

# CITY OF RENO – CIVIL SERVICE COMMISSION

## DRAFT MINUTES

Thursday – August 26, 2021 – 3:30 PM  
Reno, Nevada

### MEMBERS

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

**MEMBERS EXCUSED:** Ricardo Duarte

### ALSO PRESENT FROM CIVIL SERVICE:

Barbara Ackermann, Chief Examiner  
Melissa Ulrich, Civil Service Technician  
Susan Rothe, Deputy City Attorney  
Karl Hall, 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 Commissioner Honey, seconded by Vice-Chairperson Allen, to approve the August 26, 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 notified the Commission that the City Council had returned from break. She also informed the Commission that the City Manager's Office has been working on an updated COVID Policy.

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

*It was moved by Vice-Chairperson Allen, seconded by Commissioner Dalton, to approve the minutes for the July 22, 2021 Civil Service Meeting. The motion passed with Commissioner Kenny abstaining.*

**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 Infrastructure Supervisor. (For Possible Action)
- D. Request to approve the minimum qualifications for the classification specification of Mental Health Counselor Supervisor. (For Possible Action)

Chairperson Abney asked that item 6.B. be pulled and voted upon separately. Commissioner Honey would be abstaining from this item.

*It was moved by Commissioner Honey, seconded by Commissioner Kenny, to approve the Consent Agenda with the exception of item 6.B, and with a correction to item 6.C. amending the title of the classification specification to IT Infrastructure Supervisor. The motion passed unanimously.*

*It was moved by Vice Chairperson Allen, seconded by Commissioner Kenny, to approve item 6.B. The motion passed with Commissioner Honey abstaining.*

**7. REGULAR AGENDA**

- A. Discussion and adoption of amendment to Civil Service Rule VII. Section 11. Removal from Eligible List, (a) (1) to allow the hiring authority flexibility for an eligible to remain on the list as provided for therein. (For Possible Action)

Chief Examiner Barbara Ackermann presented the proposed rule change to the Commission for adoption.

The Commission held a discussion including clarifying questions.

*It was moved by Vice Chairperson Allen, seconded by Commissioner Paul, to adopt the proposed rule changes as presented. The motion passed unanimously.*

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

Chief Examiner Ackermann updated the Commission on staffing in Civil Service. She informed the Commission that Commissioner Honey would be helping with interviews for the two vacant Civil Service Technician positions, as Melissa Ulrich's last day was the date of the meeting, August 26, 2021.

She further informed the Commission of current recruitments and thanked Candie and Melissa for keeping up with the workload. There were eleven recruitments open with three recruitments scheduled to open on Friday, August 27, 2021. There were five recruitments in process and two remaining in the queue.

Chief Examiner Ackermann notified the Commission of the City's Diversity, Equity and Inclusion Speaker Series and invited the Commissioners to attend. She will send out invitations for each event to the Commission.

**9. IDENTIFICATION OF FUTURE AGENDA ITEMS**

Vice-Chairperson Allen asked the Chief Examiner to report on new positions being approved for recruitment if there is an issue that needs to be brought to the attention of the Commission.

**10. CONFIRM NEXT MEETING DATE OF September 23, 2021 AT 3:30 PM.** (For Possible Action)

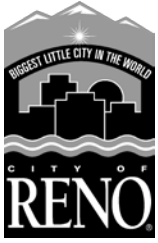
The next regular meeting of the Civil Service Commission was scheduled for Thursday, September 23, 2021 at 3:30 PM.

**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.

Fire Chief Cochran updated the Commission on the efforts of RFD fighting fires in our area.

**12. ADJOURNMENT** (For Possible Action)

*It was moved by Commissioner Kenny, seconded by Commissioner Dalton, to adjourn the meeting at 3:51 PM. The motion passed unanimously.*



# Civil Service Commission

---

## ELIGIBLE LIST REPORT

**DATE:** September 9, 2021

**TO:** City of Reno Civil Service Commission

**FROM:** Barbara Ackermann, Chief Examiner

**SUBJECT:** Item 6.A. 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:

Code Enforcement Officer I – Department Promotional	There is one (1) candidate on this promotional list established on August 30, 2021.
Code Enforcement Officer I – City-Wide Promotional	There are four (4) candidates on this promotional list established on August 30, 2021 with ethnic, gender and racial diversity.
Combination Inspector	There are four (4) candidates on the open competitive list established on September 8, 2021 with ethnic diversity.
Criminalist	There are nineteen (19) candidates on this open competitive list established on August 27, 2021 with ethnic, gender and racial diversity.
Management Analyst – Civil Service – Promotional	There is one (1) candidate on this promotional list established on August 23, 2021.
Management Analyst – Civil Service	There are twelve (12) candidates on this open competitive list established on August 23, 2021 with ethnic, gender and racial diversity.
Permit Services Supervisor – Department Promotional	There are two (2) candidates on this promotional list established on August 30, 2021 with gender diversity.

