

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
September 9, 2009
REGULAR MEETING**

Agenda Documentation
October 14, 2009

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

I. **CALL TO ORDER:** September 9, 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

Ann Rubertino Beck
Sue Brown
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 August 12, 2009: Trustee Malcolm White made a motion to approve the minutes of the Regular Meeting of August 12, 2009. Trustee Ed Miramontes seconded the motion. Motion carried.

IV. **BUSINESS:**

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

1. Sanitation Billing Technician - Promotional

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

B. EXTENSION OF ELIGIBLE LISTS

1. Carpenter I – Promotional
2. Carpenter I – Open
3. Concrete Mason II – Open
4. Fire Equipment Mechanic Foreman – Promotional
5. Janitor – Open
6. Maintenance Worker I – Open
7. Parking Enforcement Supervisor – Promotional
8. Parking Meter Technician – Promotional
9. Parks Crew Leader – Promotional
10. Plumber II – Open
11. Service Desk Technician - Open

A motion was made by Trustee Ed Miramontes to approve Items 1 through 11 of the Extension of Eligible Lists and Trustee Evelyn Beals seconded the motion. Motion Carried.

C. CLASSIFICATION SPECIFICATIONS

1. Court Compliance Officer– Revised
2. Welder - Revised

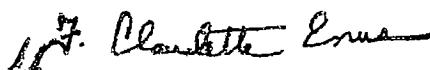
A motion was made by Trustee Priscilla Rocha to approve Items 1 and 2 of the Classifications Specifications Lists and Trustee Malcolm White seconded the motion. Motion Carried.

ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED: NONE

V. CITIZEN PARTICIPATION:

Trustee Malcolm White wanted to recognize Trustee Johan Aliseo for all her time served on the Civil Service Board.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:32 p.m.



F. Claudette Enus
Secretary to the Board



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

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: October 14, 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. INTRODUCTION AND WELCOME OF NEW CIVIL SERVICE BOARD MEMBER: David Steinman
- III. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- IV. APPROVAL OF MINUTES: Regular Meeting of September 9, 2009
- V. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED
 - 1. Code Enforcement Officer I – Promotional
 - 2. Code Enforcement Officer I – Open
 - 3. Communications Specialist – Open
 - B. EXTENSION OF ELIGIBLE LISTS
 - 1. Corrections Officer – Open
 - 2. Law Enforcement Support Technician – Open
 - 3. Pre-Trial Services Officer – Open
 - 4. Vehicle Services Worker – Promotional
 - 5. Vehicle Services Worker – Open
 - 6. Water Quality Technician I – Open
 - C. CLASSIFICATION SPECIFICATIONS
 - 1. Welder – Revised
 - 2. Fire Administrative Battalion Chief - New
- VI. ITEMS FOR DISCUSSION ONLY POSSIBLE BOARD ACTION REQUIRED
 - A. DISCUSSION OF NEW CIVIL SERVICE BOARD CHAIRPERSON

Scott Johnson
Local 1285

VII 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

AGENDA DOCUMENTATION

Date: October 14, 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: 3

| | <u>APPLIED</u> | <u>TESTED</u> | <u>PASSED & PLACED ON ELIGIBLE LISTS</u> |
|---|----------------|---------------|--|
| 1. Code Enforcement Officer I - Promotional | 10 | 9 | 2 |
| 2. Code Enforcement Officer I – Open | 124 | 75 | 45 |
| 3. Communications Specialist – Open | 90 | 29 | 25 |

CITY OF LAS VEGAS

ELIGIBLE LIST

Code Enforcement Officer I
Examination

September 16, 2009
Date

09281107P
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 | 10 | GROUP 1 | 1 |
| REJECTED | 0 | GROUP 2 | 1 |
| TOTAL RECEIVED | 10 | TOTAL ON LIST | 2 |

TESTS

| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
|-----------------------|-----------------------|--------------------|---------------------------|---------------------|
| (Weight) | 100% | | | |
| PASSED | 2 | | | |
| FAILED | 7 | | | |
| TOTAL TESTED | 9 | | | |
| DID NOT APPEAR | 1 | | | |

CITY OF LAS VEGAS

ELIGIBLE LIST

Code Enforcement Officer I
Examination

September 16, 2009
Date

092811070
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 | 88 | GROUP 1 | 8 |
| REJECTED | 36 | GROUP 2 | 37 |
| TOTAL RECEIVED | 124 | TOTAL ON LIST | 45 |

| | <u>TESTS</u> | | | |
|-----------------------|-----------------------|--------------------|---------------------------|---------------------|
| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
| (Weight) | 100% | | | |
| PASSED | 45 | | | |
| FAILED | 30 | | | |
| TOTAL TESTED | 75 | | | |
| DID NOT APPEAR | 13 | | | |

CITY OF LAS VEGAS

ELIGIBLE LIST

Communications Specialist (911 Operator)
Examination

Written Test: September 2, 2009
Performance Test: September 15, 17 & 18, 2009
Date

094503070
Exam Code

Open
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 | 36 | GROUP 1 | 5 |
| REJECTED | 54 | GROUP 2 | 17 |
| TOTAL RECEIVED | 90 | GROUP 3 | 3 |
| | | TOTAL ON LIST | 25 |

TESTS

| | <u>AUDIO BASED WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
|-----------------------|---|--------------------|---------------------------|---------------------|
| (Weight) | 100% | | 100% | |
| PASSED | 29 | | 25 | |
| FAILED | 0 | | 4 | |
| TOTAL TESTED | 29 | | 29 | |
| DID NOT APPEAR | 7 | | 0 | |

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date October 14, 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: 6

| | <u>REMAINING CANDIDATES ON LIST</u> | <u>LIST EXPIRES</u> | <u>EXT. TO</u> | <u>NUMBER OF THIS EXT.</u> |
|--|---|-------------------------|----------------|--------------------------------|
| 1. Corrections Officer - Open | 69 | 10/22/09 | 04/22/10 | 2 |
| 2. Law Enforcement Support Technician - Open | 81 | 10/08/09 | 04/08/10 | 2 |
| 3. Pre-Trial Services Officer - Open | 53 | 10/08/09 | 04/08/10 | 1 |
| 4. Vehicle Services Worker – Promotional | 2 | 10/09/09 | 04/09/10 | 3 |
| 5. Vehicle Services Worker – Open | 32 | 10/09/09 | 04/09/10 | 3 |
| 6. Water Quality Technician I - Open | 21 | 10/08/09 | 04/08/10 | 1 |

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: October 14, 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

1. Welder

Welder was revised to change the certification requirement

NEW

1. Fire Administrative Battalion Chief

Fire Administrative Battalion chief was created at the Department's request prior to recruitment.

