

**CITY OF LAS VEGAS  
CIVIL SERVICE BOARD  
MINUTES  
FOR THE  
May 13, 2009  
REGULAR MEETING**

Agenda Documentation  
June 10, 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: May 13, 2009 at 4:30 p.m. in the Human Resources Department.

ROLL CALL:

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

STAFF PRESENT

Claudette Enus  
Judy Tuttle  
Ann Rubertino-Beck

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 May 13, 2009: Trustee Priscilla Rocha made a motion to approve the minutes of the Regular Meeting of May 13, 2009. Trustee Ed Miramontes seconded the motion. Motion carried.

IV. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

1. Economic Development Officer – Open
2. Fire Investigator I – Promotional
3. License Officer II – Open
4. Park Maintenance Supervisor – Promotional
5. Planning Supervisor – Promotional
6. Planning Supervisor – Open
7. Senior Economic Development Officer – Open
8. Senior Fire Investigator – Promotional
9. Senior Mechanic – Promotional

A motion was made by Trustee Evelyn Beals that items 1 through 9 of the Eligible List to be Certified be approved. Trustee Malcolm White seconded the motion. Motion carried.



**B. EXTENSION OF ELIGIBLE LISTS:**

1. Construction Project Representative – Promotional
2. Corrections Sergeant – Promotional
3. Environmental Systems Technician Trainee – Promotional
4. Environmental Systems Technician Trainee – Open
5. Fire Captain – Promotional
6. Fire fighter Trainee – Open
7. Office Supervisor – Open
8. Quality Assurance Officer – Promotional
9. Quality Assurance Officer – Open

A motion was made by Trustee Ed Miramontes that items 1 through 9 of the Extension of Eligible Lists be approved. Trustee Priscilla Rocha seconded the motion. Motion carried.

**C. CLASSIFICATION SPECIFICATIONS**

1. Park Maintenance Field Supervisor – Revised
2. Records Services Supervisor – New

A motion was made by Trustee Malcolm White to approve Items 1 and 2 of the Classification Specifications and Evelyn Beals seconded the motion. Motion Carried.

**D DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST**

1. Microcomputer Specialist – Promotional
2. Microcomputer Specialist – Open

A motion was made by Ed Miramontes to approve Items 1 and 2 of the Abolishing Eligible List and Trustee Priscilla Rocha seconded the motion. Motion Carried.

**V. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED: None**

**VI. CITIZEN PARTICIPATION:**

None

**ADJOURNMENT:** There being no further business to come before the Board, the meeting was adjourned at 4:33 p m.

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F. Claudette Enus  
Secretary to the Board

**CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES**

**Department of Human Resources**

**400 Stewart Avenue – 2<sup>nd</sup> Floor**

**Training Room #4**

**Las Vegas, Nevada**

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

**AGENDA**

**DATE: May 13, 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: Regular Meeting of April 8, 2009
- IV BUSINESS
  - A ELIGIBLE LISTS TO BE CERTIFIED
    - 1. Economic Development Officer – Open
    - 2. Fire Investigator I – Promotional
    - 3. License Officer II – Open
    - 4. Park Maintenance Supervisor – Promotional
    - 5. Planning Supervisor – Promotional
    - 6. Planning Supervisor – Open
    - 7. Senior Economic Development Officer – Open
    - 8. Senior Fire Investigator – Promotional
    - 9. Senior Mechanic – Promotional
  - B EXTENSION OF ELIGIBLE LISTS
    - 1. Construction Project Representative – Promotional
    - 2. Corrections Sergeant – Promotional
    - 3. Environmental Systems Technician Trainee – Promotional
    - 4. Environmental Systems Technician Trainee – Open
    - 5. Fire Captain – Promotional
    - 6. Fire fighter Trainee – Open
    - 7. Office Supervisor – Open
    - 8. Quality Assurance Officer – Promotional
    - 9. Quality Assurance Officer – Open
  - C. CLASSIFICATION SPECIFICATIONS
    - 1. Park Maintenance Field Supervisor – Revised
    - 2. Records Services Supervisor – New
  - D DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST
    - 1. Microcomputer Specialist – Promotional
    - 2. Microcomputer Specialist – Open
- V ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED
- VI 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



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

**CITY OF LAS VEGAS  
CIVIL SERVICE BOARD  
MINUTES  
FOR THE  
April 8, 2009  
REGULAR MEETING**

Agenda Documentation  
May 13, 2009

<b>TO:</b> CIVIL SERVICE BOARD OF TRUSTEES	<b>FROM:</b> F. CLAUDETTE ENUS SECRETARY TO THE BOARD
---	---

I. CALL TO ORDER: April 8, 2009 at 4:30 p.m. in the Human Resources Department.

ROLL CALL:

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

STAFF PRESENT

Judy Tuttle  
Ann Rubertino-Beck  
Myrtle Harvey  
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 March 11, 2009: Trustee Malcolm White made a motion to approve the minutes of the Regular Meeting of March 11, 2009. Trustee Priscilla Rocha seconded the motion. Motion carried.

IV. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

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

A motion was made by Trustee Priscilla Rocha that items 1 through 3 of the Eligible List to be Certified be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Construction Control Specialist – Promotional
2. Corrections Officers – 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

A motion was made by Trustee Ed Miramontes that items 1 through 13 of the Extension of Eligible Lists be approved. Trustee Malcolm White seconded the motion. Motion carried.

C. CLASSIFICATION SPECIFICATIONS

1. Communications Quality Improvement Coordinator – New

A motion was made by Trustee Malcolm White to approve Item 1 of the Classification Specifications and Priscilla Rocha seconded the motion. Motion Carried.

D. REQUEST TO BE PLACED ON REHIRE LIST:

1. Terry Paul
2. Jo Ann Simmons

A motion was made by Trustee Priscilla Rocha to approve Items 1 and 2 of the Request to be Placed on the Rehire List and Trustee Ed Miramontes seconded the motion. Motion Carried.

V. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED: None

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: May 13, 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: 9**

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1 Economic Development Officer – Open	31	9	9
2 Fire Investigator I – Promotional	14	11	11
3 License Officer II – Open	61	5	4
4 Park Maintenance Supervisor – Promotional	8	8	8
5 Planning Supervisor – Promotional	4	3	3
6 Planning Supervisor – Open	8	6	6
7 Senior Economic Development Officer – Open	12	6	5
8 Senior Fire Investigator – Promotional	8	8	8
9 Senior Mechanic – Promotional	13	13	6

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Economic Development Officer**  
**Examination**

**April 1, 2009**  
**Date**

**0979500030**  
**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	3
REJECTED	22	GROUP 2	6
<b>TOTAL RECEIVED</b>	<b>31</b>	<b>TOTAL ON LIST</b>	<b>9</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>T &amp; E</u></b>
(Weight)				100%
PASSED				9
FAILED				0
<b>TOTAL TESTED</b>				<b>9</b>
<b>DID NOT APPEAR</b>				<b>0</b>

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Fire Investigator I**  
**Examination**

**April 1 & 2, 2009**  
**Date**

**09430302P**  
**Exam Code**

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

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached
<b>GROUP 3</b>
None

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	13	GROUP 1	9
REJECTED	1	GROUP 2	2
<b>TOTAL RECEIVED</b>	14	GROUP 3	0
		<b>TOTAL ON LIST</b>	11

	<b><u>TESTS</u></b>			
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)		100%		
PASSED		11		
FAILED		0		
<b>TOTAL TESTED</b>		11		
<b>WITHDREW</b>		2		

\*Per the MOU between the City of Las Vegas and IAFF, Local 1285 this eligible list is arranged by score from highest to lowest.

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**License Officer II**  
**Examination**

**April 30 , 2009**  
**Date**

**092571030**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	5	GROUP 1	2
REJECTED	56	GROUP 2	2
<b>TOTAL RECEIVED</b>	61	<b>TOTAL ON LIST</b>	4

**TESTS**

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Park Maintenance Supervisor**  
Examination

**April 30 , 2009**  
Date

**09223404P**  
Exam Code

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

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

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	8	GROUP 1	7
REJECTED	0	GROUP 2	1
<b>TOTAL RECEIVED</b>	8	<b>TOTAL ON LIST</b>	8

	<b><u>TESTS</u></b>			
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)		100%		
PASSED		8		
FAILED		0		
<b>TOTAL TESTED</b>		8		
<b>DID NOT APPEAR</b>		0		

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Planning Supervisor**  
**Examination**

**April 17, 2009**  
**Date**

**09223204P**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	3	GROUP 1	2
REJECTED	1	GROUP 2	1
<b>TOTAL RECEIVED</b>	<b>4</b>	<b>TOTAL ON LIST</b>	<b>3</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>T &amp; E</u></b>
(Weight)				100%
PASSED				3
FAILED				0
<b>TOTAL TESTED</b>				<b>3</b>
<b>DID NOT APPEAR</b>				<b>0</b>

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Planning Supervisor**  
**Examination**

**April 17, 2009**  
**Date**

**092232040**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	6	GROUP 1	6
REJECTED	2	GROUP 2	0
<b>TOTAL RECEIVED</b>	<b>8</b>	<b>TOTAL ON LIST</b>	<b>6</b>

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Economic Development Officer**  
**Examination**

**April 2, 2009**  
**Date**

**0979501030**  
**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	6	GROUP 1	1
REJECTED	6	GROUP 2	4
<b>TOTAL RECEIVED</b>	<b>12</b>	<b>TOTAL ON LIST</b>	<b>5</b>

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Fire Investigator  
Examination

April 3, 2009  
Date

097958302P  
Exam Code

Promotional  
Open/Promotional

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached
<b>GROUP 3</b>
None

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	8	GROUP 1	2
REJECTED	0	GROUP 2	6
<b>TOTAL RECEIVED</b>	8	GROUP 3	0
		<b>TOTAL ON LIST</b>	8

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		8		
FAILED		0		
<b>TOTAL TESTED</b>		8		
<b>WITHDREW</b>		0		

\*Per the MOU between the City of Las Vegas and IAFF, Local 1285 this eligible list is arranged by score from highest to lowest.