Permit Services Supervisor – City-Wide Promotional

There is one (1) candidate on this promotional list established on August 30, 2021.

Planning Technician

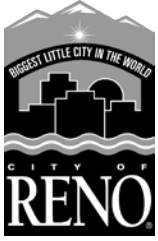
There are seven (7) candidates on this open competitive list established on August 20, 2021 with ethnic, gender and racial diversity.

Program Assistant – City Manager’s Office

There ten (10) candidates on this open competitive list established on August 23, 2021 with ethnic and gender diversity.

Recreation Program Coordinator

There are fifty-two (52) candidates on the open promotional list established on September 1, 2021 with ethnic, gender and racial diversity.



# Civil Service Commission

---

## MEMORANDUM

**DATE:** September 9, 2021

**TO:** City of Reno Civil Service Commission

**FROM:** Barbara Ackermann, Chief Examiner

**SUBJECT:** Item 6.B. Request to approve the minimum qualifications for the classification specification of Forensic Evidence Supervisor. (For Possible Action)

---

**Background:**

The Reno Police Department worked with the Human Resources Department to amend the Minimum Qualifications for the Forensic Evidence Supervisor.

**Discussion:**

The update to the Minimum Qualifications for the Forensic Evidence Supervisor brings the current MQs in line with the actual education and experience needed for a candidate to be successful in the role of Supervisor for the Forensic Unit at RPD.

The update will increase the education requirement from sixty (60) college level units to a Master's degree in a related field. An additional two years of experience may be substituted for the Master's Degree, but a Bachelor's Degree in a related field is required.

The work experience requirement is increased from three (3) years of experience to six (6).

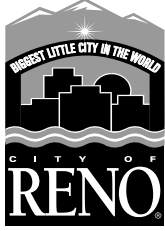
This is in line with the requirements for supervisors in neighboring jurisdictions and is better indicative of the education and experience necessary for the position.

**Recommendation:**

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

Attachment 1: Memo requesting approval of minimum qualifications from Norma Santoyo, Director of Human Resources.

Attachment 2: Classification Specification for Forensic Evidence Supervisor.



# Department of Human Resources

---

## MEMORANDUM

**Date:** September 08, 2021

**To:** Civil Service Commission

**From:** Norma Santoyo, Director of Human Resources *NS*

**Subject:** Forensic Evidence Supervisor – Approval of Revised Minimum Qualifications

---

### **Recommendations:**

It is recommended the Civil Service Commission approve the revised minimum qualifications for the Forensic Evidence Supervisor classification.

### **Discussion:**

The Forensic Evidence Supervisor is an existing classification. This change is being made to assist the department in meeting its needs for the position. This division of the Reno Police Department is a new division, and the incumbent will be responsible for assisting in building the division. These revised minimum qualifications also reflect what is necessary to succeed in this position.

### **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:**

- Operation, services, and activities of a property and evidence program.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of municipal budget preparation and administration.
- Methods, procedures, principles, practices, and terminology used in property and evidence handling, recording, preservation, storage, and release.
- Advanced techniques of digital forensic photography and videography.
- Advanced techniques of fingerprint pattern recognition.
- Techniques of developing latent fingerprints with powders, chemicals, or other approved methods.
- Advanced techniques in the manual and automated preparation of crime scene diagrams.
- Evidence collection, preservation, protection and establishment and control of the chain of custody.
- Court procedures regarding the handling and storage of evidence.
- Legal guidelines pertaining to the maintenance and control of evidence.
- Records management and inventory techniques.
- Warehousing and storekeeping principles and practices.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, and statistical databases.

Principles and procedures of record keeping.  
Occupational hazards and standard safety practices.  
Pertinent federal, state, and local laws, codes, and regulations including those relating to the safekeeping and disposition of property and evidence.

