

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Department of Human Resources

400 Stewart Avenue - 2nd Floor

Training Room #4

Las Vegas, Nevada

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

AGENDA

DATE: June 10, 2009

TIME: 4:30 p.m.

PCB
EST
ARB

PA ✓
EM ✓
EB ✓
PR ✓

MH
GK
[initials]

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 AM
- II ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW 1st: EB
- III APPROVAL OF MINUTES Regular Meeting of May 13, 2009 2nd: PR
- IV BUSINESS M.C.: ✓

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1. Customer Service Representative - Open
 - 2. Engineering Project Manager - Promotional
 - 3. Engineering Project Manager - Open
 - 4. Fire Engineer - Promotional
 - 5. Graffiti Technician - Promotional
 - 6. Graffiti Technician - Open
 - 7. Irrigation Systems Repairer I - Promotional
 - 8. Irrigation Systems Repairer I - Open
 - 9. Senior Office Specialist - Open
- 1st: PR
2nd: EB
M.C.: ✓

B. EXTENSION OF ELIGIBLE LISTS

- 1. Records Technician I - Open
 - 2. Systems Administration Specialist - Promotional
 - 3. Systems Administration Specialist - Open
- 1st: EB EM
2nd: EB
M.C.: ✓

EM-Q's:
Audit
Homes/RS:
Request
of Home owner

C. CLASSIFICATION SPECIFICATIONS

- 1 Energy Auditor
- 1st: EB
2nd: EM
M/C ✓

D. REQUEST TO BE PLACED ON THE REHIRE LIST

- 1 Javier Najarro
 - 2 Terry Paul
- 1st: PR
2nd: EM
M/C ✓

V. ITEMS FOR DISCUSSION ONLY. NO BOARD ACTION REQUIRED

VI CITIZEN PARTICIPATION * 4:30

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

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

Agenda Documentation
June 10, 2009

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

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

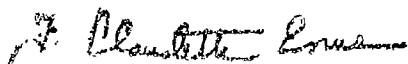
A motion was made by Ed Miramontes to approve Items 1 and 2 of the Abolishing Eligible List and Trustee Priscilla Rocha seconded the motion. Motion Carried.

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.



F. Claudette Enus
Secretary to the Board



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

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: June 10, 2009

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 & PLACED ON ELIGIBLE LISTS</u> |
|--|----------------|---------------|--|
| 1. Customer Service Representative - Open | 165 | 129 | 129 |
| 2. Engineering Project Manager – Promotional | 8 | 8 | 8 |
| 3. Engineering Project Manager – Open | 41 | 30 | 30 |
| 4. Fire Engineer – Promotional | 35 | 33 | 29 |
| 5. Graffiti Technician – Promotional | 9 | 4 | 3 |
| 6. Graffiti Technician – Open | 142 | 50 | 33 |
| 7. Irrigation Systems Repairer I – Promotional | 6 | 4 | 4 |
| 8. Irrigation Systems Repairer I – Open | 59 | 21 | 11 |
| 9. Senior Office Specialist – Open | 113 | 93 | 68 |

CITY OF LAS VEGAS

ELIGIBLE LIST

Customer Service Representative
Examination

May 28, 2009
Date

093713040
Exam Code

Open
Open/Promotional

| |
|----------------|
| NAME |
| GROUP 1 |
| See Attached |
| GROUP 2 |
| See Attached |

REPORT OF EXAMINATION

| | <u>APPLICATIONS</u> | | <u>ELIGIBLE LIST</u> |
|-----------------------|----------------------------|----------------------|-----------------------------|
| ACCEPTED | 146 | GROUP 1 | 100 |
| REJECTED | 19 | GROUP 2 | 29 |
| TOTAL RECEIVED | 165 | TOTAL ON LIST | 129 |

TESTS

| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
|-----------------------|-----------------------|--------------------|---------------------------|---------------------|
| (Weight) | 100% | | | |
| PASSED | 129 | | | |
| FAILED | 0 | | | |
| TOTAL TESTED | 129 | | | |
| DID NOT APPEAR | 17 | | | |

