

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
February 9, 2011
REGULAR MEETING**

Agenda Documentation
February 23, 2011

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
Dan Tarwater
SECRETARY TO THE BOARD

I. CALL TO ORDER: February 9, 2011 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 – Absent

STAFF PRESENT

Ann Rubertino-Beck
Vince Zamora
Graciela Manginelli

OTHERS PRESENT

Counsel for the Civil Service Board, Morgan Davis and Jack Eslinger 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 January 26, 2011: Trustee Priscilla Rocha made a motion to approve the minutes of the Regular Meeting of January 26, 2011. Trustee Evelyn Beals seconded the motion. Trustee David Steinman abstained. Motion carried.

IV. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Legal Secretary (Criminal Division) – Promotional
2. Legal Secretary (Criminal Division) – Open

A motion was made by Trustee David Steinman to approve items 1 and 2 of the Eligible Lists to be Certified. Trustee Evelyn Beals seconded the motion. Motion Carried.

B. EXTENSION OF ELIGIBLE LISTS

1. Equipment Operator I (Parks) – Promotional
2. Park Maintenance Field Supervisor – Promotional

A motion was made by Trustee Priscilla Rocha to approve items 1 and 2 of the Extension of Eligible List. Trustee David Steinman seconded the motion. Motion carried

C. CLASSIFICATION SPECIFICATIONS

1. Economic Development Specialist/Senior Economic Development Specialist (X) - Revised
2. Energy Auditor – Revised
3. Permit Technician – Revised
4. Plans and Permits Supervisor – Revised
5. Plans Examiner – Revised
6. Senior Permit Technician – Revised
7. Special Inspections Auditor – Revised
8. Structural Plans Examiner - Revised

Trustee Ed Miramontes had a comment/question on item C #4 Plans and Permits Supervisor, under Supervision Received and Exercised – “Act as a formal supervisor, exercising direct supervision, including selecting new employees.” Trustee Miramontes asked if the person in this position would be the only person who selects new employees. Human Resources Administrator Ann Rubertino-Beck responded the Plans and Permits Supervisor would not be the only person making the decision.

Trustee Ed Miramontes asked if the Plans and Permits Supervisor would be the sole decision maker for new employees. Human Resources Administrator Ann Rubertino-Beck replied no.

Trustee David Steinman asked a question regarding item C #1 Economic Development Specialist/Senior Economic Development Specialist. Trustee Steinman asked if the Senior job specifications have been completed. Human Resources Administrator Ann Rubertino-Beck responded that the job specifications were combined into a single document.

Trustee Steinman asked why both the senior and ‘junior’ Economic Development Specialist both managed client relations. Deputy City Attorney Morgan Davis offered that each position may handle different accounts. Human Resources Administrator Ann Rubertino-Beck explained that difference maybe that the Economic Development Specialist and Senior Economic Development Specialist had different clients to manage.

Trustee Steinman also asked who supervised the specialists. Human Resources Administrator Ann Rubertino-Beck explained that a manager that is over the division.

Trustee Miramontes added that he would assume that one position is more complex than the other.

The Board was satisfied with the responses.

A motion was made by Trustee Priscilla Rocha that item 1 and 2 of the Request to be Placed on the Rehire List be approved. Trustee Evelyn Beals seconded the motion Motion carried.

V. ITEMS FOR DISCUSSION: NO BOARD ACTION REQUIRED

1. None

VI. CITIZEN PARTICIPATION

1. None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:40 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: February 9, 2011

TIME: 4:30 p.m.

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR ACTION UNLESS SPECIFICALLY NOTED OTHERWISE. UNLESS OTHERWISE STATED, ITEMS MAY BE TAKEN OUT OF THE ORDER PRESENTED AT THE DISCRETION OF THE CHAIRPERSON.

I CALL TO ORDER

4:30 pm

II ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW

III. APPROVAL OF MINUTES: January 26, 2011

MOTION: PR
2nd: EB
M/c: ✓

DS abstain

IV BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1. Legal Secretary (Criminal Division) - Promotional
- 2. Legal Secretary (Criminal Division) - Open

MOTION: DS
2nd: EB
M/c: ✓

B. EXTENSION OF ELIGIBLE LISTS

- 1. Equipment Operator I (Parks) - Promotional
- 2. Park Maintenance Field Supervisor - Promotional

MOTION: ~~DS~~ PR
2nd: DS
M/c: ✓

C. CLASSIFICATION SPECIFICATIONS

- 1. Economic Development Specialist/Senior Economic Development Specialist (X) - Revised - Same class spec. DS
- 2. Energy Auditor - Revised
- 3. Permit Technician - Revised
- 4. Plans and Permits Supervisor - Revised
- 5. Plans Examiner - Revised ED: ~~PR~~
- 6. Senior Permit Technician - Revised
- 7. Special Inspections Auditor - Revised
- 8. Structural Plans Examiner - Revised

MOTION: DS
2nd: PR
M/c: ✓

V ITEMS FOR DISCUSSION: NO BOARD ACTION REQUIRED

- 1. None

VI. CITIZEN PARTICIPATION

None

4:40pm

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: ✓
PR: ✓
EB: ✓
MW: ✓
DS: ✓

HR
DT:
ARB: ✓
SB:
VZ:
GM: P
MD: P
JE: P

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
January 26, 2011
REGULAR MEETING**

Agenda Documentation
February 9, 2011

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

I. CALL TO ORDER: January 26, 2011 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 – Absent

STAFF PRESENT

Dan Tarwater
Ann Rubertino-Beck
Sue Brown
Glenna Kouns
Vince Zamora
Graciela Manginelli

OTHERS PRESENT

Jess Campbell - LVFR

Counsel for the Civil Service Board, Morgan Davis and Jack Eslinger 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 December 22, 2010: Trustee Malcolm White made a motion to approve the minutes of the Regular Meeting of December 22, 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 Priscilla Rocha to approve Items 1 through 3 of the Classification Specifications and Evelyn Beals seconded the motion. Motion Carried.

B. CLASSIFICATION SPECIFICATIONS

1. Economic Development Specialist/Senior Economic Development Specialist (X) – Revised
2. Real Estate Specialist – Revised

Trustee Miramontes had a question regarding the Economic Development Specialist/Senior Economic Development Specialist (X), under the training section. Trustee Miramontes asked if the determination of related college course work is at the discretion of the department manager or the HR manager. Personnel Analyst Sue Brown replied it is meant for the department manager. Trustee Miramontes replied that could lead to some issues. Trustee White agreed with Trustee Miramontes. Trustee Miramontes suggested dropping or changing the sentence in some way. Human Resources Administrator Ann Rubertino Beck let the board know that HR can speak to the department to see if they are open to dropping or changing the sentence. Deputy City Attorney Morgan Davis suggests changing the information rather than dropping the entire sentence.

Deputy City Attorney Morgan Davis suggested that item B. 1. be removed off of the agenda and have the board vote only on item B.2.

A motion was made by Trustee Malcolm White that item B. 2. of the Classification Specifications List be approved. Trustee Evelyn Beals seconded the motion. Motion carried

C. REQUEST TO BE PLACED ON REHIRE LIST

1. James Godfrey
2. Jamie Osburn

A motion was made by Trustee Priscilla Rocha that item 1 and 2 of the Request to be Placed on the Rehire List be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

V. ITEMS FOR DISCUSSION: NO BOARD ACTION REQUIRED

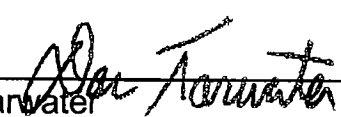
1. Introduction of Vince Zamora

Secretary of the Board and Human Resources Director Dan Tarwater introduced Vince Zamora to the Civil Service Board.

VI. CITIZEN PARTICIPATION

1. None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:39 p.m.



Dan Tarwater
Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: February 9, 2011

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. Legal Secretary (Criminal Division) - Promotional	6	5	4
2. Legal Secretary (Criminal Division) – Open	25	11	8

CITY OF LAS VEGAS

ELIGIBLE LIST

Legal Secretary (Criminal Division)
Examination

January 19, 2011
Examination Date

1079657120
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	13	GROUP 1	0
REJECTED	12	GROUP 2	8
TOTAL RECEIVED	25	TOTAL ON LIST	8

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	8			
FAILED	3			
TOTAL TESTED	11			
DID NOT APPEAR	2			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: February 9, 2011

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: 2

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1 Equipment Operator I (Parks) – Promotional	7	2/12/11	8/12/11	3
2 Park Maintenance Field Supervisor – Promotional	8	2/12/11	8/12/11	3

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: February 9, 2011

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

SUBJECT: C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED

1. Economic Development Specialist/Senior Economic Development Specialist (X)
2. Energy Auditor
3. Permit Technician
4. Plans and Permits Supervisor
5. Plans Examiner
6. Senior Permit Technician
7. Special Inspections Auditor
8. Structural Plans Examiner

All of the above job descriptions were revised as part of the classification study with Segal.

RECOMMENDATION

The City recommends approval of the revised classification specifications.

ECONOMIC DEVELOPMENT SPECIALIST
SENIOR ECONOMIC DEVELOPMENT 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

Plans, initiates, and manages redevelopment and economic development projects. Works directly with developers, real estate investors, existing and new businesses, etc to increase and diversify the tax and job base of the city.

DISTINGUISHING CHARACTERISTICS

Economic Development Specialist: This is the journey level class in the Economic Development Specialist series. This class is distinguished from the Senior Economic Development Specialist by the performance of the less complex tasks and duties and not being expected to perform with the same independence of direction and judgment. This class may be used as a training class, wherein employees need only limited directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at this level.

Senior Economic Development Specialist: This is the advanced journey level class in the Economic Development Specialist series. This class is distinguished from the Economic Development Specialist by the performance of the full range of duties as assigned including planning and coordinating complex projects.

SUPERVISION RECEIVED AND EXERCISED

Economic Development Specialist

Receives general supervision from higher level management staff.

Senior Economic Development Specialist

Receives direction from higher level management staff.

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

lower level does not report to the higher level. Depends
only senior b/c¹ of more experience?

CITY OF LAS VEGAS

Economic Development Specialist/Senior Economic Development Specialist (*continued*)

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Initiates, plans, coordinates and leads various large, complex, multi-funded private and public economic development and redevelopment projects and special research projects; represents the city's interest in the project; works directly with companies to diversify and expand the city's economic base and provide retention, relocation, expansion and recruitment services.
2. Negotiates and structures deals with real estate developers and investors that result in new investment or new real estate development within the redevelopment area. Manages real estate development projects through completion. Assists clients with land development process including site selection services.
3. Performs property analysis relative to value, ownership and change of title.
4. Manages client relationships.
5. Develops and implements target market programs to include preparation of customized presentations and coordinating placement and evaluation of various media advertising.
6. Provides commercial real estate acquisition, management and disposition services to the city, including property inspections and photos, appraisals, document recordings, and escrow services coordination.
7. Prepares market area information for businesses to use when evaluating Las Vegas as a possible location.
8. Develops and negotiates incentive packages.
9. Evaluates private development proposals for financial and technical feasibility; negotiates agreements for property transfer based on evaluations; assists in the structuring of development and loan agreements.
10. Monitors program budget.
11. Collects and analyzes statistics for a variety of research projects. Develops, reviews and analyzes plans, reports, and applications. Composes and edits promotional materials, prospect proposals, correspondence and related documents for distribution to a variety of targeted audiences.
12. Evaluates the effectiveness of marketing materials and approaches. Develops advertisements, press releases, and strategic marketing campaigns to expand businesses within the city.

CITY OF LAS VEGAS

Economic Development Specialist/Senior Economic Development Specialist (continued)

Essential Functions:

13. Serves as liaison between the city and businesses, civic organizations and other stakeholders. Networks with businesses, trade groups, civic organizations, realtors and leaders to learn of new economic development and redevelopment opportunities.
14. Coordinates and schedules events; sets up and takes down event equipment and signage; coordinates event technical support.
15. Attends, participates in and coordinates a variety of meetings, conferences and commissions. Stays abreast of new trends, programs and innovations.
16. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.

Marginal Functions:

1. Assists with hiring outside consultants.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Economic Development Specialist

Knowledge of:

- Basic research and statistical analysis techniques.
- Basic marketing techniques.
- Basics of various computer programs and database techniques.
- Basic federal, state and local laws.
- Basics of real estate and business law principles.
- Programs to retain, expand and attract businesses.
- Loan programs to aid businesses.
- Basic activities involved in developing vacant parcels of land.
- Basic budgets, budget policies and financial statements.
- Basics of architecture and construction may be necessary for certain positions.
- Basic principles of economic, redevelopment and industrial development.
- Basic principles of tax increment financing.
- Common office software, including word processing and spreadsheet.

Can't distinguish. Does not seem
right.
confused.

CITY OF LAS VEGAS

Economic Development Specialist/Senior Economic Development Specialist (*continued*)

Skills in:

- Assisting in reading and interpreting laws, government documents, construction documents and financial statements.
- Speaking in public in various situations.
- Planning, organizing and prioritizing assignments.
- Meeting critical deadlines.
- Managing multiple assignments.
- Learning a variety of software programs.
- Understanding and following oral and written instructions.
- Communicating clearly and concisely, both orally and in writing in correct business English.
- Preparing and delivering clear and concise technical reports.
- Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
- Working in a fast paced environment.
- Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Two years experience in any of the following areas: economic development, business development, business management, regional economic analysis, marketing, land development, redevelopment, financial analysis, land planning, contracts, contract compliance, or a field related to the essential functions. Experience in a governmental setting is desirable.

Training:

Bachelor's degree from an accredited college or university with a major in business, accounting, marketing, planning, economics, financial planning, real estate, or a field related to the essential job functions.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

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

Senior Economic Development Specialist

In addition to the qualifications for Economic Development Specialist:

Knowledge of:

Research and statistical analysis techniques.
Marketing and advertising techniques.
Various computer programs and database techniques.
Pertinent federal, state and local laws.
Real estate and business law principles.
Activities involved in developing vacant parcels of land.
Methods and practices of tax increment financing.
Various federally funded programs.
Budgets, budget policies and financial statements.
Architecture and construction may be necessary for certain positions.
Principles of economic and industrial development.

Skills in:

Reading and interpreting laws, government documents, construction documents and financial statements.
Working independently with minimal supervision.
Using initiative and independent judgment within established guidelines.
Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.
Defining issues, collecting and analyzing pertinent data, identifying alternative solutions, projecting consequences of proposed actions, drawing valid conclusions, proposing sound recommendations, and implementing approved solution in support of goals.

Experience and Training Requirements

Experience:

Four years experience in any of the following areas: economic development, business development, business management, regional economic analysis, marketing, land development, redevelopment, financial analysis, land planning, or a field related to the essential functions, including two years project management experience.

Training:

Bachelor's degree from an accredited college or university with a major in business, accounting, marketing, planning, real estate, economics, financial planning, or a field related to the essential functions.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

CITY OF LAS VEGAS

Economic Development Specialist/Senior Economic Development Specialist (*continued*)

License or Certificate

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

Possession and maintenance of one or more of the following certifications on the date of application is desirable:

- Certified Economic Developer (CED or CEcD) from the International Economic Development Council;
- Economic Development Finance Professional from the National Development Council;
- Certified Planner from the American Institute of Certified Planners;
- Development Finance Certified Professional from the Council of Development Finance Agencies; or
- Real Estate Development Certificate or the Real Estate Development Finance Certificate from the Urban Land Institute.

