

CIVIL SERVICE COMMISSION Hybrid Meeting

Agenda

Thursday, June 23, 2022 at 3:30 p.m.
Reno City Hall, 7th Floor Caucus Room
1 East First Street. Reno, NV 89501

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 241.020(3) (notice of meetings) at Reno City Hall – 1 East First Street. In addition, this agenda has been electronically posted in compliance with NRS 241.020(3) at www.reno.gov, and NRS 232.2175 at www.notice.nv.gov. To obtain further documentation regarding posting, please contact Rossmery Diaz, Civil Service Commission, City Hall, 1 East First Street, 5th Floor, Reno, NV 89501; civilservice@reno.gov or (775) 334-2303.

Members of the Commission may participate in this meeting using the zoom video conference platform.

Members of the public may participate in the meeting by registering through the below zoom link which will provide the meeting ID number and call-in phone number.

Virtual registration link: https://us06web.zoom.us/webinar/register/WN_sojhXxu_TCeHfnQqt-fc2A

In Person: 1 East First Street, 7th floor Caucus Conference Room

Accommodations

Reasonable efforts will be made to assist and accommodate individuals with disabilities attending the meeting. Please contact Rossmery Diaz, Civil Service Commission, City Hall, 1 East First Street, 5th Floor, Reno, NV 89501; civilservice@reno.gov or (775) 334-2303, 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, Civil Service Commission, City Hall, 1 East First Street, 5th Floor, Reno, NV 89501; civilservice@reno.gov or (775) 334-2303, and on the City's website at www.reno.gov. Pursuant to NRS 241.020(9), 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 241.020(3)(d)(6). Items scheduled to be heard at a specific time will be heard no earlier than the stated time, but may be heard later.

Public Comment

In-Person

A person wishing to address the public body shall submit a "Request to Speak" form to the presiding officer. Public comment, whether on items listed on the agenda or general public comment, is limited to three (3) minutes per person. Unused time may not be reserved by the speaker, nor allocated to another speaker. No action may be taken on a matter raised under general public comment until the matter is included on an agenda as an item on which action may be taken.

Virtual

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 241.023, those wishing to submit public comment may do so through the online public comment form found at [Reno.Gov/PublicComment](https://reno.gov/publiccomment), 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 Commission for review, and entered into the record. Comments received after 4:00 pm on the day preceding the meeting will be provided to the Commission 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) – June 23, 2022.

A.4 Approval of the Minutes (For Possible Action) – April 28, 2022 and May 26, 2022.

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 the minimum qualifications for the new classification specification of Adaptive Recreation Assistant. (For Possible Action)

B.4 Request to approve the minimum qualifications for the new classification specification of Computerized Maintenance Management System (CMMS) Analyst. (For Possible Action)

B.5 Request to approve the minimum qualifications for the new classification specification of Lateral Public Safety Dispatcher. (For Possible Action)

B.6 Request to approve the minimum qualifications for the new classification specification of Security Manager. (For Possible Action)

B.7 Request to approve the minimum qualifications for the new classification specification of Senior Cybersecurity Analyst. (For Possible Action)

B.8 Request to approve the revised minimum qualifications of the retitled, existing Inclusion/Behavior Specialist classification specification to Therapeutic Recreation Coordinator. (For Possible Action)

C. Regular Agenda

C.1 Discussion, direction and possible approval of formal review process of the Chief Examiner which includes sending out 360 Performance Review Evaluation survey to identified stakeholders. (For Possible Action)

C.2 Quarterly report from Andrena Arreygue, Human Resources Management Analyst, per Rule VII, Section 13(e), regarding temporary and part-time employees for FY 21/22 Quarter 3. (Not For Action)

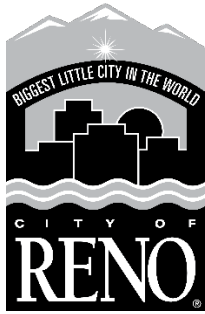
C.3 Discussion and possible approval of change to the Civil Service Commission Meeting date and time. (For Possible Action)

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

E. Confirm next meeting date in accordance with C.3. (For Possible Action)

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.

G. Adjournment (For Possible Action)



CIVIL SERVICE COMMISSION Hybrid Meeting

Draft Minutes

Thursday, April 28, 2022 at 3:30 P.M.
Reno City Hall, 7th Floor Caucus Room
1 East First Street. Reno, NV 89501

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 3:31 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, Management Analyst

ATTORNEY PRESENT:

Karl Hall, 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.

Christopher Waddle, current president of the Reno Police Protective Association, brought up the complaint filed previously regarding the promotional process within the Reno Police Department. He thanked the City Attorney for providing information. Christopher disagrees with the City Attorney's interpretation. According to Waddle, the process did not follow the Civil Service Commission rules. Waddle would like time with the Commission to discuss this complaint to come to a resolution.

A.3 Approval of the Agenda (For Possible Action) – April 28, 2022.

It was moved by Commissioner Kenny, seconded by Commissioner Paul, to approve the April 28, 2022 agenda. The motion passed unanimously.

A.4 Approval of the Minutes (For Possible Action) – Approval of the March 24, 2022 regular meeting minutes.

It was moved by Vice Chair Allen, seconded by Commissioner Kenny, to approve the minutes for the March 24, 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 informed the Commission that Council is currently in budget. All Labor Agreements are currently open as well.

Council Member Brekhus talked about position creation and how it is reflected in the budget.

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 announced that the last Civil Service position has been filled, the new employee, Sneha, will start on May 9. Civil Service will be possibly moving to a different space in City Hall.

Chief Examiner informed the Commission that there are over 50 positions being requested in the new budget. Civil Service will continue to be very busy through the new fiscal year.

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 revised minimum qualifications for the classification specification of Program Assistant. (For Possible Action)

B.5 Request to approve the revised minimum qualifications for the classification specification of Safety and Training Specialist. (For Possible Action)

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

Item B5 was pulled for additional discussion.

Vice Chair Allen commented about the education requirement for the Safety and Training Specialist classification, since there are no colleges in the area that provide the education required for this position. Chief Examiner Ackermann explained that the minimum qualifications include language for a closely related field.

Additional information was provided to the Commission by Bryan Heller, Public Works Assistant Director.

It was moved by Vice Chair Allen to remove the word “occupational” from the minimum qualifications in Item B5. There was no second, the motion did not pass.

Additional information was provided to the Commission by Norma Santoyo, Human Resources Director, and Jill Aktinson, Human Resources Assistant Director.

Additional comment was made by Council Member Brekhus.

It was moved by Vice Chair Allen, seconded by Commissioner Kenny, to approve Item B5. The motion passed unanimously.

C. Regular Agenda

C.1 Presentation by Management Analyst Jovonna Puertos as to the Firefighter and Police Officer Recruit diversity statistics. (Not For Action)

Jovonna Puertos, Civil Service Management Analyst, presented the Fire and Police Department’s diversity statistics for the Firefighter and Police Office most recent recruitments.

C.2 Presentation by the Chief Examiner of Civil Service Rules and Processes. (Not For Action)

Chief Examiner Barbara Ackermann presented a review and clarification of the Civil Service Rule II, Section 3; Rule V, Section 5; and Rule VII, Sections 9 and 4.

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

Additional clarification on the Civil Service Rules was requested.

E. Confirm next meeting date – May 26, 2022 at 3:30 PM. (For Possible Action)

The next regular meeting of the Civil Service Commission is scheduled for Thursday, May 26, 2022 at 3:30 PM. The meeting will be in a hybrid format.

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.

Norma Santoyo, Human Resources Director, announced to the Commission that the City of Reno has been nominated for the Best Places to Work contest in Northern Nevada. Human Resources

Director Santoyo stressed the importance of Civil Service and Human Resources working together to get and keep the talent for the City of Reno.

David Cochran, Reno Fire Chief, thanked Jovonna for the presentation made regarding the diversity statistics for the Firefighter recruitment. Fire Chief Cochran mentioned that diversity is very important for the Reno Fire Department and they will continue to work to make the department more diverse.

Christopher Waddle, current president of the Reno Police Protective Association, voiced his disagreement with regards on the promotional lists for the Reno Police Department and the past practices employed as part of this process.

G. Adjournment (For Possible Action)

It was moved by Commissioner Paul, seconded by Commissioner Kenny, to adjourn the meeting at 4:56 P.M. The motion passed unanimously.



CIVIL SERVICE COMMISSION Hybrid Meeting

Draft Minutes

Thursday, May 26, 2022 at 3:30 P.M.
Reno City Hall, 7th Floor Caucus Room
1 East First Street. Reno, NV 89501

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 3:31 P.M. A quorum was established.

MEMBERS PRESENT:

Tray Abney
YeVonne Allen
Ricardo Duarte
Charla Honey
Jay Kenny

MEMBERS EXCUSED:

Ken Dalton
Nichole Paul

ALSO PRESENT FROM CIVIL SERVICE:

Rossmery Diaz, Civil Service Technician
Albert Kenneson, Management Analyst
Jovonna Puertos, Management Analyst
Sneha Sharma, Civil Service Technician

ATTORNEY PRESENT:

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.

Susan Rothe, Deputy City Attorney III, introduced the newest intern in the City Attorney's Office.

A.3 Approval of the Agenda (For Possible Action) – May 26, 2022.

It was moved by Vice Chair Allen, seconded by Commissioner Kenny, to approve the May 26, 2022 agenda. The motion passed unanimously.

- A.4 Approval of the Minutes (For Possible Action)** – Approval of the April 28, 2022 regular meeting minutes.

Minute approval will take place on the June Civil Service Commission meeting.

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

Council Member Brekhus informed the Commission that Council adopted the budget. Staff is currently in negotiations with the Labor Groups and the contracts are almost finalized.

Council Member Brekhus mentioned the Class and Compensation Study coming up in the future.

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

Albert Kenneson, Civil Service Management Analyst, formally introduced Sneha Sharma, the newest Civil Service Technician, to the Commission.

The budget was passed and over 50 new positions were approved, Civil Service is currently working on a lot of them. Civil Service recently finished the Fire Equipment Operator practical exam with a total of 14 proctors from Reno Fire and 6 evaluators from multiple Fire agencies. Albert thanked Chief Winkelman, John Schuler, John Gerbatz, the City of Reno Fire team, and Truckee Meadows, Sparks, Carson and Tahoe Fire agencies for their help with the practical exam.

Civil Service is currently developing 5 new recruitments. Additionally, Civil Service has 12 open recruitments, 2 recruitments in the testing process and is managing 65 additional requisitions.

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 the revised minimum qualifications for the classification specification of Custodian. (For Possible Action)**
- B.4 Request to void eligible list. (For Possible Action)**

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

C. Regular Agenda

C.1 Quarterly report from Andrena Arreygue, Human Resources Management Analyst, per Rule VII, Section 13(e), regarding temporary and part-time employees for FY 20/21 Quarter 2, 3 & 4. (Not For Action)

Andrena Arreygue, Human Resources Management Analyst, presented the Temporary and Part-Time Employee Report for Fiscal Year 2020-2021 Quarters 2, 3 & 4.

C.2 Quarterly report from Andrena Arreygue, Human Resources Management Analyst, per Rule VII, Section 13(e), regarding temporary and part-time employees for FY 21/22 Quarter 1 & 2. (Not For Action)

Andrena Arreygue, Human Resources Management Analyst, presented the Temporary and Part-Time Employee Report Fiscal Year 2021-2022 Quarters 1 & 2.

Additional comment was made by Vice Chair Allen.

Additional information was provided to the Commission by Jaime Schroeder, Parks & Recreation Director.

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

Chairperson Abney requested that a discussion take place during the next regular meeting of the Civil Service Commission to determine the direction and possible approval of a formal review process of the Chief Examiner.

Chairperson Abney requested that a discussion take place during the next regular meeting of the Civil Service Commission to determine the changes to the Commission Meeting date and time.

E. Confirm next meeting date – June 23, 2022 at 3:30 PM. (For Possible Action)

The next regular meeting of the Civil Service Commission is scheduled for Thursday, June 23, 2022 at 3:30 PM. The meeting will be in a hybrid format.

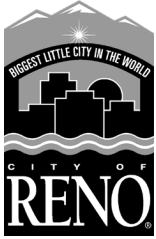
F. Public Comment - This item is for either public comment on any action item or for any general public comment and is limited to no more than three (3) minutes for each commentator.

Mark Winkelman, Fire Department Chief, thanked Civil Service with the Fire Equipment Operator examination, as well as the Human Resources and Finance Department. Lateral Firefighter recruitment is open and the Fire Department is trying to be fiscally responsible with new hires.

Chris Pingree, Building and Safety Manager, commented that Development Services is having a hard time filling up some positions. They currently have 6 positions open and 8 coming up. Chris thanked Civil Service for their help.

G. Adjournment (For Possible Action)

It was moved by Commissioner Kenny, seconded by Vice Chair Allen, to adjourn the meeting at 3:50 P.M. The motion passed unanimously.



Civil Service Commission

Confirmation Report

Date: June 8, 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>
Kelly Christ Parks Maintenance Worker II	June 23, 2022
Shaniya Kelsey Office Assistant II	June 23, 2022
Thomas Marlow Senior Recreation Leader	June 23, 2022

Public Safety Dispatch Department

<u>Job Title</u>	<u>Confirmation Date</u>
Elaina Hopper Assistant Emergency Communications Manager	April 23, 2022

Reno Fire Department

<u>Job Title</u>	<u>Confirmation Date</u>
Shane Billau Fire Equipment Operator	June 4, 2022
Michael Brewer Captain	June 4, 2022
Collin Butcher Fire Equipment Operator	June 4, 2022
Jeff Cates Fire Equipment Operator	June 4, 2022
Brad Drum Battalion Chief	June 4, 2022
Brandon Fernandez Fire Equipment Operator	June 4, 2022
Thomas Ghisletta Fire Equipment Operator	June 4, 2022
Cale Handy Fire Equipment Operator	June 4, 2022
Roman Hood Fire Equipment Operator	June 4, 2022
Daniel Kilborn Fire Equipment Operator	June 4, 2022
Jason Leggett Fire Equipment Operator	June 4, 2022
Chris Mason Fire Equipment Operator	June 4, 2022
Andrew McKennie Fire Equipment Operator	June 4, 2022
Jonathan Moberly Fire Equipment Operator	June 4, 2022
Art Reitz Fire Equipment Operator	June 4, 2022
Roby Safford Fire Equipment Operator	June 4, 2022
Joe Salonga Fire Equipment Operator	June 4, 2022
Damian Webber Fire Equipment Operator	June 4, 2022
Jeff Worsnop Fire Equipment Operator	June 4, 2022

Reno Police Department

<u>Job Title</u>	<u>Confirmation Date</u>
Brigette Soto Police Officer	June 3, 2022
Kevin Vogt Police Sergeant	May 7, 2022
Travis Warren Police Sergeant	May 14, 2022



Civil Service Commission

Eligible List Report

Date: June 8, 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:

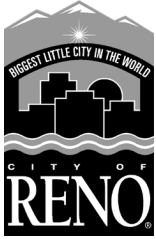
<u>Classification</u>	<u>List Type</u>	<u>Description</u>
Fire Equipment Operator	Promotional	There are seven (7) candidates on this list established on May 17, 2022 with racial, and ethnic diversity.
Head Pool Operator	Open Competitive	There are four (4) candidates on this list established on May 27, 2022 with ethnic, and gender diversity.
Plans Examiner	Open Competitive	There is one (1) candidate on this list established on May 18, 2022.
Police Assistant II	Promotional	There are four (4) candidates on this list established on June 10, 2022 with racial, and gender diversity.
Project Coordinator – Utility Services	Promotional	There are three (3) candidates on this list established on May 24, 2022 with racial diversity.
Project Coordinator – Utility Services	Open Competitive	There are five (5) candidates on this list established on May 24, 2022 with racial, ethnic, and gender diversity.
Safety & Training Specialist	Open Competitive	There are six (6) candidates on this list established on June 3, 2022 with ethnic, and gender diversity.
Senior Civil Engineer – Development Services	Open Competitive	There are three (3) candidates on this list established on May 23, 2022 with racial, and gender diversity.