CITY OF LAS VEGAS

ELIGIBLE LIST

Engineering Project Manager
Examination

May 29, 2009
Date

09208004P
Exam Code

Promotional
Open/Promotional

| | |
|----------------|--|
| NAME | |
| GROUP 1 | |
| See Attached | |
| GROUP 2 | |
| See Attached | |

REPORT OF EXAMINATION

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

| | <u>TESTS</u> | | | |
|-----------------------|----------------|-------------|--------------------|------------------|
| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>T & E</u> |
| (Weight) | | | | 100% |
| PASSED | | | | 8 |
| FAILED | | | | 0 |
| TOTAL TESTED | | | | 8 |
| DID NOT APPEAR | | | | 0 |

CITY OF LAS VEGAS

ELIGIBLE LIST

Engineering Project Manager
Examination

May 29, 2009
Date

092080040
Exam Code

Open
Open/Promotional

| |
|----------------|
| NAME |
| GROUP 1 |
| See Attached |
| GROUP 2 |
| See Attached |

REPORT OF EXAMINATION

| | <u>APPLICATIONS</u> | | <u>ELIGIBLE LIST</u> |
|-----------------------|----------------------------|----------------------|-----------------------------|
| ACCEPTED | 30 | GROUP 1 | 21 |
| REJECTED | 11 | GROUP 2 | 9 |
| TOTAL RECEIVED | 41 | TOTAL ON LIST | 30 |

| | <u>TESTS</u> | | | |
|-----------------------|-----------------------|--------------------|---------------------------|-------------------------|
| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>T & E</u> |
| (Weight) | | | | 100% |
| PASSED | | | | 30 |
| FAILED | | | | 0 |
| TOTAL TESTED | | | | 30 |
| DID NOT APPEAR | | | | 0 |

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Engineer
Examination

Written Test: April 8, 2009
Performance Test: May 4,5,6, 2009
Date of Test

09435002P
Exam Code

Promotional
Open/Promotional

| | |
|----------------|--|
| NAME | |
| GROUP 1 | |
| See Attached | |
| GROUP 2 | |
| See Attached | |
| GROUP 3 | |
| See Attached | |

REPORT OF EXAMINATION

| | <u>APPLICATIONS</u> | | <u>ELIGIBLE LIST</u> |
|-----------------------|----------------------------|----------------------|-----------------------------|
| ACCEPTED | 33 | GROUP 1 | 6 |
| REJECTED | 2 | GROUP 2 | 20 |
| TOTAL RECEIVED | 35 | GROUP 3 | 3 |
| | | TOTAL ON LIST | 29 |

TESTS

| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
|-----------------------|-----------------------|--------------------|---------------------------|---------------------|
| (Weight) | 30% | | 70% | |
| PASSED | 29 | | 29 | |
| FAILED | 4 | | 0 | |
| TOTAL TESTED | 33 | | 29 | |
| DID NOT APPEAR | 0 | | 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.**

Martha Davis

From: Glenna Kouns
Sent: Tuesday, May 19, 2009 9 12 AM
To: Judy Tuttle
Cc: Martha Davis
Subject: FW Letter

Judy,
For the CSB agenda packet.
Glenna

From: Gary P. Suan
Sent: Monday, May 18, 2009 3:15 PM
To: Loren S. Fuller; Thomas A. Miramontes
Cc: Glenna Kouns
Subject: FW: Letter

Chief,

Can you forward this to the appropriate personnel?

GARY SUAN
LAS VEGAS FIRE AND RESCUE
FIRE TRAINING OFFICER
OFFICE 702 229 4690
CELL 702 303 1153
GSUAN@LASVEGASNEVADA.GOV

From: Michael Johnson [mailto:M4054J@co.clark.nv.us]
Sent: Monday, May 18, 2009 9:58 AM
To: Gary P. Suan
Subject: Letter