**Ability to:**

Coordinate and direct the Police Departments property and evidence programs. Supervise, organize, and review the work of assigned staff involved in property and evidence functions.

Select, train, and evaluate staff.

Recommend and implement goals, objectives, policies, and procedures for receiving, securing, storing, safeguarding, preserving, and disposing of property and evidence items in the Police Department.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Receive, process, store, document, release, and dispose of evidence and property. Maintain accurate records of property and evidence acquired.

Maintain a current knowledge of property acquisition, storage, and release procedures, rules, and regulations.

Effectively account for police property and evidence; organize and maintain control systems. Apply, explain, and ensure adherence to pertinent laws, rules, regulations, protocols, policies, and procedures related to acquisition, storage, and release of property and evidence.

Prepare clear and concise reports.

Participate in the preparation and administration of assigned budgets.

Plan and organize work to meet changing priorities and deadlines.

Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.

Work cooperatively with other departments, City officials, and outside agencies.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.

Understand the criminal and civil judicial systems.

Operate modern office equipment including computers and applicable software.

Work in a team based environment to achieve common goals.

Coordinate multiple projects and complex tasks simultaneously.

Meet the physical requirements to safely and effectively perform the assigned duties.

Communicate clearly and concisely, both orally and in writing.

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

Provide effective testimony in court.

Prepare records and reports.

Work at locations involving human trauma of all types and degrees of severity and in high stress situations.

Perform crime scene investigation work involving extended hours and physical effort, in inclement weather and at a variety of locations.

**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:**

Completion of sixty (60) units from an accredited college or university with major work in forensic science, criminal justice, chemistry, biology, or a closely related field. A Master's degree from an accredited college or university with major work in forensic science, criminal justice, chemistry, biology, or a closely related field. An equivalent combination of directly related professional crime scene investigations, evidence processing and evaluation, forensic photography and videography, manual and/or automated crime scene diagramming, and/or latent fingerprint examination, identification and verification, inventory control or storekeeping



experience may be substituted on a year-for-year basis for the Master's Degree (individuals are still required to possess a Bachelor's Degree in the fields outlined above).

**Experience:**

~~Three-Six (6) years~~ experience with at least ~~threeone (3+)~~ years performing the full range of duties and responsibilities related to crime scene investigations, evidence processing and evaluation, forensic photography and videography, manual and/or automated crime scene diagramming, and/or latent fingerprint examination, identification and verification, inventory control or storekeeping experience including One-Three (3) years of administrative and/or lead or supervisory experience, and one year experience in evidence processing is preferred.

**Substitution:**

~~A Bachelors Degree from an accredited college or university with major work in forensic science, criminal justice, chemistry, biology, or a closely related field may substitute for one (1) year of experience. Four (4) years of directly related work experience may substitute for a Master's degree.~~

**License or Certification:**

Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain, valid NCIC certification for inquiry.

Completion of courses in fingerprints, crime scene investigation/reconstruction, crime scene photography, and blood stain pattern examination.

Certified Latent Print Examiner or Certified Bloodstain Pattern Analyst from the International Association for Identification (IAI).

**Action:**

It is requested the Civil Service Commission approve the proposed minimum qualifications for the Forensic Evidence Supervisor classification.

**FORENSIC EVIDENCE 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 receiving, securing, storing, safeguarding, preserving, and disposing of property and evidence items in the Police Department; take responsibility for the forensic investigation and processing of crime scenes and related evidence, provide lead oversight and work direction to subordinate personnel, process and evaluate evidence, examine latent fingerprints, train and participate in the evaluation of the performance of subordinate personnel; ensures 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 receiving, securing, storing, safeguarding, preserving, and disposing of property and evidence items recovered by or submitted to the Police Department.
2. Respond to a wide variety of crime scenes and oversee and direct the activities of subordinate personnel both at crime scenes, in follow-up processing of evidence, and in the examination, identification and verification of latent fingerprints.
3. Serve as the principal forensic investigator and point-of-contact for all forensic work processes and products for major crime scenes and other scenes as assigned.
4. Participate in and perform specialized duties in the investigation and evaluation of crime scenes and related evidence.
5. Collect, preserve, protect, prepare written records and establish and/or control the chain of custody of physical and biological evidence.
6. Measure locations and relational distances of victims, suspects and other individuals, evidence, objects, buildings, vehicles and other items using manual and automated equipment and prepare diagrammatic material depicting those measurements and locations as found at crime scenes.
7. Develop latent fingerprints with powders, chemicals, or other approved methods, both in the field and in an evidence laboratory, on a variety of objects and surfaces and perform related specialized photography.
8. Perform forensic photography and videography of victims, suspects, crime scenes, items of evidence, latent prints and other items and objects.
9. Fingerprint and photograph dead bodies in various states of decomposition.
10. Prepare the primary crime scene report and other supplementary investigation reports related to crime scene investigations, evidence collection and processing, fingerprint identification and processing