Senior Combination Inspector Promotional

There is one (1) candidate on this list established on May 23, 2022.

Senior Planner Open Competitive - Continuous

There are four (4) candidates on this list established on June 7, 2022 with ethnic diversity.



Civil Service Commission

MEMORANDUM

Date: June 9, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.3. Request to approve the minimum qualifications of the new the classification specification of Adaptive Recreation Assistant. (For Possible Action)

Background:

Human Resources in collaboration with Parks and Recreation has developed the classification specification of Adaptive Recreation Assistant to support the evolving needs of the department.

Discussion:

The creation of the classification specification of Adaptive Recreation Assistant in the Parks and Recreation Department will assist the department in meeting the needs of community members with disabilities; including the inclusion of people with disabilities into general recreation programs. The positions within this classification will also support the daily operations of the Parks and Recreation Department youth programming.

The proposed minimum qualifications include:

- High School Diploma or equivalent.
- Some college level course work in therapeutic recreation, recreation, adaptive physical education, human services, and/or closely related field.
- Two years of increasingly responsible experience in specialized areas such as therapeutic recreation, recreation, adaptive physical education, human services, and/or closely related field, which includes one year of lead or supervisory experience.
- Valid Driver License.

Preferred qualifications, but not required:

- CPR/AED and First Aid
- Personal Fitness Trainer Certification
- National Council for Therapeutic Recreation Certification (NCTRC)
- Certified Adaptive Recreation and Sports Specialist (CARSS)

These qualifications have been found to be in line with the education and experience required 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 Adaptive Recreation Assistant as presented with a six (6) month probationary period.

Attachment 1: Memo requesting approval of minimum qualifications from Andrena Arreygue, Human Resources Management Analyst.

Attachment 2: Classification Specification for Adaptive Recreation Assistant.



Department of Human Resources

MEMORANDUM

Date: June 7, 2022
To: Civil Service Commission
From: Andrena Arreygue, Management Analyst, Human Resources
Subject: Adaptive Recreation Assistant

Recommendations:

It is recommended the Civil Service Commission approve the minimum qualifications for the new Adaptive Recreation Assistant classification.

Discussion: The Adaptive Recreation Assistant is a new classification.

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:

Basic operations, services and activities of therapeutic/adaptive recreation program and services.
Methods and techniques of planning, organizing, implementing, and coordinating therapeutic/adaptive recreation program, activity, or class.
Principles and practices of therapeutic/adaptive recreation program development and implementation.
Principles and techniques of the supervision and treatment of individuals with disabilities/behavioral problems.
Principles and practices of coordinating, maintaining and scheduling facilities.
Principles and theories of inclusion for persons with disabilities.
Marketing theories, principles and practices and their application to therapeutic/adaptive recreation program.
Program content for specialized community activities.
Techniques used in public relations and customer services practices.
Rules and equipment used in assigned recreation program area.
Office procedures, methods, and equipment including computers.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Principles and practices of fiscal, statistical, and administrative research and report preparation.
Basic principles of supervision, training, and performance evaluation.
Basic first aid and CPR methods and techniques.
Appropriate safety precautions and procedures within the area of assignment.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Drive and operate a para transit van with a wheelchair lift. Maintaining and managing equipment, vehicles, and program and office supplies.
Coordinate and direct therapeutic/adaptive recreation programs.
Assist in the coordination and promotion of City sponsored events.
Develop, coordinate, organize, and conduct therapeutic/adaptive recreation programs, activities, events, or classes in assigned area.

Recruit, select, train, and evaluate part-time, contractual, and volunteer staff.
Supervise, direct, and coordinate the work of part-time, contractual, and volunteer staff.
Understand community needs in therapeutic/adaptive recreational areas and evaluate activities according to those needs.
Recommend and implement goals and objectives for providing therapeutic/adaptive recreation services.
Elicit community and organizational support for therapeutic/adaptive recreation programs.
Interpret and explain City policies and procedures.
Allocate limited resources in a cost effective manner.
Respond to requests and inquiries from the general public.
Operate office equipment including computers.
Maintain program related records, statistics, and documents.
Prepare clear and concise schedules and reports.
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:

High School Diploma or equivalent supplemented by college level course work in therapeutic recreation, recreation, adaptive physical education, human services, and/or a closely related field.

Experience:

Two years of increasingly responsible experience in specialized areas such as therapeutic recreation, recreation, adaptive physical education, human services, and/or a closely related field, including one year of lead or supervisory experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

CPR/AED and First Aid preferred

Personal Fitness Trainer Certification preferred

National Council for Therapeutic Recreation Certification (NCTRC) preferred

Certified Adaptive Recreation and Sports Specialist (CARSS) preferred

Action:

It is requested the Civil Service Commission approve the proposed minimum qualifications for the Adaptive Recreation Assistant classification.

ADAPTIVE RECREATION ASSISTANT

*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, develop, plan, organize, supervise, lead and evaluate comprehensive adaptive recreation programs and services to specifically meet the needs of community members with disabilities; including the inclusion of people with disabilities into general recreation programs. This position also supports the daily operation of the Parks and Recreation Department youth programming.

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 practice.

1. Assist in the planning, developing, supervision, and evaluation of recreation programs and services offered through adaptive recreation services such as adaptive sport clinics, wheelchair sport practices, social outing programs, and veteran specific opportunities; implements program guidelines and procedures; supervises scheduled programs and services; supports the inclusion of people with disabilities into various other service areas within the recreation division. Implements program guidelines and procedures.
2. Assess the recreational interests and needs of people with disabilities and provide adaptive recreation services directly and indirectly to a variety of individuals with cognitive, behavioral, and physical disabilities, including inclusion support within general recreation programs.
3. Assists with the development and implementation of adaptive recreation and inclusion services long-range planning, and program goals and objectives. Markets and promotes programs and services to the public; may prepare flyers, news releases, pamphlets and brochures, and public speaking.
4. Greets customers, provides program information, resolves issues and refers questions as needed.
5. Assists, cooperates, and promotes programs and services within the department and with agencies, schools, and community groups. Works cooperatively with businesses and agencies to establish partnerships and identify service gaps.
6. Assists in the recruitment, training, supervision, and evaluation of assigned staff, interns and volunteers.
7. Ensures implementation and adherence of the City's Affirmative Action and Diversity Work Plans; enforces policies, rules and regulations governing the conduct of patrons and staff. Facilitates staff development on such issues as diversity and creating a respectful working environment. Adapts activities to meet the needs of people with disabilities on a case by case basis.
8. Monitors program compliance with laws, rules, and regulations related to provision of recreation services.
9. Purchases and maintains necessary supplies and equipment for assigned activities.
10. Assists in overseeing the maintenance of community centers; ensures the safety of patrons, the public, recreation equipment, and vehicles; and programs by identifying and implementing risk management procedures and practices. May drive a vehicle, van or activity bus; including towing trailers and winter driving.
11. Provides information to and answers questions from the public; investigates complaints to recommend and implement corrective action as necessary while maintaining a high level of customer satisfaction.
12. Attends and serves on a variety of City committees and task teams as well as community, agency, and professional organization committees. Participates in City, department, and division staff meetings.
13. Maintains awareness of new developments in the therapeutic recreation industry; incorporates into programs and services as appropriate.

City of Reno

Adaptive Recreation Assistant (Continued)

14. Supports and respects diversity and creates a respectful working environment for patrons and staff.
15. 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:

- Basic operations, services and activities of therapeutic/adaptive recreation program and services.
- Methods and techniques of planning, organizing, implementing, and coordinating therapeutic/adaptive recreation program, activity, or class.
- Principles and practices of therapeutic/adaptive recreation program development and implementation.
- Principles and techniques of the supervision and treatment of individuals with disabilities/behavioral problems.
- Principles and practices of coordinating, maintaining and scheduling facilities.
- Principles and theories of inclusion for persons with disabilities.
- Marketing theories, principles and practices and their application to therapeutic/adaptive recreation program.
- Program content for specialized community activities.
- Techniques used in public relations and customer services practices.
- Rules and equipment used in assigned recreation program area.
- Office procedures, methods, and equipment including computers.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Basic principles of supervision, training, and performance evaluation.
- Basic first aid and CPR methods and techniques.
- Appropriate safety precautions and procedures within the area of assignment.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Drive and operate a para transit van with a wheelchair lift. Maintaining and managing equipment, vehicles, and program and office supplies.
- Coordinate and direct therapeutic/adaptive recreation programs.
- Assist in the coordination and promotion of City sponsored events.
- Develop, coordinate, organize, and conduct therapeutic/adaptive recreation programs, activities, events, or classes in assigned area.
- Recruit, select, train, and evaluate part-time, contractual, and volunteer staff.
- Supervise, direct, and coordinate the work of part-time, contractual, and volunteer staff.
- Understand community needs in therapeutic/adaptive recreational areas and evaluate activities according to those needs.
- Recommend and implement goals and objectives for providing therapeutic/adaptive recreation services.
- Elicit community and organizational support for therapeutic/adaptive recreation programs.
- Interpret and explain City policies and procedures.
- Allocate limited resources in a cost effective manner.
- Respond to requests and inquiries from the general public.
- Operate office equipment including computers.
- Maintain program related records, statistics, and documents.

City of Reno

Adaptive Recreation Assistant (Continued)

Prepare clear and concise schedules and reports.

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:

High School Diploma or equivalent supplemented by college level course work in therapeutic recreation, recreation, adaptive physical education, human services, and/or a closely related field.

Experience:

Two years of increasingly responsible experience in specialized areas such as therapeutic recreation, recreation, adaptive physical education, human services, and/or a closely related field, including one year of lead or supervisory experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

CPR/AED and First Aid preferred

Personal Fitness Trainer Certification preferred

National Council for Therapeutic Recreation Certification (NCTRC) preferred

Certified Adaptive Recreation and Sports Specialist (CARSS) preferred

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 environment and at indoor and outdoor recreational facilities; travel to different locations; incumbents may be exposed to inclement weather conditions and may have some contact with chemical agents used in pool maintenance; work and/or walk on various types of surfaces including slippery or uneven surfaces; extensive public contact; 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 and recreation facility 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 moderate to heavy amounts of weight (including and up to 100 pounds for short distances to assist participants in transfer); to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of transportation; and to verbally communicate to exchange information.



Civil Service Commission

MEMORANDUM

Date: June 9, 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 Computerized Maintenance Management System (CMMS) Analyst. (For Possible Action)

Background:

Human Resources in collaboration with the Public Works Department has developed the classification specification of Computerized Maintenance Management System (CMMS) Analyst to support the evolving needs of the department.

Discussion:

The creation of the classification specification of Computerized Maintenance Management System (CMMS) Analyst in the Public Works Department will assist the department with integrating multiple maintenance management systems with other city systems such as GIS, finance, and payroll systems. The positions within this classification will also support a full range of infrastructure computerized maintenance management system and asset data management functions.

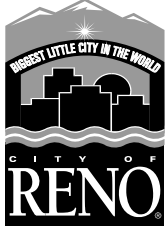
The proposed minimum qualifications include:

- Education:
 - Bachelor's degree from an accredited college or university in Computer Science, Information Technology, or a closely related field.
- Work Experience:
 - Two years of full-time experience including significant responsibility collecting, entering and verifying data, supporting users, analyzing workflows and data reporting.
 - Or two years of technical/asset management experience.
 - Or an equivalent combination of education, training, and experience.
- Valid Driver License.

These qualifications have been found to be in line with the education and experience required 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 Computerized Maintenance Management System (CMMS) Analyst as presented with a twelve (12) month probationary period.



Department of Human Resources

MEMORANDUM

Date: June 07, 2022
To: Civil Service Commission
From: Jesse Puett, Management Analyst, Human Resources
Subject: Computerized Maintenance Management System (CMMS) Analyst

Recommendations:

It is recommended the Civil Service Commission approve the minimum qualifications for the CMMS Analyst classification.

Discussion:

The CMMS Analyst is a new classification. The classification as proposed would allow the Public Works Department to begin integrating multiple maintenance management systems with other city systems such as GIS, finance, and payroll systems.

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:

SQL, SSMS (SQL Server Management Studio), SSRS (SQL Server Reporting Services) Process Management, CMMS (Computerized maintenance management Systems), and/or EAM (Enterprise Asset Management) software

Maintenance management practices to include work requests, work assignments, work protocol management, process reporting and management, and customer feedback.

Standard desktop computer system hardware and business application software operating capabilities and limitations.

Principles and practices of application development.

Use of specified computer applications involving word processing, office automation and/or standard report generation; the selection and installation of personal computer and network hardware and software.

Standard office practices and procedures, including filing and the operation of standard office equipment.

Record keeping principles and practices.

Local area network hardware and software capabilities and installation techniques.

Documentation and user instruction methods and techniques.

Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone.

Management of the GIS and MMS to include experience in database administration, implementation, management and QA/QC of all related data.

Predictive maintenance programs and condition monitoring for above- and below- ground asset management programs.

Best management practices related to Public Works assets, such as road systems, sanitary sewer systems, storm water conveyance systems, building/facilities and related systems, vehicle fleets, environmental control, and/or traffic management systems.

Record keeping principles and practices.

Training of users and primary stakeholders in maintenance management system practices and policies.

Ability to:

Manage maintenance management data, including data analysis and report generation and automation for department managers.

Interpret and apply regulations, policies, and procedures.

Resolve complex technical issues related to the maintenance management databases and other department databases and/or related software.

Develop standard and customized reports for the analysis of productivity, project costs, and daily operational costs.

Maintain accurate and interrelated database records.

Design and implement mechanisms that will allow for inter-database communications.

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

Use initiative and independent judgment within established procedural guidelines.

Operate office equipment, including computers and supporting word processing, spreadsheet, and database applications.

Plan and organize work to meet changing priorities and deadlines.

Prepare clear and concise reports, professional correspondence, and presentations.

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

Respond tactfully, clearly, concisely, and appropriately to inquiries.

Work in a team-based environment to achieve common goals.

Handle multiple demands and priorities simultaneously.

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

Contribute effectively to the accomplishment of team or work unit goals, objectives and activities.

Communicate clearly and concisely, both orally and in writing.

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 in Computer Science, Information Technology, or a closely related field.

Experience:

Two years of full-time experience including significant responsibility collecting, entering and verifying data, supporting users, analyzing workflows and data, reporting, or two years of technical/asset management experience, or an equivalent combination of education, training, and experience.

License or Certificate

Possession of an appropriate, valid driver's license.