To Whom it may concern,

My name is Mike Johnson and would like to take an opportunity to give my opinion regarding the Las Vegas Fire and Rescue 2009 Engineer Practical Promotional Exam. The Candidates were defiantly more prepared than in years past (I have been allowed to proctor LVFR for four years now) This fact became undeniable with an exceptionally high pass rate verses the last few years I witnessed Candidates that had test before and struggled perform at a very high standard It is my understanding that Officer Suan has created and implemented a new training program for the Engineer Candidates This program has obviously had a huge impact increasing the competency of all the candidates who tested The final result from this test showed me the test itself was an effective measuring device and Candidates were properly trained to take the next step in their career as Engineers Thank you for your time

Mike Johnson
Fire Training Instructor
Clark County Fire Department

5/19/2009

CITY OF LAS VEGAS

ELIGIBLE LIST

Graffiti Technician
Examination

May 15, 2009
Date

097967304P
Exam Code

Promotional
Open/Promotional

| | |
|----------------|--|
| NAME | |
| GROUP 1 | |
| None | |
| GROUP 2 | |
| See Attached | |

REPORT OF EXAMINATION

| | <u>APPLICATIONS</u> | | <u>ELIGIBLE LIST</u> |
|-----------------------|----------------------------|----------------------|-----------------------------|
| ACCEPTED | 5 | GROUP 1 | 0 |
| REJECTED | 4 | GROUP 2 | 3 |
| TOTAL RECEIVED | 9 | TOTAL ON LIST | 3 |

TESTS

| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
|-----------------------|-----------------------|--------------------|---------------------------|---------------------|
| (Weight) | 100% | | | |
| PASSED | 3 | | | |
| FAILED | 1 | | | |
| TOTAL TESTED | 4 | | | |
| DID NOT APPEAR | 1 | | | |

CITY OF LAS VEGAS

ELIGIBLE LIST

Graffiti Technician
Examination

May 15, 2009
Date

0979673040
Exam Code

Open
Open/Promotional

| | |
|--------------|--|
| NAME | |
| GROUP 1 | |
| See Attached | |
| GROUP 2 | |
| See Attached | |

REPORT OF EXAMINATION

| | <u>APPLICATIONS</u> | | <u>ELIGIBLE LIST</u> |
|-----------------------|---------------------|----------------------|----------------------|
| ACCEPTED | 56 | GROUP 1 | 5 |
| REJECTED | 86 | GROUP 2 | 28 |
| TOTAL RECEIVED | 142 | TOTAL ON LIST | 33 |

| | <u>TESTS</u> | | | |
|-----------------------|----------------|-------------|--------------------|--------------|
| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
| (Weight) | 100% | | | |
| PASSED | 33 | | | |
| FAILED | 17 | | | |
| TOTAL TESTED | 50 | | | |
| DID NOT APPEAR | 6 | | | |

CITY OF LAS VEGAS

ELIGIBLE LIST

Irrigation Systems Repairer I
Examination

May 20, 2009
Date

09366104P
Exam Code

Promotional
Open/Promotional

| |
|--------------|
| NAME |
| GROUP 1 |
| See Attached |
| GROUP 2 |
| None |

REPORT OF EXAMINATION

| | <u>APPLICATIONS</u> | | <u>ELIGIBLE LIST</u> |
|-----------------------|---------------------|----------------------|----------------------|
| ACCEPTED | 5 | GROUP 1 | 4 |
| REJECTED | 1 | GROUP 2 | 0 |
| TOTAL RECEIVED | 6 | TOTAL ON LIST | 4 |

| | <u>TESTS</u> | | | |
|---------------------|----------------|-------------|--------------------|--------------|
| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
| (Weight) | 100% | | | |
| PASSED | 4 | | | |
| FAILED | 0 | | | |
| TOTAL TESTED | 4 | | | |
| WITHDREW | 1 | | | |

CITY OF LAS VEGAS

ELIGIBLE LIST

Irrigation Systems Repairer I
Examination

May 20, 2009

Date

093661040
Exam Code

Open
Open/Promotional

| |
|----------------|
| NAME |
| GROUP 1 |
| See Attached |
| GROUP 2 |
| See Attached |

