

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
August 11, 2010
REGULAR MEETING**

Agenda Documentation
September 8, 2010

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: Dan Tarwater
SECRETARY TO THE BOARD

I CALL TO ORDER: August 11, 2010 at 4.30 p.m. in the Human Resources Department.

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

STAFF PRESENT

Dan Tarwater
Ann Rubertino-Beck
Jack Eslinger
Glenna Kouns
Graciela Manginelli

OTHERS PRESENT

Bert Washington - 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 Minutes for the Regular Meeting for July 14, 2010. Trustee David Steinman made a motion to approve the minutes of the Regular Meeting of July 14, 2010 Trustee Priscilla Rocha seconded the motion Motion carried

IV BUSINESS

A. EXTENSION OF ELIGIBLE LISTS

- 1 Business Specialist II – Promotional
- 2 Business Specialist II – Open
3. Equipment Operator I (Parks) – Promotional
- 4 Park Maintenance Field Supervisor – Promotional

A motion was made by Trustee Priscilla Rocha that items 1 through 4 of the Extension of Eligible list be approved Trustee Evelyn Beals seconded the motion. Motion carried.

B. CLASSIFICATION SPECIFICATIONS FOR APPROVAL.

- 1 EMS Field Coordinator (Revised)
2. Workers' Compensation Specialist (Revised)


A motion was made by Trustee David Steinman that items 1 and 2 of the Classification Specifications Lists be approved Trustee Priscilla Rocha seconded the motion Motion carried

V ITEMS FOR DISCUSSION ONLY NO BOARD ACTION REQUIRED

- 1 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


Dan Tarwater
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

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

AGENDA

DATE: August 11, 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.

EM=✓
MW=
PR=✓
EB=✓
DS=✓

Morgan Davis: ✓

HR
DT=✓
EM=✓
JE=✓
VR=
ARB=✓
CR=
Glenna ✓
Koung ✓

I. CALL TO ORDER 4:30 pm

File w/ minutes

ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
DATE: July 14, 2010
Motion: DS
2nd: PR

M/C

II. ELIGIBLE LISTS

- Specialist II – Promotional
- Specialist II – Open
- Operator I (Parks) – Promotional
- 4. Park Maintenance Field Supervisor – Promotional

MOTION: PR M/C
2nd: EB

B. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

- 1. EMS Field Coordinator (Revised)
- 2. Workers' Compensation Specialist (Revised)

Motion: DS M/C
2nd: PR

V. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED

- 1. None

None

VI. CITIZEN PARTICIPATION

None 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. If you need an accommodation to attend and participate in this meeting, please call Human Resources 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



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

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

Agenda Documentation
August 11, 2010

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: Dan Tarwater SECRETARY TO THE BOARD
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I. CALL TO ORDER: July 14, 2010 at 4:30 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

Dan Tarwater
Ann Rubertino-Beck
Sue Brown
Glenna Kouns
Victoria Robinson

OTHERS PRESENT

Robert Horton - LVFR
Bert Washington - LVFR
Lonny Zimmerman – CLV
Bruce Snyder - LVCEA
Val Sharp - LVCEA
David Mendenhall – CLV
Molly Miramontes

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 Teleconference Meeting of June 2, 2010: Trustee David Steinman made a motion to approve the minutes of the Teleconference Meeting of June 2, 2010. Trustee Evelyn Beals seconded the motion. Motion carried.

IV. BUSINESS:

A. EXTENSION OF ELIGIBLE LISTS

1. Fire Captain – Promotional
2. Judicial Enforcement Officer I – Open
3. Public Works Maintenance Field Supervisor - Promotional

A motion was made by Trustee David Steinman that items 1 through 3 of the Extension of Eligible list be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

B. CLASSIFICATION SPECIFICATIONS FOR APPROVAL:

1. EMS Field Coordinator (Revised)
2. Tennis Center Supervisor (New)
3. Wastewater Utilities Supervisor (New)

Trustee Steinman noted the Classification Specification for EMS Field Coordinator, under Essential Functions, item #6. Trustee David Steinman questioned if EMS still had a supply staff. He was told all of the work is done under contract; no staff related to EMS supplies.