WORKING CONDITIONS

Environmental Conditions:

Office and field environments; travel from site to site; exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

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

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL

REV 7/5/10 (formerly Economic Development Officer, Sr Economic Development Officer)

FLSA & City: nonexempt

CSB 2/9/11

ENERGY AUDITOR

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

Participates in the city's energy audit program, a part of the Green Building Initiative, to meet federal energy usage requirements; conducts energy audits of residences and businesses, and provides property owners with a list of possible improvements, estimated cost and payback, and approved, licensed energy efficiency contractors; conducts inspections upon completion of work; assists property owners with applications for available rebates; participates in screening contractors for the program; performs a variety of related technical and administrative tasks.

SUPERVISION RECEIVED

Receives general supervision from the assigned Inspections Supervisor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Participates in the energy audit program, a part of the city's Green Building Initiative designed to meet federal energy usage requirements and the goal of reducing the city's carbon footprint by 30% or more by the year 2030.
2. Meets with city property owners, explains the energy audit process and benefits; schedules and performs energy audits; provides a prioritized list of possible improvements, estimated cost of each item, the short and long-term payback periods, and a list of certified energy efficiency contractors to perform the work; assists the homeowner in understanding the contracts and the work to be performed.
3. Assists with obtaining required permits for improvements performed by the property owner, per supervisory direction.
4. Inspects after completion to verify work meets industry standards and requirements of the city's rebate incentive program.
5. Participates in the development, design and enhancement of the energy audit program, and community outreach sessions to promote the use of the program.
6. Meets with and educates contractors regarding their participation in the energy audit program.

CITY OF LAS VEGAS
Energy Auditor (*continued*)

Essential Functions:

7. Keeps accurate records regarding all projects as required; prepares reports and correspondence.
8. Attends meetings, workshops and training to stay current with changing national energy efficiency codes and standards and federal requirements.

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Building related codes and ordinances enforced by the city, including the uniform building, electrical, plumbing and mechanical codes and zoning codes.

Major types of building construction, materials and methods.

Federal, state and local energy efficiency building codes and standards.

Available incentive or grant programs designed to encourage energy efficient building remodels and retrofits.

Basic math.

Computer skills, including a basic working knowledge of Microsoft Office applications.

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

Skills in:

Performing basic mathematical calculations.

Applying technical knowledge and following proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.

Working independently with minimal supervision.

Using initiative and independent judgment within established guidelines.

Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.

Planning, organizing and prioritizing assignments.

Meeting critical deadlines.

Managing multiple assignments.

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

Speaking at public informational meetings.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Energy Auditor (*continued*)

Experience and Training Requirements

Experience:

Four years as a building inspector with a government agency, private company, or third party inspection firm, plus two years as a construction project manager.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of a valid driver's license on the date of application, and maintenance thereafter.

Possession of one or more of the following from the International Code Council on the date of application, and maintenance thereafter: Residential Building Inspector, Residential Combination Inspector, Building Inspector or Combination Building Inspector.

Possession of a Residential Energy Inspector or Commercial Energy Inspector certification from the International Code Council within six months of the date of appointment, and maintenance thereafter.

Possession of a Professional Building Analysis certification from the Building Performance Institute within six months of the date of appointment, and maintenance thereafter.

Special Requirements

Fluency in a second language is desirable.

WORKING CONDITIONS

Constantly = more than 2/3 of the time, Frequently = 1/3 to 2/3 of the time; Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.

Environmental Conditions:

Location: Office and field environments with frequent travel from site to site.

Hazards: Working in construction zones, uneven terrain, exposure to moving objects and vehicles, dust, fumes, odors, noise, vibration, toxic and caustic chemicals.

Equipment Used: City vehicle, radio, measuring equipment, camera, flashlight, and ladders.

Safety Equipment: Safety shoes, hard hat, hearing protection, safety glasses, and safety vest.

CITY OF LAS VEGAS
Energy Auditor (*continued*)

Physical Conditions:

Essential and marginal functions require:

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

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL
REV 8/1/10
FLSA & City: nonexempt

CSB 2/9/11

PERMIT TECHNICIAN

*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

Provides general building code information to the public; determines that plans submitted are complete and in substantial compliance with code.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Permit Technician series. Employees perform the full range of duties with the expected level of independence. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from the Plans and Permits Supervisor.

May receive functional and technical supervision from a Senior Permit Technician or other designated 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. Reviews both commercial and residential plans for completeness and general code compliance; provides contractors, architects, engineers, builders and the general public with written and verbal general code information, guidance and information on submittal requirements to comply with the building, plumbing, electrical and mechanical codes and related city regulations.
2. Processes building permits and plans; responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
3. Calculates price totals on completed plans; prepares plans and documents for issuance of permits; updates plans and permit "ready" list; informs customer of plan-ready status.
4. Within area of expertise, reviews minor plans for building, structural, electrical, mechanical, plumbing and fire codes.

CITY OF LAS VEGAS
Permits Technician (*continued*)

Essential Functions:

5. Processes required documents for the Desert Conservation and Water Distribution Authorization Programs in conjunction with related governmental agencies.
6. Builds computer screen information for new plan submission and repetitive permits; assists the public in coordinating plans within the department and other departments.
7. Updates plan location and other key department computer information.
8. Collates revisions and additions to plans, both new and old; organizes repository to eliminate old or missing plans.

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures and methods.

Common Windows software applications, including word processing and spreadsheets, or specialized software applications used in a work environment.

Principles and procedures of record keeping.

English usage, spelling, grammar and punctuation.

Methods and practices of all phases of commercial and residential construction.

Principles and practices of building technology and code regulations.

Intermediate mathematical principles.

Skills in:

Reading, understanding and interpreting all building codes and regulations.

Reading, understanding and interpreting construction plans, blueprints and specifications.

Computing electrical load, plumbing pipe size and various architectural calculations.

Working independently without constant supervision.

Experience and Training Requirements

Experience:

Any combination of:

Two years of journey level experience within the building construction trades;

OR

One year of work experience in reading, understanding and interpreting commercial or residential building plans.

Work experience with computers in a Windows-based environment is desirable.

CITY OF LAS VEGAS
Permits Technician (*continued*)

Training:

Equivalent to graduation from high school. Additional specialized training in the building trades or a related field is desirable.

License or Certificate

Possession of the International Code Council (ICC) Permit Technician certification on the date of application, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment; work at a centralized public counter.

Hazards: Exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

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

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL

REV 8/1/10 (combining Permits Technician I and II (X))

FLSA & City: nonexempt

CSB 2/9/11

PLANS AND PERMITS SUPERVISOR

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

Supervises, assigns and reviews the work of the Plans Examination and Permit Technician staff; oversees and participates in all work activities; performs a variety of technical and administrative tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director, Building and Safety or higher level management staff.

Acts as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following*

Essential Functions:

1. Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for reviewing and processing building permits and plans for conformance to codes.
2. Consults with engineers, architects, contractors and property owners regarding building plans. Resolve issues for the most complex or sensitive building plans.
3. Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.
4. Participates in and supervises studies and training to incorporate new code changes and requirements into the plan review function.
5. Establishes schedules and methods for providing section participation in building permit and business licensing services; identify resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
6. May participate in the coordination of work unit activities with various outside agencies on items such as sewer service, waste disposal, health district regulations, etc.

CITY OF LAS VEGAS
Plans and Permits Supervisor (*continued*)

Essential Functions:

7. Answers code questions from general public and contractors; answers questions about submitting plans, fee schedules and regulations. Manages the more difficult customers at the counter.
8. Prepares reports of activities as needed.
9. Participates in development of division plans to improve efficiencies and effectiveness of operations.
10. Participates in the preparation and administration of the division or function budget. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated revenues and expenditures.

Marginal Functions:

1. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of building code administration; advises and informs staff of related matters.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a building plans examination program and permits processing and plans check programs.
Principles of supervision, training and performance evaluation.
Modern and complex principles and practices of construction and safety related to buildings.
Principles of engineering as they relate to the building codes.
Computer programs which can demonstrate solutions to problematic construction issues.
Pertinent federal, state and local laws, codes and regulations related to the construction of buildings in all phases.
City ordinances pertaining to building permits and park impact fees.
Accepted permit processing practices, techniques and procedures.
Principles and practices of budget preparation and administration.

CITY OF LAS VEGAS
Plans and Permits Supervisor (*continued*)

Skills in:

Interpreting, applying, explaining and enforcing city and department policies and procedures.
Using word processing and other basic computer software on a personal computer.
Reading and interpreting electrical, structural, plumbing and mechanical building plans, codes and specifications.
Finding alternate solutions to engineering and construction problems.
Using initiative and independent judgment within established guidelines.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Five years of increasingly responsible directly related experience, including one year of lead or supervisory experience.

Training:

Bachelor's degree from an accredited college or university with major course work in engineering or a related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

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

Possession of a Permit Technician certification from the International Code Council (ICC) on the date of application.

Possession of a Certified Plans Examiner certification from the International Code Council (ICC) within six months of the date of appointment.

Possession of a Certified Building Official certification from the International Code Council (ICC) within six months of the date of appointment.

CITY OF LAS VEGAS
Plans and Permits Supervisor (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment.

Hazards: Travel from site to site.

Physical Conditions:

Essential and marginal functions require:

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

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL

REV 8/1/10 (combining Plans Examination Supervisor and Permits Supervisor)

FLSA: exempt; City: nonexempt

CSB 2/9/11

PLANS EXAMINER

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

Consults with contractors, engineers, architects and the general public concerning the acceptability of drawings submitted for approval to build within the city; reviews building plans and specifications for conformance to building codes and laws; assists in special investigations involving unusual applications of the building laws and codes.

SUPERVISION RECEIVED

Receives direction from the Plans and Permits Supervisor and higher level management 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. Examines construction plans for buildings and related structures for accuracy, completeness and conformance to applicable codes and regulations. May have a primary assignment in one of the following disciplines: building, electrical or plumbing/mechanical.
2. Reviews specifications and calculations and consults with originator when needed to clarify or make corrections as necessary.
3. Authorizes acceptance or rejection of building permit applications based on review.
4. Provides inspectors with notes on plans to assist them during inspections, and assists them by phone as necessary.
5. Provides assistance to the general public and home owner-builders with drawings, calculations and codes.
6. Participates in special investigations involving unusual applications of the building codes.
7. Maintains appropriate records; responds to inquiries directed to the department in writing.
8. Informs contractors, engineers and architects of appropriate professional acceptable standards; assists these professionals with submitting drawings having conformity and reliability.
9. Provides direction to Permits Technicians pertaining to codes and calculations.

CITY OF LAS VEGAS
Plans Examiner (Continued)

Essential Functions:

10. Represents the department at meetings with other government agencies.
11. Attends inspection appeal meetings to participate in resolving "code or equal" questions.
12. Provides code clarification to solve pending problems at job site.

Marginal Functions:

1. Assists in coordinating work of the department with other city departments and other public agencies.
2. Performs related duties and responsibilities as required.
3. Assists in drafting new ordinances pertaining to related codes and laws.

QUALIFICATIONS

Knowledge of:

Methods and materials used in the building, electrical or plumbing/mechanical construction of buildings and related structures, depending on area of assignment.
Basic and advanced mathematical formulae including algebra and geometry.
Acceptable pertinent safety standards.
English usage, spelling, grammar and punctuation.
Pertinent federal, state and local laws, codes and regulations related to the construction of buildings in all phases.
Plans, blueprints and specifications.
Current building, electrical, or plumbing and mechanical codes and ordinances, depending on assignment.
Principles of business letter writing and basic report preparation.
Principles and procedures of record keeping.

Skills in:

Reading and interpreting blueprints and specifications.
Drafting, understanding and interpreting building, electrical, or plumbing and mechanical codes and ordinances, depending on assignment, and conveying their meaning to others.
Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.
Verifying calculations to ensure specifications and drawings are in compliance with applicable codes and safety standards.
Work independently with minimal supervision.
Responding to requests and inquiries from the general public.
Planning, organizing and prioritizing assignments.
Meeting critical deadlines.
Managing multiple assignments.

CITY OF LAS VEGAS
Plans Examiner (Continued)

Skills in:

- Demonstrating respect and sensitivity for cultural differences.
- Communicating with individuals from a variety of social, cultural, economic and educational backgrounds.
- Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
- Understanding and following oral and written instructions.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Communicating clearly and concisely, both orally and in writing.

Experience and Training Requirements

Experience:

Two years of experience, within the last six years, in reviewing architectural, electrical, or plumbing/mechanical plans used in building construction.

Training:

Associate's degree from an accredited college or university with major in engineering, architecture, construction management or a related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Possession of Building Plans Examiner certification issued by the International Code Council (ICC) on the date of application.

Possession of one core and one supplemental certification within one year of the date of appointment.

Core Certifications:

- Electrical Plans Examiner issued by ICC or IAEE (International Association of Electrical Inspectors)
- Mechanical Plans Examiner issued by IAPMO (International Association of Plumbing and Mechanical Officials)
- Plumbing Plans Examiner issued by IAPMO

Supplemental Certifications:

- ICC Accessibility Inspector/Plans Examiner
- ICC Commercial Energy Plans Examiner
- ICC Residential Energy Inspector/Plans Examiner

All certifications must be continually maintained.

CITY OF LAS VEGAS
Plans Examiner (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment.

Hazards: Exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

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

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL

REV 8/1/2010 combining Plans Examiner I and II (X)

FLSA & City: nonexempt

CSB 2/9/11

SENIOR PERMIT TECHNICIAN

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

Leads, oversees and participates in the more complex and difficult work of staff responsible for processing building permits and plans; performs a variety of technical tasks relative to assigned areas of responsibility; performs the most difficult and responsible types of duties, including verifying that all fees charged are correct and training other employees on procedures for processing permits.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Permit Technician series. Positions at this level are distinguished from Permit Technician by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including verifying that all fees charged are correct and training other employees on procedures for processing permits. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Plans and Permits Supervisor or other higher management staff.

Acts as a lead worker, exercising functional or technical supervision, 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. Leads, plans and reviews the work of staff responsible for processing building permits and plans.
2. Plans, directs and participates in reviewing incoming building plans for completeness and answering questions regarding building permits.
3. Trains assigned employees in permit processing and plans checking methods, techniques and in the set up and use of equipment.

CITY OF LAS VEGAS
Senior Permit Technician (*continued*)

Essential Functions:

4. Verifies the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specification.
5. Ensures employees adhere to safe work practices and procedures.
6. Determines costs, district numbers, ward numbers and fire map numbers for park impact fees; determine zones, fees and completeness of forms for processing interim mitigation fees; determines costs and use for transportation fees.
7. Checks water commitment form letters for completeness, stamp and date forms and transmits to proper department when necessary.
8. Answers code questions from general public and contractors; answers questions about submitting plans, fee schedules and regulations.
9. Receives ready plans from plans check and complete forms; verifies all fees are correct; contacts responsible party for pick-up; processes permits for patio covers, block walls, fences and other projects built per city design; checks pool plan permits; signs permits; checks and signs repetitive tract and trade permits; check walk-through project plans as time allows regarding tenant improvements and additions.
10. Updates computer check ready list, builds screens after each transaction.
11. Collates plan revisions to original plans in archives; files copy of plans in archives when permits are issued; organizes repository; stores, records and retrieves plans from permanent storage as necessary.