REPORT OF EXAMINATION

APPLICATIONS

ELIGIBLE LIST

| | | | |
|-----------------------|-----------|----------------------|-----------|
| ACCEPTED | 27 | GROUP 1 | 6 |
| REJECTED | 32 | GROUP 2 | 5 |
| TOTAL RECEIVED | 59 | TOTAL ON LIST | 11 |

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

| | | | | |
|-----------------------|-----------|--|--|--|
| (Weight) | 100% | | | |
| PASSED | 11 | | | |
| FAILED | 10 | | | |
| TOTAL TESTED | 21 | | | |
| DID NOT APPEAR | 6 | | | |

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Office Specialist
Examination

April 27, 2009
Date

093512030
Exam Code

Open
Open/Promotional

| |
|----------------|
| NAME |
| GROUP 1 |
| See Attached |
| GROUP 2 |
| See Attached |

REPORT OF EXAMINATION

| | <u>APPLICATIONS</u> | | <u>ELIGIBLE LIST</u> |
|-----------------------|----------------------------|----------------------|-----------------------------|
| ACCEPTED | 102 | GROUP 1 | 35 |
| REJECTED | 11 | GROUP 2 | 33 |
| TOTAL RECEIVED | 113 | TOTAL ON LIST | 68 |

TESTS

| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
|-----------------------|-----------------------|--------------------|---------------------------|---------------------|
| (Weight) | 100% | | | |
| PASSED | 68 | | | |
| FAILED | 25 | | | |
| TOTAL TESTED | 93 | | | |
| DID NOT APPEAR | 9 | | | |

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date June 10, 2009

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

SUBJECT: B. EXTENSION OF ELIGIBLE LISTS

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

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 3

| | <u>REMAINING CANDIDATES ON LIST</u> | <u>LIST EXPIRES</u> | <u>EXT. TO</u> | <u>NUMBER OF THIS EXT.</u> |
|---|---|-------------------------|----------------|--------------------------------|
| 1 Records Technician I – Open | 102 | 06/10/09 | 12/10/09 | 1 |
| 2 Systems Administration Specialist – Promotional | 2 | 06/25/09 | 12/25/09 | 2 |
| 3 Systems Administration Specialist – Open | 6 | 06/25/09 | 12/25/09 | 2 |

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: June 10, 2009

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

NEW

1. Energy Auditor

Energy Auditor was created at the request of the department.

RECOMMENDATION

The City recommends approval of this new classification specification.

ENERGY AUDITOR

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 the city's energy audit program, a part of the Green Building Initiative, to meet federal energy usage requirements; to conduct energy audits of residences and businesses, and provide property owners with a list of possible improvements, estimated cost and payback, and approved, licensed energy efficiency contractors; to conduct inspections upon completion of work; to assist the property owner to apply for available rebates; to participate in screening contractors for the program; and to perform a variety of related technical and administrative tasks.

SUPERVISION RECEIVED

Receives general supervision from the Inspections Supervisor.

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 the energy audit program, a part of the city's Green Building Initiative designed to meet federal energy usage requirements and the goal of reducing the city's carbon footprint by 30% or more by the year 2030.
2. Meet with city property owners, explain the energy audit process and benefits; schedule and perform the energy audit; provide a prioritized list of possible improvements, estimated cost of each item, the short and long-term payback periods, and a list of certified energy efficiency contractors to perform the work; assist the homeowner to understand the contracts and the work to be performed.
3. Assist with obtaining required permits for improvements performed by the property owner, per supervisory direction.
4. Inspect after completion to verify work meets industry standards and requirements of the city's rebate incentive program.
5. Participate in the development, design and enhancement of the energy audit program, and community outreach sessions to promote the use of the program.
6. Meet with and educate contractors regarding their participation in the energy audit program.

CITY OF LAS VEGAS
Energy Auditor (*continued*)

Essential Functions:

7. Keep accurate records regarding all projects as required; prepare reports and correspondence.
8. Attend meetings, workshops and training to stay current with changing national energy efficiency codes and standards and federal requirements.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Building related codes and ordinances enforced by the city, including the uniform building, electrical, plumbing and mechanical codes and zoning codes.

Major types of building construction, materials and methods.

Federal, state and local energy efficiency building codes and standards.

