

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
September 8, 2010
REGULAR MEETING**

Agenda Documentation
October 13, 2010

TO CIVIL SERVICE BOARD OF TRUSTEES	FROM Dan Tarwater SECRETARY TO THE BOARD
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I CALL TO ORDER: September 8, 2010 at 4:30 p.m in the Human Resources Department

ROLL CALL

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

STAFF PRESENT
Dan Tarwater
Ann Rubertino-Beck
Jack Eslinger
Glenna Kouns
Graciela Manginelli
Vicki Robinson

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 August 11, 2010. Trustee David Steinman made a motion to approve the minutes of the Regular Meeting of August 11, 2010. Trustee Evelyn Beals seconded the motion Motion carried

IV. BUSINESS

A. EXTENSION OF ELIGIBLE LISTS

1. Associate Court Clerk – Promotional
2. Business Specialist I – Promotional

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

B CLASSIFICATION SPECIFICATIONS FOR APPROVAL

- 1 Fire Training Specialist (New)

A motion was made by Trustee David Steinman that 1 of the Classification Specifications List be approved Trustee Evelyn Beals 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
MINUTES
FOR THE
September 8, 2010
REGULAR MEETING**

Agenda Documentation
October 13, 2010

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

I CALL TO ORDER. September 8, 2010 at 4 30 p m in the Human Resources Department

ROLL CALL

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

STAFF PRESENT
Dan Tarwater
Ann Rubertino-Beck
Jack Eslinger
Glenna Kouns
Graciela Manginelli
Vicki Robinson

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 August 11, 2010. Trustee David Steinman made a motion to approve the minutes of the Regular Meeting of August 11, 2010 Trustee Evelyn Beals seconded the motion Motion carried

IV BUSINESS

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1. Associate Court Clerk – Promotional
2. Business Specialist I – Promotional

A motion was made by Trustee Evelyn Beals that items 1 and 2 of the Extension of Eligible list be approved Trustee David Steinman seconded the motion Motion carried

B CLASSIFICATION SPECIFICATIONS FOR APPROVAL

- 1 Fire Training Specialist (New)


A motion was made by Trustee David Steinman that 1 of the Classification Specifications List be approved Trustee Evelyn Beals 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

THE **SEPTEMBER 8, 2010** MEETING OF THE
CIVIL SERVICE BOARD IS CALLED TO ORDER.
THIS MEETING HAS BEEN PROPERLY NOTICED
AND POSTED IN COMPLIANCE WITH THE OPEN
MEETING LAW.

Roll Call



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

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
September 8, 2010
REGULAR MEETING**

Agenda Documentation
November 10, 2010

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
Dan Tarwater
SECRETARY TO THE BOARD

I CALL TO ORDER: October 13, 2010 at 4.30 p.m in the Human Resources Department

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

STAFF PRESENT

Ann Rubertino-Beck
Jack Eslinger
Glenna Kouns
Graciél 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 September 8, 2010. Trustee David Steinman made a motion to approve the minutes of the Regular Meeting of September 8, 2010. Trustee Evelyn Beals seconded the motion. Motion carried

IV. BUSINESS

A. EXTENSION OF ELIGIBLE LISTS

- 1 Communications Specialist (911 Operator) – Open
- 2 Pre-Trial Services Officer – Open
3. Special Inspections Supervisor - Promotional

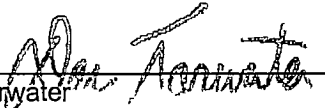
A motion was made by Trustee Evelyn Beals that items 1 through 3 of the Extension of Eligible list be approved Trustee David Steinman seconded the motion. Motion carried

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 31p m


Dan Tarwater
Secretary to the Board

CIVIL SERVICE BOARD MEETING SIGN IN SHEET

Date: SEPTEMBER 8, 2010

Signature

Organization

Glenna Kouns
East UPR

CLV
CLV

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
September 8, 2010
REGULAR MEETING**

Agenda Documentation
October 13, 2010

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
Dan Tarwater
SECRETARY TO THE BOARD

I. CALL TO ORDER. September 8, 2010 at 4:30 p.m. In the Human Resources Department.

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

STAFF PRESENT
Dan Tarwater
Ann Rubertino-Beck
Jack Eslinger
Glenna Kouns
Graciela Manginelli
Vicki Robinson

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 August 11, 2010: Trustee David Steinman made a motion to approve the minutes of the Regular Meeting of August 11, 2010. Trustee Evelyn Beals seconded the motion. Motion carried.