Marginal Functions:

1. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
2. Estimates time, materials and equipment required for jobs assigned; requisitions materials as required.
3. Participates in the department's fully automated integrated single permit operation; provides information and guidance to Information Technologies personnel to be used in developing and updating computer fields and technical procedures.
4. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS
Senior Permit Technician (*continued*)

QUALIFICATIONS

Knowledge of:

Operations, services and activities of permits processing and plans check programs.
Principles of lead supervision and training.
Methods and techniques of general construction used in buildings and related structures.
The city's currently adopted building, plumbing, mechanical and electrical codes.
City ordinances pertaining to building permits and park impact fees.
Occupational hazards and standard safety practices.

Skills in:

Leading, organizing and reviewing the work of staff in the area of work assigned.
Independently performing the most difficult plans checks.
Interpreting, explaining and enforcing department policies and procedures.
Reading and interpreting building plans and specifications.
Compiling and maintaining permanent and temporary records.
Working independently in the absence of supervision.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Four years of journey level experience within the building construction trades. One year of increasingly responsible experience in building inspection or plan checking to achieve conformance with standard building codes may be substituted for one and one-half (1 1/2) years of required experience.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of a Permit Technician certification from the International Code Council on the date of application, and maintenance thereafter.

CITY OF LAS VEGAS
Senior Permit Technician (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment; work at a centralized public counter.

Hazards: Exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

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

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL

REV 8/1/10

FLSA & City: nonexempt

CSB 2/9/11

SPECIAL INSPECTIONS AUDITOR

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

Performs complex technical special inspections auditing and enforcing compliance with structural codes, regulations, ordinances and referenced standards; works with developers, superintendents, contractors and special inspection agencies to maintain code requirements and resolve problems related to code compliance.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level building inspector. Employees perform audits of complex structural inspections performed by a third party special inspection agency, working under general supervision.

SUPERVISION RECEIVED

Receives general supervision from the assigned Inspections Supervisor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Audits special inspection agency inspections of buildings during various stages of construction and remodeling to ensure compliance with applicable building codes, ordinances, regulations and referenced standards.
2. Audits foundation, concrete, steel, masonry, wood construction, framing, plastering and a large variety of other complex structural system inspections performed and records maintained by special inspection agencies.
3. Audits inspections of footings and grout for block and retaining walls.
4. Issues audit reports to document observations; maintains records of history of facts for possible legal actions, including photographs.
5. Investigates complaints forwarded by the Inspections Supervisor or Building Official.

CITY OF LAS VEGAS
Special Inspections Auditor (continued)

Essential Functions:

6. Confers with architects, engineers, contractors, builders and the general public in the field and office; explains and interprets requirements and restrictions.
7. Maintains files and reports regarding audits and findings.

Marginal Functions:

1. Attends and participates in meetings; stays abreast of trends and innovations in the field of building inspections.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Building-related codes and ordinances enforced by the city.
Basic principles of architectural and structural design and engineering mathematics.
Pertinent federal, state and local laws, codes and regulations.
Major types of building construction, materials and methods.
Accepted safety standards and methods of building construction for commercial structures.
The full array of standards used in special inspections.
Complex principles and techniques of building inspection and plans examining work.

Skills in:

Interpreting, applying and explaining pertinent federal, state and local laws, codes, and regulations and referenced standards.
Reading and interpreting complex building plans, specifications and building codes.
Determining whether construction systems conform to city code requirements.
Applying technical knowledge and follow proper audit techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
Performing mathematical computations rapidly and accurately.
Enforcing applicable codes, regulations, policies and procedures with firmness and tact.
Operating a camera.
Understanding and following oral and written instruction.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Special Inspections Auditor (continued)

Experience and Training Requirements

Experience:

One of the following types of experience is required. A combination of the experience listed may be acceptable.

Four years as a structural building inspector;

Four years as a special inspector;

Six years as a journeyman layout or framing carpenter

Training:

Equivalent to graduation from high school. One year of specialized training in special inspections is desirable.

License of Certificate:

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

On the date of application, possession of International Code Council (ICC) Building Inspector certification, which requires successful completion of the residential and commercial building inspector examinations. Certification must be continually maintained.

Possession of any two of the following Special Inspector certifications issued by the International Code Council on the date of application. Continued employment requires acquiring certification in all six categories within two years of appointment. All certifications must be continually maintained thereafter.

Reinforced Concrete Special Inspector
Pre-stressed Concrete Special Inspector
Structural Masonry Special Inspector
Structural Steel and Bolting Special Inspector
Structural Welding Special Inspector
Spray-applied Fireproofing Special Inspector

WORKING CONDITIONS:

*Constantly = more than 2/3 of the time, Frequently = 1/3 to 2/3 of the time,
Occasionally = less than 1/3 of the time, Infrequently = less than 5% of the time.*

Environmental Conditions:

Location: Work is performed outdoors up to 60% of the time with exposure to all types of weather conditions.

Hazards: Working in construction zones, uneven terrain, exposure to moving objects and vehicles, dust, fumes, odors, noise, vibration, toxic and caustic chemicals.

Equipment Used: City vehicle, radio, measuring equipment, camera, flashlight, mirrors, ladders.

Safety Equipment: Safety shoes, hard hat, hearing protection, safety glasses, safety vest.

CITY OF LAS VEGAS
Special Inspections Auditor (continued)

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Constantly-frequently, on all types of terrain, up to 3-5 miles per shift. Includes walking throughout hazardous construction sites.

Sitting: Frequently, while riding in vehicle between inspection sites, and while reviewing plans and records at construction site office.

Lift/carry: Constantly, 1-10 lbs.; frequently, up to 20 lbs.; occasionally, up to 50 lbs.; paperwork, clipboards, plans, drawings, measuring equipment, camera, ladders.

Push/pull: Occasionally, exerting a force up to 10-25 lbs. while reviewing plans, moving equipment and ladders.

Climbing: Frequently, up and down ladders, stairs and scaffolds, in and out of bucket lift. Requires sense of balance.

Bending/twisting: Frequently, at waist, knees and neck while reviewing inspections, driving vehicle, and walking on uneven terrain.

Kneeling/crouching/crawling: Occasional kneeling or crouching, while reviewing inspections in lower or smaller area.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering, gripping while taking measurements, taking photos, recording data, writing, laying out and reviewing plans, driving.

Sight: Constantly, taking accurate measurements, reviewing inspections. Requires color vision and visual acuity in near-, mid- and far-ranges.

Speech/hearing: Constantly, in communicating with inspectors, inspection agencies, engineers, architects, contractors, and owners; maintaining safe work environment.

Maintaining effective audio-visual discrimination and perception needed for: Making observations. Communicating with others. Reading and writing. Operating assigned equipment.

Maintaining mental capacity which allows the capability of: Making sound decisions. Effective interaction and communication with others. Demonstrating intellectual capabilities.

SEGAL

Rev 8/1/10

FLSA and City: nonexempt

CSB 2/9/11

STRUCTURAL PLANS EXAMINER

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

Reviews building and structural plans, specifications, and calculations submitted by private builders, engineers and architects for conformance to building codes and laws; assures that permit applications contain explicit plans, details and material specifications, and are clear and ready for inspection; performs special investigations involving unusual application of the building laws and codes.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Plans and Permits Supervisor.

May act as a lead worker, exercising functional or technical supervision, 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. Reviews all applicable building permit application plans for structural requirements and code compliance; consults with structural engineers, architects, contractors and designers regarding structural code requirements.
2. Assures that all permit application plans contain clear, explicit definitions of structural aspects.
3. Consults with Permit Technicians on interpretation and acceptability of application plans.
4. Assists applicants (owner-builders) in the modification of plans to upgrade them to acceptable standards.
5. Consults with other departments and review structural aspects of civil works hydraulic structures.
6. Performs structural calculations for special projects; checks engineering computations for errors in calculations or the methods employed; checks preliminary layout and design work.
7. Serves as expert resource to supervisory and management staff on structural problems.

CITY OF LAS VEGAS
Structural Plans Examiner (*Continued*)

Marginal Functions:

1. Prepares reports and maintain records as needed.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Construction materials and accepted safety standards and modern methods of building construction.
Methods of structural analysis and design and resultant working drawings and specifications.
Proper inspection methods.
Principles of business letter writing and basic report preparation.
Principles and procedures of record keeping.
English usage, spelling, grammar and punctuation.
Pertinent federal, state and local laws, codes and regulations related to the construction of buildings in all phases.

Skills in:

Interpreting building plans, specifications and structural analyses.
Performing structural calculations.
Verifying structural plans and specifications for code compliance.
Maintaining mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintaining effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
Responding to requests and inquiries from the general public.
Working independently in the absence of supervision.
Understanding and following oral and written instructions.
Establishing and maintaining effective working relationships with those contacted in the course of work.
Communicating clearly and concisely, both orally and in writing.

Experience and Training Requirements

Experience:

Three years of increasingly responsible structural engineering experience in the design and review of residential and commercial buildings, gained under the supervision of a licensed structural engineer.

Training:

Bachelor's degree in civil engineering from an accredited college or university with major course work in structural engineering.

CITY OF LAS VEGAS
Structural Plans Examiner (*Continued*)

License or Certificate

Possession of a professional civil or structural engineer license on the date of application, and possession of a professional civil or structural engineer license in the state of Nevada within 6 months of the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Location: Work in an office environment.

Hazards: Exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

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

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL
REV 8/1/10
FLSA & City: Nonexempt

CSB 2/9/11

ECONOMIC DEVELOPMENT OFFICERSPECIALIST
SENIOR ECONOMIC DEVELOPMENT OFFICERSPECIALIST

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

Plans, initiates, and manages redevelopment and economic development projects. Works directly with developers, real estate investors, existing and new businesses, etc to increase and diversify the tax and job base of the city.~~To plan, initiate and manage redevelopment and economic development projects by working directly with real estate developers, real estate investors, existing Las Vegas businesses, and new businesses seeking to locate in Las Vegas, for furthering the goals of increasing and diversifying the job and tax base of the city of Las Vegas and its redevelopment area.~~

DISTINGUISHING CHARACTERISTICS

Economic Development OfficerSpecialist: This is the journey level class in the Economic Development Officer Specialist series. This class is distinguished from the Senior Economic Development Officer Specialist by the performance of the less complex tasks and duties and not being expected to perform with the same independence of direction and judgment. This class may be used as a training class, wherein employees need only limited directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at this level.

Senior Economic Development OfficerSpecialist: This is the advanced journey level class in the Economic Development Officer Specialist series. This class is distinguished from the Economic Development Officer Specialist by the performance of the full range of duties as assigned including planning and coordinating complex projects.

SUPERVISION RECEIVED AND EXERCISED

Economic Development OfficerSpecialist

Receives general supervision from higher level management staff.

Senior Economic Development OfficerSpecialist

Receives direction from higher level management staff.

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

CITY OF LAS VEGAS

Economic Development Officer ~~Specialist~~/Senior Economic Development Officer ~~Specialist~~
(continued)

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Initiates, plans, coordinates and leads various large, complex, multi-funded private and public economic development and redevelopment projects and special research projects; represents the city's interest in the project; works directly with companies to diversify and expand the city's economic base and provide retention, relocation, expansion and recruitment services.
2. Negotiates and structures deals with real estate developers and investors that result in new investment or new real estate development within the redevelopment area. Manages real estate development projects through completion. Assists clients with land development process including site selection services.
3. Performs property analysis relative to value, ownership and change of title.
4. Manages client relationships.
- ~~3. Facilitate land acquisition, development and disposition related to economic development and redevelopment projects; perform property analysis relative to value, ownership and change of title; assist clients with all steps of the land development process, including site location, negotiation, securing city approvals, demolition, construction and rehabilitation, infrastructure development and securing financing.~~
- ~~3.5. Develops and implements target market programs to include preparation of customized presentations to individual companies, establishing a high profile presence at convention and trade shows, and coordinating placement and evaluation of various media advertising.~~
6. Provides commercial real estate acquisition, management and disposition services to the city, including property inspections and photos, appraisals, document recordings, and escrow services coordination.
- ~~4.7. Prepares market area information for businesses to use se when evaluating Las Vegas as a possible location; coordinate the gathering of data on economic and fiscal trends, land, buildings, infrastructure, workforce and skills available in the area.~~
- ~~5.8. Develops and negotiates incentive packages from a variety of sources.~~
9. Conduct financial analyses to prepare for negotiation with project participants and lenders to identify alternative financial approaches; eEvaluates private development proposals for financial and technical feasibility; and negotiates agreements for property transfer based on evaluations; assists in the structuring of development and loan agreements.
10. Monitors program budget.

CITY OF LAS VEGAS

~~Economic Development Officer~~Specialist/~~Senior Economic Development Officer~~Specialist
(continued)

~~6.11. Collects and analyzes statistics for a variety of research projects. Develops, reviews and analyzes plans, reports, and applications. Composes and edits promotional materials, prospect proposals, correspondence and related documents for distribution to a variety of targeted audiences.~~

~~7.12. Draft brochures, advertisements, press releases and prospect proposals for distribution to a variety of targeted audiences to promote Las Vegas as a business location; develop design layouts and edit text for promotional and marketing materials; Evaluates the effectiveness of marketing materials and approaches. Develops advertisements, press releases, and strategic marketing campaigns to expand businesses within the city.~~

~~13. Serves as liaison between the city and businesses, civic organizations and other stakeholders. Networks within businesses, trade groups, civic organizations, realtors and leaders the business and economic development communities to learn of new economic development and redevelopment opportunities.~~

~~9.14. Coordinates and schedules events; sets up and takes down event equipment and signage; coordinates event technical support. recruitment opportunities and call on various industries; work with realtors and lenders to identify and assist prospects.~~

~~9. Design, develop, review and analyze plans, reports, position papers, permits, applications and fact sheets; catalogue and maintain document library.~~

~~13.15. Attend various boards, commissions and committees; coordinate meetings, seminars, workshops and conferences, as assigned. Attends, participates in and coordinates a variety of meetings, conferences and commissions. Stays abreast of new trends, programs and innovations.~~

~~11. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.~~

~~11. Monitor program budget.~~

~~Essential Functions:~~

~~12. Compose and edit reports, letters, fact sheets, briefing papers, agenda materials, speeches and promotional materials and related correspondence regarding assigned projects and activities.~~

~~13.16. Gather statistics and resource materials for a variety of research projects; coordinate direct mailing campaigns.~~

~~14. Serve as liaison between departments and outside agencies.~~

Marginal Functions:

1. Assists with hiring outside consultants.

CITY OF LAS VEGAS

Economic Development Officer ~~Specialist~~/Senior Economic Development Officer ~~Specialist~~
(continued)

2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Economic Development Officer ~~Specialist~~

Knowledge of:

Basic research and statistical analysis techniques.
Basic marketing techniques.
Basics of various computer programs and database techniques.
Basic federal, state and local laws.
Basics of real estate and business law principles.
Programs to retain, expand and attract businesses.
Loan programs to aid businesses.
Basic activities involved in developing vacant parcels of land.
Basic budgets, budget policies and financial statements.
Basics of architecture and construction may be necessary for certain positions.
Basic principles of economic, redevelopment and industrial development.
Basic principles of tax increment financing.
Common office software, including word processing and spreadsheet.