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Mechanic**  
**Examination**

**April 6, 2009**  
**Date**

**09265002P**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	13	GROUP 1	2
REJECTED	0	GROUP 2	4
<b>TOTAL RECEIVED</b>	13	<b>TOTAL ON LIST</b>	6

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	6			
FAILED	7			
<b>TOTAL TESTED</b>	13			
<b>DID NOT APPEAR</b>	0			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date May 13, 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: 9

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1 Construction Project Representative – Promotional	5	05/12/09	11/12/09	1
2 Corrections Sergeant – Promotional	8	05/12/09	11/12/09	1
3 Environmental Systems Technician Trainee-Promotional	5	05/28/09	11/28/09	2
4 Environmental Systems Technician Trainee – Open	35	05/28/09	11/28/09	2
5 Fire Captain – Promotional	21	05/28/09	11/28/09	3
6 Firefighter Trainee – Open	1011	05/14/09	11/14/09	2
7 Office Supervisor – Open	25	05/28/09	11/28/09	3
8 Quality Assurance Officer – Promotional	1	05/12/09	11/12/09	1
9 Quality Assurance Officer – Open	5	05/12/09	11/12/09	1

**CITY OF LAS VEGAS**

**AGENDA DOCUMENTATION**

Date: May 13, 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. Park Maintenance Field Supervisor

Park Maintenance Field Supervisor was revised to update the specifications in preparation for recruitment

**NEW**

2. Records Services Supervisor

Records Services Supervisor was created per an agreement between the city and the Las Vegas City Employees' Association

**RECOMMENDATION**

The City recommends approval of these revised/new classification specifications

**PARK MAINTENANCE FIELD SUPERVISOR**

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

**DEFINITION**

To supervise, assign and review the work of staff responsible for municipal landscaped grounds maintenance; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from higher level supervisory or management staff.

Exercises direct supervision over park maintenance staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

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

**Essential Functions:**

1. Plan, prioritize, assign, supervise and review the work of staff responsible for the installation, renovation, maintenance and repair of municipal landscaped grounds and associated structures including parks, recreation facilities, community centers, restrooms, sport fields, roadway medians, and trails.
2. Assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Establish schedules and methods for providing park maintenance services; identify resource needs; review needs with appropriate supervisory staff; implement recommendations.
4. Supervise and participate in the renovation and maintenance of landscaped grounds including planning, developing planting plans, planting, maintenance and removal of trees, shrubs and turf.
5. Supervise and participate in the preparation, application and use of chemicals, fertilizers and pesticides.
6. Supervise and participate in the construction and maintenance of park recreation facilities; ensure functional and safe facilities for the public.

**CITY OF LAS VEGAS**  
**Park Maintenance Field Supervisor (continued)**

**Essential Functions:**

7. Participate in the selection of staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
8. Supervise the maintenance of time, material and equipment use records.
9. Ensure assigned employees adhere to safe work practices; train employees in safe work practices.
10. Prepare various specifications for projects as required; read and interpret blueprints; meet with contractors to collect bids for park facility renovations, repairs and improvements.
11. Inspect park facilities including community centers, sports fields, swimming pools and restrooms for maintenance and repair needs.
12. Prepare a variety of reports as requested.

**Marginal Functions:**

1. Perform inspection of small equipment; schedule repair and maintenance as required.
2. Requisition supplies and materials.
3. Stay abreast of trends and innovations in the field of park maintenance, installation and renovation.
4. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a municipal landscaped grounds and facilities maintenance, installation, renovation and repair program.

Principles of supervision, training and performance evaluation.

Materials, methods, practices and equipment used in municipal park facilities installation, renovation, maintenance and repair activities.

Landscape installation and renovation techniques.

Principles and practices of ornamental horticulture.

Planting mixtures and fertilization requirements.

**CITY OF LAS VEGAS**  
**Park Maintenance Field Supervisor (*continued*)**

**Knowledge of:**

Plant pests and diseases and methods of control.  
Chemicals and sprays commonly used for plant and grounds care and their proper application.  
Applicable occupational hazards and standard safety precautions.  
Federal, state and local laws, codes and regulations.

**Ability to:**

Plan, organize and prioritize assignments.  
Manage multiple assignments.  
Communicate with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.  
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.  
Prepare clear and concise reports.  
Establish and maintain effective working relationships with those contacted in the course of work including city officials and the general public.  
Communicate clearly and concisely, both orally and in writing.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:  
-- *Standing, walking, sitting for extended periods of time; and*  
-- *Operating assigned equipment.*  
Maintain effective audio-visual discrimination and perception needed for:  
-- *Making observations;*  
-- *Communicating with others;*  
-- *Reading and writing; and*  
-- *Operating assigned equipment and vehicles.*  
Maintain mental capacity which allows the capability of:  
-- *Making sound decisions;*  
-- *Effective interaction and communication with others; and*  
-- *Demonstrating intellectual capabilities.*

**Experience and Training Requirements**

**Experience:**

Four years of increasingly responsible experience in the installation, renovation, maintenance and repair of municipal park grounds and facilities, including one year of lead or supervisory experience.

**Training:**

Equivalent to graduation from high school supplemented by specialized course work or training in grounds maintenance, building maintenance or a related field.

**CITY OF LAS VEGAS**  
**Park Maintenance Field Supervisor (*continued*)**

**License or Certificate**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

Travel from site to site; some exposure to fumes, dust and noise.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for heavy lifting, standing, climbing; may work at heights; work in inclement weather conditions.

ARB  
REV 4/27/09  
FLSA: exempt; City: nonexempt

CSB 5/13/09

## RECORDS SERVICES SUPERVISOR

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

### DEFINITION

To participate in maintaining sound records management and public records policies and procedures for the city; to supervise staff responsible for hard copy public and historic information and record lifecycle management, including the Active Records Center; to provide responsible assistance to the assigned manager; and to perform a variety of tasks related to the assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Enterprise Records Officer and the City Clerk.

Exercises direct supervision over hard copy and historical records 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. Participate in maintaining sound city-wide records management policies and procedures; evaluate current records retention schedules and recommend/implement a plan to update and establish new retention schedules for all departments; draft procedures for systematic review of retention schedules, submission to City Council and the state as required; draft updates to City Code addressing records retention and related records management procedures; maintain knowledge of laws, literature, and publications that address records retention, and oversee departmental adherence to retention schedules and records destruction policy while preserving records of historical value and reporting compliance to management.
2. Plan, prioritize, assign, supervise and review the work of staff responsible for maintaining hard copy and historical records. Participate in the selection of staff; ensure positive morale; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.

## CITY OF LAS VEGAS

### Records Services Supervisor (*continued*)

#### Essential Functions:

3. Receive and respond to inquiries and subpoenas from all departments, agencies and the public; use sound judgment in providing technical assistance or referring to appropriate party; explain pertinent regulations, policies and procedures; consult with legal staff to resolve sensitive issues in public records access; assist in preparing new and revised ordinances for presentation to the Records Management Committee.
4. Supervise the Active Records Center operations, maintenance and courier services, including oversight of the retrieval, access and response capabilities for the records stored in the vault and department file system.
5. Participate in the preparation and administration of the assigned work unit budget; submit budget recommendations; monitor expenses; estimate time, materials and equipment required to accomplish goals and objectives; participate in the development and maintenance of performance measures, oversee contracts and maintenance agreements as applicable.
6. Update, recommend and implement goals and objectives of the work unit; establish schedules and methods for providing services; review needs with appropriate management staff; identify and maintain training plans for work unit; plan, obtain and allocate resources accordingly.
7. Prepare and present administrative, analytical and statistical reports on operations and activities. Maintain documentation of departmental records delegates training and certification, develop and provide training to records delegates, as well as oversee the creation and maintenance of educational or training material regarding records management for the entire City.
8. Participate in the creation and revision of a records disaster recovery program and vital records program by assisting in the identification and designation of vital records; evaluate proper methods of protection for vital records and make recommendations on media, rotation, dispersal, and related procedures; as well as participate in the implementation of disaster prevention and recovery plans.
9. Participate in the creation and revision of a formalized archives and preservation program including: performing duties relating to the accessioning and processing of historical records and artifacts, including appraising documents for historical significance, organizing records according to professional principles and practices, overseeing and carrying out preservation measures; the development of policies and operating procedures relating to historical and archival records; securing and maintaining grant funding or alternative funding source to support program; as well as the development and maintenance of professional and educational partnerships that would support and facilitate an archives and preservation program at the City of Las Vegas.

