

4:30

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Department of Human Resources

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

Training Room #4

Las Vegas, Nevada

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

AGENDA

DATE: DECEMBER 9, 2009

TIME: 4:30 p.m.

ARB  
SB  
GM

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~~ 4:31 PM

II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW

III. APPROVAL OF MINUTES: Regular Meeting of October 14, 2009

IV. APPROVAL OF MINUTES: Teleconference Meeting Of November 25, 2009

V. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Microcomputer Specialist - Promotional
2. Public Safety Technician - Promotional
3. Public Safety Technician - Open

B. EXTENSION OF ELIGIBLE LISTS

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. Records Technician I - Open
10. Senior Office Specialist - Open

VI. ITEMS FOR DISCUSSION AND POSSIBLE BOARD ACTION REQUIRED = MORGAN

A. Discussion on Possible Election of Chair -

VII. CITIZEN PARTICIPATION <sup>none</sup>

Adjournment: 4:38

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

EM  
EB  
DS  
MW

Judy  
↓  
comment  
Rank  
order  
determined  
by score

1st: DS  
2nd: EM  
MC: ✓  
1st: DS  
2nd: EM  
MC: ✓  
1st: EM  
2nd: EB  
MC: ✓

1st: DS  
2nd: EB  
MC: ✓

Does not cover  
Resign term - out  
Election  
Now? thru June - election

✓  
1/1

**CITY OF LAS VEGAS  
CIVIL SERVICE BOARD  
MINUTES  
FOR THE  
October 14, 2009  
REGULAR MEETING**

Agenda Documentation  
December 9, 2009

<b>TO:</b> CIVIL SERVICE BOARD OF TRUSTEES	<b>FROM:</b> F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: October 14, 2009 at 4:34 p.m. in the Human Resources Department.

**ROLL CALL:**

Malcolm White -Present  
Ed Miramontes – Present  
Priscilla Rocha – Absent  
Evelyn Beals – Present  
David Steinman - Present

**STAFF PRESENT**

Claudette Enus  
Judy Tuttle  
Ann Rubertino Beck  
Ron Prewitt  
Myrtle Harvey  
Graciela Manginelli

**OTHERS PRESENT**

Jess Campbell – LV Fire  
Scott Johnson - IAFF

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

- II. INTRODUCTION AND WELCOME OF NEW CIVIL SERVICE BOARD MEMBER: DAVID STEINMAN
- III. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW
- IV. APPROVAL OF MINUTES of Regular Meeting of September 9, 2009: Trustee Ed Miramontes made a motion to approve the minutes of the Regular Meeting of September 9, 2009 Trustee Evelyn Beals seconded the motion. Motion carried.
- V. BUSINESS:

**A. ELIGIBLE LISTS TO BE CERTIFIED**

- 1. Code Enforcement Officer I – Promotional
- 2. Code Enforcement Officer I – Open
- 3. Communications Specialist – Open

Judy Tuttle Deputy Director of Human Resources addressed the board that an applicant for the Code Enforcement Officer- Open list was left off the list because his DD 214 had expired. He has since submitted a current DD 214 indicating that he was honorably discharged from the military. Miss Tuttle distributed an amended copy of the list. Trustee White announced that the board was ready to vote on all three items, including the amended copy of Code Enforcement Officer 1 – Open. A motion was made by Trustee David Steinman that item 1 through 3 of the Eligible List to be Certified be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

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

A motion was made by Trustee Evelyn Beals to approve Items 1 through 6 of the Extension of Eligible Lists and Trustee Ed Miramontes seconded the motion. Motion Carried.

C. CLASSIFICATION SPECIFICATIONS

1. Welder – Revised
2. Fire Administrative Battalion Chief - New

Trustee Ed Miramontes asked about if the four positions for the Battalion Chief are in place. Assistant Chief Jess Campbell explained that the positions are in place, but there are some vacancies. Assistant Chief Campbell also explained that there are five positions for Battalion Chief. Trustee Miramontes asked if there will be one list for all four / five positions or will there be lists for each category. Assistant Chief Campbell explained that testing would be general, but an oral interview would be specific to the position. Deputy Director Judy Tuttle explained that the position would be announced for a particular opening for a Battalion Chief.