Assistant Fire Chief Bert Washington explained that it could be the wording referencing Fire Staff.

Bruce Snyder, LVCEA General Counsel comments and asked the Board if the item could be put on hold for the next meeting because it could be related to the inventory control clerks grievance. Mr. Snyder is concerned about any references to supply staff/central stores using Fire staff.

Dan Tarwater, Human Resources Director and Civil Service Board Secretary explained the Reduction in Force in Central Stores to change to POS in Fire.

Morgan Davis, Deputy City Attorney and Counsel for the Civil Service Board explained that the Civil Service Board has no jurisdiction over a grievance. Mr. Davis pointed out the difference between the old and new language on the Classification Specification.

Mr. Washington said that the Las Vegas Fire and Rescue department is ok with omitting the word "supply" on the Classification Specification. Mr. Washington also explained that there is currently not an eligible list for the position and would like to recruit as soon as possible.

A motion was made by Trustee Miramontes to approve the item 1. Classification Specification with a direction to staff to update it. Trustee Evelyn Beals seconded the motion. Trustee Steinman voted no on the motion. Motion carried.

A motion was made by Trustee Malcolm White that items 2 and 3 of the Classification Specifications Lists be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

V. REQUEST TO BE PLACED ON REHIRE LIST

1. Christopher Klemp

A motion was made by Trustee Malcolm White that item 1 of the Request to be Placed on the Rehire List be approved. Trustee Evelyn Beals seconded the motion. Motion carried.


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

1. NONE

Morgan Davis introduced Dan Tarwater as the new Human Resources Director of the City of Las Vegas.

VII. CITIZEN PARTICIPATION: NONE

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:55 p.m.


Dan Tarwater
Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date August 11, 2010

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: H. DAN TARWATER, SECRETARY

SUBJECT: A. EXTENSION OF ELIGIBLE LISTS

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

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 4

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1 Business Specialist II - Promotional	13	8/12/10	2/12/11	2
2. Business Specialist II - Open	5	8/12/10	2/12/11	2
3. Equipment Operator I (Parks) – Promotional	7	8/12/10	2/12/11	2
4 Park Maintenance Field Supervisor – Promotional	8	8/12/10	2/12/11	2

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: August 11, 2010

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: H. DAN TARWATER, SECRETARY

SUBJECT: B. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED

1. EMS Field Coordinator
2. Workers' Compensation Specialist

EMS Field Coordinator was revised to remove language of concern to the Las Vegas City Employees' Association.

Workers' Compensation Specialist was revised to update the supervision received and to reflect the appropriate years of experience required for the job.

RECOMMENDATION

The City recommends approval of the revised classification specifications.

EMS FIELD COORDINATOR

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 a wide variety of coordination activities to support emergency and non-emergency medical services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy or Assistant Fire Chief responsible for emergency medical services. May receive direction from the on-duty Fire Battalion Chief as needed.

May exercise functional and technical supervision over assigned technical and clerical 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. Oversee the daily activities of the emergency medical services operations.
2. Assist in EMS training as requested by the assigned Deputy or Assistant Fire Chief.
3. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective emergency medical services without interruption.
4. Provide medical support during emergency operations; respond to all second alarm or greater incidents; respond to complex or large emergency medical incidents to support the incident commander as a resource and technical expert in a variety of capacities, such as, but not limited to, EMS branch director, triage, treatment, transport group supervisor, medical group leader, rehabilitation operations and safety officer; serve as incident commander at a multi-casualty incident (MCI) or complex EMS operations in the absence of a higher level EMS-trained officer.
5. Provide assistance to field personnel with infectious disease exposure reporting.
6. Provide field personnel with access to medical supplies and equipment. Coordinate with contracted suppliers to provide inventory control of medical supplies and equipment and updated Oracle inventory lists. Resolve medical supplies and equipment issues with vendors. Monitor and maintain bio-medical device program.