Available incentive or grant programs designed to encourage energy efficient building remodels and retrofits.

Basic math.

Computer skills, including a basic working knowledge of Microsoft Office applications.

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

Ability to:

Perform basic mathematical calculations.

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.

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.

Plan, organize and prioritize assignments.

Meet critical deadlines.

Manage multiple assignments.

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

Speak at public informational meetings.

Communicate clearly and concisely, both orally and in writing.

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

CITY OF LAS VEGAS
Energy Auditor (*continued*)

Ability to:

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

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

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

Experience and Training Requirements

Experience:

Four years as a building inspector with a government agency, private company, or third party inspection firm, plus 2 years as a construction project manager.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Possession of one or more of the following from the International Code Council on the date of application, and maintenance thereafter: Residential Building Inspector, Residential Combination Inspector, Building Inspector or Combination Building Inspector.

Possession of a Residential Energy Inspector or Commercial Energy Inspector certification from the International Code Council within six months of the date of appointment, and maintenance thereafter.

Possession of a Professional Building Analysis certification from the Building Performance Institute within six months of the date of appointment, and maintenance thereafter.

Special Requirements

Fluency in a second language is desirable.

CITY OF LAS VEGAS
Energy Auditor (*continued*)

WORKING CONDITIONS

Constantly = more than 2/3 of the time; Frequently = 1/3 to 2/3 of the time, Occasionally = less than 1/3 of the time,
Infrequently = less than 5% of the time

Environmental Conditions:

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

ARB

NEW 5/26/09

FLSA & City: nonexempt

CSB 6/10/09

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: June 10, 2009

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

SUBJECT: D. REQUEST TO BE PLACED ON REHIRE LIST: JAVIER NAJARRO & TERRY PAUL

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

Javier Najarro, an employee from November 29, 1999 to August 18, 2008, has requested to be placed on the Rehire List for Graphics Equipment Operator I. A copy of his/her Department Director's approval is attached for the Board's information and review.

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

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

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

Colleen Hanley

From: Judy Tuttle
Sent: Tuesday, May 19, 2009 2:55 PM
To: Joseph Marcella
Cc: Colleen Hanley, Martha Davis
Subject: RE: Javier Najarro

Thank you, Joe

Colleen, would you please place this request on the CSB agenda? Thanks

From: Joseph Marcella
Sent: Tuesday, May 19, 2009 2:49 PM
To: Judy Tuttle
Cc: Richard Marston
Subject: Javier Najarro

Judy

Based on Javier Najarro's past performance, I am comfortable considering his application for employment.

From: Judy Tuttle
Sent: Tuesday, May 19, 2009 11:21 AM
To: Joseph Marcella
Cc: Richard Marston
Subject: Javier Najarro

Joe, we received a request to be placed on the rehire list from Javier Najarro. Do you approve?

Colleen Hanley

From: Judy Tuttle
Sent: Tuesday, June 02, 2009 9:35 AM
To: Greg Gammon
Cc: Colleen Hanley, Martha Davis
Subject: RE: Re-Hire

Thanks, Greg We will place this on the Civil Service Board agenda

From: Greg Gammon
Sent: Tuesday, June 02, 2009 8:21 AM
To: Judy Tuttle
Subject: RE: Re-Hire

Yes Thank you

From: Judy Tuttle
Sent: Tuesday, June 02, 2009 8:18 AM
To: Greg Gammon
Subject: FW: Re-Hire

Greg, do you approve placing Terry on the rehire list for Fire Prevention Inspector? He is already on the rehire list for the FTO Thanks

From: Terry Paul [mailto:krnkb8@hotmail.com]
Sent: Wednesday, May 27, 2009 3:29 PM
To: Judy Tuttle
Subject: RE: Re-Hire

Judy,

I would like to "refresh" my eligibility on the rehire lists. I request to be considered for placement on the rehire list for Fire Training Officer and Fire Prevention Inspector.

