

CITY OF RENO – CIVIL SERVICE COMMISSION

MINUTES

Thursday – October 28, 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
Ricardo Duarte
Charla Honey
Jay Kenny
Nichole Paul

MEMBERS EXCUSED: none

ALSO PRESENT FROM CIVIL SERVICE:

Barbara Ackermann, Chief Examiner
Rossmery Diaz, Civil Service Technician
Karl Hall, City Attorney
Candie Lorenzo, Management Analyst
Jovonna Puertos, 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.

Chief Examiner Ackermann introduced Rossmery Diaz and Jovonna Puertos as the new Civil Service Technicians to the Commission.

3. APPROVAL OF AGENDA (For Possible Action)

It was moved by Vice Chairperson Allen, seconded by Commissioner Dalton, to approve the October 28, 2021 agenda. The motion passed unanimously.

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

Council Member Brekhus's liaison Nic Ciccone came to to wish the Commission a Happy Nevada Day.

- 5. MINUTES** – Approval of the September 23, 2021 regular meeting minutes. (For Possible Action)

It was moved by Commissioner Dalton, seconded by Commissioner Kenny, to approve the minutes for the September 23, 2021 Civil Service Meeting. The motion passed with Commissioner Duarte 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 eligible list extensions in accordance with the dates listed in the Eligible List Extension Report. (For Possible Action)
- D. Request to approve the minimum qualifications for the classification specification of Clean and Safe Field Assistant. (For Possible Action)
- E. Request to approve the minimum qualifications for the classification specification of Criminalist. (For Possible Action)
- F. Request to approve the revised minimum qualifications for the title change of the classification specification of Criminalist Technician. (For Possible Action)
- G. Request to approve the minimum qualifications for the classification specification of Development Permit Specialist. (For Possible Action)
- H. Request to approve the revised minimum qualifications for the classification specification of Senior GIS Analyst. (For Possible Action)
- I. Request from Tajghi Robertson to be placed on the re-employment list for Police Officer. (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. Possible approval of the request from the City Clerk's Office to utilize Selective Certification pursuant to Rule VII, Section 8, on the Office Assistant II recruitment for establishment of a Bilingual List. (For Possible Action)

Chief Examiner Ackermann informed the Commission that Civil Service is currently recruiting for an Office Assistant II for the City Clerk's Office. The position is forward-facing and deals primarily with the public. Taking into consideration the increase of the Spanish speaking population and other ethnic groups within the community, there is a need to have more bilingual staff.

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

Vice-Chairperson Allen thanked Chief Examiner Ackermann for taking the initiative to recognize the demographics of the population.

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 notified the Commission that Civil Service won this year's Best Group Costume award in the City's Halloween celebration event. She informed the Commission that new Technicians in Civil Service have been working really hard with training and learning all the processes.

The Fire Department completed hiring for the current academy that started October 28, 2021 with twenty-four new hires. Civil Service is working on getting the recruitment statistics finalized to present to the Commission next month.

The Police Department completed hiring for the next police academy. Civil Service has moved to a continuous recruitment process with remote testing in order to have a broader reach of candidates and increase the applicant pool.

Chief Examiner Ackermann updated the Commission on the City's current vaccine requirement for all new hires. Civil Service is being proactive with recruitment efforts in preparation of possible vacancies.

9. IDENTIFICATION OF FUTURE AGENDA ITEMS

None.

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10. CONFIRM NEXT MEETING DATE OF November 18, 2021 AT 3:30 PM. (For Possible Action)

The next regular meeting of the Civil Service Commission was scheduled for Thursday, November 18, 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.

None.

12. ADJOURNMENT (For Possible Action)

It was moved by Commissioner Dalton, seconded by Commissioner Paul, to adjourn the meeting at 3:44PM. The motion passed unanimously.