David Steinman asked if the suppression testing was going to be eliminated for the Battalion Chief. Assistant Chief Campbell explained that Fire was not going to eliminate the testing, instead there will be two test processes.

A motion was made by Trustee David Steinman to approve Items 1 and 2 of the Classifications Specifications Lists and Trustee Ed Miramontes seconded the motion. Motion Carried.

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


A. DISCUSSION OF NEW CIVIL SERVICE BOARD CHAIRPERSON

Secretary to the Board F. Claudette Enus announced to the board that at the next regularly scheduled meeting HR would like to include an action item for election of a new board chair. Secretary Enus asked if there would be any discussion between the board at this time. Trustee Miramontes replied that the board put it up to vote for the next meeting and let the votes determine the next board chairperson.

VII. CITIZEN PARTICIPATION:

Scott Johnson, Vice President of the IAFF Local 285, stated that the IAFF was dissatisfied with the last recruitment held by CLV Human Resources. Mr. Johnson explained that information was not given to the public in a timely manner.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:50 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  
MINUTES  
For the  
November 25, 2009  
TELECONFERENCE MEETING

Agenda Documentation  
December 9, 2009

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

I. CALL TO ORDER November 25, 2009 at 11:33 a.m. via Teleconference

ROLL CALL:

Ed Miramontes – Present  
Priscilla Rocha – Present  
David Steinman - Present

STAFF PRESENT

Judy Tuttle  
Ann Rubertino-Beck

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

III. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1) Corrections Officer – Open
- 2) Deputy City Marshal – Open
- 3) Fire Investigations Supervisor – Bomb Squad – Promotional
- 4) Senior Housing Rehabilitation Specialist – Open
- 5) Senior Systems Analyst (Business Intelligence) – Promotional
- 6) Senior Systems Analyst (Business Intelligence) – Open
- 7) Senior Technical Systems Analyst (D&E) – Open
- 8) Senior Technical Systems Analyst (NS) - Open

Trustee David Steinman had a question about list #3, Fire Investigations Supervisor-Bomb Squad. Trustee Steinman noticed a discrepancy between the ranking by score and by groups. Deputy HR Director Judy Tuttle will check and clarify at the next meeting on which is correct.

A motion was made by Trustee Priscilla Rocha that items 1 through 8 of the Eligible List to be Certified be approved. The motion was seconded by Trustee David Steinman. Motion carried.

B EXTENSION OF ELIGIBLE LISTS

- 1) Corrections Sergeant – Promotional
- 2) Environmental Systems Technician Trainee – Promotional
- 3) Environmental Systems Technician Trainee – Open
- 4) Fire Investigator I – Promotional
- 5) Firefighter Trainee – Open
- 6) Park Maintenance Supervisor – Promotional
- 7) Senior Fire Investigator – Promotional
- 8) Senior Mechanic - Promotional

A motion was made by Trustee David Steinman that item 1 through 8 of the Classification Specifications List be approved. The motion was seconded by Trustee Priscilla Rocha. Motion carried.

IV. ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING  
ANNOTATED MINUTES  
FEBRUARY 14, 2007  
PAGE 2

None

V. CITIZEN PARTICIPATION

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:38 a.m.

A handwritten signature in cursive script, reading "F. Claudette Enus", written over a horizontal line.