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

**Marginal Functions:**

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of records management.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Policies, practices and procedures of a records management program.  
Pertinent federal, state and local laws, codes and regulations.  
Codes, policies and procedures related to the maintenance, recording and storage of legal, archival and historical documents.  
Current issues in records management, including the preservation of historic records.  
Record keeping principles and practices.  
Principles of supervision, training and performance evaluation.  
Disaster recovery techniques  
Basic principles and practices of budget preparation and administration.  
Principles of business writing and report preparation.  
Correct business English including spelling, grammar and punctuation.  
Current office procedures, methods, computer equipment and standard software packages.

**Ability to:**

Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.  
Act calmly, rationally, decisively and tactfully in difficult situations.  
Use initiative and independent judgment within established guidelines.  
Analyze complex problems, identify alternative solutions, project consequences of proposed actions and recommend best options.  
Manage multiple assignments.  
Plan, organize and prioritize assignments.  
Prepare clear and concise reports.  
Produce written documents with clearly organized thoughts using proper sentence structure, punctuation, spelling and grammar.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
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.*

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

**Ability to:**

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:**

Four years of professional records management experience, preferably in a local government environment. Supervisory experience in any field is preferable.

**Training:**

Associate degree from an accredited college or university with major in records management, 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.

**License or Certificate**

Possession of Certified Records Manager designation from the Institute of Certified Records Managers is desirable.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

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

ARB  
NEW 3/23/09  
FLSA: exempt; City: nonexempt

CSB 5/13/09

## PARK MAINTENANCE FIELD SUPERVISOR

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

### DEFINITION

To supervise, assign and review the work of staff responsible for ~~park~~ municipal landscaped grounds maintenance; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory or management staff.

Exercises direct supervision over ~~lower level~~ park maintenance staff.

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

#### Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for the ~~construction~~ installation, renovation, maintenance and repair of municipal park landscaped grounds, cemetery and associated structures including parks, recreation facilities, including community centers, restrooms, sport fields, roadway medians, and trails and storage areas.
2. Assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Establish schedules and methods for providing park maintenance services; identify resource needs; review needs with appropriate supervisory staff; implement recommendations.
4. Supervise and participate in the renovation and maintenance of park landscaped grounds including planning, developing planting plans, planting, maintenance and removal of trees, shrubs and lawns turf.
5. Supervise and participate in the preparation, application and use of chemicals, fertilizers and pesticides.
6. Supervise and participate in the construction and maintenance of park recreation facilities; ensure functional and safe facilities for the public.
7. Participate in the selection of staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and

## CITY OF LAS VEGAS

### Park Maintenance Field Supervisor (*continued*)

procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.

1.8. Supervise the maintenance of time, material and equipment use records.

2.9. Ensure assigned employees the adherence to safe work practices by maintenance personnel; train employees in safe work practices.

7.10. Prepare various specifications for construction projects as required; read and interpret blueprints; meet with contractors to collect bids for park facility renovations, repairs and improvements.

8.11. Inspect park facilities including community centers, sports fields, swimming pools and restrooms for maintenance and repair needs.

12. Prepare a variety of reports as requested.

#### Marginal Functions:

1. Perform inspection of small equipment; schedule repair and maintenance as required.
2. Requisition supplies and materials.
3. Stay abreast of new trends and innovations in the field of park maintenance, installation and renovation.
4. Perform related duties and responsibilities as required.

#### QUALIFICATIONS

##### Knowledge of:

Operations, services and activities of a municipal ~~park~~ landscaped grounds and facilities construction, maintenance, installation, renovation and repair program.

Principles of supervision, training and performance evaluation.

Materials, methods, practices and equipment used in municipal park facilities ~~construction~~ installation, renovation, maintenance and repair activities.

~~Methods, materials, tools and techniques used in park grounds maintenance projects.~~

~~Landscape construction~~ installation and renovation techniques.

Principles and practices of ornamental horticulture.

Planting mixtures and fertilization requirements.

Plant pests and diseases and methods of ~~their control eradication.~~

Chemicals and sprays commonly used for plant and grounds care and their proper application.

Applicable Occupational hazards and standard safety precautions necessary in the work.

Federal, state and local laws, codes and regulations.

**CITY OF LAS VEGAS**

**Park Maintenance Field Supervisor (continued)**

**Ability to:**

~~Supervise, organize and review the work of lower level staff.~~

~~Select, supervise, train and evaluate staff.~~

~~Plan, organize and prioritize assignments.~~

~~Manage multiple assignments.~~

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

~~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.~~

~~Interpret and apply administrative and departmental policies and procedures.~~

~~Prepare clear and concise reports.~~

~~Organize, direct and implement maintenance schedules.~~

~~Operate and maintain municipal park facilities construction, maintenance and repair machinery and equipment.~~

~~Establish and maintain effective working relationships with those contacted in the course of work including city officials and the general public.~~

~~Communicate clearly and concisely, both orally and in writing.~~

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

- ~~-- *Standing, walking, sitting for extended periods of time; and*~~
- ~~-- *Operating assigned equipment.*~~

~~Maintain effective audio-visual discrimination and perception needed for:~~

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

~~Maintain mental capacity which allows for effective interaction and communication with others.~~

~~Maintain mental capacity which allows the capability of:~~

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

**Experience and Training Requirements**

**Experience:**

Four years of increasingly responsible experience in the ~~construction,~~ installation, renovation, maintenance and repair of municipal park grounds and facilities, including one year of lead or supervisory experience.

**Training:**

Equivalent to graduation from high school supplemented by specialized course work or training in grounds maintenance, and building construction-maintenance or a related field.

CITY OF LAS VEGAS  
Park Maintenance Field Supervisor (*continued*)

License or Certificate

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

~~Possession of, or ability to obtain, an appropriate, valid commercial driver's license~~

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; some exposure to fumes, dust and noise.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for heavy lifting, standing, climbing; may work at heights; work in inclement weather conditions.

ARB

REV 4/27/09

FLSA: exempt; City: nonexempt

CSB 1/12/94

**CITY OF LAS VEGAS**

**AGENDA DOCUMENTATION**

Date May 13, 2009

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

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**SUBJECT: D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST**

---

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

---

The City is requesting that the following eligible list(s) be abolished in accordance with Civil Service Rules, Chapter IV, Section 9, c. (4):

1. Microcomputer Specialist - Promotional
2. Microcomputer Specialist - Open

The reasoning is as follows:

The current eligible list(s) no longer suit the needs of the department.

**RECOMMENDATION**

The City recommends approval of the abolishment of these lists.

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Department of Human Resources

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

Training Room #4

Las Vegas, Nevada

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

AGENDA

DATE: May 13, 2009

TIME: 4:30 p.m.

ANN RUBERTINO-BECK

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

4:30 PM

II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW

4:33 PM

III. APPROVAL OF MINUTES: Regular Meeting of April 8, 2009

1 PR  
2 EM

IV. BUSINESS

A ELIGIBLE LISTS TO BE CERTIFIED

1 EB  
2 MW

APPROVED

1. Economic Development Officer - Open
2. Fire Investigator I - Promotional
3. License Officer II - Open
4. Park Maintenance Supervisor - Promotional
5. Planning Supervisor - Promotional
6. Planning Supervisor - Open
7. Senior Economic Development Officer - Open
8. Senior Fire Investigator - Promotional
9. Senior Mechanic - Promotional

B EXTENSION OF ELIGIBLE LISTS

1 EM  
2 PR

APPROVED

1. Construction Project Representative - Promotional
2. Corrections Sergeant - Promotional
3. Environmental Systems Technician Trainee - Promotional
4. Environmental Systems Technician Trainee - Open
5. Fire Captain - Promotional
6. Fire fighter Trainee - Open
7. Office Supervisor - Open
8. Quality Assurance Officer - Promotional
9. Quality Assurance Officer - Open