Action:

It is requested the Civil Service Commission approve the proposed minimum qualifications for the CMMS Analyst classification.

COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM ANALYST

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

SUMMARY DESCRIPTION

Under general direction, performs a full range of infrastructure computerized maintenance management system and asset data management functions, including integrating multiple Maintenance Management Systems (MMS) with other city systems such as ESRI Enterprise Geospatial Information System (GIS), finance and payroll systems. Serves as a system subject matter expert responsible for analyzing, designing, implementing, and improving workflow processes for asset and maintenance data management and MMS/GIS tasks; responsible for maintenance database creation, assembly and accuracy, and integration with spatial and asset databases.

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. Serve as the primary point of contact in the Maintenance and Operations Division for maintenance management systems; coordinates with key stakeholders to develop and deliver a vision for the system which addresses maintenance and operations, engineering (both Public Works and Utilities Services), technology, financial, business, and regulatory/compliance needs.
2. Develops, implements and maintains software solutions and databases; Assists in upgrades and modifications to software systems.
3. Ensures that all Work Procedures and other documentation are uploaded or linked to the MMS and ensures efficient document management practices using Google drive or other systems.
4. Troubleshoots and resolves network, hardware, and software system issues in coordination with the Department of Information Technology (DoIT).
5. Researches and prepares a variety of studies and reports resulting in setting standards of nomenclature, business application processes, system security and program application control to help optimize the department's maintenance functions.
6. Make recommendations to improve the efficiency and effectiveness of the maintenance management systems, and oversee the implementation of the recommended improvements.
7. Maintain awareness in GIS-related software and technologies.
8. Determine and execute the appropriate workflow sequence for completing complex tasks.
9. Create, document and share workflow processes to integrate maintenance management data with asset management data and with GIS, SCADA, Building Automation and other maintenance systems, as well as financial and timekeeping systems.
10. Serve as a liaison with IT staff and maintenance management system vendors for proper acquisition, installation, operation, and maintenance of related resources.
11. Serve as a resource to provide key information related to strategic planning, performance measures, fixed assets, continuous process improvement, budget report, and department activity reports to advance department initiatives.
12. Serve as an administrator of various Public Works infrastructure MMS systems; manage user access and accounts for various data sets and systems.
13. Manage, develop, and review reporting requests and requirements, key performance indicators, and data standards related to databases; coordinate efforts with other stakeholders and system representatives to ensure data integrity and synchronization efforts.
14. Provide technical support and coaching to employees on maintenance management software; provide help with their related issues/requests, and maintain open communication with internal users.
15. Work closely with the Asset Management Analyst in Engineering to ensure workflows are properly keeping asset status current.

CITY OF RENO
CMMS Analyst (Continued)

16. Develop and maintain standard processes and help manage standardized uses by other users of Maintenance and Operations systems, primarily the MMS.
17. Develop and present oral and written presentations pertaining to the asset data and maintenance management applications, as well as provide system training for users.
18. Demonstrate courteous and cooperative behavior when interacting with elected officials, clients, visitors and staff; act in a manner that promotes a harmonious and effective workplace environment.
19. Provide low level computer support to division personnel, at levels that do not require the assistance of the I.T. Department.
20. Uses standard office equipment in the course of the work; may drive a motor vehicle or be able to arrange for appropriate transportation to various City work sites in order to perform on-site troubleshooting and attend meetings.
21. Demonstrates courteous and cooperative behavior when interacting with public, users, and staff; acts in a manner that promotes a harmonious and effective workplace environment.
22. 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:

SQL, SSMS (SQL Server Management Studio), SSRS (SQL Server Reporting Services) Process Management, CMMS (Computerized maintenance management Systems), and/or EAM (Enterprise Asset Management) software

Maintenance management practices to include work requests, work assignments, work protocol management, process reporting and management, and customer feedback.

Standard desktop computer system hardware and business application software operating capabilities and limitations.

Principles and practices of application development.

Use of specified computer applications involving word processing, office automation and/or standard report generation; the selection and installation of personal computer and network hardware and software.

Standard office practices and procedures, including filing and the operation of standard office equipment.

Record keeping principles and practices.

Local area network hardware and software capabilities and installation techniques.

Documentation and user instruction methods and techniques.

Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone.

Management of the GIS and MMS to include experience in database administration, implementation, management and QA/QC of all related data.

Predictive maintenance programs and condition monitoring for above- and below- ground asset management programs.

Best management practices related to Public Works assets, such as road systems, sanitary sewer systems, storm water conveyance systems, building/facilities and related systems, vehicle fleets, environmental control, and/or traffic management systems.

Record keeping principles and practices.

Training of users and primary stakeholders in maintenance management system practices and policies.

Ability to:

Manage maintenance management data, including data analysis and report generation and automation for department managers.

Interpret and apply regulations, policies, and procedures.

Resolve complex technical issues related to the maintenance management databases and other department databases and/or related software.

Develop standard and customized reports for the analysis of productivity, project costs, and daily operational costs.

Maintain accurate and interrelated database records.

Design and implement mechanisms that will allow for inter-database communications.

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

Use initiative and independent judgment within established procedural guidelines.

Operate office equipment, including computers and supporting word processing, spreadsheet, and database applications.

Plan and organize work to meet changing priorities and deadlines.

Prepare clear and concise reports, professional correspondence, and presentations.

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

Respond tactfully, clearly, concisely, and appropriately to inquiries.

Work in a team-based environment to achieve common goals.

Handle multiple demands and priorities simultaneously.

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

Contribute effectively to the accomplishment of team or work unit goals, objectives and activities.

Communicate clearly and concisely, both orally and in writing.

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 in Computer Science, Information Technology, or a closely related field.

Experience:

Two years of full-time experience including significant responsibility collecting, entering and verifying data, supporting users, analyzing workflows and data, reporting, or two years of technical/asset management experience, or an equivalent combination of education, training, and experience.

License or Certificate

Possession of an appropriate, valid driver's license.

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: Primary functions require sufficient physical ability and mobility to work in a field and office environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, twist, grasp, and make repetitive hand movement in the performance of

CITY OF RENO
CMMS Analyst (*Continued*)

daily duties; to lift, carry, push, and/or operate assigned equipment and vehicles; and to exchange information to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; visual acuity for reading engineering plans and specifications; and to verbally communicate and write to exchange information.

Physical: Primarily an office environment with some travel from site to site; occasional exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain, exposure to noise, dust, grease, smoke, fumes, radiant energy, and extensive public contact.

June 2022
Human Resources



Civil Service Commission

MEMORANDUM

Date: June 9, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.5. Request to approve the minimum qualifications of the new the classification specification of Lateral Public Safety Dispatcher. (For Possible Action)

Background:

Human Resources in collaboration with the Police Department has developed the classification specification of Lateral Public Safety Dispatcher to meet the high demands of this work within the department.

Discussion:

The classification specification of Lateral Public Safety Dispatcher in the Police Department will create a pathway for the department to attract and hire trained experienced dispatchers already in the field.

Seasoned dispatchers will be able to perform the requirements of the position with minimal training.

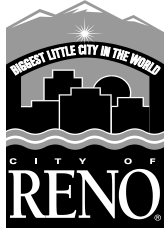
The proposed minimum qualifications include:

- Work Experience:
 - Two (2) full years of public safety dispatch experience, or equivalent, with a public safety agency within the last (3) years.
 - Or One (1) full year of public safety dispatch experience, or equivalent, with a public safety agency within the last three (3) years AND have obtained one or more of the following certifications:
 - ◆ Certified Emergency Dispatcher (International Academies of Emergency Dispatch EFD/EPD/EMD or equivalent)
 - ◆ P.O.S.T. Certified Dispatcher (NV or out of state)

These qualifications have been found to be in line with the experience required to successfully transition into the role at the Reno Police Department.

Recommendation:

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



Department of Human Resources

MEMORANDUM

Date: June 06, 2022
To: Civil Service Commission
From: Angela Davis, Management Analyst, Human Resources
Subject: Lateral Public Safety Dispatcher

Recommendations:

It is recommended the Civil Service Commission approve the minimum qualifications for the Lateral Public Safety Dispatcher classification.

Discussion:

The Lateral Public Safety Dispatcher is a new classification. The classification as proposed would allow the Police Department, Public Safety Dispatch division, to gather an applicant pool of experienced, expert Public Safety Dispatchers that have the requisite experience and certification to be successful in the classification.

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:

- Operations, services and activities of a public safety dispatch center.
- Methods and techniques of public safety dispatching including the use of computer aided dispatch and manual card systems.
- Streets, landmarks and geography of the City and surrounding areas.
- Techniques of questioning for both emergency and non-emergency calls.
- English usage, spelling, grammar and punctuation.
- Principles and procedures of record keeping.
- Public safety communications center procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Department policies and procedures.
- Public safety related language and codes.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Effectively utilize appropriate self-care and stress management strategies to remain resilient in the position.
- Establish priority of emergency situations.
- Effectively communicate and elicit information from upset, traumatized and irate callers.
- Operate NG911, radio transmitting and computer aided dispatch systems.
- Work under pressure, exercise good judgment and make sound decisions in emergency situations and with constant interruptions.

Respond calmly and effectively to emergency situations.
Analyze and interpret maps.
Respond to and resolve difficult and sensitive citizen inquiries and complaints.
Type or enter data at a speed necessary for successful job performance.
Understand and follow verbal and written instructions.
Operate Public Safety related equipment including computers supporting data processing, spreadsheet, and database applications.
Interpret and apply federal, state and local policies, procedures, laws, codes and regulations.
Work irregular work hours including weekends, evenings, nights and holidays.
Work in a team based environment to achieve common goals.
Coordinate multiple incidents and complex tasks simultaneously.
Meet the physical requirements to safely and effectively perform the assigned duties.
Communicate clearly and concisely, both verbally and in writing.
Establish and maintain effective working relationships with co-workers and 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:*

Lateral Public Safety Dispatcher

Two (2) full years of public safety dispatch experience, or equivalent, with a public safety agency within the last (3) years.

OR

One (1) full year of public safety dispatch experience, or equivalent, with a public safety agency within the last three (3) years AND have obtained one or more of the following certifications:

- Certified Emergency Dispatcher (International Academies of Emergency Dispatch EFD/EPD/EMD or equivalent)
- P.O.S.T. Certified Dispatcher (NV or out of state)

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed primarily in an emergency dispatch center type of office setting; exposure to unusual fatigue factors, irregular and unpredictable hours (including overtime), and emergency or stressful situations; exposure to noisy distractions from simultaneous events while working on multiple computer systems and monitors while utilizing both a headset and telephone and/or telephony system for verbal communications; exposure to varying lighting conditions.

Physical: Primary functions require sufficient physical ability and mobility to work in a public safety dispatch center type of 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 communications and office equipment requiring repetitive hand movement and fine coordination including the use of multiple computer keyboards and telephone systems; and to verbally communicate to exchange information.

Action:

It is requested the Civil Service Commission approve the proposed minimum qualifications for the Lateral Public Safety Dispatcher classification.

LATERAL PUBLIC SAFETY DISPATCHER

*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, receives, evaluates, prioritizes, and dispatches public safety calls for service; responds to emergency and non-emergency calls in a timely and appropriate manner; and operates a variety of communication equipment including radio, telephone, telephony, TDD and multiple computer systems.

DISTINGUISHING CHARACTERISTICS

Public Safety Dispatcher: This is the full journey level class within the Public Safety Dispatch series. Employees within this class are distinguished from the Public Safety Dispatch Trainee by on-going training and the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and are generally filled by advancement from the Public Safety Dispatch Trainee level. Advancement to the Public Safety Dispatcher level is based on management judgment and/or certification or testing that validates the performance of a range of job duties. This position is a lateral position, therefore, employees are certified in all areas of public safety dispatch and possess a sufficient number of years of experience utilizing public dispatch systems to operate effectively with little to no assistance.

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. Receive, evaluate and prioritize emergency and non-emergency police, fire, medical, and rescue calls for service; determine nature, location and pertinent details of incidents and dispatching of field units to situations as necessary for multiple public safety agencies in the area.
2. Operate a variety of emergency dispatch and communications equipment including a Next Generation E911 (NG911) telephony system, an 800 MHz radio system, a Public Safety Computer Aided Dispatch (CAD) system and general office equipment; enter pertinent information regarding calls for service into various computer systems, according to established procedures and guidelines.
3. Maintain awareness of field unit activities within the computer aided dispatch (CAD) and manual card systems; communicate with field units through radios in accordance with Federal Communications Commission (FCC) regulations; maintain status and location of units.
4. Coordinate the receipt of both emergency and non-emergency calls and relay information and assistance with other law enforcement, fire, medical, and other emergency response agencies as required.
5. Evaluate the nature and severity of the calling party's situation to assist in determining call priority and necessary responding equipment.
6. Simultaneously respond to multiple emergencies on multiple radio channels from various public safety agencies, including law enforcement, fire, and emergency medical services.
7. Retrieve and enter information from local, state and federal computer networks regarding wanted

CITY OF RENO

Public Safety Dispatch Trainee/Public Safety Dispatcher (Continued)

persons, stolen property, vehicle registration, stolen vehicles and other related information; relay information to field units.

8. Maintain accurate and complete logs and records of all activities and calls that are received and dispatched.
9. Perform a variety of functions related to public safety dispatch operations.
10. 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:

Operations, services and activities of a public safety dispatch center.

Methods and techniques of public safety dispatching including the use of computer aided dispatch and manual card systems.

Streets, landmarks and geography of the City and surrounding areas.

Techniques of questioning for both emergency and non-emergency calls.

English usage, spelling, grammar and punctuation.

Principles and procedures of record keeping.

Public safety communications center procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Department policies and procedures.

Public safety related language and codes.

Pertinent federal, state and local laws, codes and regulations.

Ability to:

Effectively utilize appropriate self-care and stress management strategies to remain resilient in the position.

Establish priority of emergency situations.

Effectively communicate and elicit information from upset, traumatized and irate callers.

Operate NG911, radio transmitting and computer aided dispatch systems.

Work under pressure, exercise good judgment and make sound decisions in emergency situations and with constant interruptions.

Respond calmly and effectively to emergency situations.

Analyze and interpret maps.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Type or enter data at a speed necessary for successful job performance.

Understand and follow verbal and written instructions.

Operate Public Safety related equipment including computers supporting data processing, spreadsheet, and database applications.

Interpret and apply federal, state and local policies, procedures, laws, codes and regulations.

Work irregular work hours including weekends, evenings, nights and holidays.

Work in a team based environment to achieve common goals.

Coordinate multiple incidents and complex tasks simultaneously.

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

Communicate clearly and concisely, both verbally and in writing.

Establish and maintain effective working relationships with co-workers and 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:

Lateral Public Safety Dispatcher

Two (2) full years of public safety dispatch experience, or equivalent, with a public safety agency within the last (3) years.

OR

One (1) full year of public safety dispatch experience, or equivalent, with a public safety agency within the last three (3) years AND have obtained one or more of the following certifications:

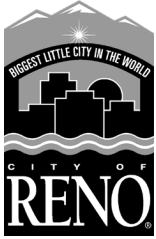
- Certified Emergency Dispatcher (International Academies of Emergency Dispatch EFD/EPD/EMD or equivalent)
- P.O.S.T. Certified Dispatcher (NV or out of state)

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed primarily in an emergency dispatch center type of office setting; exposure to unusual fatigue factors, irregular and unpredictable hours (including overtime), and emergency or stressful situations; exposure to noisy distractions from simultaneous events while working on multiple computer systems and monitors while utilizing both a headset and telephone and/or telephony system for verbal communications; exposure to varying lighting conditions.

