



CIVIL SERVICE COMMISSION Hybrid Meeting

Agenda

Thursday, July 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

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_hi_0-tUmREWX3RWOuK3CxA

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, 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) – July 28, 2022.

A.4 Approval of the Minutes (For Possible Action) – June 23, 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 eligible list extensions in accordance with the dates listed in the Eligible List Extension Report. (For Possible Action)

C. Regular Agenda

C.1 Chief Examiner Fiscal Year 2021/2022 Report and Presentation. (Not For Action)

C.2 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.2. (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, 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

A. Introductory Items

A.1 Call To Order/Roll Call

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

MEMBERS PRESENT:

Tray Abney
Ken Dalton
Charla Honey
Nichole Paul

MEMBERS EXCUSED:

YeVonne Allen
Ricardo Duarte
Jay Kenny

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:

Karl Hall, City Attorney
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.

Ken Dalton, Civil Service Commissioner, talked about his career in Civil Service and the integrity of the Commission. He will make sure he asks questions and will not vote unless he is sure in the subject.

A.3 Approval of the Agenda (For Possible Action) – June 23, 2022.

It was moved by Commissioner Honey, seconded by Commissioner Paul, to approve the June 23, 2022 agenda. The motion passed unanimously.

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

It was moved by Commissioner Dalton, seconded by Commissioner Honey, to approve the April 28, 2022 and May 26, 2022 regular meeting minutes. 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 was not present at this meeting.

- 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 the separation of Jovonna Puertos, Management Analyst, from the City. Civil Service will recruit for this position again.

Chief Examiner Ackermann also announced the Civil Service Commissioner's Day at the Aces Game on August 20.

Chief Examiner informed the commission that Civil Service has 14 recruitments open, 5 in progress and 3 in the queue. Civil Service is keeping up with all the work to prevent backlog.

She also reminded the Commission about the Firefighter Graduation on July 1st, 2022 at 9 a.m.

Chief Examiner announced that the Reno Police Department is wrapping up their Police Recruit hiring for the July Academy. Civil Service is currently recruiting for Lateral Police Officer and Lateral Firefighter.

Chief Examiner Ackermann informed the Commission that Civil Service is working with the National Testing Network (NTN), which is the company that is used to do the entry level Public Safety testing, to set up the Civil Service office as a testing center and be able to provide a free option for candidates. The goal is to have it set up by the end of July.

Chief Examiner Ackermann also announced that Sneha Sharma, Civil Service Technician, and AJ Kenneson, Management Analyst, attended the Chamber of Commerce Job Fair alongside HR and the event was a success.

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)**

It was moved by Commissioner Honey, seconded by Commissioner Paul to approve the Consent Agenda. The motion passed unanimously.

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)**

Jesse Puett, Human Resources Management Analyst, talked about the process for the 360 Performance Review Evaluation. The survey would be live for two weeks and then Human Resources will analyze the results. Human Resources recommended to use a similar survey than the City Clerk's and to present the data in the August Civil Service Commission.

Additional discussion between Commissioners and Human Resources.

It was moved by Commissioner Honey, seconded by Commissioner Paul to approve Item C.1. The motion passed unanimously.

- 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)**

Jesse Puett, Human Resources Management Analyst, presented the Temporary and Part-Time Employee Report Fiscal Year 2021-2022 Quarter 3.

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

Civil Service staff will survey Commissioners to find a better date and time for the Civil Service Commission meeting.

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

Chief Examiner's 360 Performance Review Evaluation results will be presented in the August Civil Service Commission meeting.

Chairperson Abney requested that a discussion regarding Chief Examiner's pay take place during the August Civil Service Commission meeting.

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

Civil Service will conduct a Rule Workshop and will bring possible rule amendments to the Commission during the August Civil Service Commission meeting.

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

The next regular meeting of the Civil Service Commission is scheduled for Thursday, July 28, 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.

None.

