

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: March 10, 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 4:30 pm
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: February 10, 2010
- IV BUSINESS

A ELIGIBLE LISTS TO BE CERTIFIED

- 1. Associate Court Clerk - Promotional
- 2. Business Specialist I - Promotional
- 3. Senior Neighborhood Programs Officer - Promotional

B EXTENSION OF ELIGIBLE LIST

- 1. Carpenter I - Promotional
- 2. Carpenter I - Open
- 3. Fire Equipment Mechanic Foreman - Promotional
- 4. Parking Enforcement Supervisor - Promotional
- 5. Parking Meter Technician - Promotional
- 6. Parks Crew Leader - Promotional
- 7. Plumber II - Open
- 8. Service Desk Technician - Open

C. REQUEST TO BE PLACED ON REHIRE LIST

- 1. Peris Nyagah

ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED = NONE

VI. CITIZEN PARTICIPATION = NONE

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

SEND attendees tracking to Shannon
EM = ✓
EB = ✓
PR = ✓
MW = ✓
DS = ✓

(ID)

ECE =
JT = ✓
ARB = ✓
SB =
MD = ✓
GM = ✓
MH = ✓
RP = ✓

Host = DS
2nd = PR
MC = ✓

Host + 1st = MW
2nd = PR
MC = ✓

MOT = PR
2nd = EB
MC = ✓

MOT = DS
2nd = EB
MC = ✓

DAVID STEINMAN -
QUESTION:
NOT TAKEN BACK

4:34pm

✓

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
February 10, 2010
REGULAR MEETING**

Agenda Documentation
March 10, 2010

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
F. CLAUDETTE ENUS
SECRETARY TO THE BOARD

I. CALL TO ORDER: February 10, 2010 at 4:30 p.m. in the Human Resources Department.

ROLL CALL:

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

STAFF PRESENT

Judy Tuttle
Ann Rubertino-Beck
Sue Brown
Myrtle Harvey
Glenna Kouns
Graciela Manginelli

OTHERS PRESENT

Jess Campbell - LVFR

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

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

III. APPROVAL OF MINUTES of Regular Meeting of January 13, 2010: Trustee David Steinman made a motion to approve the minutes of the Regular Meeting of January 13, 2010. Trustee Malcolm White seconded the motion. Motion carried.

IV. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED

There were no lists to be certified this month.

B. EXTENSION OF ELIGIBLE LIST:

1. Assistant Fire Protection Engineer – Promotional
2. Assistant Fire Protection Engineer – Open
3. Business Specialist II – Promotional
4. Business Specialist II – Open
5. Communications Quality Improvement Coordinator – Promotional
6. Communications Quality Improvement Coordinator – Open
7. Communications and Security Systems Supervisor – Promotional
8. Communications and Security Systems Supervisor – Open
9. Deputy City Marshal – Open
10. EMS Field Coordinator – Promotional
11. Equipment Operator I (Parks) – Promotional
12. Industrial Electrician II – Promotional
13. Industrial Electrician II – Open
14. Park Maintenance Field Supervisor – Promotional
15. Streets and Sanitations Crew Leader – Promotional

A motion was made by Trustee Evelyn Beals that items 1 through 15 of the Extension of Eligible Lists be approved. Trustee David Steinman seconded the motion. Motion carried.

C. CLASSIFICATION SPECIFICATIONS:

1. Special Inspections Auditor (Revised)
2. Welder (Revised)

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

D REQUEST TO BE PLACED ON REHIRE LIST

1. Summer Alger

Trustee Ed Miramontes asked if Summer Alger is really retiring. According to Deputy Director Judy Tuttle, Summer Alger has separated from the city and moved out of state. Trustee Miramontes asked if Ms. Alger was allowed to retire and be placed on the rehire list. Ms. Tuttle answered, yes; Ms. Alger was allowed. Trustee David Steinman asked if Ms. Alger had to retire in order to be placed on the rehire list. Ms. Tuttle said no she did not have to retire.

Trustee Steinman asked if Summer Alger retired because of the benefits. Ms. Tuttle responded no Ms. Alger did not have to retire because of benefits. Ms. Tuttle explained to the board that she would have to verify if Summer Alger retired or if she just separated.

Ms. Tuttle also explained that Ms. Alger's use of the term 'retire' could mean separate.

A motion was made by Trustee David Stein to place Summer Alger on the Rehire List. Priscilla Rocha seconded the motion. Motion Carried.

V. ITEMS FOR DISCUSSION ONLY; POSSIBLE BOARD ACTION REQUIRED:

A. New State Training Requirement

Trustee David Steinman asked the HR Staff, why IT positions are required to complete training in 6 months and other positions did not have the same requirement. Ann Rubertino-Beck explained that other jobs would have to do construction more often and part of their normal job. IT employees do not perform as many construction jobs and have other staff to fill in if needed.