IV. BUSINESS:

A. EXTENSION OF ELIGIBLE LISTS

1. Associate Court Clerk - Promotional
2. Business Specialist I - Promotional

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

B. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

1. Fire Training Specialist (New)


A motion was made by Trustee David Steinman that 1 of the Classification Specifications List be approved. Trustee Evelyn Beals 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

AGENDA DOCUMENTATION

Date October 13, 2010

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: 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: 3

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Communications Specialist (911 Operator) - Open	25	10/14/10	4/14/11	2
2 Pre-Trial Services Officer (Open)	53	10/08/10	4/08/11	3
3 Special Inspections Supervisor - (Promotional)	3	10/14/10	4/14/11	1

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: September 8, 2010

TIME: 4:30 p.m.

Bert Washington, P

HR
DT: P
JE: P
ARB: P
MD: P
GM: P
VR: P
GK: P

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: August 11, 2010 MOTION: DS
2nd: EB
- IV. BUSINESS MC: ✓
 - A. EXTENSION OF ELIGIBLE LISTS
 - 1. Associate Court Clerk – Promotional MOTION: EB
 - 2. Business Specialist I – Promotional 2nd: DS
MC: ✓
 - B. CLASSIFICATION SPECIFICATIONS FOR APPROVAL
 - 1. Fire Training Specialist (New) MOTION: DS
2nd: EB
MC: ✓
- V. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED None
 - 1. None

VI. CITIZEN PARTICIPATION ~~4:30~~ 4:32
Adjournment:

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

EM: P
MW:
PR:
EB: P
DS: P

**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

AGENDA DOCUMENTATION

Date September 8, 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: 2

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Associate Court Clerk - Promotional	7	9/10/10	3/10/11	1
2. Business Specialist I - Promotional	18	9/10/10	3/10/11	1

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: September 8, 2010

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

SUBJECT: B. CLASSIFICATION SPECIFICATION FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

NEW

1. Fire Training Specialist

Fire Training Specialist was created at the request of the Fire & Rescue Department.

RECOMMENDATION

The City recommends approval of the newly created classification specification.

FIRE TRAINING 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

Assist with developing and presenting a variety of training and administrative programs to employees and the public. Perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.

May act as a lead worker, exercising functional or technical supervision over technical and clerical staff, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Supervise and participate in conducting needs assessments for fire service training; analyze records and statistics and conduct interviews to identify potential improvements to service; compare local data with national statistics and trends; develop training programs to address problem areas or institute improved methods of service.
2. Provide and develop lesson plans for training courses; provide handouts and other training materials.
3. Coordinate and present training programs in various areas of fire services, including fire suppression, fire investigation, fire prevention, general administration, human relations and supervisory skills.
4. Prepare, analyze and review various types of documents using a personal computer, such as reports, lesson plans, manuals and correspondence.
5. Research and collect information pertaining to fire services from publications, seminars and other sources; stay abreast of innovations in fire prevention and fire suppression.
6. Coordinate or provide certification and re-certification training; evaluate results; ensure that certifications are issued.

CITY OF LAS VEGAS
Fire Training Specialist (*continued*)

Essential Functions:

7. Determine material and equipment needed for training classes; ensure availability of classrooms and supplies.
8. Maintain records on all training courses and administrative programs; provide information to other divisions as appropriate.
9. May assist other work units in the development and implementation of new programs or revisions to existing programs.