G. Adjournment (For Possible Action)

It was moved by Commissioner Dalton, seconded by Commissioner Paul, to adjourn the meeting at 4:03 P.M. The motion passed unanimously.



Civil Service Commission

Confirmation Report

Date: July 15, 2022

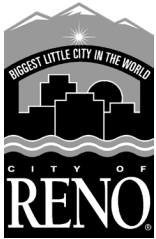
To: City of Reno Civil Service Commission

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:

<u>City Clerk Department</u>	<u>Job Title</u>	<u>Confirmation Date</u>
Jennifer Gutierrez	Office Assistant II	July 3, 2022
<u>Code Enforcement Department</u>	<u>Job Title</u>	<u>Confirmation Date</u>
Cynthia Singletary	Senior Code Enforcement Officer	June 8, 2022
Danalyn Winters	Secretary	April 26, 2022
<u>Public Works Department</u>	<u>Job Title</u>	<u>Confirmation Date</u>
Nathaniel Callahan	Maintenance Worker I	May 29, 2022
Orvin Kenny Elkins	Maintenance Worker I	May 29, 2022
Joseph McCoy	Maintenance Worker II	May 5, 2022
Dane Nelson	Maintenance Worker I	May 29, 2022
Johnathon Russell	Maintenance Technician	May 15, 2022
<u>Reno Police Department</u>	<u>Job Title</u>	<u>Confirmation Date</u>
Sean P. Dougherty	Police Officer	June 3, 2022
Fernando Reza	Police Officer	June 3, 2022
Samet Uyanik	Police Officer	June 3, 2022
Wesley D. Winter	Police Officer	June 3, 2022



Civil Service Commission

Eligible List Report

Date: July 18, 2022

To: City of Reno Civil Service Commission

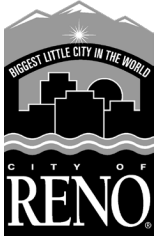
From: Barbara Ackermann, Chief Examiner

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>
Accounting Technician	Promotional	There is one (1) candidate on this list established on June 21, 2022.
Accounting Technician	Open Competitive	There are ten (10) candidates on this list established on June 21, 2022 with racial, ethnic, and gender diversity.
Chief Emergency Medical Services (EMS) Division	Promotional	There is one (1) candidate on this list established on June 21, 2022.
Code Enforcement Officer II	Promotional	There is one (1) candidate on this list established on June 24, 2022.
Combination Inspector	Promotional	There are three (3) candidates on this list established on July 12, 2022 with racial and ethnic diversity.
Custodian	Open Competitive	There are seven (7) candidates on this list established on July 8, 2022 with racial, ethnic, and gender diversity.
Information Systems Technician II	Promotional	There is one (1) candidate on this list established on July 1, 2022.
Information Systems Technician II	Open Competitive	There are fourteen (14) candidates on this list established on July 1, 2022 with racial, ethnic, and gender diversity.
Lateral Police Officer	Open Competitive	There are ten (10) candidates on this list established on July 15, 2022 with ethnic diversity.

Maintenance Worker I	Open Competitive	There are twenty-three (23) candidates on this list established on June 15, 2022 with racial and ethnic diversity.
Parks Maintenance Worker I	Open Competitive	There are ten (10) candidates on this list established on June 21, 2022 with racial and ethnic diversity.
Plans Examiner	Open Competitive	There are two (2) candidates on this list established on June 15, 2022.
Program Assistant	Promotional	There are two (2) candidates on this list established on July 1, 2022 with ethnic diversity.
Program Assistant – Human Resources	Open Competitive	There are twenty-nine (29) candidates on this list established on July 18, 2022 with racial, ethnic, and gender diversity.
Recreation Supervisor	Promotional	There are three (3) candidates on this list established on June 24, 2022 with gender diversity.
Senior Civil Engineer – Development Services	Open Competitive	There are three (3) candidates on this list established on July 1, 2022 with ethnic and gender diversity.
Senior Engineering Technician I – Utility Services	Open Competitive	There are eight (8) candidates on this list established on June 13, 2022 with racial and gender diversity.
Senior Recreation Leader – Youth Division	Open Competitive	There are four (4) candidates on this list established on July 7, 2022 with racial, ethnic, and gender diversity.



