

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: March 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
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: February 23, 2011
- IV. BUSINESS
 - A. EXTENSION OF ELIGIBLE LISTS
 1. Associate Court Clerk – Promotional
 2. Business Specialist I – Promotional
 - B. JOB DESCRIPTIONS
 1. Sr. Janitor - New
 2. Janitor - Revised
- V. ITEMS FOR DISCUSSION: NO BOARD ACTION REQUIRED
 1. Notification of the Continuation of Second Regular Meeting through June 2011
- VI. CITIZEN PARTICIPATION

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

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

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

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



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

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

Agenda Documentation
March 9, 2011

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

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
Glenina Kouns
Sue Brown
Graciela 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

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: March 9, 2011

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

SUBJECT: A. EXTENSION OF ELIGIBLE LISTS

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

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 2

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Associate Court Clerk – Promotional	7	3/10/11	9/10/11	2
2. Business Specialist I – Promotional	17	3/10/11	9/10/11	2

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: March 9, 2011

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

SUBJECT: B. JOB DESCRIPTIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

NEW

1. Sr. Janitor

Sr. Janitor was created at the request of the department.

REVISED

1. Janitor

Janitor was revised as part of the classification-compensation study, and to add revisions requested by the department.

RECOMMENDATION

The City recommends approval of the newly created and revised job descriptions.

JANITOR

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 a variety of cleaning activities in city buildings and facilities; sets up rooms and other facilities for meetings and special events; and performs other tasks related to the area of assignment.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Janitor series. Employees within this class perform the full range of duties as assigned. After an initial training period, 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 AND EXERCISED

Receives general supervision and work assignments from higher level 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. Empties and cleans trash receptacles and recycling bins, and properly disposes of materials.
2. Sweeps and cleans floors; strips, seals, waxes and buffs floors.
3. Dusts and cleans office furniture.
4. Hoses down ramps, stairwells or other breezeways.
5. Cleans interior and exterior windows and glass doors.
6. Disinfects and cleans bathroom areas, restocks bathroom supplies and dispensers.
7. Replenishes supplies and materials in rest rooms and kitchens.
8. Vacuums traffic areas; spot cleans and shampoos carpets.
9. Sets out warning signs for wet or slippery areas.

CITY OF LAS VEGAS
Janitor (*continued*)

Essential Functions:

10. Prepares rooms for special events, including moving and arranging furniture and equipment.
11. Performs security checks of buildings and facilities; observes and reports unauthorized persons in building.
12. As needed, transports equipment and supplies between city facilities.

Marginal Functions:

1. May supervise misdemeanor workers.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations of janitorial work.
Methods, materials and equipment used in janitorial work.
The use of toxic chemicals.
Safe work practices.
The English language sufficient to communicate with co-workers and supervisors.

Skills in:

Understanding and following oral and written instructions.
Learning janitorial procedures, methods, equipment and chemicals.
Learning to understand written instructions and warning labels on cleaning chemicals.
Learning applicable safe work practices.
Working independently in the absence of supervision.
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 custodial experience is preferred.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

CITY OF LAS VEGAS
Janitor (*continued*)

License or Certificate

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

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: 95% indoors, climate controlled. 5% outdoors while cleaning, walking between buildings, dumping trash.

Hazards: Moving equipment, trip obstacles, dust, fumes, cuts, slippery surfaces, working at heights, exposure to electric shock and toxic or caustic chemicals.

Equipment Used: Floor scrubbers, ladders, hand tools, step stools, hand truck, vacuum cleaners, carpet cleaner, mops, dust mops, brooms, and other cleaning equipment and supplies.

Safety Equipment: Safety shoes, eye protection, gloves; back support belts optional.

Physical Conditions:

Essential and marginal functions require maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

Standing/walking: Constantly, throughout work shift. Distance may vary up to 1-1.5 miles daily, depending on task assigned, on tile, concrete and outside surfaces.

Sitting: Infrequently, during breaks and lunch.

Lift/carry: Frequently, 1-30 lbs., equipment, supplies, trash.

Push/pull: Frequently, using both hands and arms while performing cleaning duties, exerting 5-35 lbs. force. Occasionally, moving furniture and materials, exerting a force of 20-45 lbs.

Climbing: Infrequently; stairs and ladders up to a distance of 4 ft. while cleaning upper areas, drapes.

