

CITY OF RENO – CIVIL SERVICE COMMISSION

MEETING AGENDA

June 24, 2021 — 3:30 PM
Reno City Hall, 7th Floor Caucus Room,
1 East First Street, Reno, Nevada

MEMBERS

Tray Abney, Chairperson
YeVonne Allen, Vice Chairperson
Ken Dalton
Ricardo Duarte
Charla Honey
Jay Kenny
Nichole Paul

Posting: This agenda is posted at the following Reno locations: Reno City Hall (1 East First Street); Evelyn Mount Northeast Community Center (1301 Valley Road); Reno Municipal Court (One South Sierra Street); Washoe County Administrative Complex (1001 E Ninth Street, Building A); McKinley Arts & Culture Center (925 Riverside Drive), and further in compliance with NRS 241.020, this agenda has been posted on the official website for the City of Reno (www.reno.gov) and per NRS 232.2174 and 241.020, a link to this agenda has been posted to <https://notice.nv.gov>. To obtain further documentation regarding posting, please contact Melissa Ulrich, Civil Service Commission, City Hall, 1 East First Street, 5th Floor, Reno, Nevada 89501; civilservice@reno.gov.

Supporting Material: Staff reports and supporting material for the meeting are kept with the Chief Examiner at the Office of the Civil Service Commission located at City Hall, 1 East First Street, 5th Floor, Reno, Nevada 89501.

Order of Agenda: Section titles on this agenda are for convenience and reference purposes and are not intended to define, govern, limit, modify or in any manner affect the titles of the items listed for consideration by the Civil Service Commission. A time listed next to a specific agenda item indicated that the specific item will not be heard before that time – it does not indicate the time schedule of any other item. Items on the agenda may be removed, postponed, taken out of order and the public body may combine two or more agenda items for consideration.

Public Comment: Public comment, whether on action items or general public comment, is limited to no more than three (3) minutes. The public may comment by submitting a “Request to Speak” form to the Chair of the Civil Service Commission. Public comment shall be presented to the Civil Service Commission as a body, and not to any member thereof.

Accommodations: Civil Service Commission and staff will make reasonable efforts to assist and accommodate persons with physical disabilities desiring to attend the meeting.

ITEM:

1. CALL TO ORDER/ROLL CALL
2. PUBLIC COMMENT – This item is for either public comment on any action item or for general public comment and is limited to no more than **three (3) minutes** for each commentator.
3. APPROVAL OF AGENDA (For Possible Action)
4. LIAISON REPORT (Items for announcement and informational items only. No deliberation or action will be taken on this item.)
5. MINUTES – Approval of the May 27, 2021 regular meeting minutes.
(For Possible Action)
6. CONSENT AGENDA
 - A. Request to acknowledge employee confirmations in accordance with the dates listed in the Confirmation Report. (For Possible Action)
 - B. Request to accept eligible lists in accordance with the dates listed in the Eligible List Report. (For Possible Action)
 - C. Request to approve the minimum qualifications for the classification specification of Lateral Police Officer. (For Possible Action)
 - D. Request to approve the minimum qualifications for the classification specification of Mental Health Counselor. (For Possible Action)
 - E. Request to approve the minimum qualifications for the classification specification of Police Services Supervisor. (For Possible Action)
 - F. Request to approve extension of time for Gabriel Martin, Maintenance Helper in the Public Works Department. (For Possible Action)
 - G. Request to approve extension of time for Andre Monsegue, Maintenance Helper in the Public Works Department. (For Possible Action)
 - H. Request to approve extension of time for Robin Sheets, Maintenance Helper in the Public Works Department. (For Possible Action)
 - I. Request to approve extension of time for Fernando Silverio, Maintenance Helper in the Public Works Department. (For Possible Action)

7. REGULAR AGENDA
 - A. Adoption of amendments to the following Civil Service Rules: Rule VII – Certification of Eligibles, Appointments and Probation Section 3. Certifications and Section 11. Removal from Eligible list; Rule XI – Suspension, Discipline and Discharge Section 4. (n), to reflect the correct reference to the RMC. (For Possible Action)
8. CHIEF EXAMINER ANNOUNCEMENTS (Items for general announcements and informational items only. No deliberation or action will be taken on this item.)
9. IDENTIFICATION OF FUTURE AGENDA ITEMS
10. CONFIRM NEXT MEETING DATE OF July 22, 2021 AT 3:30 PM. (For Possible Action)
11. PUBLIC COMMENT – This item is for either general public comment or on any action item and is limited to no more than three (3) minutes for each commentator.
12. ADJOURNMENT (For Possible Action)

CITY OF RENO – CIVIL SERVICE COMMISSION

DRAFT MINUTES

Thursday – May 27, 2021 – 3:30 PM
Reno, Nevada

MEMBERS

Tray Abney, Chairperson
YeVonne Allen, Vice Chairperson
Ken Dalton
Ricardo Duarte
Jay Kenny
Nichole Paul

1. CALL TO ORDER/ROLL CALL

Chairperson Abney called the meeting to order at 3:30 PM. A quorum was established.

MEMBERS PRESENT: Tray Abney
YeVonne Allen
Ken Dalton
Jay Kenny
Nichole Paul

MEMBERS EXCUSED: Ricardo Duarte

ALSO PRESENT FROM CIVIL SERVICE:

Barbara Ackermann, Chief Examiner
Candie Lorenzo, Management Analyst
Mel Evans, Management Analyst
Melissa Ulrich, Civil Service Technician
Susan Rothe, Deputy City Attorney

2. **PUBLIC COMMENT** – This item is for either public comment on any action item or for general public comment and is limited to no more than **three (3) minutes** for each commentator.

None.

3. APPROVAL OF AGENDA (For Possible Action)

It was moved by Vice Chairperson Allen, seconded by Commissioner Kenny, to approve the May 27, 2021 agenda. The motion passed unanimously.

4. **LIAISON REPORT** (Item for announcements and informational items only. No deliberation or action will be taken on this item.)

Councilwoman Brekhus confirmed that the appointment for the Commissioner vacancy is on the City Council agenda for June.

Councilwoman Brekhus informed the Commission that Council adopted the budget that includes the addition of 21 positions.

Councilwoman Brekhus updated the Commission that Council approved the proposed Civil Service rule changes without discussion.

5. MINUTES – Approval of the April 22, 2021 regular meeting minutes. (For Possible Action)

It was moved by Commissioner Dalton, seconded by Commissioner Kenny, to approve the minutes for the April 22, 2021 Civil Service meeting. The motion passed unanimously.

6. CONSENT AGENDA

- A. Request to acknowledge employee confirmations in accordance with the dates listed in the Confirmation Report. (For Possible Action)
- B. Request to accept eligible lists in accordance with the dates listed in the Eligible List Report. (For Possible Action)
- C. Request to approve the minimum qualifications for the classification specification of Equipment Mechanic. (For Possible Action)
- D. Request to approve the minimum qualifications for the classification specification of Equipment Service Worker. (For Possible Action)

It was moved by Vice Chairperson Allen, seconded by Commissioner Paul, to approve the Consent Agenda. The motion passed unanimously.

7. REGULAR AGENDA

- A. Discussion and potential direction regarding adjustment of Chief Examiner's compensation and benefits. (For Possible Action)

The Commission held discussion regarding the adjustment of the Chief Examiner's compensation and benefits.

It was moved by Vice Chairperson Allen, seconded by Commissioner Kenny, to approve the adjustment of the Chief Examiner's compensation and benefits to include an increase of 2.5% for COLA and 2.5% based on the previous review for a total of a 5% salary increase. The motion passed unanimously.

Chairperson Abney thanked Barbara for her service to the Commission and he also thanked Candie and Melissa for their dedication and service to the Commission and to the City.

Chief Examiner Barbara Ackermann thanked the Commission for their support of the entire Civil Service team.

8. CHIEF EXAMINER ANNOUNCEMENTS (Items for general announcements and informational items only. No deliberation or action will be taken on this item.)

The Chief Examiner informed the Commission that the June meeting will take place in person at City Hall and we will work on providing a virtual option as well.

The Chief Examiner confirmed that we do have the Commissioner appointments on the City Council agenda for Wednesday, June 2, 2021 for the vacant Commissioner position and the re-appointment of YeVonne Allen.

