

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
April 14, 2010
REGULAR MEETING**

Agenda Documentation
May 12, 2010

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: April 14, 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

Claudette Enus
Judy Tuttle
Glenna Kouns
Sue Brown
Myrtle Harvey
Ron Prewitt
Graciela Manginelli

OTHERS PRESENT

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 April 14, 2010: Trustee David Steinman made a motion to approve the minutes of the Regular Meeting of April 14, 2010. Trustee Evelyn Beals seconded the motion. Motion carried.

IV. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Special Inspections Auditor - Promotional

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

B. EXTENSION OF ELIGIBLE LIST:

1. Code Enforcement Officer I (Grant Funded) – Promotional
2. Code Enforcement Officer I (Grant Funded) – Open
3. Communications Specialist (911 Operator) – Open
4. Corrections Officer – Open
5. Law Enforcement Support Technician – Open
6. Pre-Trial Services Officer – Open
7. Water Quality Technician I - Open

Trustee David Steinman asked if the City of Las Vegas' policy was to extended eligible lists three times. Deputy Director Judy Tuttle answered Trustee Steinman's question explaining that it is not a policy but an option. Trustee Steinman also asked what occurs when there is no hiring, will the lists continue to be extended. Deputy Director Judy Tuttle explained that a list could be extended up to two years. Once the two years are up, the list expires.

A motion was made by Trustee David Steinman that items 1 through 7 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: None

VI. CITIZEN PARTICIPATION: NONE

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**

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Priscilla Rocha – Present
Evelyn Beals – Present
David Steinman – Present

STAFF PRESENT

Claudette Enus
Judy Tuttle
Glenna Kouns
Sue Brown
Myrtle Harvey
Ron Prewitt
Graciela Manginelli

OTHERS PRESENT

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5. Law Enforcement Support Technician – Open
6. Pre-Trial Services Officer – Open
7. Water Quality Technician I - Open

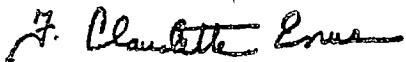
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VI. CITIZEN PARTICIPATION: NONE

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

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

Morgan GK ✓
FCE ✓
GM ✓
RP ✓
JT ✓
SB ✓
MH ✓

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

AGENDA

DATE: April 14, 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.

EB = ✓
EM = ✓
PR = ✓
DS = ✓
MW = ✓

- I. CALL TO ORDER 4:30
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW ✓
- III. APPROVAL OF MINUTES: March 10, 2010
1st > DS
2nd > EB
- IV. BUSINESS
APP > ✓ m/c
 - A. ELIGIBLE LISTS TO BE CERTIFIED
 - 1. Special Inspections Auditor - Promotional
1st > PR
2nd > EB
APP m/c
 - B. EXTENSION OF ELIGIBLE LIST
 - 1. Code Enforcement Officer I (Grant Funded) – Promotional
 - 2. Code Enforcement Officer I (Grant Funded) – Open
 - 3. Communications Specialist (911 Operator) – Open
 - 4. Corrections Officer – Open
 - 5. Law Enforcement Support Technician – Open
 - 6. Pre-Trial Services Officer – Open
 - 7. Water Quality Technician I - Open1st DS
2nd PR
APP. m/c
- V. ITEMS FOR DISCUSSION ONLY. NO BOARD ACTION REQUIRED = NONE
asked about Policy overoption - stop JT - expire
- VI. CITIZEN PARTICIPATION = NONE 4:32

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

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

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

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

✓

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ROLL CALL:

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

STAFF PRESENT

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

OTHERS PRESENT

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 February 10, 2010: Trustee David Steinman made a motion to approve the minutes of the Regular Meeting of February 10, 2010 Trustee Priscilla Rocha seconded the motion. Motion carried.

IV. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED

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

A motion was made by Trustee Evelyn Beals that items 1 through 3 of the Eligible Lists to be Certified be approved. Trustee Priscilla Rocha seconded the motion Motion carried.

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

A motion was made by Trustee Priscilla Rocha that items 1 through 8 of the Extension of Eligible Lists be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

D REQUEST TO BE PLACED ON REHIRE LIST

1. Peris Nyagah

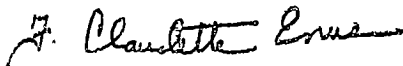
Trustee Steinman asked if an employee can be placed on the rehire list despite the fact that they had not received their paper work. Deputy Director Judy Tuttle replied yes, because they are not an employee. The employee can request to be put back on the rehire list, but they do not have to be hired back.

A motion was made by Trustee David Steinman to place Peris Nyagah on the Rehire List. Evelyn Beals seconded the motion. Motion Carried.

V. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED: None

VI. CITIZEN PARTICIPATION: NONE

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:34 p.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: April 14, 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: 1

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Special Inspections Auditor – Promotional	4	3	3

CITY OF LAS VEGAS

ELIGIBLE LIST

Special Inspections Auditor
Examination

March 11, 2010
Date

107970402P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

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

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T&E</u>
(Weight)				100%
PASSED				3
FAILED				0
TOTAL TESTED				3
DID NOT APPEAR				0

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date April 14, 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: 7

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Code Enforcement Officer I (Grant Funded) – Promotional	2	4/14/10	10/14/10	1
2. Code Enforcement Officer I (Grant Funded) – Open	44	4/14/10	10/14/10	1
3. Communications Specialist (911 Operator) – Open	25	4/14/10	10/14/10	1
4. Corrections Officer – Open	69	4/22/10	10/22/10	3
5. Law Enforcement Support Technician – Open	81	4/08/10	10/08/10	3
6. Pre-Trial Services Officer – Open	53	4/08/10	10/08/10	2
7. Water Quality Technician I – Open	21	4/08/10	10/08/10	2

CSB Sign In

14-Apr-10

Signature

Organization

Myrtle Harvey

HR-PSD

Ron Prewitt

HR-PSD

Glenna Kouns

HR-PSD

Val Sharp, Vicki Robinson, David Mendenhall

EMS. Field Coord

- Steinman questioned EF #6 - "supply staff" -
He was told all done under contract; no
staff related to EMS supplies
- B. Washington explained - could ref Fire staff
ex Fire Equip Tech handling oxygen bottles
- B. Snyder comments + asked to hold till next
mtg; related to Inw Control clerks grievance;
concerned about any reference to supply staff/
central stores reference using Fire staff
- Dan explained RIF in Central Stores + change to POS
in Fire
- Morgan - Bd has no jurisdiction over a grievance;
pointed out difference betw old + new language
- Bert - Dept is OK w/ omitting "supply";
no eligible list, wants to recruit

Direct Staff

Motion EM to approve ~~or~~ class spec.
? have HR department

~~WARRA Staff~~

WARRA:

Motion approve class specification

Motion

to approve CO

As written &
direct staff to update
classification specifications.

~~Malcolm White~~
Eugene Neal