

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES  
Department of Human Resources  
400 Stewart Avenue - 2<sup>nd</sup> Floor  
Training Room #4  
Las Vegas, Nevada

Myrtle - P  
Chm - P  
ANN - R-B  
Sue Brower -

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

**AGENDA**

**DATE: February 11, 2009**

**TIME: 4:30 p.m.**

~~Morgan~~  
Morgan - P  
Ron Prewitt - P

MW - Present  
EM - Present  
JA - AB Present  
EB - AB  
PR = AB

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.

- vi. CALL TO ORDER 4:30 pm
- vii. ANNOUNCEMENT RE COMPLIANCE WITH THE OPEN MEETING LAW
- ✓ III. APPROVAL OF MINUTES: January 14, 2009 - 1st - EM, 2nd - MC, EB ✓
- X IV. APPROVAL OF MINUTES: Teleconference Meeting of January 28, 2009- No Teleconference Meeting held on January 28, 2009.

V BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1. Communications & Security Systems Supervisor - Open

1st - EM  
2nd - EB  
MC - ✓

B. EXTENSIONS OF ELIGIBLE LISTS

- 1. Assistant Fire Protection Engineer - Promotional
- 2. Assistant Fire Protection Engineer - Open
- 3. Communications Specialist (911 Operator) - Promotional
- 4. Communications Specialist (911 Operator) - Open
- 5. Deputy City Marshal - Open
- 6. EMS Field Coordinator - Promotional
- 7. Equipment Operator I (Streets) - Promotional
- 8. Equipment Operator II (Sanitation) - Promotional
- 9. HVAC Technician II - Open
- 10. Industrial Electrician II - Promotional
- 11. Industrial Electrician II - Open
- 12. Legal Secretary - Promotional
- 13. Legal Secretary - Open
- 14. Legal Technician - Open
- 15. Maintenance Mechanic I - Promotional
- 16. Maintenance Mechanic I - Open
- 17. Motor Sweeper Operator - Promotional
- 18. Plant Operator I - Promotional
- 19. Plant Operator I - Open
- 20. Purchasing Technician - Promotional
- 21. Purchasing Technician - Open
- 22. Senior Technical Systems Analyst - Promotional
- 23. Senior Technical Systems Analyst - Open
- 24. Service Repair Writer - Open
- 25. Streets and Sanitation Crew Leader - Promotional

1st - EB  
2nd - EM  
MC - ✓



1st - EM  
2nd - EB  
MC - ✓

C. CLASSIFICATION SPECIFICATIONS:

1. Corrections Officer - Revised
2. Economic Development Officer / Senior Economic Development Officer - Revised

VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED - None

VII. CITIZEN PARTICIPATION - 4:34 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



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

**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
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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.

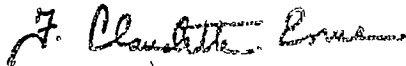
A motion was made by Trustee Ed Miramontes to approve Item 1 of the Classification Specifications and Evelyn Beals seconded the motion. Motion Carried.

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.



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F. Claudette Enus  
Secretary to the Board

**CITY OF LAS VEGAS**

**AGENDA DOCUMENTATION**

Date: February 11, 2009

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

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

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

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**TOTAL ELIGIBLE LISTS PRESENTED: 1**

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1 Communications & Security Systems Supervisor – Open	31	8	8

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Communications and Security Systems Supervisor**  
**Examination**

**January 14, 2009**  
**Date**

**0879721100**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	9	GROUP 1	2
REJECTED	22	GROUP 2	3
<b>TOTAL RECEIVED</b>	31	<b>TOTAL ON LIST</b>	5

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	5			
FAILED	3			
<b>TOTAL TESTED</b>	8			
<b>DID NOT APPEAR</b>	1			