The Chief Examiner updated the Commission on our new Management Analyst, Mel Evans, that started at the beginning of the month and she has hit the ground running and is doing a great job helping the team.

The Chief Examiner shared with the Commission that she is fully on top of which positions that were adopted with the new budget will be Civil Service and that the majority of the positions will fall in Civil Service that will require recruitments to be done. She also informed the Commission that one of the approved positions is for the Civil Service department which will be an Office Assistant II that will perform the routine clerical work for the department that is currently being done by everyone in the department. She anticipates that we should be able to hire this position in July.

The Chief Examiner informed the Commission that the proposed Civil Service rule change to Rule VII Section 3 was reviewed and approved by City Council. Rule VII Section 3 and Section 11 will be added to next month's Civil Service Commission agenda for possible action by the Commission. The Chief Examiner met with Vice-Chairperson Allen and Commissioner Paul regarding Rule VII Section 4 language that will be submitted next month for review and approval to bring back to the Commission in July.

The Chief Examiner informed the Commission that the department currently has nine recruitments in progress, four recruitments in development, and seven recruitments in the queue.

9. IDENTIFICATION OF FUTURE AGENDA ITEMS

Chairperson Abney identified that the Commission will review and discuss the adoption of proposed Civil Service rule changes.

10. CONFIRM NEXT MEETING DATE OF June 24, 2021 AT 3:30 PM. (For Possible Action)

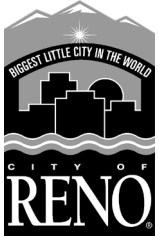
The next regular meeting of the Civil Service Commission was scheduled for Thursday, May 24, 2021 at 3:30 PM.

11. PUBLIC COMMENT – This item is for either general public comment or on any action item and is limited to no more than three (3) minutes for each commentator.

IAFF Local 731 Civil Service Chairman, James Leonesio, provided a Verbal Public Comment with a department update regarding the recent Fire Equipment Operator promotional exam. He thanked Barbara, Candie and the Civil Service department for putting on this very labor intensive exam. He also provided another department updated that the Firefighter Academy is still in progress with graduation in August and all are welcome to join.

12. ADJOURNMENT (For Possible Action)

It was moved by Vice Chairperson Allen, seconded by Commissioner Dalton, to adjourn the meeting at 3:53 PM. The motion passed unanimously.



Civil Service Commission

CONFIRMATION REPORT

DATE: June 14, 2021

TO: City of Reno Civil Service Commission

FROM: Barbara Ackermann, Chief Examiner

SUBJECT: Item 6.A. Request to acknowledge employee confirmations in accordance with the dates listed in this Confirmation Report. (For Possible Action)

Having successfully completed the Probation Period, pursuant to Rule VII, Section 12(e), I recommend that the Civil Service Commission acknowledge the confirmation dates for the employees listed below:

Parks and Recreation

Terrence Sullivan

Job Title

Recreation Leader

Confirmation Date

April 26, 2021

Public Safety Dispatch

Kristen Saucedo

Job Title

Public Safety Dispatcher

Confirmation Date

January 22, 2021

Reno Police Department

Tyler Baehr

Eugenio Bueno

Lynn La Vanway

Galen Schmidt

Job Title

Police Officer

Police Sergeant

Police Records Supervisor

Police Officer

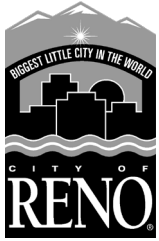
Confirmation Date

June 9, 2021

May 12, 2021

June 5, 2021

June 9, 2021



Civil Service Commission

ELIGIBLE LIST REPORT

DATE: June 16, 2021

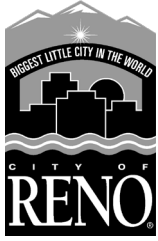
TO: City of Reno Civil Service Commission

FROM: Barbara Ackermann, Chief Examiner

SUBJECT: Item 6.B. Request to accept eligible lists in accordance with the dates listed in this Eligible List Report. (For Possible Action)

Pursuant to Rule VII, I recommend that the Civil Service Commission accept the eligible lists in accordance with the dates listed below:

Assistant Planner - Plan Review Technician	There are two (2) candidates on the promotional list established on May 27, 2021 with gender diversity.
Fire Equipment Operator	There are nineteen (19) candidates on the promotional list established on May 26, 2021 with ethnic and racial diversity.
Maintenance Worker I	There are eighty (80) candidates on the list established on June 8, 2021 with ethnic and racial diversity.
Plans Examiner	There are four (4) candidates on the continuous list established on June 8, 2021 with ethnic and gender diversity.
Police Officer Recruit	There are one hundred twelve (112) candidates on the list established on May 25, 2021 with ethnic, gender and racial diversity.
Senior Civil Engineer	There are two (2) candidates on the promotional list established on May 18, 2021 with ethnic diversity.
Senior Civil Engineer	There are five (5) candidates on the list established on May 18, 2021 with ethnic, gender and racial diversity.
Senior Recreation Leader	There are two (2) candidates on the continuous list established on June 11, 2021 with gender diversity.



Civil Service Commission

MEMORANDUM

DATE: June 15, 2021

TO: City of Reno Civil Service Commission

FROM: Barbara Ackermann, Chief Examiner

SUBJECT: Item 6.C. Request to approve the minimum qualifications for the classification specification of Lateral Police Officer. (For Possible Action)

Background:

The Reno Police Department has been working with the HR Department and Civil Service to create a new classification specification of Lateral Police Officer.

Discussion:

The classification specification of Lateral Police Officer is similar to the existing Police Officer classification specification with additional requirements that will enable the City of Reno to recruit fully sworn Police Officers from other jurisdictions within the state of Nevada and from states with reciprocity agreements with the state of Nevada outside of the open entry process currently available.

This position requires a high school diploma or equivalent, supplemented by experience equivalent to a candidate that has graduated from the Reno Police Department's Police Officer Recruit academy and two years of patrol experience which may include probationary time or the successful completion of the Northern Nevada Law Enforcement Academy (NNLEA).

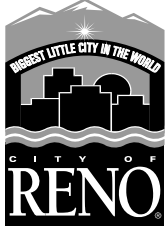
This position also requires the applicant to possess and maintain the equivalent to a valid Nevada Class C driver's license at time of application and at time of hire as well as possession of a Nevada POST Category 1 Certificate, or an out-of-state POST Category 1 Certificate which has reciprocity with Nevada and the Basic Certificate must be in good standing. Per NAC 289 the applicant must pass the Nevada POST Physical Fitness Test, the online Reciprocity course and the Nevada State Certification exam.

In addition, even if the applicant qualifies for reciprocity, they may be required to attend the basic academy if Nevada POST verifies and confirms that all eligibility requirements have not been met.

Recommendation:


It is recommended that the Civil Service Commission approve the minimum qualifications of the new classification specification of Lateral Police Officer as presented with a twelve (12) month probationary period.

Attachment 1: Memo requesting approval of minimum qualifications from Jackie Bryant, Interim Director of Human Resources.
Attachment 2: Classification Specification for Lateral Police Officer.



Department of Human Resources

MEMORANDUM

Date: June 9, 2021
To: Civil Service Commission
From: Jackie Bryant, Assistant City Manager / Interim HR Director 
Subject: Lateral Police Officer– Approval of Minimum Qualifications

Recommendations:

It is recommended the Civil Service Commission approve the minimum qualifications for the Lateral Police Officer classification.

Discussion:

The Lateral Police Officer is a new classification. This new position will allow the Reno Police Department to recruit from law enforcement agencies both within and outside of the state of Nevada. This job description mirrors the Police Officer job description, with the addition of language to allow for applicants from other agencies within the state of Nevada and for applicants from states with reciprocity agreements with the state of Nevada.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Ability to:

- Deal effectively and courteously with others,
- Observe situations analytically and objectively.
- Record observations clearly and completely.
- React quickly and calmly in emergencies.
- Express oneself clearly and concisely, both orally and in writing,
- Enforce laws, ordinances, and regulations with firmness, tact, and impartiality.
- Develop skills in the use and care of firearms and meet minimum testing levels.
- Develop additional skills in the operation of motor vehicles.
- Establish and maintain effective relationships with those contacted in the course of work.
- Work in a team based environment to achieve common goals.
- Meet the essential functions of the job classification to safely and effectively perform the assigned duties.
- Pass all written examinations required to meet Nevada POST requirements.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

High School Diploma or equivalent.