F. Claudette Enus  
Secretary to the Board

**CITY OF LAS VEGAS**

**AGENDA DOCUMENTATION**

**Date: December 9, 2009**

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

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

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

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**TOTAL ELIGIBLE LISTS PRESENTED: 3**

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1. Microcomputer Specialist – Promotional	3	2	1
2. Public Safety Technician – Promotional	5	0	0
3. Public Safety Technician – Open	124	35	31

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Microcomputer Specialist**  
**Examination**

**November 16, 2009**  
**Date**

**097960310P**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

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

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	1			
FAILED	1			
<b>TOTAL TESTED</b>	<b>2</b>			
<b>DID NOT APPEAR</b>	<b>0</b>			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Public Safety Technician**  
**Examination**

**November 13, 2009**  
**Date**

**09334409P**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

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

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	0			
FAILED	0			
<b><u>TOTAL TESTED</u></b>	0			
<b><u>DID NOT APPEAR</u></b>	1			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Public Safety Technician**  
**Examination**

**November 13, 2009**  
**Date**

**093344090**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	42	GROUP 1	14
REJECTED	82	GROUP 2	17
<b>TOTAL RECEIVED</b>	124	<b>TOTAL ON LIST</b>	31

**TESTS**

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	31			
FAILED	4			
<b>TOTAL TESTED</b>	35			
<b>DID NOT APPEAR</b>	7			

**CITY OF LAS VEGAS**

**AGENDA DOCUMENTATION**

Date December 9, 2009

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

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

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

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**TOTAL EXTENSIONS OF ELIGIBLE LISTS: 10**

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Customer Service Representative – Open	129	12/10/09	6/10/10	1
2. Engineering Project Manager – Promotional	7	12/10/09	6/10/10	1
3. Engineering Project Manager – Open	30	12/10/09	6/10/10	1
4. Fire Engineer – Promotional	26	12/10/09	6/10/10	1
5. Graffiti Technician - Promotional	2	12/10/09	6/10/10	1
6. Graffiti Technician – Open	33	12/10/09	6/10/10	1
7. Irrigation Systems Repairer I – Promotional	3	12/10/09	6/10/10	1
8. Irrigation Systems Repairer I – Open	10	12/10/09	6/10/10	1
9. Records Technician I – Open	102	12/10/09	6/10/10	2
10. Senior Office Specialist – Open	67	12/10/09	6/10/10	1

CITY OF LAS VEGAS  
AGENDA DOCUMENTATION

Date: December 9, 2009

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

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**SUBJECT: VI. ITEMS FOR DISCUSSION AND POSSIBLE BOARD ACTION REQUIRED**

**A. DISCUSSION ON POSSIBLE ELECTION OF CHAIR**

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**BOARD ACTION: Discussion and possible election of chair**

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Johan Aliseo served out her term as a Civil Service Board Trustee and Chair Person. The board will need to discuss the possible election of a new Chair Person.

Decide to hold an election

DS = EM serve as chair  
thru June

EB - 2nd

M/C

DS - Vice

EM 2nd

M/C

**CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES**  
**Department of Human Resources**  
**400 Stewart Avenue – 2<sup>nd</sup> Floor**  
**Training Room #4**  
**Las Vegas, Nevada**

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

**AGENDA**

**DATE: January 13, 2009**

**TIME: 4:30 p.m.**

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

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: December 09, 2009
- IV BUSINESS
  - A. ELIGIBLE LISTS TO BE CERTIFIED
    - 1 Fire Captain – Promotional
    - 2 Public Works Maintenance Field Supervisor - Promotional
  - B. EXTENSION OF ELIGIBLE LIST
    - 1. Judicial Enforcement Officer I – Open
    - 2. Senior Communications Specialist – Promotional
- V ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED
  - A New State Training Requirement
- VI CITIZEN PARTICIPATION

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

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- City Hall Plaza, Special Outside Posting Bulletin Board
- City Hall 2nd Floor, Human Resources Posting Bulletin Board

CSB  
EM ✓  
EB ✓  
PR ✓  
DS ✓  
MW ✓

SB ✓  
GM ✓  
MDavis ✓  
JT ✓  
ARB

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

Agenda Documentation  
January 13, 2009

TO:  
CIVIL SERVICE BOARD OF TRUSTEES

FROM:  
F. CLAUDETTE ENUS  
SECRETARY TO THE BOARD

I. CALL TO ORDER: December 09, 2009 at 4:31 p.m. in the Human Resources Department.

ROLL CALL:

Malcolm White - Present  
Ed Miramontes – Present  
Priscilla Rocha – Absent  
Evelyn Beals – Present  
David Steinman - Present

STAFF PRESENT

Claudette Enus  
Judy Tuttle  
Ann Rubertino-Beck  
Sue Brown  
Glenna Kouns  
Myrtle Harvey  
Ron Prewitt  
Graciela Manginelli

OTHERS PRESENT

None

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

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

- III. APPROVAL OF MINUTES of Regular Meeting of October 14, 2009: Trustee David Steinman made a motion to approve the minutes of the Regular Meeting of October 14, 2009. Trustee Ed Miramontes seconded the motion. Motion carried.
- IV. APPROVAL OF MINUTES of Teleconference Meeting of November 25, 2009: Deputy Director Judy Tuttle had a comment regarding rank and testing. Miss Tuttle clarified that comments will be included on eligible lists for fire positions. Trustee David Steinman made a motion to approve the minutes of the Regular Meeting of November 25, 2009. Trustee Ed Miramontes seconded the motion. Motion carried.

V. BUSINESS:

A. EXTENSION OF ELIGIBLE LIST:

1. Microcomputer Specialist – Promotional
2. Public Safety Technician – Promotional
3. Public Safety Technician - Open

A motion was made by Trustee Ed Miramontes that items 1 through 3 of the Extension of Eligible Lists be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

A EXTENSION OF ELIGIBLE LISTS

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. Records Technician I – Open
10. Senior Office Specialist - Open

A motion was made by Trustee David Steinman that items 1 through 10 of the Extension of Eligible Lists be approved. Trustee Evelyn Beals seconded the motion Motion carried

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

A. Discussion on Possible Election of Chair


~~City Attorney Morgan Davis explained that the Civil Service Rules regarding election of a chairperson only has guidelines for when chairpersons resign and elections would take place in June for a new chairperson. Mr. Davis also mentioned that the vice chairperson can serve as chairperson until the election in June or the board can hold an election now Trustee Malcolm White suggested an election be held now~~

Trustee David Steinman made the motion that Ed Miramontes serve as the Chairperson of the Civil Service Board until June Trustee Evelyn Beals seconded the motion. Motion Carried

Mr Davis suggested that an election of a Vice Chairperson might be appropriate Trustee David Steinman asked Mr Davis if Trustee Malcolm White was still chair. Mr. Davis responded that yes, unless the board would like to vote. Trustee David Steinman made a motion Trustee Malcolm White continue as Vice Chairperson Trustee Ed Miramontes seconded the motion Motion carried

VII. CITIZEN PARTICIPATION. None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:38 p.m.

  
\_\_\_\_\_  
F. Claudette Enus  
Secretary to the Board

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

Date: January 13, 2010

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

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

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

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**TOTAL ELIGIBLE LISTS PRESENTED: 2**

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1. Fire Captain - Promotional	33	30	26
2. Public Works Maintenance Field Supervisor – Promotional	29	13	11

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**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Fire Captain**  
**Examination**

**Written Test: November 3, 2009**  
**Assessment Center: November 30, 2009**  
**thru December 03, 2009**  
**Date of Test**

**09420209P**  
**Exam Code**

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

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached
<b>GROUP 3</b>
See Attached

**REPORT OF EXAMINATION**

<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST*</u></b>	
ACCEPTED	33	GROUP 1	2
REJECTED	0	GROUP 2	16
<b>TOTAL RECEIVED</b>	<b>33</b>	GROUP 3	8
		<b>TOTAL ON LIST</b>	<b>26</b>

	<b><u>TESTS</u></b>			<b><u>Assessment</u></b>
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>Center</u></b>
(Weight)	30%			70%
PASSED	29			26
FAILED	1			1
<b>TOTAL TESTED</b>	<b>30</b>			<b>27</b>
<b>DID NOT APPEAR</b>	<b>3</b>			
<b>WITHDREW</b>				<b>2</b>