CITY OF LAS VEGAS
EMS Field Coordinator (*continued*)

Essential Functions:

7. Mediate interagency complaints or disagreements originating from field personnel involvement dealing with emergency medical operations.
8. Assist EMS Quality Improvement Coordinator with quality improvement monitoring and assist in implementing improvement strategies.
9. Coordinate and assist with all Southern Nevada Health District (SNHD) inspections. Coordinate information and resources to operate within SNHD regulations and protocols.
10. Serve on the EMS Committee.
11. Attend Medical Advisory Board and other related meetings as required by EMS Chief.
12. Participate in departmental, local and regional meetings as a representative of the division or the city at the request of the assigned Deputy or Assistant Fire Chief.
13. Provide technical expertise in the areas of medical/legal responsibilities, Schedule II accountability, special EMS operations, ambulance franchise agreement and EMS division policy.
14. Coordinate with EMS Quality Improvement Coordinator on Schedule II medication replacement. Oversee the Schedule II medication replacement with field personnel. Monitor drug logs and drug lock boxes.
15. Provide preliminary support for employees in case of injury, infectious disease exposure, or critical stress incident.
16. Develop and maintain productive relationships with area hospital and interagency stakeholders.
17. Maintain ready reserve rescue program.

Marginal Functions:

1. Assist other management staff in maintaining and improving upon the operation of the department; perform a wide variety of general staff work as assigned.
2. May participate in the preparation and administration of the section budget; submit budget recommendations; monitor expenditures.
3. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
EMS Field Coordinator (*continued*)

QUALIFICATIONS

Knowledge of:

Principles, practices and procedures of modern emergency medical services.
Rules, regulations and operational procedures of the Las Vegas Fire and Rescue Department.
Principles of training curriculum development and delivery.
Local and state emergency medical plans.
Principles of the incident command system and its structure.
Modern management techniques and skills.
Southern Nevada Health District policies and protocols.
Infection control practices and procedures.
Pertinent federal, state and local laws, codes and regulations.
Modern office practices, procedures and methods and computer equipment.

Ability to:

Analyze an emergency situation and decide on an appropriate course of action within the scope of assigned duties.

Think and act quickly and appropriately in emergencies.

Understand and follow oral and written directions promptly and quickly.

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, as specified by firefighter certification, which may include the following:

- *Performing life threatening firefighting activities in an emergency situation;*
- *Running, walking, crouching or crawling during emergency operations;*
- *Moving equipment and injured or deceased persons;*
- *Climbing stairs and ladders;*
- *Performing life-saving and rescue procedures; and*
- *Walking, standing or sitting for extended periods of time.*

Effectively deal with personal danger, which may include exposure to:

- *Fire-encompassed surroundings;*
- *Dangerous persons;*
- *Dangerous animals;*
- *Hazards of emergency driving;*
- *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.*

CITY OF LAS VEGAS
EMS Field Coordinator (*continued*)

Ability to:

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking;*
- *Making sound decisions;*
- *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 as a certified paramedic assigned to a response unit, three of which must have been with the City of Las Vegas actively working as a Firefighter/Paramedic assigned to a suppression unit.

Training:

Equivalent to graduation from high school. College-level course work in EMS, fire administration, business administration or a related field is desirable.

License or Certificate

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

Possession and maintenance of a current Southern Nevada Health District EMT-P (Paramedic) certification on the date of application.

Possession and maintenance of a Southern Nevada Health District EMS Instructor certification within 12 months of the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Emergency firefighting and office environments; exposure to fire encompassed surroundings, dangerous persons and animals, natural and man-made disasters, computer screens; hazards of emergency driving; hazards associated with traffic control and working near traffic.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for the performance of assigned duties as specified by the firefighter certification for prolonged periods of time.

ARB REV 7/15/10
FLSA and City: nonexempt
CSB 8/11/10

WORKERS' COMPENSATION SPECIALIST

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

DEFINITION

To perform complex and difficult work at the advanced journey level involved in administering a self-insured, self-administered, workers' compensation program and maintaining related records; to advise of and assist with the features of various safety and injury prevention programs; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED

Receives direction from the assigned Human Resources Manager and higher level management.