RECOMMENDATION

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

FIRE ADMINISTRATIVE BATTALION CHIEF (40-Hour week)

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

DEFINITION

To plan, direct, coordinate, and perform various research and project development activities to promote the innovative, professional, and efficient operation of the Department of Fire and Rescue Services; to manage, supervise, and perform a variety of administrative tasks relative to the assigned area of responsibility; and to assist in the development and implementation of comprehensive special operations, training, public education and support services programs.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned Deputy Fire Chief or Assistant Fire Chief.

Exercises direct supervision over assigned personnel.

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, direct, coordinate and perform various research and project development activities to promote the innovative, professional and efficient operation of administrative functions of the Department of Fire and Rescue Services. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned area of responsibility; identify resource needs; recommend and implement policies and procedures.
2. Participate in the development and implementation of comprehensive special operations, training, public education and support services programs.
3. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
4. Assist department executive staff in planning fiscal year budgeting; lead and participate in the development and administration of the assigned program budget; forecast additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
5. Coordinate assigned activities with those of other divisions, departments, agencies, organizations and local communities; provide staff assistance to the assigned Deputy Fire Chief or Assistant Fire Chief; prepare and present staff reports and other necessary correspondence.

CITY OF LAS VEGAS
Fire Administrative Battalion Chief (*continued*)

Essential Functions:

6. Select and motivate assigned 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.
7. Develop, prepare and maintain a variety of records and reports.
8. Develop and coordinate training outreach strategies; ensure compliance with city policy and procedure, and affirmative action and EEO guidelines.
9. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of special operations, fire administration and fire training.
10. May serve on a variety of boards, commissions and committees as required.

When Assigned to Planning:

1. Assist in strategic planning for the Department of Fire and Rescue; provide recommendations for future growth including new fire stations, personnel needs, and development and implementation of new programs.
2. Serve as the Fire and Rescue liaison to various jurisdictions and agencies during the pre-planning of major public events such as New Year's Eve or NASCAR races; create the incident action plan (IAP) for the event and coordinate with all parties involved.
3. Perform planning functions during major incidents involving multi-operational time periods. Utilize the incident command system (ICS) and provide assistance in structuring the ICS framework during incidents.
4. Oversee and participate in the pursuit of alternative funding sources to support department programs; prepare grant request documents; ensure appropriate record keeping and reporting to various funding agencies.

When Assigned to Training or Drillmaster:

1. Plan, oversee and participate in the development, design, modification, upgrade, and implementation of training programs; plan and manage the training calendar, online training, and curriculum; administer various training and tests to new recruits or current Fire personnel.
2. Review and assess training needs and available programs; oversee and coordinate the attendance of departmental staff at training programs and seminars; research policies and procedures related to training activities.

CITY OF LAS VEGAS

Fire Administrative Battalion Chief (*continued*)

When Assigned to Training or Drillmaster:

3. Oversee and assist training personnel in the development of training skills and methods; ensure training staff is capable of delivering training at the standards set forth by the department.
4. Oversee and manage all activities at the fire training center.

When Assigned to Support Services:

1. Oversee and manage department vehicle, facility, and equipment maintenance requests.
2. Supervise and complete purchase requests for all departmental equipment and supplies; evaluate new or improved products and make purchase recommendations accordingly; coordinate purchases with the Purchasing and Contracts Division.
3. Assist in preparing specifications for firefighting, emergency medical services and special operations apparatus and equipment. Coordinate annual certification and testing of equipment.
4. Plan, prioritize, assign, supervise and review the work of staff responsible for the operation of the fire warehouse; establish inventory levels and control systems.

When Assigned to Special Operations:

1. Plan, oversee and participate in the development, design, modification, upgrade, and implementation of special operations teams including TRT (technical rescue team), HAZMAT (hazardous materials), and CBRNE (chemical, biological, radiological, nuclear, and explosive).
2. Plan, implement and manage academies for TRT and HAZMAT technicians; supervise the training and recertification of special operations teams; ensure all programs meet NFPA (National Fire Protection Association) and Nevada OSHA (Occupational Safety and Health Administration) requirements.
3. Participate in securing grant funding for the Las Vegas Fire and Rescue Technical Rescue and HAZMAT/CBRNE teams.

Marginal Functions:

1. Perform related duties and responsibilities as required.
2. Provide assistance during major emergency incidents as deemed necessary.

CITY OF LAS VEGAS

Fire Administrative Battalion Chief (*continued*)

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of comprehensive special operations, fire training, public education and support services programs.

Principles, practices, techniques and procedures of modern firefighting.

Mechanical, chemical and related characteristics of a wide variety of flammable and explosive materials and objects.

Principles and practices of program development and administration.

Pertinent federal, state and local laws, codes and regulations related to fire services.

Principles and practices of supervision, training and performance evaluation.

Department policies, rules and regulations.

Principles of municipal budget preparation and control.

Principles and techniques of report preparation.

Ability to:

Interpret and explain city fire policies and procedures.

Prepare clear and concise operational work records and reports.

Learn principles and techniques of obtaining grant funding when assigned to planning or special operations.

Learn principles and techniques of curriculum development, class instruction, planning and evaluation when assigned to training or Drillmaster.

Learn principles and practices of purchasing and inventory control when assigned to support services.

Properly interpret and make decisions in accordance with laws, regulations, policies and industry standards.

Conduct thorough fact-finding investigations and enforce regulations firmly, tactfully and impartially.