Civil Service Commission

MEMORANDUM

Date: July 12, 2022

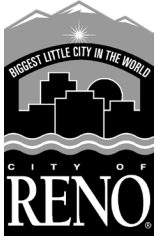
To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

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

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

<u>Classification</u>	<u>List Type</u>	<u>Description</u>	<u>Extension Recommendation</u>
Business License Technician	Open Competitive	There are forty-seven (47) names remaining on this list established on August 11, 2021.	This list will expire as of August 11, 2022. A six (6) month extension is recommended.
Community Services Officer	Promotional	There are six (6) names remaining on this list established on July 28, 2021.	This list will expire as of July 28, 2022. A three (3) month extension is recommended.
Management Analyst	Open Competitive	There are fourteen (14) names remaining on this list established on August 4, 2021.	This list will expire as of August 4, 2022. A three (3) month extension is recommended.



Civil Service Commission

MEMORANDUM

Date: July 18, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item C.1. Chief Examiner Fiscal Year 2021/2022 Report and Presentation.
(Not For Action)

The Chief Examiner will present the Fiscal Year 2021/2022 highlights. The presentation will include information on the department behind the scene's progress, key metrics and other statistical analysis.



CIVIL SERVICE COMMISSION

Fiscal Year 2021/2022
in Review

FY 21/ 22

Behind the scenes



■ Continuous Process Improvement

- Disposition Sheet
- Record Cleaning
- Data Entry
- Classified Employee Notification
- Candidate Communication



■ Evolving Performance Metrics

- Demographic Change
- Applicant Origin
- Hire Demographics
- Requisitions Processed