Marginal Functions:

1. Provide tours of facilities; respond to inquiries; may assist in the establishment or operations of department community relations programs; may assist management in maintaining liaison with community organizations, professional groups and the general public.
2. Participate in evaluating building, grounds and equipment needs for training activities; participate in minor preventive maintenance and coordinate major service and repairs on tools and equipment used in training.
3. Monitor and coordinate fire drills; conduct fire demonstrations; respond to questions.
4. May lead and coordinate the activities of subordinate training personnel; assign, plan, direct, coordinate and schedule assignments; monitor work progress and review work results.
5. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and techniques of modern fire services training, including fire suppression, fire prevention, fire investigation, human relations and supervision.

Principles, practices and procedures of modern fire suppression and fire prevention including emergency medical procedures.

Rules, regulations and operational procedures of the city of Las Vegas Fire and Rescue Department.

Firefighter performance standards and certification requirements.

Principles and techniques of training program development, research and evaluation.

Principles and practices of lead supervision.

Modern office procedures, methods and computer equipment.

Proper English language usage, spelling, punctuation and grammar.

Pertinent federal, state and local laws, codes and regulations.

CITY OF LAS VEGAS
Fire Training Specialist (*continued*)

Ability to:

Establish and maintain productive working relations with co-workers, city employees, and the general public.

Interpret, explain and enforce department policies and procedures.

Work independently with minimal supervision.

Use initiative and independent judgment within established guidelines.

Plan, organize and prioritize assignments.

Meet critical deadlines.

Manage multiple assignments.

Communicate with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.

Learn to operate common office computer software applications.

Communicate clearly and concisely, both orally and in writing.

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

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

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

Experience and Training Requirements

Training:

Equivalent to graduation from high school. College course work in fire science, fire administration or a related field is desirable. Previous teaching or training experience is desirable.

Experience:

The specific work experience requirements are based upon the type of training the Fire Training Specialist is to perform, as determined by the Director, Fire and Rescue.

Suppression and Driver Certification

Four years of combat suppression experience in the city of Las Vegas Fire and Rescue Department, including at least one year as a Fire Engineer. Must have current city driver certification.

CITY OF LAS VEGAS

Fire Training Specialist (*continued*)

Emergency Medical Services

Four years of combat suppression experience in the city of Las Vegas Fire and Rescue Department, including at least one year active experience as a Certified Paramedic/EMT. Must have current Paramedic/EMT certification.

Special Operations

Must possess either Hazardous Materials Technician or Technical Rescue Technician certification issued by the authority having jurisdiction.

Generalist

Four years of experience in fire suppression, fire investigation, fire prevention, fire communications, or professional fire administration with the city of Las Vegas Fire and Rescue Department.

Licensing and Special Requirements

Possession, and maintenance, of appropriate certifications required to function as an instructor in any capacity related to the essential functions listed above.

Possession of Fire Service Instructor I certification from the Nevada Fire Marshal's Office within 18 months of the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Work in a fire training environment; exposure to flames, extreme heat, smoke, fumes, water, chemicals, hazardous materials.

Physical Conditions:

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

Special Requirement

This function maybe filled on a regular basis or on a temporary rotation basis. Some weekend or evening work may be required.

ARB

NEW 8/27/10

FLSA & City: nonexempt

CSB 9/8/10

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
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September 8, 2010
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November 10, 2010

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
Dan Tarwater
SECRETARY TO THE BOARD

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

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

STAFF PRESENT

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 September 8, 2010. Trustee David Steinman made a motion to approve the minutes of the Regular Meeting of September 8, 2010. Trustee Evelyn Beals seconded the motion. Motion carried.

IV. BUSINESS:

A. EXTENSION OF ELIGIBLE LISTS

1. Communications Specialist (911 Operator) – Open
2. Pre-Trial Services Officer – Open
3. Special Inspections Supervisor - Promotional

A motion was made by Trustee Evelyn Beals that items 1 through 3 of the Extension of Eligible list be approved. Trustee David Steinman 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 4:31 p.m.



