

Civil Service Commission Virtual Meeting

Agenda

Thursday, February 24, 2022 at 3:30 P.M.

Members

Tray Abney, Chair
YeVonne Allen, Vice-Chair
Ken Dalton
Ricardo Duarte
Charla Honey

Jay Kenny
Nichole Paul
Council Liaison: Jenny Brekhus
Chief Examiner: Barbara Ackermann

Public Notice

This agenda has been physically posted in compliance with NRS 241 (notice of meetings) at Reno City Hall – 1 East First Street. In addition, this agenda has been electronically posted in compliance with NRS 241 at <http://www.reno.gov>, and NRS 232 at <https://notice.nv.gov/>. To obtain further documentation regarding posting, please contact Rossmery Diaz at 775-334-2303 or civilservice@reno.gov.

Members of the Board/Commission/Committee will participate in this meeting using the zoom video conference platform.

Members of the public may participate in the meeting by using the zoom video conference link or telephone number:

Zoom link: [https://zoom.us/meeting/register/tJ0pcO2oqDgiGteReoDIYAbpUNc7pRkBzzN7](https://zoom.us/join/joinMeeting?zmt=7pRkBzzN7&zt=99474063903)

Meeting ID: 994 7406 3903

Call in number: +1 253 215 8782

Accommodations

Reasonable efforts will be made to assist and accommodate individuals with disabilities attending the meeting. Please contact Rossmery Diaz at 775-334-2303 or civilservice@reno.gov at least 48 hours in advance so that arrangements can be made.

Supporting Materials

Staff reports and supporting material for the meeting are available by contacting Rossmery Diaz at 775-334-2303 or civilservice@reno.gov and on the City's website at Reno.Gov. Pursuant to NRS 241, supporting material is made available to the general public at the same time it is provided to the public body.

Order of Business

The presiding officer shall determine the order of the agenda and all questions of parliamentary procedure at the meeting. Items on the agenda may be taken out of order. The public body may combine two or more agenda items for consideration; remove an item from the agenda; or delay discussion relating to an item on the agenda at any time. See, NRS 241. Items scheduled to be heard at a specific time will be heard no earlier than the stated time, but may be heard later.

Virtual Public Comment

No action may be taken on a matter raised under general public comment until the matter is included on a subsequent agenda as an action item.

Pursuant to NRS 241, those wishing to submit public comment may do so by sending an email to ackermannb@reno.gov, by leaving a voicemail at 775-334-2303 or at the meeting during virtual public comment. Public comment is limited to three (3) minutes per person. Comments received prior to 4:00 p.m. on the day preceding the meeting will be transcribed, provided to the Board/Commission/Committee for review, and entered into the record. Comments received after 4:00 pm on the day preceding the meeting will be provided to the Board/Commission/Committee for review prior to adjournment, and entered into the record.

A. Introductory Items

A.1 Call To Order/Roll Call

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

A.3 Approval of the Agenda (For Possible Action) – February 24, 2022.

A.4 Approval of the Minutes (For Possible Action) – Approval of the January 27, 2022 regular meeting minutes.

A.5 Council Liaison Report – Item for general announcements and informational items only. No action may be taken on this item.

A.6 Chief Examiner Report – Item for general announcements and informational items only. No action may be taken on this item.

B. Consent Agenda

B.1 Request to acknowledge employee confirmations in accordance with the dates listed in the Confirmation Report. (For Possible Action)

B.2 Request to accept eligible lists in accordance with the dates listed in the Eligible List Report. (For Possible Action)

B.3 Request to approve eligible list extensions in accordance with the dates listed in the Eligible List Extension Report. (For Possible Action)

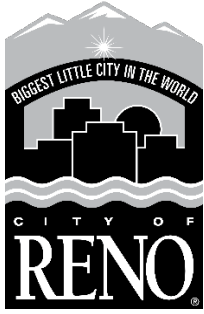
B.4 Request to approve the minimum qualifications for the new classification specification of Staff Auditor. (For Possible Action)

C. Future Agenda Items - Identification of items for future agendas. No action may be taken on this item.

D. Confirm next meeting date – March 24, 2022 at 3:30 PM. (For Possible Action)

E. Public Comment - This item is for either public comment on any action item or for any general public comment and is limited to no more than three (3) minutes for each commentator.