**CITY OF LAS VEGAS**

**AGENDA DOCUMENTATION**

Date February 11, 2009

**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: 25**

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1 Assistant Fire Protection Engineer – Promotional	5	02/27/09	08/27/09	1
2 Assistant Fire Protection Engineer – Open	2	02/27/09	08/27/09	1
3 Communications Specialist (911 Operator) – Promotional	1	02/13/09	08/13/09	1
4 Communications Specialist (911 Operator) – Open	29	02/13/09	08/13/09	1
5 Deputy City Marshal – Open	34	02/13/09	08/13/09	1
6 EMS Field Coordinator – Promotional	7	02/13/09	08/13/09	1
7 Equipment Operator I (Streets) – Promotional	10	02/13/09	08/13/09	2
8 Equipment Operator II (Sanitation) – Promotional	7	02/27/09	08/27/09	2
9 HVAC Technician II – Open	4	02/07/09	08/27/09	2
10 Industrial Electrician II – Promotional	4	02/13/09	08/13/09	1
11 Industrial Electrician II – Open	4	02/13/09	08/13/09	1
12 Legal Secretary – Promotional	4	02/13/09	08/13/09	1
13 Legal Secretary – Open	12	02/13/09	08/13/09	1
14 Legal Technician – Open	30	02/13/09	08/13/09	1
15 Maintenance Mechanic I – Promotional	1	02/08/09	08/08/09	3
16 Maintenance Mechanic I – Open	13	02/08/09	08/08/09	3
17 Motor Sweeper Operator – Promotional	20	02/27/09	08/27/09	2
18 Plant Operator I – Promotional	2	02/22/09	08/22/09	3
19 Plant Operator I – Open	23	02/22/09	08/22/09	3
20 Purchasing Technician – Promotional	7	02/08/09	08/08/09	3
21 Purchasing Technician – Open	49	02/08/09	08/08/09	3
22 Senior Technical Systems Analyst – Promotional	4	02/13/09	08/13/09	2
23 Senior Technical Systems Analyst – Open	3	02/13/09	08/13/09	2
24 Service Repair Writer – Open	36	02/27/09	08/27/09	1
25 Streets and Sanitation Crew Leader – Promotional	27	02/27/09	08/27/09	1

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

Date: February 11, 2009

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

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

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**BOARD ACTION: DISCUSSION AND POSSIBLE ACTION**

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**CLASSIFICATION SPECIFICATIONS:**

**REVISED**

1. Corrections Officer
2. Economic Development Officer/Senior Economic Development Officer

Corrections Officer was revised to update the P.O.S.T. certifications.

Economic Development Officer and Senior Economic Development Officer were revised at the department's request prior to recruiting.

**RECOMMENDATION**

The City recommends approval of these revised classification specifications.

## CORRECTIONS OFFICER

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

### DEFINITION

To perform a variety of duties to maintain custody and control of inmates being detained in the City's detention facilities; enforce laws and departmental regulations that apply to detention and corrections; perform other duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This is the lower level class in the Corrections Officer series. This class is distinguished from the Senior Corrections Officer by the performance of the more routine duties and is not expected to perform with the same independence of direction and judgment.

### SUPERVISION RECEIVED

Receives direct supervision from the Corrections Sergeant or designee and higher level staff.

### ESSENTIAL FUNCTION STATEMENTS

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

#### Essential Functions:

1. Conduct routine patrol of detention facilities and grounds to ensure the safety and security of inmates; enforce laws and ordinances pertaining to detention.
2. Supervise inmates during meetings, recreational and visiting periods, mealtimes, work assignments or related activities.
3. Assist with admission and discharge processing; issue clothing and supplies to new inmates, process transfers and arrange transportation to and from court and other corrections facilities; carry a firearm during certain work activities.
4. Conduct visual and physical searches of inmates for contraband, weapons or narcotics; check on the orderliness and sanitary conditions of inmate quarters; arrange for clean up of areas as required.
5. Enforce inmate rules and regulations and apply disciplinary action as required.
6. Prepare routine reports on operations and activities; maintain a variety of logs and ledgers.
7. Maintain inventory records of inmates' possessions; release properties and money as required.