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 advanced technical information and assistance to city employees, retirees, providers and third parties regarding workers' compensation; resolve problems or complaints and assist in resolving complex problems in assigned area.
2. Participate in the coordination, administration and communication of the city's workers' compensation program, including acceptance or denial of claims, payment of benefits, and adherence to state statutes.
3. Reconcile billings for insurance premiums or worker's compensation medical or rehabilitative services, resolving any problems with the provider, and enter into computer system for payment.
4. Participate in ensuring that regulations and internal policies and procedures regarding worker's compensation are followed and explained to employees; stay current with changes in the law and ensure that procedures are updated to include required changes.
5. Authorize medical procedures for worker's compensation claimants, discussing with the medical provider and the city's medical advisor, when necessary.
6. Calculate disability benefits payable to employees and reimbursements payable to medical care providers according to complex statutory and regulatory formulas and arrange timely payment through entry of information into the computer system.

CITY OF LAS VEGAS

Workers' Compensation Specialist (*Continued*)

Essential Functions:

7. Serve as a liaison between the city, employees, retirees, providers and third party administrators when necessary to resolve problems and misunderstandings and to coordinate the required flow of information and documentation.
8. Identify claims for which the city is eligible for reimbursement under the subsequent injury statutes and file timely applications for reimbursement.
9. Monitor all lost time and modified duty cases, consulting with the physician and the department to facilitate the employee's return to full duty.
10. Maintain the individual contracts for the city workers' compensation preferred provider list, conducting biannual re-accreditation of all providers.
11. Assist with the investigation of accidents involving city employees.
12. Conduct training sessions on workers' compensation for various employee groups, including new employee orientation, staff meetings and special requests.
13. Assist with planning and conducting employee safety and injury prevention programs.
14. Monitor the updating and maintenance of various manuals, reports and files; prepare correspondence and memorandums in support of assigned functions.
15. Collect and organize data as needed and prepare various internal and external statistical reports.
16. Operate a variety of office equipment including a personal computer using common and specialized software.

Marginal Functions:

1. Participate in budget preparation; submit budget requests; monitor expenditures.
2. Operate a variety of office equipment including a computer terminal and personal computer.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a workers' compensation program.
Modern office procedures, methods and computer equipment.
Principles of bookkeeping and reconciling.
Medical terminology.
Principles of mathematics.

CITY OF LAS VEGAS

Workers' Compensation Specialist (*Continued*)

Knowledge of:

Business letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Methods and techniques of record keeping and records management.

Operational characteristics of personal computers and data processing equipment.

Pertinent federal, state and local laws, codes and regulations pertaining to self-insured workers' compensation program and its record keeping.

Ability to:

Independently perform difficult tasks involved in administering an employee benefits, worker's compensation or safety and liability program.

Interpret, explain and enforce laws and regulations and department and program policies and procedures.

Maintain confidential information and records.

Analyze medical diagnosis, requested treatment and percent of disability reports for validity.

Communicate with medical providers using specialized terminology.

Communicate with people under stress or who are ill or injured.

Learn technical policies and procedures applicable to the city's insurance programs.

Perform mathematical calculations quickly and accurately.

Type or word process at a speed necessary for adequate job performance.

Work independently without direct supervision.

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:

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

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.*

CITY OF LAS VEGAS
Workers' Compensation Specialist (*Continued*)

Experience and Training Requirements

Experience:

Two years of technical experience in workers' compensation administration.

Training:

Equivalent to graduation from high school supplemented by course work in human resources or personnel management, safety, industrial hygiene, or a field related to area of assignment.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

SB
REV 7/21/10
FLSA & City: nonexempt

CSB 8/11/10

EMS FIELD COORDINATOR

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 a wide variety of coordination activities to support emergency and non-emergency medical services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy or Assistant Fire Chief responsible for emergency medical services. May receive direction from the on-duty Fire Battalion Chief as needed.

May exercise functional and technical supervision over assigned technical and clerical 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. Oversee the daily activities of the emergency medical services operations.
2. Assist in EMS training as requested by the assigned Deputy or Assistant Fire Chief.
3. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective emergency medical services without interruption.
4. Provide medical support during emergency operations; respond to all second alarm or greater incidents; respond to complex or large emergency medical incidents to support the incident commander as a resource and technical expert in a variety of capacities, such as, but not limited to, EMS branch director, triage, treatment, transport group supervisor, medical group leader, rehabilitation operations and safety officer; serve as incident commander at a multi-casualty incident (MCI) or complex EMS operations in the absence of a higher level EMS-trained officer.
5. Provide assistance to field personnel with infectious disease exposure reporting.
6. Provide field personnel with access to medical supplies and equipment. Coordinate with ~~supply staff and~~ contracted suppliers to provide inventory control of medical supplies and equipment and updated Oracle inventory lists. Resolve medical supplies and equipment issues with vendors. Monitor and maintain bio-medical device program.