Dan Tarwater
Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: November 10, 2010

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: DAN TARWATER, 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: 2

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Desktop Computer Support Supervisor – Promotional	1	1	1
2. EMS Field Coordinator - Promotional	8	6	6

CITY OF LAS VEGAS

ELIGIBLE LIST

Desktop Computer Support Supervisor
Examination

October 27, 2010
Date

107970810P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

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

TESTS

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

CITY OF LAS VEGAS

ELIGIBLE LIST

EMS Field Coordinator
Examination

October 1, 2010
Date

107948808P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	7	GROUP 1	0
REJECTED	1	GROUP 2	3
TOTAL RECEIVED	8	GROUP 3	3
		TOTAL ON LIST	6

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	6			
FAILED	0			
TOTAL TESTED	6			
DID NOT APPEAR	1			

*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
AGENDA DOCUMENTATION

Date November 10, 2010

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: DAN TARWATER, 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. Corrections Officer – Open	118	11/25/10	5/25/11	2
2. Deputy City Marshal – Open	92	11/25/10	5/25/11	2
3. Fire Investigator I – Promotional	11	11/13/10	5/13/11	3
4. Fire Investigations Supervisor (Bomb Squad) – Promotional	5	11/25/10	5/25/11	2
5. Park Maintenance Supervisor – Promotional	7	11/13/10	5/13/11	3
6. Senior Fire Investigator – Promotional	8	11/13/10	5/13/11	3
7. Senior Mechanic – Promotional	6	11/13/10	5/13/11	3

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: November 10, 2010

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

SUBJECT: C. REQUEST TO BE PLACED ON REHIRE LIST: NANCY KAY BURK

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

Nancy Kay Burk, an employee from May 11, 1992 to September 16, 2010, has requested to be placed on the Rehire List for Communications Specialist. 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.

Nancy Kay Burk meets the criteria for placement on the Rehire List, and it is recommended that the Board approve her request.

Helen Gonzales

From: Greg Gammon
Sent: Monday, October 18, 2010 2:21 PM
To: Helen Gonzales
Cc: Mike Myers, Louis H. Amell; Dan Tarwater; Jack Eslinger
Subject: RE: Nancy Kay Burk - Rehire List

Yes – I approve for Nancy Burk to be placed on the rehire list

From: Helen Gonzales
Sent: Monday, October 18, 2010 2:14 PM
To: Greg Gammon
Cc: Mike Myers; Louis H. Amell; Dan Tarwater; Jack Eslinger
Subject: Nancy Kay Burk - Rehire List

Chief Gammon,

Human Resources received a letter from Nancy Kay Burk requesting to be placed on the rehire list for Communications Specialist. If we have your approval, we will be more than happy to include this request on our next CSB Agenda for November 10, 2010. Thank you.

Helen L. Gonzales
Personnel Analyst
City of Las Vegas
Human Resources
Phone: (702) 229-2181
Fax (702) 385-1259

<< File: 0365_001.pdf >>

10/13/10

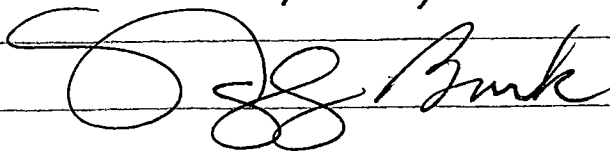
DAN TARWATER, Director
Department of Human Resources
400 STEWART AVENUE
LAS VEGAS, NV 89101

DEAR MR. TARWATER,

THIS LETTER SERVES AS MY FORMAL
REQUEST FOR PLACEMENT ON THE CITY'S
REHIRE LIST FOR THE POSITION OF
COMMUNICATIONS SPECIALIST. I
RESIGNED THAT POSITION, EFFECTIVE
SEPT. 16, 2010 DUE TO HAND INJ.
AND ASK THAT MY NAME BE
CONSIDERED FOR PLACEMENT ON THE
REHIRE LIST IN ACCORDANCE WITH
CIVIL SERVICE RULES, SECTION 6 (a.) 5.

Thank you

Nancy Kay Burk



RECEIVED

2010 OCT 18 P 1:54

HUMAN RESOURCES DEPT

[Rules w/ non attendance]

Call if they are still interested