C. CLASSIFICATION SPECIFICATIONS

1 MW  
2 EB

APPROVED

1. Park Maintenance Field Supervisor - Revised
2. Records Services Supervisor - New

D DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

1. Microcomputer Specialist - Promotional
2. Microcomputer Specialist - Open

1 EM  
2 PR

APPROVED

V. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED

VI. 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 OF TRUSTEES**  
**Department of Human Resources**  
**400 Stewart Avenue – 2<sup>nd</sup> Floor**  
**Training Room #4**  
**Las Vegas, Nevada**  
**CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.lasvegasnevada.gov>**  
**AGENDA**  
**DATE: May 13, 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: Regular Meeting of April 8, 2009
- IV. BUSINESS
  - A. ELIGIBLE LISTS TO BE CERTIFIED
    - 1. Economic Development Officer – Open
    - 2. Fire Investigator I – Promotional
    - 3. License Officer II – Open
    - 4. Park Maintenance Supervisor – Promotional
    - 5. Planning Supervisor – Promotional
    - 6. Planning Supervisor – Open
    - 7. Senior Economic Development Officer – Open
    - 8. Senior Fire Investigator – Promotional
    - 9. Senior Mechanic – Promotional
  - B. EXTENSION OF ELIGIBLE LISTS
    - 1. Construction Project Representative – Promotional
    - 2. Corrections Sergeant – Promotional
    - 3. Environmental Systems Technician Trainee – Promotional
    - 4. Environmental Systems Technician Trainee – Open
    - 5. Fire Captain – Promotional
    - 6. Fire fighter Trainee – Open
    - 7. Office Supervisor – Open
    - 8. Quality Assurance Officer – Promotional
    - 9. Quality Assurance Officer – Open
  - C. CLASSIFICATION SPECIFICATIONS
    - 1. Park Maintenance Field Supervisor – Revised
    - 2. Records Services Supervisor – New
  - D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST
    - 1. Microcomputer Specialist – Promotional
    - 2. Microcomputer Specialist – Open
- V. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED
- VI. 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.

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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  
April 8, 2009  
REGULAR MEETING**

Agenda Documentation  
May 13, 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: April 8, 2009 at 4:30 p.m. in the Human Resources Department.

**ROLL CALL:**

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

**STAFF PRESENT**

Judy Tuttle  
Ann Rubertino-Beck  
Myrtle Harvey  
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 March 11, 2009: Trustee Malcolm White made a motion to approve the minutes of the Regular Meeting of March 11, 2009. Trustee Priscilla Rocha seconded the motion. Motion carried.

IV. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

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

A motion was made by Trustee Priscilla Rocha that items 1 through 3 of the Eligible List to be Certified be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

**B. EXTENSION OF ELIGIBLE LISTS:**

1. Construction Control Specialist – Promotional
2. Corrections Officers – 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

A motion was made by Trustee Ed Miramontes that items 1 through 13 of the Extension of Eligible Lists be approved. Trustee Malcolm White seconded the motion. Motion carried.

**C. CLASSIFICATION SPECIFICATIONS**

1. Communications Quality Improvement Coordinator – New

A motion was made by Trustee Malcolm White to approve Item 1 of the Classification Specifications and Priscilla Rocha seconded the motion. Motion Carried.

**D. REQUEST TO BE PLACED ON REHIRE LIST:**

1. Terry Paul
2. Jo Ann Simmons

A motion was made by Trustee Priscilla Rocha to approve Items 1 and 2 of the Request to be Placed on the Rehire List and Trustee Ed Miramontes seconded the motion. Motion Carried.

**V. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED: None**

**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: May 13, 2009

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

---

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

---

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

---

TOTAL ELIGIBLE LISTS PRESENTED: 9

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1 Economic Development Officer – Open	31	9	9
2 Fire Investigator I – Promotional	14	11	11
3. License Officer II – Open	61	5	4
4 Park Maintenance Supervisor – Promotional	8	8	8
5. Planning Supervisor – Promotional	4	3	3
6 Planning Supervisor – Open	8	6	6
7 Senior Economic Development Officer – Open	12	6	5
8. Senior Fire Investigator – Promotional	8	8	8
9 Senior Mechanic – Promotional	13	13	6

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Economic Development Officer**  
**Examination**

**April 1, 2009**  
**Date**

**0979500030**  
**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	3
REJECTED	22	GROUP 2	6
<b>TOTAL RECEIVED</b>	<b>31</b>	<b>TOTAL ON LIST</b>	<b>9</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>T &amp; E</u></b>
(Weight)				100%
PASSED				9
FAILED				0
<b>TOTAL TESTED</b>				<b>9</b>
<b>DID NOT APPEAR</b>				<b>0</b>

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Fire Investigator I**  
**Examination**

**April 1 & 2, 2009**  
**Date**

**09430302P**  
**Exam Code**

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

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached
<b>GROUP 3</b>
None

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	13	GROUP 1	9
REJECTED	1	GROUP 2	2
<b>TOTAL RECEIVED</b>	14	GROUP 3	0
		<b>TOTAL ON LIST</b>	11

	<b><u>TESTS</u></b>			
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)		100%		
PASSED		11		
FAILED		0		
<b>TOTAL TESTED</b>		11		
<b>WITHDREW</b>		2		

\*Per the MOU between the City of Las Vegas and IAFF, Local 1285 this eligible list is arranged by score from highest to lowest.

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**License Officer II**  
**Examination**

**April 30 , 2009**  
**Date**

**092571030**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	5	GROUP 1	2
REJECTED	56	GROUP 2	2
<b>TOTAL RECEIVED</b>	61	<b>TOTAL ON LIST</b>	4

**TESTS**

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Park Maintenance Supervisor**  
**Examination**

**April 30 , 2009**  
**Date**

**09223404P**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	8	GROUP 1	7
REJECTED	0	GROUP 2	1
<b>TOTAL RECEIVED</b>	8	<b>TOTAL ON LIST</b>	8

	<b><u>TESTS</u></b>			
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)		100%		
PASSED		8		
FAILED		0		
<b>TOTAL TESTED</b>		8		
<b>DID NOT APPEAR</b>		0		

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Planning Supervisor**  
**Examination**

**April 17, 2009**  
**Date**

**09223204P**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	3	GROUP 1	2
REJECTED	1	GROUP 2	1
<b>TOTAL RECEIVED</b>	<b>4</b>	<b>TOTAL ON LIST</b>	<b>3</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>T &amp; E</u></b>
(Weight)				100%
PASSED				3
FAILED				0
<b>TOTAL TESTED</b>				<b>3</b>
<b>DID NOT APPEAR</b>				<b>0</b>

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Planning Supervisor**  
**Examination**

**April 17, 2009**  
**Date**

**092232040**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	6	GROUP 1	6
REJECTED	2	GROUP 2	0
<b>TOTAL RECEIVED</b>	<b>8</b>	<b>TOTAL ON LIST</b>	<b>6</b>

**TESTS**

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Economic Development Officer**  
**Examination**

**April 2, 2009**  
**Date**

**0979501030**  
**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	6	GROUP 1	1
REJECTED	6	GROUP 2	4
<b>TOTAL RECEIVED</b>	12	<b>TOTAL ON LIST</b>	5

**TESTS**

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Fire Investigator**  
**Examination**

**April 3, 2009**  
**Date**

**097958302P**  
**Exam Code**

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

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached
<b>GROUP 3</b>
None

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	8	GROUP 1	2
REJECTED	0	GROUP 2	6
<b>TOTAL RECEIVED</b>	8	GROUP 3	0
		<b>TOTAL ON LIST</b>	8

	<b><u>TESTS</u></b>			
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)		100%		
PASSED		8		
FAILED		0		
<b>TOTAL TESTED</b>		8		
<b>WITHDREW</b>		0		

\*Per the MOU between the City of Las Vegas and IAFF, Local 1285 this eligible list is arranged by score from highest to lowest.

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Mechanic**  
**Examination**

**April 6, 2009**

**Date**

**09265002P**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	13	GROUP 1	2
REJECTED	0	GROUP 2	4
<b>TOTAL RECEIVED</b>	13	<b>TOTAL ON LIST</b>	6

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	6			
FAILED	7			
<b>TOTAL TESTED</b>	13			
<b>DID NOT APPEAR</b>	0			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date May 13, 2009

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

---

SUBJECT: B. EXTENSION OF ELIGIBLE LISTS

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

---

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 9

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1 Construction Project Representative – Promotional	5	05/12/09	11/12/09	1
2. Corrections Sergeant – Promotional	8	05/12/09	11/12/09	1
3 Environmental Systems Technician Trainee-Promotional	5	05/28/09	11/28/09	2
4 Environmental Systems Technician Trainee – Open	35	05/28/09	11/28/09	2
5 Fire Captain – Promotional	21	05/28/09	11/28/09	3
6. Firefighter Trainee – Open	1011	05/14/09	11/14/09	2
7 Office Supervisor – Open	25	05/28/09	11/28/09	3
8 Quality Assurance Officer – Promotional	1	05/12/09	11/12/09	1
9 Quality Assurance Officer – Open	5	05/12/09	11/12/09	1

CITY OF LAS VEGAS  
AGENDA DOCUMENTATION

Date: May 13, 2009

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

---

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

---

**BOARD ACTION: DISCUSSION AND POSSIBLE ACTION**

---

**CLASSIFICATION SPECIFICATIONS:**

**REVISED**

**1 Park Maintenance Field Supervisor**

Park Maintenance Field Supervisor was revised to update the specifications in preparation for recruitment.