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Public Works Maintenance Field Supervisor**  
**Examination**

**December 17, 2009**  
**Date**

**09250510P**  
**Exam Code**

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

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

**REPORT OF EXAMINATION**

**APPLICATIONS**

**ELIGIBLE LIST**

ACCEPTED	16	GROUP 1	5
REJECTED	13	GROUP 2	6
<b><u>TOTAL RECEIVED</u></b>	<b>29</b>	<b><u>TOTAL ON LIST</u></b>	<b>11</b>

**TESTS**

**WRITTEN**

**ORAL**

**PERFORMANCE**

**OTHER**

(Weight)	100%			
PASSED	11			
FAILED	2			
<b><u>TOTAL TESTED</u></b>	<b>13</b>			
<b><u>DID NOT APPEAR</u></b>	<b>3</b>			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date January 13, 2010

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

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SUBJECT: B. EXTENSION OF ELIGIBLE LISTS

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

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TOTAL EXTENSIONS OF ELIGIBLE LISTS: 2

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Judicial Enforcement Officer I – Open	31	1/8/10	7/8/10	1
2. Senior Communications Specialist - Promotional	7	1/9/10	7/9/10	3

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CITY OF LAS VEGAS  
AGENDA DOCUMENTATION

Date: January 13, 2010

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

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SUBJECT: V. ITEMS FOR DISCUSSION AND POSSIBLE BOARD ACTION REQUIRED

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A. New State Training Requirement

<b>BOARD ACTION: Discussion and possible action required</b>
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Beginning January 1, 2010, the state of Nevada requires all employees performing construction work to provide to their employers proof of having completed an OSHA course in construction industry safety and health hazard recognition and prevention within 15 days of being hired. If this requirement is not met, the employee must be terminated or suspended.

A 10 hour course is required for employees, and a 30 hour course for their supervisors. Attached is a list of the classifications the city has determined will be required to have the training. The city will conduct in-house training for all current employees; we will require new hires to produce documentation at the time of application, since the timeframe allowed by the law is so short.

We request your approval to add the following language to each of the class specifications listed, depending on whether it's an employee or supervisor, in lieu of bringing each specification to you for individual approval.

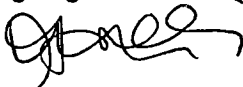
Employee:

"On the date of application, provide documentation of completion within the last five years of an OSHA-10 course in construction industry safety and health hazard recognition and prevention, developed by the Occupational Safety and Health Administration of the U.S. Department of Labor. Completion card must be continuously maintained while employed in this classification."

Supervisor:

"On the date of application, provide documentation of completion within the last five years of an OSHA-30 course in construction industry safety and health hazard recognition and prevention, developed by the Occupational Safety and Health Administration of the U.S. Department of Labor. Completion card must be continuously maintained while employed in this classification."

For a few titles in the Information Technologies Department, indicated in the Notes column, we will allow employees 6 months to acquire the training as it could be a significant impediment to attracting an adequate pool of applicants, and the department has committed to avoid assigning employees to construction work until they have attended training. In several other cases, certain positions will not be required to be trained as they are never working on construction sites; for these, we will include "depending on assignment" to the added language.