**CITY OF RENO**  
**Forensic Evidence Supervisor (continued)**

procedures, and other reports as required.

~~11. Testify in court.~~

~~12.~~11. Establish schedules and methods for providing assigned services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

~~13.~~12. 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.

~~14.~~13. Participate in the selection of assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

~~15.~~14. Participate in the preparation and administration of the program budget; submit budget recommendations; monitor expenditures.

~~16.~~15. Evaluate property and evidence storage needs and methods; develop recommendations to maximize storage efficiency and safety; develop and implement shelving and storage layouts to maximize storage and functionality of evidence storage.

~~17.~~16. Review reports prepared by staff to determine ownership of property in order to return property to its rightful owner; make determinations for the proper disposal of evidence following established process.

~~18. Review requests to transfer funds from the Police Department impound account to various individuals or criminal justice agencies.~~

~~19.~~17. Respond to requests from law enforcement personnel, outside law enforcement agencies and the general public regarding the location and recovery of property and evidence; explain policies and procedures governing the release of evidence.

~~20.~~18. Testify in court on behalf of the City regarding acquired evidence as necessary.

~~21.~~19. Maintain records concerning operations and programs; prepare reports on operations and activities.

20. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field; incorporate new developments as appropriate into programs.

21. Coordinate the process of outside laboratory testing and communicate test results within the department to ensure timely processing.

22. Manage inventory of supplies including testing kits, chemicals, Personal Protecting Equipment (PPE), forensic kits, orders and stocks necessary laboratory supplies, and processes vendor invoices.

23. Perform related duties as required.

**CITY OF RENO**  
**Forensic Evidence Supervisor (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:**

Operation, services, and activities of a property and evidence program.  
Principles of supervision, training, and performance evaluation.  
Basic principles and practices of municipal budget preparation and administration.  
Methods, procedures, principles, practices, and terminology used in property and evidence handling, recording, preservation, storage, and release.  
Advanced techniques of digital forensic photography and videography.  
Advanced techniques of fingerprint pattern recognition.  
Techniques of developing latent fingerprints with powders, chemicals, or other approved methods.  
Advanced techniques in the manual and automated preparation of crime scene diagrams.  
Evidence collection, preservation, protection and establishment and control of the chain of custody.  
Court procedures regarding the handling and storage of evidence.  
Legal guidelines pertaining to the maintenance and control of evidence.  
Records management and inventory techniques.  
Warehousing and storekeeping principles and practices.  
Principles and procedures of record keeping.  
Principles of business letter writing and basic report preparation.  
Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, and statistical databases.  
Principles and procedures of record keeping.  
Occupational hazards and standard safety practices.  
Pertinent federal, state, and local laws, codes, and regulations including those relating to the safekeeping and disposition of property and evidence.

**Ability to:**

Coordinate and direct the Police Departments property and evidence programs. Supervise, organize, and review the work of assigned staff involved in property and evidence functions.  
Select, train, and evaluate staff.  
Recommend and implement goals, objectives, policies, and procedures for receiving, securing, storing, safeguarding, preserving, and disposing of property and evidence items in the Police Department.  
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.  
Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.  
Receive, process, store, document, release, and dispose of evidence and property. Maintain accurate records of property and evidence acquired.  
Maintain a current knowledge of property acquisition, storage, and release procedures, rules, and regulations.  
Effectively account for police property and evidence; organize and maintain control systems. Apply, explain, and ensure adherence to pertinent laws, rules, regulations, protocols, policies, and procedures related to acquisition, storage, and release of property and evidence.  
Prepare clear and concise reports.  
Participate in the preparation and administration of assigned budgets.  
Plan and organize work to meet changing priorities and deadlines.  
Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.  
Work cooperatively with other departments, City officials, and outside agencies.  
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.  
Understand the criminal and civil judicial systems.