Communicate clearly and concisely, both orally and in writing.

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

Maintain physical condition to pass annual physical examination.

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

- *Perform life threatening firefighting activities under training conditions;*
- *Running, walking, crouching or crawling during training operations;*
- *Moving equipment and injured persons;*
- *Climbing stairs/ladders;*
- *Demonstrate life-saving and rescue procedures during training;*
- *Walking, standing or sitting for extended periods of time; and*
- *Operating assigned equipment and vehicles.*

CITY OF LAS VEGAS
Fire Administrative Battalion Chief (continued)

Ability to:

Effectively deal with personal danger which may include exposure to:

- *Fire encompassed surroundings;*
- *Dangerous persons;*
- *Dangerous animals;*
- *Hazards associated with traffic control and working in and near traffic; and*
- *Natural and man-made disasters.*

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances;*
- *Evaluating various options and alternatives and choosing an appropriate and reasonable course of action;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Five years experience in any combination of paid, full time, active combat duty assignments* with a professional fire department, plus a minimum of four years experience with the Las Vegas Fire & Rescue Department as any combination of the following:

Fire Captain;
Fire Training Officer;
Fire Investigator II;
Sr. Fire Investigator; or
EMS Field Coordinator.

*Active combat duty assignments consist of the following jobs, or their equivalents (as determined by Las Vegas Fire & Rescue management): Firefighter, Fire Engineer, Firefighter/Paramedic, Fire Captain, Fire Investigator I, Fire Investigator II, and EMS Field Coordinator.

Training:

Equivalent to graduation from high school; college level course work in fire science, fire administration, business administration or a related field is desirable.

CITY OF LAS VEGAS
Fire Administrative Battalion Chief (*continued*)

License or Certificate

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

Possession and maintenance of Fire Officer I and II certification issued by the Nevada State Fire Marshal's Office within one year of the date of appointment. Training is available by completing and submitting the State Fire Marshal NFPA Standards 1021 Fire Officer Certification Program Task Books, or from the College of Southern Nevada.

Possession of Fire Instructor I certification issued by the National Fire Academy or State Fire Marshal within one year of the date of appointment.

Attend ICS 100, 200, 300, 400, 700, and 800 courses and obtain certifications within one year of the date of appointment.

Other Requirement

Employee must apply for the National Fire Academy's *Command and Control of Fire Department Operations at Natural and Man-made Disasters* course within one year of the date of appointment.

Important Note: To test for Fire Administrative Battalion Chief, the candidate must:

1. Meet the employment standards for Fire Administrative Battalion Chief as listed above; and
2. Have met all NFPA Standards for Firefighter I and Firefighter II.

WORKING CONDITIONS

Environmental Conditions:

Primarily office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for sitting for prolonged periods of time. On occasion, essential and marginal functions may require maintaining physical condition necessary for performing the assigned duties specified by the firefighter certification, including running, walking, crawling, climbing, stooping and heavy lifting while wearing heavy protective equipment; working in training situations in inclement weather conditions for prolonged periods of time.

SB
NEW 9/23/09
FLSA & City: nonexempt
CSB Approved: 10/14/09

WELDER

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 skilled welding and fabricating duties related to the maintenance and repair of electrical, construction or parks equipment; to design and fabricate new structures; and to perform other technical maintenance duties relative to assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from the assigned Maintenance Field Supervisor or higher level 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. Rebuild rusted or damaged street light poles.
2. Interpret blueprints, designs and drawings to fabricate special assemblies; construct and fabricate special assemblies and fixtures; design and fabricate special projects.
3. Analyze potential structural failure and make necessary reinforcement.
4. Repair water piping.
5. Lay out and drill holes to proper size and dimension.
6. Weld light and heavy gauge metals.
7. Prime and paint various welded assemblies.
8. Braze rivets; repair broken, crooked or leaking fixtures and equipment.
9. Operate a forklift to move and unload material.

Marginal Functions:

1. Perform a variety of general maintenance duties.
2. Estimate time, materials and equipment required for jobs assigned; requisition materials as required
3. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Welder (Continued)

QUALIFICATIONS

Knowledge of:

Methods, materials and equipment used in arc and oxyacetylene welding.
Working properties of steel and other metals.
Layout and design of steel assemblies.
Layout of hole patterns, holes and proper sizes.
Occupational hazards and standard safety practices.

Ability to:

Produce welds that meet industry standards in appearance and quality.
Weld stainless steel and occasionally aluminum using shielded metal arc welding (SMAW) and gas metal arc welding (GMAW) processes.
Operate a variety of welding and fabricating equipment in a safe and effective manner.
Read and interpret drawings and specifications.
Operate welding equipment within prescribed tolerances.
Layout and design projects within specifications.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
– *Walking, standing or sitting for extended periods of time;*
– *Lifting moderate to heavy objects in sometimes awkward positions; and*
– *Operating assigned computerized equipment.*
Maintain effective audio-visual discrimination and perception needed for:
– *Making observations;*
– *Communicating with others;*
– *Reading and writing; and*
– *Operating assigned computerized 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:

Two years of increasingly responsible welding experience.

Training:

Equivalent to graduation from high school, supplemented by skilled welding and fabrication training.

CITY OF LAS VEGAS

Welder (Continued)

License or Certificate

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

Must be a Certified Welder through the American Welding Society (AWS) under codes D1.1 (Structural Welding Code-Steel) with the following endorsements at the time of application, and maintenance thereafter:

- Processes: GMAW (Gas Metal Arc Welding)
 SMAW (Shielded Metal Arc Welding)
- Positions: 3G (Groove Weld, Vertical)
 4G (Groove Weld, Overhead)
 3F (Fillet Weld, Vertical)
 4F (Fillet Weld, Overhead)

Certification under code D1.2 (Structural Welding Code-Aluminum) using the GTAW (Gas Tungsten Arc Welding) process is desirable.

Possession of a Forklift Certificate from the City of Las Vegas within 6 months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Shop and field environments; exposure to noise, dust, grease, smoke, fumes, gases, sparks, abrasive grit, hazardous and flammable equipment, open flame, heat and toxic materials; work or inspect in confined spaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting, bending, stooping, kneeling, crawling; standing for prolonged periods of time; operating motorized equipment and vehicles.