Bending/twisting/balancing: Frequently, at waist, knees, neck throughout work shift. Some twisting is required, but can be avoided with attention to proper body mechanics.

Kneeling/crouching/crawling: Infrequently, may be required while cleaning lower areas, retrieving supplies from lower shelves.

Hands/arms: Constant use in reaching, handling, grasping and fingering while operating equipment, using hand and power tools, wiping and cleaning surfaces, and using cleaning equipment. Overhead reaching required throughout shift.

Sight: Constantly, in performing cleaning tasks and maintaining safety standards on the job. Requires depth perception, hand and eye coordination in operation of equipment and tool use.

Speech/hearing: Frequently, to interact with co-workers.

CITY OF LAS VEGAS
Janitor (*continued*)

Physical Conditions:

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 2/17/11
FLSA & City: nonexempt

CSB 3/9/11

SENIOR JANITOR

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 the cleaning of city buildings and facilities; and performs a variety of technical tasks related to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Janitor series. Positions at this level are distinguished from the classes within the series by the level of responsibility assumed, the complexity of duties assigned and the independence with which the employee is expected to perform. Employees perform the most difficult and responsible types of duties assigned to classes within this series. 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 higher level supervisory or 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, directs, coordinates, schedules, participates in and reviews the work of staff responsible for providing custodial maintenance to city buildings and facilities.
2. Performs the more difficult and complex custodial work, such as learning the use of new products and equipment, handling special cleaning requests, and periodic projects, including floor stripping and refinishing, and carpet cleaning and extracting; fills in for assigned staff when needed.
3. Supervises the use of and operates a variety of powered and non-powered equipment.

CITY OF LAS VEGAS
Senior Janitor (*continued*)

Essential Functions:

4. Trains assigned employees in custodial maintenance methods and techniques and in the set up and use of equipment, performs light maintenance to ensure equipment is in proper working condition
5. Verifies the work of assigned employees for thoroughness and accuracy, proper work methods and techniques, and compliance with applicable standards, specifications, and safe work practices and procedures.
6. Ensures the security of the assigned city buildings and facilities after the evening shift, observes and reports unauthorized persons in building.
7. Trains and supervises supplemental work force assigned to the misdemeanor work program.
8. Ensures City Council Chambers are set up for evening meetings; prepares rooms for special events, including moving and arranging furniture and equipment.
9. Inspects work stations, and distributes supplies and equipment to various facilities.

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. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a custodial maintenance program.
Principles of lead supervision and training.
Methods and techniques of custodial maintenance.
Operational characteristics of powered and non-powered janitorial equipment and tools.
Materials, equipment and supplies used in custodial maintenance.
Occupational hazards and standard safety practices and equipment.
Applicable Material Safety Data Sheets (MSDS).

Skills in:

Leading, organizing and reviewing the work of staff in the area of work assigned.
Interpreting, explaining and enforcing department policies and procedures.
Operating a variety of powered and non-powered equipment in a safe and effective manner.
Detecting safety hazards in powered equipment.
Using toxic chemicals and materials properly.
Performing the full range of custodial maintenance assignments.
Working independently without direct supervision.

CITY OF LAS VEGAS
Senior Janitor (*continued*)

Skills in:

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:

Two years of increasingly responsible custodial experience.

Training:

Equivalent to graduation from high school.

License or Certificate

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

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: 95% indoors, climate controlled. 5% outdoors while cleaning, walking between buildings, dumping trash.

Hazards: Moving equipment, trip obstacles, dust, fumes, cuts, slippery surfaces, working at heights, exposure to electric shock and toxic or caustic chemicals.

Equipment Used: Floor scrubbers, ladders, hand tools, step stools, hand truck, vacuum cleaners, carpet cleaner, mops, dust mops, brooms, and other cleaning equipment and supplies.

Safety Equipment: Safety shoes, eye protection, gloves, back support belts optional.

Physical Conditions:

Essential and marginal functions require maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

Standing/walking: Constantly, throughout work shift. Distance may vary up to 1-1.5 miles daily, depending on task assigned, on tile, concrete and outside surfaces.

Sitting: Infrequently, during breaks and lunch.

Lift/carry: Frequently, 1-30 lbs., equipment, supplies, trash.

