assignments.

Meet critical deadlines.

Manage multiple assignments.

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

Work independently with minimal supervision.

Understand and follow oral and written instructions.

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

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

Communicate clearly and concisely, both orally and in writing.

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain 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 increasingly responsible paralegal experience.

Training:

Equivalent to graduation from high school. Additional specialized training in the paralegal, counseling, psychology, social work or a related field is desirable.

License or Certificate

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

Completion of a paralegal certification program is desirable.

Possession of certification from the National Association of Legal Assistants is desirable.

CITY OF LAS VEGAS
Paralegal (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

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

SB

REV 6/18/08

FLSA & City: nonexempt

CSB 1/14/09

PARALEGAL

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 conduct initial interviews with prospective senior citizen clients to determine if their problems fall under the jurisdiction of the Senior Citizens Law Project; to assist seniors ~~to prepare~~ in the preparation of various legal documents; to assist Elder Law Attorneys in case management; and to conduct outreach and homebound visits regarding their affairs as authorized under the Federal Older Americans Act grant; and ~~to visit seniors in hospitals and nursing homes to notarize legal documents.~~

SUPERVISION RECEIVED

Receives direction from ~~Elder Law Attorney~~ the Senior Citizens Law Project Administrator or higher management staff.

Receives functional and technical supervision from Elder Law Attorneys.

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 manual and computerized legal research pertaining to state statutes, local codes, ordinances and corporation resident agents and officers; locate and maintain local, state and federal court records; draft initial pleadings including motions, orders, answers, default judgments, discovery requests, subpoenas, wills, affidavits, homesteads, general and durable powers of attorney, termination of joint tenant and other documents for senior citizen clients.
2. Interview clients to assess whether Senior Law Project has jurisdiction; recommend appropriate resources in other entities.
3. Assist Elder Law Attorneys to draft correspondence and legal documents.
4. Coordinate, attend and participate in meetings, seminars and outreach programming for senior citizens; represent clients at Social Security hearings and at the local Social Security office.
5. Advise clients of eligibility for social programs such as SSI, food stamps, rent subsidies, Section 8, home health care and other programs.
6. Respond to requests for information in person and on the telephone.

CITY OF LAS VEGAS
Paralegal (Continued)

7. Conduct home, hospital and nursing home visits and assist in outreach efforts; notarize documents for seniors at these locations.
8. Maintain client records and case files; enter cases into the computerized tracking system.
9. Prepare a variety of statistical reports pertaining to services provided, expenditures, grants and State of Nevada reporting requirements.
10. Assist seniors in preparing, notarizing and executing documents.

Marginal Functions:

1. Attend seminars and in-house training on topics related to senior citizen legal affairs.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques of legal research, including use of Lexis, Westlaw, Internet, CD-Rom services and library resources.

Modern legal terminology.

The Code of Ethics and Professional Responsibility of the Legal Assistants Division of the State Bar of Nevada.

Federal Older Americans Act.

Principles and practices of social security laws, rules and regulations.

Principles and practices of consumer law.

Principles and practices of debt collection and Fair Debt Collection Act.

Principles and practices of real estate transactions and chain of title.

Content of standard forms for homestead, powers of attorney and others.

Principles and practices of will probate.

Principles and practices of preparing standard and living wills.

Available resources and programs and their eligibility requirements.

Modern office procedures, methods and computer equipment.

Principles of business letter writing and basic report preparation.

Principles and practices of record keeping and case management.

English usage, spelling, grammar and punctuation.

Pertinent federal, state and local laws, codes, regulations.

Ability to:

Abide by the Nevada Bar's Legal Assistants Division Code of Ethics and Professional Responsibility.

~~Perform word processing, database and case management functions.~~

~~Perform manual and computerized legal research.~~

CITY OF LAS VEGAS

Paralegal (*Continued*)

~~Manage immediate deadlines and prioritize appropriately.~~ Plan, organize and prioritize assignments.

~~Meet critical deadlines.~~

~~Manage multiple assignments.~~

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

Work independently ~~in the absence of~~ with minimal supervision.

~~Respond to requests and inquiries from the general public.~~

Understand and follow oral and written instructions.

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

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

Communicate clearly and concisely, both orally and in writing.

Maintain effective audio-visual discrimination and perception needed for:

~~--~~ *Making observations;*

~~--~~ *Communicating with others;*

~~--~~ *Reading and writing; and*

~~--~~ *Operating assigned equipment.*

Maintain 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.*

~~Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.~~

~~Maintain effective audio-visual discrimination and perception to the degree necessary for the successful performance of assigned duties.~~

Experience and Training Requirements

Experience:

Two years of increasingly responsible paralegal experience.

Training:

Equivalent to graduation from high school. Additional specialized training in the paralegal, counseling, psychology, social work or a related field is desirable.

License or Certificate

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

Completion of a paralegal certification program is desirable.

CITY OF LAS VEGAS
Paralegal (*Continued*)

Possession of certification from the National Association of Legal Assistants is desirable.

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

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

| KAGSB

| REV 8/6/046/18/08

| FLSA & City: nonexempt

| CSB 9/8/04

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

DATE: Jan. 14, 2009

PLEASE PRINT

NAME

ORGANIZATION

Bruce Snyder

LVCEA

Myrtle Harvey

CLU - HR

Ed Jost

Dept - Leisure Services - CLU