**NEW**

**2 Records Services Supervisor**

Records Services Supervisor was created per an agreement between the city and the Las Vegas City Employees' Association.

**RECOMMENDATION**

The City recommends approval of these revised/new classification specifications.

## PARK MAINTENANCE FIELD SUPERVISOR

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

### DEFINITION

To supervise, assign and review the work of staff responsible for municipal landscaped grounds maintenance; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory or management staff.

Exercises direct supervision over park maintenance staff.

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

#### Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for the installation, renovation, maintenance and repair of municipal landscaped grounds and associated structures including parks, recreation facilities, community centers, restrooms, sport fields, roadway medians, and trails.
2. Assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Establish schedules and methods for providing park maintenance services; identify resource needs; review needs with appropriate supervisory staff; implement recommendations.
4. Supervise and participate in the renovation and maintenance of landscaped grounds including planning, developing planting plans, planting, maintenance and removal of trees, shrubs and turf.
5. Supervise and participate in the preparation, application and use of chemicals, fertilizers and pesticides.
6. Supervise and participate in the construction and maintenance of park recreation facilities; ensure functional and safe facilities for the public.

**CITY OF LAS VEGAS**  
**Park Maintenance Field Supervisor (*continued*)**

**Essential Functions:**

7. Participate in the selection of staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
8. Supervise the maintenance of time, material and equipment use records.
9. Ensure assigned employees adhere to safe work practices; train employees in safe work practices.
10. Prepare various specifications for projects as required; read and interpret blueprints; meet with contractors to collect bids for park facility renovations, repairs and improvements.
11. Inspect park facilities including community centers, sports fields, swimming pools and restrooms for maintenance and repair needs.
12. Prepare a variety of reports as requested.

**Marginal Functions:**

1. Perform inspection of small equipment; schedule repair and maintenance as required.
2. Requisition supplies and materials.
3. Stay abreast of trends and innovations in the field of park maintenance, installation and renovation.
4. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a municipal landscaped grounds and facilities maintenance, installation, renovation and repair program.

Principles of supervision, training and performance evaluation.

Materials, methods, practices and equipment used in municipal park facilities installation, renovation, maintenance and repair activities.

Landscape installation and renovation techniques.

Principles and practices of ornamental horticulture.

Planting mixtures and fertilization requirements.

**CITY OF LAS VEGAS**  
**Park Maintenance Field Supervisor (*continued*)**

**Knowledge of:**

Plant pests and diseases and methods of control.  
Chemicals and sprays commonly used for plant and grounds care and their proper application.  
Applicable occupational hazards and standard safety precautions.  
Federal, state and local laws, codes and regulations.

**Ability to:**

Plan, organize and prioritize assignments.  
Manage multiple assignments.  
Communicate with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.  
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.  
Prepare clear and concise reports.  
Establish and maintain effective working relationships with those contacted in the course of work including city officials and the general public.  
Communicate clearly and concisely, both orally and in writing.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:  
-- *Standing, walking, sitting for extended periods of time; and*  
-- *Operating assigned equipment.*  
Maintain effective audio-visual discrimination and perception needed for:  
-- *Making observations;*  
-- *Communicating with others;*  
-- *Reading and writing; and*  
-- *Operating assigned equipment and vehicles.*  
Maintain mental capacity which allows the capability of:  
-- *Making sound decisions;*  
-- *Effective interaction and communication with others; and*  
-- *Demonstrating intellectual capabilities.*

**Experience and Training Requirements**

**Experience:**

Four years of increasingly responsible experience in the installation, renovation, maintenance and repair of municipal park grounds and facilities, including one year of lead or supervisory experience.

**Training:**

Equivalent to graduation from high school supplemented by specialized course work or training in grounds maintenance, building maintenance or a related field.

**CITY OF LAS VEGAS**  
**Park Maintenance Field Supervisor (*continued*)**

**License or Certificate**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

Travel from site to site; some exposure to fumes, dust and noise.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for heavy lifting, standing, climbing; may work at heights; work in inclement weather conditions.

ARB

REV 4/27/09

FLSA: exempt; City: nonexempt

CSB 5/13/09

## RECORDS SERVICES SUPERVISOR

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

### DEFINITION

To participate in maintaining sound records management and public records policies and procedures for the city; to supervise staff responsible for hard copy public and historic information and record lifecycle management, including the Active Records Center; to provide responsible assistance to the assigned manager; and to perform a variety of tasks related to the assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Enterprise Records Officer and the City Clerk.

Exercises direct supervision over hard copy and historical records 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. Participate in maintaining sound city-wide records management policies and procedures; evaluate current records retention schedules and recommend/implement a plan to update and establish new retention schedules for all departments; draft procedures for systematic review of retention schedules, submission to City Council and the state as required; draft updates to City Code addressing records retention and related records management procedures; maintain knowledge of laws, literature, and publications that address records retention, and oversee departmental adherence to retention schedules and records destruction policy while preserving records of historical value and reporting compliance to management.
2. Plan, prioritize, assign, supervise and review the work of staff responsible for maintaining hard copy and historical records. Participate in the selection of staff; ensure positive morale; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.

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

**Essential Functions:**

3. Receive and respond to inquiries and subpoenas from all departments, agencies and the public; use sound judgment in providing technical assistance or referring to appropriate party; explain pertinent regulations, policies and procedures; consult with legal staff to resolve sensitive issues in public records access; assist in preparing new and revised ordinances for presentation to the Records Management Committee.
4. Supervise the Active Records Center operations, maintenance and courier services, including oversight of the retrieval, access and response capabilities for the records stored in the vault and department file system.
5. Participate in the preparation and administration of the assigned work unit budget; submit budget recommendations; monitor expenses; estimate time, materials and equipment required to accomplish goals and objectives; participate in the development and maintenance of performance measures, oversee contracts and maintenance agreements as applicable.
6. Update, recommend and implement goals and objectives of the work unit; establish schedules and methods for providing services; review needs with appropriate management staff; identify and maintain training plans for work unit; plan, obtain and allocate resources accordingly.
7. Prepare and present administrative, analytical and statistical reports on operations and activities. Maintain documentation of departmental records delegates training and certification, develop and provide training to records delegates, as well as oversee the creation and maintenance of educational or training material regarding records management for the entire City.
8. Participate in the creation and revision of a records disaster recovery program and vital records program by assisting in the identification and designation of vital records; evaluate proper methods of protection for vital records and make recommendations on media, rotation, dispersal, and related procedures; as well as participate in the implementation of disaster prevention and recovery plans.
9. Participate in the creation and revision of a formalized archives and preservation program including: performing duties relating to the accessioning and processing of historical records and artifacts, including appraising documents for historical significance, organizing records according to professional principles and practices, overseeing and carrying out preservation measures; the development of policies and operating procedures relating to historical and archival records; securing and maintaining grant funding or alternative funding source to support program; as well as the development and maintenance of professional and educational partnerships that would support and facilitate an archives and preservation program at the City of Las Vegas.

## CITY OF LAS VEGAS

### Records Services Supervisor (*continued*)

#### Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of records management.
2. Perform related duties and responsibilities as required.

#### QUALIFICATIONS

##### Knowledge of:

Policies, practices and procedures of a records management program.

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

Codes, policies and procedures related to the maintenance, recording and storage of legal, archival and historical documents.

Current issues in records management, including the preservation of historic records.

Record keeping principles and practices.

Principles of supervision, training and performance evaluation.

Disaster recovery techniques

Basic principles and practices of budget preparation and administration.

Principles of business writing and report preparation.

Correct business English including spelling, grammar and punctuation.

Current office procedures, methods, computer equipment and standard software packages.

##### Ability to:

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

Act calmly, rationally, decisively and tactfully in difficult situations.

Use initiative and independent judgment within established guidelines.

Analyze complex problems, identify alternative solutions, project consequences of proposed actions and recommend best options.

Manage multiple assignments.

Plan, organize and prioritize assignments.

Prepare clear and concise reports.

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

Communicate clearly and concisely, both orally and in writing.

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

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.*

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

**Ability to:**

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:**

Four years of professional records management experience, preferably in a local government environment. Supervisory experience in any field is preferable.

**Training:**

Associate degree from an accredited college or university with major in records management, 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.

**License or Certificate**

Possession of Certified Records Manager designation from the Institute of Certified Records Managers is desirable.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

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

ARB  
NEW 3/23/09  
FLSA: exempt; City: nonexempt

CSB 5/13/09

## PARK MAINTENANCE FIELD SUPERVISOR

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

### DEFINITION

To supervise, assign and review the work of staff responsible for ~~park~~ municipal landscaped grounds maintenance; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory or management staff.

Exercises direct supervision over ~~lower level~~ park maintenance staff.