Physical: Primary functions require sufficient physical ability and mobility to work in a public safety dispatch center type of 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 communications and office equipment requiring repetitive hand movement and fine coordination including the use of multiple computer keyboards and telephone systems; and to verbally communicate to exchange information.



Civil Service Commission

MEMORANDUM

Date: June 9, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.6. Request to approve the minimum qualifications of the new the classification specification of Security Manager. (For Possible Action)

Background:

Human Resources in collaboration with the Public Works Department has developed the classification specification of Security Manager to support the evolving security needs of the City.

Discussion:

The creation of the classification specification of Security Manager in the Public Works Department will manages the business processes and systems of the City's security program. The positions within this classification will also oversee the development, implementation, evaluation, and daily activities of the City's security program; and administer the City's security program to provide for the safety and security of people and property at City facilities.

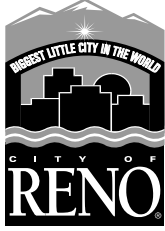
The proposed minimum qualifications include:

- A Bachelor's degree from an accredited college or university in security and management, corporate security, criminal justice, public administration, or a closely related field.
- Five years of full-time experience in a security related field.
- Valid Driver License.

These qualifications have been found to be in line with the education and experience required 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 Security Manager as presented with a twelve (12) month probationary period.



Department of Human Resources

MEMORANDUM

Date: June 06, 2022
To: Civil Service Commission
From: Jesse Puett, Management Analyst, Human Resources
Subject: Security Manager

Recommendations:

It is recommended the Civil Service Commission approve the minimum qualifications for the Security Manager classification.

Discussion:

The Security Manager is a new classification. The classification as proposed would allow the Public Works Department to gather an applicant pool that is necessary for an individual to succeed in the continued management of the City's security programs.

QUALIFICATIONS

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

Knowledge of:

- Operational characteristics, services, and activities of facility security programs.
- Principles and practices of program development and administration, to include contract review and coordination of people and resources.
- Work organization and office management principles and practices.
- Procedures, policies, rules, and practices affecting the development, maintenance, and control of systems.
- Principles and practices of budget development and administration including methods and techniques of budget preparation and control.
- Principles and practices of program development and administration.
- Modern office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheets, and statistical databases.
- Operating characteristics of information systems and other computer software programs utilized by the City.
- Organizational and management practices as applied to the analysis and evaluation of the City's programs, policies, and operational needs as they relate to the City's security program.
- Methods and techniques of research, statistical analysis, and report presentations.
- Methods and techniques of public relations and public information.
- Methods and techniques of effective customer service.
- Principles and procedures of investigative practices and techniques, to include interviewing, recording data, and record keeping.
- Pertinent federal, state, and local laws, codes, and regulations.
- Current developments, trends and practices of security management.

Organizational structure, systems and functions of the City and related local entities.

Ability to:

Oversee and participate in the management of a comprehensive security program.

Participate in the development and administration of program goals, objectives, and procedures.

Negotiate City and public interests with federal, state, and local agencies and other entities.

Communicate complex policy and technical material to public officials, the general public, and the media.

Analyze and define problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Make difficult and independent decisions without supervision.

Operate office equipment, including computers and supporting word processing, spreadsheet, and database applications.

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

Identify and respond to sensitive community, organizational, and City Council issues, concerns, and needs.

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.

Plan and organize work to meet changing priorities and deadlines.

Prepare clear and concise reports, professional correspondence, and presentations.

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.

Make effective presentations to the City Council, top management, public groups, and/or television audiences.

Work in a team-based environment to achieve common goals.

Handle multiple demands and priorities simultaneously.

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

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

Communicate clearly and concisely, both orally and in writing.

Remain calm, think clearly, exercise sound judgment and logic, and act decisively in stressful situations.

Understand the implications of new information for both current and future problem-solving and decision-making.

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 in security and management, corporate security, criminal justice, public administration, or a closely related field.

Experience:

Five years of full-time experience in a security related field.

License or Certificate

Possession of an appropriate, valid driver's license.

Action:

It is requested the Civil Service Commission approve the proposed minimum qualifications for the Security Manager classification.

SECURITY MANAGER

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

SUMMARY DESCRIPTION

Under general direction of the Maintenance and Operations / Facility Manager, manages the business processes and systems of the City's security program; oversees the development, implementation, evaluation, and daily activities of the City's security program; and administers the City's security program to provide for the safety and security of people and property at City facilities.

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. Assume management responsibility for assigned services and activities of the City of Reno's security program.
2. Manage and participate in the development and implementation of goals, policies, and priorities for assigned operations; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within policy, appropriate service levels.
4. Participate in the development and administration of the security program's annual budget; participate in the forecast of funds needed for equipment, materials, supplies, and contracts; monitor expenditures; implement adjustments as needed.
5. Manage and administer citywide contracts for equipment, armed and un-armed security guards and monitoring services related to security; coordinate with various law enforcement agencies, specifically, the Reno Police Department, the Sparks Police Department, the Washoe County Sheriff's Office, County Emergency Management, and other agencies as necessary.
6. Research and analyze information, prepare presentations, and make presentations to various civic, business, government, and service groups.
7. Serve as liaison for the City within various groups and commissions for the City of Reno's security program; establish and maintain liaison with representatives of organizations, businesses, and other agencies for assigned areas.
8. Provide security consultant services to all City offices and departments, including those located within the Court facility and other locations by analyzing and evaluating security operations to identify risks or opportunities for improvement to mitigate potential consequences.
9. Manage and administer the Citywide Security Committee to investigate employee and contractor complaints of physical threats and harassment, assessment of threat level to the City and respond appropriately to protect employees, contractors, tenants, and the public.
10. Testify in legal proceedings regarding threats to the workplace and criminal activity against the City and its employees.

CITY OF RENO
Security Manager (Continued)

11. Investigate security related incidents occurring at City facilities, identify appropriate follow up agency (law enforcement, Human Resources, Citywide Security Committee) to continue investigation and develop solutions to mitigate future risk to the City; include review and sharing of video camera footage to appropriate agencies investigating activity at City facilities.
12. Manage and administer citywide maintenance and replacement schedule for security equipment, screening equipment and metal detectors.
13. Create security standards, policies and procedures and incident response plans to protect individuals and properties against threats or violence.
14. Coordinate with existing technology staff and make recommendations on installation and operation of existing and proposed security systems including facility alarms, security cameras, intrusion alarms, emergency notifications, access control, keys and badging, and card access control.
15. Analyze physical security and protective measures with City facilities; formulate solutions and implement appropriate processes to respond to threats and ongoing alerts.
16. Coordinate with the City's public information officer to provide adequate information to staff and the public as necessary and applicable using established protocols.
17. Provide responsible staff assistance to supervising staff; conduct a variety of studies and investigations; recommend modifications to assigned areas, policies, and procedures as appropriate.
18. Respond to and resolve difficult and sensitive citizen, organizational, and City Council issues, concerns, and needs.
19. Perform related duties as assigned.

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:

- Operational characteristics, services, and activities of facility security programs.
- Principles and practices of program development and administration, to include contract review and coordination of people and resources.
- Work organization and office management principles and practices.
- Procedures, policies, rules, and practices affecting the development, maintenance, and control of systems.
- Principles and practices of budget development and administration including methods and techniques of budget preparation and control.
- Principles and practices of program development and administration.
- Modern office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheets, and statistical databases.
- Operating characteristics of information systems and other computer software programs utilized by the City.
- Organizational and management practices as applied to the analysis and evaluation of the City's programs, policies, and operational needs as they relate to the City's security program.
- Methods and techniques of research, statistical analysis, and report presentations.
- Methods and techniques of public relations and public information.
- Methods and techniques of effective customer service.

CITY OF RENO
Security Manager (Continued)

Principles and procedures of investigative practices and techniques, to include interviewing, recording data, and record keeping.
Pertinent federal, state, and local laws, codes, and regulations.
Current developments, trends and practices of security management.
Organizational structure, systems and functions of the City and related local entities.

Ability to:

Oversee and participate in the management of a comprehensive security program.
Participate in the development and administration of program goals, objectives, and procedures.
Negotiate City and public interests with federal, state, and local agencies and other entities.
Communicate complex policy and technical material to public officials, the general public, and the media.
Analyze and define problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Make difficult and independent decisions without supervision.
Operate office equipment, including computers and supporting word processing, spreadsheet, and database applications.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Identify and respond to sensitive community, organizational, and City Council issues, concerns, and needs.
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.
Plan and organize work to meet changing priorities and deadlines.
Prepare clear and concise reports, professional correspondence, and presentations.
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.
Make effective presentations to the City Council, top management, public groups, and/or television audiences.
Work in a team-based environment to achieve common goals.
Handle multiple demands and priorities simultaneously.
Meet the physical requirements to safely and effectively perform the assigned duties.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
Remain calm, think clearly, exercise sound judgment and logic, and act decisively in stressful situations.
Understand the implications of new information for both current and future problem-solving and decision-making.

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 in security and management, corporate security, criminal justice, public administration, or a closely related field.

Experience:

Five years of full-time experience in a security related field.

License or Certificate

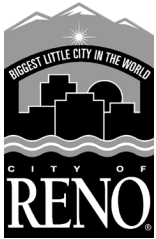
Possession of an appropriate, valid driver's license.

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 in both an office and field environment; travel from site to site; occasional exposure to outside weather conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field environment; 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; visual acuity for reading engineering plans and specifications; and to verbally communicate to exchange information.



Civil Service Commission

MEMORANDUM

Date: June 9, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.7. Request to approve the minimum qualifications of the new the classification specification of Senior Cybersecurity Analyst. (For Possible Action)

Background:

Human Resources in collaboration with the Department of Information Technology has developed the classification specification of Senior Cybersecurity Analyst to support the evolving cybersecurity needs of the City.

Discussion:

The creation of the classification specification of Senior Cybersecurity Analyst in the Department of Information Technology will help prioritize the City's cybersecurity efforts. The positions within this classification will also performs a variety of day-to-day operations of the in-place security solutions protecting hardware, software, and networks from cybercriminals.

The proposed minimum qualifications include:

- Education:
 - A Bachelor's degree from an accredited college or university in Computer Science, Information Technology, or a closely related field.
- Work Experience:
 - Three years of progressively responsible work experience related to security disciplines (Applications, data, networking) with a focus on cybersecurity operations.
 - OR Promotional Pathway: Two years of experience as a Network Analyst, Systems Analyst, Senior Systems Analyst, or a Senior Network Analyst with the City of Reno
- Licenses and Certificates
 - Valid Driver License
 - One of the following certifications are required:
 - ◆ CompTIA Cybersecurity Analyst (CySA+); or
 - ◆ CompTIA Network+; or
 - ◆ GIAC Security Essentials Certification (GSEC); or
 - ◆ Cisco Certified Network Associate Security (CCNA); or
 - ◆ Systems Security Certified Practitioner (SSCP); or
 - ◆ Any other CyberSecurity certification.

Preferred qualification, but not required:

- Experience in any of the following fields: CJIS, HIPAA, HITECH, or PCI-DSS

These qualifications have been found to be in line with the education and experience required to effectively complete the tasks associated with this position while also creating an internal line of progression.

Recommendation:

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

Attachment 1: Memo requesting approval of minimum qualifications from Jesse Puett, Human Resources Management Analyst.
Attachment 2: Classification Specification for Senior Cybersecurity Analyst.



Department of Human Resources

MEMORANDUM

Date: June 06, 2022
To: Civil Service Commission
From: Jesse Puett, Management Analyst, Human Resources
Subject: Senior Cybersecurity Analyst

Recommendations:

It is recommended the Civil Service Commission approve the minimum qualifications for the Senior Cybersecurity Analyst classification.

Discussion:

The Senior Cybersecurity Analyst is a new classification. The classification as proposed would allow the Department of Information Technology to have a dedicated individual focus on the City's cybersecurity efforts.

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:

CyberSecurity principles, concepts, policy and regulations.
A broad understanding of security technologies including firewalls, proxies, SIEM, antivirus software, and Intrusion Detection and Prevention (IDPs) systems
Advanced principles and practices of system design, development, analysis, testing, and security administration.
Advanced methods and techniques of evaluating information security requirements and developing security solutions for City systems.
Advanced methods and techniques of developing data security, privacy, integrity, backup, and recovery processes.
Common cyber security tools and issues.
Best practices related to cyber security.
Project management methodologies.
Advanced principles and practices of systems and procedures analysis and design.
Standards and methods related to computerized data systems analysis and use.
Principles and practices of technical and functional or direct supervision and staff training.
Written documentation methods related to highly complex technical work.

Ability to:

Organize, implement, and direct City-wide cybersecurity functions.
The ability to identify and spotlight vulnerabilities on on-premises and remote networks, correct problems, and prevent security breaches
Plan, develop, establish, monitor, and maintain system security strategies.
Install, Setup, Configure cybersecurity related tools such as vulnerability management software, log analyzer, etc.
Prepare and analyze security reports and communicate with the executive team.

Interpret and explain pertinent emergency preparedness and related policies and procedures.
Stay current on evolving cyber events, news, threats, technologies, and defensive techniques and apply the latest knowledge learned.
Serve as technical advisor regarding information security and train staff on best practices.
Assist in the development and monitoring of an assigned area's budget.
Develop and recommend policies and procedures related to assigned operations.
Effectively manage and implement the complex cybersecurity projects.
Communicate clearly and concisely, both orally and in writing.
Maintain confidentiality as necessary.
Interpret and apply federal, state, and local policies, laws, and regulations pertaining to information security and integrity.
Effectively prioritize and execute tasks in a high-pressure environment.

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 in Computer Science, Information Technology, or a closely related field.

Experience:

Three years of progressively responsible work experience related to security disciplines (Applications, data, networking) with a focus on cybersecurity operations.

Experience in any of the following fields is preferred: CJIS, HIPAA, HITECH, or PCI-DSS

OR

Two years of experience as a Network Analyst, Systems Analyst, Senior Systems Analyst, or a Senior Network Analyst with the City of Reno.

License or Certificate

Possession of an appropriate, valid driver's license.

One of the following certifications are required:

CompTIA Cybersecurity Analyst (CySA+); or

CompTIA Network+; or

GIAC Security Essentials Certification (GSEC); or

Cisco Certified Network Associate Security (CCNA); or

Systems Security Certified Practitioner (SSCP); or

Any other CyberSecurity certification.

Action:

It is requested the Civil Service Commission approve the proposed minimum qualifications for the Senior Cybersecurity Analyst classification.

SENIOR CYBERSECURITY ANALYST

*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 limited direction of the department director, performs a variety of day-to-day operations of the in-place security solutions protecting hardware, software, and networks from cybercriminals; identification, investigation, and resolution of security breaches detected by in-place security systems; involvement in the implementation of new security solutions; participation in the creation and or maintenance of policies, standards, baselines, guidelines, and procedures; conducts vulnerability audits and assessments; maintains an awareness of the enterprise's security goals as established by the City of Reno's policies, procedures, and guidelines; and actively works toward upholding those security goals.