Thanks,
Terry

Subject: RE: Re-Hire
Date: Thu, 9 Apr 2009 08:22:59 -0700
From: jtuttle@LasVegasNevada.GOV
To: krnkb8@hotmail.com

Terry, they will be advised of your approval when we send our notice out today

From: Terry Paul [mailto:krnkb8@hotmail.com]
Sent: Thursday, April 09, 2009 4:36 AM
To: Judy Tuttle
Subject: RE: Re-Hire

6/2/2009

To: krnkb8@hotmail.com

Thanks, Terry I will forward this on to Greg Gammon.

From: Terry Paul [mailto:krnkb8@hotmail.com]

Sent: Friday, March 27, 2009 11:56 AM

To: Judy Tuttle

Subject: RE: Re-Hire

Judy,

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

Thanks,
Terry

Subject: RE: Re-Hire

Date: Fri, 27 Mar 2009 10:08:21 -0700

From: jtuttle@LasVegasNevada.GOV

To: krnkb8@hotmail.com

CC: Dallred@LasVegasNevada.GOV; Lfuller@LasVegasNevada.GOV;
gkouns@LasVegasNevada.GOV; NStiles@LasVegasNevada.GOV

Terry, there is nothing that says you cannot apply again as long as the second request still falls within the initial 24 months. You have not yet been gone that long, so, yes, you can reapply. The process would be the same. A formal request is made to me and will need to be approved by the Fire Chief. E-Mail is fine. If you read the Civil Service Rules carefully, it is clear that to be eligible to be placed on the list you had to have left the city in good standing and apply within two years. Under the list expiration section, it is clearly stated as well that an ex-employee may remain on the list for only one year.

From: Terry Paul [mailto:krnkb8@hotmail..com]

Sent: Friday, March 27, 2009 9:46 AM

To: Judy Tuttle

Subject: RE: Re-Hire

Judy,

I'm disappointed to hear the interpretation of the "rehire" rules. It's a shame that the 2 sections of the Civil Service Rules create confusion. Although still confused and not quite in agreement with the interpretation, do I need to make another request to be placed on the "rehire list" for Fire Training Officer?

Since we are talking about lists, what is the status of the Assistant Fire Protection Engineer list?

Terry

From: krnkb8@hotmail.com

To: jtuttle@lasvegasnevada.gov

Subject: RE: Re-Hire

Date: Wed, 25 Mar 2009 19:36:48 -0500

Judy,

Thanks. If I'm not mistaken, I should be on the rehire list for Fire Training Officer also.

6/2/2009

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Civil Service Board Meeting

Sign-In Sheet

June 10, 2009

Cherina Kleven

Rob Lawrence

Martie Harvey

Glenna Kouns

Dany Sue

THOMAS M RAMONTE

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: June 10, 2009

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 & PLACED ON ELIGIBLE LISTS</u> |
|--|----------------|---------------|--|
| 1. Customer Service Representative - Open | 165 | 129 | 129 |
| 2. Engineering Project Manager – Promotional | 8 | 8 | 8 |
| 3. Engineering Project Manager – Open | 41 | 30 | 30 |
| 4. Fire Engineer – Promotional | 35 | 33 | 29 |
| 5. Graffiti Technician – Promotional | 9 | 4 | 3 |
| 6. Graffiti Technician – Open | 142 | 50 | 33 |
| 7. Irrigation Systems Repairer I – Promotional | 6 | 4 | 4 |
| 8. Irrigation Systems Repairer I – Open | 59 | 21 | 11 |
| 9. Senior Office Specialist – Open | 113 | 93 | 68 |

CITY OF LAS VEGAS

ELIGIBLE LIST

Customer Service Representative
Examination

May 28, 2009
Date

093713040
Exam Code

Open
Open/Promotional

| |
|----------------|
| NAME |
| GROUP 1 |
| See Attached |
| GROUP 2 |
| See Attached |

REPORT OF EXAMINATION

| | <u>APPLICATIONS</u> | | <u>ELIGIBLE LIST</u> |
|-----------------------|----------------------------|----------------------|-----------------------------|
| ACCEPTED | 146 | GROUP 1 | 100 |
| REJECTED | 19 | GROUP 2 | 29 |
| TOTAL RECEIVED | 165 | TOTAL ON LIST | 129 |