Push/pull: Frequently, using both hands and arms while performing cleaning duties, exerting 5-35 lbs. force. Occasionally, moving furniture and materials, exerting a force of 20-45 lbs.

CITY OF LAS VEGAS
Senior Janitor (*continued*)

Physical Conditions:

Climbing: Infrequently; stairs and ladders up to a distance of 4 ft. while cleaning upper areas, drapes.

Bending/twisting/balancing: Frequently, at waist, knees, neck throughout work shift. Some twisting is required, but can be avoided with attention to proper body mechanics.

Kneeling/crouching/crawling: Infrequently, may be required while cleaning lower areas, retrieving supplies from lower shelves.

Hands/arms: Constant use in reaching, handling, grasping and fingering while operating equipment, using hand and power tools, wiping and cleaning surfaces, and using cleaning equipment. Overhead reaching required throughout shift.

Sight: Constantly, in performing cleaning tasks and maintaining safety standards on the job. Requires depth perception, hand and eye coordination in operation of equipment and tool use.

Speech/hearing: Frequently, to interact with co-workers.

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
NEW 2/14/11
FLSA & City: nonexempt

CSB 3/9/11

JANITOR

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 p~~Performs a variety of cleaning activities in city buildings and facilities; ~~to~~ sets up rooms and other facilities for meetings and special events; and ~~to~~ performs other tasks related to the area of assignment.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Janitor series. Employees within this class perform the full range of duties as assigned. After an initial training period, 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. ~~This is an entry level class in the Custodian series. Since this class is an entry level, candidates selected may have only limited or no directly related work experience.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and work assignments from the assigned Custodial Shift Supervisor or 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. Empties and cleans trash receptacles and recycling bins, and properly disposes of materials.
2. Sweeps and mops cleans floors; strips, seals, waxes and buffs floors.
3. Dusts and cleans office furniture.
4. Hoses down ramps, stairwells or other breezeways.
5. Cleans interior and exterior windows and glass doors, and exterior windows on the ground floor.
6. Disinfects and cleans bathroom areas, restocks bathroom supplies and dispensers.

CITY OF LAS VEGAS

Janitor (*continued*)

- 7. Replenishes supplies and materials ~~used in cleaning; replenishes hand soap and paper supplies in rest rooms and kitchens.~~
- 8. Vacuums traffic areas; spot cleans and shampoos carpets.
- ~~9. Collect recyclable materials.~~
- ~~10.9. Sets out warning signs for wet or slippery areas.~~
- 10. Prepares rooms for special events, including moving and arranging furniture and equipment.
- 11. Performs security checks of buildings and facilities; observes and reports unauthorized persons in building.
- ~~11-12. As needed, transports equipment and supplies between city facilities.~~
- ~~12. Observe and report unauthorized persons in building.~~

Marginal Functions:

- 1. May supervise misdemeanor workers.
- ~~1-2.~~ Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- ~~Basic o~~ Operations of janitorial work.
- ~~Basic m~~ Methods, materials and equipment used in janitorial work.
- The use of toxic chemicals.
- ~~Basic s~~ Safe work practices.
- The English language sufficient to communicate with co-workers and supervisors.

Ability to: Skills in:

- Understanding and following oral and written instructions.
- Learning janitorial procedures, methods, equipment and chemicals.
- Learning to understand written instructions and warning labels on cleaning chemicals.
- Learning applicable safe work practices.
- Working independently in the absence of supervision.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- ~~Maintain effective audio-visual discrimination and perception needed for:~~
 - ~~—————~~ *Making observations;*
 - ~~—————~~ *Communicating with others;*
 - ~~—————~~ *Reading and writing; and*

CITY OF LAS VEGAS

Janitor (continued)

~~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:

~~Standing and walking for extended periods of time; and~~

~~Operating assigned equipment.~~

Experience and Training Requirements

Experience:

No prior experience is required One year of custodial experience is preferred.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate

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

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: 95% indoors, climate controlled. 5% outdoors while cleaning, walking between buildings, dumping trash.

Hazards: Moving equipment, trip obstacles, dust, fumes, cuts, slippery surfaces, working at heights, exposure to electric shock and toxic or caustic chemicals.