SB
REV 9/30/09
FLSA and City: nonexempt
CSB 10/14/09

WELDER

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 skilled welding and fabricating duties related to the maintenance and repair of electrical, construction or parks equipment; to design and fabricate new structures; and to perform other technical maintenance duties relative to assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from the assigned Maintenance Field Supervisor or higher level 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. Rebuild rusted or damaged street light poles.
2. Interpret blueprints, designs and drawings to fabricate special assemblies; construct and fabricate special assemblies and fixtures; design and fabricate special projects.
3. Analyze potential structural failure and make necessary reinforcement.
4. Repair water piping.
5. Lay out and drill holes to proper size and dimension.
6. Weld light and heavy gauge metals.
7. Prime and paint various welded assemblies.
8. Braze rivets; repair broken, crooked or leaking fixtures and equipment.
9. Operate a forklift to move and unload material.

Marginal Functions:

1. Perform a variety of general maintenance duties.
2. Estimate time, materials and equipment required for jobs assigned; requisition materials as required
3. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS

Welder (*Continued*)

QUALIFICATIONS

Knowledge of:

Methods, materials and equipment used in arc and oxyacetylene welding.

Working properties of steel and other metals.

Layout and design of steel and aluminum assemblies.

Layout of hole patterns, holes and proper sizes.

Occupational hazards and standard safety practices.

Ability to:

Produce welds that meet industry standards in appearance and quality.

Weld stainless steel and occasionally aluminum using ~~gas tungsten arc welding (GTAW)~~, shielded metal arc welding (SMAW) and gas metal arc welding (GMAW) processes.

Operate a variety of welding and fabricating equipment in a safe and effective manner.

Read and interpret drawings and specifications.

Operate welding equipment within prescribed tolerances.

Layout and design projects within specifications.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

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

- *Walking, standing or sitting for extended periods of time;*
- *Lifting moderate to heavy objects in sometimes awkward positions; and*
- *Operating assigned computerized equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned computerized 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:

Two years of increasingly responsible welding experience.

Training:

Equivalent to graduation from high school, supplemented by skilled welding and fabrication training.

CITY OF LAS VEGAS
Welder (Continued)

License or Certificate

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

Must be a Certified Welder through the American Welding Society (AWS) under codes D1.1 (Structural Welding Code-Steel) and ~~D1.2 (Structural Welding Code-Aluminum)~~ with the following endorsements at the time of application, and maintenance thereafter:

- Processes: GTAW (Gas Tungsten Arc Welding)
- GMAW (Gas Metal Arc Welding)
- SMAW (Shielded Metal Arc Welding)
- Positions: 3G (Groove Weld, Vertical)
- 4G (Groove Weld, Overhead)
- 3F (Fillet Weld, Vertical)
- 4F (Fillet Weld, Overhead)

Certification under code D1.2 (Structural Welding Code-Aluminum) using the GTAW (Gas Tungsten Arc Welding) process is desirable.

Possession of a Forklift Certificate from the City of Las Vegas within 6 months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Shop and field environments; exposure to noise, dust, grease, smoke, fumes, gases, sparks, abrasive grit, hazardous and flammable equipment, open flame, heat and toxic materials; work or inspect in confined spaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting, bending, stooping, kneeling, crawling; standing for prolonged periods of time; operating motorized equipment and vehicles.

SB
REV 8/24/099/30/09
FLSA and City: nonexempt
CSB 9/9/09

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

DATE: Oct. 14, 2009

PLEASE PRINT

NAME

ORGANIZATION

Ron Prewitt

CLV-HR

Scott Johnson

Local 1285

Myrtle Harvey

CLV-HR

JESS L. Campbell

LVFR.

CITY OF LAS VEGAS

ELIGIBLE LIST

Code Enforcement Officer I
Examination

September 16, 2009
Date

092811070
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 | 88 | GROUP 1 | 9 |
| REJECTED | 36 | GROUP 2 | 36 |
| TOTAL RECEIVED | 124 | TOTAL ON LIST | 45 |

TESTS

| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
|-----------------------|-----------------------|--------------------|---------------------------|---------------------|
| (Weight) | 100% | | | |
| PASSED | 45 | | | |
| FAILED | 30 | | | |
| TOTAL TESTED | 75 | | | |
| DID NOT APPEAR | 13 | | | |

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Department of Human Resources
400 Stewart Avenue - 2nd Floor
Training Room #4
Las Vegas, Nevada

CLAUDETTE ENUS

JAP ✓
MW: PV ✓
EM: PR ✓
EB: P ✓
PR: P ✓

CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.lasve>
AGENDA
DATE: September 09, 2009
TIME: 4:30 p.m.

HR: GM ✓
SB ✓
ARB

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
- III. APPROVAL OF MINUTES: Regular Meeting of August 12, 2009 MOT: MW
- IV. BUSINESS
 - 2nd: EM
 - A. ELIGIBLE LISTS TO BE CERTIFIED
 - M: PR = M/C
 - 1. Sanitation Billing Technician - Promotional 2nd: EB
 - B. EXTENSION OF ELIGIBLE LISTS = M/C
 - 1. Carpenter I - Promotional
 - 2. Carpenter I - Open
 - 3. Concrete Mason II - Open
 - 4. Fire Equipment Mechanic Foreman - Promotional
 - 5. Janitor - Open
 - 6. Maintenance Worker I - Open
 - 7. Parking Enforcement Supervisor - Promotional
 - 8. Parking Meter Technician - Promotional
 - 9. Parks Crew Leader - Promotional
 - 10. Plumber II - Open
 - 11. Service Desk Technician - Open
 - M: EM
 - 2nd: EB
 - M/C
 - C. CLASSIFICATION SPECIFICATIONS
 - M: PR
 - 1. Court Compliance Officer - Revised
 - 2. Welder - Revised
 - 2nd: MW
 - M/C
- V. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED - NONE
- VI. CITIZEN PARTICIPATION NONE Recognize at 4:32 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