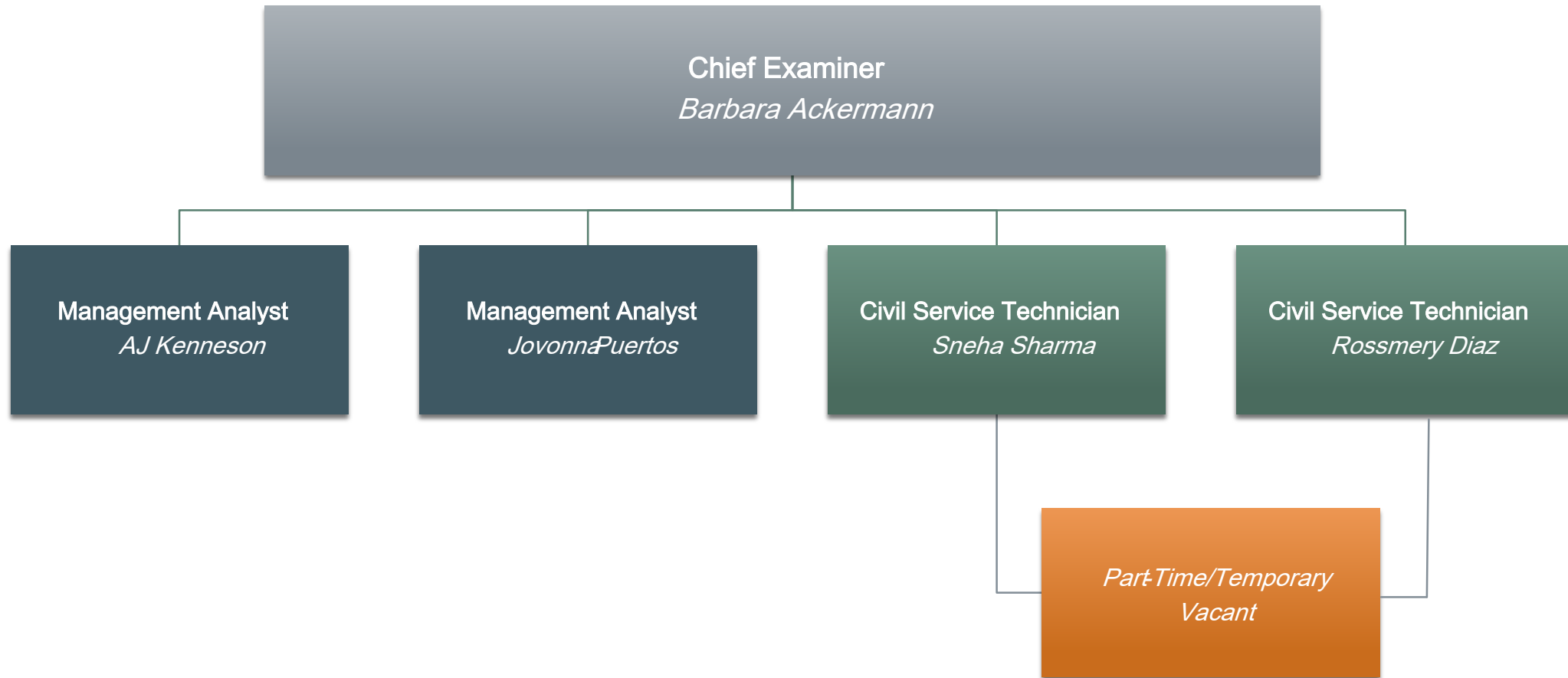


■ What we are working on

- Public Safety Recruitments
- Testing Center
- Assessment centers
- Rule changes



OUR TEAM ~STRUCTURE OF THE DEPARTMENT