F. Adjournment (For Possible Action)



**Civil Service Commission
Virtual Meeting**

Draft Minutes

Thursday, January 27, 2022 at 3:30 P.M.

Members

Tray Abney, Chair
YeVonne Allen, Vice-Chair
Ken Dalton
Ricardo Duarte
Charla Honey

Jay Kenny
Nichole Paul
Council Liaison: Jenny Brekhus
Chief Examiner: Barbara Ackermann

A. Introductory Items

A.1 Call To Order/Roll Call

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

MEMBERS PRESENT: Tray Abney
YeVonne Allen
Ricardo Duarte
Charla Honey
Jay Kenny
Nichole Paul

MEMBERS EXCUSED: Ken Dalton

ALSO PRESENT FROM CIVIL SERVICE:
Barbara Ackermann, Chief Examiner
Rossmery Diaz, Civil Service Technician
Karl Hall, City Attorney
Jovonna Puertos, Civil Service Technician
Susan Rothe, Deputy City Attorney

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

None.

A.3 Approval of the Agenda (For Possible Action)

Items B4 and B5 were removed from the agenda by Barbara Ackermann, Chief Examiner.

It was moved by Commissioner Allen, seconded by Commissioner Kenny, to approve the January 27, 2022 agenda. The motion passed unanimously.

- A.4 Approval of the Minutes (For Possible Action)** – Approval of the November 18, 2021 and December 16, 2021 regular meeting minutes.

It was moved by Commissioner Kenny, seconded by Commissioner Duarte, to approve the minutes for the November 18, 2021 Civil Service Commission Meeting. The motion passed unanimously.

It was moved by Commissioner Honey, seconded by Commissioner Allen, to approve the minutes for the December 16, 2021 Civil Service Commission Meeting. The motion passed unanimously.

- A.5 Council Liaison Report** – Item for general announcements and informational items only. No action may be taken on this item.

Council Member Brekhus wished the Commission a Happy New Year. She updated the Commission on the budget process and the mid-year briefing. Council Member Brekhus raised attention to the number of appointive employees and reclassifications.

- A.6 Chief Examiner Report** – Item for general announcements and informational items only. No action may be taken on this item.

Chief Examiner Barbara Ackermann updated the Commission on the hiring of the new Management Analyst, Albert Kenneson, starting on January 31, 2022 and the support provided by Commissioner Honey with the Management Analyst interviews. Civil Service is currently recruiting for a second Management Analyst and interviews would be conducted mid-February with a start date of early March.

Chief Examiner Ackermann thanked Rossmery Diaz for putting together today's meeting. She thanked Jovonna Puertos for putting together the data for the year in review presentation. She mentioned that there has been a lot of process and the office has been really busy. Civil Service has been working with HR on a Hiring 101 training for Hiring Managers for best practices.

B. Consent Agenda

- B.1 Request to acknowledge employee confirmations in accordance with the dates listed in the Confirmation Report. (For Possible Action)**
- B.2 Request to accept eligible lists in accordance with the dates listed in the Eligible List Report. (For Possible Action)**
- B.3 Request to approve eligible list extensions in accordance with the dates listed in the Eligible List Extension Report. (For Possible Action)**
- ~~**B.4 Request to approve the minimum qualifications for the new classification specification of Human Resources Business Partner. (For Possible Action)**~~
- ~~**B.5 Request from William Weston to be placed on the re-employment list for Police Officer. (For Possible Action)**~~
- B.6 Request from Marisa McCune to be placed on the re-employment list for Parking Enforcement Officer. (For Possible Action)**
- B.7 Request to void eligible list. (For Possible Action)**

It was moved by Commissioner Allen, seconded by Commissioner Kenny, to approve the Consent Agenda (with the exception of items B4 and B5). The motion passed unanimously.

