

Civil Service Commission Virtual Meeting

Agenda

Thursday, March 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/webinar/register/WN_mAUE4hjkSQUrIe2mvKOMQ

Meeting ID: 918 7707 7121

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) – March 24, 2022.

A.4 Approval of the Minutes (For Possible Action) – Approval of the February 24, 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)

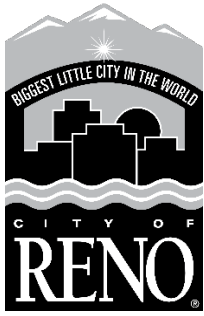
B.2 Request to accept eligible lists in accordance with the dates listed in the Eligible List Report. (For Possible Action)

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

D. Confirm next meeting date – April 28, 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, 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

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
Ken Dalton
Jay Kenny
Nichole Paul

MEMBERS EXCUSED:

Ricardo Duarte
Charla Honey

ALSO PRESENT FROM CIVIL SERVICE:

Barbara Ackermann, Chief Examiner
Rossmery Diaz, Civil Service Technician
Albert Kenneson, Management Analyst
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) – February 24, 2022.

It was moved by Commissioner Kenny, seconded by Vice Chair Allen, to approve the February 24, 2022 agenda. The motion passed unanimously.

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

It was moved by Vice Chair Allen, seconded by Commissioner Kenny, to approve the minutes for the January 27, 2022 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 notified the Commission that the Council is currently in bargaining, and opening up all the agreements. Council expects to have them finalized by the end of the fiscal year.

Council Member Brekhus is currently going through the number of appointive employees and officials with the City Manager.

- 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 introduces the newest member of the Civil Service team Albert (AJ) Kenneson, he joined the City the last week of January. She thanked AJ for joining the team.

Civil Service is moving along with the help of Commissioner Honey to fill the last Management Analyst position and should have the position filled before the next Commission Meeting.

Chief Examiner Ackermann informed the Commission that Civil Service is wrapping up the Police Promotional classes for this fiscal year. Civil Service is working on the Police Lieutenant Assessment Center and then moving on to the Fire Promotional classes.

Chief Examiner Ackermann thanked the Civil Service team for all the hard work. Civil Service is currently recruiting for 11 positions, there are 94 open requisitions, and 3 recruitments waiting in the queue.

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)**

It was moved by Vice Chair Allen, seconded by Commissioner Paul, to approve the Consent Agenda (with the exception of item B3). The motion passed unanimously.

Item B3 was pulled for additional discussion.

Vice Chair Allen asked the reason for extending the list so long. Chief Examiner Ackermann explained that Civil Service works with the departments to help meet their needs within the Civil Service rules.

It was moved by Commissioner Kenny, seconded by Vice Chair Allen, to Item B3. The motion passed unanimously.

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

None.

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

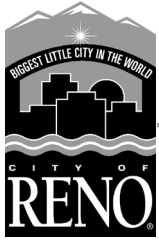
The next regular meeting of the Civil Service Commission is scheduled for Thursday, March 24, 2022 at 3:30 PM.

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.

None.

F. Adjournment (For Possible Action)

It was moved by Commissioner Dalton, seconded by Commissioner Kenny, to adjourn the meeting at 3:43 P.M. The motion passed unanimously.



Civil Service Commission

CONFIRMATION REPORT

DATE: March 10, 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:

Parks and Recreation Department

<u>Job Title</u>	<u>Confirmation Date</u>
Jason Collins Parks Maintenance Supervisor	March 24, 2022
Riplee Foli Recreation Program Assistant	March 24, 2022
Jason Lynn Parks Maintenance Worker I	March 24, 2022
Josie Pinto Recreation Leader	March 24, 2022
Andres Silverio Parks Maintenance Worker I	March 24, 2022
Ann Sullivan Senior Recreation Leader	March 24, 2022

Business License Division

<u>Job Title</u>	<u>Confirmation Date</u>
Jessica Magana Business License Technician	March 7, 2022



Civil Service Commission

ELIGIBLE LIST REPORT

DATE: March 11, 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:

Assistant Planner	There are twelve (12) candidates on this open competitive list established on March 11, 2022 with racial, gender and ethnic diversity.
Communications Technician	There are five (5) candidates on this open competitive list established on February 18, 2022 with racial, and ethnic diversity.
Information Systems Technician I	There are nine (9) candidates on this open competitive list established on February 18, 2022 with gender, and ethnic diversity.
Lead Citizen Service Representation - Promotional	There is one (1) candidate on this promotional list established on March 9, 2022.
Maintenance Worker I	There are forty (40) candidates on this open competitive list established on February 17, 2022 with racial, and ethnic diversity.
Civil Service Recruitment and Assessment Management Analyst	There are ten (10) candidates on this open competitive list established on February 7, 2022 with racial, gender, and ethnic diversity.
Civil Service Recruitment and Assessment Management Analyst – Department Promotional	There is one (1) candidate on this promotional list established on February 7, 2022.

Civil Service Recruitment and Assessment Management Analyst – City-Wide Promotional	There is one (1) candidate on this promotional list established on February 7, 2022.
Planning Technician	There are ten (10) candidates on this open competitive list established on February 28, 2022 with racial, and ethnic diversity.
Plans Examiner	There is one (1) candidate on this open competitive list established on February 17, 2022.
Police Assistant I	There are fifteen (15) candidates on this open competitive list established on March 7, 2022 with racial, gender, and ethnic diversity.
Police Lieutenant – Promotional	There are six (6) candidates on this promotional list established on March 4, 2022 with racial, and ethnic diversity.
Police Sergeant – Promotional	There are fourteen (14) candidates on this promotional list established on February 16, 2022 with racial, gender, and ethnic diversity.
Police Services Specialist	There are thirty-two (32) candidates on this open competitive list established on February 25, 2022 with racial, gender, and ethnic diversity.
Program Assistant (Capital Projects)	There are ten (10) candidates on this open competitive list established on February 28, 2022 with gender, and ethnic diversity.
Senior Civil Engineer (Utility Services)	There are two (2) candidates on this open competitive list established on February 28, 2022 with ethnic diversity.
Senior Civil Engineer (Utility Services) - Promotional	There are three (3) candidates on this promotional list established on February 28, 2022 with gender diversity.
Senior Management Analyst	There are eleven (11) candidates on this open competitive list established on March 8, 2022 with racial, and gender diversity.