Equipment Used: Floor scrubbers, ladders, hand tools, step stools, hand truck, vacuum cleaners, carpet cleaner, mops, dust mops, brooms, and other cleaning equipment and supplies.

Safety Equipment: Safety shoes, eye protection, gloves; back support belts optional.

Physical Conditions:

Essential and marginal functions require Mmaintaining maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following: necessary for:

Standing/walking: Constantly, throughout work shift. Distance may vary up to 1-1.5 miles daily, depending on task assigned, on tile, concrete and outside surfaces.

Sitting: Infrequently, during breaks and lunch.

CITY OF LAS VEGAS

Janitor (*continued*)

Lift/carry: Frequently, 1-30 lbs., equipment, supplies, trash.

Push/pull: Frequently, using both hands and arms while performing cleaning duties, exerting 5-35 lbs. force. Occasionally, moving furniture and materials, exerting a force of 20-45 lbs.

Climbing: Infrequently; stairs and ladders up to a distance of 4 ft. while cleaning upper areas, drapes.

Bending/twisting/balancing: Frequently, at waist, knees, neck throughout work shift. Some twisting is required, but can be avoided with attention to proper body mechanics.

Kneeling/crouching/crawling: Infrequently, may be required while cleaning lower areas, retrieving supplies from lower shelves.

Hands/arms: Constant use in reaching, handling, grasping and fingering while operating equipment, using hand and power tools, wiping and cleaning surfaces, and using cleaning equipment. Overhead reaching required throughout shift.

Sight: Constantly, in performing cleaning tasks and maintaining safety standards on the job. Requires depth perception, hand and eye coordination in operation of equipment and tool use.

Speech/hearing: Frequently, to interact with co-workers.

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

NEW 11/9/05REV 2/17/11

FLSA & City: nonexempt

CSB 12/14/05

Segal 07/14/2010

THE MARCH 9TH, 2011 MEETING OF THE CIVIL SERVICE BOARD IS CALLED TO ORDER. THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED IN COMPLIANCE WITH THE OPEN MEETING LAW.

CAN I HAVE A ROLL CALL PLEASE?

PRESENT
EB
EM
PR
DS

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF 1
Department of Human Resources
400 Stewart Avenue – 2nd Floor

ANN RUBERTINO-BECK

Training Room #4
Las Vegas, Nevada

START 4:30
END 4:33

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

AGENDA

DATE: March 9, 2011

TIME: 4:30 p.m.

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- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW ~~PR~~
- III. APPROVAL OF MINUTES: February 23, 2011 DS/PR
- IV. BUSINESS

NOT 2ND

A. EXTENSION OF ELIGIBLE LISTS APPROVED

EB PR

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

PR EB

B. JOB DESCRIPTIONS APPROVED

- 1. Sr. Janitor - New
- 2. Janitor - Revised ~~PR~~

V. ITEMS FOR DISCUSSION: NO BOARD ACTION REQUIRED

- 1. Notification of the Continuation of Second Regular Meeting through June 2011

VI. CITIZEN PARTICIPATION

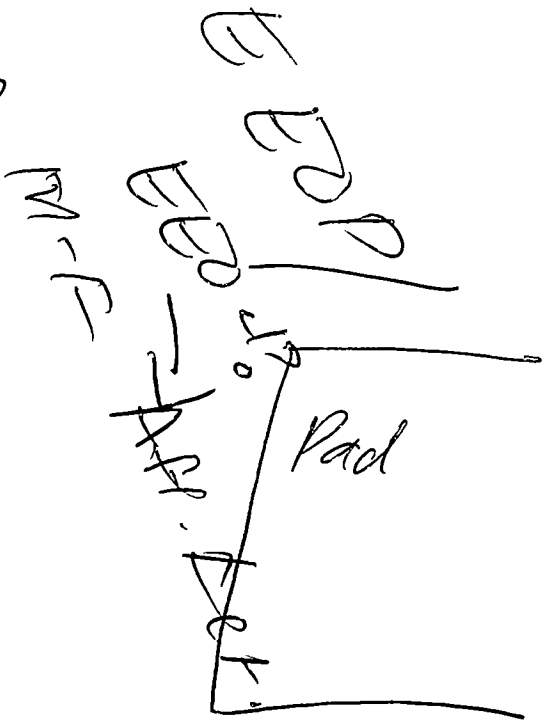
PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS WITHIN THE JURISDICTION OF THE CIVIL SERVICE BOARD NO SUBJECT MAY BE ACTED UPON BY THE CIVIL SERVICE BOARD UNLESS THAT SUBJECT IS ON THE AGENDA AND IS SCHEDULED FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD.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

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- 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 book
Questions re: bending/twisting/balancing, last sentence - doesn't make sense. Abs: comes from outside consultant specializing in physical therapy, can't answer question. Ed: not critical.