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. Participate in the planning and design of enterprise security architecture, under the direction of the IT Director, where appropriate.
2. Participate in the creation of enterprise security documents (policies, standards, baselines, guidelines, and procedures) under the direction of the IT Director, where appropriate.
3. Participate in the planning and design of an enterprise business continuity plan and disaster recovery plan, under the direction of the IT Director, where appropriate.
4. Maintain up-to-date detailed knowledge of the IT security industry including awareness of new or revised security solutions, improved security processes, and the development of new attacks and threat vectors.
5. Recommend additional security solutions or enhancements to existing security solutions to improve overall enterprise security.
6. Perform the deployment, integration, and initial configuration of all new security solutions and of any enhancements to existing security solutions in accordance with standard best operating procedures generically and the enterprise's security documents specifically.
7. Maintain up-to-date baselines for the secure configuration and operations of all in-place devices, whether they be under direct control (i.e. security tools) or not (e.g. workstations, servers, network devices).
8. Serve as the central point of contact for the City regarding information technology related incidents or violations; investigate security violations.
9. Maintain operational configurations of all in-place security solutions as per the established baselines.
10. Monitor all in-place security solutions for efficient and appropriate operations.
11. Review logs and reports of all in-place devices, whether they be under direct control (i.e. security tools) or not (e.g. workstations, servers, network devices). Interpret the implications of that activity and devise plans for appropriate resolution.
12. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
13. Participate in the design and execution of vulnerability assessments, penetration tests, and security audits.
14. Provide on-call support for end users for all in-place security solutions.
15. Ensure the city-wide network meets all state, federal, and local security compliance requirements.
16. Represent the Department of Information Technology on committees, outside organizations, and at staff subcommittees.
17. Perform related duties as required.

CITY OF RENO
Senior Cybersecurity Analyst (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:

CyberSecurity principles, concepts, policy and regulations.

A broad understanding of security technologies including firewalls, proxies, SIEM, antivirus software, and Intrusion Detection and Prevention (IDPs) systems

Advanced principles and practices of system design, development, analysis, testing, and security administration.

Advanced methods and techniques of evaluating information security requirements and developing security solutions for City systems.

Advanced methods and techniques of developing data security, privacy, integrity, backup, and recovery processes.

Common cyber security tools and issues.

Best practices related to cyber security.

Project management methodologies.

Advanced principles and practices of systems and procedures analysis and design.

Standards and methods related to computerized data systems analysis and use.

Principles and practices of technical and functional or direct supervision and staff training.

Written documentation methods related to highly complex technical work.

Ability to:

Organize, implement, and direct City-wide cybersecurity functions.

The ability to identify and spotlight vulnerabilities on on-premises and remote networks, correct problems, and prevent security breaches

Plan, develop, establish, monitor, and maintain system security strategies.

Install, Setup, Configure cybersecurity related tools such as vulnerability management software, log analyzer, etc.

Prepare and analyze security reports and communicate with the executive team.

Interpret and explain pertinent emergency preparedness and related policies and procedures.

Stay current on evolving cyber events, news, threats, technologies, and defensive techniques and apply the latest knowledge learned.

Serve as technical advisor regarding information security and train staff on best practices.

Assist in the development and monitoring of an assigned area's budget.

Develop and recommend policies and procedures related to assigned operations.

Effectively manage and implement the complex cybersecurity projects.

Communicate clearly and concisely, both orally and in writing.

Maintain confidentiality as necessary.

Interpret and apply federal, state, and local policies, laws, and regulations pertaining to information security and integrity.

Effectively prioritize and execute tasks in a high-pressure environment.

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 in Computer Science, Information Technology, or a closely related field.

Experience:

Three years of progressively responsible work experience related to security disciplines (Applications, data, networking) with a focus on cybersecurity operations.

CITY OF RENO
Senior Cybersecurity Analyst (*Continued*)

Experience in any of the following fields is preferred: CJIS, HIPAA, HITECH, or PCI-DSS

OR

Two years of experience as a Network Analyst, Systems Analyst, Senior Systems Analyst, or a Senior Network Analyst with the City of Reno.

License or Certificate

Possession of an appropriate, valid driver's license.

One of the following certifications are required:

CompTIA Cybersecurity Analyst (CySA+); or

CompTIA Network+; or

GIAC Security Essentials Certification (GSEC); or

Cisco Certified Network Associate Security (CCNA); or

Systems Security Certified Practitioner (SSCP); or

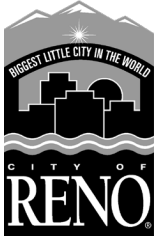
Any other CyberSecurity certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed primarily in a standard office setting with some travel from site to site; 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 communicate verbally and in writing to exchange information. Essential and supplemental functions may also require maintaining physical condition necessary for lifting equipment weighing up to 50 pounds.



Civil Service Commission

MEMORANDUM

Date: June 9, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.8. Request to approve the revised minimum qualifications of the retitled, existing Inclusion/Behavior Specialist classification specification to Therapeutic Recreation Coordinator. (For Possible Action)

Background:

Human Resources in collaboration with the Parks and Recreation Department has developed updated language to amend the minimum qualifications for the retitled, existing Inclusion/Behavior Specialist classification specification to Therapeutic Recreation Coordinator to support the evolving needs of the department.

Discussion:

The updates to this classification along with the minimum qualifications broadens the department's ability to better serve our growing community's needs by combining multidisciplinary fields into one classification.

The positions within this classification will oversee and coordinate the operations, services, and activities for the therapeutic recreation program.

The proposed minimum qualifications for the retitled classification include:

- Education:
 - High School Diploma or equivalent.
 - College level course work in therapeutic recreation, psychology, special education or a related field.
- Work Experience:
 - Three years of increasingly responsible experience supporting the activities and operations of therapeutic recreation, psychology, special education or a related field.
 - Including: One year of lead supervisory experience.
- Valid Driver License

Preferred qualifications, but not required:

- CPR/AED and First Aid
- Board Certified Behavior Analyst (BCBA) or Board Certified Assistant Behavior Analyst (BCABA)
- National Council for Therapeutic Recreation Certification (NCTRC)

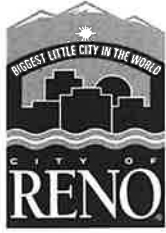
These qualifications have been found to be in line with the education and experience required to effectively complete the tasks associated with this position.

Recommendation:

It is recommended that the Civil Service Commission approve the revised minimum qualifications of the newly titled classification specification of Therapeutic Recreation Coordinator as presented with a six (6) month probationary period.

Attachment 1: Memo requesting approval of revised minimum qualifications from Andrena Arreygue, Human Resources Management Analyst.

Attachment 2: Classification Specification for Therapeutic Recreation Coordinator.



Department of Human Resources

MEMORANDUM

Date: June 7, 2022
To: Civil Service Commission
From: Andrena Arreygue, Management Analyst, Human Resources
Subject: Therapeutic Recreation Coordinator

Recommendations:

It is recommended the Civil Service Commission approve the revised minimum qualifications for the reclassification and retitle of the Inclusion/Behavior Specialist to the Therapeutic Recreation Coordinator position.

Discussion:

This is a reclassification and retitle of the Inclusion/Behavioral Specialist classification. The proposed changes to the minimum qualifications for this position will allow a larger pool of candidates who not only have the behavioral analysis qualifications but also have the therapeutic qualifications. Combining these two specialized fields will better serve the needs of our growing community for those who require these services.

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:

Basic operations, services and activities of therapeutic recreation program and services.
Methods and techniques of planning, organizing, implementing, and coordinating therapeutic recreation program, activity, or class.
Principles and practices of therapeutic recreation program development and implementation.
Principles and techniques of the supervision and treatment of individuals with disabilities/behavioral problems.
Principles and techniques of behavior modification and development of behavior/inclusion/safety plans.
Methods and techniques of special events planning and coordination.
Principles and practices of coordinating, maintaining and scheduling facilities.
Principles and theories of inclusion for persons with disabilities.
Marketing theories, principles and practices and their application to therapeutic recreation program.
Program content for specialized community activities.
Techniques used in public relations and customer services practices.
Rules and equipment used in assigned recreation program area.
Office procedures, methods, and equipment including computers.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Principles and practices of fiscal, statistical, and administrative research and report preparation.
Basic principles of supervision, training, and performance evaluation.
Basic first aid and CPR methods and techniques.
Appropriate safety precautions and procedures within the area of assignment.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Coordinate and direct therapeutic recreation programs.
- Assist in the coordination and promotion of City sponsored events.
- Develop, coordinate, organize, and conduct therapeutic recreation programs, activities, events, or classes in assigned area.
- Recruit, select, train, and evaluate part-time, contractual, and volunteer staff.
- Supervise, direct, and coordinate the work of part-time, contractual, and volunteer staff.
- Understand community needs in therapeutic recreational areas and evaluate activities according to those needs.
- Recommend and implement goals and objectives for providing therapeutic recreation services.
- Develop behavior/inclusion/safety plans.
- Elicit community and organizational support for therapeutic recreation programs.
- Interpret and explain City policies and procedures.
- Allocate limited resources in a cost effective manner.
- Respond to requests and inquiries from the general public.
- Operate office equipment including computers.
- Maintain program related records, statistics, and documents.
- Prepare clear and concise schedules and reports.
- 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:

High School Diploma or equivalent supplemented by college level course work in therapeutic recreation, psychology, special education or a related field.

Experience:

Three years of increasingly responsible experience supporting the activities and operations of therapeutic recreation, psychology, special education or a related field including one year of lead supervisory experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

CPR/AED and First Aid preferred

Board Certified Behavior Analyst (BCBA) or Board Certified Assistant Behavior Analyst (BCABA) preferred

National Council for Therapeutic Recreation Certification (NCTRC) preferred

Action:

It is requested the Civil Service Commission approve the proposed minimum qualifications for the Therapeutic Recreation Coordinator classification.

THERAPEUTIC RECREATION COORDINATOR

*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, oversees and coordinates the operations, services, and activities for the therapeutic recreation program. Works independently and is required to have a thorough knowledge of behavior analysis principles, recreation programs, adaptive recreation programs, and inclusion. Position primarily supports inclusion in youth and/or aquatics division operations and provides support for adaptive recreation programs. Oversight of assigned part-time and seasonal staff, and performs a variety of administrative tasks in support of 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 practice.

1. Oversee and coordinate the therapeutic recreation operations and services in youth and/or aquatics areas or assigned division operations.
2. Assessing the recreational interests and needs of people with disabilities and provides adaptive recreation services directly and indirectly to a variety of individuals with cognitive, behavioral, and physical disabilities.
3. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing assigned therapeutic recreation program services; implement policies and procedures.
4. Assist in planning and implementing various programs such as adaptive sport clinics, wheelchair sport practices, social outing programs, and veteran specific opportunities.
5. Monitor activities and program performance; recommend and implement modifications to systems and procedures; ensure adherence to safe work practices and procedures.
6. Coordinate and promote therapeutic recreational programs and activities; participate in recruiting, selecting, training, motivating, and evaluating assigned part-time, contractual, and volunteer staff; provide staff training; work with staff to correct deficiencies; evaluate assigned staff; initiate disciplinary procedures as appropriate.
7. Ensures implementation and adherence of the City's Affirmative Action and Diversity Work Plans; enforces policies, rules and regulations governing the conduct of patrons and staff. Facilitates staff development on such issues as diversity and creating a respectful working environment. Adapts activities to meet the needs of people with disabilities on a case by case basis.
8. Assessment and intervention for aberrant behaviors (e.g., aggression, non-compliance, disruption and tantrums) and behavioral deficits (e.g., communication, social and recreational skills) exhibited by participants as needed.
9. Conduct staff training on the implementation of inclusion/behavior plans, behavior analysis principles, and data collection procedures.
10. Collect and account for program fees and registration; maintain appropriate financial records and prepare

City of Reno

Therapeutic Recreation Coordinator (Continued)

state and federally mandated reports.

11. Assist in the coordination, promotion of and supervision of City sponsored events; contact local corporations to sponsor and/or participate; compile and distribute statistics of special events; hire and supervise food and beverage vendors, craft vendors and entertainment; arrange for rental needs including restrooms and lighting.
12. Promote and coordinate specific activities within the therapeutic recreation program; prepare program event and facility marketing material including news releases, flyers, schedules of events, pamphlets and brochures.
13. Provide information and assistance to users of facilities and programs; explaining policies, rules and regulations of facility and program use; monitor and inspect assigned facilities and programs after use; schedule maintenance for assigned areas including cleaning, sweeping and vacuuming and secure facilities.
14. Participates in the development, monitoring and evaluation of program budget and activity reports; maintains accurate records; researches, develops, prepares, and presents various reports involving expenditures, budget item justifications, grants, service contracts, program operations, activities, and a variety of other information.
15. Maintain records and develop reports concerning recreation activities; new or ongoing therapeutic programs and program effectiveness; prepare statistical reports, and case management files and log as required.
16. Respond to requests and inquiries from the general public; provide information regarding assigned therapeutic recreational program area.
17. 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:

Basic operations, services and activities of therapeutic recreation program and services.

Methods and techniques of planning, organizing, implementing, and coordinating therapeutic recreation program, activity, or class.

Principles and practices of therapeutic recreation program development and implementation.

Principles and techniques of the supervision and treatment of individuals with disabilities/behavioral problems.

Principles and techniques of behavior modification and development of behavior/inclusion/safety plans.

Methods and techniques of special events planning and coordination.

Principles and practices of coordinating, maintaining and scheduling facilities.

Principles and theories of inclusion for persons with disabilities.

Marketing theories, principles and practices and their application to therapeutic recreation program.

Program content for specialized community activities.

Techniques used in public relations and customer services practices.

Rules and equipment used in assigned recreation program area.

Office procedures, methods, and equipment including computers.

Principles and procedures of record keeping.

Principles of business letter writing and basic report preparation.

City of Reno

Therapeutic Recreation Coordinator *(Continued)*

Principles and practices of fiscal, statistical, and administrative research and report preparation.

Basic principles of supervision, training, and performance evaluation.

Basic first aid and CPR methods and techniques.

Appropriate safety precautions and procedures within the area of assignment.

Pertinent federal, state and local laws, codes and regulations.

Ability to:

Coordinate and direct therapeutic recreation programs.

Assist in the coordination and promotion of City sponsored events.

Develop, coordinate, organize, and conduct therapeutic recreation programs, activities, events, or classes in assigned area.

Recruit, select, train, and evaluate part-time, contractual, and volunteer staff.

Supervise, direct, and coordinate the work of part-time, contractual, and volunteer staff.

Understand community needs in therapeutic recreational areas and evaluate activities according to those needs.

Recommend and implement goals and objectives for providing therapeutic recreation services.

Develop behavior/inclusion/safety plans.

Elicit community and organizational support for therapeutic recreation programs.

Interpret and explain City policies and procedures.

Allocate limited resources in a cost effective manner.

Respond to requests and inquiries from the general public.

Operate office equipment including computers.

Maintain program related records, statistics, and documents.

Prepare clear and concise schedules and reports.

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:

High School Diploma or equivalent supplemented by college level course work in therapeutic recreation, psychology, special education or a related field.