Experience:

ALL of the following requirements must be met:

Must be 21 years of age at time of appointment and a citizen of the United States;

Two years of patrol experience (may include probationary time) OR successful completion of the Northern Nevada Law Enforcement Academy (NNLEA);

If seeking reciprocity, employment as a Peace Officer (ex. Patrol Officer, street cop, etc.) in a reciprocity state or approved federal program as an equivalent to a Nevada Category 1 Peace Officer within the last 60 months (Detention and Corrections of any kind does not qualify for reciprocity);

Candidates WILL NOT be considered who resigned in lieu of termination or been terminated from any civil service employment for substantiated misconduct involving dishonesty, and has not been reinstated as a result of a judicial action or any available appeal or remedy relating to the resignation or termination, including, without limitation, any civil service appeal, direct administrative appeal, or collective bargaining remedy. For purposes of this paragraph, "dishonesty" includes untruthfulness, deception, misrepresentation, falsification, and dishonesty by admission or omission (NAC 289.110 (4) (d)).

License or Certificate:

Possess and maintain the equivalent to a valid Nevada Class C driver's license at the time of application and at time of hire.

Possession of a Nevada POST Category 1 Certificate, or an out-of-state POST Category 1 Certificate which has reciprocity with Nevada. Basic Certificate must be in good standing.

Must pass the Nevada POST Physical Fitness Test, per NAC 289.

Must pass the online Reciprocity course, per NAC 289.

Must pass the Nevada State Certification exam, per NAC 289.

Other Requirements:

EVEN IF YOU QUALIFY FOR RECIPROCITY, YOU MAY BE REQUIRED TO ATTEND THE BASIC ACADEMY.

Nevada POST will verify and confirm all eligibility requirements have been met. If all eligibility requirements have not been met, then you will be required to attend a basic academy.

Action:

It is requested the Civil Service Commission approve the proposed minimum qualifications for the Lateral Police Officer classification.

LATERAL POLICE OFFICER

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.

SUMMARY DESCRIPTION

To enforce laws and ordinances; maintain order, prevent crime, and make arrests; upon assignment, may train officers and conduct police investigations; and perform related work as required.

DISTINGUISHING CHARACTERISTICS AND CORE VALUES

Upon successful completion of the Reno Police Lateral Academy, Police Officers are placed into the Police Training Officer (PTO) Program.

The Reno Police Department utilizes an organizational model which emphasizes community engagement and service, intelligence led policing to increase public safety, decentralized decision making, and a problem solving and victim centered ideology. We are committed to partner with our community to create a safe city by providing the highest level of police services. Successful candidates demonstrate the ability to live and work within our Reno Police Department CORE values. These CORE values are the heart of our Department: **SERVICE, INTEGRITY, RESPECT, and FAIRNESS.**

Our Department is dedicated to providing **SERVICE** to our community. We proactively respond to the changing needs of the community and Department through open communication, accountability, and professionalism. Employees must have **INTEGRITY**, providing service that demonstrates honesty, professionalism and dedication in all actions. Employees will treat others with **RESPECT**, treating everyone with dignity, empathy, and **FAIRNESS**, demonstrating consistent, ethical and impartial treatment for everyone.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Patrols an assigned area on foot, in a patrol car, on a motorcycle or other means of transportation; checks stores, businesses, houses, and other premises for burglary, and other disturbances; investigates any suspicious conditions.
2. Makes arrests for violation of laws or ordinances; escorts prisoners to incarceration; and may register and book prisoners.
3. Prepares record of arrest and submits detailed reports of investigation made; responds to complaints; controls crowds; cooperates with other law enforcement officers.
4. Enforces traffic and parking regulations; directs traffic; investigates traffic accidents and obtains information incidental to the event; as assigned, serves as an escort; transfers prisoners; administers

first aid in emergency situations.

5. Maintains relations with community through periodic meetings; may assist in the supervision and training of new recruits.
6. Assists the public by locating lost children and pets; assists motorists with stolen vehicles; observes traffic hazards and makes recommendations for their correction.
7. Keeps records and makes reports; assists superiors in their work and may act for them in their absence.
8. Attends training courses and instructional meetings; may be called on at any time for emergency duties; may assist other emergency personnel as needed.
9. Makes initial and supplementary investigation of crimes in areas such as personal violence, theft, checks intelligence, juvenile, and others; investigates cases involving missing persons, lost children, and runaways; interviews witnesses and complainants.
10. Collects material evidence and does crime scene work; takes photographs; performs surveillance of persons and places; apprehends, interviews, and arrests suspects; prepares and submits reports; testifies at hearings and in court; assists other jurisdictions and agencies.
11. Participates in undercover investigation of narcotics, gambling, subversive activities, vice, racial disturbances, and other activities, violations, and crimes.
12. Makes investigations to determine whether juvenile offenders should be returned to the custody of the home, given a formal hearing, referred to a social agency or to juvenile court; works with social agencies, schools, and groups.
13. Gives speeches, lectures, and demonstrations; keeps records and logs; acts as training officer for recruit police personnel in the basic patrol and/or traffic function and the training of confirmed police officers in areas deemed necessary by police administration.
14. Completes performance evaluation of recruit police officers assigned on a regular basis; performs other related work as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Ability to:

Deal effectively and courteously with others,
Observe situations analytically and objectively.
Record observations clearly and completely.
React quickly and calmly in emergencies.
Express oneself clearly and concisely, both orally and in writing,
Enforce laws, ordinances, and regulations with firmness, tact, and impartiality.
Develop skills in the use and care of firearms and meet minimum testing levels.

Develop additional skills in the operation of motor vehicles.
Establish and maintain effective relationships with those contacted in the course of work.
Work in a team based environment to achieve common goals.
Meet the essential functions of the job classification to safely and effectively perform the assigned duties.
Pass all written examinations required to meet Nevada POST requirements.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

High School Diploma or equivalent.

Experience:

ALL of the following requirements must be met:

Must be 21 years of age at time of appointment and a citizen of the United States;

Two years of patrol experience (may include probationary time) OR successful completion of the Northern Nevada Law Enforcement Academy (NNLEA);

If seeking reciprocity, employment as a Peace Officer (ex. Patrol Officer, street cop, etc.) in a reciprocity state or approved federal program as an equivalent to a Nevada Category 1 Peace Officer within the last 60 months (Detention and Corrections of any kind does not qualify for reciprocity);

Candidates WILL NOT be considered who resigned in lieu of termination or been terminated from any civil service employment for substantiated misconduct involving dishonesty, and has not been reinstated as a result of a judicial action or any available appeal or remedy relating to the resignation or termination, including, without limitation, any civil service appeal, direct administrative appeal, or collective bargaining remedy. For purposes of this paragraph, “dishonesty” includes untruthfulness, deception, misrepresentation, falsification, and dishonesty by admission or omission (NAC 289.110 (4) (d)).

License or Certificate:

Possess and maintain the equivalent to a valid Nevada Class C driver’s license at the time of application and at time of hire.

Possession of a Nevada POST Category 1 Certificate, or an out-of-state POST Category 1 Certificate which has reciprocity with Nevada. Basic Certificate must be in good standing.

Must pass the Nevada POST Physical Fitness Test, per NAC 289.

Must pass the online Reciprocity course, per NAC 289.

Must pass the Nevada State Certification exam, per NAC 289.

Other Requirements:

EVEN IF YOU QUALIFY FOR RECIPROCITY, YOU MAY BE REQUIRED TO ATTEND THE BASIC ACADEMY.

Nevada POST will verify and confirm all eligibility requirements have been met. If all eligibility requirements have not been met, then you will be required to attend a basic academy.



Civil Service Commission

MEMORANDUM

DATE: June 15, 2021

TO: City of Reno Civil Service Commission

FROM: Barbara Ackermann, Chief Examiner

SUBJECT: Item 6.D. Request to approve the minimum qualifications for the classification specification of Mental Health Counselor. (For Possible Action)

Background:

The Reno Police Department has been working with the HR Department to create a new classification specification of Mental Health Counselor.

Discussion:

The classification specification of Mental Health Counselor is responsible for performing behavioral health duties, in conjunction with a law enforcement partner, for the Reno Police Department's Mobile Outreach Safety Team (MOST), to include crisis response, home visits, welfare checks, individual assessments, and the implementation of mental health programs.