From R-B

Co
 Valley /
 DIEGO SIRIUS

EDP

~~Box~~
 Springs

Q Vicki
 Management \$139.-
 \$179.

Team
~~Exp~~ Pac equipment
 Pd.

Q Mikes, Ann
 Vicki's programs
 Camp

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Department of Human Resources

400 Stewart Avenue – 2nd Floor

Training Room #4

Las Vegas, Nevada

DT: ✓
GM: ✓
ARB: ✓
SB: ✓

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

AGENDA

DATE: March 23, 2011

TIME: 4:30 p.m.

MD: ✓
JE: ✓
VZ: ✓

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.

Bruce Snyder: P

- I. CALL TO ORDER 4:30 pm
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW ✓
- III. APPROVAL OF MINUTES: March 9, 2011 Motion: DS
2nd: EB
- IV. BUSINESS MC: ✓

~~Chairman~~

A. JOB DESCRIPTIONS

- 1. Materials Management Technician – Revised

MOTION: PR
2nd: EB
MC: ✓

DS -

B. REQUEST TO BE PLACED ON REHIRE LIST

- 1. Rhonda Hall

MOTION: DS
2nd: PR
MC: ✓

V. ITEMS FOR DISCUSSION. NO BOARD ACTION REQUIRED

- 1. None

VI. CITIZEN PARTICIPATION 4:35 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

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

Agenda Documentation
March 23, 2011

TO:
CIVIL SERVICE BOARD OF TRUSTEES

FROM:
Dan Tarwater
SECRETARY TO THE BOARD

I. CALL TO ORDER: ~~February~~ *March* 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
Sue Brown

OTHERS PRESENT

Vicki Robinson
Steve Ford - CLV

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 23, 2011: Trustee David Steinman made a motion to approve the minutes of the Regular Meeting of February 23, 2011. Trustee Priscilla Rocha seconded the motion. Motion carried.

IV. BUSINESS:

A. EXTENSION OF ELIGIBLE LISTS

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

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

B. JOB DESCRIPTIONS

1. Sr. Janitor - New
2. Janitor - Revised

Trustee Ed Miramontes commented that the last sentence of the bending/twisting/balancing physical condition statement in the Janitor revised job description did not make sense. Human Resources Administrator Ann Rubertino-Beck replied that the information comes from an outside consultant specializing in physical therapy and she could not explain why it was stated as is. Trustee Miramontes said the answer was not critical.

A motion was made by Trustee Priscilla Rocha that items 1 and 2 of the Job Descriptions be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

II. ITEMS FOR DISCUSSION: NO BOARD ACTION REQUIRED

1. Notification of the Continuation of Second Regular Meeting through June 2011

V. CITIZEN PARTICIPATION

1. None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:33 p.m.



Dan Tarwater
Secretary to the Board

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: March 23, 2011

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

SUBJECT: A. JOB DESCRIPTIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED

1. Materials Management Technician

Materials Management Technician (formerly Inventory Control Clerk) was revised as part of the Segal class/comp study and at the request of the Fire & Rescue Department.

DS - ~~what is~~ where do they work

NEW

ANN RP PW, FIRE
glt MTD everything

RECOMMENDATION

The City recommends approval of the revised job description.