**CITY OF LAS VEGAS**  
**Corrections Officer (*continued*)**

**Essential Functions:**

8. Assist with control room operations, answer phones, assist callers with inmate information and answer general inquiries.
9. Monitor fire and safety conditions of the facility; monitor fire alarm panel, video screens and related security equipment.
10. Assist in securing facility during situations of unrest; follow outlined procedures for lockdown; assist with investigating incident and write reports on situation.

**Marginal Functions:**

1. May assist with coordinating inmate information with outside agencies and jurisdictions.
2. May participate in public education and school information programs; may interact with citizen groups.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Basic methods and procedures of corrections and law enforcement.  
Basic corrections and law enforcement regulations.  
Basic first-aid and CPR practices and techniques.  
Basic self-defense tactics.  
General laws pertaining to the operation of a correctional facility.  
Basic report writing techniques.

**Ability to:**

Learn to interpret and enforce laws pertaining to detention and corrections.  
Learn to interpret and enforce federal, state and local laws and departmental regulations.  
Learn and administer first-aid and CPR techniques.  
Learn practices and procedures to be used in emergency situations.  
Learn public relations practices.  
Learn to operate a computer.  
Learn security procedures.  
Use and properly care for firearms.  
Observe details accurately, recognize suspicious behavior.  
Understand and carry out written and oral instructions.  
Prepare reports.  
Learn the operation of standard equipment and facilities required in the performance of assigned tasks.  
Meet the physical requirements established by the department.  
Communicate clearly and concisely, both orally and in writing.  
Obtain P.O.S.T. basic certification.

CITY OF LAS VEGAS  
Corrections Officer (*continued*)

**Ability to:**

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

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

- *Subduing resisting individuals;*
- *Chasing fleeing subjects;*
- *Running, walking, crouching or crawling during emergency operations;*
- *Moving equipment and injured/deceased persons;;*
- *Climbing stairs/ladders;*
- *Performing life-saving and rescue procedures;*
- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned police equipment and vehicles.*

Effectively deal with personal danger which may include exposure to:

- *Armed/dangerous persons; and*
- *Communicable diseases*

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:

- *Exercising sound judgment and rational thinking under dangerous circumstances;*
- *Evaluate various options and alternatives and choose an appropriate and reasonable course of action; and*
- *Demonstrate intellectual capabilities during training and testing processes.*

**Experience and Training Requirements**

**Experience:**

One year of work experience, preferably in the field of corrections or law enforcement.

**Training:**

Equivalent to graduation from high school.

**License or Certificate**

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

Must be twenty-one years of age and a citizen of the United States on the date of application.

Within six months of the date of appointment, must possess Nevada P.O.S.T. category II or III basic certification based on current academy curriculum. Certification must be maintained thereafter. (Please note: P.O.S.T. certification requires qualifying with a firearm at least twice each year.)

CITY OF LAS VEGAS  
Corrections Officer *(continued)*

**WORKING CONDITIONS**

**Environmental Conditions:**

Work in a detention facility environment; work in potentially life-threatening conditions; exposure to dangerous persons, firearms, bodily fluids, noise; frequent work outdoors, occasionally in inclement weather conditions.

**Physical Conditions:**

Walking, running, crawling, climbing, stooping and lifting; essential and marginal functions may require maintaining physical condition necessary for walking and standing for prolonged periods of time.

ARB  
REV 1/9/09  
FLSA and City: nonexempt  
CSB 2/11/09

ECONOMIC DEVELOPMENT OFFICER  
SENIOR ECONOMIC DEVELOPMENT OFFICER

*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, initiate and manage redevelopment and economic development projects by working directly with real estate developers, real estate investors, existing Las Vegas businesses, and new businesses seeking to locate in Las Vegas, for furthering the goals of increasing and diversifying the job and tax base of the city of Las Vegas and its redevelopment area.