This position requires a Master's degree from an accredited college or university in social work, marriage and family therapy, counseling, psychology, or closely related field, supplemented by two years of experience performing clinical case work.

This position also requires a valid driver's license and licensure in the State of Nevada to practice as a Licensed Clinical Social Worker, a Marriage and Family Therapist, or a Clinical Professional Counselor (licensure must be a practitioner, not as an intern).

Recommendation:


It is recommended that the Civil Service Commission approve the minimum qualifications of the new classification specification of Mental Health Counselor as presented with a twelve (12) month probationary period.

Attachment 1: Memo requesting approval of minimum qualifications from Jackie Bryant, Interim Director of Human Resources.
Attachment 2: Classification Specification for Mental Health Counselor.



Department of Human Resources

MEMORANDUM

Date: June 9, 2021
To: Civil Service Commission
From: Jackie Bryant, Assistant City Manager / Interim HR Director 
Subject: Mental Health Counselor– Approval of Minimum Qualifications

Recommendations:

It is recommended the Civil Service Commission approve the minimum qualifications for the Mental Health Counselor classification.

Discussion:

The Mental Health Counselor is a new classification. This new position will allow the Reno Police Department to perform behavioral health duties, in partnership with a law enforcement partner, for the Reno Police Department's Mobile Outreach Safety Team to include crisis response, home visits, welfare checks, individual assessments, and to implement mental health programs.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Case management practices and procedures.
- Principles and techniques of interviewing and recording casework data.
- Symptoms and treatment of mental illness, emotional, and behavior disorders.
- Theories and principles of clinical practice.
- Principles of adult education.
- Principles of individual and group behavior.
- Principles, practices, and techniques of crisis intervention, counseling, and case management.
- Validated clinical behavioral management techniques.
- Pertinent Federal, State, and local laws, codes, and regulations regarding mental health care.
- Diagnostic criteria from DSM-5.
- Motivational and interviewing skills.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone, often where relations may be confrontational or strained.

Ability to:

- Engage with clients experiencing significant mental, emotional, or psychological problems.
- Manage a caseload.
- Follow directions by a uniformed Reno Police Officer.
- Formulate and modify treatment, behavioral, training plans in conjunction with clients' needs.

Perform a Legal 2000 in compliance with applicable laws.
Prepare and maintain accurate, clear, and concise reports, statistics, and chronological records.
Assess and utilize social, agency, and community resources.
Make oral presentations concerning treatment, behavioral and/or training plans, goals, and results.
Communicate clearly and concisely, both orally and in writing.
Perform crisis intervention with the client and for families.
Assess, develop, and implement treatment, behavioral and training plans, and goals.
Write comprehensive evaluations, reports, and recommendations.
Maintain professionalism while dealing with difficult situations and/or subjects.
Make decisions and independent judgments and prioritize activities relative to assigned duties.
Maintain effective working relationships with clients from a wide range of socio-economic backgrounds, division staff, and representatives of other departments, community organizations, and government agencies.
Use sound judgment in following and applying appropriate laws, regulations, policies, and procedures.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Perform a broad range of complex professional casework duties.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Master's degree from an accredited college or university in social work, marriage and family therapy, counseling, psychology, or a closely related field.

Experience:

Two (2) years of experience performing clinical case work.

License or Certificate:

Possession of an appropriate, valid driver's license.

Licensure in the State of Nevada to practice as a Licensed Clinical Social Worker, A Marriage and Family Therapist, or a Clinical Professional Counselor (licensure must be a practitioner, not as an intern).

Action:

It is requested the Civil Service Commission approve the proposed minimum qualifications for the Mental Health Counselor classification.

MENTAL HEALTH COUNSELOR

*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.*

SUMMARY DESCRIPTION

Under general direction, in partnership with a law enforcement partner, perform behavioral health duties for the Reno Police Department's Mobile Outreach Safety Team (MOST), to include crisis response, home visits, welfare checks, individual assessments, and the implementation of mental health programs.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Co-response with officers from the Reno Police Department to assist in de-escalating volatile incidents, provide crisis intervention services in response to a call for service, follow-up request, or proactive engagement.
2. Provide skilled intervention capabilities for situations requiring a "diagnostic" Legal 2000 where officers and/or paramedics do not have the necessary training and background to complete a legal hold.
3. Complete "Persons in Crisis" welfare checks and/or contact problematic frequent users of services to promote medication compliance, therapy compliance, access to resources, and self-wellness promotion.
4. Provide skilled assessment to encourage voluntary use of community resources to prevent future crises.
5. Follow up on prior contacts with individuals to continue engagement and the voluntary use of community resources. Offer assistance in connecting with resources as determined by client and clinician.
6. Connect individuals in crisis to local resources to provide a long-term support network for their needs.
7. Provide educational resources to the Reno Police Department and the City of Reno to expand the body of knowledge about mental illness and techniques available to address the phenomenon.
8. Building working relationships with local agencies to foster community support for the mentally ill.
9. Provide follow-up information to referring officers or community referrals as deemed appropriate or needed.
10. Attends meetings, trainings, and calls as needed.
11. Contribute to the overall quality of the Reno Police Department's mental health services by recommending and implementing improved policies and procedures.
12. Stay abreast of new trends and innovations in the areas of mental health.
13. Represent the Reno Police Department in community and mental health activities as a member of the Mobile Outreach Safety Team.
14. Perform related duties as required.

CITY OF RENO
Mental Health Counselor (Continued)

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Case management practices and procedures.
- Principles and techniques of interviewing and recording casework data.
- Symptoms and treatment of mental illness, emotional, and behavior disorders.
- Theories and principles of clinical practice.
- Principles of adult education.
- Principles of individual and group behavior.
- Principles, practices, and techniques of crisis intervention, counseling, and case management.
- Validated clinical behavioral management techniques.
- Pertinent Federal, State, and local laws, codes, and regulations regarding mental health care.
- Diagnostic criteria from DSM-5.
- Motivational and interviewing skills.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone, often where relations may be confrontational or strained.

Ability to:

- Engage with clients experiencing significant mental, emotional, or psychological problems.
- Manage a caseload.
- Follow directions by a uniformed Reno Police Officer.
- Formulate and modify treatment, behavioral, training plans in conjunction with clients' needs.
- Perform a Legal 2000 in compliance with applicable laws.
- Prepare and maintain accurate, clear, and concise reports, statistics, and chronological records.
- Assess and utilize social, agency, and community resources.
- Make oral presentations concerning treatment, behavioral and/or training plans, goals, and results.
- Communicate clearly and concisely, both orally and in writing.
- Perform crisis intervention with the client and for families.
- Assess, develop, and implement treatment, behavioral and training plans, and goals.
- Write comprehensive evaluations, reports, and recommendations.
- Maintain professionalism while dealing with difficult situations and/or subjects.
- Make decisions and independent judgments and prioritize activities relative to assigned duties.
- Maintain effective working relationships with clients from a wide range of socio-economic backgrounds, division staff, and representatives of other departments, community organizations, and government agencies.
- Use sound judgment in following and applying appropriate laws, regulations, policies, and procedures.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Perform a broad range of complex professional casework duties.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Master's degree from an accredited college or university in social work, marriage and family therapy, counseling, psychology, or a closely related field.

Experience:

Two (2) years of experience performing clinical case work.

License or Certificate:

Possession of an appropriate, valid driver's license.

CITY OF RENO
Mental Health Counselor (Continued)

Licensure in the State of Nevada to practice as a Licensed Clinical Social Worker, A Marriage and Family Therapist, or a Clinical Professional Counselor (licensure must be a practitioner, not as an intern).

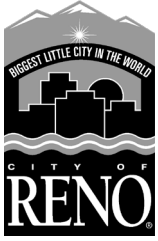
PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting and also in the field. Crisis intervention may require the incumbent to encounter potentially hostile or combative situations.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles, including the operation of office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

May 2021
Human Resources



Civil Service Commission

MEMORANDUM

DATE: June 15, 2021

TO: City of Reno Civil Service Commission

FROM: Barbara Ackermann, Chief Examiner

SUBJECT: Item 6.E. Request to approve the minimum qualifications for the classification specification of Police Services Supervisor. (For Possible Action)

Background:

The Reno Police Department, through Human Resources is requesting an update to the current minimum qualifications for the classification specification of Police Services Supervisor.