ED MIRAMONTES PT

MATERIALS MANAGEMENT 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

Ensures an accurate inventory of essential items to support city departments, including receiving, stocking, selecting, delivering, sample counting, physical inventory, and staging of surplus equipment for auction. Provides logistical support to departments to ensure that requested materials and supplies are ordered, delivered, stocked, inventoried, and distributed appropriately.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level 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. Performs physical receipt of incoming shipments; inspects goods for quantity, damage and conformity to specification; reports discrepancies and processes returns for discrepancies.
2. Inputs and retrieves data from the database; records all inventory items in database; maintains computerized records of parts, equipment, merchandise and costs; computes unit prices; marks items with correct information.
3. Performs daily cycle counting to verify inventory; performs physical inventory as directed by management.
4. Monitors level of inventory; assists in recommending appropriate level of inventory.
5. Monitors and notifies buyers of trends in late and discrepant deliveries.
6. Performs general housekeeping duties to maintain a clean and orderly stockroom.
7. Reviews internal supply orders to be filled, locates items from shelf and replenishes stock by processing requisitions.
8. Determines appropriate method for packing and delivery; delivers items to appropriate locations; provides moving services as necessary.

CITY OF LAS VEGAS
Materials Management Technician (continued)

Essential Functions:

9. Issues uniforms, parts and maintenance supplies.
10. Provides customer service; responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
11. Assembles materials and equipment received in unassembled form.
12. Picks up and stores surplus equipment as needed; prepares surplus inventory for auction.
13. Assists in preparing summary reports.

When assigned to Fire Services:

1. Picks up appropriately packaged medical wastes from fire stations and delivers to central collection point.

Marginal Functions:

1. Determines storage locations and shelf life of items.
2. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles of perpetual inventory systems.
Basic inventory control, purchasing and warehouse terminology.
Basic knowledge and ability to use a computerized inventory system.
Property accountability methods of storage, receiving, issuing and shipping.
Safe operation of hand and power tools, pallet jacks and furniture moving equipment.
Specialized parts for repairs and maintenance of city equipment.

Skills in:

Reading, understanding and using equipment, merchandise and specialized parts catalogues.
Reading and understanding manufacturers' assembly instructions.
Calculating basic arithmetic.
Learning to use computer terminals for inventory control.
Operating pallet jack, motorized fork lift and power tools.

CITY OF LAS VEGAS
Materials Management Technician (continued)

Experience and Training Requirements

Experience:

One year of increasingly responsible experience working in a parts house, warehouse/shop environment or central stores operation.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Possession of an appropriate fork lift certificate from the city of Las Vegas within 6 months of the date of appointment, and maintenance thereafter.

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: 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.

Equipment Used: Hand truck, forklift, motor vehicles, general office equipment, computer, and cleaning equipment.

Safety Equipment: Safety shoes, gloves, seat belts while driving, back support belts (optional).

Physical Conditions:

Essential and marginal functions require :

Standing/walking: Frequently, when not driving vehicle or equipment or performing administrative tasks; loading, unloading, pulling orders, checking inventory and restocking shelves. Walking up to ½-1 mile per shift on a variety of surfaces.

Sitting: Occasionally, while driving forklift or vehicles and performing recordkeeping functions.

Lift/carry: Frequently, 5-50 lbs., supplies, boxes. Occasionally, up to 75-100 lbs., surplus equipment and furniture. Carrying short distances up to 25 ft. Most large items moved using hand truck, pallet jack or motorized forklift. Items include materials, supplies, boxes of paper, books, office equipment, furniture.

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

Physical Conditions:

Push/pull: Frequently, using both hands or arms while moving materials via hand truck and sliding or pushing office equipment, exerting a force up to 75 lbs.

Climbing: Frequently, stepping on and off vehicles and stairs and infrequently climbing ladders while putting up and retrieving stock.

Bending/twisting: Frequently, at waist, knees, neck while driving throughout work shift, loading and unloading items from cartons and shelves, and performing warehouse duties.

Kneeling/crouching/crawling: Occasionally, while moving equipment, retrieving items and placing them on lower shelves, and performing cleanup duties.

Hands/arms: Constant use of both throughout work shift while filling orders, loading and unloading supplies and materials, operating vehicle. Overhead reaching is required.

Sight: Constantly, required to provide safe operation of equipment, and in identification.

Speech/hearing: Constantly, in communicating with co-workers and supervisors.

Other: Operating assigned equipment.

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.

ARB
REV 2/28/11 (formerly Inventory Control Clerk)
FLSA & City: nonexempt

CSB 3/23/11

MATERIALS MANAGEMENT TECHNICIAN/INVENTORY CONTROL 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

Ensures an accurate inventory of essential items to support City departments, including receiving, stocking, selecting, delivering, sample counting, physical inventory, and staging of surplus equipment for auction. Provides logistical support to departments to ensure that requested materials and supplies are ordered, delivered, stocked, inventoried, and distributed appropriately. To issue and maintain inventory control of all assigned merchandise used in the support of the city of Las Vegas; and to receive, account for, store and dispose of assigned merchandise.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from appropriate division manager or supervisor, higher level staff.

