

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: April 8, 2009

TIME: 4:30 p.m.

Morgan Davis

JT - P  
ARB - P  
GM - P  
MH - P

Johan Akzo  
Perm - up  
in Sept 09

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

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 Regular Meeting of March 11, 2009
- IV. BUSINESS

4:31 pm

MW > M/C  
PR

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1. Pre-Trial Services Officer - Open
- 2. Water Quality Technician I - Promotional
- 3. Water Quality Technician I - Open

2nd - PR  
EM  
M/C ✓

B. EXTENSION OF ELIGIBLE LISTS

- 1. Construction Control Specialist - Promotional
- 2. Corrections Officer - Open
- 3. Fire Communications Training Specialist - Promotional
- 4. Graphics Arts Clerk - Promotional
- 5. Graphics Arts Clerk - Open
- 6. Law Enforcement Support Technician - Open
- 7. Purchasing Supervisor - Open
- 8. Recreation Leader I - Open
- 9. Senior Systems Analyst (WEB) - Open
- 10. Signing and Marking Technician I - Promotional
- 11. Signing and Marking Technician I - Open
- 12. Vehicle Services Worker - Promotional
- 13. Vehicle Services Worker - Open

Motion  
EM  
2nd - MW  
M/C

C. CLASSIFICATION SPECIFICATIONS

- 1. Communications Quality Improvement Coordinator - New

Motion MW  
2nd: PR > M/C

D. REQUEST TO BE PLACED ON REHIRE LIST

- 1. Terry Paul
- 2. Jo Ann Simmons

Motion PR  
2nd EM > M/C

V. ITEMS FOR DISCUSSION ONLY. NO BOARD ACTION REQUIRED

NON

VI. CITIZEN PARTICIPATION

NO HE

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  
March 11, 2009  
REGULAR MEETING**

Agenda Documentation  
April 8, 2009

<b>TO:</b> CIVIL SERVICE BOARD OF TRUSTEES	<b>FROM:</b> F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: March 11, 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

Judy Tuttle  
Ann Rubertino-Beck  
Myrtle Harvey  
Ron Prewitt  
Graciela Manginelli

OTHERS PRESENT

None

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 February 11, 2009: Trustee Ed Miramontes made a motion to approve the minutes of the Regular Meeting of February 11, 2009. Trustee Evelyn Beals seconded the motion. Motion carried.

IV. BUSINESS:

A. EXTENSION OF ELIGIBLE LIST:

1. Accounting Technician II – Open
2. Carpenter I – Promotional
3. Carpenter I – Open
4. Concrete Mason II – Open
5. Court Counseling Technician – Open
6. Fire Equipment Mechanic Foreman – Promotional
7. Janitor – Open
8. Maintenance Worker I – Open
9. Municipal Court Marshal (Lateral) – Open
10. Parking Enforcement Supervisor – Promotional
11. Parking Meter Technician – Promotional
12. Parks Crew Leader – Promotional
13. Plumber II – Open
14. Project Engineer – Promotional
15. Project Engineer – Open
16. Senior HVAC Technician – Promotional
17. Senior Maintenance Mechanic – Promotional
18. Senior Maintenance Mechanic – Open
19. Service Desk Technician – Open

A motion was made by Trustee Evelyn Beals that items 1 through 19 of the Extension of Eligible Lists be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

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

Judy Tuttle Deputy Director of Human Resources explained to the Civil Service Board that the teleconference meetings were postponed for another 3 months. Another update will be given at the June 2009 meeting. Trustee Aliseo mentioned that the meetings may be changed to teleconference meetings. Deputy City Attorney Morgan Davis stated that if there were ever was going to be a contested item, a regular meeting would allow any representatives to attend. Judy Tuttle also stated that if the Agenda just had the Extension of Eligibility Lists, then the Civil Service Board could meet via teleconference. Morgan Davis also agreed to the suggestion.