Discussion:

One of the requested changes to this existing classification specification includes updating the educational requirement to add college coursework in office management, administration, staff supervision, or a related field to be in conjunction with specialized training in these listed areas.

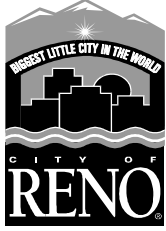
The other requested change increases the number of years of experience from two to three years of customer service/customer contact experience with increasingly responsible clerical support experience including two years of administrative or lead supervisory responsibility.

This update more clearly defines the educational requirement and experience required by a Police Services Supervisor at the City of Reno.

Recommendation:

It is recommended that the Civil Service Commission approve the update to the minimum qualifications for the classification specification of Police Services Supervisor as presented and retain the current twelve (12) month probationary period.

Attachment 1: Memo requesting approval of minimum qualifications from Jackie Bryant, Interim Director of Human Resources.
Attachment 2: Classification Specification for Police Services Supervisor.



Department of Human Resources

MEMORANDUM

Date: June 9, 2021
To: Civil Service Commission
From: Jackie Bryant, Assistant City Manager / Interim HR Director *JB*
Subject: Police Services Supervisor– Approval of Minimum Qualifications

Recommendations:

It is recommended the Civil Service Commission approve the minimum qualifications for the Police Services Supervisor classification.

Discussion:

The Police Services Supervisor is an existing classification. The Reno Police Department is requesting that the minimum qualifications for the position be adjusted to reflect three years of experience in this field. These changes are more appropriate for the position, as the volume of work and the personnel associated in the unit require a candidate that has more experience than two years. In addition, having the foundation of post-high school coursework is also beneficial to the unit and the department.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to completion of the twelfth grade supplemented by college coursework and specialized training in office management, administration, staff supervision, or a related field. A Bachelor's degree from an accredited college or university is preferred.

Experience:

~~Two~~ Three years of customer service/customer contact experience with increasingly responsible clerical support experience including two years of administrative or lead supervisory responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain within 6 months of hire, valid NCIC certification.

Action:

It is requested the Civil Service Commission approve the proposed minimum qualifications for the Police Services Supervisor classification.

POLICE SERVICES 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.*

SUMMARY DESCRIPTION

Under direction, supervises, assigns, reviews, and participates in the work of staff responsible for greeting visitors at the front desk of the Reno Police Department main station or substation(s) as assigned, answering phones, responding to citizen inquiries, providing technical assistance with computer kiosk operation, performing a variety of non-sworn law enforcement duties to include interviewing witnesses and victims, taking crime reports, collecting evidence, and other technical and administrative duties in support of assigned area; ensures superior customer service, work quality, and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for performing a variety of non-sworn law enforcement duties including taking crime reports, interviewing witnesses and victims, collecting evidence, and other technical and administrative duties in support of assigned area.
2. Establish schedules and methods for providing various non-sworn law enforcement services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
4. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
5. Participate in the selection of assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedure.
6. Collect, review, and approve reports prepared by personnel assigned to the main station or a substation front desk position; check reports for accuracy, spelling, composition, grammar, and appropriate classification; sign reports and forward to appropriate personnel for further processing.
7. May develop and oversee the implementation of program evaluation and survey instruments; create and conduct surveys; collect and compile survey data; analyze data to monitor citizen satisfaction and level of service; recommend and implement changes in response to results to ensure the highest level of service.
8. Consult with personnel regarding content and classification of reports submitted; consult the Nevada Revised Statutes (NRS) as necessary; assist personnel in correcting or determining appropriate report classifications.

CITY OF RENO

Police Services Supervisor (*Continued*)

9. Utilize various computer programs and databases for the police department for information retrieval, data entries, and modifications.
10. Operate various law enforcement databases including NCIC, NCJIS and PLIMS; obtain criminal records and other legal information in the performance of assigned duties.
11. Collect and compile daily, monthly, quarterly, and yearly statistical information on assigned personnel, operations, & programs. Monitor each employee's performance; prepare reports to analyze work flow and operational activity.
12. Attend and participate in professional group meetings; maintain awareness of new trends, innovations, and developments in the field of law enforcement; incorporate new procedures as appropriate into programs.
13. Maintain comprehensive knowledge of department services and resources.
14. Develop and maintain intra- and interdepartmental relationships to promote and/or support service to citizens.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
16. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Organizational Mission, Vision and Values

Operations, services, and activities of non-sworn law enforcement personnel.

Principles of supervision, training, and performance evaluation.

Practices, principles, and techniques of effective customer service.

Basic organization and operations of a police department.

Principles and practices of the victim services field.

Philosophies of a victim-centric approach and trauma-informed care.

Basic law enforcement theory, principles, and practices and their application to a wide variety of services and programs.

Modern and complex principles and practices of criminal and statistical report preparation.

Standard law enforcement information, communications, and record keeping and records management principles, procedures, techniques, terminology and equipment.

Pertinent federal, state, and local laws, codes, and regulations and department rules, policies, and procedures including applicable regulations and procedures governing the preparation of crime reports.

Basic interviewing, effective communication skills, and evidence collection methods and principles.

Safe work methods and safety regulations pertaining to the work including workplace safety standards.

Principles and practices used in establishing and maintaining files and information retrieval systems.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and database/statistical applications.

Automated law enforcement information systems and procedures.

English usage, spelling, grammar, and punctuation. Principles of business letter writing and report preparation.

CITY OF RENO
Police Services Supervisor (*Continued*)

Basic court procedures.
Occupational hazards and standard safety practices.

Ability to:

Coordinate, supervise, and direct daily operations of non-sworn law enforcement personnel.
Recommend and implement goals, objectives, policies and procedures for providing non-sworn law enforcement programs and services.
Select, train, and evaluate staff.
Supervise the preparation of clear, accurate concise, objective, and thorough crime reports.
Oversee and participate in the maintenance of accurate and current law enforcement records and files.
Collect and compile daily, monthly, and yearly statistical information on work performed by assigned personnel and prepare clear and concise reports.
Develop and maintain collaborative partnerships with outside agencies and stakeholders.
Operate specialized automated law enforcement information and communication systems including public safety computer systems to access and maintain data.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person and to remain calm under emergency situations.
Effectively represent the Police Department to outside individuals and agencies to accomplish the goals and objectives of the unit by having a complete understanding of the organization, operation, and services of the City, the Police Department, and of outside agencies as necessary.
Understand, interpret, and use sound judgment in following and applying general administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.
Respond professionally and tactfully, courteously, clearly, concisely, and appropriately to inquiries from the public, department staff, or other agencies on sensitive issues in area of responsibility; be able to demonstrate empathy while interacting with victims of crime.
Analyze situations and adopt a course of action.
Effectively handle multiple priorities, plan and organize workload to meet changing priorities and strict deadlines.
Prepare, maintain, file, and index a variety of reports, records, and other written materials at a high level.
Work in a team based environment to achieve common goals.
Coordinate multiple projects and complex tasks simultaneously.
Communicate clearly and concisely, both orally and in writing.
Follow oral directions.
Work cooperatively with other departments, City officials, and outside agencies.
Operate and use modern office equipment, computer and various software packages, assigned tools and equipment including camera, and audio recorder.
Meet the physical requirements to safely and effectively perform the assigned duties.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to completion of the twelfth grade supplemented by college coursework and specialized training in office management, administration, staff supervision, or a related field. A Bachelor's degree from an accredited college or university is preferred.

Experience:

~~Two~~ Three years of customer service/customer contact experience with increasingly responsible clerical support experience including two years of administrative or lead supervisory responsibility.

CITY OF RENO
Police Services Supervisor (*Continued*)

License or Certificate:

Possession of an appropriate, valid driver's license.

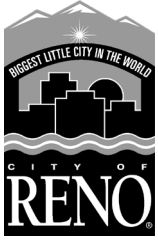
Possession of, or ability to obtain within 6 months of hire, valid NCIC certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an office environment with extensive public contact and constant interruptions; travel to different sites; may be required to work evenings, weekends, and split shifts.

Physical: Primary functions require sufficient physical ability and mobility to work in a field and office setting; to travel to various locations of assignment; to sit for prolonged periods of time; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to operate assigned equipment; and to verbally communicate to exchange information.