Count	Titles Required to be Trained	# of Emps	Dept	10 or 30 Hour	Notes
1	Asst Supervisor Construction Services/Testing	1	PW-Eng PI	30	
2	Assistant Traffic Manager	1	PW-Tr Eng	30	
3	Building Services Electrician II	6	FO-Fac	10	
4	Building Services Technician	5	FO-Fac,Parks	10	
5	Carpenter I/II (X)	8	FO-Fac	10	
6	Communications Systems Coordinator	0	IT	10	Req'd within 6 months of hire
7	Concrete Mason I/II (X)	3	FO-Str,Parks	10	
8	Construction Testing Supervisor	0	PW-Eng PI	30	
9	Desktop Computer Support Supervisor	1	IT	30	Req'd within 6 months of hire
10	Detention Facilities Technician I/II (X)	3	DE	10	
11	Environmental Systems Technician Trainee/I/II/III (X)	13	PW-Env	10	
12	Equipment Operator I	32	FO-Str,Parks	10	
13	Equipment Operator II	21	FO-Str,Parks	10	
14	Equipment Operator III	2	FO-Str	10	
15	Facilities Engineer	1	FO-Fac	10	
16	Facilities Field Supervisor	4	FO-Fac	30	1 in D&E not req'd to be trained
17	Facilities Maintenance Supervisor	3	FO-Fac,Parks	30	
18	Field Electrician II (X)	14	PW-Tr Eng	10	
19	Field Lighting Supervisor	1	PW-Tr Eng	30	
20	HVAC Technician I/II (X)	10	FO-Fac, PW-Env	10	
21	Heavy Equipment Operator	7	FO-Str	10	
22	Industrial Electrician II	6	PW-Env, FO-Fac	10	
23	Instrument Technician	4	PW-Env	10	
24	Irrigation Systems Crew Leader	2	FO-Parks	10	
25	Irrigation Systems Repairer I/II (X)	16	FO-Parks	10	
26	Maintenance Mechanic I/II (X)	9	PW-Env	10	
27	Maintenance Worker I/II (X)	94	FO-Str,Parks	10	LS, NS positions not req'd to be trained
28	Materials Testing Technician I/II (X)	4	PW	10	
29	Microcomputer Specialist	8	IT	10	Req'd within 6 months of hire
30	Painter I/II (X)	10	FO-Fac,Parks NS	10	
31	Park Maintenance Crew Leader	5	FO-Parks	10	
32	Park Maintenance Field Supervisor	4	FO-Parks	30	
33	Park Maintenance Supervisor	2	FO-Parks	30	
34	Parks Crew Leader	7	FO-Parks	10	
35	Plant Operations & Maintenance Manager	1	PW-Env	30	
36	Plant Operations & Maintenance Supervisor	4	PW-Env	30	
37	Plumber I/II (X)	4	FO-Fac,Parks	10	
38	Public Works Maintenance Field Supervisor	3	FO-Streets	30	
39	Security Systems Technician	1	DE	10	
40	Signing & Marking Field Supervisor	1	PW-Tr Eng	30	
41	Signing & Marking Technician I/II (X)	14	PW-Tr Eng	10	

42	Skilled Trades Helper	9	FO-Fac,Parks, Streets	10	
43	Sr Building Services Electrician	2	FO-Fac	10	
44	Sr Carpenter	2	FO-Fac	10	
45	Sr Communications Technician	2	IT	10	Req'd within 6 months of hire
46	Sr Field Electrician	3	PW-Tr Eng	10	
47	Sr HVAC Technician	6	FO-Fac PW-Env	10	
48	Sr Industrial Electrician	1	PW-Env	10	
49	Sr Maintenance Mechanic	3	PW-Env	10	
50	Sr Microcomputer Specialist	5	IT	10	Req'd within 6 months of hire
51	Sr Painter	3	FO-Fac	10	
52	Sr Plumber	4	FO-Fac	10	
53	Sr Signing & Marking Technician	3	PW-Tr Eng	10	
54	Sr Traffic Signal Electrician	2	PW-Tr Eng	10	
55	Sr Traffic Signal Technician	3	PW-Tr Eng	10	
56	Street Light Maintenance Electrician	1	PW-Tr Eng	10	
57	Streets & Sanitation Crew Leader	7	FO-Streets	10	
58	Systems Administration Specialist	6	IT	10	Req'd within 6 months of hire
59	Traffic Electrician I (X)	16	PW-Tr Eng	10	
60	Traffic Signal Electrician II (X)	5	PW-Tr Eng	10	
61	Traffic Signal Field Supervisor	2	PW-T	30	
62	Traffic Signal Technician I/II (X)	9	PW-	10	
63	Water Systems Technician	2	FO-	10	
64	Welder	1	FO-S	10	
	Total # of employees	432			