**DISTINGUISHING CHARACTERISTICS**

**Economic Development Officer:** This is the journey level class in the Economic Development Officer series. This class is distinguished from the Senior Economic Development Officer by the performance of the less complex tasks and duties and not being expected to perform with the same independence of direction and judgment. This class may be used as a training class, wherein employees need only limited directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at this level.

**Senior Economic Development Officer:** This is the advanced journey level class in the Economic Development Officer series. This class is distinguished from the Economic Development Officer by the performance of the full range of duties as assigned including planning and coordinating complex projects.

**SUPERVISION RECEIVED AND EXERCISED**

**Economic Development Officer**

Receives general supervision from higher level management staff.

**Senior Economic Development Officer**

Receives direction from higher level management staff.

May exercise technical and functional supervision over support staff.

## CITY OF LAS VEGAS

Economic Development Officer/Senior Economic Development Officer (*continued*)

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

#### Essential Functions:

1. Initiate, plan, coordinate and lead various large, complex, multi-funded private and public economic development and redevelopment projects and special research projects; represent the city's interest in the project; work directly with companies to diversify and expand the city's economic base and provide retention, relocation, expansion and recruitment services.
2. Facilitate land acquisition, development and disposition related to economic development and redevelopment projects; perform property analysis relative to value, ownership and change of title; assist clients with all steps of the land development process, including site location, negotiation, securing city approvals, demolition, construction and rehabilitation, infrastructure development and securing financing.
3. Develop and implement target market programs to include preparation of customized presentations to individual companies, establishing a high profile presence at convention and trade shows, and coordinating placement and evaluation of various media advertising.
4. Prepare market area information for businesses to use when evaluating Las Vegas as a possible location; coordinate the gathering of data on economic and fiscal trends, land, buildings, infrastructure, workforce and skills available in the area.
5. Develop and negotiate incentive packages from a variety of sources.
6. Conduct financial analyses to prepare for negotiation with project participants and lenders to identify alternative financial approaches; evaluate private development proposals for financial and technical feasibility and negotiate agreements for property transfer based on evaluations; assist in the structuring of development and loan agreements.
7. Draft brochures, advertisements, press releases and prospect proposals for distribution to a variety of targeted audiences to promote Las Vegas as a business location; develop design layouts and edit text for promotional and marketing materials; evaluate the effectiveness of marketing materials and approaches.
8. Network within the business and economic development communities to learn of recruitment opportunities and call on various industries; work with realtors and lenders to identify and assist prospects.
9. Design, develop, review and analyze plans, reports, position papers, permits, applications and fact sheets; catalogue and maintain document library.
10. Attend various boards, commissions and committees; coordinate meetings, seminars, workshops and conferences, as assigned
11. Monitor program budget.

**CITY OF LAS VEGAS**

**Economic Development Officer/Senior Economic Development Officer (*continued*)**

**Essential Functions:**

12. Compose and edit reports, letters, fact sheets, briefing papers, agenda materials, speeches and promotional materials and related correspondence regarding assigned projects and activities.
13. Gather statistics and resource materials for a variety of research projects; coordinate direct mailing campaigns.
14. Serve as liaison between departments and outside agencies.

**Marginal Functions:**

1. Assist with hiring outside consultants.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Economic Development Officer**

**Knowledge of:**

Basic research and statistical analysis techniques.  
Basic marketing techniques.  
Basics of various computer programs and database techniques.  
Basic federal, state and local laws.  
Basics of real estate and business law principles.  
Programs to retain, expand and attract businesses.  
Loan programs to aid businesses.  
Basic activities involved in developing vacant parcels of land.  
Basic budgets, budget policies and financial statements.  
Basics of architecture and construction may be necessary for certain positions.  
Basic principles of economic, redevelopment and industrial development.  
Basic principles of tax increment financing.  
Common office software, including word processing and spreadsheet.