C. Regular Agenda

C.1 Chief Examiner year in review presentation. (Not For Action)

Chief Examiner Barbara Ackermann highlighted the department's accomplishments, performance measures and other statistical analysis, objectives and ongoing challenges, and strategies for moving the department forward.

D. Future Agenda Items - Identification of items for future agendas. No action may be taken on this item.

None.

E. Confirm next meeting date - January 27, 2022 at 3:30 PM. (For Possible Action)

The next regular meeting of the Civil Service Commission was scheduled for Thursday, February 24, 2022 at 3:30 PM via Zoom.

F. Public Comment - This item is for either public comment on any action item or for any general public comment and is limited to no more than three (3) minutes for each commentator.

James Leonesio, from the Fire Department, thanked Civil Service for the twenty-one hires made on the last recruit. The next academy will start in March and the Fire Department hopes to make 24 new hires.

G. Adjournment (For Possible Action)

It was moved by Commissioner Paul, seconded by Commissioner Kenny, to adjourn the meeting at 4:14 P.M. The motion passed unanimously.



Civil Service Commission

CONFIRMATION REPORT

DATE: February 11, 2022

TO: City of Reno Civil Service Commission

FROM: Barbara Ackermann, Chief Examiner

SUBJECT: Item B.1. 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:

Finance Department

Scott Mavros

Job Title

Accounting Assistant

Confirmation Date

February 2, 2022

Parks and Recreation Department

Licette Aguilar

Noah Hajec

Gage Murray

Stephany Portillo

Andrea Rangle

Aaron Steinkamp

Terrence Sullivan

Job Title

Senior Recreation Leader

Recreation Supervisor

Recreation Leader

Senior Recreation Leader

Recreation Leader

Parks Maintenance Worker I

Senior Recreation Leader

Confirmation Date

February 24, 2022

February 24, 2022

February 24, 2022

February 24, 2022

February 24, 2022

February 24, 2022

February 24, 2022

Reno Police Department

Connor Kurze

Natalie McFarlane

Micah Cody Shadle

Job Title

Police Officer

Police Assistant I

Public Safety Dispatch Manager

Confirmation Date

December 10, 2021

December 7, 2021

January 1, 2022

Utility Services Department

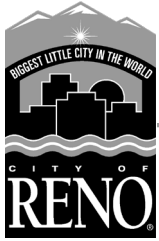
Daniel Moss

Job Title

Project Coordinator

Confirmation Date

February 8, 2022



Civil Service Commission

ELIGIBLE LIST REPORT

DATE: February 15, 2022

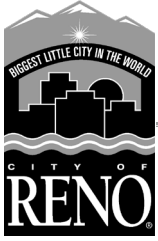
TO: City of Reno Civil Service Commission

FROM: Barbara Ackermann, Chief Examiner

SUBJECT: Item B.2. 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:

| | |
|---|---|
| Associate Civil Engineer | There are eight (8) candidates on this open competitive list established on February 4, 2022 with racial, gender, and ethnic diversity. |
| Associate Civil Engineer - Promotional | There is one (1) candidate on this promotional list established on February 4, 2022. |
| Grant Administrator | There are four (4) candidates on this open competitive list established on February 15, 2022 with racial diversity. |
| Parking Enforcement Officer – Promotional | There are six (6) candidates on this promotional list established on February 4, 2022 with racial diversity. |
| Senior Engineering Technician I (Subordinate) | There are five (5) candidates on this subordinate open competitive list established on February 15, 2022. |



Civil Service Commission

ELIGIBLE LIST EXTENSION REPORT

DATE: February 15, 2022

TO: City of Reno Civil Service Commission

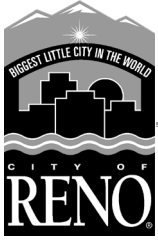
FROM: Barbara Ackermann, Chief Examiner

SUBJECT: Item B.3. Request to approve eligible list extensions in accordance with the dates listed in this Eligible List Extension Report. (For Possible Action)

With candidates remaining on each list, pursuant to Rule VII, Section 9, I recommend that the Civil Service Commission approve the extension of the following eligible lists in accordance with the dates listed below:

Senior Equipment Service Writer

There are six (6) names remaining on this list established on November 23, 2020. The list will expire as of February 23, 2022. A nine (9) month extension is recommended.