May provide technical and functional supervision over 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. Performs physical receipt of ~~Originate records of incoming shipments; inspects goods for quantity, damage and conformity to specification; verify receipts for accuracy reports discrepancies and processes returns for discrepancies.~~
2. Inputs and retrieves data from the database; ~~Records all inventory items in database by quantity, receiving document and storage location on computer;~~ maintains computerized records of parts, equipment, merchandise and costs; computes unit prices; marks items with correct information.
3. ~~Use computer terminal to input and retrieve data and~~
- 4.3. Performs daily cycle counting to verify inventory ~~verify inventory with computer printouts;~~ performs physical inventory as directed by management. ;
4. ~~Determine origin and disposition of items; maintain records of merchandise usability, service and preventive maintenance of items stored.~~
5. ~~Inspect goods for quantity, damage and conformity to specification; report discrepancies.~~

CITY OF LAS VEGAS

Materials Management Technician Inventory Control Clerk (continued)

~~4. Determine shelf life of items.~~ Monitors level of inventory; assists in recommending appropriate level of inventory.

~~7.5. Monitors and notifies buyers of trends in late and discrepant deliveries.~~

~~7.6. Performs general housekeeping duties to maintain a clean and orderly stockroom. Maintain warehouse in an orderly fashion by rotating stock, removing obsolete items and cleaning area as needed.~~

~~8.7. Reviews~~ Analyze internal supply orders to be filled, locates ~~selects items from shelf from shelves, replenish~~ and replenishes stock by processing requisitions.

~~9.8. Determines appropriate method for packing and delivery; delivers items to appropriate locations~~ departments or agencies; provides moving services as necessary.

Essential Functions:

~~10. Deliver items to appropriate departments or agencies; i~~ ssues uniforms, parts and maintenance supplies.

~~11. Provides customer service; responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.~~

~~11. Purchase from vendors outside the annual contract and against the open purchase orders or using field purchase orders.~~

~~12. Assembles materials and equipment received in unassembled form.~~

~~13. Picks up and stores surplus equipment as needed by city departments; prepares surplus inventory for auction.~~

~~Codes invoices to the appropriate fund for payment.~~

~~14. Assists in preparing summary reports.~~

When assigned to Purchasing & Contracts Division:

~~1. Retrieve, store and assist in preparing surplus furniture for disposal.~~

~~2. Provide furniture and equipment moving service to City.~~

When assigned to Fire Services:

~~1. Replace and refill air bottles, oxygen bottles and fire extinguishers.~~

~~2. Process clothing requests; issue turnout gear to firefighters.~~

CITY OF LAS VEGAS

Materials Management Technician Inventory Control Clerk (continued)

3.1. Picks up appropriately packaged medical wastes from fire stations and delivers to central collection point.

When assigned to Environmental Division:

1. Code invoices to appropriate fund for payment.

Marginal Functions:

1. Determines storage locations and shelf life of items.

2. Perform routine housekeeping.

3.1. Assist in preparing reports shelf life of items.

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

4.3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles of perpetual inventory systems.

Basic inventory control, purchasing and warehouse terminology.

Basic knowledge and ability to use a computerized inventory system.

Property accountability methods of storage, receiving, issuing and shipping.

Safe operation of hand and power tools, pallet jacks and furniture moving equipment.

Specialized parts for repairs and maintenance of city equipment.

Skills in: Ability to:

Reading, understanding and using equipment, merchandise and specialized parts catalogues.

Reading and understanding manufacturers' assembly instructions.

Calculating basic arithmetic.

Learning to use computer terminals for inventory control.

Operating pallet jack, motorized fork lift and power tools.

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

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

— Standing, stooping, lifting, bending on a daily basis;

— Operating assigned equipment; and

— Operating vehicle.