Civil Service Commission

MEMORANDUM

DATE: June 16, 2021

TO: City of Reno Civil Service Commission

FROM: Barbara Ackermann, Chief Examiner

SUBJECT: Item 6.F. Request to approve extension of time for Gabriel Martin, Maintenance Helper in the Public Works Department. (For Possible Action)

It is requested that the Civil Service Commission approve an extension of three (3) months into the FY 21/22 not to exceed 1039 hours for Gabriel Martin, Maintenance Helper in the Public Works Department. Please refer to the attached memo from Travis Truhill, Maintenance and Operations Manager, Public Works.

RULE VII – CERTIFICATION OF ELIGIBLES, APPOINTMENTS AND PROBATION

Section 13. Temporary, Provisional, and Non-Career Appointments. (a)

Temporary Appointments. The department head or City Manager may employ qualified applicants to fill positions in the temporary service. The department head or City Manager may request the names of persons who are available on a current appropriate Civil Service eligible list from which to fill such temporary positions.

Appointment to temporary positions shall not exceed six (6) calendar months unless first extended by the Commission. The Commission, upon a showing of good cause, may approve a one (1) time only extension for up to three (3) calendar months provided the extension is requested and approved prior to expiration of the initial six (6) calendar month appointment period. Persons hired under a temporary appointment, upon separation, may not be re-employed in a temporary position for a period of no less than three (3) calendar months.

Temporary appointments under this Rule may not be used in conjunction with City employment under a non-Civil Service appointment made pursuant to Section 9.020 (1)(d) [A person employed by the City for less than 18 hours per week or 234 hours per fiscal quarter] of the Charter without first completing the requisite three (3) month break in service.

Attachment 1: Memo from Travis Truhill, Maintenance and Operations Manager, Public Works.




PUBLIC WORKS DEPARTMENT

MEMORANDUM

DATE: June 8, 2021

TO: The Civil Service Commission

FROM: Travis Truhill 

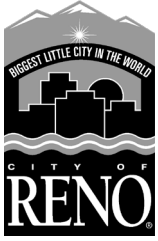
SUBJECT: Request to extend the Current Maintenance Helpers

Public Works - Maintenance & Operations - Streets would like to request an extension of three months into the FY 21/22 not to exceed 1039 hours, of our current Maintenance Helpers who would term out by the end of this Month. We already have PRC approval to hire our seasonal temporaries (Four Positions) to assist with Weed abatement and homeless camp cleanups for the FY 21/22. HR has been running the hiring ads for several weeks now and only have 3 potential candidates to interview at this time. An extension would allow us more time to run the ads and hopefully attract more candidates to fill the FY 21/22 seasonal needs. July brings us in the busiest time for these tasks and it is very difficult pulling current crews from their normal maintenance schedules to perform this seasonal work.

Sewers Division:

Gabriel Martin Hire Date: 1/26/2021 Expiration Date: 7/26/2021

Thank you in advance for your consideration



Civil Service Commission

MEMORANDUM

DATE: June 16, 2021

TO: City of Reno Civil Service Commission

FROM: Barbara Ackermann, Chief Examiner

SUBJECT: Item 6.G. Request to approve extension of time for Andre Monsegue, Maintenance Helper in the Public Works Department. (For Possible Action)

It is requested that the Civil Service Commission approve an extension of three (3) months into the FY 21/22 not to exceed 1039 hours for Andre Monsegue, Maintenance Helper in the Public Works Department. Please refer to the attached memo from Travis Truhill, Maintenance and Operations Manager, Public Works.

RULE VII – CERTIFICATION OF ELIGIBLES, APPOINTMENTS AND PROBATION

Section 13. Temporary, Provisional, and Non-Career Appointments. (a)

Temporary Appointments. The department head or City Manager may employ qualified applicants to fill positions in the temporary service. The department head or City Manager may request the names of persons who are available on a current appropriate Civil Service eligible list from which to fill such temporary positions.

Appointment to temporary positions shall not exceed six (6) calendar months unless first extended by the Commission. The Commission, upon a showing of good cause, may approve a one (1) time only extension for up to three (3) calendar months provided the extension is requested and approved prior to expiration of the initial six (6) calendar month appointment period. Persons hired under a temporary appointment, upon separation, may not be re-employed in a temporary position for a period of no less than three (3) calendar months.

Temporary appointments under this Rule may not be used in conjunction with City employment under a non-Civil Service appointment made pursuant to Section 9.020 (1)(d) [A person employed by the City for less than 18 hours per week or 234 hours per fiscal quarter] of the Charter without first completing the requisite three (3) month break in service.

Attachment 1: Memo from Travis Truhill, Maintenance and Operations Manager, Public Works.




PUBLIC WORKS DEPARTMENT

MEMORANDUM

DATE: June 8, 2021

TO: The Civil Service Commission

FROM: Travis Truhill 

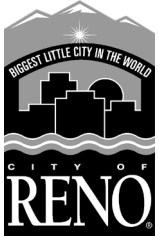
SUBJECT: Request to extend the Current Maintenance Helpers

Public Works - Maintenance & Operations - Streets would like to request an extension of three months into the FY 21/22 not to exceed 1039 hours, of our current Maintenance Helpers who would term out by the end of this Month. We already have PRC approval to hire our seasonal temporaries (Four Positions) to assist with Weed abatement and homeless camp cleanups for the FY 21/22. HR has been running the hiring ads for several weeks now and only have 3 potential candidates to interview at this time. An extension would allow us more time to run the ads and hopefully attract more candidates to fill the FY 21/22 seasonal needs. July brings us in the busiest time for these tasks and it is very difficult pulling current crews from their normal maintenance schedules to perform this seasonal work.

Sewers Division:

Andre Monsegue Hire Date: 1/26/2021 Expiration Date: 7/26/2021

Thank you in advance for your consideration



Civil Service Commission

MEMORANDUM

DATE: June 16, 2021

TO: City of Reno Civil Service Commission

FROM: Barbara Ackermann, Chief Examiner

SUBJECT: Item 6.H. Request to approve extension of time for Robin Sheets, Maintenance Helper in the Public Works Department. (For Possible Action)

It is requested that the Civil Service Commission approve an extension of three (3) months into the FY 21/22 not to exceed 1039 hours for Robin Sheets, Maintenance Helper in the Public Works Department. Please refer to the attached memo from Ryan Bird, Maintenance and Operations Manager, Public Works.

RULE VII – CERTIFICATION OF ELIGIBLES, APPOINTMENTS AND PROBATION

Section 13. Temporary, Provisional, and Non-Career Appointments. (a)

Temporary Appointments. The department head or City Manager may employ qualified applicants to fill positions in the temporary service. The department head or City Manager may request the names of persons who are available on a current appropriate Civil Service eligible list from which to fill such temporary positions.

Appointment to temporary positions shall not exceed six (6) calendar months unless first extended by the Commission. The Commission, upon a showing of good cause, may approve a one (1) time only extension for up to three (3) calendar months provided the extension is requested and approved prior to expiration of the initial six (6) calendar month appointment period. Persons hired under a temporary appointment, upon separation, may not be re-employed in a temporary position for a period of no less than three (3) calendar months.

Temporary appointments under this Rule may not be used in conjunction with City employment under a non-Civil Service appointment made pursuant to Section 9.020 (1)(d) [A person employed by the City for less than 18 hours per week or 234 hours per fiscal quarter] of the Charter without first completing the requisite three (3) month break in service.

Attachment 1: Memo from Ryan Bird, Maintenance and Operations Manager, Public Works.

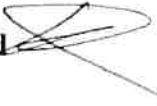


PUBLIC WORKS DEPARTMENT

MEMORANDUM

DATE: June 8, 2021

TO: The Civil Service Commission

FROM: Ryan Bird 

SUBJECT: Request to extend the Current Maintenance Helpers

Public Works - Maintenance & Operations - Sewers would like to request an extension of three months into the FY 21/22 not to exceed 1039 hours, of our current Maintenance Helpers who would term out by the end of this Month. We already have PRC approval to hire our seasonal temporaries (Four Positions) to assist with Weed abatement and homeless camp cleanups for the FY 21/22. HR has been running the hiring ads for several weeks now and only have 3 potential candidates to interview at this time. An extension would allow us more time to run the ads and hopefully attract more candidates to fill the FY 21/22 seasonal needs. July brings us in the busiest time for these tasks and it is very difficult pulling current crews from their normal maintenance schedules to perform this seasonal work.