Experience:

Three years of increasingly responsible experience supporting the activities and operations of therapeutic recreation, psychology, special education or a related field including one year of lead supervisory experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

CPR/AED and First Aid preferred

Board Certified Behavior Analyst (BCBA) or Board Certified Assistant Behavior Analyst (BCABA) preferred

National Council for Therapeutic Recreation Certification (NCTRC) preferred

City of Reno

Therapeutic Recreation Coordinator (Continued)

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 environment and at indoor and outdoor recreational facilities; travel to different locations; incumbents may be exposed to inclement weather conditions and may have some contact with chemical agents used in pool maintenance; work and/or walk on various types of surfaces including slippery or uneven surfaces; extensive public contact; 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 and recreation facility 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; to travel to other locations using various modes of transportation; and to verbally communicate to exchange information.



CITY OF RENO
Parks and Recreation Department
Regular-Full Time Classification

Inclusion/Behavior Specialist

*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.*

Distinguishing Characteristics

Under general supervision, the Inclusion/Behavior Specialist works independently and is required to have a thorough knowledge of behavior analysis principles, recreation programs, and inclusion. Position primarily supports youth and/or aquatics division operations and provides supervision for subordinate temporary staff. Work tasks require problem solving and performance of a high level of customer service. Tasks may include providing assessment, intervention, instruction, supervision and training of staff and/or individuals with disabilities.

Essential Duties & Tasks

- Oversees the inclusion process.
- Conduct individual and group staff training on the implementation of inclusion/behavior plans, behavior analysis principles, and data collection procedures.
- Assessment and intervention for aberrant behaviors (e.g., aggression, non-compliance, disruption and tantrums) exhibited by participants, on an as-needed basis.
- Assessment and intervention for behavioral deficits (e.g., communication skills, social skills and recreational skills) of participants.
- Report writing and evaluation of programs and data of participants on an as-needed basis.
- Supervises and manages inclusion technician schedules, meetings, and training.
- Perform assessments and recommend inclusion/behavior plans according to need and congruent with the standards of the Department of Parks and Recreation.
- Coordinates case management files and logs.
- Assists Therapeutic Recreation Specialist with inclusion service development.

Qualifications

Knowledge of

- Reading, writing, basic math and verbal communication skills.
- Basic computer applications such as word processing, spreadsheets, and databases.
- General recreation principles and practices.
- Basic principles of supervision.
- Knowledge of the principles and techniques of the supervision and treatment of individuals with disabilities/behavioral problems.

- Basic first aid and CPR methods and techniques.

Ability to

- Work in team based environment to achieve common goals.
- Communicate clearly and concisely, both orally and in writing.
- Respond to requests and inquiries from employees and the general public.
- Understand and follow oral and written instructions.
- Make sound decisions and use good judgment.
- Present a positive role model and interact effectively with people.
- Establish and maintain effective relationships with those contacted in the course of work.
- Meet physical requirements to safely and effectively perform assigned duties.

Education and Experience

- Education Requires any combination of education (above the high school level) and/or experience equivalent to two (2) years in the fields utilizing the required knowledge, skills, and abilities such as, psychology, special education or recreation therapy.
- Experience One (1) year of paid experience in providing and supporting community recreational programs and/or educational programs in a supervising or lead worker capacity.
- Licenses Valid driver's license.

Preferred Certifications

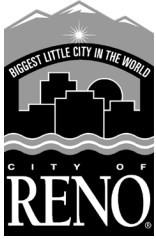
- CPR/AED and First Aid
- Board Certified Behavior Analyst (BCBA) or Board Certified Assistant Behavior Analyst (BCABA)

Working Conditions

- Convey and exchange verbal and written information. Requires manual dexterity and sufficient strength and stamina to perform sustained physical activity such as bending, stooping, kneeling, running and crouching; ability to walk and stand for prolonged periods of time; requires ability to lift up to 50 pounds; requires ability to work outdoors in a variety of weather conditions including extreme heat, cold, wind and dust; exposure to noise.
- May work evenings, weekends, and holidays.

January 2016

Human Resources



Civil Service Commission

MEMORANDUM

Date: June 8, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item C.1. Discussion, direction and possible approval of formal review process of the Chief Examiner which includes sending out 360 Performance Review Evaluation survey to identified stakeholders. (For Possible Action)

At the May 2022 Civil Service Commission meeting, it was requested by Chairperson Abney that a discussion of this Commission take place to determine the direction and possible approval of a formal review process of the Chief Examiner which may include a 360 Performance Review Evaluation survey to internal customers, labor groups, Civil Service employees and the Commissioners.

Proposed questions for this Survey have been provided to Commissioners to help facilitate the Commissions discussion.

Attachment 1: Previous Performance Evaluation Proposed Questions
Attachment 2: Previous Customer Service Survey Proposed Questions
Attachment 3: Current City Clerk 360 Review Survey

City of Reno Civil Service Commission Customer Survey Re: Performance of Chief Examiner for Calendar Year 2020

This is a short survey asking for your feedback as part of our annual evaluation of the Civil Service Chief Examiner. We would sincerely appreciate your taking a few minutes to answer the questions below. Answers will automatically be submitted to our third-party administrator, Jesse Puett.

In developing this survey, we have asked direct questions in an effort to make our survey more user/time friendly. We have also provided a comment section after each category so that you may expand on your answers if you wish to do so.

For those staff members completing this survey, your names will be kept confidential by our third-party survey administrator. In the summarization provided to the Civil Service Commission, your ratings will be grouped by department only and your comments will be merged as part of an all respondent list. In this manner, it is our hope that you will feel comfortable answering the questions and helping us to identify areas where performance meets/exceeds expectations, as well as to define any course corrections that may be needed.

For Commissioners completing this survey, your individual survey responses will be incorporated into the tabulations prepared by the third-party survey administrator, but must also be supplied as part of the agenda packet in accordance with Nevada's Open Meeting Law.

Rating Criteria

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

* Required

1. Name: *

Communication Skills

Please answer the following questions as they relate to working with the Civil Service Chief Examiner:

2. Are interactions cordial and respectful? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

3. Are good listening skills used? That is to say, do you feel you are really being heard? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

4. Are you provided feedback sufficiently detailed to demonstrate understanding of your concerns? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

5. Are efforts made to explain the thinking, principles, and practices that guide Civil Service processes? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

6. Are conversations approached as an opportunity to work with you in defining the best path forward? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

7. Comments on Communication Skills:

Interpersonal Skills/Relationships

8. Does the Chief Examiner make herself readily available to you as a professional resource? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

9. Do you feel welcome and at ease when meeting with the Chief Examiner? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

10. Do you feel that your confidences are respected and maintained? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

11. Are appropriate efforts made to keep you looped into decisions and/or progress being made? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

12. Do you walk away with a feeling that you both are working toward a common vision (even if there are points upon which you disagree)? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

13. Comments on Interpersonal Skills/Relationships

Leadership / Quality of Services

14. Once a vacant position receives approval from the City's Position Review Committee, does the Chief Examiner ensure that the Civil Service Office initiates timely contact with the department? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

15. In developing and overseeing the recruitment/testing process, does the Chief Examiner ensure that the Civil Service Office works closely and collaboratively with the department? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

16. Is the Chief Examiner receptive to exploring the viability of ideas for innovations/customizations that you suggest? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

17. Does the Chief Examiner offer up ideas for innovations/customizations for your consideration? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

18. Does the Chief Examiner work with you to align understanding on roles and responsibilities? That is to say, do you leave your discussions with a clear understanding of what the expected outcomes are, when they will be delivered, and who is on point to deliver them? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

19. Does the Chief Examiner follow through in a timely manner on promises made to you? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

20. Comments on Leadership/Quality of Services:



Thank you for sharing your experiences with us as we continue in our efforts to understand our customers' needs and improve the services we provide. If you have questions as you fill out this survey, please feel free to contact our third-party administrator, Jesse Puett, for clarification and/or direction at puettj@reno.gov.

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City of Reno Civil Service Commission Customer Survey for Calendar Year 2020

This is a short survey asking for your feedback as part of our annual evaluation of the Civil Service operations. We would sincerely appreciate your taking a few minutes to answer the questions below. Answers will automatically be submitted to our third-party administrator, Jesse Puett.

In developing this survey, we have asked direct questions in an effort to make our survey more user/time friendly. We have also provided a comment section after each category so that you may expand on your answers if you wish to do so.

The names of individual respondents will be kept confidential by our third-party survey administrator. The ratings will be grouped by department or labor union only and the comments will be compiled into a single list. In this manner, it is our hope that you will feel comfortable answering the questions and helping us to identify areas where performance meets/exceeds expectations, as well as to define any course corrections that may be needed.

Further, please know, the Civil Service Commission's review will be conducted in an open meeting in accordance with the requirements of the Nevada Open Meeting Law and the summarizations will be made available as part of our agenda packet.

Rating Criteria

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

* Required

1. Name: *

2. Department/Labor Union: *

Communication Skills

Please answer the following questions as they relate to working with the Civil Service Department:

3. Are interactions cordial and respectful? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

4. Are good listening skills used? That is to say, do you feel you are really being heard? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

5. Are you provided feedback sufficiently detailed to demonstrate understanding of your concerns? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

6. Are efforts made to explain the thinking, principles, and practices that guide Civil Service processes? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

7. Are conversations approached as an opportunity to work with you in defining the best path forward? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

8. Comments on Communication Skills:

Interpersonal Skills/Relationships

9. Do our staff members make themselves readily available to you as a professional resource? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

10. Do you feel welcome and at ease in our offices? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

11. Do you feel that your confidences are respected and maintained? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

12. Are appropriate efforts made to keep you looped into decisions and/or progress being made? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

13. Do you walk away with a feeling that you both are working toward a common vision (even if there are points upon which you disagree)? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

14. Comments on Interpersonal Skills/Relationships

Reliability / Quality of Services

15. Once your vacant position has received approval from the City's Position Review Committee, does the Civil Service Office initiate timely contact with your department? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

16. In developing and overseeing recruitment/testing processes, does the Civil Service Office work closely and collaboratively with your department? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

17. Are our staff members receptive to exploring the viability of ideas for innovations/customizations that you suggest (even if there may be points of disagreement)? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

18. Do our staff members offer up ideas for innovations/customizations for your consideration? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

19. Do Civil Service staff members work with you to align understanding on roles and responsibilities? That is to say, do you leave your discussions with a clear understanding of what the expected outcomes are, when they will be delivered, and who is on point to deliver them? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

20. Do Civil Service staff members follow through in a timely manner on promises that they have made to you? *

Mark only one oval.

- 1 - Exceeds your expectations
- 2 - Meets your expectations
- 3 - An area for growth
- NA - Not applicable

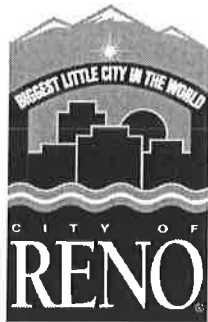
21. Comments on Reliability/Quality of Services:

**Thank
you!**

Thank you for sharing your experiences with us as we continue in our efforts to understand our customers' needs and improve the services we provide. If you have questions as you fill out this survey, please feel free to contact our third-party administrator, Jesse Puett, for clarification and/or direction at puettj@reno.gov.

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City Clerk Annual Performance Evaluation Form

Rating Criteria

For each performance criteria, please use the following rating scale:

- E – Exceeds your expectations.
- M – Meets your expectations.
- AG – Areas for growth.

Communication Skills:

_____ Communication Skills – Good command of oral and written expression; expresses ideas clearly and concisely; easily comprehends ideas expressed by others; ability to explain and understand difficult and complex subjects.

_____ Presentation Skills – Ability to present effective, quality presentations in public settings appealing to a variety of audiences.

Comments for Communication Skills:

Interpersonal Skills/Relationships:

_____ Ability to relate well to others and to make people feel at ease, even in difficult situations.

_____ Ability to gain the trust and confidence of the staff and public; fosters contact and cooperation among citizens, community organizations and other government agencies.

_____ Fosters cooperative communication and positive working relationships with the Council.

Comments for Interpersonal Skills/Relationships:

Leadership:

_____ Uses sound judgment in decision making; seeks out all relevant and necessary data, makes decisions in a timely manner.

_____ Stays current on management practices and techniques and seeks to increase her value to the City.

Comments for Leadership:

Innovation:

_____ Receptive to new ideas, suggestions and approaches to make the Clerk's Office a better place. Exhibits a short-term and long- term forward- thinking approach to the State of the City.

_____ Receptive to a changing environment.

Comments for Innovation:

Management:

_____ Roles of Charter: Knowledgeable, effective and efficient use of authority granted by the City Charter to the City Council, City Manager, City Clerk and other elected or appointed positions; respectful of the delegation of powers described in the Charter.

_____ Conduct of City Council Meetings: Initiates responses to issues and concerns that the Council and/or public poses.

_____ Ability to delegate authority, granting proper authority at the proper times; sound judgment in the evaluation of when delegation is appropriate.

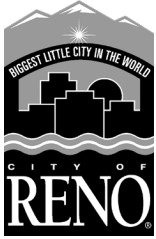
Comments for Management:

General Comments:

In a brief narrative, please describe:

What you are most pleased with in the City Clerk's performance?

What areas for growth would you like to see? Please provide specific suggestions on how the City Clerk may improve the areas for growth?



Civil Service Commission

MEMORANDUM

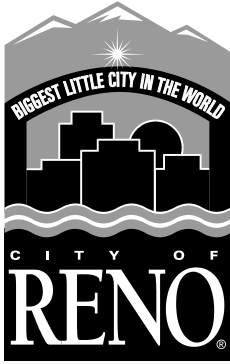
Date: June 8, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item C.2. Quarterly report from Andrena Arreygue, Human Resources Management Analyst, per Rule VII, Section 13(e), regarding temporary and part-time employees for FY 21/22 – Quarter 3. (Not for Action)

This report of temporary and part-time employees for Fiscal Year 2021/2022 – Quarter 3, is being presented pursuant to Rule VII, Section 13(e) and is for informational purposes only.



Department of Human Resources

MEMORANDUM

DATE: June 7, 2022

TO: Civil Service Commission

FROM: Andrena Arreygue, Management Analyst, Human Resources

SUBJECT: Temporary and Part-time Employees - Quarterly Report
for Fiscal Year 2021-2022 – Quarter 3

Pursuant to Civil Service Rule VII, Section 13, the City Manager or his or her designee shall provide a quarterly report listing temporary provisional employees and non-civil service part time employees. The roster shall include the employee's job title, date of hire and hours worked through the quarters.

The following reports for fiscal year 2021-2022 are:

- All employees who worked less than 234 hours in the quarter, including those who terminated.
- All employees who worked more than 234 hours in the quarter also including those who terminated.

It is requested that the Commission accept the report and move to note and file.