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
August 12, 2009
REGULAR MEETING**

Agenda Documentation
September 09, 2009

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

I CALL TO ORDER: August 12 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
Sue Brown
Graciela Manginelli
Glenna Kouns
Myrtle Harvey
Ron Prewitt

OTHERS PRESENT

None

Counsel for the Civil Service Board, John Ridilla, 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 August 12, 2009: Trustee Evelyn Beals made a motion to approve the minutes of the Regular Meeting of August 12, 2009. Trustee Priscilla Rocha seconded the motion Motion carried

IV BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1 Business Licensing Supervisor (Enforcement) – Promotional
- 2 Business Licensing Supervisor (Enforcement) – Open
3. Business Specialist II – Promotional
- 4 Business Specialist II – Open
5. Communications & Security Systems Supervisor – Promotional
6. Communications & Security Systems Supervisor – Open
- 7 Communications Quality Improvement Coordinator – Promotional
- 8 Communications Quality Improvement Coordinator – Open
9. Equipment Operator I (Parks) – Promotional
- 10 Park Maintenance Field Supervisor - Promotional

A motion was made by Trustee Priscilla Rocha that items 1 through 10 of the Eligible List to be Certified be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS

1. Assistant Fire Protection Engineer – Promotional
2. Assistant Fire Protection Engineer – Open
3. Deputy City Marshal – Open
4. EMS Field Coordinator – Promotional
5. Equipment Operator I (Streets) – Promotional
6. Equipment Operator II (Sanitation) – Promotional
7. HVAC Technician II – Open
8. Industrial Electrician II – Promotional
9. Industrial Electrician II – Open
10. Motor Sweeper Operator – Promotional
11. Service Repair Writer – Open
12. Streets & Sanitation Crew Leader – Promotional

A motion was made by Trustee Evelyn Beals to approve Items 1 through 12 of the Extension of Eligible Lists and Trustee Priscilla Rocha seconded the motion. Motion Carried.

C. CLASSIFICATION SPECIFICATIONS

1. Fire Investigations Supervisor – Bomb Squad – Revised
2. Sr. Technical Systems Analyst – Revised
3. Electronic Records Services Supervisor - New

A motion was made by Trustee Priscilla Rocha to approve Items 1 through 3 of the Classifications Specifications Lists and Trustee Evelyn Beals seconded the motion. Motion Carried.

D. REQUEST TO BE PLACED ON THE REHIRE LIST

1. Gary A. Patterson, JR.

A motion was made by Trustee Evelyn Beals to approve Item 1 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: Secretary Claudette Enus introduced Deputy City Attorney John Ridilla to the board. He is acting as the Civil Service Board's counsel in Morgan Davis' absence. Secretary Claudette Enus would also like to thank Trustee Johan Aliseo for her many years of service as a Civil Service Board member. Ms. Enus also thanked Trustee Aliseo for serving so well.

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
CIVIL SERVICE BOARD
MINUTES
FOR THE
August 12, 2009
REGULAR MEETING**

Agenda Documentation
September 09, 2009

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

I CALL TO ORDER. August 12 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
Sue Brown
Graciela Manginelli
Glenna Kouns
Myrtle Harvey
Ron Prewitt

OTHERS PRESENT

None

Counsel for the Civil Service Board, John Ridilla, 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 August 12, 2009 Trustee Evelyn Beals made a motion to approve the minutes of the Regular Meeting of August 12, 2009 Trustee Priscilla Rocha seconded the motion Motion carried

IV. BUSINESS.

A ELIGIBLE LISTS TO BE CERTIFIED.

- 1 Business Licensing Supervisor (Enforcement) – Promotional
2. Business Licensing Supervisor (Enforcement) – Open
- 3 Business Specialist II – Promotional
- 4 Business Specialist II – Open
- 5 Communications & Security Systems Supervisor – Promotional
- 6 Communications & Security Systems Supervisor – Open
- 7 Communications Quality Improvement Coordinator – Promotional
- 8 Communications Quality Improvement Coordinator – Open
9. Equipment Operator I (Parks) – Promotional
10. Park Maintenance Field Supervisor - Promotional

A motion was made by Trustee Priscilla Rocha that items 1 through 10 of the Eligible List to be Certified be approved Trustee Evelyn Beals seconded the motion Motion carried

B. EXTENSION OF ELIGIBLE LISTS

1. Assistant Fire Protection Engineer – Promotional
2. Assistant Fire Protection Engineer – Open
3. Deputy City Marshal – Open
4. EMS Field Coordinator – Promotional
5. Equipment Operator I (Streets) – Promotional
6. Equipment Operator II (Sanitation) – Promotional
7. HVAC Technician II – Open
8. Industrial Electrician II – Promotional
9. Industrial Electrician II – Open
10. Motor Sweeper Operator – Promotional
11. Service Repair Writer – Open
12. Streets & Sanitation Crew Leader – Promotional

A motion was made by Trustee Evelyn Beals to approve Items 1 through 12 of the Extension of Eligible Lists and Trustee Priscilla Rocha seconded the motion Motion Carried

C. CLASSIFICATION SPECIFICATIONS

1. Fire Investigations Supervisor – Bomb Squad – Revised
2. Sr. Technical Systems Analyst – Revised
3. Electronic Records Services Supervisor - New

A motion was made by Trustee Priscilla Rocha to approve Items 1 through 3 of the Classifications Specifications Lists and Trustee Evelyn Beals seconded the motion. Motion Carried.

D REQUEST TO BE PLACED ON THE REHIRE LIST

- 1 Gary A. Patterson, JR.

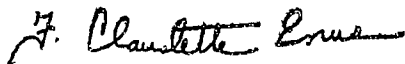
A motion was made by Trustee Evelyn Beals to approve Item 1 of the Request To Be Placed on the Rehire List and Trustee Ed Miramontes seconded the motion Motion Carried.

V ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED: Secretary Claudette Enus introduced Deputy City Attorney John Ridilla to the board. He is acting as the Civil Service Board's counsel in Morgan Davis' absence. Secretary Claudette Enus would also like to thank Trustee Johan Aliseo for her many years of service as a Civil Service Board member. Ms Enus also thanked Trustee Aliseo for serving so well.

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: September 9, 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: 1

| | <u>APPLIED</u> | <u>TESTED</u> | <u>PASSED & PLACED ON ELIGIBLE LISTS</u> |
|--|----------------|---------------|--|
| 1. Sanitation Billing Technician – Promotional | 37 | 29 | 28 |

CITY OF LAS VEGAS

ELIGIBLE LIST

Sanitation Billing Technician
Examination

August 5, 2009
Date

09317607P
Exam Code

Promotional
Open/Promotional

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

REPORT OF EXAMINATION

| | <u>APPLICATIONS</u> | | <u>ELIGIBLE LIST</u> |
|-----------------------|----------------------------|----------------------|-----------------------------|
| ACCEPTED | 34 | GROUP 1 | 28 |
| REJECTED | 3 | GROUP 2 | 0 |
| TOTAL RECEIVED | 37 | TOTAL ON LIST | 28 |

TESTS

| | <u>WRITTEN</u> | <u>ORAL</u> | <u>PERFORMANCE</u> | <u>OTHER</u> |
|-----------------------|-----------------------|--------------------|---------------------------|---------------------|
| (Weight) | 100% | | | |
| PASSED | 28 | | | |
| FAILED | 1 | | | |
| TOTAL TESTED | 29 | | | |
| DID NOT APPEAR | 5 | | | |

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date September 9, 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: 11

| | <u>REMAINING CANDIDATES ON LIST</u> | <u>LIST EXPIRES</u> | <u>EXT. TO</u> | <u>NUMBER OF THIS EXT.</u> |
|--|---|-------------------------|----------------|--------------------------------|
| 1 Carpenter I – Promotional | 9 | 09/10/09 | 03/10/10 | 2 |
| 2 Carpenter I – Open | 27 | 09/10/09 | 03/10/10 | 2 |
| 3. Concrete Mason II – Open | 9 | 09/12/09 | 03/12/10 | 3 |
| 4. Fire Equipment Mechanic Foreman – Promotional | 5 | 09/10/09 | 03/10/10 | 2 |
| 5. Janitor – Open | 63 | 09/10/09 | 03/10/10 | 2 |
| 6 Maintenance Worker I – Open | 81 | 09/12/09 | 03/12/10 | 3 |
| 7. Parking Enforcement Supervisor - Promotional | 3 | 09/24/09 | 03/24/10 | 2 |
| 8. Parking Meter Technician - Promotional | 2 | 09/10/09 | 03/10/10 | 2 |
| 9 Parks Crew Leader – Promotional | 7 | 09/10/09 | 03/10/10 | 2 |
| 10. Plumber II – Open | 6 | 09/24/09 | 03/24/10 | 2 |
| 11 Service Desk Technician – Open | 31 | 09/24/09 | 03/24/10 | 2 |

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: September 9, 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

1. Court Compliance Officer
2. Welder

Court Compliance Officer (formerly Court Counseling Technician) was revised to reflect a change in duties and a title change.

Welder was revised to add certification requirements.

NEW

RECOMMENDATION

The City recommends approval of the revised/new classification specifications

COURT COMPLIANCE OFFICER

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

DEFINITION

To provide case management services to clients after sentencing; ensure that judicial orders are adhered to by the client including compliance with the educational and rehabilitative programs, financial obligations, and 'stay out of trouble' orders; and to perform a variety of administrative tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED

Receives general supervision from the Compliance Program Supervisor and higher level management 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. Provide ongoing case management services on behalf of clients mandated to complete all ordered sentencing requirements.
2. Review court-mandated conditions of program participation with clients and provide individual case monitoring to assure compliance with court ordered programs; communicate with clients in person and on the telephone.
3. Monitor compliance with payment plan and renegotiate payments if the client falls in arrears.
4. Provide referrals to community resources and social services based on the needs expressed by the client.
5. Assist management with evaluating client services.
6. Prepare written reports on the progress of assigned clients; collect and provide information in accordance with established policies and principles of confidentiality and submit reports to the court for review and action after obtaining supervisory approval; audit case files in compliance with division standards; prepare various reports.
7. Assess the client's ability to comply with the court order in the time dictated by the court; place non-compliant clients on calendar for judicial review; issue affidavits of non-compliance and attend revocation hearings.

CITY OF LAS VEGAS
Court Compliance Officer (*continued*)

Essential Functions:

8. Document case activities; maintain current, complete and accurate computerized case management records including client status and progress; complete necessary forms and prepare correspondence; update case reports according to established procedure.
9. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Effective telephone techniques.

Advanced customer service and interpersonal communication techniques and methods.

Advanced interviewing skills.

Principles and procedures of record keeping.

Business English, including sentence structure, spelling, grammar and punctuation.

Modern office equipment, including a personal computer.

Common office software, including word processing, database applications, and Microsoft Office including Outlook, Word, and Excel.

General office procedures.

Local agencies providing community support and social services.

Techniques for report preparation.

Ability to:

Learn the operations and practices of the court as it relates to compliance including alternative sentencing programs, community service and work programs, fine collections and house arrest.

Learn and apply relevant Las Vegas Municipal Court policies and procedures.

Maintain knowledge of local community resources that are available to assist families and individuals.

Conduct interviews.

Plan, organize and prioritize assignments.

Meet established deadlines.

Work courteously with defendants on the telephone and in person.

Communicate effectively with irate customers in sensitive situations.

Demonstrate respect and sensitivity for cultural differences.

Communicate with individuals from a variety of social, cultural, economic and educational backgrounds and vary approach to suit situation or participant..

Explain and enforce department policies and procedures.

Learn and apply pertinent federal, state and local laws, codes, regulations.

Communicate clearly and concisely, both orally and in writing.

CITY OF LAS VEGAS
Court Compliance Officer (*continued*)

Ability to:

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 experience in a court (municipal, district, justice, federal, appellate, or other type), probation agency, the criminal justice system or a closely related field.

