

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: July 8, 2009

TIME: 4:30 p.m.

EB = P
JA = P
EM = P
MW = P

ARB = P
MH = P
GK = P
GM = P

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

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: Regular Meeting of June 10, 2009 $\Rightarrow EM = M$
- IV. BUSINESS

EB = 2nd
M/C

A. ELIGIBLE LISTS TO BE CERTIFIED

M = MW
2nd = EB
M/C

- 1. Judicial Enforcement Officer - Open
- 2. Senior Planner - Promotional

B. EXTENSION OF ELIGIBLE LISTS

- 1. Engineering Associate I (Traffic) - Open
- 2. Fire Prevention Inspection Supervisor - Promotional
- 3. Parking Operations Laborer - Open
- 4. Planner I - Open
- 5. Senior Communications Specialist - Promotional
- 6. Senior Microcomputer Specialist - Promotional
- 7. Senior Microcomputer Specialist - Open

M = MW
2nd = EB
M/C

C. CLASSIFICATION SPECIFICATIONS

- 1. Business Systems Process Analyst - New

M = EB
2nd = MW - M/C

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

- 1. Communications and Security Systems Supervisor - Open

= see tape
M = EM
2nd = MW
M/C

V. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED

VI. CITIZEN PARTICIPATION

None 4:34 pm

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

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

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

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

* Look into checks for BOARD

* JA = Last Month in Aug. \Rightarrow need to \checkmark w/ list.

8 yrs.

JA =
Need to
know
if let JA
know

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
June 10, 2009
REGULAR MEETING**

Agenda Documentation
July 8, 2009

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

I. CALL TO ORDER: June 10 at 4:30 p.m. in the Human Resources Department.

ROLL CALL:

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

STAFF PRESENT

Claudette Enus
Judy Tuttle
Ann Rubertino-Beck
Graciel Manginelli
Glenna Kouns
Myrtle Harvey

OTHERS PRESENT

Cherina Kleven - LVFR
Rob Lawrence - LVFR
Gary Suan - LVFR
Thomas Miramontes - LVFR

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

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

III. APPROVAL OF MINUTES of Regular Meeting of June 10, 2009: Trustee Evelyn Beals made a motion to approve the minutes of the Regular Meeting of June 10, 2009. Trustee Priscilla Rocha seconded the motion. Motion carried.

IV. BUSINESS:

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

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

B. EXTENSION OF ELIGIBLE LISTS

1. Records Technician I – Open
2. Systems Administration Specialist – Promotional
3. Systems Administration Specialist – Open

A motion was made by Trustee Ed Miramontes to approve Items 1 through 3 of the Extension of Eligible Lists and Trustee Evelyn Beals seconded the motion. Motion Carried.

C. CLASSIFICATION SPECIFICATIONS

1. Energy Auditor

Trustee Ed Miramontes asked if audits would be conducted by the request of the homeowner. Classification Compensation Administrator Ann Rubertino Beck replied that the audits would be done with the request of the homeowner. A motion was made by Trustee Evelyn Beals to approve Item 1 of the Classification Specifications and Trustee Ed Miramontes seconded the motion. Motion Carried.

D. REQUEST TO BE PLACED ON THE REHIRE LIST

1. Javier Najarro
2. Terry Paul

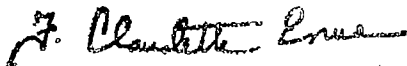
A motion was made by Priscilla Rocha to approve Items 1 and 2 of the Request To Be Placed on the Rehire List and Trustee Ed Miramontes seconded the motion. Motion Carried.

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 4:36 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: July 8, 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: 2

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Judicial Enforcement Officer I – Open	114	35	33
2. Senior Planner - Promotional	5	4	2

CITY OF LAS VEGAS

ELIGIBLE LIST

Judicial Enforcement Officer I
Examination

June 17, 2009
Date

0979485050
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	44	GROUP 1	6
REJECTED	70	GROUP 2	27
TOTAL RECEIVED	114	TOTAL ON LIST	33

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	33			
FAILED	2			
TOTAL TESTED	35			
DID NOT APPEAR	9			

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Planner
Examination

June 1, 2009
Date

09249905P
Exam Code

Promotional
Type of Exam

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

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

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T & E</u>
(Weight)				100%
PASSED				2
FAILED				2
TOTAL TESTED				4
DID NOT APPEAR				0

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date July 8, 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: 7

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1 Engineering Associate I (Traffic) - Open	12	07/09/09	01/09/10	3
2 Fire Prevention Inspection Supervisor - Promotional	4	07/09/09	01/09/10	3
3. Parking Operations Laborer - Open	93	07/23/09	01/23/10	3
4 Planner I - , Open	33	07/09/09	01/09/10	2
5 Senior Communications Specialist - Promotional	8	07/09/09	01/09/10	2
6. Senior Microcomputer Specialist - Promotional	4	07/23/09	01/23/10	2
7. Senior Microcomputer Specialist - Open	2	07/23/09	01/23/10	2

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: July 8, 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. Business Systems Process Analyst

Developed as part of a new work unit to refine the city's operational performance management system.

RECOMMENDATION

The City recommends approval of this new classification specification.

BUSINESS SYSTEMS PROCESS ANALYST

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

DEFINITION

To perform complex business systems process analysis, design, data mining and presentation; to use resulting business requirements to perform technical analytics necessary to process and provide data in the most useful format and in a variety of formats; to lead the analysis of existing business processes and systems to identify process and reporting issues and improvements, with a focus on capturing and documenting requirements, and completing a formal business analysis and design for business applications with a financial emphasis; and to perform a variety of technical duties related to area of assignment.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Administrative Officer and higher level department management.