PERFORMANCE METRICS

Avg. Time from Approved Req. to Certification of Eligible List

EXISTING LIST

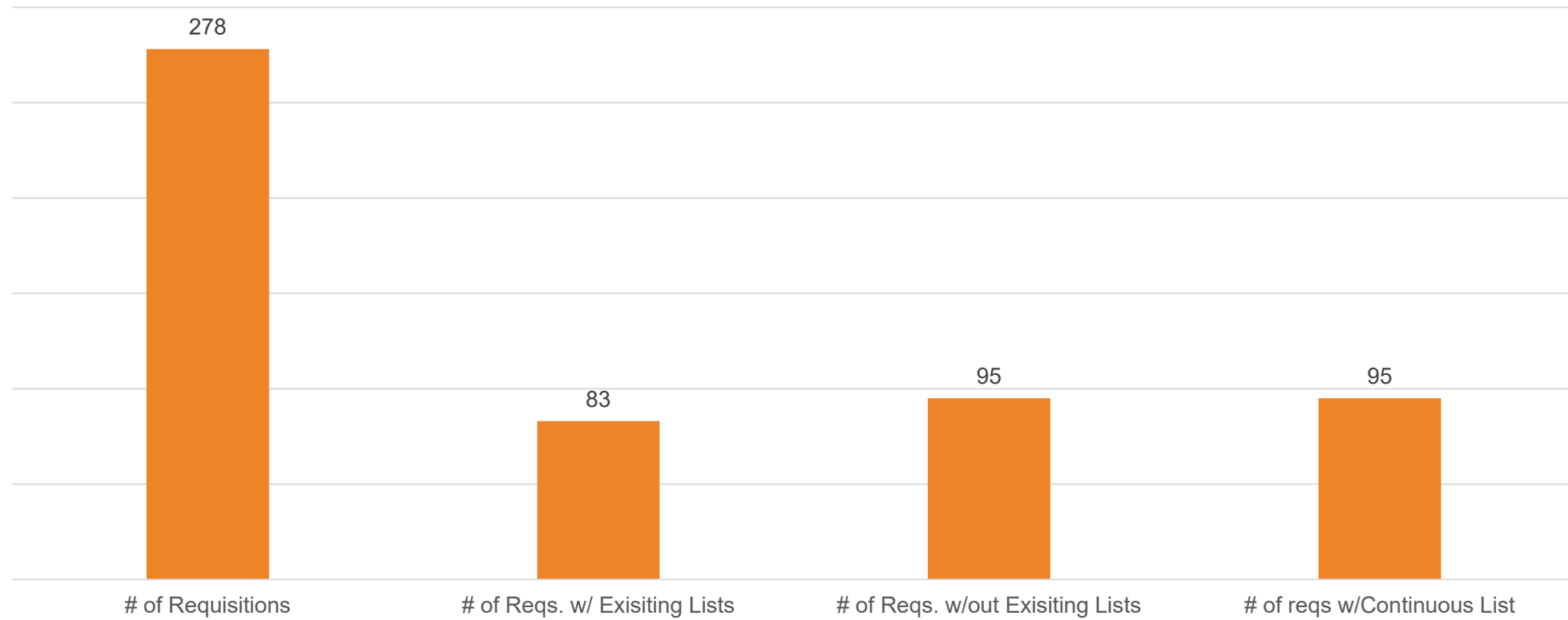
- Target Goal: 24 hours (100%)
- Current Status: 24 hours (96%)