**CITY OF RENO**  
**Forensic Evidence Supervisor (continued)**

Operate modern office equipment including computers and applicable software.  
Work in a team based environment to achieve common goals.  
Coordinate multiple projects and complex tasks simultaneously.  
Meet the physical requirements to safely and effectively perform the assigned duties.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Provide effective testimony in court.  
Prepare records and reports.  
Work at locations involving human trauma of all types and degrees of severity and in high stress situations.  
Perform crime scene investigation work involving extended hours and physical effort, in inclement weather and at a variety of locations.

**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:**

~~Completion of sixty (60) units from an accredited college or university with major work in forensic science, criminal justice, chemistry, biology, or a closely related field. A Master's degree from an accredited college or university with major work in forensic science, criminal justice, chemistry, biology, or a closely related field. An equivalent combination of directly related professional crime scene investigations, evidence processing and evaluation, forensic photography and videography, manual and/or automated crime scene diagramming, and/or latent fingerprint examination, identification and verification, inventory control or storekeeping experience may be substituted on a year-for-year basis for the Master's Degree (individuals are still required to possess a Bachelor's Degree in the fields outlined above).~~

**Experience:**

~~Three-Six (6) years experience with at least threeone (31) years performing the full range of duties and responsibilities related to crime scene investigations, evidence processing and evaluation, forensic photography and videography, manual and/or automated crime scene diagramming, and/or latent fingerprint examination, identification and verification, inventory control or storekeeping experience -including One-Three (3) years of administrative and/or lead or supervisory experience, and one year experience in evidence processing is preferred.~~

**Substitution:**

~~A Bachelors Degree from an accredited college or university with major work in forensic science, eriminal justice, chemistry, biology, or a closely related field may substitute for one (1) year of experience. Four (4) years of directly related work experience may substitute for a Master's degree.~~

**License or Certification:**

Possession of an appropriate, valid driver's license.  
Possession of, or ability to obtain, valid NCIC certification for inquiry.  
Completion of courses in fingerprints, crime scene investigation/reconstruction, crime scene photography, and blood stain pattern examination.  
Certified Latent Print Examiner or Certified Bloodstain Pattern Analyst from the International Association for Identification (IAI).

**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 field and office environment; travel to different sites; exposure to inclement weather conditions, noise, dust, fumes, and gases; exposure to irate and abusive individuals; exposure to mechanical hazards and to hazardous traffic conditions; work and/or walk on various types of

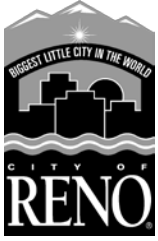
**CITY OF RENO**  
**Forensic Evidence Supervisor (continued)**

surfaces including slippery or uneven surfaces and rough terrain; incumbents are required to provide on-call services in a rotational basis.-

**Physical:** Primary functions require sufficient physical ability and mobility to work in a field and office setting; to travel to various locations to respond to non-emergency situations; to walk or 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 vehicle; and to verbally communicate to exchange information. Must be willing to accept shift work, on-call assignments, and a non-standard work week.

**Respiratory Protective Equipment:** Work in this class requires wearing respiratory protective equipment at times. When assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

~~December 2020~~September 2021  
*Human Resources*



# Civil Service Commission

---

## MEMORANDUM

**DATE:** September 9, 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 Firefighter. (For Possible Action)

---

**Background:**

The Reno Fire Department has been working with Civil Service and Human Resources to develop an additional path for employment as a Firefighter with RFD.

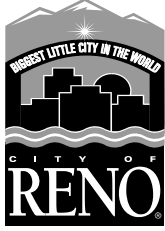
**Discussion:**

The creation of the Lateral Firefighter position will allow for RFD to hire existing, qualified applicants into our fire service. This new classification specification mirrors that of the existing Firefighter, but specific language in the classification specification will allow for those with experience in other fire service organizations to obtain reciprocity and apply for our organization through a Lateral recruitment process.

**Recommendation:**

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

Attachment 1: Memo requesting approval of minimum qualifications from Norma Santoyo, Director of Human Resources.  
Attachment 2: Classification Specification for Lateral Firefighter.