Sewers Division:

Robin Sheets Hire Date: 1/19/2021 Expiration Date: 7/19/2021

Thank you in advance for your consideration



Civil Service Commission

MEMORANDUM

DATE: June 16, 2021

TO: City of Reno Civil Service Commission

FROM: Barbara Ackermann, Chief Examiner

SUBJECT: Item 6.I. Request to approve extension of time for Fernando Silverio, Maintenance Helper in the Public Works Department. (For Possible Action)

It is requested that the Civil Service Commission approve an extension of three (3) months into the FY 21/22 not to exceed 1039 hours for Fernando Silverio, Maintenance Helper in the Public Works Department. Please refer to the attached memo from Ryan Bird, Maintenance and Operations Manager, Public Works.

RULE VII – CERTIFICATION OF ELIGIBLES, APPOINTMENTS AND PROBATION

Section 13. Temporary, Provisional, and Non-Career Appointments. (a)

Temporary Appointments. The department head or City Manager may employ qualified applicants to fill positions in the temporary service. The department head or City Manager may request the names of persons who are available on a current appropriate Civil Service eligible list from which to fill such temporary positions.

Appointment to temporary positions shall not exceed six (6) calendar months unless first extended by the Commission. The Commission, upon a showing of good cause, may approve a one (1) time only extension for up to three (3) calendar months provided the extension is requested and approved prior to expiration of the initial six (6) calendar month appointment period. Persons hired under a temporary appointment, upon separation, may not be re-employed in a temporary position for a period of no less than three (3) calendar months.

Temporary appointments under this Rule may not be used in conjunction with City employment under a non-Civil Service appointment made pursuant to Section 9.020 (1)(d) [A person employed by the City for less than 18 hours per week or 234 hours per fiscal quarter] of the Charter without first completing the requisite three (3) month break in service.

Attachment 1: Memo from Ryan Bird, Maintenance and Operations Manager, Public Works.




PUBLIC WORKS DEPARTMENT

MEMORANDUM

DATE: June 8, 2021

TO: The Civil Service Commission

FROM: Ryan Bird 

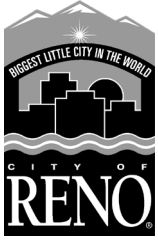
SUBJECT: Request to extend the ~~Current~~ Maintenance Helpers

Public Works - Maintenance & Operations - Sewers would like to request an extension of three months into the FY 21/22 not to exceed 1039 hours, of our current Maintenance Helpers who would term out by the end of this Month. We already have PRC approval to hire our seasonal temporaries (Four Positions) to assist with Weed abatement and homeless camp cleanups for the FY 21/22. HR has been running the hiring ads for several weeks now and only have 3 potential candidates to interview at this time. An extension would allow us more time to run the ads and hopefully attract more candidates to fill the FY 21/22 seasonal needs. July brings us in the busiest time for these tasks and it is very difficult pulling current crews from their normal maintenance schedules to perform this seasonal work.

Sewers Division:

Fernando Silverio Hire Date: 2/02/2021 Expiration Date: 8/02/2021

Thank you in advance for your consideration



Civil Service Commission

MEMORANDUM

DATE: June 15, 2021

TO: City of Reno Civil Service Commission

FROM: Barbara Ackermann, Chief Examiner

SUBJECT: Item 7.A. Adoption of amendments to the following Civil Service Rules: Rule VII – Certification of Eligibles, Appointments and Probation Section 3. Certifications and Section 11. Removal from Eligible list; Rule XI – Suspension, Discipline and Discharge Section 4. (n), to reflect the correct reference to the RMC. (For Possible Action)

Summary: This information is being provided per City Charter Article IX. Section 9.060 for adoption by the Civil Service Commission on proposed amendments to the Civil Service Rules. The proposed changes are a result of a City-Civil Service collaborative effort including review and presentation to key stakeholders for direction and input.

The proposed changes to Rule VII Section 3 will affect the number of qualified persons certified to the appointing authority on the Civil Service eligibility list. Pursuant to City Charter Article IX – Civil Service, Sec. 9.060 Rules, an amendment to Rule VII, Section 3 requires City Council approval which occurred at its regularly scheduled meeting on May 26, 2021.

The proposed changes to Rule VII, Section 11 amends the amount of times a hiring authority must interview and consider certified eligibles.

The proposed change to Rule XI, Section 4 (n) is an administrative update to reflect a recent change to the Reno Municipal Code.

Discussion:

The objective of the changes to Rule VII, Section 3 is to increase the number of qualified persons certified to the appointing authority.

The proposed changes include:

- Increasing the number of persons certified for entry level public safety classifications, Police Recruit and Firefighter.
 - From six persons for the first vacancy to ten
 - From one additional person for each additional vacancy to four
 - Eliminates the language that linked number of certification to total number of names on

the eligibility list

- Increasing the number of persons certified from all other classified classifications for both internal and original entry opportunities.
 - From six persons for the first vacancy to ten
 - Maintains one additional person for each additional vacancy
 - Eliminates the language that linked number of certification to total number of names on the eligibility list

In addition to increasing the number of qualified persons certified for each vacancy, this proposed rule change also seeks to:

- Eliminate confusion
- Increase transparency
- Create consistency
- Compensate for the high rejection rate of public safety candidates based on their increased evaluation standards

The objective of the changes to Rule VII, Section 11 is to reduce the number of times a hiring authority is required to interview and consider eligible names certified and passed over for selection.

The proposed changes include:

- Reducing the number of times a passed over entry level eligible must be interviewed and considered by multiple hiring authorities before being removed from the eligible list
- Introducing language that limits the number of times a passed over entry level eligible must be interviewed and considered by a single hiring authority before being removed from the eligible list

In addition to reducing the number of times a hiring authority must interview and consider passed over eligibles, this proposed rule change also seeks to:

- Create flexibility for hiring managers
- Streamline hiring process and reduce time to hire
- Create a more transparent process for eligible candidates

Civil Service staff presented these proposed rule changes to all stakeholders during multiple information sessions. The general feedback from those attending was supportive of the changes. The most enthusiastic support came from the Police, Fire and Parks and Recreation Departments. Most of the comments we received highlighted the certainty and transparency created by the proposed changes, as well as how the increased number of certified eligibles will assist them in making their hiring decisions.

Recommendation:

Civil Service Staff is recommending adoption of the proposed Civil Service Rules changes to include the amended language and administrative update as presented.

Attachment 1: Redline document of proposed rule changes provided by Barbara Ackermann, Civil Service Chief Examiner.

**RULE VII – CERTIFICATION OF ELIGIBLES,
APPOINTMENTS AND PROBATION**

Section 1. General.

- (a) No appointing authority shall select or appoint any person for, or to, any position within Civil Service except as provided within these Rules; nor shall the Commission approve the appointment of any person except as provided by these Rules.
- (b) Civil Service shall consist of all City of Reno employee positions, now existing or hereafter created by the City of Reno, not otherwise specifically exempted by Section 9.020 of the Charter. Within Civil Service, employment shall be categorized as within the classified, temporary, or non-career service.
- (c) Classified service shall be comprised of all Classified Positions within Civil Service. Classified Positions shall include all Civil Service positions which are assigned work of a continuing nature the expected duration of which is longer than six (6) calendar months, together with such other Civil Service positions as may be deemed appropriate by the Commission.
- (d) Temporary service shall be comprised of all non-classified positions covered by Civil Service Rules and which are filled on a short-term basis for a finite period of time. Appointments under the temporary service may not exceed the maximum finite period of time authorized by these Rules.
- (e) Non-career service shall be comprised of all non-classified positions covered by Civil Service Rules and which are filled under a limited work hours appointment (not to exceed 1,039 work hours within any fiscal year) to perform seasonal or intermittent work that may be ongoing or recur from year-to-year.

Section 2. Request for Certification and Pre-certification Background Check.

Vacancies in the classified service, if not filled by transfer, shall be filled by request for certification as provided herein.

- (a) Request for Certification. Whenever a vacancy is to be filled in the classified service, the appointing authority shall make request for certification to the Chief Examiner upon the City's approved personnel requisition form, setting forth, at a minimum, the Class Specification Title, Class Specification Number, and position control number for the position, and any other information deemed appropriate by the Chief Examiner.
- (b) Pre-certification Background Check. In order to streamline the comprehensive background check process utilized by the appointing authority, a pre-certification

background check process may be conducted by the Reno Police Department on particular classifications selected and approved by the Commission.