Civil Service Commission

MEMORANDUM

DATE: February 14, 2022

TO: City of Reno Civil Service Commission

FROM: Barbara Ackermann, Chief Examiner

SUBJECT: Item B.4. Request to approve the minimum qualifications of the new the classification specification of Staff Auditor. (For Possible Action)

Background:

Human Resources has created a new classification specification of Staff Auditor.

Discussion:

The creation of the classification specification of Staff Auditor in the City Manager's Office will improve the workflow of the division, perform more audits of City departments, programs, activities, subcontractors, and agencies, and continue to encourage effective, efficient, and lawful use of City resources.

This new classification will develop and present recommendations to the City Council based on the audits performed. This new classification will also implement approved recommendations to improve operations.

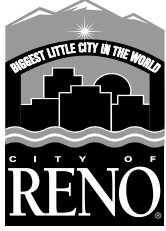
The positions within this classification require a Bachelor's degree from an accredited college or university with major course work business administration, accounting, auditing, finance, management, public administration, or a related field and one year of auditing experience including for management, organizational, and/or performance. This is in line with the education and experience required to be able to effectively complete the tasks associated with this position.

Recommendation:

It is recommended that the Civil Service Commission approve the minimum qualifications of the new classification specification of Staff Auditor 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 Staff Auditor.



Department of Human Resources

MEMORANDUM

Date: February 3, 2022
To: Civil Service Commission
From: Jesse Puett, Management Analyst
Subject: Staff Auditor – Approval of Minimum Qualifications

Recommendations:

It is recommended the Civil Service Commission approve the minimum qualifications for the Staff Auditor classification.

Discussion:

The Staff Auditor is a new classification. This new position will allow the Internal Auditor in the City Manager's Office to improve the workflow of the division, perform more audits of City departments, programs, activities, subcontractors, and agencies, and continue to encourage effective, efficient, and lawful use of City resources.

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:

Principles and practices of governmental accounting and governmental auditing standards.
Principles and practices of business and organizational analysis.
Principles and practices of public administration including the organization, functions, and problems of municipal government.
Operations, services, and activities of a municipality.
Methods and techniques of research including financial, quantitative, statistical, and operational analysis.
Principles and applications of critical thinking and analysis.
Principles of business letter writing and report preparation.
Operational characteristics, services, and activities of a governmental internal audit program.
Principles and practices of municipal budget preparation and administration.
Pertinent federal, state, and local laws, codes, and regulations.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Work independently and organize and prioritize work.
Define problems, collect data, establish facts, and draw valid conclusions.
Interpret policies and procedures of various City departments.
Prepare clear and concise administrative, financial, and audit reports.
Develop, present recommendations to management and City Council.
Conduct research; analyze and evaluate a variety of operational and administrative issues, programs, policies, and procedures.
Read and interpret complex financial and administrative records.
Design and implement internal control systems.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Handle multiple demands and priorities simultaneously.
Understand and maintain issues of confidentiality.
Understand operations, services, and activities of a municipality.
Understand principles and practices of municipal budget preparation and administration.
Interpret and apply federal, state, and local policies, laws, and regulations.
Negotiate and resolve complex issues.
Deal constructively with conflict and develop consensus.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
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.

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 Bachelor's degree from an accredited college or university with major course work in business administration, accounting, auditing, finance, management, public administration, or a related field.

Experience:

One year of auditing experience including for management, organizational, and/or performance analysis. Experience in a public sector organization is preferred.

License or Certificate:

Possession of an appropriate, valid driver's license.
Possession of certification as a Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP), Certified Information Systems Auditor (CISA), or Certified Public Accountant (CPA) is desirable.