Skills in: Ability to:

Assisting in reading and interpreting laws, government documents, construction documents and financial statements.

Speaking in public in various situations.

Planning, organizing and prioritizing assignments.

Meeting critical deadlines.

Managing multiple assignments.

Learning a variety of software programs.

Understanding and following oral and written instructions.

Communicating clearly and concisely, both orally and in writing in correct business English.

Ability to:

Preparing and delivering clear and concise technical reports.

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

Working in a fast paced environment.

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

Establishing and maintaining effective working relationships with those contacted in the course of work.

Maintain mental capacity which allows the capability of:

————— *Making sound decisions;*

————— *Effective interaction and communication with others; and*

CITY OF LAS VEGAS

Economic Development ~~Officer~~Specialist/Senior Economic Development ~~Officer~~Specialist
(continued)

~~————— Demonstrating intellectual capabilities.~~

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

~~————— Sitting for long 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 and vehicles.~~

Experience and Training Requirements

Experience:

Two years experience in any of the following areas: economic development, business development, business management, regional economic analysis, marketing, land development, redevelopment, financial analysis, land planning, contracts, contract compliance, or a field related to the essential functions. Experience in a governmental setting is desirable.

Training:

~~Bachelor's degree from an accredited college or university with a major in business, accounting, marketing, planning, economics, financial planning, real estate, or a field related to the essential job functions. The determination of related college course work is at the discretion of the hiring manager. A combination of formal education and directly related work experience may substitute for the degree.~~

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

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

Senior Economic Development ~~Officer~~Specialist

In addition to the qualifications for Economic Development ~~Officer~~Specialist:

Knowledge of:

Research and statistical analysis techniques.

Marketing and advertising techniques.

Various computer programs and database techniques.

CITY OF LAS VEGAS

Economic Development ~~Officer~~Specialist/Senior Economic Development ~~Officer~~ Specialist
(continued)

Pertinent federal, state and local laws.
Real estate and business law principles.
Activities involved in developing vacant parcels of land.
Methods and practices of tax increment financing.
Various federally funded programs.
Budgets, budget policies and financial statements.
Architecture and construction may be necessary for certain positions.
Principles of economic and industrial development.

Skills in:

Ability to:

Reading and interpreting laws, government documents, construction documents and financial statements.

Working independently with minimal supervision.

Using initiative and independent judgment within established guidelines.

Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.

Defining issues, collecting and analyzing pertinent data, identifying alternative solutions, projecting consequences of proposed actions, drawing valid conclusions, proposing sound recommendations, and implementing approved solution in support of goals.

Experience and Training Requirements

Experience:

Four years experience in any of the following areas: economic development, business development, business management, regional economic analysis, marketing, land development, redevelopment, financial analysis, land planning, or a field related to the essential functions, including two years project management experience.

Training:

Bachelor's degree from an accredited college or university with a major in business, accounting, marketing, planning, real estate, economics, financial planning, or a field related to the essential functions. ~~A combination of formal education and directly related work experience may substitute for the degree.~~

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

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

CITY OF LAS VEGAS

**Economic Development ~~Officer~~ Specialist/Senior Economic Development ~~Officer~~ Specialist
(continued)**

Possession and maintenance of one or more of the following certifications on the date of application is desirable:

- Certified Economic Developer (CED or CEcD) from the International Economic Development Council;
 - Economic Development Finance Professional from the National Development Council;
 - Certified Planner from the American Institute of Certified Planners;
 - Development Finance Certified Professional from the Council of Development Finance Agencies; or
 - Real Estate Development Certificate or the Real Estate Development Finance Certificate from the Urban Land Institute.
- ~~Registered Architect from the American Institute of Architects;~~
~~Registered Landscape Architect from the American Society of Landscape Architects.~~

WORKING CONDITIONS

Environmental Conditions:

Office and field environments; travel from site to site; exposure to computer screens.

Physical Conditions:

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

Essential and marginal functions require:

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

- Walking, standing, or sitting for extended periods of time; and
- Operating assigned equipment.

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

ARBSEGAL

REV 1/30/097/5/10 (formerly Economic Development Officer, Sr Economic Development Officer)

FLSA & City: nonexempt

CSB 2/11/09

Segal 07/15/10

ENERGY AUDITOR

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 participate~~ Participates in the city's energy audit program, a part of the Green Building Initiative, to meet federal energy usage requirements; ~~to conduct~~ conducts energy audits of residences and businesses, and provides property owners with a list of possible improvements, estimated cost and payback, and approved, licensed energy efficiency contractors; ~~to conduct~~ conducts inspections upon completion of work; ~~to assist~~ the property owners to apply with applications for available rebates; ~~to participate~~ in screening contractors for the program; and to perform a variety of related technical and administrative tasks.

SUPERVISION RECEIVED

Receives general supervision from the assigned Inspections Supervisor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Participates in the energy audit program, a part of the city's Green Building Initiative designed to meet federal energy usage requirements and the goal of reducing the city's carbon footprint by 30% or more by the year 2030.
2. Meets with city property owners, explains the energy audit process and benefits; schedules and performs ~~the energy audits~~; provides a prioritized list of possible improvements, estimated cost of each item, the short and long-term payback periods, and a list of certified energy efficiency contractors to perform the work; assists the homeowner ~~to~~ in understanding the contracts and the work to be performed.
3. Assists with obtaining required permits for improvements performed by the property owner, per supervisory direction.
4. Inspects after completion to verify work meets industry standards and requirements of the city's rebate incentive program.
5. Participates in the development, design and enhancement of the energy audit program, and community outreach sessions to promote the use of the program.
6. Meets with and educates contractors regarding their participation in the energy audit program.

CITY OF LAS VEGAS
Energy Auditor (continued)

Essential Functions:

- | 7. Keeps accurate records regarding all projects as required; prepares reports and correspondence.
- | 8. Attends meetings, workshops and training to stay current with changing national energy efficiency codes and standards and federal requirements.

Marginal Functions:

- | 1. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Building related codes and ordinances enforced by the city, including the uniform building, electrical, plumbing and mechanical codes and zoning codes.
Major types of building construction, materials and methods.
Federal, state and local energy efficiency building codes and standards.
Available incentive or grant programs designed to encourage energy efficient building remodels and retrofits.
Basic math.
Computer skills, including a basic working knowledge of Microsoft Office applications.
Pertinent federal, state and local laws, codes, regulations.

Ability to:Skills in:

- | Performing basic mathematical calculations.
- | Applying technical knowledge and following proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
- | Working independently with minimal supervision.
- | Using initiative and independent judgment within established guidelines.
- | Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.
- | Planning, organizing and prioritizing assignments.
- | Meeting critical deadlines.
- | Managing multiple assignments.
- | Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.
- | Speaking at public informational meetings.
- | Communicating clearly and concisely, both orally and in writing.
- | Establishing and maintaining effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Energy Auditor (continued)

Ability to:

~~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:~~

- ~~_____ Walking or standing for extended periods of time; and~~
- ~~_____ Operating assigned equipment.~~

Experience and Training Requirements

Experience:

Four years as a building inspector with a government agency, private company, or third party inspection firm, plus 2-two years as a construction project manager.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of a valid driver's license on the date of application, and maintenance thereafter.

Possession of one or more of the following from the International Code Council on the date of application, and maintenance thereafter: Residential Building Inspector, Residential Combination Inspector, Building Inspector or Combination Building Inspector.

Possession of a Residential Energy Inspector or Commercial Energy Inspector certification from the International Code Council within six months of the date of appointment, and maintenance thereafter.

Possession of a Professional Building Analysis certification from the Building Performance Institute within six months of the date of appointment, and maintenance thereafter.

Special Requirements

Fluency in a second language is desirable.

WORKING CONDITIONS

Constantly = more than 2/3 of the time, Frequently = 1/3 to 2/3 of the time; Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.

Environmental Conditions:

Location: Office and field environments with frequent travel from site to site.

Hazards: Working in construction zones, uneven terrain, exposure to moving objects and vehicles, dust, fumes, odors, noise, vibration, toxic and caustic chemicals.

Equipment Used: City vehicle, radio, measuring equipment, camera, flashlight, and ladders.

Safety Equipment: Safety shoes, hard hat, hearing protection, safety glasses, and safety vest.

Physical Conditions:

Essential and marginal functions require:

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

- Walking, standing, or sitting for extended periods of time; and
- Operating assigned equipment.

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

Essential and marginal functions require maintaining physical condition necessary for:

ARBSEGAL
NEW 5/26/09 REV 8/1/10
FLSA & City: nonexempt

CSB 6/10/09

PERMIT TECHNICIAN I
PERMIT TECHNICIAN II

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 provide~~ Provides general building code information to the public; and ~~to determine~~ determines that plans submitted are complete and in substantial compliance with code.

DISTINGUISHING CHARACTERISTICS

~~Permit Technician I~~ This is the entry level class in the Permit Technician series. Employees in this class are distinguished from Permit Technician II by the level of technical knowledge and skill, the level of responsibility assumed and the independence with which employees are expected to perform. Initially under close supervision, incumbents learn to perform the essential functions of the classification, governed by applicable city policies and procedures. As experience is gained, employees are permitted greater independence within established guidelines. This class may be used as a training class, wherein employees may need only limited work experience, or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at the entry level.

~~Permit Technician II~~ This is the full journey level class in the Permit Technician series. Employees in this class are distinguished from Permit Technician I by being fully competent to perform the full range of duties with the expected level of independence. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level; when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED

Permit Technician I

Receives ~~immediate~~ general supervision from the Plans and Permits Supervisor.

~~May Receive~~ receive functional and technical supervision from a Senior Permit Technician or other designated staff, assigned as trainers.

Permit Technician II

Receives ~~general~~ supervision from the Permits Supervisor.

CITY OF LAS VEGAS

Permits Technician I/II (continued)

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Reviews both commercial and residential plans for completeness and general code compliance; provides contractors, architects, engineers, builders and the general public with written and verbal general code information, guidance and information on submittal requirements to comply with the building, plumbing, electrical and mechanical codes and related city regulations.
2. Processes building permits and plans; responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
~~answer questions regarding building permits and related processing information.~~
- 2.3. Calculates price totals on completed plans; prepares plans and documents for issuance of permits; updates plans and permit "ready" list; informs customer of plan-ready status.
- 3.4. Within area of expertise, reviews minor plans for building, structural, electrical, mechanical, plumbing and fire codes.
- 4.5. Processes required documents for the Desert Conservation and Water Distribution Authorization Programs in conjunction with related governmental agencies.
- 5.6. Builds computer screen information for new plan submission and repetitive permits; assists the public in coordinating plans within the department and other departments.
- 6.7. Updates plan location and other key department computer information.
- 7.8. Collates revisions and additions to plans, both new and old; organizes repository to eliminate old or missing plans.

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS

Permit Technician I

Knowledge of:

~~Basic mathematical principles.~~

Modern office procedures and methods.

Common Windows software applications, including word processing and spreadsheets, or specialized software applications used in a work environment.

CITY OF LAS VEGAS

Permits Technician I/II (continued)

Principles and procedures of record keeping.

English usage, spelling, grammar and punctuation.

Methods and practices of all phases of commercial and residential construction.

Principles and practices of building technology and code regulations.

Intermediate mathematical principles.

Ability to:

Learn to read, understand and interpret all building codes and regulations.

Learn the phases of commercial and residential construction.

Learn the principles and practices of building technology.

Learn to compute electrical load, plumbing pipe size and various architectural calculations.

Understand and follow oral and written instructions.

Establish and maintain effective working relationships with those contacted in the course of work.

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

Experience:

Four years of clerical or other support experience in a building construction, zoning, plan review or similar environment. Work experience with computers in a Windows-based environment is desirable.

Training:

Equivalent to graduation from high school. Specialized training or classes in reading, understanding and interpreting building plans is highly desirable.

License or Certificate:

Within eighteen months of the date of appointment, possession of the International Code Council (ICC) Building Inspector certification, which requires successful completion of the

CITY OF LAS VEGAS

Permits Technician I/II (continued)

~~residential and commercial building inspector examinations. Certification must be continually maintained thereafter.~~

Permit Technician II

In addition to the qualifications for Permit Technician I:

Knowledge of:

~~Methods and practices of all phases of commercial and residential construction.
Principles and practices of building technology and code regulations.
Intermediate mathematical principles.~~

Ability to: Skills in:

~~Reading, understanding and interpreting all building codes and regulations.
Reading, understanding and interpreting construction plans, blueprints and specifications.
Compute-Computing electrical load, plumbing pipe size and various architectural calculations.
Working independently without constant supervision.~~

Experience and Training Requirements

Experience:

Any combination of:

Two years of journey level experience within the building construction trades;

OR

One year of work experience in reading, understanding and interpreting commercial or residential building plans.

Work experience with computers in a Windows-based environment is desirable.

Training:

Equivalent to graduation from high school. Additional specialized training in the building trades or a related field is desirable.

License or Certificate

~~On the date of application, possession of the International Code Council (ICC) Building Inspector certification, which requires successful completion of the residential and commercial building inspector examinations. Certification must be continually maintained thereafter.~~
Possession of the International Code Council (ICC) Permit Technician certification on the date of application, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

CITY OF LAS VEGAS

Permits Technician I/II (continued)

Location: Office environment; work at a centralized public counter.

Hazards: Exposure to computer screens.

~~Office environment; work at a centralized public counter; exposure to computer screens.~~

Physical Conditions:

Essential and marginal functions require:

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

- Walking, standing, or sitting for extended periods of time; and
- Operating assigned equipment.

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

~~Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for prolonged periods of time, and lifting and carrying up to 40 pounds.~~

ARBSEGal

REV 8/16/078/1/10 (combining Permits Technician I and II (X))

FLSA & City: nonexempt

CSB 9/12/07

PLANS EXAMINATION AND PERMITS SUPERVISOR

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 supervise~~Supervises, assigns and reviews the work of the Plans Examination staff ~~and Permits Technicians staff of the Permits Division within the Building & Safety Department;~~ to oversees and participates in all work activities; ~~and to performs~~ a variety of technical and administrative tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the ~~Director, of Building and Safety or e-Deputy Building & Safety Director~~ and higher level management staff.

Acts as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees.

~~Exercises direct supervision over professional, 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. Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for reviewing and processing building permits and plans for conformance to codes.
2. Consults with engineers, architects, contractors and property owners regarding building plans. Resolve issues for the most complex or sensitive building plans.
2. 3. Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives. Participate in the selection of staff; motivate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor

CITY OF LAS VEGAS

Plans Examination and Permits Supervisor (continued)

~~accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.~~

4. Participates in and supervises studies and training to incorporate new code changes and requirements into the plan review function.

1. 5. Establishes schedules and methods for providing section participation in building permit and business licensing services; identify resource needs; reviews needs with appropriate management staff; allocates resources accordingly.

6. ~~Interprets and apply applies environmental quality laws and regulations relative to building construction to ensure that development, city projects and municipal code amendments are in compliance.~~ May participate in the coordination of work unit activities with various outside agencies on items such as sewer service, waste disposal, health district regulations, etc.

2. 7. Answers code questions from general public and contractors; answers questions about submitting plans, fee schedules and regulations. Manages the more difficult customers at the counter.

3. 8. Prepares reports of activities as needed.

9. Participates in development of division plans to improve efficiencies and effectiveness of operations.

4. 10. Participates in the preparation and administration of the division or function budget. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated revenues and expenditures.