**Ability to:**

Assist in reading and interpreting laws, government documents, construction documents and financial statements.  
Speak in public in various situations.  
Plan, organize and prioritize assignments.  
Meet critical deadlines.  
Manage multiple assignments.  
Learn a variety of software programs.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing in correct business English.

## CITY OF LAS VEGAS

### Economic Development Officer/Senior Economic Development Officer (*continued*)

#### Ability to:

Prepare and deliver clear and concise technical reports.

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

Work in a fast paced environment.

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

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

Maintain mental capacity which allows the capability of:

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

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

- *Sitting for long 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.*

#### Experience and Training Requirements

##### Experience:

Two years experience in any of the following areas: economic development, business development, business management, regional economic analysis, marketing, land development, redevelopment, financial analysis, land planning, contracts, contract compliance, or a field related to the essential functions. Experience in a governmental setting is desirable.

##### Training:

Bachelor's degree from an accredited college or university with a major related to the essential job functions. The determination of related college course work is at the discretion of the hiring manager. A combination of formal education and directly related work experience may substitute for the degree.

##### License or Certificate

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

**CITY OF LAS VEGAS**

**Economic Development Officer/Senior Economic Development Officer (*continued*)**

**Senior Economic Development Officer**

In addition to the qualifications for Economic Development Officer:

**Knowledge of:**

Research and statistical analysis techniques.  
Marketing and advertising techniques.  
Various computer programs and database techniques  
Pertinent federal, state and local laws.  
Real estate and business law principles.  
Activities involved in developing vacant parcels of land.  
Methods and practices of tax increment financing.  
Various federally funded programs.  
Budgets, budget policies and financial statements.  
Architecture and construction may be necessary for certain positions.  
Principles of economic and industrial development.

**Ability to:**

Read and interpret laws, government documents, construction documents and financial statements.  
Work independently with minimal supervision.  
Use initiative and independent judgment within established guidelines.  
Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.  
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.

**Experience and Training Requirements**

**Experience:**

Four years experience in any of the following areas: economic development, business development, business management, regional economic analysis, marketing, land development, redevelopment, financial analysis, land planning, or a field related to the essential functions.

**Training:**

Bachelor's degree from an accredited college or university with a major in business, accounting, marketing, planning, economics, or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

**CITY OF LAS VEGAS**

**Economic Development Officer/Senior Economic Development Officer (*continued*)**

**License or Certificate**

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

Possession and maintenance of one or more of the following certifications on the date of application is desirable:

Certified Economic Developer (CED or CEcD) from the International Economic Development Council;

Economic Development Finance Professional from the National Development Council;

Certified Planner from the American Institute of Certified Planners;

Registered Architect from the American Institute of Architects;

Registered Landscape Architect from the American Society of Landscape Architects.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office and field environments; travel from site to site; exposure to computer screens.

**Physical Conditions:**

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

ARB

REV 1/30/09

FLSA & City: nonexempt

CSB 2/11/09

## CORRECTIONS OFFICER

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

### DEFINITION

To perform a variety of duties to maintain custody and control of inmates being detained in the City's detention facilities; enforce laws and departmental regulations that apply to detention and corrections, perform other duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This is the lower level class in the Corrections Officer series. This class is distinguished from the Sr. Corrections Officer by the performance of the more routine duties and is not expected to perform with the same independence of direction and judgment.

### SUPERVISION RECEIVED

Receives direct supervision from the Corrections Sergeant or designee and higher level staff.

### ESSENTIAL FUNCTION STATEMENTS—

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

#### Essential Functions:

1. Conduct routine patrol of detention facilities and grounds to ensure the safety and security of inmates; enforce laws and ordinances pertaining to detention.
2. Supervise inmates during meetings, recreational and visiting periods, mealtimes, work assignments or related activities
3. Assist with admission and discharge processing; issue clothing and supplies to new inmates, process transfers and arrange transportation to and from court and other corrections facilities; carry a firearm during certain work activities.
4. Conduct visual and physical searches of inmates for contraband, weapons or narcotics; check on the orderliness and sanitary conditions of inmate quarters; arrange for clean up of areas as required.
5. Enforce inmate rules and regulations and apply disciplinary action as required.
6. Prepare routine reports on operations and activities; maintain a variety of logs and ledgers.
7. Maintain inventory records of inmates' possessions; release properties and money as required.