TESTS

| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
|-----------------------|-----------------------|--------------------|---------------------------|---------------------|
| (Weight) | 100% | | | |
| PASSED | 129 | | | |
| FAILED | 0 | | | |
| TOTAL TESTED | 129 | | | |
| DID NOT APPEAR | 17 | | | |

CITY OF LAS VEGAS

ELIGIBLE LIST

Engineering Project Manager
Examination

May 29, 2009
Date

09208004P
Exam Code

Promotional
Open/Promotional

| |
|----------------|
| NAME |
| GROUP 1 |
| See Attached |
| GROUP 2 |
| See Attached |

REPORT OF EXAMINATION

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

| | <u>TESTS</u> | | | |
|-----------------------|-----------------------|--------------------|---------------------------|-------------------------|
| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>T & E</u> |
| (Weight) | | | | 100% |
| PASSED | | | | 8 |
| FAILED | | | | 0 |
| TOTAL TESTED | | | | 8 |
| DID NOT APPEAR | | | | 0 |

CITY OF LAS VEGAS

ELIGIBLE LIST

Engineering Project Manager
Examination

May 29, 2009
Date

092080040
Exam Code

Open
Open/Promotional

| |
|----------------|
| NAME |
| GROUP 1 |
| See Attached |
| GROUP 2 |
| See Attached |

REPORT OF EXAMINATION

| | <u>APPLICATIONS</u> | | <u>ELIGIBLE LIST</u> |
|-----------------------|----------------------------|----------------------|-----------------------------|
| ACCEPTED | 30 | GROUP 1 | 21 |
| REJECTED | 11 | GROUP 2 | 9 |
| TOTAL RECEIVED | 41 | TOTAL ON LIST | 30 |

TESTS

| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>T & E</u> |
|-----------------------|-----------------------|--------------------|---------------------------|-------------------------|
| (Weight) | | | | 100% |
| PASSED | | | | 30 |
| FAILED | | | | 0 |
| TOTAL TESTED | | | | 30 |
| DID NOT APPEAR | | | | 0 |

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Engineer
Examination

Written Test: April 8, 2009
Performance Test: May 4,5,6, 2009

Date of Test

09435002P
Exam Code

Promotional
Open/Promotional

| |
|----------------|
| NAME |
| GROUP 1 |
| See Attached |
| GROUP 2 |
| See Attached |
| GROUP 3 |
| See Attached |

REPORT OF EXAMINATION

| <u>APPLICATIONS</u> | | <u>ELIGIBLE LIST</u> | |
|----------------------------|-----------|-----------------------------|-----------|
| ACCEPTED | 33 | GROUP 1 | 6 |
| REJECTED | 2 | GROUP 2 | 20 |
| TOTAL RECEIVED | 35 | GROUP 3 | 3 |
| | | TOTAL ON LIST | 29 |

| | <u>TESTS</u> | | | |
|-----------------------|-----------------------|--------------------|---------------------------|---------------------|
| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
| (Weight) | 30% | | 70% | |
| PASSED | 29 | | 29 | |
| FAILED | 4 | | 0 | |
| TOTAL TESTED | 33 | | 29 | |
| DID NOT APPEAR | 0 | | 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

Graffiti Technician
Examination

May 15, 2009
Date

097967304P
Exam Code

Promotional
Open/Promotional

| |
|----------------|
| NAME |
| GROUP 1 |
| None |
| GROUP 2 |
| See Attached |

REPORT OF EXAMINATION

| | <u>APPLICATIONS</u> | | <u>ELIGIBLE LIST</u> |
|-----------------------|----------------------------|----------------------|-----------------------------|
| ACCEPTED | 5 | GROUP 1 | 0 |
| REJECTED | 4 | GROUP 2 | 3 |
| TOTAL RECEIVED | 9 | TOTAL ON LIST | 3 |

TESTS

| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
|-----------------------|-----------------------|--------------------|---------------------------|---------------------|
| (Weight) | 100% | | | |
| PASSED | 3 | | | |
| FAILED | 1 | | | |
| TOTAL TESTED | 4 | | | |
| DID NOT APPEAR | 1 | | | |