VI. CITIZEN PARTICIPATION: None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:34 p.m.



F. Claudette Enus  
Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: April 8, 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: 3**

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1. Pre-Trial Services Officer – Open	105	57	54
2. Water Quality Technician I – Promotional	1	0	0
3. Water Quality Technician I – Open	98	45	21

CITY OF LAS VEGAS

ELIGIBLE LIST

Pre-Trial Services Officer  
Examination

March 20, 2009  
Date

0979480020  
Exam Code

Open  
Open/Promotional

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

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	64	GROUP 1	31
REJECTED	41	GROUP 2	23
<b>TOTAL RECEIVED</b>	<b>105</b>	<b>TOTAL ON LIST</b>	<b>54</b>

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	54			
FAILED	3			
<b>TOTAL TESTED</b>	<b>57</b>			
<b>DID NOT APPEAR</b>	<b>6</b>			
<b>WITHDREW</b>	<b>1</b>			

CITY OF LAS VEGAS

ELIGIBLE LIST

Water Quality Technician I  
Examination

March 19, 2009  
Date

09346701P  
Exam Code

Promotional  
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None

REPORT OF EXAMINATION

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

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Water Quality Technician I**  
Examination

**March 19, 2009**  
Date

**093467010**  
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	58	GROUP 1	1
REJECTED	40	GROUP 2	20
<b>TOTAL RECEIVED</b>	<b>98</b>	<b>TOTAL ON LIST</b>	<b>21</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	21			
FAILED	24			
<b>TOTAL TESTED</b>	<b>45</b>			
<b>DID NOT APPEAR</b>	<b>13</b>			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date April 8, 2009

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

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SUBJECT: B. EXTENSION OF ELIGIBLE LISTS

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

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TOTAL EXTENSIONS OF ELIGIBLE LISTS: 13

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Construction Control Specialist – Promotional	3	04/22/09	10/22/09	1
2. Corrections Officer – Open	69	04/22/09	10/22/09	1
3. Fire Communications Training Specialist – Promotional	4	04/22/09	10/22/09	1
4. Graphic Arts Clerk – Promotional	1	04/10/09	10/10/09	3
5. Graphic Arts Clerk – Open	23	04/10/09	10/10/09	3
6. Law Enforcement Support Technician – Open	81	04/08/09	10/08/09	1
7. Purchasing Supervisor – Open	15	04/22/09	10/22/09	1
8. Recreation Leader I – Open	35	04/10/09	10/10/09	3
9. Senior Systems Analyst (WEB) – Open	1	04/08/09	10/08/09	1
10. Signing and Marking Technician I – Promotional	12	04/10/09	10/10/09	3
11. Signing and Marking Technician I – Open	48	04/10/09	10/10/09	3
12. Vehicle Services Worker – Promotional	2	04/09/09	10/04/09	2
13. Vehicle Services Worker – Open	32	04/09/09	10/09/09	2

CITY OF LAS VEGAS  
AGENDA DOCUMENTATION

Date: April 8, 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

NEW

1. Communications Quality Improvement Coordinator

Communications Quality Improvement Coordinator was created at the request of the Fire & Rescue Department

RECOMMENDATION

The City recommends approval of this new classification specification

## COMMUNICATIONS QUALITY IMPROVEMENT COORDINATOR

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

### DEFINITION

To evaluate Communications Specialists in the proper application of the Medical Priority Dispatch System (MPDS) Protocol and provide feedback; to assist in the development, implementation, and coordination of dispatch programs designed to ensure safe and expeditious response to all fire and medical-related calls received in the Combined Communications Center; and to review and evaluate the training and certification of Communications Specialists.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy Fire Chief assigned to Fire Communications.

Exercises technical supervision over all levels of Communications Specialists.

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

#### Essential Functions:

1. Evaluate Communications Specialists in the proper application of the Medical Priority Dispatch System (MPDS) Protocol; establish and follow a schedule for direct observation and provide feedback.
2. Assist in the development, implementation, and coordination of dispatch programs designed to ensure safe and expeditious response to all fire and medical-related calls received in the Combined Communications Center, which services the cities of Las Vegas and North Las Vegas, and unincorporated Clark County.
3. Participate in the development of policies and procedures for emergency medical and fire dispatch services; ensure that approved policies are followed by all Communications Specialists.
4. Work toward obtaining accreditation for the Combined Communication Center as an Accredited Center of Excellence (ACE) by the National Academies of Emergency Dispatch, and once attained, maintain ACE standards.