Attachments

**CITY OF RENO - TEMPORARY EMPLOYEES
 QUARTERLY REPORT - OVER 234 HOURS IN QUARTER
 ACTIVE & TERMINATED EMPLOYEES
 FY 2021-22 Quarter 3 (January 1, 2022 to March 31, 2022)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
ARANA	ALICIA	02/05/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	290
CHAUDRY	SOPHIA	03/27/2017		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	256.25
CHAVEZ-ORTIZ	WALTER	05/15/2018		Parks and Recreation/Youth	Recreation Specialist III - 9535	235.5
FERNANDEZ	MARIA	12/07/2018		Parks and Recreation/Health and Wellness	Recreation Specialist IV - 9541	238.25
FONTANILLA	MALIA	10/20/2020		Parks and Recreation/Youth	Recreation Specialist I - 9514	241.75
FULLER	BLAKE	06/07/2021		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	246
GONZALEZ-VILLASENOR	AZUSENA	10/11/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	310.25
HODDER	BENJAMIN	02/06/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	238.25
JONES	DWIGHT	09/05/2019		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	302.5
KANE	KELSIE	03/26/2018		Parks and Recreation/Youth	Recreation Specialist III - 9535	319.5
MARTIN	ALEXA	12/06/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	257
MORA	PAOLA	09/09/2020		Parks and Recreation/Youth	Recreation Specialist II - 9517	271
PRUITT	CHASE	04/21/2021		Parks and Recreation/Youth	Recreation Specialist III - 9535	240
ROBERTSON	MALIBU	09/22/2017		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	234.75
VARGAS LOPEZ	OSCAR	08/24/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	241

Note: All the employees listed above are in "non-career" positions limited to 1039 in the fiscal year as opposed to 234 in the fiscal quarter per Civil Service rule, Section 13 (f).

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Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
ABBOTT	ALLISON	08/20/2020		Parks and Recreation/Youth	Recreation Specialist II - 9517	99.25
AGUILAR	ISAAC	02/21/2020		Parks and Recreation/Youth	Recreation Specialist I - 9514	93.5
AGUILAR	JEZEL	08/16/2019		Parks and Recreation/Youth	Recreation Specialist II - 9517	44
AGUILAR BECERRA	MOSIES	08/18/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	110.75
AGUILAR BECERRA	REGINA	09/15/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	119
AGUILLARD	CAMERON	02/21/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	136
ALARCON BOJORQUEZ	ANDY	08/09/2021		Police/Program & Service Management	Public Service Intern - 9995	227.5
ALBA	ADRIANA	08/14/2020		Parks and Recreation/Youth	Recreation Specialist III - 9535	96.5
ALBA	GABRIELA	08/12/2020		Parks and Recreation/Youth	Recreation Specialist III - 9535	49.25
ALCAZAR	ALYSSA	08/10/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	178.5
ALLEN	KATE	06/09/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	58.5
ALMANZA	DESTINEE	01/19/2022		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	1
AMJAD	KASHAWN	12/08/2014		Parks and Recreation/Youth	Recreation Specialist II - 9517	71.75
ANDREW	JANE	06/09/2021		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	191.25
AQIL	MUHAMMAD	05/19/2021		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	56.5
ARMBRECHT	JACK	03/02/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	124.75
ASPINALL	DEANA	03/11/2019		Parks and Recreation/Program & Service Mgmt	Recreation Specialist II - 9517	194.25
AUGUSTINI	NANCY	02/12/2019		Human Resources	Assistant - 9990	172
AVALOS	ARLETTE	08/25/2020		Parks and Recreation/Youth	Recreation Specialist I - 9514	168.25
BALLARD	RACHEL	01/05/2018		Parks and Recreation/Youth	Recreation Specialist III - 9535	118.25
BANKS	VIRCHELLE	09/09/2021	02/04/2022	Parks and Recreation/Youth	Recreation Specialist II - 9517	54.75
BARRAGAN	EMILEE	03/15/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	9
BARTON	KASSIDY	11/09/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	130.5
BEARD	MARY	11/10/2021	01/10/2022	Parks and Recreation/Youth	Recreation Specialist I - 9514	9
BEHRENS	MIA	02/18/2021		Parks and Recreation/Youth	Recreation Specialist III - 9535	172.25
BELFLOWER	CHASE	12/21/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	94.5
BELFLOWER	IAN	07/06/2020		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	108
BERG	KAYLIE	03/21/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	24.75
BERKLEY	MADELYN	08/16/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	165.25
BERRY	ANNABELLE	06/28/2021	02/11/2022	Parks and Recreation/Youth	Recreation Specialist I - 9514	101
BERUMEN	ALFRED	03/11/2019		Parks and Recreation/Youth	Recreation Specialist II - 9517	113.5
BESOLD	BELEN	08/11/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	182
BEST	MICHAL	09/22/2021		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	172.66
BETTS	KERRA	09/08/2020		Parks and Recreation/Youth	Recreation Specialist I - 9514	110

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Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
BOSCO	PIERSON	04/01/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	49
BOW	CECELIA	03/01/2022	03/31/2022	Parks and Recreation/Youth	Recreation Specialist I - 9514	30.25
BRAVO	LEXALI	09/21/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	185.25
BROCKELSBY	TREVOR	06/05/2019		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	28.5
BROSSARD	ALEXANDER	08/12/2021		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	136.25
BROSSARD	CHRISTOPHER	03/01/2019		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	55
BROWN	JORDAN	10/01/2020		Parks and Recreation/Youth	Recreation Specialist III - 9535	225
BROWN	VICTORIA	04/04/2019	02/25/2022	Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	99.5
BUDGE	CONNOR	12/17/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	50.25
BUELL	GARRETT	12/06/2019		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	98.25
BURKETT	EMMA	12/15/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	179.25
BURLESON	JONATHON	12/21/2020		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	51.75
BURROWS	MCKENNA	09/01/2020	01/13/2022	Parks and Recreation/Youth	Recreation Specialist I - 9514	34
BUTLER	KADEN	02/07/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	51
CAMBEROS-PARTIDA	HERNAN	11/26/2019		Parks and Recreation/Health and Wellness	Recreation Specialist III - 9535	225
CANFIELD	JONATHAN	02/10/2022		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	5.75
CARAMELLA	STEPHANIE	03/01/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	51.75
CARVER	KAEDEN	11/18/2019		Parks and Recreation/Athletics	Recreation Specialist II - 9517	46.5
CERVANTES-PEREZ	JULIANNA	11/06/2019	04/08/2022	Parks and Recreation/Youth	Recreation Specialist II - 9517	47.75
CHAMPAGNE	JUSTIN	08/21/2017		Municipal Court	Protempore Judge - 0912	32
CHAUDRY	AMBEREEN	02/02/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	37.25
CHAVEZ	ANGELA	12/20/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	100.5
CHEN	WALLACE	05/25/2021		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	135
CLARK	KYLER	05/18/2021		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	65.5
CLARK	LAWRENCE	06/19/2019		Parks and Recreation/Youth	Recreation Specialist II - 9517	145
CODEGA	TUCKER	11/08/2021		Parks and Recreation/Youth	Recreation Specialist II - 9517	158.25
COLLINS	TAYLOR	04/10/2017		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	3.5
COLVIN	KYLE	03/27/2017		Parks and Recreation/Athletics	Recreation Specialist II - 9517	19
COOK	WENDY	12/20/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	66.25
COULSON	ROBERT	08/26/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	158.5
CRAIN	ADDISON	12/29/2020		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	28.5
CROARKIN	MATTHEW	10/13/2021		Parks and Recreation/Youth	Recreation Specialist II - 9517	142.75
CURRY-BERRY	MARGO	04/25/2019		Parks and Recreation/Youth	Recreation Specialist II - 9517	10.25
CUSHING	ERIELLE	10/02/2017		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	19.75

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CUSICK	CHERYL	07/15/2012		Police/Program & Service Management	Public Service Intern - 9995	45.75
DALINIS	SAM	10/15/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	61
DANIELS	ETHAN	06/22/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	85.25
DARBY	MARY	03/08/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	2.5
DAVIS	DELILAH	06/06/2018		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	64.25
DE DIOS ALVAREZ	EMILY	01/26/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	95.25
DEJAN	CADENCE	07/08/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	199.75
DEL RIVERO JIMENEZ	ADELA	11/08/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	91.5
DEMENT	MEKENZIE	03/24/2021		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	30.5
DEPOLO	RONALD	03/21/2019		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	184.5
DESROCHES	KAYLEE	09/16/2020		Parks and Recreation/Youth	Recreation Specialist I - 9514	126.75
DESTIL	LARA	10/14/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	118.25
DILLARD	BRENLON	02/16/2021		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	15.25
DIZON	EMMANIEL	10/13/2021	01/07/2022	Parks and Recreation/Youth	Recreation Specialist I - 9514	15
DOHR	KATHERINE	05/21/2003		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	9
DOMINI	CARSON	12/07/2020		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	145
DUNN	KARISSA	10/29/2019		Parks and Recreation/Youth	Recreation Specialist I - 9514	44.25
EBERT	ROBERT	04/15/2019		Public Works/Fleet Management	Maintenance Helper - 3716	160
ELLISON	VERONICA	01/10/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	204.25
ENGELMANN	MERRILY	05/24/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	129.5
ENGH	AUSTIN	05/27/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	79
EPPERHEIMER	HAYLEE	02/20/2020		Parks and Recreation/Youth	Recreation Specialist III - 9535	54.5
ESPARZA-HERNANDEZ	JANET	08/01/2019		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	65.5
ESTORGA	JULIAN	05/10/2021		Community Development/Land Use Planning	Assistant - 9990	179
ESTRADA	ARTURO	05/22/2019		Parks and Recreation/Youth	Recreation Specialist IV - 9541	16
ESTRADA	KACIE	04/06/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	47.75
ESTRADA	STEPHANIE	02/28/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	66
ESTRADA JACINTO	DIEGO	12/29/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	176.25
ESTRADA JACINTO	LUIS	12/29/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	178.5
EVANS	BONNIE	08/06/2018		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	175.25
FIELD	ANNJOLEE	01/24/2022		Police/Records & ID	Public Service Intern - 9995	164.5
FLORES OCEGUEDA	JORGE	11/20/2019		Parks and Recreation/Youth	Recreation Specialist III - 9535	17.25
FORSHEY	DAVON	08/10/2021	02/24/2022	Parks and Recreation/Youth	Recreation Specialist I - 9514	125.25
FROST	ASHLEY	03/16/2020		City Manager/Arts, Culture & Special Events	Recreation Specialist IV - 9541	123

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Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
FRYAR	RAYMON	07/10/2020		Parks and Recreation/Athletics	Recreation Specialist V - 9538	2
GALLAGHER	HANNAH	11/17/2021	01/13/2022	Parks and Recreation/Youth	Recreation Specialist I - 9514	27
GARATE	MIGUEL	03/01/2016		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	24.25
GOMEZ	FABIAN	09/23/2021		Parks and Recreation/Youth	Recreation Specialist II - 9517	147.75
GONZALEZ	AMBERELY	08/23/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	119.25
GONZALEZ	CELSO	10/23/2017		Public Works/Downtown Maintenance	Maintenance Helper - 3716	178
GONZALEZ	SELENA	04/01/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	96.5
GONZALEZ GONZALEZ	FATIMA	08/23/2021		Parks and Recreation/Youth	Recreation Specialist II - 9517	139
GONZALEZ-BARRERA	GRECIA	01/26/2021		Parks and Recreation/Youth	Recreation Specialist III - 9535	221.5
GONZALEZ-GONZALEZ	ALEIDA	11/22/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	232.25
GORDON	GRACE	09/16/2020		Parks and Recreation/Youth	Recreation Specialist I - 9514	53.25
GRAHAM	SOPHIA	08/17/2021	04/29/2022	Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	158.25
GROVER	DWIGHT	02/09/2017		Parks and Recreation/Youth	Recreation Specialist IV - 9541	18
GUERRERO	MADISON	03/01/2021	04/18/2022	Parks and Recreation/Athletics	Recreation Specialist II - 9517	36.5
GUNTER	ASHLEIGH	01/11/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	22.75
GUNTER	KALEY	09/29/2016		Parks and Recreation/Youth	Recreation Specialist III - 9535	182.75
HAAS	OLYVIA	10/27/2021		Parks and Recreation/Youth	Recreation Specialist II - 9517	36.5
HABON	CHARLES KINGSLEY	10/28/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	172.5
HALE	JENNA	06/10/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	140.75
HANK	MYAH	02/10/2021		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	108.25
HANSACHAKTREE	NIDCHARIN	02/24/2020		Parks and Recreation/Youth	Recreation Specialist III - 9535	197
HARTY	KAILEY	01/04/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	219
HARVEY	FAY	01/25/2021		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	48.5
HASTEY	ROBERT	03/24/2018		Parks and Recreation/Athletics	Recreation Specialist III - 9535	37
HASTEY	ROBIN	05/02/2019		Parks and Recreation/Athletics	Recreation Specialist II - 9517	18
HEATH	JENNIFER	07/23/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	203.5
HEATH	PIPER	10/19/2020		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	177
HEFFERNAN	HANNAH	06/04/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	51
HENSLEY	ASHLEY	05/04/2016		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	113
HERNANDEZ DOMINGUEZ	DANIELA	02/02/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	104.25
HICKMAN	JASMINE	05/13/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	92
HOGAN	JOSEPH	09/26/2017		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	118.25
HOLLMAN-MONTES	MELLANNY	06/29/2017		Parks and Recreation/Youth	Recreation Specialist II - 9517	21.5
HOLMQUIST	JACK	06/02/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	164

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HORTA PORTILLO	ASHLEY	03/02/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	65.25
HORTA PORTILLO	SHEILA	02/09/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	110.25
HORVATH	BREANA	01/21/2020		Parks and Recreation/Inclusion	Recreation Specialist V - 9538	200
HUANG	JIALIN	08/29/2019		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	212.5
HUBACH	JENNY	12/12/2017		Municipal Court	Prottempore Judge - 0912	28
HUMLICK	JARVIS	12/13/2021		Utility Services/Ops-Stead Waste Wtr Plant	Public Works Assistant - 9993	183
HUMPHREY	AURORA	08/12/2020		Parks and Recreation/Youth	Recreation Specialist II - 9517	138.5
HUNTER	JACOB	04/27/2017		Parks and Recreation/Athletics	Recreation Specialist V - 9538	9
IBRAHIM	RAMISHA	05/25/2021		Parks and Recreation/Youth	Recreation Specialist II - 9517	60.5
ICARD ANDRADE	ANDREA	03/14/2022		City Manager/Strategic Communications	Assistant - 9990	42
JACINTO	EZEKIEL	04/13/2015		Parks and Recreation/Youth	Recreation Specialist II - 9517	9.75
JACOBSON	SOPHIA	07/16/2018		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	59.5
JAGGERS	MADELYN	02/23/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	44.75
JOHNSON	ALIYAH	02/18/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	155
KATZ	ADDISYN	10/10/2018		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	9
KEIL	BRYCE	07/11/2018		Parks and Recreation/Athletics	Recreation Specialist V - 9538	7
KHUNDKAR	FARABI	03/08/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	38.25
KIENHOEFER	NADINE	08/24/2020		Parks and Recreation/Youth	Recreation Specialist III - 9535	60.75
KIME	ANASTASIA	03/02/2022		Parks and Recreation/Inclusion	Recreation Specialist III - 9535	74.5
KNIGHT	TYLER	07/12/2021		Parks and Recreation/Athletics	Recreation Specialist V - 9538	57
KOCHER	PAUL	04/09/2018		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	13.75
KOSZUTH	ALLISON	07/01/2020		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	12.25
KROMYDAS	SANDY	05/30/2018		Parks and Recreation/Youth	Recreation Specialist III - 9535	22
KRULIK	KORY	02/02/2021		Parks and Recreation/Youth	Recreation Specialist II - 9517	218.5
KRYSINSKI	KADYNCE	08/05/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	157.25
KYNAST-PENA	ELLA	03/29/2016		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	3
LACY	CARISSA	05/27/2021		Parks and Recreation/Youth	Recreation Specialist III - 9535	118
LARSON	NICHOLAS	08/16/2021		Police/Program & Service Management	Public Service Intern - 9995	222.25
LARSON	STEPHANIE	08/25/2020		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	141.75
LAU	IVAN	01/25/2022		City Manager	Intern - 9991	152
LAWRENCE	ZOE	04/22/2019	01/13/2022	Parks and Recreation/Youth	Recreation Specialist I - 9514	15.25
LAWSON	ISAIAH	10/06/2021		Parks and Recreation/Athletics	Recreation Specialist II - 9517	22
LEE	CURTIS	12/30/2015		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	2.75
LEECH	EMILY	01/26/2021		Parks and Recreation/Youth	Recreation Specialist II - 9517	28.75