CITY OF LAS VEGAS

ELIGIBLE LIST

Graffiti Technician
Examination

May 15, 2009
Date

0979673040
Exam Code

Open
Open/Promotional

| |
|----------------|
| NAME |
| GROUP 1 |
| See Attached |
| GROUP 2 |
| See Attached |

REPORT OF EXAMINATION

| | <u>APPLICATIONS</u> | | <u>ELIGIBLE LIST</u> |
|-----------------------|---------------------|----------------------|----------------------|
| ACCEPTED | 56 | GROUP 1 | 5 |
| REJECTED | 86 | GROUP 2 | 28 |
| TOTAL RECEIVED | 142 | TOTAL ON LIST | 33 |

| | <u>TESTS</u> | | | |
|-----------------------|----------------|-------------|--------------------|--------------|
| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
| (Weight) | 100% | | | |
| PASSED | 33 | | | |
| FAILED | 17 | | | |
| TOTAL TESTED | 50 | | | |
| DID NOT APPEAR | 6 | | | |

CITY OF LAS VEGAS

ELIGIBLE LIST

Irrigation Systems Repairer I
Examination

May 20, 2009
Date

09366104P
Exam Code

Promotional
Open/Promotional

| |
|--------------|
| NAME |
| GROUP 1 |
| See Attached |
| GROUP 2 |
| None |

REPORT OF EXAMINATION

| | <u>APPLICATIONS</u> | | <u>ELIGIBLE LIST</u> |
|-----------------------|---------------------|----------------------|----------------------|
| ACCEPTED | 5 | GROUP 1 | 4 |
| REJECTED | 1 | GROUP 2 | 0 |
| TOTAL RECEIVED | 6 | TOTAL ON LIST | 4 |

| | <u>TESTS</u> | | | |
|---------------------|----------------|-------------|--------------------|--------------|
| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
| (Weight) | 100% | | | |
| PASSED | 4 | | | |
| FAILED | 0 | | | |
| TOTAL TESTED | 4 | | | |
| WITHDREW | 1 | | | |

CITY OF LAS VEGAS

ELIGIBLE LIST

Irrigation Systems Repairer I
Examination

May 20, 2009

Date

093661040
Exam Code

Open
Open/Promotional

| |
|----------------|
| NAME |
| GROUP 1 |
| See Attached |
| GROUP 2 |
| See Attached |

REPORT OF EXAMINATION

| | <u>APPLICATIONS</u> | | <u>ELIGIBLE LIST</u> |
|-----------------------|---------------------|----------------------|----------------------|
| ACCEPTED | 27 | GROUP 1 | 6 |
| REJECTED | 32 | GROUP 2 | 5 |
| TOTAL RECEIVED | 59 | TOTAL ON LIST | 11 |

TESTS

| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
|-----------------------|----------------|-------------|--------------------|--------------|
| (Weight) | 100% | | | |
| PASSED | 11 | | | |
| FAILED | 10 | | | |
| TOTAL TESTED | 21 | | | |
| DID NOT APPEAR | 6 | | | |

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Office Specialist
Examination

April 27, 2009
Date

093512030
Exam Code

Open
Open/Promotional

| |
|----------------|
| NAME |
| GROUP 1 |
| See Attached |
| GROUP 2 |
| See Attached |

REPORT OF EXAMINATION

| | <u>APPLICATIONS</u> | | <u>ELIGIBLE LIST</u> |
|-----------------------|----------------------------|----------------------|-----------------------------|
| ACCEPTED | 102 | GROUP 1 | 35 |
| REJECTED | 11 | GROUP 2 | 33 |
| TOTAL RECEIVED | 113 | TOTAL ON LIST | 68 |

TESTS

| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
|-----------------------|-----------------------|--------------------|---------------------------|---------------------|
| (Weight) | 100% | | | |
| PASSED | 68 | | | |
| FAILED | 25 | | | |
| TOTAL TESTED | 93 | | | |
| DID NOT APPEAR | 9 | | | |