**CITY OF LAS VEGAS**  
**Corrections Officer (*continued*)**

**Essential Functions:**

8. Assist with control room operations, answer phones, assist callers with inmate information and answer general inquiries.
9. Monitor fire and safety conditions of the facility; monitor fire alarm panel, video screens and related security equipment.
10. Assist in securing facility during situations of unrest; follow outlined procedures for lockdown; assist with investigating incident and write reports on situation.

**Marginal Functions:**

1. May assist with coordinating inmate information with outside agencies and jurisdictions.
2. May participate in public education and school information programs; may interact with citizen groups.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Basic methods and procedures of corrections and law enforcement.  
Basic corrections and law enforcement regulations.  
Basic first-aid and CPR practices and techniques.  
Basic self-defense tactics.  
General laws pertaining to the operation of a correctional facility.  
Basic report writing techniques.

**Ability to:**

Learn to interpret and enforce laws pertaining to detention and corrections.  
Learn to interpret and enforce federal, state and local laws and departmental regulations.  
Learn and administer first-aid and CPR techniques.  
Learn practices and procedures to be used in emergency situations.  
Learn public relations practices.  
Learn to operate a computer.  
Learn security procedures.  
Use and properly care for firearms.  
Observe details accurately, recognize suspicious behavior.  
Understand and carry out written and oral instructions.  
Prepare reports.  
Learn the operation of standard equipment and facilities required in the performance of assigned tasks.  
Meet the physical requirements established by the department.  
Communicate clearly and concisely, both orally and in writing.  
Obtain P.O.S.T. basic certification.

CITY OF LAS VEGAS  
Corrections Officer (*continued*)

Ability to:

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

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

- *Subduing resisting individuals;*
- *Chasing fleeing subjects;*
- *Running, walking, crouching or crawling during emergency operations;*
- *Moving equipment and injured/deceased persons;*
- *Climbing stairs/ladders;*
- *Performing life-saving and rescue procedures;*
- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned police equipment and vehicles.*

Effectively deal with personal danger which may include exposure to:

- *Armed/dangerous persons; and*
- *Communicable diseases*

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:

- *Exercising sound judgment and rational thinking under dangerous circumstances;*
- *Evaluate various options and alternatives and choose an appropriate and reasonable course of action; and*
- *Demonstrate intellectual capabilities during training and testing processes.*

Experience and Training Requirements

Experience:

One year of work experience, preferably in the field of corrections or law enforcement.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Must be twenty-one years of age and a citizen of the United States on the date of application.

Within six months of the date of appointment, must possess or obtain Nevada P.O.S.T. category II or III basic certification, as approved by the department, within one year of the date of hire based on current academy curriculum, and maintenance thereafter. Certification must be maintained thereafter. (Please note: P.O.S.T. certification requires qualifying with a firearm at least twice each year.)

CITY OF LAS VEGAS  
Corrections Officer (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Work in a detention facility environment; work in potentially life-threatening conditions; exposure to dangerous persons, firearms, bodily fluids, noise; frequent work outdoors, occasionally in inclement weather conditions.

Physical Conditions:

Walking, running, crawling, climbing, stooping and lifting; essential and marginal functions may require maintaining physical condition necessary for walking and standing for prolonged periods of time.