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

#### Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for the ~~construction~~ installation, renovation, maintenance and repair of municipal park landscaped grounds, cemetery and associated structures including parks, recreation facilities, including community centers, restrooms, sport fields, roadway medians, and trails and storage areas.
2. Assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Establish schedules and methods for providing park maintenance services; identify resource needs; review needs with appropriate supervisory staff; implement recommendations.
4. Supervise and participate in the renovation and maintenance of park landscaped grounds including planning, developing planting plans, planting, maintenance and removal of trees, shrubs and lawns turf.
5. Supervise and participate in the preparation, application and use of chemicals, fertilizers and pesticides.
6. Supervise and participate in the construction and maintenance of park recreation facilities; ensure functional and safe facilities for the public.
7. Participate in the selection of staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and

CITY OF LAS VEGAS

Park Maintenance Field Supervisor (*continued*)

procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.

1-8. Supervise the maintenance of time, material and equipment use records.

2-9. Ensure assigned employees the adherence to safe work practices by maintenance personnel; train employees in safe work practices.

7-10. Prepare various specifications for ~~construction~~ projects as required; read and interpret blueprints; meet with contractors to collect bids for park facility renovations, repairs and improvements.

8-11. Inspect park facilities including community centers, sports fields, swimming pools and restrooms for maintenance and repair needs.

12. Prepare a variety of reports as requested.

**Marginal Functions:**

1. Perform inspection of small equipment; schedule repair and maintenance as required.
2. Requisition supplies and materials.
3. Stay abreast of new trends and innovations in the field of park maintenance, installation and renovation.
4. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a municipal park landscaped grounds and facilities ~~construction, maintenance, installation, renovation and repair program.~~

Principles of supervision, training and performance evaluation.

Materials, methods, practices and equipment used in municipal park facilities ~~construction~~ installation, renovation, maintenance and repair activities.

~~Methods, materials, tools and techniques used in park grounds maintenance projects.~~

Landscape construction installation and renovation techniques.

Principles and practices of ornamental horticulture.

Planting mixtures and fertilization requirements.

Plant pests and diseases and methods of ~~their control-eradication.~~

Chemicals and sprays commonly used for plant and grounds care and their proper application.

Applicable Occupational hazards and standard safety precautions necessary in the work.

Federal, state and local laws, codes and regulations.

CITY OF LAS VEGAS

Park Maintenance Field Supervisor (*continued*)

Ability to:

~~Supervise, organize and review the work of lower level staff.~~

~~Select, supervise, train and evaluate staff.~~

Plan, organize and prioritize assignments.

Manage multiple assignments.

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

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.

~~Interpret and apply administrative and departmental policies and procedures.~~

~~Prepare clear and concise reports.~~

~~Organize, direct and implement maintenance schedules.~~

~~Operate and maintain municipal park facilities construction, maintenance and repair machinery and equipment.~~

~~Establish and maintain effective working relationships with those contacted in the course of work including city officials and the general public.~~

~~Communicate clearly and concisely, both orally and in writing.~~

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

- ~~-- *Standing, walking, sitting for extended periods of time; and*~~
- ~~-- *Operating assigned equipment.*~~

~~Maintain effective audio-visual discrimination and perception needed for:~~

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

~~Maintain mental capacity which allows for effective interaction and communication with others.~~

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience in the ~~construction,~~ installation, renovation, maintenance and repair of municipal park grounds and facilities, including one year of lead or supervisory experience.

Training:

Equivalent to graduation from high school supplemented by specialized course work or training in grounds maintenance, ~~and building construction maintenance~~ or a related field.

CITY OF LAS VEGAS  
Park Maintenance Field Supervisor (*continued*)

License or Certificate

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

~~Possession of, or ability to obtain, an appropriate, valid commercial driver's license.~~

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; some exposure to fumes, dust and noise.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for heavy lifting, standing, climbing; may work at heights; work in inclement weather conditions.

ARB

REV 4/27/09

FLSA: exempt; City: nonexempt

CSB 1/12/94

**CITY OF LAS VEGAS**

**AGENDA DOCUMENTATION**

Date

May 13, 2009

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

---

**SUBJECT: D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST**

---

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

---

The City is requesting that the following eligible list(s) be abolished in accordance with Civil Service Rules, Chapter IV, Section 9, c. (4):

1. Microcomputer Specialist - Promotional
2. Microcomputer Specialist - Open

The reasoning is as follows:

The current eligible list(s) no longer suit the needs of the department.

**RECOMMENDATION**

The City recommends approval of the abolishment of these lists.

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Department of Human Resources

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

Training Room #4

Las Vegas, Nevada

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

AGENDA

DATE: May 13, 2009

TIME: 4:30 p.m.

CLAUDETTE ENUS

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 April 8, 2009
- IV. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Economic Development Officer - Open
2. Fire Investigator I - Promotional
3. License Officer II - Open
4. Park Maintenance Supervisor - Promotional
5. Planning Supervisor - Promotional
6. Planning Supervisor - Open
7. Senior Economic Development Officer - Open
8. Senior Fire Investigator - Promotional
9. Senior Mechanic - Promotional

*EB motion to App  
M W - 2nd*

B. EXTENSION OF ELIGIBLE LISTS

1. Construction Project Representative - Promotional
2. Corrections Sergeant - Promotional
3. Environmental Systems Technician Trainee - Promotional
4. Environmental Systems Technician Trainee - Open
5. Fire Captain - Promotional
6. Fire fighter Trainee - Open
7. Office Supervisor - Open
8. Quality Assurance Officer - Promotional
9. Quality Assurance Officer - Open

*EM - motion to App  
P R and*

C. CLASSIFICATION SPECIFICATIONS

1. Park Maintenance Field Supervisor - Revised
2. Records Services Supervisor - New

*M W motion to App  
E B 2nd*

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

1. Microcomputer Specialist - Promotional
2. Microcomputer Specialist - Open

*EM motion to App  
P R and*

V. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED

VI. 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

*Adjourned*

**CITY OF LAS VEGAS  
CIVIL SERVICE BOARD  
MINUTES  
FOR THE  
April 8, 2009  
REGULAR MEETING**

Agenda Documentation  
May 13, 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: April 8, 2009 at 4:30 p.m. in the Human Resources Department.

ROLL CALL:

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

STAFF PRESENT

Judy Tuttle  
Ann Rubertino-Beck  
Myrtle Harvey  
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 March 11, 2009: Trustee Malcolm White made a motion to approve the minutes of the Regular Meeting of March 11, 2009. Trustee Priscilla Rocha seconded the motion. Motion carried.

IV. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

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

A motion was made by Trustee Priscilla Rocha that items 1 through 3 of the Eligible List to be Certified be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

**B. EXTENSION OF ELIGIBLE LISTS:**

1. Construction Control Specialist – Promotional
2. Corrections Officers – 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

A motion was made by Trustee Ed Miramontes that items 1 through 13 of the Extension of Eligible Lists be approved. Trustee Malcolm White seconded the motion. Motion carried.

**C. CLASSIFICATION SPECIFICATIONS**

1. Communications Quality Improvement Coordinator – New

A motion was made by Trustee Malcolm White to approve Item 1 of the Classification Specifications and Priscilla Rocha seconded the motion. Motion Carried.

**D. REQUEST TO BE PLACED ON REHIRE LIST:**

1. Terry Paul
2. Jo Ann Simmons

A motion was made by Trustee Priscilla Rocha to approve Items 1 and 2 of the Request to be Placed on the Rehire List and Trustee Ed Miramontes seconded the motion. Motion Carried.

**V. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED: None**

**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: May 13, 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: 9**

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1. Economic Development Officer – Open	31	9	9
2. Fire Investigator I – Promotional	14	11	11
3. License Officer II – Open	61	5	4
4. Park Maintenance Supervisor – Promotional	8	8	8
5. Planning Supervisor – Promotional	4	3	3
6. Planning Supervisor – Open	8	6	6
7. Senior Economic Development Officer – Open	12	6	5
8. Senior Fire Investigator – Promotional	8	8	8
9. Senior Mechanic – Promotional	13	13	6

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Economic Development Officer**  
**Examination**

**April 1, 2009**  
**Date**

**0979500030**  
**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	3
REJECTED	22	GROUP 2	6
<b>TOTAL RECEIVED</b>	<b>31</b>	<b>TOTAL ON LIST</b>	<b>9</b>

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>T &amp; E</u></b>
(Weight)				100%
PASSED				9
FAILED				0
<b>TOTAL TESTED</b>				<b>9</b>
<b>DID NOT APPEAR</b>				<b>0</b>

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Fire Investigator I**  
**Examination**

**April 1 & 2, 2009**  
**Date**

**09430302P**  
**Exam Code**

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

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached
<b>GROUP 3</b>
None

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	13	GROUP 1	9
REJECTED	1	GROUP 2	2
<b>TOTAL RECEIVED</b>	14	GROUP 3	0
		<b>TOTAL ON LIST</b>	11

	<b><u>TESTS</u></b>			
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)		100%		
PASSED		11		
FAILED		0		
<b>TOTAL TESTED</b>		11		
<b>WITHDREW</b>		2		

\*Per the MOU between the City of Las Vegas and IAFF, Local 1285 this eligible list is arranged by score from highest to lowest.