CITY OF LAS VEGAS
EMS Field Coordinator (*continued*)

Essential Functions:

7. Mediate interagency complaints or disagreements originating from field personnel involvement dealing with emergency medical operations.
8. Assist EMS Quality Improvement Coordinator with quality improvement monitoring and assist in implementing improvement strategies.
9. Coordinate and assist with all Southern Nevada Health District (SNHD) inspections. Coordinate information and resources to operate within SNHD regulations and protocols.
10. Serve on the EMS Committee.
11. Attend Medical Advisory Board and other related meetings as required by EMS Chief.
12. Participate in departmental, local and regional meetings as a representative of the division or the city at the request of the assigned Deputy or Assistant Fire Chief.
13. Provide technical expertise in the areas of medical/legal responsibilities, Schedule II accountability, special EMS operations, ambulance franchise agreement and EMS division policy.
14. Coordinate with EMS Quality Improvement Coordinator on Schedule II medication replacement. Oversee the Schedule II medication replacement with field personnel. Monitor drug logs and drug lock boxes.
15. Provide preliminary support for employees in case of injury, infectious disease exposure, or critical stress incident.
16. Develop and maintain productive relationships with area hospital and interagency stakeholders.
17. Maintain ready reserve rescue program.

Marginal Functions:

1. Assist other management staff in maintaining and improving upon the operation of the department; perform a wide variety of general staff work as assigned.
2. May participate in the preparation and administration of the section budget; submit budget recommendations; monitor expenditures.
3. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
EMS Field Coordinator (*continued*)

Essential Functions:

7. Mediate interagency complaints or disagreements originating from field personnel involvement dealing with emergency medical operations.
8. Assist EMS Quality Improvement Coordinator with quality improvement monitoring and assist in implementing improvement strategies.
9. Coordinate and assist with all Southern Nevada Health District (SNHD) inspections. Coordinate information and resources to operate within SNHD regulations and protocols.
10. Serve on the EMS Committee.
11. Attend Medical Advisory Board and other related meetings as required by EMS Chief.
12. Participate in departmental, local and regional meetings as a representative of the division or the city at the request of the assigned Deputy or Assistant Fire Chief.
13. Provide technical expertise in the areas of medical/legal responsibilities, Schedule II accountability, special EMS operations, ambulance franchise agreement and EMS division policy.
14. Coordinate with EMS Quality Improvement Coordinator on Schedule II medication replacement. Oversee the Schedule II medication replacement with field personnel. Monitor drug logs and drug lock boxes.
15. Provide preliminary support for employees in case of injury, infectious disease exposure, or critical stress incident.
16. Develop and maintain productive relationships with area hospital and interagency stakeholders.
17. Maintain ready reserve rescue program.

Marginal Functions:

1. Assist other management staff in maintaining and improving upon the operation of the department; perform a wide variety of general staff work as assigned.
2. May participate in the preparation and administration of the section budget; submit budget recommendations; monitor expenditures.
3. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
EMS Field Coordinator (*continued*)

QUALIFICATIONS

Knowledge of:

Principles, practices and procedures of modern emergency medical services.
Rules, regulations and operational procedures of the Las Vegas Fire and Rescue Department.
Principles of training curriculum development and delivery.
Local and state emergency medical plans.
Principles of the incident command system and its structure.
Modern management techniques and skills.
Southern Nevada Health District policies and protocols.
Infection control practices and procedures.
Pertinent federal, state and local laws, codes and regulations.
Modern office practices, procedures and methods and computer equipment.

Ability to:

Analyze an emergency situation and decide on an appropriate course of action within the scope of assigned duties.

Think and act quickly and appropriately in emergencies.

Understand and follow oral and written directions promptly and quickly.