# Department of Human Resources

---

## MEMORANDUM

**Date:** September 8, 2021  
**To:** Civil Service Commission  
**From:** Norma Santoyo, Human Resources Director *NS*  
**Subject:** Lateral Firefighter – Approval of Minimum Qualifications

---

### **Recommendations:**

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

### **Discussion:**

The Lateral Firefighter is a new classification. This new position will allow the Reno Fire Department to recruit from law enforcement agencies both within and outside of the state of Nevada. This job description mirrors the Firefighter 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:**

- Demonstrate ability in analyzing situations quickly and reaching logical conclusions.
- Understand both written and oral information.
- Follow procedures and directions both in written and oral form.
- Writing ability as reflected in filling out forms, reports, logs and the drawing of diagrams.
- Live and work as a member of the team.
- Communicate with the general public.
- Understand basic arithmetic elements using whole numbers, decimals, percentages, and fractions.
- Understand mechanical aptitude.
- Learn and retain information.
- Work under stress.
- Demonstrate the ability to learn firefighting techniques, equipment operations and maintenance, rescue and other relevant techniques.
- Apply Emergency Medical Technician skills.
- Meet physical and medical requirements established by 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:**

Be at least 18 years of age at the time of appointment. Equivalent to the completion of the twelfth grade.

**Experience:**

ALL of the following must be met:

A minimum of two (2) years (may include probationary time) of current, full-time continuous employment as a Firefighter (or higher ranking fire operations personnel) with a public fire agency, authority, or department that provides all risk Fire/EMS services and is comparable to the Reno Fire Department as identified by NFPA standards, NFPA 1720.

Paid call, extra help, temporary, and/or volunteer firefighting experience is not an acceptable substitute for the required two (2) years outlined above.

**License or Certificate:**

Possession of a valid driver's license at the time of appointment. Must have the ability to obtain a Nevada Class B Driver's license with an F endorsement within six months of employment.

Valid Nevada Basic Emergency Medical Technician certification or National Registry Basic Emergency Medical Technician certification.

Current Nevada Firefighter I and II certifications, or IFSAC Firefighter I and II certifications which meet NFPA standards.

Must possess a current CPR certification.

Must possess a current Haz Mat Operations certification that meets NFPA standards.

Must possess NWCG S-130 and S-190 certifications.

All licenses, certifications, and/or qualifications are required to be kept current and maintained for continued employment.

Applicants will be required to pass a medical skills assessment prior to employment, which may include, but not be limited to a physical agility test prior to appointment and for continuing employment.

**Action:**

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

## LATERAL FIREFIGHTER

*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**

This is the entry level position for the Fire Department with responsibility for firefighting, life saving, and other related work activities connected with the response to emergency and other incidents, fire prevention, equipment operation and maintenance, facility maintenance, work and skill readiness and other related tasks. This position normally works as a team member of a fire or rescue response company and reports to a Fire Captain, or when appropriate, a Fire Equipment Operator. When qualified and assigned, this position may temporarily perform in the capacity of a Fire Equipment Operator.

### **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. Respond to fires and other emergency or public assistance incidents in a timely, safe, and skilled manner and participate in their control through hose laying, ladder operations, ventilation, extinguishment, salvage and other activities as part of team effort.
2. Rescue person endangered by fires or other hazards and administer first aid to injured parties when assigned.
3. Conduct inspections and other fire prevention tasks including fire safety education to eliminate or reduce fire hazards and enforce fire codes.
4. Develop and maintain high levels of work knowledge and skills for various duties through training, manipulative drills and other skill maintenance programs.
5. Operate and maintain properly and safely firefighting and other related equipment and apparatus in an efficient and effective manner.
6. Keep fire station and other facilities in a clean, orderly and usable condition.
7. Assist in completing other day-to-day work such as record keeping and map maintenance.
8. Perform various public information and relations tasks, as appropriate and assigned through written and oral form. Participate in planting and maintaining flower beds; prune and trim hedges, flowers, shrubs and trees.
9. Maintain an adequate level of physical fitness to perform firefighting, rescue, equipment operation, and other related tasks.
10. May, when qualified and assigned, perform relief work in the capacity of a Fire Equipment Operator.