Marginal Functions:

1. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of building code administration; advises and informs staff of related matters.

2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a building plans examination program and permits processing and plans check programs.

Principles of supervision, training and performance evaluation.

Modern and complex principles and practices of construction and safety related to buildings.

CITY OF LAS VEGAS

Plans Examination and Permits Supervisor (*continued*)

Principles of engineering as they relate to the building codes.

~~Computer graphics~~ programs which can demonstrate solutions to problematic construction issues.

Pertinent federal, state and local laws, codes and regulations related to the construction of buildings in all phases.

City ordinances pertaining to building permits and park impact fees.

Accepted permit processing practices, techniques and procedures.

Principles and practices of budget preparation and administration.

Ability to: Skills in:

Interpreting, applying, explaining and ~~enforce~~ enforcing city and department policies and procedures.

~~Use~~ Using word processing, ~~multi functional graphics and engineering design~~ and other basic computer software on a personal computer.

Reading and interpreting electrical, structural, plumbing and mechanical building plans, codes and specifications.

Finding alternate solutions to engineering and construction problems.

~~Use~~ Using initiative and independent judgment within established guidelines.

~~Communicate~~ Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Ability to:

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

~~_____ *Walking, standing or sitting for extended periods of time*~~

~~_____ *Operating assigned equipment.*~~

~~Maintain effective audio visual discrimination and perception needed for:~~

~~_____ *Making observations*~~

~~_____ *Communicating with others*~~

~~_____ *Reading and writing*~~

~~_____ *Operating assigned equipment.*~~

~~Maintain mental capacity which allows the capability of:~~

~~_____ *Making sound decisions*~~

~~_____ *Demonstrating intellectual capabilities.*~~

Experience and Training Requirements

Experience:

~~Four~~ Five years of increasingly responsible directly related experience, including one year of lead or supervisory experience.

~~in structural engineering or building inspection, including two years of supervisory or lead responsibility.~~

Training:

CITY OF LAS VEGAS

Plans Examination and Permits Supervisor (*continued*)

~~Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering or a related field.~~

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

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

Possession of a Permits Technician certification from the International Code Council (ICC) on the date of application.

Possession of a Certified Plans Examiner certification from the International Code Council (ICC) within six months of the date of appointment.

Possession of a Certified Building Official certification from the International Code Council (ICC) within six months of the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment.

Hazards: Travel from site to site.

~~Office environment; travel from site to site.~~

Physical Conditions:

Essential and marginal functions require:

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

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

CITY OF LAS VEGAS

Plans Examination and Permits Supervisor (continued)

~~Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, kneeling, crawling, climbing and sitting for prolonged periods of time; operating motorized vehicles.~~

ARBSEGAL

REV- 2/24/058/1/10 (combining Plans Examination Supervisor and Permits Supervisor)

FLSA: exempt; City: nonexempt

CSB 4/13/05

PLANS EXAMINER I
PLANS EXAMINER II

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~~ consults with contractors, engineers, architects and the general public concerning the acceptability of drawings submitted for approval to build within the city; ~~to~~ reviews building plans and specifications for conformance to building codes and laws; ~~and to~~ assists in special investigations involving unusual applications of the building laws and codes.

DISTINGUISHING CHARACTERISTICS

~~Plans Examiner I~~ - This is the entry level class in the Plans Examiner series. ~~Employees in this class are distinguished from Plans Examiner II by the level of technical knowledge and skill, the level of responsibility assumed and the independence with which employees are expected to perform. Initially under close supervision, incumbents learn to perform the essential functions of the classification, governed by applicable city policies and procedures. As experience is gained, employees are permitted greater independence within established guidelines. This class may be used as a training class, wherein employees may need only limited work experience, or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at the entry level.~~

~~Plans Examiner II~~ - This is the full journey level class in the Plans Examiner series. ~~Employees in this class are distinguished from Plans Examiner I by being fully competent to perform the full range of duties with the expected level of independence. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level; when filled from the outside, selected candidates have prior experience.~~

SUPERVISION RECEIVED

Plans Examiner I

~~Receives immediate supervision from the Plans Examination Supervisor. Receives functional and technical supervision from designated staff assigned as trainers.~~

Plans Examiner II

~~Receives direction from the Plans Examination and Permits Supervisor and higher level management staff.~~

CITY OF LAS VEGAS

Plans Examiner I/II (Continued)

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Reviews-Examines construction plans for buildings and related structures for accuracy, completeness and conformance to applicable codes and regulations. May have ~~with a~~ primary assignment in one of the following disciplines: building, electrical or plumbing/mechanical.
2. Reviews specifications and calculations and consults with originator when needed to clarify or make corrections as necessary.
3. Authorizes acceptance or rejection of building permit applications based on review.
4. Provides inspectors with notes on plans to assist them during inspections, and assists them by phone as necessary.
5. Provides assistance to the general public and home owner-builders with drawings, calculations and codes.
6. Participates in special investigations involving unusual applications of the building codes.
7. Maintains appropriate records; responds to inquiries directed to the department in writing; assists in drafting new ordinances pertaining to related codes and laws.
8. Informs contractors, engineers and architects of appropriate professional acceptable standards; assists these professionals to-with submitting drawings of-having conformity and reliability.
9. Provides direction to Permits Technicians pertaining to codes and calculations.
10. Represents the department at meetings with other government agencies.
11. Attends inspection appeal meetings to participate in resolving "code or equal" questions.
12. Provides code clarification to solve pending problems at job site.

Marginal Functions:

1. Assists in coordinating work of the department with other city departments and other public agencies.
2. Performs related duties and responsibilities as required.
3. Assists in drafting new ordinances pertaining to related codes and laws.

QUALIFICATIONS

Plans Examiner I

Knowledge of:

Methods and materials used in the building, electrical or plumbing/mechanical construction of buildings and related structures, depending on area of assignment.

Basic and advanced mathematical formulae including algebra and geometry.

Acceptable pertinent safety standards.

English usage, spelling, grammar and punctuation.

Pertinent federal, state and local laws, codes and regulations related to the construction of buildings in all phases.

Plans, blueprints and specifications.

Current building, electrical, or plumbing and mechanical codes and ordinances, depending on assignment.

Principles of business letter writing and basic report preparation.

Principles and procedures of record keeping.

Ability to: Skills in:

Reading and interpreting blueprints and specifications.

~~Learn to~~ Drafting, understanding and interpreting building, electrical, or plumbing and mechanical codes and ordinances, depending on assignment, and ~~to conveying~~ their meaning to others.

~~Learn to~~ Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.

~~Learn to~~ Verifying calculations to ensure specifications and drawings are in compliance with applicable codes and safety standards.

Work independently with minimal supervision.

Responding to requests and inquiries from the general public.

Planning, organizing and prioritizeing assignments.

Meeting critical deadlines.

Managing multiple assignments.

Demonstrating respect and sensitivity for cultural differences.

Communicating with individuals from a variety of social, cultural, economic and educational backgrounds.

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

Understanding and following oral and written instructions.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Communicating clearly and concisely, both orally and in writing.

~~Maintain effective audio-visual discrimination and perception needed for:~~

~~—————~~ Making observations;

~~—————~~ Communicating with others;

CITY OF LAS VEGAS

Plans Examiner I/II (Continued)

~~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

Experience:

Two years of experience, within the last six years, in reviewing architectural, electrical, or plumbing/mechanical plans used in building construction.

Training:

Associate's degree from an accredited college or university with major in engineering, architecture, construction management or a related field. ~~A combination of formal education and directly related work experience may substitute for the degree.~~

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Possession of Building Plans Examiner certification issued by the International Code Council (ICC) on the date of application.

Possession of one core and one supplemental certification within one year of the date of appointment.

Core Certifications:

- Electrical Plans Examiner issued by ICC or IAEE (International Association of Electrical Inspectors)
- Mechanical Plans Examiner issued by IAPMO (International Association of Plumbing and Mechanical Officials)
- Plumbing Plans Examiner issued by IAPMO

Supplemental Certifications:

- ICC Accessibility Inspector/Plans Examiner
- ICC Commercial Energy Plans Examiner
- ICC Residential Energy Inspector/Plans Examiner

All certifications must be continually maintained.

CITY OF LAS VEGAS

Plans Examiner I/II (Continued)

~~Possession of at least one of the following certifications from the International Code Council within six months of the date of appointment:~~

- ~~1. Building Plans Examiner;~~
- ~~2. Electrical Plans Examiner;~~
- ~~3. Both Plumbing Plans Examiner and Mechanical Plans Examiner; or~~
- ~~4. Combination Plans Examiner.~~

~~Note: Certification(s) must match field(s) of experience, except Combination Plans Examiner certification, which is acceptable for any field. Certification(s) must be continually maintained.~~

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment.

Hazards: Exposure to computer screens.

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

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

- Walking, standing, or sitting for extended periods of time; and
- Operating assigned equipment.

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

~~Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; and lifting and carrying up to 40 lbs.~~

ARBSEGAL

REV 8/16/078/1/2010 combining Plans Examiner I and II (X)

FLSA & City: nonexempt

CSB 9/12/07

SENIOR PERMITS TECHNICIAN

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 lead~~Leads, oversees and participates in the more complex and difficult work of staff responsible for processing building permits and plans; ~~and to perform~~s a variety of technical tasks relative to assigned areas of responsibility; performs the most difficult and responsible types of duties, including verifying that all fees charged are correct and training other employees on procedures for processing permits.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Permits Technician series. Positions at this level are distinguished from ~~other classes within the series~~Permit Technician by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including verifying that all fees charged are correct and training other employees on procedures for processing permits. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Plans and Permits Supervisor or other higher management staff.

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

~~Exercises functional and technical supervision over lower level 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. Leads, plans and reviews the work of staff responsible for processing building permits and plans.
2. Plans, directs and participates in reviewing incoming building plans for completeness and answering questions regarding building permits.

CITY OF LAS VEGAS

Senior Permit Technician (continued)

3. Trains assigned employees in permit processing and plans checking methods, techniques and in the set up and use of equipment.
4. Verifies the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specification.
5. Ensures employees adhere to safe work practices and procedures.

Essential Functions:

6. Determines costs, district numbers, ward numbers and fire map numbers for park impact fees; determine zones, fees and completeness of forms for processing interim mitigation fees; determines costs and use for transportation fees.
7. Checks water commitment form letters for completeness, stamp and date forms and transmits to proper department when necessary.
8. Answers code questions from general public and contractors; answers questions about submitting plans, fee schedules and regulations.
9. Receives ready plans from plans check and complete forms; ~~verify~~ verifies all fees are correct; contacts responsible party for pick-up; processes permits for patio covers, block walls, fences and other projects built per city design; ~~plan-checks~~ pool plan permits; signs permits; checks and signs repetitive tract and trade permits; ~~plan-check~~ walk-through project splans as time allows regarding tenant improvements and additions.
10. Updates computer check ready list, builds screens after each transaction.
11. Collates plan revisions to original plans in archives; files copy of plans in archives when permits are issued; organizes repository; stores, records and retrieves plans from permanent storage as necessary.

Marginal Functions:

1. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
2. Estimates time, materials and equipment required for jobs assigned; requisitions materials as required.
3. ~~Assist~~ Participates in the planning process for the department's transition to a fully automated integrated single permit operation; provides information and guidance to Information Technologies personnel to be used in developing and updating computer fields and technical procedures.
4. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS
Senior Permit Technician (*continued*)

QUALIFICATIONS

Knowledge of:

Operations, services and activities of permits processing and plans check programs.
Principles of lead supervision and training.
Methods and techniques of general construction used in buildings and related structures.
The City's-city's currently adopted building, plumbing, mechanical and electrical codes.
City ordinances pertaining to building permits and park impact fees.
Occupational hazards and standard safety practices.

Ability to:Skills in:

Leading, organizeing and reviewing the work of staff in the area of work assigned.
Independently performing the most difficult plans checks.
Interpreting, explaining and enforceing department policies and procedures.
Reading and interpreting building plans and specifications.
Compileing and maintaining permanent and temporary records.
Working independently in the absence of supervision.
Understanding and following oral and written instructions.
Communicateing clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Maintain mental capacity which allows the capability of:

- _____ *Making sound decisions*
- _____ *Demonstrating intellectual capabilities.*

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

- _____ *Walking, standing or sitting for extended periods of time.*

Maintain effective audio-visual discrimination and perception needed for:

- _____ *Making observations*
- _____ *Communicating with others*
- _____ *Reading and writing.*

Experience and Training Requirements

Experience:

Four years of journey level experience within the building construction trades. One year of increasingly responsible experience in building inspection or plan checking to achieve conformance with standard building codes may be substituted for one and one-half (1 1/2) years of required experience.

Training:

Equivalent to graduation from high school. Additional specialized training in the building trades or a related field is desirable.

CITY OF LAS VEGAS
Senior Permit Technician (continued)

License or Certificate

Possession of a ~~Building Inspector~~ Permit Technician certification from the International Code Council on the date of application, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment; work at a centralized public counter.

Hazards: Exposure to computer screens.

Office environment; work at a centralized public counter; exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

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

- Walking, standing, or sitting for extended periods of time; and
- Operating assigned equipment.

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

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

ARBSEGAL
REV 7/15/048/1/10
FLSA & City: nonexempt

CSB 7/28/04

SPECIAL INSPECTIONS AUDITOR

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~~ Performs complex technical special inspections auditing and enforcing compliance with structural codes, regulations, ordinances and referenced standards; ~~to works~~ works with developers, superintendents, contractors and special inspection agencies to maintain code requirements and resolve problems related to code compliance.

DISTINGUISHING CHARACTERISTICS

~~This is an advanced journey level class in the Inspector series~~ building inspector. Employees ~~within this class are distinguished from the other classes within the series by the performance~~ perform ~~of audits of complex structural inspections performed by a third party special inspection agency, working under general supervision. Employees at this level receive only~~ occasional instruction or assistance as new or unusual situations arise, and are fully aware of ~~the operating procedures and policies of the work unit.~~

SUPERVISION RECEIVED

Receives general supervision from the assigned Inspections Supervisor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Audits special inspection agency inspections of buildings during various stages of construction and remodeling to ensure compliance with applicable building codes, ordinances, regulations and referenced standards.
2. Audits foundation, concrete, steel, masonry, wood construction, framing, plastering and a large variety of other complex structural system inspections performed and records maintained by special inspection agencies.
3. Audits inspections of footings and grout for block and retaining walls.

CITY OF LAS VEGAS
Special Inspections Auditor (continued)

Essential Functions:

- | 4. Issues audit reports to document observations; maintains records of history of facts for possible legal actions, including photographs.
- | 5. Investigates complaints forwarded by the Inspections Supervisor or Building Official.
- | 6. Confers with architects, engineers, contractors, builders and the general public in the field and office; explains and interprets requirements and restrictions.
- | 7. Maintains files and reports regarding audits and findings.

Marginal Functions:

- | 1. Attends and participates in meetings; stays abreast of trends and innovations in the field of building inspections.
- | 2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Building-related codes and ordinances enforced by the city.
Basic principles of architectural and structural design and engineering mathematics.
Pertinent federal, state and local laws, codes and regulations.
Major types of building construction, materials and methods.
Accepted safety standards and methods of building construction for commercial structures.
The full array of standards used in special inspections.
Complex principles and techniques of building inspection and plans examining work.