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, as specified by firefighter certification, which may include the following:

- *Performing life threatening firefighting activities in an emergency situation;*
- *Running, walking, crouching or crawling during emergency operations;*
- *Moving equipment and injured or deceased persons;*
- *Climbing stairs and ladders;*
- *Performing life-saving and rescue procedures; and*
- *Walking, standing or sitting for extended periods of time.*

Effectively deal with personal danger, which may include exposure to:

- *Fire-encompassed surroundings;*
- *Dangerous persons;*
- *Dangerous animals;*
- *Hazards of emergency driving;*
- *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.*

CITY OF LAS VEGAS
EMS Field Coordinator (*continued*)

Ability to:

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking;*
- *Making sound decisions;*
- *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 as a certified paramedic assigned to a response unit, three of which must have been with the City of Las Vegas actively working as a Firefighter/Paramedic assigned to a suppression unit.

Training:

Equivalent to graduation from high school. College-level course work in EMS, fire administration, business administration or a related field is desirable.

License or Certificate

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

Possession and maintenance of a current Southern Nevada Health District EMT-P (Paramedic) certification on the date of application.

Possession and maintenance of a Southern Nevada Health District EMS Instructor certification within 12 months of the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Emergency firefighting and office environments; exposure to fire encompassed surroundings, dangerous persons and animals, natural and man-made disasters, computer screens; hazards of emergency driving; hazards associated with traffic control and working near traffic.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for the performance of assigned duties as specified by the firefighter certification for prolonged periods of time.

| ARB REV 7/215/10
| FLSA and City: nonexempt
| CSB 78/114/10

CITY OF LAS VEGAS
EMS Field Coordinator (*continued*)

Ability to:

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking;*
- *Making sound decisions;*
- *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 as a certified paramedic assigned to a response unit, three of which must have been with the City of Las Vegas actively working as a Firefighter/Paramedic assigned to a suppression unit.

Training:

Equivalent to graduation from high school. College-level course work in EMS, fire administration, business administration or a related field is desirable.

License or Certificate

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

Possession and maintenance of a current Southern Nevada Health District EMT-P (Paramedic) certification on the date of application.

Possession and maintenance of a Southern Nevada Health District EMS Instructor certification within 12 months of the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Emergency firefighting and office environments; exposure to fire encompassed surroundings, dangerous persons and animals, natural and man-made disasters, computer screens; hazards of emergency driving; hazards associated with traffic control and working near traffic.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for the performance of assigned duties as specified by the firefighter certification for prolonged periods of time.

| ARB REV 7/215/10
| FLSA and City: nonexempt
| CSB 78/114/10

WORKERS' COMPENSATION SPECIALIST

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

DEFINITION

To perform complex and difficult work at the advanced journey level involved in administering a self-insured, self-administered, workers' compensation program and maintaining related records; to advise of and assist with the features of various safety and injury prevention programs; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED

Receives direction from the assigned Human Resources Manager and higher level management.

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 advanced technical information and assistance to city employees, retirees, providers and third parties regarding workers' compensation; resolve problems or complaints and assist in resolving complex problems in assigned area.
2. Participate in the coordination, administration and communication of the city's workers' compensation program, including acceptance or denial of claims, payment of benefits, and adherence to state statutes.
3. Reconcile billings for insurance premiums or worker's compensation medical or rehabilitative services, resolving any problems with the provider, and enter into computer system for payment.
4. Participate in ensuring that regulations and internal policies and procedures regarding worker's compensation are followed and explained to employees; stay current with changes in the law and ensure that procedures are updated to include required changes.
5. Authorize medical procedures for worker's compensation claimants, discussing with the medical provider and the city's medical advisor, when necessary.
6. Calculate disability benefits payable to employees and reimbursements payable to medical care providers according to complex statutory and regulatory formulas and arrange timely payment through entry of information into the computer system.