Training:

Associate degree from an accredited college or university with major in social work, sociology, criminal justice, or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

Special Requirement

Fluency in Spanish is desirable.

WORKING CONDITIONS

Environmental Conditions:

Office and courtroom environments; exposure to computer screens; may be exposed to hostile individuals.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; walking to and from court.

ARB
FLSA & City: nonexempt

REV 8/11/09 (formerly Court Counseling Technician)
CSB 9/09/09

WELDER

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 skilled welding and fabricating duties related to the maintenance and repair of electrical, construction or parks equipment; to design and fabricate new structures; and to perform other technical maintenance duties relative to assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from the assigned Maintenance Field Supervisor or higher level 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. Rebuild rusted or damaged street light poles.
2. Interpret blueprints, designs and drawings to fabricate special assemblies; construct and fabricate special assemblies and fixtures; design and fabricate special projects.
3. Analyze potential structural failure and make necessary reinforcement.
4. Repair water piping.
5. Layout and drill holes to proper size and dimension.
6. Weld light and heavy gauge metals.
7. Prime and paint various welded assemblies.
8. Braze rivets; repair broken, crooked or leaking fixtures and equipment.
9. Operate a forklift to move and unload material.

Marginal Functions:

1. Perform a variety of general maintenance duties.
2. Estimate time, materials and equipment required for jobs assigned; requisition materials as required
3. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Welder (*Continued*)

QUALIFICATIONS

Knowledge of:

Methods, materials and equipment used in arc and oxyacetylene welding.
Working properties of steel and other metals.
Layout and design of steel and aluminum assemblies.
Layout of hole patterns, holes and proper sizes.
Occupational hazards and standard safety practices.

Ability to:

Produce welds that meet industry standards in appearance and quality.
Weld stainless steel and aluminum using gas tungsten arc welding (GTAW), shielded metal arc welding (SMAW) and gas metal arc welding (GMAW) processes.
Operate a variety of welding and fabricating equipment in a safe and effective manner.
Read and interpret drawings and specifications.
Operate welding equipment within prescribed tolerances.
Layout and design projects within specifications.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
– *Walking, standing or sitting for extended periods of time;*
– *Lifting moderate to heavy objects in sometimes awkward positions; and*
– *Operating assigned computerized equipment*
Maintain effective audio-visual discrimination and perception needed for.
– *Making observations;*
– *Communicating with others;*
– *Reading and writing; and*
– *Operating assigned computerized 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:

Two years of increasingly responsible welding experience.

Training:

Equivalent to graduation from high school, supplemented by skilled welding and fabrication training.

CITY OF LAS VEGAS

Welder (Continued)

License or Certificate

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

Must be a Certified Welder through the American Welding Society (AWS) under codes D1.1 (Structural Welding Code-Steel) and D1.2 (Structural Welding Code-Aluminum) with the following endorsements at the time of application, and maintenance thereafter:

- Processes: GTAW (Gas Tungsten Arc Welding)
GMAW (Gas Metal Arc Welding)
SMAW (Shielded Metal Arc Welding)
- Positions: 3G (Groove Weld, Vertical)
4G (Groove Weld, Overhead)
3F (Fillet Weld, Vertical)
4F (Fillet Weld, Overhead)

Possession of a Forklift Certificate from the City of Las Vegas within 6 months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Shop and field environments; exposure to noise, dust, grease, smoke, fumes, gases, sparks, abrasive grit, hazardous and flammable equipment, open flame, heat and toxic materials; work or inspect in confined spaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting, bending, stooping, kneeling, crawling; standing for prolonged periods of time; operating motorized equipment and vehicles.

SB
REV 8/24/09
FLSA and City: nonexempt
CSB 9/9/09

COURT COUNSELING-COMPLIANCE OFFICER TECHNICIAN

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 provide case management services to clients after sentencing; ~~on-going court monitoring services for each judicial department to ensure that judicial orders are adhered to by the clientoffenders; including compliance with the educational and rehabilitative programs, financial obligations, and 'stay out of trouble' orders;~~ to assist in providing basic case management services to defendants in petit larceny, anger management, impulse control, women's health programs and specialty court programs; ~~to provide referrals to clients in the program;~~ and to perform a variety of technical-administrative tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED

Receives general supervision from the ~~Misdemeanor Programs Supervisor~~ Compliance Program Supervisor and higher level management staff. ~~May receive functional and technical supervision from the assigned Court Counselor.~~

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. ~~Assist Court Counselors by performing basic~~ Provide ongoing case management services on behalf of clients mandated to complete all ordered sentencing requirements in the areas of petit larceny, anger management, impulse control, women's health, and specialty court programs.
2. Review court-mandated conditions of program participation with clients and provide individual case monitoring to assure compliance with court ordered programs; communicate with clients in person and on the telephone.
3. Monitor compliance with payment plan and renegotiate payments if the client falls in the arrears. ~~communicate with clients in person and on the telephone.~~
- 3.4. Provide referrals to community resources and social services based on the needs expressed by the client.
- 4.5. Assist management with evaluating client services.
6. ~~Prepare basic oral and written reports on the progress of assigned clients; collect and provide information in accordance with established policies and principles of~~

CITY OF LAS VEGAS

Court Counseling Technician/Compliance Officer (continued)

~~confidentiality; attend court on Notices of Appearance for defendants' revocation proceedings; and submit reports to the court for review and action after obtaining supervisory approval; audit case files in compliance with division standards; prepare various reports.~~

7. Assess the client's ability to comply with the court order in the time dictated by the court; place non-compliant clients on calendar for judicial review; issue affidavits of non-compliance and attend revocation hearings.

6.8. Document case activities; maintain current, complete and accurate written-computerized case histories-management records to includeing client status and progress; complete necessary forms and prepare correspondence; update case reports according to established procedure; complete service referral forms; prepare reports as required.

~~7. Attend court; prepare case files to present and answer questions from judge.~~

8.9. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

~~9. Maintain updated computerized case management records, including client status and progress; complete necessary forms and assist with preparing relevant correspondence and case reports according to established procedure; complete service referral forms.~~

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Effective telephone techniques.