Ability to: Skills in:

- | Interpreting, applying and explaining pertinent federal, state and local laws, codes, and regulations and referenced standards.
- | Reading and interpreting complex building plans, specifications and building codes.
- | Determining whether construction systems conform to city code requirements.
- | Applying technical knowledge and follow proper audit techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
- | Performing mathematical computations rapidly and accurately.
- | Enforcing applicable codes, regulations, policies and procedures with firmness and tact.
- | Operating a camera.
- | Understanding and following oral and written instruction.
- | Communicating clearly and concisely, both orally and in writing.
- | Establishing and maintaining effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Special Inspections Auditor (continued)

Ability to:

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

- _____ *Walking, standing, or 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.*

Experience and Training Requirements

Experience:

One of the following types of experience is required. A combination of the experience listed may be acceptable.

- Four years as a structural building inspector;
- Four years as a special inspector;
- Six years as a journeyman layout or framing carpenter

Training:

Equivalent to graduation from high school. One year of specialized training in special inspections is desirable.

License of Certificate:

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

On the date of application, possession of International Code Council (ICC) Building Inspector certification, which requires successful completion of the residential and commercial building inspector examinations. Certification must be continually maintained.

Possession of any two of the following Special Inspector certifications issued by the International Code Council on the date of application. Continued employment requires acquiring certification in all six categories at the rate of at least one per year within two years of appointment. All certifications must be continually maintained thereafter.

- Reinforced Concrete Special Inspector
- Pre-stressed Concrete Special Inspector
- Structural Masonry Special Inspector
- Structural Steel and Bolting Special Inspector
- Structural Welding Special Inspector
- Spray-applied Fireproofing Special Inspector

CITY OF LAS VEGAS
Special Inspections Auditor (continued)

WORKING CONDITIONS:

*Constantly = more than 2/3 of the time; Frequently = 1/3 to 2/3 of the time;
Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.*

Environmental Conditions:

Location: Work is performed outdoors up to 60% of the time with exposure to all types of weather conditions.

Hazards: Working in construction zones, uneven terrain, exposure to moving objects and vehicles, dust, fumes, odors, noise, vibration, toxic and caustic chemicals.

Equipment Used: City vehicle, radio, measuring equipment, camera, flashlight, mirrors, ladders.

Safety Equipment: Safety shoes, hard hat, hearing protection, safety glasses, safety vest.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Constantly-frequently, on all types of terrain, up to 3-5 miles per shift. Includes walking throughout hazardous construction sites.

Sitting: Frequently, while riding in vehicle between inspection sites, and while reviewing plans and records at construction site office.

Lift/carry: Constantly, 1-10 lbs.; frequently, up to 20 lbs.; occasionally, up to 50 lbs.; paperwork, clipboards, plans, drawings, measuring equipment, camera, ladders.

Push/pull: Occasionally, exerting a force up to 10-25 lbs. while reviewing plans, moving equipment and ladders.

Climbing: Frequently, up and down ladders, stairs and scaffolds, in and out of bucket lift. Requires sense of balance.

Bending/twisting: Frequently, at waist, knees and neck while reviewing inspections, driving vehicle, and walking on uneven terrain.

Kneeling/crouching/crawling: Occasional kneeling or crouching, while reviewing inspections in lower or smaller area.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering, gripping while taking measurements, taking photos, recording data, writing, laying out and reviewing plans, driving.

Sight: Constantly, taking accurate measurements, reviewing inspections. Requires color vision and visual acuity in near-, mid- and far-ranges.

Speech/hearing: Constantly, in communicating with inspectors, inspection agencies, engineers, architects, contractors, and owners; maintaining safe work environment.

Maintaining effective audio-visual discrimination and perception needed for: Making observations. Communicating with others. Reading and writing. Operating assigned equipment.

Maintaining mental capacity which allows the capability of: Making sound decisions. Effective interaction and communication with others. Demonstrating intellectual capabilities.

CITY OF LAS VEGAS
Special Inspections Auditor (continued)

| SBSEGAL

| Rev 1/19/108/1/10

| FLSA and City: nonexempt

| CSB-2/10/10

STRUCTURAL PLANS EXAMINER

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 review~~ Reviews building and structural plans, specifications, and calculations submitted by private builders, engineers and architects for conformance to building codes and laws; ~~to assure~~ that permit applications contain explicit plans, details and material specifications, and are clear and ready for inspection; ~~and to perform~~ special investigations involving unusual application of the building laws and codes.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Plans and Permits ~~Examination~~ Supervisor.

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

~~Provides technical supervision to 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. Reviews all applicable building permit application plans for structural requirements and code compliance; consults with structural engineers, architects, contractors and designers regarding structural code requirements.
2. Assures that all permit application plans contain clear, explicit definitions of structural aspects.
3. Consults with Permit Technicians on interpretation and acceptability of application plans.
4. Assists applicants (owner-builders) in the modification of plans to upgrade them to acceptable standards.
5. Consults with other departments and review structural aspects of civil works hydraulic structures.
6. Performs structural calculations for special projects; checks engineering computations for errors in calculations or the methods employed; checks preliminary layout and design work.

CITY OF LAS VEGAS
Structural Plans Examiner (*Continued*)

7. Serves as expert resource to supervisory and management staff on structural problems.

Marginal Functions:

1. Prepares reports and maintain records as needed.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Construction materials and accepted safety standards and modern methods of building construction.
Methods of structural analysis and design and resultant working drawings and specifications.
Proper inspection methods.
Principles of business letter writing and basic report preparation.
Principles and procedures of record keeping.
English usage, spelling, grammar and punctuation.
Pertinent federal, state and local laws, codes and regulations related to the construction of buildings in all phases.

Ability to:Skills in:

Interpreting building plans, specifications and structural analyses.
Performing structural calculations.
Verifying structural plans and specifications for code compliance.
Maintaining mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintaining effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
Responding to requests and inquiries from the general public.
Working independently in the absence of supervision.
Understanding and following oral and written instructions.
Establishing and maintaining effective working relationships with those contacted in the course of work.
Communicating clearly and concisely, both orally and in writing.

Experience and Training Requirements

Experience:

Three years of increasingly responsible structural engineering experience in the design and review of residential and commercial buildings, gained under the supervision of a licensed structural engineer.

Training:

CITY OF LAS VEGAS
Structural Plans Examiner (*Continued*)

~~Equivalent to a Bachelor's degree in civil engineering from an accredited college or university with major course work in structural engineering.~~

License or Certificate

Possession of a professional civil or structural engineer license on the date of application, and possession of a professional civil or structural engineer license in the state of Nevada within 6 months of the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Location: Work in an office environment.

Hazards: Exposure to computer screens.

~~Work in an office environment; exposure to computer screens.~~

Physical Conditions:

Essential and marginal functions require:

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

- Walking, standing, or sitting for extended periods of time; and
- Operating assigned equipment.

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

~~Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; and lifting and carrying up to 40 lbs.~~

ARBSEGAL

REV 1/28/058/1/10

FLSA & City: Nonexempt

CSB 2/23/05

EM = P
PR = P
DS = P
MW = A
EB = P

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

HR
DT = P
ARB = P
GK = P
VZ = P
SB = P

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

AGENDA

DATE: February 23, 2011

TIME: 4:30 p.m.

JE = P
MD = 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: February 9, 2011
- IV. BUSINESS

M = DS as @corrected
2nd = PR
M/C = ✓

A. ELIGIBLE LISTS TO BE CERTIFIED

fill New list

- 1. Fire Administrative Battalion Chief – Promotional
- 2. Lead Court Clerk – Promotional

M = PR
2nd = EB
M/C = ✓

B. EXTENSION OF ELIGIBLE LISTS

ED = Question

- 1. Business Specialist II – Promotional
- 2. Business Specialist II - Open

>

M = DS
2nd = EB
M/C = ✓

C. CLASSIFICATION SPECIFICATIONS

M = DS
2nd = PR
M/C = ✓

- 1. Minutes Clerk - New
- 2. Materials Management Supervisor (formerly Central Stores Supervisor) - Revised

V. ITEMS FOR DISCUSSION: NO BOARD ACTION REQUIRED = *NONE*

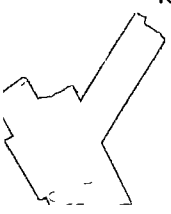
VI. CITIZEN PARTICIPATION: *NONE 4:36 pm*

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



B Snyder
Support Item C2

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
February 9, 2011
REGULAR MEETING**

Agenda Documentation
February 23, 2011

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
Dan Tarwater
SECRETARY TO THE BOARD

I. CALL TO ORDER: February 9, 2011 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 – ~~Absent~~

PRESENT

STAFF PRESENT

Ann Rubertino-Beck

Vince Zamora

Graciela Manginelli

OTHERS PRESENT

Counsel for the Civil Service Board, Morgan Davis and Jack Eslinger 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 January 26, 2011: Trustee Priscilla Rocha made a motion to approve the minutes of the Regular Meeting of January 26, 2011. Trustee Evelyn Beals seconded the motion. Trustee David Steinman abstained. Motion carried.

IV. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Legal Secretary (Criminal Division) – Promotional
2. Legal Secretary (Criminal Division) – Open

A motion was made by Trustee David Steinman to approve items 1 and 2 of the Eligible Lists to be Certified. Trustee Evelyn Beals seconded the motion. Motion Carried.

B. EXTENSION OF ELIGIBLE LISTS

1. Equipment Operator I (Parks) – Promotional
2. Park Maintenance Field Supervisor – Promotional

A motion was made by Trustee Priscilla Rocha to approve items 1 and 2 of the Extension of Eligible List. Trustee David Steinman seconded the motion. Motion carried

C. CLASSIFICATION SPECIFICATIONS

1. Economic Development Specialist/Senior Economic Development Specialist (X) - Revised
2. Energy Auditor – Revised
3. Permit Technician – Revised
4. Plans and Permits Supervisor – Revised
5. Plans Examiner – Revised
6. Senior Permit Technician – Revised
7. Special Inspections Auditor – Revised
8. Structural Plans Examiner - Revised

Trustee Ed Miramontes had a comment/question on item C #4 Plans and Permits Supervisor, under Supervision Received and Exercised – “Act as a formal supervisor, exercising direct supervision, including selecting new employees.” Trustee Miramontes asked if the person in this position would be the only person who selects new employees. Human Resources Administrator Ann Rubertino-Beck responded the Plans and Permits Supervisor would not be the only person making the decision.

Trustee Ed Miramontes asked if the Plans and Permits Supervisor would be the sole decision maker for new employees. Human Resources Administrator Ann Rubertino-Beck replied no.

Trustee David Steinman asked a question regarding item C #1 Economic Development Specialist/Senior Economic Development Specialist. Trustee Steinman asked if the Senior job specifications have been completed. Human Resources Administrator Ann Rubertino-Beck responded that the job specifications were combined into a single document.

Trustee Steinman asked why both the senior and ‘junior’ Economic Development Specialist both managed client relations. Deputy City Attorney Morgan Davis offered that each position may handle different accounts. Human Resources Administrator Ann Rubertino-Beck explained that difference maybe that the Economic Development Specialist and Senior Economic Development Specialist had different clients to manage.

Trustee Steinman also asked who supervised the specialists. Human Resources Administrator Ann Rubertino-Beck explained that a manager that is over the division.

Trustee Miramontes added that he would assume that one position is more complex than the other.

The Board was satisfied with the responses.

A motion was made by Trustee Priscilla Rocha that item 1 and 2 of the Request to be Placed on the Rehire List be approved. Trustee Evelyn Beals seconded the motion. Motion carried

V. ITEMS FOR DISCUSSION: NO BOARD ACTION REQUIRED

1. None

VI. CITIZEN PARTICIPATION

1. None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:40 p.m.



Dan Tarwater
Secretary to the Board



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

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Administrative Battalion Chief
Examination

February 8, 2010
Examination Date

107974212P
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	9	GROUP 1	0
REJECTED	2	GROUP 2	4
TOTAL RECEIVED	11	GROUP 3	5
		TOTAL ON LIST	9

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		9		
FAILED		0		
TOTAL TESTED		9		
WITHDREW		0		

*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

ELIGIBLE LIST

Lead Court Clerk
Examination

February 8 , 2010
Examination Date

107965112P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

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

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		4		
FAILED		0		
TOTAL TESTED		4		
DID NOT APPEAR		0		

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: February 23, 2011

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: 2

	<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	2/12/11	8/12/11	3
2. Business Specialist II – Open	5	2/12/11	8/12/11	3

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: February 23, 2011

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

SUBJECT: C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

NEW

1. Minutes Clerk

REVISED

1. Materials Management Supervisor (formerly Central Stores Supervisor)

Minutes Clerk was created at the request of the City Clerk.

Central Stores Supervisor was revised as part of Segal class-comp study.

RECOMMENDATION

The City recommends approval of the newly created and revised classification specifications.

MINUTES CLERK

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

Provides routine clerical support for the city council. Attends various official meetings under the purview of the City Clerk's office to take and transcribe minutes.

SUPERVISION RECEIVED

Receives immediate supervision from the Chief Deputy City Clerk and higher level management 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. Takes and transcribes minutes primarily at official and public meetings.
2. Types a wide variety of reports, letters and forms.
3. Mails and distributes minutes, action letters and other related documents.
4. Performs a variety of record keeping, filing, indexing and other general clerical work.
5. Occasionally attends off-site and regular meetings outside normal business hours.
6. Performs all related duties in compliance with Nevada Revised Statutes, Nevada Administrative Code and Las Vegas Municipal Code.

Marginal Functions:

1. Assists with city elections as required.
2. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS
Minutes Clerk (*continued*)

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.
Techniques of taking and transcribing minutes.
English usage, spelling, grammar and punctuation.
Principles of numerical and alphabetical filing systems.

Skills in:

Typing at a speed necessary for successful job performance.
Understanding and following oral and written instructions.
Learning specialized software for use in assigned responsibilities.
Maintaining confidentiality of information.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

One year of responsible secretarial or clerical experience.

Training:

Equivalent to graduation from high school.

License or Certificate

Must type 70 net words per minute as demonstrated by a test certificate dated no more than one year prior to the date of application.

Must attend Security Awareness training required by the FBI National Crime Information Center within 30 days of the date of appointment.

Possession of an appropriate, valid passport agent certificate within 6 months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment.

CITY OF LAS VEGAS
Minutes Clerk (*continued*)

Physical Conditions:

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

NEW

ARB 2/7/11

FLSA & City: nonexempt

CSB 2/23/11

MATERIALS MANAGEMENT SUPERVISOR

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

Supervises, assigns, and reviews the work of staff responsible for inventory, warehouse, supply, re-supply and operations. Directs and participates in all activities of assigned area assuring the most effective and efficient ordering, receiving, and stocking practices, proper storage, issuing, and delivery of purchased items. Supervises, directs, and participates in all activities related to the disposal of all surplus items per city policy. Develops and recommends changes to procedures and policies.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.

Acts as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following.*

Essential Functions:

1. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
2. Acts as first line supervisor for designated staff within a department, including participating in interviewing and selecting job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.
3. Assists with developing and implementing the division goals, objectives, policies and procedures; prepares performance statistics and reports.
4. Ensures the warehouse layout accommodates the inventory on hand for optimum accountability and distribution.