NEW LIST

- Target Goal: 23 days
- Current Status: 33 days
- Average of 2 days longer than previous CY
- Strive to improve

PERFORMANCE METRICS

Requisitions Processed



CLASSIFIED SERVICE STATISTICS

FY 21/22



Recruitments

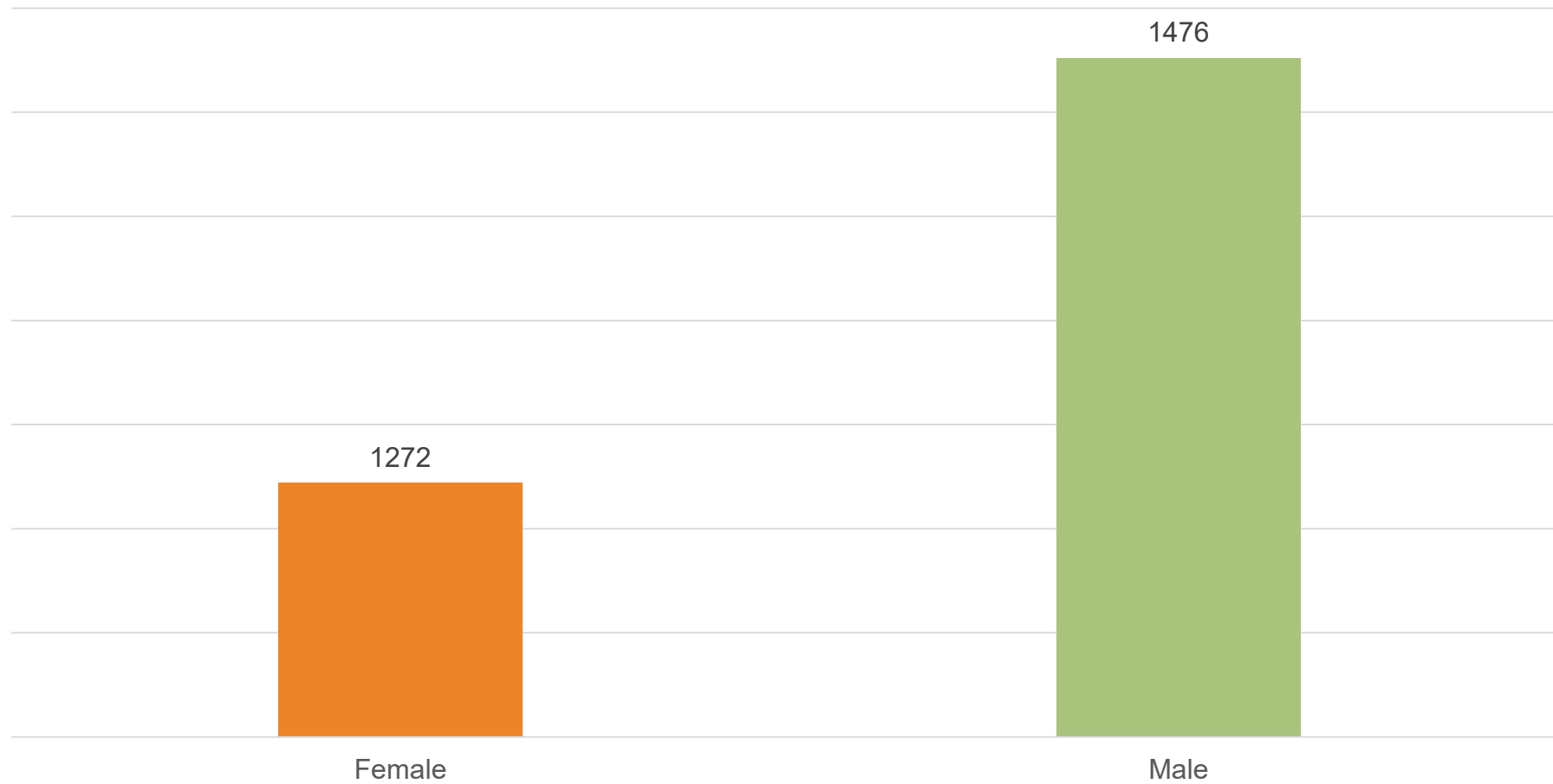


Hires

Total Recruitments	Promotional Recruitments	Continuously Open Recruitments	Total Hires	Promotional Hires	Reclassified	Voluntary Demotions	Internal Transfers	Re-Employed
119	42	5	290	59	6	0	0	1