Maintain effective audio-visual discrimination and perception needed for:

— Making observations;

— Communicating with others;

CITY OF LAS VEGAS

Materials Management Technician Inventory Control Clerk (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.~~

Experience and Training Requirements

Experience:

~~Two~~ One years of increasingly responsible experience working in a parts house, warehouse/shop environment or central stores operation.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Possession of an appropriate fork lift certificate from the city of Las Vegas within 6 months of the date of appointment, and maintenance thereafter.

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 in a warehouse or shop environment; with some travel from site to site; exposure to inclement weather.~~

~~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.~~

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

~~Safety Equipment: Safety shoes, gloves, seat belts while driving, back support belts (optional).~~

Physical Conditions:

Essential and marginal functions require ~~maintaining physical condition necessary for:~~

Standing/walking: Frequently, when not driving vehicle or equipment or performing administrative tasks; loading, unloading, pulling orders, checking inventory and restocking shelves. Walking up to ½-1 mile per shift on a variety of surfaces.

CITY OF LAS VEGAS

Materials Management Technician/Inventory Control Clerk (continued)

Sitting: Occasionally, while driving forklift or vehicles and performing recordkeeping functions.

Lift/carry: Frequently, 5-50 lbs., supplies, boxes. Occasionally, up to 75-100 lbs., surplus equipment and furniture. Carrying short distances up to 25 ft. Most large items moved using hand truck, pallet jack or motorized forklift. Items include materials, supplies, boxes of paper, books, office equipment, furniture.

Push/pull: Frequently, using both hands or arms while moving materials via hand truck and sliding or pushing office equipment, exerting a force up to 75 lbs.

Climbing: Frequently, stepping on and off vehicles and stairs and infrequently climbing ladders while putting up and retrieving stock.

Bending/twisting: Frequently, at waist, knees, neck while driving throughout work shift, loading and unloading items from cartons and shelves, and performing warehouse duties.

Kneeling/crouching/crawling: Occasionally, while moving equipment, retrieving items and placing them on lower shelves, and performing cleanup duties.

Hands/arms: Constant use of both throughout work shift while filling orders, loading and unloading supplies and materials, operating vehicle. Overhead reaching is required.

Sight: Constantly, required to provide safe operation of equipment, and in identification.

Speech/hearing: Constantly, in communicating with co-workers and supervisors.

Other: Operating assigned equipment.

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.

PLMARB

REV 3/17/992/28/11 (formerly Inventory Control Clerk)

FLSA & City: nonexempt

CSB 7/11/013/23/11

Segal 07/19/10

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: March 23, 2011

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

SUBJECT: B. REQUEST TO BE PLACED ON REHIRE LIST: RHONDA HALL

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

Rhonda Hall, employee from September 12, 2005 to February 21, 2011 has requested to be placed on the Rehire Lists for Customer Service Representative and Office Specialist II. A copy of her request and the Human Resources Administrator's approval is attached for the board's information and review.

Civil Service Rules {Chapter IV, Section 6a (5), Page 14} state that to be eligible for placement on a Rehire List, the former employee must submit a written request to the to the Director of Human Resources, or designee, and must (a) have had regular status in any classification formerly held; (b) have left the City's employment in good standing within the past twenty-four months; and (c) receive the Civil Service Board's approval of said request.

Rhonda Hall meets the criteria for placement on the Rehire Lists, and it is recommended that the Board approve her request.

Martha Davis

From: Vincent Zamora
Sent: Monday, March 14, 2011 7:49 AM
To: Martha Davis
Subject: RE: Rehire List-Rhonda Hall

Yes.

From: rjazz69@aol.com [<mailto:rjazz69@aol.com>]
Sent: Friday, March 11, 2011 7:37 AM
To: Vincent Zamora
Cc: Martha Davis; Lynn Barboza
Subject: Rehire List

Hi Mr. Zamora,

I would like to be placed on the rehire list for the following classifications....

Customer Service Representative
Office Specialist II

Thank you,
Rhonda Hall

From: rjazz69 [<mailto:rjazz69@aol.com>]
Sent: Wednesday, February 16, 2011 3:39 PM
To: Lynn Barboza; Tom Hayes
Subject: Letter of resignation

I, Rhonda Hall, Office Specialist II with the Building & Safety/Offsite Inspection & Testing department would like to formally resign from my position effective February 21, 2011. I can be reached at 702 883-7211 or via email with any questions or comments you may have.

Thank you,
Rhonda Hall

Sent from Garminfone by T-Mobile.