CITY OF LAS VEGAS
Materials Management Supervisor (*continued*)

Essential Functions:

5. Monitors and maintains appropriate levels of supplies, equipment and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment and vendors, assisting with specifications and requisitioning materials needed.
6. Serves as liaison for the department or division with other city departments, divisions, the public and outside agencies. Represents the department or division in various committees and work groups. Resolves complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
7. Prepares necessary reports and documentation for items received, items issued, and items to be ordered.
8. Schedules furniture moves, delivery of orders, pick-up service, and receiving.
9. Disposes of surplus property by transferring to other city departments, auctioning or the stripping of material, per city policy.
10. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.
11. Manages all internal mail related issues.
12. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.
13. Manages customer service; responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner, and keeps management apprised.

When Assigned to Fire & Rescue

1. During a significant incident, at the direction of the incident commander or designee, responds to designated location to establish and operate the supply unit within the logistics section of the Incident Command System (ICS), as established by the National Incident Management System (NIMS). May gain expertise to serve as the logistics section chief.
2. Maintains records and documentation and submits forms and reports as required for NIMS compliance and state or federal reimbursement.
3. Oversees internal department mail and transport services.

Marginal Functions:

1. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS
Materials Management Supervisor (*continued*)

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a materials handling program.
Computerized inventory control systems.
Principles of supervision, training and performance evaluation.
Modern office procedures, methods and computer equipment.
Principles and procedures of record keeping.
Pertinent federal, state and local laws, codes and regulations.
When assigned to Fire & Rescue: National Incident Management System (NIMS) Incident Command System (ICS); the personal protective equipment required when working on scene.

Skills in:

Supervising, organizing, and reviewing the work of lower level staff.
Exercising leadership within a team environment.
Using initiative and independent judgment within established guidelines.
Managing multiple assignments using proven time management techniques.
Setting and adjusting priorities in a rapidly changing environment.
Acting calmly, rationally, decisively and tactfully in difficult situations.
Interpreting, applying, explaining and enforcing city, department and division policies and procedures.
Preparing clear and concise reports.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work including city officials and the general public.

Experience and Training Requirements

Experience:

Four years of responsible experience in purchasing, central stores, warehousing and inventory activities including one year of lead or supervisory experience.

Training:

Equivalent to an Associate of Arts degree from an accredited college with a major in Business Administration or related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

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

CITY OF LAS VEGAS
Materials Management Supervisor (*continued*)

Conditions of Employment

Possession of forklift certificate from the city of Las Vegas within six months of the date of appointment, and maintenance thereafter.

When assigned to Fire & Rescue:

Possession of NIMS ICS 100, 200, 700 and 800 certifications through the Department of Homeland Security/FEMA web site within six months of the date of appointment.

Possession of NIMS ICS 300 and 400 certifications within one year of the date of appointment.

WORKING CONDITIONS

Environmental Conditions

Warehouse or shop environment; travel from site to site. Exposure to dust, noise, moving vehicles and equipment, slippery surfaces, lifting hazards, some bouncing, jarring and vibration; exposure to inclement weather; potential exposure to hostile individuals. When assigned to Fire & Rescue, may occasionally be required to work in close proximity to a hazardous area. Use hand truck, forklift, motor vehicles, general office equipment, computer, and cleaning equipment. Wear safety shoes, gloves, seat belts while driving, back support belts (optional), and other personal protective equipment as required.

Physical Conditions

Essential and marginal functions require:

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

- *Walking, climbing, standing, crawling, kneeling or sitting for extended periods of time;*
- *Moderate to heavy lifting; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

ARB
REV 2/1/11 (formerly Central Stores Supervisor)
City: nonexempt; FLSA: exempt

CSB 2/23/11

CENTRAL STORES MATERIALS MANAGEMENT SUPERVISOR

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

Supervises, assigns, and reviews the work of staff responsible for inventory, and warehouse, supply, re-supply and operations. Directs and participates in all activities of assigned area assuring the most effective and efficient ordering, receiving, and stocking practices, proper storage, issuing, and delivery of purchased items. Manages Supervises, directs, and participates in all activities related to the disposal of all surplus items per city policy. Develops and recommends changes to procedures and policies. To supervise, assign, and review the work of staff responsible for the operation of the City's Central Stores Warehouse; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Purchasing and Contracts Manager higher level management staff. management.

Exercises direct supervision over technical staff. Acts as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
2. Acts as first line supervisor for designated staff within a department, including participating in interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.

Plan, prioritize, assign, supervise and review the work of staff responsible for the operation of the Central Stores Warehouse and self serve store.

CITY OF LAS VEGAS

Central Stores Materials Management -Supervisor (continued)

- ~~2.3. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures. Assists with developing and implementing the division goals, objectives, policies and procedures; prepares performance statistics and reports.~~
4. Ensures the warehouse layout accommodates the inventory on hand for optimum accountability and distribution.
- ~~2.5. Establishes, monitors and maintains appropriate inventory levels, and control systems, economic order quantities, order lead time, and inventory control procedures. Monitors and maintains appropriate levels of supplies, equipment and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment and vendors, assisting with specifications and requisitioning materials needed.~~
6. Serves as liaison for the department or division with other city departments, divisions, the public and outside agencies. Represents the department or division in various committees and work groups. Resolves complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
- ~~4.7. Prepares inventory, property, and management necessary reports and documentation for items received, items issued, and items to be ordered.~~
- ~~5.8. Schedules furniture moves, delivery of orders, pick-up service, and receiving.~~
- ~~6. Set up podiums, sound systems, tables and chairs for use at grand openings or other special occasions.~~
- ~~6.9. Disposes of surplus property by transferring to other City departments, auctioning or the stripping of material, per city policy.~~
10. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.
11. Manages all internal mail related issues.
12. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.
- ~~7.13. Manages customer service; responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner, and keeps management apprised.~~
- ~~8. Participate in the selection of warehouse personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures.~~

When Assigned to Fire & Rescue

1. During a significant incident, at the direction of the incident commander or designee, responds to designated location to establish and operate the supply unit within the logistics

CITY OF LAS VEGAS

Central Stores Materials Management -Supervisor (continued)

section of the Incident Command System (ICS), as established by the National Incident Management System (NIMS). May gain expertise to serve as the logistics section chief.

2. Maintains records and documentation and submits forms and reports as required for NIMS compliance and state or federal reimbursement.
3. Oversees internal department mail and transport services.

Marginal Functions:

~~Arranges the warehouse layout to accommodate the inventory on hand.~~

- ~~1. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.~~

~~2.1. Performs related duties and responsibilities as required.~~

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a materials handling program.

Computerized inventory control systems.

Principles of supervision, training and performance evaluation.

Modern office procedures, methods and computer equipment.

Principles and procedures of record keeping.

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

When assigned to Fire & Rescue: National Incident Management System (NIMS) Incident Command System (ICS); the personal protective equipment required when working on scene.

Skills in: Ability to:

Supervising, organizing, and reviewing the work of lower level staff.

~~Selecting, supervising, training and evaluating staff.~~

Exercising leadership within a team environment.

Using initiative and independent judgment within established guidelines.

Managing multiple assignments using proven time management techniques.

Setting and adjusting priorities in a rapidly changing environment.

Acting calmly, rationally, decisively and tactfully in difficult situations.

Revitalizing existing procedures and programs.

Interpreting, applying, and explaining and enforcing City, department and division policies and procedures.

Preparing clear and concise reports.

Communicating clearly and concisely, both orally and in writing.

CITY OF LAS VEGAS

Central Stores Materials Management -Supervisor (continued)

Establishing and maintaining effective working relationships with those contacted in the course of work including City officials and the general public.

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

~~Walking, standing or 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 and vehicles.~~

Maintain mental capacity which allows for effective interaction and communication with others.

Experience and Training Requirements

Experience:

Four years of responsible experience in purchasing, central stores, warehousing and inventory activities including one year of lead or supervisory experience.

Training:

Equivalent to an Associate of Arts degree from an accredited college with a major in Business Administration or related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

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

Conditions of Employment

Possession of Forklift Certificate from the city of Las Vegas within six months of the date of initial appointment, and maintenance thereafter.

When assigned to Fire & Rescue:

Possession of NIMS ICS 100, 200, 700 and 800 certifications through the Department of Homeland Security/FEMA web site within six months of the date of appointment.

Possession of NIMS ICS 300 and 400 certifications within one year of the date of appointment.

Possession of, or ability to obtain, forklift certification.

WORKING CONDITIONS

Environmental Conditions

CITY OF LAS VEGAS

Central Stores Materials Management -Supervisor (continued)

~~Work in office and warehouse environment; exposed to high and low temperature, noise, and some dust. Location: Warehouse or shop environment; some travel from site to site.~~

~~Hazards: Exposure to dust, noise, moving vehicles and equipment, slippery surfaces, lifting hazards, some bouncing, jarring and vibration; exposure to inclement weather; potential exposure to hostile individuals. When assigned to Fire & Rescue, may occasionally be required to work in close proximity to a hazardous area.~~

~~Equipment Used: Use Hhand truck, forklift, motor vehicles, general office equipment, computer, and cleaning equipment.~~

~~Safety Equipment: Wear Ssafety shoes, gloves, seat belts while driving, back support belts (optional), and other personal protective equipment as required.~~

Physical Conditions

~~Essential and marginal functions may require maintaining physical condition necessary for climbing; crawling; kneeling; moderate to heavy lifting; stooping; walking, standing, sitting for long periods of time.~~

~~Essential and marginal functions require:~~

~~Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:~~

- ~~-- Walking, climbing, standing, crawling, kneeling or sitting for extended periods of time;~~
- ~~-- Moderate to heavy lifting; and~~
- ~~-- Operating assigned equipment.~~

~~Maintaining effective audio-visual discrimination and perception needed for:~~

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

~~Maintaining mental capacity which allows the capability of:~~

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

ARB

REV 2/1/11 (formerly Central Stores Supervisor)

City: Nonexempt; FLSA: Exempt

CSB 6/30/93

Nonexempt

Segal 07/19/10

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: February 23, 2011

TIME: 4:30 p.m.

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR ACTION UNLESS SPECIFICALLY NOTED OTHERWISE. UNLESS OTHERWISE STATED, ITEMS MAY BE TAKEN OUT OF THE ORDER PRESENTED AT THE DISCRETION OF THE CHAIRPERSON.

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: February 9, 2011
- IV. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED
 - 1. Fire Administrative – Promotional
 - 2. Lead Court Clerk – Promotional
 - B. EXTENSION OF ELIGIBLE LISTS
 - 1. Business Specialist II – Promotional
 - 2. Business Specialist II - Open
 - C. CLASSIFICATION SPECIFICATIONS
 - 1. Minutes Clerk - New
 - 2. Communications Quality Improvement Coordinator – Revised
 - 3. Management Materials Supervisor (formerly Central Stores Supervisor)
- V. ITEMS FOR DISCUSSION: NO BOARD ACTION REQUIRED
- 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

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
February 9, 2011
REGULAR MEETING**

Agenda Documentation
February 23, 2011

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
Dan Tarwater
SECRETARY TO THE BOARD

I. CALL TO ORDER: February 9, 2011 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
Ann Rubertino-Beck
Vince Zamora
Graciela Manginelli

OTHERS PRESENT

Counsel for the Civil Service Board, Morgan Davis and Jack Eslinger 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 January 26, 2011: Trustee Priscilla Rocha made a motion to approve the minutes of the Regular Meeting of January 26, 2011. Trustee Evelyn Beals seconded the motion. Trustee David Steinman abstained. Motion carried.

IV. BUSINESS:

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2. Park Maintenance Field Supervisor – Promotional

A motion was made by Trustee Priscilla Rocha to approve items 1 and 2 of the Extension of Eligible List. Trustee David Steinman seconded the motion. Motion carried

C. CLASSIFICATION SPECIFICATIONS

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2. Energy Auditor – Revised
3. Permit Technician – Revised
4. Plans and Permits Supervisor – Revised
5. Plans Examiner – Revised
6. Senior Permit Technician – Revised
7. Special Inspections Auditor – Revised
8. Structural Plans Examiner - Revised

Trustee Ed Miramontes had a comment/question on item C #4 Plans and Permits Supervisor, under Supervision Received and Exercised – “Act as a formal supervisor, exercising direct supervision, including selecting new employees.” Trustee Miramontes asked if the person in this position would be the only person who selects new employees. Human Resources Administrator Ann Rubertino-Beck responded the Plans and Permits Supervisor would not be the only person making the decision.

Trustee Ed Miramontes asked if the Plans and Permits Supervisor would be the sole decision maker for new employees. Human Resources Administrator Ann Rubertino-Beck replied no.

Trustee David Steinman asked a question regarding item C #1 Economic Development Specialist/Senior Economic Development Specialist. Trustee Steinman asked if the Senior job specifications have been completed. Human Resources Administrator Ann Rubertino-Beck responded that the job specifications were combined into a single document.

Trustee Steinman asked why both the senior and ‘junior’ Economic Development Specialist both managed client relations. Deputy City Attorney Morgan Davis offered that each position may handle different accounts. Human Resources Administrator Ann Rubertino-Beck explained that difference maybe that the Economic Development Specialist and Senior Economic Development Specialist had different clients to manage.

Trustee Steinman also asked who supervised the specialists. Human Resources Administrator Ann Rubertino-Beck explained that a manager that is over the division.

Trustee Miramontes added that he would assume that one position is more complex than the other.

The Board was satisfied with the responses.

A motion was made by Trustee Priscilla Rocha that item 1 and 2 of the Request to be Placed on the Rehire List be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

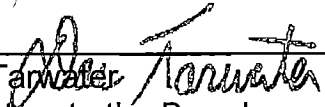
V. ITEMS FOR DISCUSSION: NO BOARD ACTION REQUIRED

1. None

VI. CITIZEN PARTICIPATION

1. None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:40 p.m.



Dan Tarnate
Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: February 23, 2011

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. Fire Administrative Battalion Chief – Promotional	11	9	9
2. Lead Court Clerk - Promotional	4	4	4

CITY OF LAS VEGAS

ELIGIBLE LIST

Fire Administrative Battalion Chief
Examination

February 8, 2010
Examination Date

107974212P
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	9	GROUP 1	0
REJECTED	2	GROUP 2	4
TOTAL RECEIVED	11	GROUP 3	5
		TOTAL ON LIST	9

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		9		
FAILED		0		
TOTAL TESTED		9		
WITHDREW		0		

*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

ELIGIBLE LIST

Lead Court Clerk
Examination

February 8 , 2010
Examination Date

107965112P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

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

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		4		
FAILED		0		
TOTAL TESTED		4		
DID NOT APPEAR		0		

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: February 23, 2011

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: 2

	<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	2/12/11	8/12/11	3
2. Business Specialist II – Open	5	2/12/11	8/12/11	3

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: February 23, 2011

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

SUBJECT: C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

NEW

1. Minutes Clerk

REVISED

1. Materials Management Supervisor (formerly Central Stores Supervisor)

Minutes Clerk was created at the request of the City Clerk.

Central Stores Supervisor was revised as part of Segal class-comp study.

RECOMMENDATION

The City recommends approval of the newly created and revised classification specifications.

MINUTES CLERK

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

Provides routine clerical support for the city council. Attends various official meetings under the purview of the City Clerk's office to take and transcribe minutes.