Advanced Customer service and interpersonal communication techniques and methods, principles and practices.

Advanced interviewing skills.

Basic Principles and procedures of record keeping.

Business English, including usage, sentence structure, spelling, grammar, and punctuation and sentence structure.

Modern office equipment, including a personal computer:

Common office software, including word processing, and email, database applications, and Microsoft Office including Outlook, Word, and Excel.

General office procedures.

Local agencies providing Community support and social services.

Basic business letter writing techniques.

Basic Techniques for report preparation.

Ability to:

CITY OF LAS VEGAS

Court Counseling Technician/Compliance Officer (continued)

Learn the operations and practices of the ~~Alternative Sentencing and Education Division~~ sufficient to perform essential functions court as it relates to compliance including alternative sentencing programs, community service and work programs, fine collections and house arrest.

Learn and apply relevant Las Vegas Municipal Court policies and procedures.

~~Learn the~~ Maintain knowledge of non-counseling local community resources that are available to assist families and individuals.

Conduct basic interviews.

Plan, organize and prioritize assignments.

Meet established deadlines.

Work courteously with defendants on the telephone and in person.

Communicate effectively with irate customers in sensitive situations.

Demonstrate respect and sensitivity for cultural differences.

Communicate with individuals from a variety of social, cultural, economic and educational backgrounds and vary approach to suit situation or participant.

~~Learn policies and procedures related to Alternative Sentencing Division programs.~~

~~Learn the basic operations and practices of the Nevada criminal justice system and the Las Vegas Municipal Court.~~

Explain and enforce department policies and procedures.

Learn and apply pertinent federal, state and local laws, codes, regulations.

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 experience in a court (municipal, district, justice, federal, appellate, or other type), probation agency social work, the criminal justice system or a closely related field.

Training:

Associate degree from an accredited college or university with major in social work, sociology, criminal justice, or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

CITY OF LAS VEGAS

Court ~~Counseling Technician~~ Compliance Officer (continued)

Special Requirement

Fluency in Spanish is desirable.

WORKING CONDITIONS

Environmental Conditions:

Office and courtroom environments; exposure to computer screens; may be exposed to hostile individuals.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; walking to and from court.

ARB _____

NEW 9/23/05 REV 8/11/09 (formerly Court Counseling Technician)

FLSA & City: nonexempt

CSB 10/12/05

WELDER

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 skilled welding and fabricating duties related to the maintenance and repair of electrical, construction or parks equipment; to design and fabricate new structures; and to perform other technical maintenance duties relative to assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from the assigned Maintenance Field Supervisor or higher level 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. Rebuild rusted or damaged street light poles.
2. Interpret ~~blueprints~~blue prints, designs and drawings to fabricate special assemblies; construct and fabricate special assemblies and fixtures; design and fabricate special projects.
3. Analyze potential structural failure and make necessary reinforcement.
- ~~3.4.~~ Repair water piping.
- ~~4.5.~~ Lay out and drill holes to proper size and dimension.
- ~~5.6.~~ Weld light and heavy gauge metals.
- ~~6.7.~~ Prime and paint various welded assemblies.
- ~~7.8.~~ Braze rivets; repair broken, crooked or leaking fixtures and equipment.
- ~~8.9.~~ Operate a forklift to move and unload material.

Marginal Functions:

1. Perform a variety of general maintenance duties.
2. Estimate time, materials and equipment required for jobs assigned; requisition materials as required
3. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Welder (*Continued*)

QUALIFICATIONS

Knowledge of:

Methods, materials and equipment used in arc and oxyacetylene welding.
Working properties of steel and other metals.
Layout and design of steel and ~~aluminum~~ steel assemblies.
Layout of hole patterns, holes and proper sizes.
Occupational hazards and standard safety practices.

Ability to:

Produce welds that meet industry standards in appearance and quality.
Weld stainless steel and aluminum using gas tungsten arc welding (GTAW), shielded metal arc welding (SMAW) and gas metal arc welding (GMAW) processes.
Operate a variety of welding and fabricating equipment in a safe and effective manner.
Read and interpret ~~drawings~~ ~~blue prints~~ and specifications.
Operate welding equipment within prescribed tolerances.
Layout and design projects within specifications.
~~Analyze potential structural failure and make necessary reinforcement.~~
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
~~Maintain mental capacity which allows for effective interaction and communication with others.~~
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
– *Walking, standing or sitting for extended periods of time;*
– *Lifting moderate to heavy objects in sometimes awkward positions; and*
– *Operating assigned computerized equipment.*
Maintain effective audio-visual discrimination and perception needed for:
– *Making observations;*
– *Communicating with others;*
– *Reading and writing; and*
– *Operating assigned computerized 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:

Two years of increasingly responsible welding experience.

Training:

Equivalent to graduation from high school, supplemented by skilled welding and fabrication training.

CITY OF LAS VEGAS

Welder (Continued)

License or Certificate

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

Must be a Certified Welder through the American Welding Society (AWS) under codes D1.1 (Structural Welding Code-Steel) and D1.2 (Structural Welding Code-Aluminum) with the following endorsements at the time of application, and maintenance thereafter:

- Processes: GTAW (Gas Tungsten Arc Welding)
- GMAW (Gas Metal Arc Welding)
- SMAW (Shielded Metal Arc Welding)
- Positions: 3G (Groove Weld, Vertical)
- 4G (Groove Weld, Overhead)
- 3F (Fillet Weld, Vertical)
- 4F (Fillet Weld, Overhead)

Possession of a Forklift Certificate from the City of Las Vegas within 6 months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Shop and field environments; exposure to noise, dust, grease, smoke, fumes, gases, sparks, abrasive grit, hazardous and flammable equipment, open flame, heat and toxic materials; work or inspect in confined spaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting, bending, stooping, kneeling, crawling; standing for prolonged periods of time; operating motorized equipment and vehicles.

PLMSB

REV 2/4/998/24/09

FLSA and City: nonexempt

CSB 3/10/99