### **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.*

**CITY OF RENO**  
**Lateral Firefighter (Continued)**

**Ability to:**

Demonstrate ability in analyzing situations quickly and reaching logical conclusions.  
Understand both written and oral information.  
Follow procedures and directions both in written and oral form.  
Writing ability as reflected in filling out forms, reports, logs and the drawing of diagrams.  
Live and work as a member of the team.  
Communicate with the general public.  
Understand basic arithmetic elements using whole numbers, decimals, percentages, and fractions.  
Understand mechanical aptitude.  
Learn and retain information.  
Work under stress.  
Demonstrate the ability to learn firefighting techniques, equipment operations and maintenance, rescue and other relevant techniques.  
Apply Emergency Medical Technician skills.  
Meet physical and medical requirements established by 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:**

Be at least 18 years of age at the time of appointment. Equivalent to the completion of the twelfth grade.

**Experience:**

ALL of the following must be met:

A minimum of two (2) years (may include probationary time) of current, full-time continuous employment as a Firefighter (or higher ranking fire operations personnel) with a public fire agency, authority, or department that provides all risk Fire/EMS services and is comparable to the Reno Fire Department as identified by NFPA standards, NFPA 1720.

Paid call, extra help, temporary, and/or volunteer firefighting experience is not an acceptable substitute for the required two (2) years outlined above.

**License or Certificate:**

Possession of a valid driver's license at the time of appointment. Must have the ability to obtain a Nevada Class B Driver's license with an F endorsement within six months of employment.

Valid Nevada Basic Emergency Medical Technician certification or National Registry Basic Emergency Medical Technician certification.

Current Nevada Firefighter I and II certifications, or IFSAC Firefighter I and II certifications which meet NFPA standards.

Must possess a current CPR certification.

Must possess a current Haz Mat Operations certification that meets NFPA standards.

Must possess NWCG S-130 and S-190 certifications.

**CITY OF RENO**

**Lateral Firefighter (Continued)**

All licenses, certifications, and/or qualifications are required to be kept current and maintained for continued employment.

Applicants will be required to pass a medical skills assessment prior to employment, which may include, but not be limited to a physical agility test prior to appointment and for continuing employment.

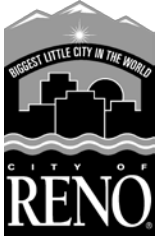
**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*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:** Outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, solvents, potentially hazardous chemicals, gases, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work in or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a 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 climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

September 2021  
Human Resources Department



# Civil Service Commission

---

## MEMORANDUM

**DATE:** September 9, 2021

**TO:** City of Reno Civil Service Commission

**FROM:** Barbara Ackermann, Chief Examiner

**SUBJECT:** Item 6.D. Request from Travis Orange to be placed on the re-employment list for Police Officer. (For Possible Action)

---

**Background:**

Travis Orange has submitted an application to be placed on the re-employment list for Police Officer.

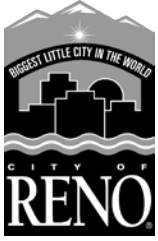
Civil Service Rule XIII, Section 1.(b) provides the opportunity for a previous City of Reno Civil Service classified employee who resigned or an employee who voluntarily demoted in good standing to request placement on the re-employment list for the classification from which they resigned/demoted within three years.

**Discussion:**

Upon approval by the Commission, the individual will be placed on the re-employment eligible list for a period of one (1) year from the date of approval by the Commission. An individual may reapply for an additional three (3) years provided the individual reapplies each year prior to the expiration of the last date of the individual's last eligibility period. Employees (or ex-employees) approved by the Commission are placed on a re-employment list for the appointing authority, which may parallel a competitive list.

**Recommendation:**

Mr. Orange has met all the requirements to be placed on the re-employment list for Police Officer. It is recommended that Travis Orange's application for placement on the re-employment list for Police Officer be approved.



# Civil Service Commission

---

## MEMORANDUM

**DATE:** September 9, 2021

**TO:** City of Reno Civil Service Commission

**FROM:** Barbara Ackermann, Chief Examiner

**SUBJECT:** Item 7.A. Presentation by Mikki Huntsman, City Clerk, regarding mandatory public records training and City issued email addresses for Civil Service Commissioners. (Not for Action)

---

Mikki Huntsman, City Clerk, will make a presentation to the Commission regarding mandatory public records training. Information will also be provided regarding City issued email addresses for Commissioners.