SUPERVISION RECEIVED

Receives immediate supervision from the Chief Deputy City Clerk and higher level management 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. Takes and transcribes minutes primarily at official and public meetings.
2. Types a wide variety of reports, letters and forms.
3. Mails and distributes minutes, action letters and other related documents.
4. Performs a variety of record keeping, filing, indexing and other general clerical work.
5. Occasionally attends off-site and regular meetings outside normal business hours.
6. Performs all related duties in compliance with Nevada Revised Statutes, Nevada Administrative Code and Las Vegas Municipal Code.

Marginal Functions:

1. Assists with city elections as required.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.
Techniques of taking and transcribing minutes.
English usage, spelling, grammar and punctuation.
Principles of numerical and alphabetical filing systems.

Skills in:

Typing at a speed necessary for successful job performance.
Understanding and following oral and written instructions.
Learning specialized software for use in assigned responsibilities.
Maintaining confidentiality of information.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

One year of responsible secretarial or clerical experience.

Training:

Equivalent to graduation from high school.

License or Certificate

Must type 70 net words per minute as demonstrated by a test certificate dated no more than one year prior to the date of application.

Must attend Security Awareness training required by the FBI National Crime Information Center within 30 days of the date of appointment.

Possession of an appropriate, valid passport agent certificate within 6 months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment.

CITY OF LAS VEGAS
Minutes Clerk (*continued*)

Physical Conditions:

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

NEW

ARB 2/7/11

FLSA & City: nonexempt

CSB 2/23/11

MATERIALS MANAGEMENT SUPERVISOR

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

Supervises, assigns, and reviews the work of staff responsible for inventory, warehouse, supply, re-supply and operations. Directs and participates in all activities of assigned area assuring the most effective and efficient ordering, receiving, and stocking practices, proper storage, issuing, and delivery of purchased items. Supervises, directs, and participates in all activities related to the disposal of all surplus items per city policy. Develops and recommends changes to procedures and policies.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.

Acts as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
2. Acts as first line supervisor for designated staff within a department, including participating in interviewing and selecting job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.
3. Assists with developing and implementing the division goals, objectives, policies and procedures; prepares performance statistics and reports.
4. Ensures the warehouse layout accommodates the inventory on hand for optimum accountability and distribution.

CITY OF LAS VEGAS

Materials Management Supervisor (*continued*)

Essential Functions:

5. Monitors and maintains appropriate levels of supplies, equipment and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment and vendors, assisting with specifications and requisitioning materials needed.
6. Serves as liaison for the department or division with other city departments, divisions, the public and outside agencies. Represents the department or division in various committees and work groups. Resolves complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
7. Prepares necessary reports and documentation for items received, items issued, and items to be ordered.
8. Schedules furniture moves, delivery of orders, pick-up service, and receiving.
9. Disposes of surplus property by transferring to other city departments, auctioning or the stripping of material, per city policy.
10. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.
11. Manages all internal mail related issues.
12. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.
13. Manages customer service; responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner, and keeps management apprised.

When Assigned to Fire & Rescue

1. During a significant incident, at the direction of the incident commander or designee, responds to designated location to establish and operate the supply unit within the logistics section of the Incident Command System (ICS), as established by the National Incident Management System (NIMS). May gain expertise to serve as the logistics section chief.
2. Maintains records and documentation and submits forms and reports as required for NIMS compliance and state or federal reimbursement.
3. Oversees internal department mail and transport services.

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a materials handling program.
Computerized inventory control systems.
Principles of supervision, training and performance evaluation.
Modern office procedures, methods and computer equipment.
Principles and procedures of record keeping.
Pertinent federal, state and local laws, codes and regulations.
When assigned to Fire & Rescue: National Incident Management System (NIMS) Incident Command System (ICS); the personal protective equipment required when working on scene.

Skills in:

Supervising, organizing, and reviewing the work of lower level staff.
Exercising leadership within a team environment.
Using initiative and independent judgment within established guidelines.
Managing multiple assignments using proven time management techniques.
Setting and adjusting priorities in a rapidly changing environment.
Acting calmly, rationally, decisively and tactfully in difficult situations.
Interpreting, applying, explaining and enforcing city, department and division policies and procedures.
Preparing clear and concise reports.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work including city officials and the general public.

Experience and Training Requirements

Experience:

Four years of responsible experience in purchasing, central stores, warehousing and inventory activities including one year of lead or supervisory experience.

Training:

Equivalent to an Associate of Arts degree from an accredited college with a major in Business Administration or related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

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

CITY OF LAS VEGAS

Materials Management Supervisor (*continued*)

Conditions of Employment

Possession of forklift certificate from the city of Las Vegas within six months of the date of appointment, and maintenance thereafter.

When assigned to Fire & Rescue:

Possession of NIMS ICS 100, 200, 700 and 800 certifications through the Department of Homeland Security/FEMA web site within six months of the date of appointment.

Possession of NIMS ICS 300 and 400 certifications within one year of the date of appointment.

WORKING CONDITIONS

Environmental Conditions

Warehouse or shop environment; travel from site to site. Exposure to dust, noise, moving vehicles and equipment, slippery surfaces, lifting hazards, some bouncing, jarring and vibration; exposure to inclement weather; potential exposure to hostile individuals. When assigned to Fire & Rescue, may occasionally be required to work in close proximity to a hazardous area. Use hand truck, forklift, motor vehicles, general office equipment, computer, and cleaning equipment. Wear safety shoes, gloves, seat belts while driving, back support belts (optional), and other personal protective equipment as required.

Physical Conditions

Essential and marginal functions require:

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

- *Walking, climbing, standing, crawling, kneeling or sitting for extended periods of time;*
- *Moderate to heavy lifting; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

ARB

REV 2/1/11 (formerly Central Stores Supervisor)

City: nonexempt; FLSA: exempt

CSB 2/23/11

CENTRAL STORES MATERIALS MANAGEMENT SUPERVISOR

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

Supervises, assigns, and reviews the work of staff responsible for inventory, and warehouse, supply, re-supply and operations. Directs and participates in all activities of assigned area assuring the most effective and efficient ordering, receiving, and stocking practices, proper storage, issuing, and delivery of purchased items. Manages Supervises, directs, and participates in all activities related to the disposal of all surplus items per city policy. Develops and recommends changes to procedures and policies. To supervise, assign, and review the work of staff responsible for the operation of the City's Central Stores Warehouse; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Purchasing and Contracts Manager higher level management staff. management.

Exercises direct supervision over technical staff. Acts as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
2. Acts as first line supervisor for designated staff within a department, including participating in interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.

Plan, prioritize, assign, supervise and review the work of staff responsible for the operation of the Central Stores Warehouse and self-serve store.

CITY OF LAS VEGAS

Central Stores Materials Management Supervisor (continued)

- ~~2.3. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures. Assists with developing and implementing the division goals, objectives, policies and procedures; prepares performance statistics and reports.~~
- ~~4. Ensures the warehouse layout accommodates the inventory on hand for optimum accountability and distribution.~~
- ~~2.5. Establishes, monitors and maintains appropriate inventory levels, and control systems, economic order quantities, order lead time, and inventory control procedures. Monitors and maintains appropriate levels of supplies, equipment and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment and vendors, assisting with specifications and requisitioning materials needed.~~
- ~~6. Serves as liaison for the department or division with other city departments, divisions, the public and outside agencies. Represents the department or division in various committees and work groups. Resolves complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.~~
- ~~4.7. Prepares inventory, property, and management necessary reports and documentation for items received, items issued, and items to be ordered.~~
- ~~5.8. Schedules furniture moves, delivery of orders, pick-up service, and receiving.~~
- ~~6. Set up podiums, sound systems, tables and chairs for use at grand openings or other special occasions.~~
- ~~6.9. Disposes of surplus property by transferring to other City departments, auctioning or the stripping of material, per city policy.~~
- ~~10. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.~~
- ~~11. Manages all internal mail related issues.~~
- ~~12. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.~~
- ~~7.13. Manages customer service; responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner, and keeps management apprised.~~
- ~~8. Participate in the selection of warehouse personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures.~~

When Assigned to Fire & Rescue

1. During a significant incident, at the direction of the incident commander or designee, responds to designated location to establish and operate the supply unit within the logistics

CITY OF LAS VEGAS

Central Stores Materials Management -Supervisor (continued)

section of the Incident Command System (ICS), as established by the National Incident Management System (NIMS). May gain expertise to serve as the logistics section chief.

2. Maintains records and documentation and submits forms and reports as required for NIMS compliance and state or federal reimbursement.
3. Oversees internal department mail and transport services.

Marginal Functions:

~~Arranges the warehouse layout to accommodate the inventory on hand.~~

- ~~1. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.~~

2.1. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a materials handling program.

Computerized inventory control systems.

Principles of supervision, training and performance evaluation.

Modern office procedures, methods and computer equipment.

Principles and procedures of record keeping.

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

When assigned to Fire & Rescue: National Incident Management System (NIMS) Incident Command System (ICS); the personal protective equipment required when working on scene.

Skills in: Ability to:

Supervising, organizing, and reviewing the work of lower level staff.

Selecting, supervising, training and evaluating staff.

Exercising leadership within a team environment.

Using initiative and independent judgment within established guidelines.

Managing multiple assignments using proven time management techniques.

Setting and adjusting priorities in a rapidly changing environment.

Acting calmly, rationally, decisively and tactfully in difficult situations.

Revitalizing existing procedures and programs.

Interpreting, applying, and explaining and enforcing City, department and division policies and procedures.

Preparing clear and concise reports.

Communicating clearly and concisely, both orally and in writing.

CITY OF LAS VEGAS

Central Stores Materials Management -Supervisor (continued)

Establishing and maintaining effective working relationships with those contacted in the course of work including City officials and the general public.

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

~~————— Walking, standing or 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 and vehicles.~~

~~Maintain mental capacity which allows for effective interaction and communication with others.~~

Experience and Training Requirements

Experience:

Four years of responsible experience in purchasing, central stores, warehousing and inventory activities including one year of lead or supervisory experience.

Training:

Equivalent to an Associate of Arts degree from an accredited college with a -major in Business Administration or related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

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

Conditions of Employment

Possession of Fforklift Ccertificate from the city of Las Vegas within 6six months of the date of initial appointment, and maintenance thereafter.

When assigned to Fire & Rescue:

Possession of NIMS ICS 100, 200, 700 and 800 certifications through the Department of Homeland Security/FEMA web site within six months of the date of appointment.

Possession of NIMS ICS 300 and 400 certifications within one year of the date of appointment.

~~Possession of, or ability to obtain, forklift certification.~~

WORKING CONDITIONS

Environmental Conditions

CITY OF LAS VEGAS

Central Stores Materials Management - Supervisor (continued)

~~Work in office and warehouse environment; exposed to high and low temperature, noise, and some dust. Location: Warehouse or shop environment; some travel from site to site.~~

~~Hazards: Exposure to dust, noise, moving vehicles and equipment, slippery surfaces, lifting hazards, some bouncing, jarring and vibration; exposure to inclement weather; potential exposure to hostile individuals. When assigned to Fire & Rescue, may occasionally be required to work in close proximity to a hazardous area.~~

~~Equipment Used: Use Hhand truck, forklift, motor vehicles, general office equipment, computer, and cleaning equipment.~~

~~Safety Equipment: Wear Ssafety shoes, gloves, seat belts while driving, back support belts (optional), and other personal protective equipment as required.~~

Physical Conditions

~~Essential and marginal functions may require maintaining physical condition necessary for climbing; crawling; kneeling; moderate to heavy lifting; stooping; walking, standing, sitting for long periods of time.~~

~~Essential and marginal functions require:~~

~~Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:~~

- ~~-- Walking, climbing, standing, crawling, kneeling or sitting for extended periods of time;~~
- ~~-- Moderate to heavy lifting; -and~~
- ~~-- Operating assigned equipment.~~

~~Maintaining effective audio-visual discrimination and perception needed for:~~

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

~~Maintaining mental capacity which allows the capability of:~~

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

ARB

REV 2/1/11 (formerly Central Stores Supervisor)

City: Nonexempt; FLSA: Exempt

CSB 6/30/93

Nonexempt

Segal 07/19/10

CIVIL SERVICE BOARD MEETING SIGN IN SHEET

Date: February 23, 2011

Signature

Organization

Tom L. Caplan
Wendy K. ...
BRUCE SNYDER
Tim O'Brien

Las Vegas Fire
CLV - HR
LVCEA
LVFR

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
February 23, 2011
REGULAR MEETING**

Agenda Documentation
March 9, 2011

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: Dan Tarwater SECRETARY TO THE BOARD
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I. CALL TO ORDER. February 26, 2011 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
Vince Zamora
Glenna Kouns
Sue Brown
Graciél Manginelli

OTHERS PRESENT
Jess Campbell - LVFR
Bruce Snyder - LVCEA
Tim Orenic – LVFR

Counsel for the Civil Service Board, Morgan Davis and Jack Eslinger 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 February 9, 2011: Trustee David Steinman asked that the minutes from February 9th, 2011 be corrected to reflect that he was present at the February 9th, 2011 meeting The correction was noted and will be changed Trustee David Steinman made a motion to approve the minutes as corrected of the Regular Meeting of February 9, 2011. Trustee Priscilla Rocha seconded the motion Motion carried

IV. BUSINESS:

A ELIGIBLE LISTS TO BE CERTIFIED

1. Fire Administrative Battalion Chief – Promotional
2. Lead Court Clerk – Promotional

A motion was made by Trustee Priscilla to approve items 1 and 2 of the Eligible Lists to be Certified Trustee Evelyn Beals seconded the motion Motion Carried

B. EXTENSION OF ELIGIBLE LISTS

1. Business Specialist II – Promotional
2. Business Specialist II - Open

A motion was made by Trustee David Steinman to approve items 1 and 2 of the Extension of Eligible List. Trustee Evelyn Beals seconded the motion. Motion carried.

C. CLASSIFICATION SPECIFICATIONS

1. Minutes Clerk - New
2. Materials Management Supervisor (formerly Central Stores Supervisor) - Revised

Trustee Ed Miramontes had a question on item C.2. Materials Management Supervisor. Trustee Miramontes asked if the Materials Management Supervisor was only for the Fire Department. Trustee Miramontes assumed that it was for the Fire Department and wanted to make sure.

Trustee Miramontes also asked if the Supervisor had to operate a forklift. Human Resources Administrator Ann Rubertino-Beck responded that the supervisor may need to use one occasionally.

Trustee David Steinman asked a question regarding the Minutes Clerk. He asked if it was a totally new position. HR Administrator Ann Rubertino-Beck responded that it is a new title. Trustee Steinman asked what does the new title replace and if work is being taken away from another classification. Human Resources Director and Secretary to the Board Dan Tarwater explained that there are three Deputy City Clerks and they all have responsibilities that have been broken down of taking minutes at a particular meeting. The goal was, rather than being interrupted to take the minutes and their other duties the Minutes Clerk would be the one to take the minutes only and allow the Deputy City Clerks to concentrate on their other duties.

Attorney for the Las Vegas City Employees Association spoke to the board regarding item C.2. and told the board that he is here in support of the Material Management Supervisor.

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

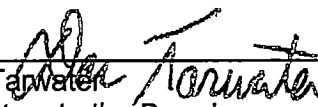
V. ITEMS FOR DISCUSSION: NO BOARD ACTION REQUIRED

1. None

VI. CITIZEN PARTICIPATION

1. None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:36 p.m.



Dan Tarwater
Secretary to the Board