Essential Functions:

7. Serve as a liaison between the city, employees, retirees, providers and third party administrators when necessary to resolve problems and misunderstandings and to coordinate the required flow of information and documentation.
8. Identify claims for which the city is eligible for reimbursement under the subsequent injury statutes and file timely applications for reimbursement.
9. Monitor all lost time and modified duty cases, consulting with the physician and the department to facilitate the employee's return to full duty.
10. Maintain the individual contracts for the city workers' compensation preferred provider list, conducting biannual re-accreditation of all providers.
11. Assist with the investigation of accidents involving city employees.
12. Conduct training sessions on workers' compensation for various employee groups, including new employee orientation, staff meetings and special requests.
13. Assist with planning and conducting employee safety and injury prevention programs.
14. Monitor the updating and maintenance of various manuals, reports and files; prepare correspondence and memorandums in support of assigned functions.
15. Collect and organize data as needed and prepare various internal and external statistical reports.
16. Operate a variety of office equipment including a personal computer using common and specialized software.

Marginal Functions:

1. Participate in budget preparation; submit budget requests; monitor expenditures.
2. Operate a variety of office equipment including a computer terminal and personal computer.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a workers' compensation program.
Modern office procedures, methods and computer equipment.
Principles of bookkeeping and reconciling.
Medical terminology.
Principles of mathematics.

CITY OF LAS VEGAS

Workers' Compensation Specialist -(Continued)

Essential Functions:

7. Serve as a liaison between the city, employees, retirees, providers and third party administrators when necessary to resolve problems and misunderstandings and to coordinate the required flow of information and documentation.
8. Identify claims for which the city is eligible for reimbursement under the subsequent injury statutes and file timely applications for reimbursement.
9. Monitor all lost time and modified duty cases, consulting with the physician and the department to facilitate the employee's return to full duty.
10. Maintain the individual contracts for the city workers' compensation preferred provider list, conducting biannual re-accreditation of all providers.
11. Assist with the investigation of accidents involving city employees.
12. Conduct training sessions on workers' compensation for various employee groups, including new employee orientation, staff meetings and special requests.
13. Assist with planning and conducting employee safety and injury prevention programs.
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15. Collect and organize data as needed and prepare various internal and external statistical reports.
16. Operate a variety of office equipment including a personal computer using common and specialized software.

Marginal Functions:

1. Participate in budget preparation; submit budget requests; monitor expenditures.
2. Operate a variety of office equipment including a computer terminal and personal computer.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a workers' compensation program.
Modern office procedures, methods and computer equipment.
Principles of bookkeeping and reconciling.
Medical terminology.
Principles of mathematics.

Knowledge of:

Business letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Methods and techniques of record keeping and records management.

Operational characteristics of personal computers and data processing equipment.

Pertinent federal, state and local laws, codes and regulations pertaining to self-insured workers' compensation program and its record keeping.

Ability to:

Independently perform difficult tasks involved in administering an employee benefits, worker's compensation or safety and liability program.

Interpret, explain and enforce laws and regulations and department and program policies and procedures.

Maintain confidential information and records.

Analyze medical diagnosis, requested treatment and percent of disability reports for validity.

Communicate with medical providers using specialized terminology.

Communicate with people under stress or who are ill or injured.

Learn technical policies and procedures applicable to the city's insurance programs.

Perform mathematical calculations quickly and accurately.

Type or word process at a speed necessary for adequate job performance.

Work independently without direct supervision.

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:

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

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.*

CITY OF LAS VEGAS

Workers' Compensation Specialist *-(Continued)*

Experience and Training Requirements

Experience:

Three ~~Two~~ years of technical experience in workers' compensation administration.

Training:

Equivalent to graduation from high school supplemented by course work in human resources or personnel management, safety, industrial hygiene, or a field related to area of assignment.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

ARBSB

REV 1/29/01 (formerly Insurance Specialist) 7/21/10

FLSA & City: nonexempt

CSB 2/14/01

CITY OF LAS VEGAS

Workers' Compensation Specialist - (Continued)

Experience and Training Requirements

Experience:

Three ~~Two~~ years of technical experience in workers' compensation administration.

Training:

Equivalent to graduation from high school supplemented by course work in human resources or personnel management, safety, industrial hygiene, or a field related to area of assignment.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

ARBSB
REV ~~1/29/01 (formerly Insurance Specialist)~~ 7/21/10
FLSA & City: nonexempt

CSB-2/14/01