The classification approved for the pre-certification background check process is police recruit. If the appointing authority determines a comprehensive background check should be utilized for any other classification, release of information requires the prior approval of the Commission and compliance with all applicable Civil Service rules, practices and applicable law.

The only information which may be released to designated personnel responsible for completing background investigations on behalf of the Reno Police Department to conduct the pre-certification background check shall be information pertaining to a candidate's identity and rank order as designated on the list of eligible candidates. Until such time as an eligible candidate is certified to the appointing authority pursuant to this Rule, the following applies:

- (1) the released information and the related pre-certification background check findings shall remain confidential and shall not be distributed to the appointing authority by the designated personnel responsible for completing background investigations on behalf of Reno Police Department; and
- (2) the appointing authority shall not conduct an interview of the eligible candidate.

If this Rule is not complied with or a breach of the confidentiality of this process occurs for any reason, the Commission shall be immediately notified and is entitled to review the matter and shall have the authority to take action appropriate to enforce its Rules and any remedial action needed to protect the integrity of the Civil Service process, including, but not limited to, immediate suspension of releasing information for the pre-certification background check process. The above confidentiality requirements are to be applied in conformity with all other employee confidentiality requirements provided by law.

Section 3. Certification.

Upon receipt of a request for certification, the Commission shall ascertain the availability for employment of persons from the appropriate list and shall then certify:

FIRST: From the laid-off list, the same numbers of names as there are vacancies, in the inverse order of their layoff, for positions to which they are eligible.

SECOND: From a promotional list as follows:

- (a) Fire Department: If the list contains fifteen (15) names or less, the ten (10) highest available eligibles; if the list contains more than fifteen (15) names, the eleven (11) highest available eligibles; if the list contains fewer than ten (10) eligibles, all names shall be submitted. If there is more than one vacancy, one additional name shall be

submitted for each vacancy.

- (b) Remainder of the City: Certification of ~~eligible candidate rule~~:the ten highest scoring available eligibles for the first vacancy and one additional name for every additional vacancy.

~~Rule of Six — If the list contains fifteen (15) names or less, the six (6) highest scoring available eligibles or the total available eligibles, whichever number is less.~~

~~Rule of Seven — If the list contains from sixteen (16) names to twenty (20) names, the seven (7) highest scoring available eligibles shall be certified to the requesting department.~~

~~Rule of Eight — If the list contains twenty-one (21) names to twenty-five (25) names, the eight (8) highest scoring available eligibles shall be certified to the requesting department.~~

~~Rule of Ten — If the list contains twenty-six (26) names to ninety-nine (99) names, the ten (10) highest scoring available eligibles shall be certified to the requesting department, together with one additional highest scoring available eligible for every twenty-five (25) additional names on the list in excess of ninety-nine (99) names.~~

If the last score in rank order is a tie score and there are two or greater eligible candidates, all available eligible candidates with the same tie score are to be certified.

~~For the Rule of Ten, if a selection is not made from among the initial list of certified candidates, an appointing authority may request in writing an additional ten (10) names from which a selection may be made. The appointing authority may be allowed up to ten (10) additional names to replace candidates who were not available for a hiring selection interview.~~

~~An additional name shall be added for each set of twenty-five (25) names for lists that exceed one hundred eligibles. An additional two names shall be added for each set of twenty-five (25) names for lists that exceed two hundred (200) eligibles.~~

THIRD: From an original eligible list for appointment to the classification in which the vacancy occurs, the names, addresses and telephone numbers of the highest available eligibles, as follows:

- (a) Certification of eligible candidates for the Firefighter classification: the ten highest scoring available eligibles for the first vacancy and an additional four names for every additional vacancy.
- (b) Certification of eligible candidates for the Police Officer Recruit classification: the

ten highest scoring available for the first vacancy and an additional four names for every additional vacancy.

- (c) Certification of eligible candidates for the remainder of City classifications: the ten highest scoring eligibles for the first vacancy and one additional name for every additional vacancy.

~~Certification of eligible candidates rule:~~

~~Rule of Six — If the list contains fifteen (15) names or less, the six (6) highest scoring available eligibles or the total available eligibles, whichever number is less.~~

~~Rule of Seven — If the list contains from sixteen (16) names to twenty (20) names, the seven (7) highest scoring available eligibles shall be certified to the requesting department.~~

~~Rule of Eight — If the list contains twenty-one (21) names to twenty-five (25) names, the eight (8) highest scoring available eligibles shall be certified to the requesting department.~~

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If the last score in rank order is a tie score and there are two or greater eligible candidates, all available eligible candidates with the same tie score are to be certified.

~~For the Rule of Ten, if a selection is not made from among the initial list of certified candidates, an appointing authority may request in writing an additional ten (10) names from which a selection may be made. The appointing authority may be allowed up to ten (10) additional names to replace candidates who were not available for a hiring selection interview.~~

~~An additional name shall be added for each set of twenty-five (25) names for lists that exceed one hundred eligibles. An additional two names shall be added for each set of twenty-five (25) names for lists that exceed two hundred (200) eligibles.~~

Section 4. Action by Appointing Authority.

Upon receipt of an eligible list, the appointing authority shall interview and consider each

requirements established by the Commission. Individuals will be ranked on the Advanced Qualification List based on score and placement obtained in the Civil Service examination process, highest placement first.

Section 11. Removal from Eligible List.

- (a) The Chief Examiner shall remove the names of an Eligible from the eligibility list in the following cases:
- (1) If an eligible for entry level appointment has been certified, interviewed and passed over ~~three (3) times~~ at least (2) two times for appointment by at least two (2) different hiring authorities for appointment. In open entry classes, limited to one (1) hiring authority, the eligible has been passed over two (2) times and interviewed at least one (1) time.
 - (2) If an eligible for entry level appointment has been certified, interviewed and passed over after one (1) time for appointment, provided the hiring manager has interviewed and selected an eligible from the list. The request must be based on Job-Related Criteria and written justification must be provided to the Chief Examiner by the hiring manager prior to removing the eligible's name from the eligible list. The information provided by the hiring manager is confidential in conformity with the requirements of law.
 - (3) If a Civilian Public Safety Eligible for entry level appointment has been certified, interviewed and passed over after one (1) time for appointment, provided the hiring manager has interviewed and selected an eligible from the list. The request must be based on Job-Related Criteria and written justification must be provided to the Chief Examiner by the hiring manager. The eligible will remain on the master list for consideration by other hiring managers. The information provided by the hiring manager is confidential in conformity with the requirements of law.
 - (4) If a Public Safety Eligible for entry level appointment has been certified, interviewed and passed over after one (1) time for appointment, provided the hiring manager has interviewed and selected an eligible from the list. The request must be based on Job-Related Criteria and written justification must be provided to the Chief Examiner by the hiring manager. The information provided by the hiring manager is confidential in conformity with the requirements of law.
 - (5) For background disqualifying criteria as established by federal and/or state laws. Written justification must be provided to the Chief Examiner by the hiring manager prior to the removal of the eligible's name from the eligibility list. The information provided by the hiring manager is confidential in conformity with the requirements of law.

- (l) Excessive absenteeism or habitual pattern of failure to report for duty on time without good and sufficient reason.
- (m) Has committed, or has induced or has attempted to induce an officer or employee of the City, to commit an unlawful act or to act in violation of any reasonable and lawful departmental or official regulation or order, or has taken any fee, gift or other valuable thing in the course of work or in the connection with it, for personal use from any citizen, when such gift or other valuable thing is given in the hope or expectation of receiving a favor or better treatment than that accorded other citizens.
- (n) The employee has violated any standard governing the conduct of employees as set forth in the Code of Ethics, Reno Municipal Code, Section 2.~~20.21.110 et seq. (See Appendix "A")~~
- (o) Has been guilty of maligning any other employee of the City, or making any false or unwarranted statements against such employees, provided that this clause does not apply where such employee in good faith prefers such charges in writing against another employee with a view of having said employee brought up for hearing before the Commission on such charges.

Section 5. Administrative Leave without pay.

Any classified employee who has been formally charged with a felony or gross misdemeanor may be placed on administrative leave without pay pending court trial determination. If the employee is found not guilty of the charge, that employee may be restored to duty and, if restored, shall then be entitled to all back salary, allowances and benefits due.