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Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
LEVERSON	GINA	04/12/2004		Community Development/Code Enforcement	Assistant - 9990	177
LISSMANN	MATTHEW	01/10/2022		Public Works/Fleet Management	Maintenance Helper - 3716	182
LOMBARDO	ELLEN	08/02/2019		Parks and Recreation/Youth	Recreation Specialist III - 9535	108.25
LOMBARDO	SOFIA	04/11/2018		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	0
LONDEREE	BROOKE	09/01/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	103.5
LYTLE	BROOKE	03/04/2019		Parks and Recreation/Youth	Recreation Specialist II - 9517	167
MAGILL	JAMES	10/11/2021		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	45.75
MAHYAR	ALI	03/10/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	28.75
MAISS	JAIME	03/01/2022		Parks and Recreation/Athletics	Recreation Specialist II - 9517	53
MANZANO-LOPEZ	ALENNA	06/04/2019		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	81
MARTIN-ROJAS	MARGARITA	10/14/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	68
MASON	LYLE	09/15/2015		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	2.75
MAYORGA CORREA	JENNIFER	09/06/2018		Parks and Recreation/Youth	Recreation Specialist II - 9517	98.25
MCARTHUR	JILL	01/15/2015		Parks and Recreation/Aquatics	Aquatics Specialist IV - 9521	39
MCELWEE	NOVA	06/12/2000		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	139
MCGANN	JANET	09/09/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	87.75
MCKENZIE	RONALD	09/20/2016		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	118.25
MCKIBBEN	ELIZABETH	04/12/2018		Parks and Recreation/Youth	Recreation Specialist I - 9514	169.25
MEACHAM	WILLIAM	01/08/2020		Parks and Recreation/Inclusion	Recreation Specialist V - 9538	2.5
MENICUCCI	MARY	06/18/2013		Parks and Recreation/Athletics	Recreation Specialist V - 9538	7
MEZA	ANETH	02/05/2020		Parks and Recreation/Youth	Recreation Specialist III - 9535	149.75
MICHAUD	ABIGAIL	11/09/2020		Parks and Recreation/Youth	Recreation Specialist I - 9514	22.75
MILLER	NATHAN	03/04/2019		Parks and Recreation/Athletics	Recreation Specialist V - 9538	25
MISANIK	MICHAEL	05/21/2013		Parks and Recreation/Youth	Recreation Specialist II - 9517	81.75
MONZON	ADIA	03/21/2022		City Manager/Strategic Communications	Assistant - 9990	27.75
MORIGEAU	KIMBERLY	11/20/2018		Parks and Recreation/Aquatics	Aquatics Specialist IV - 9521	1
MULLINS	DANIELLE	05/16/2013		Parks and Recreation/Youth	Recreation Specialist IV - 9541	44
NAVA MURILLO	ABRAHAM	08/19/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	132.25
NAVARRO	DIEGO	05/19/2021		Parks and Recreation/Athletics	Recreation Specialist V - 9538	9
NEAHUSAN	KYLEE	08/06/2020		Parks and Recreation/Health and Wellness	Recreation Specialist III - 9535	178.25
NELSON	MARY	05/30/2019		Parks and Recreation/Aquatics	Aquatics Specialist IV - 9521	68
NICKEL	GABRIELLE	05/11/2021		Community Development/Land Use Planning	Assistant - 9990	201.5
NIETHOLD	KRISTA	11/05/2020		Parks and Recreation/Youth	Recreation Specialist I - 9514	129.25
NIGHTINGALE	SHIELA	06/13/2014		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	125.75

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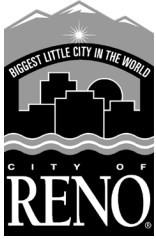
Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
NOVOA-REYES	ALEXA	02/01/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	69
NUNEZ MALDONADO	ANA	10/22/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	151.25
OCHOA	OSCAR	12/17/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	105.75
OVERTON	DONALD	12/12/2014		Public Works/Downtown Maintenance	Maintenance Helper - 3716	219.5
PAJARILLO	NICOLE GIANNA	06/17/2019		Parks and Recreation/Youth	Recreation Specialist II - 9517	30.5
PALMER	ELLA	01/14/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	13
PALUGOD SAMONEZ	CARRISA	05/23/2014	03/25/2022	Parks and Recreation/Youth	Recreation Specialist II - 9517	2.5
PARRISH	MICHAEL	03/01/2018		Parks and Recreation/Athletics	Recreation Specialist III - 9535	58
PASCHALL	SOPHIA	10/11/2017		Parks and Recreation/Youth	Recreation Specialist III - 9535	95.25
PHILIPS	WYATT	06/25/2018		Parks and Recreation/Aquatics	Recreation Specialist III - 9535	174.25
PHILLIPS	TYNAN	09/06/2018		Parks and Recreation/Youth	Recreation Specialist I - 9514	186.25
PICARD	ROBERT	07/11/2019		Parks and Recreation/Athletics	Recreation Specialist V - 9538	210.5
POSTE	STELLA	11/30/2021		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	10.75
POTTER	ALEXANDRA	11/23/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	127
POTTS	KYLEE	01/19/2021		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	180
PREMO	LESTER	11/13/2019		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	199.5
PRESLEY	IBTISAM	12/11/2013		Parks and Recreation/Health and Wellness	Recreation Specialist IV - 9541	52
PULIZZANO	ABIGAIL	11/30/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	184.25
QUAMRUL ALAM	ZUBAYR	04/05/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	16
RAMIREZ	ILEANA	12/20/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	157
RAMIREZ ARIZPE	BEYONCE	01/24/2022	01/28/2022	Parks and Recreation/Youth	Recreation Specialist I - 9514	1
RAMOS QUINTERO	LESLIE	11/13/2019		Parks and Recreation/Youth	Recreation Specialist III - 9535	28.5
RAMSEY	JOHN	07/08/2014		Parks and Recreation/Athletics	Recreation Specialist V - 9538	91.5
RAYO	ALEXI	07/09/2014		Community Development/Code Enforcement	Assistant - 9990	130
REYES	JOSE	03/25/2006	01/23/2022	Parks and Recreation/Park Maintenance	Recreation Specialist III - 9535	30
RODRIGUEZ	MARVELLA	10/05/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	140
RODRIGUEZ-MAYNIGO	MAXIMUS	09/24/2018		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	32
ROGERS	KALANNI	10/04/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	151.25
ROMERO-LINAREZ	ABIZAI	10/14/2020		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	54.75
ROTHER	MELINDA	02/11/2019		Human Resources	Assistant - 9990	152
SALDANA	DEZMEND	06/11/2018		Parks and Recreation/Youth	Recreation Specialist III - 9535	209.5
SAN NICOLAS	CELESTE	05/21/2019		Parks and Recreation/Youth	Recreation Specialist IV - 9541	24
SANCHEZ PEREZ	JEHSUS	01/18/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	114.25
SANDIE	CONNOR	05/26/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	94.5

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Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
SANDIN	ELLEN	02/13/2007		Parks and Recreation/Aquatics	Recreation Specialist IV - 9541	34.75
SAUCEDA	NAOMI	08/04/2021	03/03/2022	Parks and Recreation/Youth	Recreation Specialist I - 9514	94
SCHMIDT	LAUREN	05/11/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	7.5
SCHRAEDER	DANTE	06/07/2018		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	222.75
SCHRAEDER	GABRIEL	06/16/2020		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	67.25
SCHREINERT	ARACELI	06/16/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	28.5
SCRIPPS	LAUREN	03/07/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	14.75
SHAFFER	QUINTON	08/03/2020		Parks and Recreation/Youth	Recreation Specialist I - 9514	166.75
SHAREN BROCK	MADELYNN	06/29/2021	03/10/2022	Parks and Recreation/Youth	Recreation Specialist I - 9514	22
SIKES	ARTHUR	05/20/2019		Parks and Recreation/Youth	Recreation Specialist IV - 9541	24
SILVA	STEVEN	11/27/2017		Municipal Court	Protempore Judge - 0912	4
SIMMONS	MELINA	12/02/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	131.5
SMALL	JULIANNE	12/08/2021	01/07/2022	Parks and Recreation/Youth	Recreation Specialist I - 9514	13.75
SMITH	JAMES	01/17/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	204.5
SNIDER	ERICH	09/12/2019		Parks and Recreation/Athletics	Recreation Specialist II - 9517	48
SNYDER	DAVID	05/10/2019		Parks and Recreation/Athletics	Recreation Specialist II - 9517	52
SOILEAU	BRADEN	02/24/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	36.75
SOIORIO	ERICK	10/28/2020		Parks and Recreation/Youth	Recreation Specialist II - 9517	57.25
SORIA MEJIA	JACQUELINE	02/03/2022	04/07/2022	Parks and Recreation/Youth	Recreation Specialist I - 9514	17
SOTO	THEODORE	02/26/2004		Parks and Recreation/Athletics	Recreation Specialist V - 9538	5
STANLEY	SKYE	12/21/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	162.75
STARICK	MEGHAN	07/22/2021	04/01/2022	Parks and Recreation/Youth	Recreation Specialist I - 9514	98
STEWART	KALENA	10/08/2019		Parks and Recreation/Youth	Recreation Specialist III - 9535	196
STONE-SPILMAN	JAELYN	07/15/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	147
STOSIC	TATE	08/25/2021		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	69.75
STUART	MADELEINE	05/23/2018		Parks and Recreation/Aquatics	Aquatics Specialist IV - 9521	131
SUMAIYA	SABREEN	01/12/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	37.75
THAXTON	AMBER	05/17/2021		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	109.25
THORNTON	JEREMY	05/04/2021		Parks and Recreation/Athletics	Recreation Specialist V - 9538	8
TIAR	MARC	03/28/2022		City Clerk	City Clerk Assistant - 9996	0
TRAVERSO	LYDIA	06/08/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	90.5
UPTON	MADISON	03/24/2021		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	52
URICK	EVELYN	02/08/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	90
VALADEZ-ACUNA	ZITLALI	02/16/2021	01/12/2022	Parks and Recreation/Youth	Recreation Specialist II - 9517	10.5

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VALDEZ	MARIELI	06/16/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	51.75
VALDIVIA	STEFANIE	12/18/2019		Parks and Recreation/Youth	Recreation Specialist III - 9535	202.25
VARELA	THOMAS	09/14/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	121.75
VARGAS	BELEN	10/10/2019		Parks and Recreation/Youth	Recreation Specialist I - 9514	53.25
VARGAS LOPEZ	OSMAN	10/09/2019		Parks and Recreation/Youth	Recreation Specialist III - 9535	143.25
VARGAS-CHINCHILLA	KATHERINE	02/09/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	204
VASQUEZ	ARIANA	06/03/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	161
VAZQUEZ	MAYA	10/13/2020	01/13/2022	Parks and Recreation/Youth	Recreation Specialist I - 9514	27.5
VELEZ	GABRIELLE	02/08/2021		Police/Investigation	Public Service Intern - 9995	208.5
VERMA	MISHA	12/03/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	35.75
VERNON	ALFRED	11/13/2018		Parks and Recreation/Health and Wellness	Recreation Specialist III - 9535	144
VILLALOBOS	YAHIR	08/19/2021	01/13/2022	Parks and Recreation/Youth	Recreation Specialist I - 9514	11.25
VIVAR	ALYSSA	02/17/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	201
VIVONA	ANTHONY	07/28/2021	04/08/2022	Parks and Recreation/Athletics	Recreation Specialist V - 9538	11
WADE	CARLIE	07/18/2019		Parks and Recreation/Youth	Recreation Specialist I - 9514	94.75
WALKER	ZYLIND	03/16/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	9.75
WANCO	MADISON	06/15/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	102.5
WARD	AUGUSTA	10/19/2020		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	124.5
WELLS	JAZZLYN	08/31/2021	02/09/2022	Parks and Recreation/Youth	Recreation Specialist I - 9514	10
WHITE	DAVID JAMES	10/15/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	94.75
WHITEHOUSE	CASSANDRA	02/24/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	1
WILBUR	KELLY	12/10/2015		Human Resources	Assistant - 9990	203.5
WILSON	HUNTER	07/01/2020		Parks and Recreation/Youth	Recreation Specialist II - 9517	170.5
WILSON	MATTHEW	10/19/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	121.25
WISE	JALEN	04/26/2021		Parks and Recreation/Youth	Recreation Specialist III - 9535	171.25
WOODWARD	KYLIE	06/13/2018		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	0
YOUNG	BAILEY	03/15/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	9
ZARAGOZA	DANIEL	06/19/2018		Parks and Recreation/Youth	Recreation Specialist II - 9517	62.5
ZASTRE	DEREK	08/17/2021		Parks and Recreation/Athletics	Recreation Specialist V - 9538	8
ZELLER	MARIA	08/19/2019		City Manager/Innovation & Exp Div	Intern - 9991	227.5
ZEME	ISABEL	02/24/2020		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	122.5
ZUNIGA	LANCE	04/01/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	54.5
ZUNIGA DE ALBA	ALEXA	11/08/2019		Parks and Recreation/Youth	Recreation Specialist III - 9535	41
ZUNIGA DE ALBA	LUCIA	07/06/2021		Parks and Recreation/Youth	Recreation Specialist III - 9535	140



Civil Service Commission

MEMORANDUM

Date: June 8, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item C.3. Discussion and possible approval of change to the Civil Service Commission Meeting date and time. (For Possible Action)

Background:

The Civil Service Team evaluated the current date and time for the Civil Service Commission Meeting and have determined that the fourth Thursday of every month is not the ideal schedule for the Commission Meeting based on the following:

- Failure to obtain quorum: If the Civil Service Commission Meeting does not obtain the necessary Commissioner attendance, the meeting would have to be rescheduled. With the meeting being held on the fourth Thursday, it would be difficult to reschedule the meeting within the same month, and meet our charter requirement.
- Commissioner Attendance: the fourth Thursday of the month might present a challenge for some Commissioners to attend.
- Holiday schedule: the Civil Service Commission Meeting is scheduled on the third Thursday of the month on November and December due to the holidays. This would create more consistency.

Recommendation:

Staff made inquiries of the Commission and for consideration and as recommended: the Civil Service Commission consider changing the current meeting date and time for the Civil Service Commission Meeting on the fourth Thursday of every month at 3:30 p.m. to the **third Thursday of every month at 3:00 p.m. or 3:30 p.m.**