Action:

It is requested the Civil Service Commission approve the proposed minimum qualifications for the Staff Auditor classification.

STAFF AUDITOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs comprehensive performance audits and financial analyses of City departments, programs, activities, subcontractors, and agencies; works collaboratively with stakeholders; assists management with special projects, including reengineering of functions and departments; evaluates organization efficiency and effectiveness; assesses compliance with legal and administrative requirements; reviews the adequacy of internal financial and management controls; and performs independent appraisals of City operations for the purpose of encouraging effective, efficient, and lawful use of City resources.

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. Analyze financial records and operations of City departments, programs, activities, subcontractors, and various agencies to determine reliability and accuracy.
2. Plan each audit, including writing an audit plan with objectives, obtaining an understanding of the program to be audited, determining the criteria to be used and the staff and resources needed to conduct the audit.
3. Determine the scope of the audit, determine the methodology of the audit, and analyze the data to achieve the objectives.
4. Use a common sense, business approach and logical audit techniques with a management perspective, and apply them to activities, systems, and operations in the organization in conducting audits and in working with management and staff throughout the process.
5. Perform the audit to gain reasonable assurance that: the auditee is in compliance with applicable laws, regulations, policies, and procedures; applicable management controls are effective and appropriate; sufficient, competent and relevant evidence is obtained to support conclusions.
6. Maintain audit records.
7. Prepare draft audit reports that include recommendations and agreed-upon corrective action for any unsatisfactory conditions, improvements to operations, and/or reductions in costs.
8. Present routine audit findings to management, the Internal Auditor, the City Manager's Office, and/or the Mayor and City Council.
9. Communicate approved recommendations for improvement or correction and work with management to make the necessary changes; follow-up on implementation of recommendations to determine the status of implementation; disclose in the annual follow-up report the status of uncorrected findings and recommendations.
10. Adhere to all applicable professional standards and regulations.
11. Respond to inquiries in a courteous manner, providing information within the area of assignment.

CITY OF RENO
Staff Auditor (Continued)

12. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of governmental auditing, best practices, and performance measures; incorporate new developments as appropriate; ensure adherence to professional audit and ethical conduct standards.
13. 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:

Principles and practices of governmental accounting and governmental auditing standards.
Principles and practices of business and organizational analysis.
Principles and practices of public administration including the organization, functions, and problems of municipal government.
Operations, services, and activities of a municipality.
Methods and techniques of research including financial, quantitative, statistical, and operational analysis.
Principles and applications of critical thinking and analysis.
Principles of business letter writing and report preparation.
Operational characteristics, services, and activities of a governmental internal audit program.
Principles and practices of municipal budget preparation and administration.
Pertinent federal, state, and local laws, codes, and regulations.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Work independently and organize and prioritize work.
Define problems, collect data, establish facts, and draw valid conclusions.
Interpret policies and procedures of various City departments.
Prepare clear and concise administrative, financial, and audit reports.
Develop, present recommendations to management and City Council.
Conduct research; analyze and evaluate a variety of operational and administrative issues, programs, policies, and procedures.
Read and interpret complex financial and administrative records.
Design and implement internal control systems.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Handle multiple demands and priorities simultaneously.
Understand and maintain issues of confidentiality.
Understand operations, services, and activities of a municipality.
Understand principles and practices of municipal budget preparation and administration.
Interpret and apply federal, state, and local policies, laws, and regulations.
Negotiate and resolve complex issues.
Deal constructively with conflict and develop consensus.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
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.

CITY OF RENO
Staff Auditor (Continued)

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 Bachelor's degree from an accredited college or university with major course work in business administration, accounting, auditing, finance, management, public administration, or a related field.

Experience:

One year of auditing experience including for management, organizational, and/or performance analysis. Experience in a public sector organization is preferred.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of certification as a Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP), Certified Information Systems Auditor (CISA), or Certified Public Accountant (CPA) is desirable.

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 with some travel to different sites and locations; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; 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; and to verbally communicate to exchange information.

November 2021
Human Resources