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**License Officer II**  
**Examination**

**April 30 , 2009**  
**Date**

**092571030**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	5	GROUP 1	2
REJECTED	56	GROUP 2	2
<b>TOTAL RECEIVED</b>	<b>61</b>	<b>TOTAL ON LIST</b>	<b>4</b>

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Park Maintenance Supervisor**  
**Examination**

**April 30, 2009**  
**Date**

**09223404P**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

**APPLICATIONS**

**ELIGIBLE LIST**

ACCEPTED	8	GROUP 1	7
REJECTED	0	GROUP 2	1
<b>TOTAL RECEIVED</b>	<b>8</b>	<b>TOTAL ON LIST</b>	<b>8</b>

**TESTS**

**WRITTEN**

**ORAL**

**PERFORMANCE**

**OTHER**

(Weight)

100%

PASSED	8		
FAILED	0		
<b>TOTAL TESTED</b>	<b>8</b>		
<b>DID NOT APPEAR</b>	<b>0</b>		

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Planning Supervisor**  
**Examination**

**April 17, 2009**  
**Date**

**09223204P**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

**APPLICATIONS**

**ELIGIBLE LIST**

ACCEPTED	3
REJECTED	1
<b>TOTAL RECEIVED</b>	<b>4</b>

GROUP 1	2
GROUP 2	1
<b>TOTAL ON LIST</b>	<b>3</b>

**TESTS**

**WRITTEN**

**ORAL**

**PERFORMANCE**

**T & E**

(Weight)

100%

PASSED			3
FAILED			0
<b>TOTAL TESTED</b>			<b>3</b>
<b>DID NOT APPEAR</b>			<b>0</b>

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Planning Supervisor**  
**Examination**

**April 17, 2009**  
**Date**

**092232040**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	6	GROUP 1	6
REJECTED	2	GROUP 2	0
<b>TOTAL RECEIVED</b>	<b>8</b>	<b>TOTAL ON LIST</b>	<b>6</b>

**TESTS**

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Economic Development Officer  
Examination**

**April 2, 2009  
Date**

**0979501030  
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	6	GROUP 1	1
REJECTED	6	GROUP 2	4
<b>TOTAL RECEIVED</b>	<b>12</b>	<b>TOTAL ON LIST</b>	<b>5</b>

**TESTS**

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Fire Investigator**  
**Examination**

**April 3, 2009**

**Date**

**097958302P**  
**Exam Code**

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

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached
<b>GROUP 3</b>
None

**REPORT OF EXAMINATION**

<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>	
ACCEPTED	8	GROUP 1	2
REJECTED	0	GROUP 2	6
<b>TOTAL RECEIVED</b>	<b>8</b>	GROUP 3	0
		<b>TOTAL ON LIST</b>	<b>8</b>

	<b><u>TESTS</u></b>			
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)		100%		
PASSED		8		
FAILED		0		
<b>TOTAL TESTED</b>		<b>8</b>		
<b>WITHDREW</b>		<b>0</b>		

\*Per the MOU between the City of Las Vegas and IAFF, Local 1285 this eligible list is arranged by score from highest to lowest.

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Mechanic**  
**Examination**

**April 6, 2009**  
**Date**

**09265002P**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	13	GROUP 1	2
REJECTED	0	GROUP 2	4
<b>TOTAL RECEIVED</b>	13	<b>TOTAL ON LIST</b>	6

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	6			
FAILED	7			
<b>TOTAL TESTED</b>	13			
<b>DID NOT APPEAR</b>	0			

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

Date May 13, 2009

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

---

**SUBJECT: B. EXTENSION OF ELIGIBLE LISTS**

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

---

**TOTAL EXTENSIONS OF ELIGIBLE LISTS: 9**

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1 Construction Project Representative – Promotional	5	05/12/09	11/12/09	1
2. Corrections Sergeant – Promotional	8	05/12/09	11/12/09	1
3. Environmental Systems Technician Trainee-Promotional	5	05/28/09	11/28/09	2
4. Environmental Systems Technician Trainee – Open	35	05/28/09	11/28/09	2
5. Fire Captain – Promotional	21	05/28/09	11/28/09	3
6 Firefighter Trainee – Open	1011	05/14/09	11/14/09	2
7. Office Supervisor – Open	25	05/28/09	11/28/09	3
8 Quality Assurance Officer – Promotional	1	05/12/09	11/12/09	1
9 Quality Assurance Officer – Open	5	05/12/09	11/12/09	1

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

Date: May 13, 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**

---

**BOARD ACTION: DISCUSSION AND POSSIBLE ACTION**

---

**CLASSIFICATION SPECIFICATIONS:**

**REVISED**

1. Park Maintenance Field Supervisor

Park Maintenance Field Supervisor was revised to update the specifications in preparation for recruitment.

**NEW**

2. Records Services Supervisor

Records Services Supervisor was created per an agreement between the city and the Las Vegas City Employees' Association.

**RECOMMENDATION**

The City recommends approval of these revised/new classification specifications.

## PARK MAINTENANCE FIELD SUPERVISOR

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

### DEFINITION

To supervise, assign and review the work of staff responsible for municipal landscaped grounds maintenance; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory or management staff.

Exercises direct supervision over park maintenance staff.

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

#### Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for the installation, renovation, maintenance and repair of municipal landscaped grounds and associated structures including parks, recreation facilities, community centers, restrooms, sport fields, roadway medians, and trails.
2. Assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Establish schedules and methods for providing park maintenance services; identify resource needs; review needs with appropriate supervisory staff; implement recommendations.
4. Supervise and participate in the renovation and maintenance of landscaped grounds including planning, developing planting plans, planting, maintenance and removal of trees, shrubs and turf.
5. Supervise and participate in the preparation, application and use of chemicals, fertilizers and pesticides.
6. Supervise and participate in the construction and maintenance of park recreation facilities; ensure functional and safe facilities for the public.

**CITY OF LAS VEGAS**  
**Park Maintenance Field Supervisor (*continued*)**

**Essential Functions:**

7. Participate in the selection of staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
8. Supervise the maintenance of time, material and equipment use records.
9. Ensure assigned employees adhere to safe work practices; train employees in safe work practices.
10. Prepare various specifications for projects as required; read and interpret blueprints; meet with contractors to collect bids for park facility renovations, repairs and improvements.
11. Inspect park facilities including community centers, sports fields, swimming pools and restrooms for maintenance and repair needs.
12. Prepare a variety of reports as requested.

**Marginal Functions:**

1. Perform inspection of small equipment; schedule repair and maintenance as required.
2. Requisition supplies and materials.
3. Stay abreast of trends and innovations in the field of park maintenance, installation and renovation.
4. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a municipal landscaped grounds and facilities maintenance, installation, renovation and repair program.

Principles of supervision, training and performance evaluation.

Materials, methods, practices and equipment used in municipal park facilities installation, renovation, maintenance and repair activities.

Landscape installation and renovation techniques.

Principles and practices of ornamental horticulture.

Planting mixtures and fertilization requirements.

**CITY OF LAS VEGAS**  
**Park Maintenance Field Supervisor (*continued*)**

**Knowledge of:**

Plant pests and diseases and methods of control.  
Chemicals and sprays commonly used for plant and grounds care and their proper application.  
Applicable occupational hazards and standard safety precautions.  
Federal, state and local laws, codes and regulations.

**Ability to:**

Plan, organize and prioritize assignments.  
Manage multiple assignments.  
Communicate with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.  
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.  
Prepare clear and concise reports.  
Establish and maintain effective working relationships with those contacted in the course of work including city officials and the general public.  
Communicate clearly and concisely, both orally and in writing.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Standing, walking, sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

**Experience and Training Requirements**

**Experience:**

Four years of increasingly responsible experience in the installation, renovation, maintenance and repair of municipal park grounds and facilities, including one year of lead or supervisory experience.

**Training:**

Equivalent to graduation from high school supplemented by specialized course work or training in grounds maintenance, building maintenance or a related field.

**CITY OF LAS VEGAS**  
**Park Maintenance Field Supervisor (*continued*)**

**License or Certificate**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

Travel from site to site; some exposure to fumes, dust and noise.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for heavy lifting, standing, climbing; may work at heights; work in inclement weather conditions.

ARB  
REV 4/27/09  
FLSA: exempt; City: nonexempt

CSB 5/13/09

## RECORDS SERVICES SUPERVISOR

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

### DEFINITION

To participate in maintaining sound records management and public records policies and procedures for the city; to supervise staff responsible for hard copy public and historic information and record lifecycle management, including the Active Records Center; to provide responsible assistance to the assigned manager; and to perform a variety of tasks related to the assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Enterprise Records Officer and the City Clerk.