## CITY OF LAS VEGAS

### Communications Quality Improvement Coordinator (*continued*)

#### Essential Functions:

5. Establish and follow a schedule for the random review of 911 calls for accuracy and compliance with established protocols and standard operating procedures (SOPs); review and evaluate incident reports to ensure proper data entry per information exchanged; identify trends and recommend appropriate corrective actions.
6. Coordinate and schedule monthly Emergency Medical Dispatch (EMD) Quality Assurance meetings.
7. Attend scheduled Communications Center Operations and Response Plan meetings and other Communications Center-related meetings as deemed necessary.
8. Attend meetings of the local Medical Advisory Board and its subcommittees, task forces, or other subgroups, as assigned.
9. Review special topics as requested by the Medical Advisory Board or Chief Health Officer of the Southern Nevada Health District.
10. Investigate customer complaints and report findings to management; identify trends and recommend appropriate corrective action; participate in research within the Communications Division to improve service delivery methods.
11. Research other emergency dispatch systems, i.e. computer-aided dispatch (CAD), radio, recorder and telephone, and make recommendations for system improvements. Evaluate new dispatch equipment, and, in conjunction with the Communications Training Specialist, may draft SOPs for its use and training of staff; monitor and evaluate training functions; develop and implement programs to ensure compliance with standards and proficiency with new and upgraded technology.
12. Serve as primary liaison between the Combined Communications Center and system vendors, to include the computer-aided dispatch (CAD), 911, telephone and communications recording systems; review recorder and CAD incident data and understand system performance.
13. Review and evaluate the training, certification and continuing dispatch education of Communications Specialists to ensure National Academies of Emergency Dispatch and Southern Nevada Health District requirements are met. May assist the Communications Training Specialist with emergency dispatch training.
14. May serve as the Communications Division liaison to the local medical community and act as point of contact during emergency situations.
15. Maintain, prepare and present routine and non-routine reports on emergency dispatch quality improvement activities; prepare other detailed and comprehensive reports as required.

**CITY OF LAS VEGAS**

**Communications Quality Improvement Coordinator (*continued*)**

**Essential Functions:**

16. Assist with the development, coordination and monitoring of the division budget.
17. Stay abreast of new trends and innovations in emergency call taking and dispatch.
18. Recommend and assist in the implementation of goals and objectives.

**Marginal Functions:**

1. Perform related duties and responsibilities as required.
2. May assist with CPR certification/re-certification training.
3. Maintain operational proficiency in all dispatch functions. Fill in, either as a Communications Specialist or Senior Communications Specialist, when required.

**QUALIFICATIONS**

**Knowledge of:**

Medical Priority Dispatch (MPDS) System.  
Emergency Medical Dispatch (EMD) protocol.  
Fire and medical dispatch procedures and protocol.  
Principles and techniques of report preparation.  
Research and data analysis methods and techniques.  
All dispatch and communications computer systems associated with the Combined Communications Center.  
Quality assurance procedures and techniques as they relate to the National Academies of Emergency Dispatch Accredited Center of Excellence (ACE) Program.  
Training principals and practices.  
Pertinent federal, state and local laws, codes, regulations.  
Computerized record keeping and filing systems.

**Ability to:**

Analyze and interpret procedures and regulations as they pertain to the Communications Center.  
Listen and integrate the ideas of other people.  
Use initiative and independent judgment within established guidelines.  
Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.  
Think clearly when in stressful situations.  
Function in stressful and intense emotional situations associated with the taking of 911 emergency calls.

CITY OF LAS VEGAS  
Communications Quality Improvement Coordinator (*continued*)

**Ability to:**

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with co-workers, public officials and the general public.

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 and standing for extended periods of time;*
- *Operating assigned equipment; and*
- *Demonstrating emergency communications skills in the performance of duties performed in the Communications Center.*

**Experience and Training Requirements**

**Experience:**

Five years of increasingly responsible experience within the last seven years in a combined emergency communications center. Experience must include working as a dispatcher or emergency call taker.

**Training:**

Associate's Degree from an accredited college or university with major course work in communications, emergency communications, business administration, public administration, 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**  
**Communications Quality Improvement Coordinator (*continued*)**

**License or Certificate**

Possession of the following certifications on the date of application, and maintenance thereafter:

- Basic Life Support/Cardiopulmonary Resuscitation (BLS/CPR) issued by the American Heart Association (AHA), American Red Cross (ARC), or any first aid centers that teach AHA or ARC sanctioned CPR courses;
- Emergency Medical Dispatcher (EMD) issued by the National Academy of Emergency Dispatch (NAED) or the Association of Public Safety Communications Officials (APCO).

Possession of the following certifications within one year of the date of appointment, and maintenance thereafter:

- Emergency Medical Dispatch Quality Assurance (EMD-Q) issued by NAED or APCO;
- CPR Instructor issued by the AHA, ARC, or any first aid centers that teach AHA or ARC sanctioned CPR courses.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office and Communications Center environments, which requires extended exposure to computer monitors and keyboards, and continuous elevated levels of personnel activity and noise.