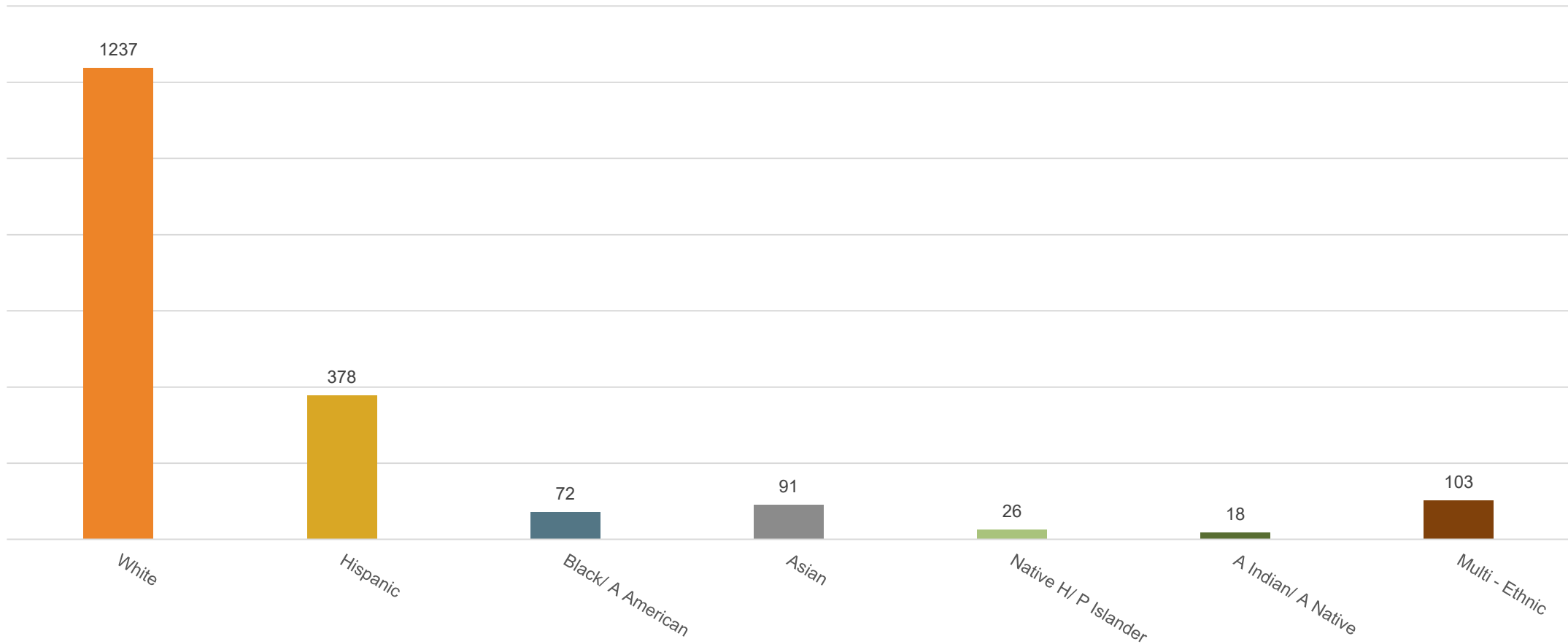
FY 21/22 STATISTICS

Comparison of Applicants by Gender



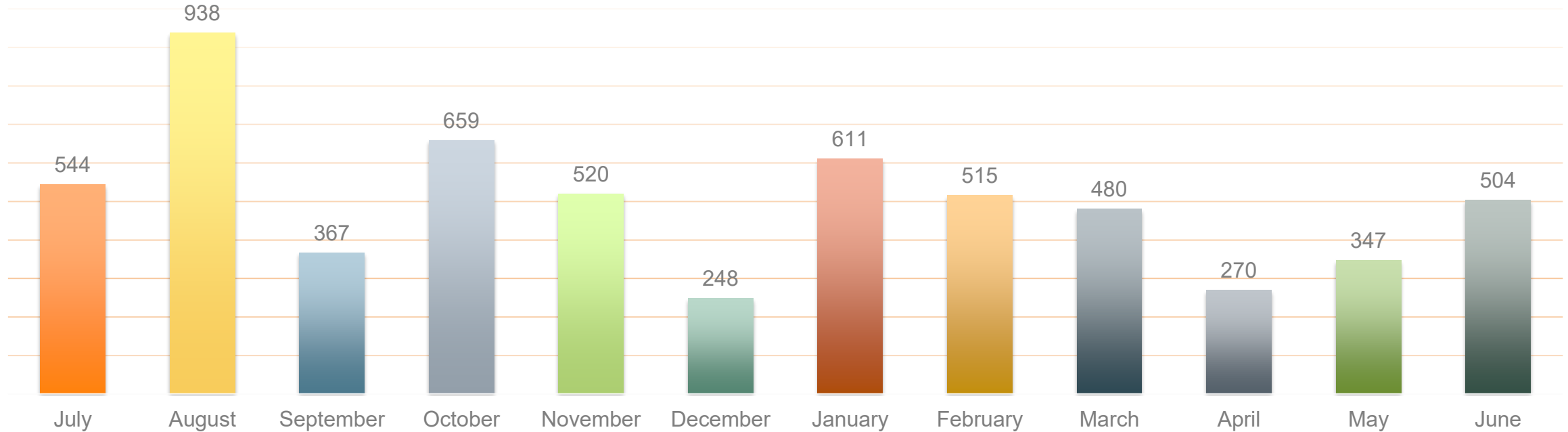
FY 21/22 STATISTICS

Comparison of Applicants by Race and Ethnicity



Total Applications Received By Month

Total = 6003



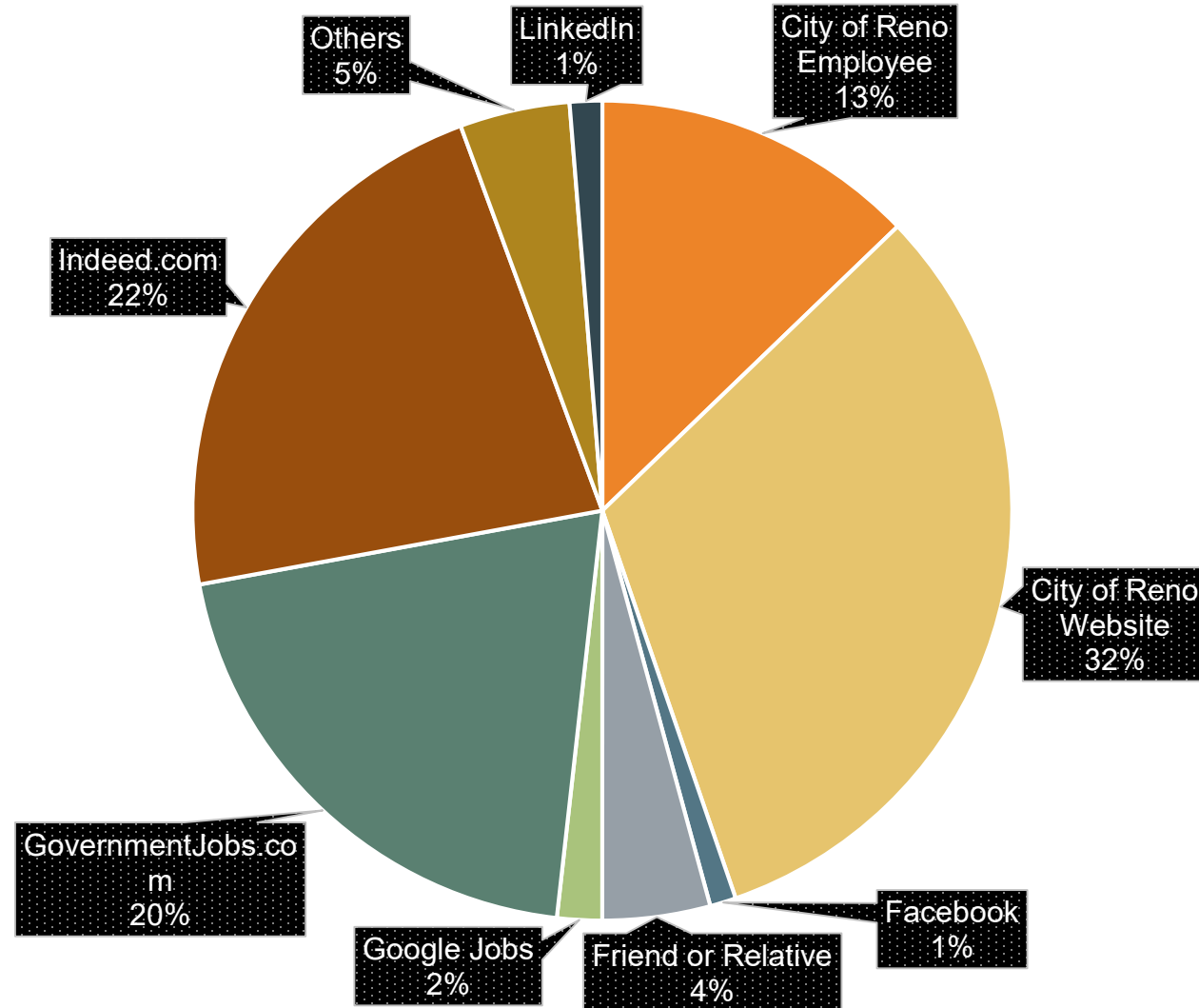
19.44%

Overall increase in received applications foFY2020

47.63%

Overall increase in received applications fromFY2019

PRIMARY SOURCE FOR APPLICANTS





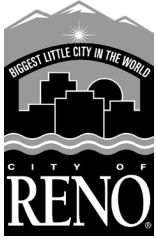
Questions?

THANK YOU

CIVIL SERVICE COMMISSION

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CIVILSERVICE@RENO.GOV



Civil Service Commission

MEMORANDUM

Date: July 15, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item C.2. 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 **second Thursday of every month at 3:30 p.m.**