Trustee Steinman asked what time period that training needed to be completed. Ms. Rubertino-Beck explained that the City of Las Vegas should have been in compliance January 1, 2010. However, the rules and how they were to be applied were still being discussed late last year. The City of Las Vegas is probably not the only employer that has not had a chance to train the employees.

Trustee Ed Miramontes asked for clarification regarding the New State Training Requirements were made by the Legislature. Ms. Rubertino-Beck confirmed.

Trustee Malcolm White made a motion to Follow Staff Recommendations. Trustee David Steinman seconded the motion. Motion Carried.

VI. 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



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

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: March 10, 2010

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. Associate Court Clerk – Promotional	11	7	7
2. Business Specialist I – Promotional	23	19	19
3. Senior Neighborhood Programs Officer – Promotional	38	7	7

CITY OF LAS VEGAS

ELIGIBLE LIST

Associate Court Clerk
Examination

February 17, 2010
Date

107964801P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	7	GROUP 1	7
REJECTED	4	GROUP 2	0
TOTAL RECEIVED	11	TOTAL ON LIST	7

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

CITY OF LAS VEGAS

ELIGIBLE LIST

Business Specialist I
Examination

February 5, 2010
Date

107956301P
Exam Code

Promotional
Type of Exam

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	19	GROUP 1	18
REJECTED	4	GROUP 2	1
TOTAL RECEIVED	23	TOTAL ON LIST	19

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T&E</u>
(Weight)				100%
PASSED				19
FAILED				0
TOTAL TESTED				19
DID NOT APPEAR				0
WITHDREW				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Neighborhood Programs Officer
Examination

February 16, 2010
Date

0979503090
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	8	GROUP 1	2
REJECTED	30	GROUP 2	5
TOTAL RECEIVED	38	TOTAL ON LIST	7

TESTS

	<u>HIRING</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
	<u>INTERVIEW</u>			
(Weight)	100%			
PASSED	7			
FAILED	0			
TOTAL TESTED	7			
WITHDREW	1			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date March 10, 2010

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: 8

	<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	3/10/10	9/10/10	3
2. Carpenter I – Open	27	3/10/10	9/10/10	3
3. Fire Equipment Mechanic Foreman – Promotional	4	3/10/10	9/10/10	3
4. Parking Enforcement Supervisor – Promotional	3	3/24/10	9/24/10	3
5. Parking Meter Technician – Promotional	2	3/10/10	9/10/10	3
6. Parks Crew Leader – Promotional	7	3/10/10	9/10/10	3
7. Plumber II – Open	6	3/24/10	9/24/10	3
8. Service Desk Technician – Open	31	3/24/10	9/24/10	3

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: March 10, 2010

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

SUBJECT: C. REQUEST TO BE PLACED ON REHIRE LIST: PERIS NYAGAH

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

Peris Nyagah, an employee from July 27, 2009 to March 1, 2010, has requested to be placed on the Rehire List for Engineering Associate I - Traffic. A copy of her Department Director's approval is attached for the Board's information and review.

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

Pens Nyagah meets the criteria for placement on the Rehire List, and it is recommended that the Board approve their requests.

Helen Gonzales

From: Judy Tuttle
Sent: Monday, March 01, 2010 5:54 PM
To: Helen Gonzales; Marilyn Nakagawa
Subject: FW: REHIRE LIST

From: Jorge Cervantes
Sent: Monday, March 01, 2010 5:30 PM
To: Judy Tuttle
Subject: RE: REHIRE LIST

Yes, I approve.

From: Judy Tuttle
Sent: Monday, March 01, 2010 11:13 AM
To: Jorge Cervantes
Subject: FW: REHIRE LIST

Jorge, do you approve our placing Peris on the rehire list? Thanks, Jorge.

From: Peris Nyagah
Sent: Monday, March 01, 2010 10:58 AM
To: Judy Tuttle
Cc: Jorge Cervantes; Ebony Folk; O.C. White; Lynn Barboza; Lori Petsco
Subject: REHIRE LIST

Judy Tuttle, Deputy Director
Department of Human Resources
400 Stewart Avenue
Las Vegas, NV 89101

Dear Ms. Tuttle,

This letter serves as my formal request for placement on the City's Rehire List for the position of Engineering Associate. My work permit expired on 2/28/10. I had an interview with the immigration office on 1/4/10 at which time they informed me I should receive a response within 30 to 45 days. I have not received any paperwork yet, and ask that my name be considered for placement on the Rehire List in accordance with Civil Service Rules, Section 6 (a.) 5.

Sincerely,
Peris Nyagah

Cc: Jorge Cervantes
Ebony Folk
Lynn Barboza
O.C White