ARB

| REV 1/29/01 1/9/09 (minor changes to environmental conditions)  
FLSA and City: nonexempt

| Approved 1/29/01

ECONOMIC DEVELOPMENT OFFICER  
SENIOR ECONOMIC DEVELOPMENT OFFICER

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

**DEFINITION**

~~To perform a variety of analytical, administrative and public relations activities to encourage businesses to relocate or remain within the City and to broaden the City's economic base, including research, data analysis, report writing and presentation, budgeting, financial analysis and business marketing; and to perform a variety of technical tasks relative to assigned area of responsibility. To plan, initiate and manage redevelopment and economic development projects by working directly with real estate developers, real estate investors, existing Las Vegas businesses, and new businesses seeking to locate in Las Vegas, for furthering the goals of increasing and diversifying the job and tax base of the city of Las Vegas and its Redevelopment Aarea, and increasing and diversifying the job base of the city of Las Vegas Redevelopment Area and the city of Las Vegas.~~

**DISTINGUISHING CHARACTERISTICS**

**Economic Development Officer:**— This is the journey level class in the Economic Development Officer series. This class is distinguished from the Senior Economic Development Officer by the performance of the less complex tasks and duties and not being expected to perform with the same independence of direction and judgment. This class may be used as a training class, wherein employees need only limited directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at this level.

**Senior Economic Development Officer:**— This is the advanced journey level class in the Economic Development Officer series. This class is distinguished from the Economic Development Officer by the performance of the full range of duties as assigned including planning and coordinating complex projects.

**SUPERVISION RECEIVED AND EXERCISED**

**Economic Development Officer**

Receives general supervision from higher level management staff.

**Senior Economic Development Officer**

Receives direction from higher level management staff.

May exercise technical and functional supervision over support 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. Initiate, plan, coordinate and lead various large, complex, multi-funded private and public economic development and redevelopment projects and special research projects—such as Superspeed Train; represent the city's interest in the project; work directly with companies to diversify and expand the city's economic base and provide retention, relocation, expansion and recruitment services.
2. Facilitate land acquisition, development and disposition related to economic development and redevelopment projects; perform property analysis relative to value, ownership and change of title; assist clients with all steps of the land development process, including site location, negotiation, securing city approvals, demolition, construction and rehabilitation, infrastructure development and securing financing.
- ~~3. Devise alternatives for adapting local conditions to the needs of businesses.~~
- 4.3. Develop and implement target market programs to include preparation of customized presentations to individual companies, establishing a high profile presence at convention and trade shows, and coordinating placement and evaluation of various media advertising.
- 5.4. Prepare market area information for businesses to use when evaluating Las Vegas as a possible location; coordinate the gathering of data on economic and fiscal trends, land, buildings, infrastructure, workforce and skills available in the area.
- 6.5. Develop and negotiate incentive packages from a variety of sources.
- 7.6. Conduct financial analyses to prepare for negotiation with project participants and lenders to identify alternative financial approaches; evaluate private development proposals for financial and technical feasibility and negotiate agreements for property transfer based on evaluations; assist in the structuring of development and loan agreements.
- 8.7. Draft brochures, advertisements, press releases and prospect proposals for distribution to a variety of targeted audiences to promote Las Vegas as a business location; develop design layouts and edit text for promotional and marketing materials; evaluate the effectiveness of marketing materials and approaches.
- 9.8. Network within the business and economic development communities to learn of recruitment opportunities and call on various industries; work with realtors and lenders to identify and assist prospects.
- 10.9. Design, develop, review and analyze plans, reports, position papers, permits, applications and fact sheets; catalogue and maintain document library.

**CITY OF LAS VEGAS**

**Economic Development Officer/Senior Economic Development Officer (*continued*)**

~~10. Represent the city on~~ Attend various boards, commissions and committees; coordinate meetings, seminars, workshops and conferences, as assigned.

~~12-11.~~ Monitor program budget.

~~13-12.~~ Compose and edit reports, letters, fact sheets, briefing papers, agenda materials, speeches and promotional materials and related correspondence regarding assigned projects and activities.

~~14-13.~~ Gather statistics and resource materials for a variety of research projects; coordinate direct mailing campaigns.

~~15-14.~~ Serve as liaison between departments and outside agencies.

**Marginal Functions:**

~~1-15~~ Monitor legislation affecting assigned programs.

