

EM =
MW =
PR =
DS = ✓
EBSN

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

DT = ✓
JE =
MD =

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

AGENDA

DATE: November 10, 2010

TIME: 4:30 p.m.

ARB =

GM =
SB =

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.

GK =

I CALL TO ORDER

4: Meeting Canceled No ~~Quorum~~

II ANNOUNCEMENT RE COMPLIANCE WITH THE OPEN MEETING LAW

Quorum

III. APPROVAL OF MINUTES October 13, 2010

IV. BUSINESS

A ELIGIBLE LISTS TO BE CERTIFIED

M =
2nd =
MC

- 1 Desktop Computer Support Supervisor – Promotional
- 2 EMS Field Coordinator – Promotional

B EXTENSION OF ELIGIBLE LISTS

M =
2nd =
MC =

- 1 Corrections Officer – Open
- 2 Deputy City Marshal – Open
- 3 Fire Investigator I – Promotional
- 4 Fire Investigations Supervisor (Bomb Squad) – Promotional
- 5 Park Maintenance Supervisor – Promotional
- 6 Senior Fire Investigator – Promotional
- 7 Senior Mechanic - Promotional

C REQUEST TO BE PLACED ON REHIRE LIST

M =
2nd =
MC =

1. Nancy Kay Burk

V. ITEMS FOR DISCUSSION. BOARD ACTION REQUIRED

1. Discussion and possible action regarding two Civil Service Board meetings starting December 22, 2010 through March 23, 2011

tt

VI CITIZEN PARTICIPATION

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

Facilities are provided throughout City Hall for the convenience of disabled persons. 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

Handwritten mark with a checkmark and some scribbles.

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Department of Human Resources

400 Stewart Avenue – 2nd Floor

Training Room #4

Las Vegas, Nevada

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- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES. October 13, 2010
- IV. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED
 - 1. Desktop Computer Support Supervisor – Promotional
 - 2. EMS Field Coordinator – Promotional
 - B. EXTENSION OF ELIGIBLE LISTS
 - 1. Corrections Officer – Open
 - 2. Deputy City Marshal – Open
 - 3. Fire Investigator I – Promotional
 - 4. Fire Investigations Supervisor (Bomb Squad) – Promotional
 - 5. Park Maintenance Supervisor – Promotional
 - 6. Senior Fire Investigator – Promotional
 - 7. Senior Mechanic - Promotional
 - C. REQUEST TO BE PLACED ON REHIRE LIST
 - 1. Nancy Kay Burk
- V. ITEMS FOR DISCUSSION: BOARD ACTION REQUIRED
 - 1. Discussion and possible action regarding two Civil Service Board meetings starting December 22, 2010 through March 23, 2011
- VI. CITIZEN PARTICIPATION

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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
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
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 4:31p.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

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10/13/10

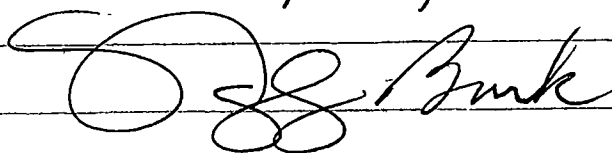
DAN TARWATER, Director
Department of Human Resources
400 STEWART AVENUE
LAS VEGAS, NV 89101

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

1000 OCT 18 P 1:54

HUMAN RESOURCES DEPT

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: November 10, 2010

TIME: 4:30 p.m.

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- I CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES. October 13, 2010
- IV. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED
 - 1. Desktop Computer Support Supervisor – Promotional
 - 2. EMS Field Coordinator – Promotional
 - B. EXTENSION OF ELIGIBLE LISTS
 - 1. Corrections Officer – Open
 - 2. Deputy City Marshal – Open
 - 3. Fire Investigator I – Promotional
 - 4. Fire Investigations Supervisor (Bomb Squad) – Promotional
 - 5. Park Maintenance Supervisor – Promotional
 - 6. Senior Fire Investigator – Promotional
 - 7. Senior Mechanic - Promotional
 - C. REQUEST TO BE PLACED ON REHIRE LIST
 - 1. Nancy Kay Burk
- V ITEMS FOR DISCUSSION: BOARD ACTION REQUIRED
 - 1. Discussion and possible action regarding two Civil Service Board meetings starting December 22, 2010 through March 23, 2011
- VI. CITIZEN PARTICIPATION

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

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City Hall 2nd Floor, Human Resources Posting Bulletin Board

**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

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
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AGENDA DOCUMENTATION

Date November 10, 2010

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SUBJECT: B. EXTENSION OF ELIGIBLE LISTS

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

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CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: November 10, 2010

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Phone: (702) 229-2181
Fax: (702) 385-1259

<< File: 0365_001.pdf >>

10/13/10

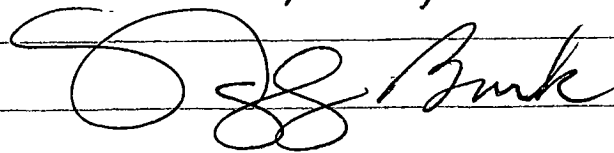
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AND ASK THAT MY NAME BE
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Thank you

Nancy Kay BURK



RECEIVED

2010 OCT 18 P 1:54

HUMAN RESOURCES DEPT