Exercises direct supervision over hard copy and historical records 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. Participate in maintaining sound city-wide records management policies and procedures; evaluate current records retention schedules and recommend/implement a plan to update and establish new retention schedules for all departments; draft procedures for systematic review of retention schedules, submission to City Council and the state as required; draft updates to City Code addressing records retention and related records management procedures; maintain knowledge of laws, literature, and publications that address records retention, and oversee departmental adherence to retention schedules and records destruction policy while preserving records of historical value and reporting compliance to management.
2. Plan, prioritize, assign, supervise and review the work of staff responsible for maintaining hard copy and historical records. Participate in the selection of staff; ensure positive morale; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.

## CITY OF LAS VEGAS

### Records Services Supervisor (*continued*)

#### Essential Functions:

3. Receive and respond to inquiries and subpoenas from all departments, agencies and the public; use sound judgment in providing technical assistance or referring to appropriate party; explain pertinent regulations, policies and procedures; consult with legal staff to resolve sensitive issues in public records access; assist in preparing new and revised ordinances for presentation to the Records Management Committee.
4. Supervise the Active Records Center operations, maintenance and courier services, including oversight of the retrieval, access and response capabilities for the records stored in the vault and department file system.
5. Participate in the preparation and administration of the assigned work unit budget; submit budget recommendations; monitor expenses; estimate time, materials and equipment required to accomplish goals and objectives; participate in the development and maintenance of performance measures, oversee contracts and maintenance agreements as applicable.
6. Update, recommend and implement goals and objectives of the work unit; establish schedules and methods for providing services; review needs with appropriate management staff; identify and maintain training plans for work unit; plan, obtain and allocate resources accordingly.
7. Prepare and present administrative, analytical and statistical reports on operations and activities. Maintain documentation of departmental records delegates training and certification, develop and provide training to records delegates, as well as oversee the creation and maintenance of educational or training material regarding records management for the entire City.
8. Participate in the creation and revision of a records disaster recovery program and vital records program by assisting in the identification and designation of vital records; evaluate proper methods of protection for vital records and make recommendations on media, rotation, dispersal, and related procedures; as well as participate in the implementation of disaster prevention and recovery plans.
9. Participate in the creation and revision of a formalized archives and preservation program including: performing duties relating to the accessioning and processing of historical records and artifacts, including appraising documents for historical significance, organizing records according to professional principles and practices, overseeing and carrying out preservation measures; the development of policies and operating procedures relating to historical and archival records; securing and maintaining grant funding or alternative funding source to support program; as well as the development and maintenance of professional and educational partnerships that would support and facilitate an archives and preservation program at the City of Las Vegas.

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

**Marginal Functions:**

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of records management.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Policies, practices and procedures of a records management program.  
Pertinent federal, state and local laws, codes and regulations.  
Codes, policies and procedures related to the maintenance, recording and storage of legal, archival and historical documents.  
Current issues in records management, including the preservation of historic records.  
Record keeping principles and practices.  
Principles of supervision, training and performance evaluation.  
Disaster recovery techniques  
Basic principles and practices of budget preparation and administration.  
Principles of business writing and report preparation.  
Correct business English including spelling, grammar and punctuation.  
Current office procedures, methods, computer equipment and standard software packages.

**Ability to:**

Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.  
Act calmly, rationally, decisively and tactfully in difficult situations.  
Use initiative and independent judgment within established guidelines.  
Analyze complex problems, identify alternative solutions, project consequences of proposed actions and recommend best options.  
Manage multiple assignments.  
Plan, organize and prioritize assignments.  
Prepare clear and concise reports.  
Produce written documents with clearly organized thoughts using proper sentence structure, punctuation, spelling and grammar.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
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.*

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

**Ability to:**

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:**

Four years of professional records management experience, preferably in a local government environment. Supervisory experience in any field is preferable.

**Training:**

Associate degree from an accredited college or university with major in records management, 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.

**License or Certificate**

Possession of Certified Records Manager designation from the Institute of Certified Records Managers is desirable.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

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

ARB  
NEW 3/23/09  
FLSA: exempt; City: nonexempt

CSB 5/13/09

## PARK MAINTENANCE FIELD SUPERVISOR

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

### DEFINITION

To supervise, assign and review the work of staff responsible for ~~park~~ municipal landscaped grounds maintenance; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory or management staff.

Exercises direct supervision over ~~lower level~~ park maintenance staff.

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—

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

#### Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for the ~~construction~~ installation, renovation, maintenance and repair of municipal park-landscaped grounds, cemetery and associated structures including parks, recreation facilities, including community centers, restrooms, sport fields, roadway medians, and trails and storage areas.
2. Assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Establish schedules and methods for providing park maintenance services; identify resource needs; review needs with appropriate supervisory staff; implement recommendations.
4. Supervise and participate in the renovation and maintenance of park-landscaped grounds including planning, developing planting plans, planting, maintenance and removal of trees, shrubs and lawns turf.
5. Supervise and participate in the preparation, application and use of chemicals, fertilizers and pesticides.
6. Supervise and participate in the construction and maintenance of park recreation facilities; ensure functional and safe facilities for the public.
7. Participate in the selection of staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; review and evaluate work products, methods and

## CITY OF LAS VEGAS

### Park Maintenance Field Supervisor (*continued*)

procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.

1.8. Supervise the maintenance of time, material and equipment use records.

2.9. Ensure assigned employees the adherence to safe work practices by maintenance personnel; train employees in safe work practices.

7.10. Prepare various specifications for construction projects as required; read and interpret blueprints; meet with contractors to collect bids for park facility renovations, repairs and improvements.

8.11. Inspect park facilities including community centers, sports fields, swimming pools and restrooms for maintenance and repair needs.

12. Prepare a variety of reports as requested.

#### Marginal Functions:

1. Perform inspection of small equipment; schedule repair and maintenance as required.
2. Requisition supplies and materials.
3. Stay abreast of new trends and innovations in the field of park maintenance, installation and renovation.
4. Perform related duties and responsibilities as required.

#### QUALIFICATIONS

##### Knowledge of:

Operations, services and activities of a municipal park landscaped grounds and facilities construction, maintenance, installation, renovation and repair program.

Principles of supervision, training and performance evaluation.

Materials, methods, practices and equipment used in municipal park facilities construction, installation, renovation, maintenance and repair activities.

Methods, materials, tools and techniques used in park grounds maintenance projects.

Landscape construction, installation and renovation techniques.

Principles and practices of ornamental horticulture.

Planting mixtures and fertilization requirements.

Plant pests and diseases and methods of their control-eradication.

Chemicals and sprays commonly used for plant and grounds care and their proper application.

Applicable Occupational hazards and standard safety precautions necessary in the work.

Federal, state and local laws, codes and regulations.

**CITY OF LAS VEGAS**

**Park Maintenance Field Supervisor (*continued*)**

**Ability to:**

~~Supervise, organize and review the work of lower level staff.~~

~~Select, supervise, train and evaluate staff.~~

~~Plan, organize and prioritize assignments.~~

~~Manage multiple assignments.~~

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

~~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.~~

~~Interpret and apply administrative and departmental policies and procedures.~~

~~Prepare clear and concise reports.~~

~~Organize, direct and implement maintenance schedules.~~

~~Operate and maintain municipal park facilities construction, maintenance and repair machinery and equipment.~~

~~Establish and maintain effective working relationships with those contacted in the course of work including city officials and the general public.~~

~~Communicate clearly and concisely, both orally and in writing.~~

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

- ~~-- *Standing, walking, sitting for extended periods of time; and*~~
- ~~-- *Operating assigned equipment.*~~

~~Maintain effective audio-visual discrimination and perception needed for:~~

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

~~Maintain mental capacity which allows for effective interaction and communication with others.~~

~~Maintain mental capacity which allows the capability of:~~

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

**Experience and Training Requirements**

**Experience:**

~~Four years of increasingly responsible experience in the construction, installation, renovation, maintenance and repair of municipal park grounds and facilities, including one year of lead or supervisory experience.~~

**Training:**

~~Equivalent to graduation from high school supplemented by specialized course work or training in grounds maintenance, ~~and building construction maintenance~~ or a related field.~~

**CITY OF LAS VEGAS**  
**Park Maintenance Field Supervisor (*continued*)**

**License or Certificate**

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

~~Possession of, or ability to obtain, an appropriate, valid commercial driver's license.~~

**WORKING CONDITIONS**

**Environmental Conditions:**

Travel from site to site; some exposure to fumes, dust and noise.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for heavy lifting, standing, climbing; may work at heights; work in inclement weather conditions.

ARB

REV 4/27/09

FLSA: exempt; City: nonexempt

CSB 1/12/94

**CITY OF LAS VEGAS**

**AGENDA DOCUMENTATION**

Date

**May 13, 2009**

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

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**SUBJECT: D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST**

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

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The City is requesting that the following eligible list(s) be abolished in accordance with Civil Service Rules, Chapter IV, Section 9, c. (4):

1. Microcomputer Specialist - Promotional
2. Microcomputer Specialist - Open

The reasoning is as follows:

The current eligible list(s) no longer suit the needs of the department.

**RECOMMENDATION**

The City recommends approval of the abolishment of these lists.