1. Assist with hiring outside consultants.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Economic Development Officer**

**Knowledge of:**

Basic research and statistical analysis techniques.  
Basic marketing techniques.  
Basics of various computer programs and database techniques.  
Basic federal, state and local laws.  
Basics of real estate and business law principles.  
Programs to retain, expand and attract businesses.  
Loan programs to aid businesses.  
Basic activities involved in developing vacant parcels of land.  
Basic budgets, budget policies and financial statements  
Basics of architecture and construction may be necessary for certain positions.  
Basic principles of economic, redevelopment and industrial development.  
Basic principles of tax increment financing.  
Common office software, including word processing and spreadsheet.

**Ability to:**

Assist in reading and interpreting laws, government documents, construction documents and financial statements.  
Speak in public in various situations.  
Plan, organize and prioritize assignments.

CITY OF LAS VEGAS

Economic Development Officer/Senior Economic Development Officer (*continued*)

Meet critical deadlines.

Manage multiple assignments.

Learn a variety of software programs.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing in correct business English.

Prepare and deliver clear and concise technical reports.

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

Work in a fast paced environment.

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

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

Maintain mental capacity which allows the capability of:

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

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

- *Sitting for long 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.*

Experience and Training Requirements

Experience:

Two years experience in any of the following areas: economic development, business development, business management, regional economic analysis, marketing, economic development, land development, redevelopment, financial analysis, land planning, contracts, contract compliance, or a closely field related field to the essential functions. Experience in a governmental setting is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with a major in business, accounting, marketing, planning, economics, or a related field, related to conducting the essential job functions. The determination of related college course work is at the discretion of the hiring manager. A combination of formal education and directly related work experience may substitute for the degree.

License or Certificate

**CITY OF LAS VEGAS**

**Economic Development Officer/Senior Economic Development Officer (*continued*)**

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

**Senior Economic Development Officer**

In addition to the qualifications for Economic Development Officer:

**Knowledge of:**

- Research and statistical analysis techniques.
- Marketing and advertising techniques.
- Various computer programs and database techniques.
- Pertinent federal, state and local laws.
- Real estate and business law principles.
- Activities involved in developing vacant parcels of land.
- Methods and practices of tax increment financing.
- Various federally funded programs.
- Budgets, budget policies and financial statements.
- Architecture and construction may be necessary for certain positions.
- Principles of economic and industrial development.

**Ability to:**

- Read and interpret laws, government documents, construction documents and financial statements.
- Work independently with minimal supervision.
- Use initiative and independent judgment within established guidelines.
- Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.
- 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.

**Experience and Training Requirements**

**Experience:**

Four years experience in any of the following areas: economic development, business development, business management, regional economic analysis, marketing, land development, redevelopment, financial analysis, land planning, or a closely-field related- to the essential functionsfield.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with a major in business, accounting, marketing, planning, economics, or a related-field related to the essential functions.- A combination of formal education and directly related work experience may substitute for the degree.-

CITY OF LAS VEGAS

Economic Development Officer/Senior Economic Development Officer (*continued*)

License or Certificate

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

Possession and maintenance of one or more of the following certifications on the date of application is desirable:

- Certified Economic Developer (CED or CEcD) from the International Economic Development Council;
- Economic Development Finance Professional from the National Development Council;
- Certified Planner from the American Institute of Certified Planners;
- Registered Architect from the American Institute of Architects;
- Registered Landscape Architect from the American Society of Landscape Architects;
- Licensed Professional Engineer in any state; or
- Certified Public Accountant.

WORKING CONDITIONS

Environmental Conditions:

Office and field environments; travel from site to site; exposure to computer screens.

Physical Conditions:

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

ARB

REV 1/30/09/~~8/02~~ (formerly Development Project Officer/Sr. Development Project Officer)  
FLSA & City: nonexempt

CSB 4/24/02 2/11/09

Approved 2/13/08 (removed references to Yucca Mountain)