**Physical Conditions:**

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

SB  
NEW 2/6/09  
FLSA & City: nonexempt

CSB 4/8/09

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

Date: April 8, 2009

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

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**SUBJECT: D. REQUEST TO BE PLACED ON REHIRE LIST: TERRY PAUL AND  
JO ANN SIMMONS**

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**BOARD ACTION: APPROVE, NOT APPROVE, OR HOLD IN ABEYANCE**

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Terry Paul, an employee from August 28, 1995 to July 6, 2007, has requested to be placed on the Rehire List for Fire Training Officer. A copy of his/her Department Director's approval is attached for the Board's information and review.

Jo Ann Simmons, an employee from October 3, 1994 to March 14, 2008, has requested to be placed on the Rehire List for Senior Office Specialist. A copy of his/her Department Director's approval is attached for the Board's information and review.

Civil Service Rules {Chapter IV, Section 6a (5), Page 14} state that to be eligible for placement on a Rehire List, the former employee must submit a written request to the to the Director of Human Resources, or designee, and must (a) have had regular status in any classification formerly held; (b) have left the City's employment in good standing within the past twenty-four months; and (c) receive the Civil Service Board's approval of said request.

Terry Paul and Jo Ann Simmons meet the criteria for placement on the Rehire List, and it is recommended that the Board approve their requests.

## Martha Davis

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**From:** Judy Tuttle  
**Sent:** Friday, March 27, 2009 1 35 PM  
**To:** Martha Davis  
**Subject:** FW Re-Hire-Terry Paul

Martha, for the next CSB. Thank you.

-----Original Message-----

**From:** Greg Gammon  
**Sent:** Friday, March 27, 2009 1:33 PM  
**To:** Judy Tuttle  
**Subject:** Re: Re-Hire

Yes I approve.

----- Original Message -----

**From:** Judy Tuttle  
**To:** Greg Gammon  
**Sent:** Fri Mar 27 13:21:38 2009  
**Subject:** FW: Re-Hire

Greg, do you approve starting up a new list with Terry's name? Thank you.

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**From:** Terry Paul [mailto:krnkb8@hotmail.com]  
**Sent:** Friday, March 27, 2009 11:56 AM  
**To:** Judy Tuttle  
**Subject:** RE: Re-Hire

Judy,

I would like to formally request to be placed on the rehire list for Fire Training Officer. Please let me know when it is approved.

Thanks,  
Terry

**Graciela F. Manginelli**

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**From:** Judy Tuttle  
**Sent:** Tuesday, March 31, 2009 8:24 AM  
**To:** Martha Davis  
**Subject:** FW: Rehire List

For CSB

-----Original Message-----

**From:** Jorge Cervantes  
**Sent:** Monday, March 30, 2009 6:19 PM  
**To:** Judy Tuttle  
**Cc:** Ebony Folk  
**Subject:** RE: Rehire List

I approve this request.

-----Original Message-----

**From:** Judy Tuttle  
**Sent:** Monday, March 30, 2009 3:13 PM  
**To:** Jorge Cervantes  
**Subject:** FW: Rehire List

Jorge, do you approve JoAnn's request? If so, I will send it on to the Civil Service Board for certification. Thanks.

-----Original Message-----

**From:** Derrick & JoAnn Simmons [mailto:[jsimmons07@cox.net](mailto:jsimmons07@cox.net)]  
**Sent:** Monday, March 30, 2009 12:52 PM  
**To:** Judy Tuttle  
**Subject:** Rehire List

Good afternoon, Judy. I am a former employee (my resignation was effective 03/17/08) and I would like to know the procedure for being placed on the rehire list. I was hired on 10/03/94 as an Office Specialist II in the fire department and then promoted to Public Works on 10/04/95 (effective date in the system may be a little different because I think the start of the pay period was at the end of September) where I finished out my career before resigning last year to be a stay-at-home mother. I understand the City is essentially in a hiring freeze situation; however, I know that the Senior Office Specialist position is currently being advertised. Would you please let me know what I need to do to be eligible to be considered for future recruitments? Also, I understand that you may have other staff people that handle these inquiries. I e-mailed you because I know you answered other questions for me when I was still an employee there and that you would know where to route this request. Thank you for your time and assistance.

Sincerely,

Jo Ann Simmons  
985 Cardelina Lane  
Henderson, NV 89052  
(702) 436-6876

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

**DATE:** 4/8/09

**PLEASE PRINT**

**NAME**

**ORGANIZATION**

Myrtle Harvey

City of LV-AR

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