*[Handwritten signature]*



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

**Department of Human Resources**

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

**Training Room #4**

**Las Vegas, Nevada**

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

**AGENDA**

**DATE: January 13, 2010**

**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 *4:30pm*
- II ANNOUNCEMENT RE COMPLIANCE WITH THE OPEN MEETING LAW
- III APPROVAL OF MINUTES December 09, 2009 *- PR MOTION 1st m/c*
- IV. BUSINESS *EB 2nd*
  - A ELIGIBLE LISTS TO BE CERTIFIED
    - 1 Fire Captain – Promotional
    - 2 Public Works Maintenance Field Supervisor - Promotional *} 1st - DS m/c  
2nd - EB*
  - B EXTENSION OF ELIGIBLE LIST
    - 1 Judicial Enforcement Officer I – Open
    - 2 Senior Communications Specialist – Promotional *} 1st EB -  
2nd - PR m/c*
- V ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED *} Bring back as action item.*
  - A New State Training Requirement
- VI CITIZEN PARTICIPATION

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

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

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

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

CITY OF LAS VEGAS  
CIVIL SERVICE BOARD  
MINUTES  
FOR THE  
January 13, 2010  
REGULAR MEETING

Agenda Documentation  
February 10, 2010

TO:  
CIVIL SERVICE BOARD OF TRUSTEES

FROM:  
F. CLAUDETTE ENUS  
SECRETARY TO THE BOARD

I CALL TO ORDER: January 13, 2010 at 4:30 p.m. in the Human Resources Department.

ROLL CALL:

Ed Miramontes – Present  
Malcolm White - Present  
Priscilla Rocha – Present  
Evelyn Beals – Present  
David Steinman – Present

STAFF PRESENT

Claudette Enus  
Judy Tuttle  
Ann Rubertino-Beck  
Sue Brown  
Graciela Manginelli  
Dan Tarwater  
Myrtle Harvey  
Ron Prewitt

OTHERS PRESENT

Jess Campbell – LV Fire

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 December 9, 2009: Trustee Priscilla Rocha made a motion to approve the minutes of the Regular Meeting of December 9, 2009. Trustee Evelyn Beals seconded the motion. Motion carried.

IV. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

1. Fire Captain - Promotional
2. Public Works Maintenance Field Supervisor - Promotional

A motion was made by Trustee David Steinman that items 1 and 2 of the Eligible Lists to be Certified be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Judicial Enforcement Officer I - Open
2. Senior Communications Specialist - Promotional

A motion was made by Trustee Evelyn Beals that items 1 and 2 of the Extension of Eligible Lists be approved. Trustee Priscilla Rocha seconded the motion. Motion carried.

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

A. New State Training Requirement

Secretary F. Claudette Enus explained the item to the board members. Trustee Ed Miramontes asked if certification was in house. Secretary Enus responded that certification would be in house for now. Trustee Miramontes also asked if a person applying for a position and did not have the certification could be hired. Ann Rubertino-Beck answered that if the applicant did not meet the minimum requirements the applicant would not be asked to go through any testing. Trustee David Steinman asked if those currently employed would be given six months to recertify. Ann Rubertino-Beck replied that they do not have a set time limit set for the employee to recertify. Deputy Director Judy Tuttle explained that the six months is a requirement for certain positions in IT.

Trustee Miramontes asked what "Completion card must be continuously maintained while employed in this classification" meant. Ann Rubertino-Beck responded that the employee cannot let their certification to lapse.

Trustee Steinman asked if it was a tested training and certification. Ann Rubertino-Beck responded that the certification would be given because the person attended the training. Trustee Miramontes asked if there were any questions or comments.

Trustee Miramontes asked for clarification on whether or not the item needed to be approved. Deputy City Attorney Morgan Davis suggested that it be agendized for the next meeting and the board will vote on the request to add the language to the class specifications.

VI. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:40 p.m.



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F. Claudette Enus  
Secretary to the Board