Exercises functional and technical supervision over project team 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. Facilitate projects and function as a liaison between business and technical work units; design and develop technology solutions to meet business requirements.
2. Research current technology and its function within the city; apply specialized technical knowledge to improve business processes and reporting through technology application.
3. Model and document processes and technical designs at various levels of detail for different customers, such as executives, department management and staff, and Information Technology employees and other technical staff.
4. Identify, collect and research a variety of data and information needed to complete financial data analysis, modeling and reporting.
5. Extract information quickly and efficiently in desired format to assist management in making timely and accurate decisions; review, analyze, extract data and prepare reports of complex time collection, payroll, labor and benefits data residing in various databases.
6. Define and implement cost allocation methodologies.

CITY OF LAS VEGAS

Business Systems Process Analyst (*continued*)

Essential Functions:

7. Interpret business requirements and translate functional design into technical specifications.
8. Provide functional and technical support for the operational performance measurements initiative.
9. Lead multiple, cross-functional, large projects, initiatives and teams; facilitate the development of analysis and communication plans; provide analysis using current methodology; communicate project status to executives, department management and staff.
10. Research and develop solutions to critical business problems, issues and questions and present alternatives to executive management.
11. Researches, defines, and coordinates implementation of best practices processes and methodologies.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Business strategies, objectives, planning, development and management processes and process improvement.

Performance measures.

Research methodologies, cost/benefit analysis, statistics and financial models.

Oracle relational database management system (RDBMS)

Oracle Developer for reports and forms customization.

Structured Query Language (SQL, PL\SQL).

SQL Loader.

Jdeveloper.

Java, Java script, HyperText Markup Language (HTML), Extensible Markup Language (XML).

Oracle BI Publisher.

Oracle Workflow.

Oracle Alerts.

Oracle Applications Framework for extension and personalization of Self Service applications.

Oracle professional forms personalization.

Oracle Discoverer.

Oracle fast formulas used in Oracle Payroll, Time and Labor and Advanced Benefits.

Oracle modules including but not limited to: Human Resources, Payroll, Time and Labor, General Ledger, Payables, Receivables, Assets, Inventory, I-Procurement, Purchasing, I-Supplier, I-Expense, Employee Self Service, and Oracle Business Intelligence Enterprise Edition (OBIEE) .

Internet payment applications and integration with Oracle applications.

CITY OF LAS VEGAS

Business Systems Process Analyst (*continued*)

Knowledge of:

Interfaces between Oracle Applications and third party applications such as Hansen Applications, Telestaff and IRS Software.

The technical and function integration between Oracle modules.

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

Ability to:

Read and comprehend complex training materials and manuals.

Use initiative and independent judgment within established guidelines.

Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.

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.

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

Explain complex technical systems in clear and simple terms understandable to non-technical staff.

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.*

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

- *Sitting for extended periods of time; and*
- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

Two years of experience in implementing, developing and supporting Oracle applications.

Training:

Bachelor's degree from an accredited college or university in computer information systems or a field related to the essential functions.

CITY OF LAS VEGAS
Business Systems Process Analyst (*continued*)

License and Certificate

Designation as an Oracle Certified Developer is desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment; frequent movement from one computer station to another.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, and working at a computer for prolonged periods of time.

ARB
NEW 5/12/09
FLSA & City: nonexempt

CSB 7/8/09

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date

July 8, 2009

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. Communications and Security Systems Supervisor - 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.

Colleen Hanley

From: Judy Tuttle
Sent: Wednesday, June 10, 2009 9 09 AM
To: Colleen Hanley, Glenna Kouns, Myrtle Harvey
Cc: Melody Atwell, Martha Davis, Benet Murphy
Subject: RE Communications and Security Systems Supervisor Recruitment

I approve abolishing the list and offering the candidates resident on the current list the opportunity to re-test or roll over in the same group to the new list

From: Colleen Hanley
Sent: Tuesday, June 09, 2009 3:30 PM
To: Glenna Kouns, Myrtle Harvey
Cc: Melody Atwell; Martha Davis; Judy Tuttle
Subject: RE: Communications and Security Systems Supervisor Recruitment

I will take this one Thank you.

From: Glenna Kouns
Sent: Tuesday, June 09, 2009 3:22 PM
To: Myrtle Harvey
Cc: Melody Atwell, Colleen Hanley; Martha Davis; Judy Tuttle
Subject: FW Communications and Security Systems Supervisor Recruitment

Myrtle,

Please start the recruitment process for Communications & Security Systems Supervisor, promotional only, 100% written. We will need to use the same test as our last recruitment.

Please send a notice to Gina Schneider, Donald Marti Jr and William Perea and offer the choice of rolling over their current scores or testing again. They cannot test again and pick the best score. They must make a decision. Please notify Nancy of their decision

Please send notices to Dorothy Chambers and Laura Clayton stating that they will have to reapply and test should they wish to be considered for this position.

Your contact person is Benet Murphy in D & E Benet's ext. is 5295

Thanks,
Glenna

Nancy,

We will be starting a new recruitment for the above position, 3 candidates on the current list will have the option to remain on the list with their current score or to retest. Myrtle will let you know what the candidates have decided

Thanks,
Glenna

From: Benet Murphy
Sent: Monday, June 08, 2009 6:48 PM
To: Glenna Kouns
Subject: RE. Communications and Security Systems Supervisor Recruitment

We don't want to abolish the list just add more candidates to it Per my conversation with Judy, she recommended re-opening the list and merging the candidates already on the list with the new list Please see my e-mail at the bottom for a more detailed explanation and advise Thank you

Civil Service Board Meeting

Sign-In Sheet

July 8, 2009

Glenna Kouns
Myrtle Harvey

CLV - H.R

CLV - HR -