

CIVIL SERVICE COMMISSION Hybrid Meeting

Agenda

Thursday, October 13, 2022, at 3:30 p.m.
Reno City Hall, 6th Floor Conference Room
1 East First Street
Reno, NV 89501

Members

Tray Abney, Chair
YeVonne Allen, Vice-Chair
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_MMuUoa31Qjes583Zi7ZZwA

In Person: 1 East First Street, 6th floor 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 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) – October 13, 2022.

A.4 Approval of the Minutes (For Possible Action) – September 8, 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 this Eligible List Extension Report. (For Possible Action)

B.4. Request to void eligible list. (For Possible Action)

B.5. Request from Joey Arreygue to be placed on the re-employment list for Business License Technician. (For Possible Action)

B.6. Request from Bryan Christensen to be placed on the re-employment list for Police Officer. (For Possible Action)

B.7. Request to approve the revised minimum qualifications for the classification specification of Equipment Parts Technician. (For Possible Action)

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

D. Confirm the next meeting date – November 10, 2022, at 3:30 p.m. (For Possible Action)

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

F. Adjournment (For Possible Action)



CIVIL SERVICE COMMISSION
Hybrid Meeting

Draft Minutes

Thursday, September 8, 2022, at 3:30 P.M.
Reno City Hall, 6th Floor Conference Room
1 East First Street. Reno, NV 89501

Members

Tray Abney, Chair
YeVonne Allen, Vice-Chair
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
Charla Honey
Jay Kenny
Nichole Paul

MEMBERS EXCUSED:

YeVonne Allen
Ricardo Duarte

ALSO PRESENT FROM CIVIL SERVICE:

Barbara Ackermann, Chief Examiner
Rossmery Diaz, Civil Service Technician
Albert Kenneson, 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.

None.

A.3 Approval of the Agenda (For Possible Action) – September 8, 2022.

It was moved by Commissioner Kenny, and seconded by Commissioner Paul, to approve the September 8, 2022 agenda (with the exception of item C2). The motion passed unanimously.

Item C2 was removed from the agenda per Chairperson Abney and Chief Examiner Ackermann.

A.4 Approval of the Minutes (For Possible Action) – Approval of the August 25, 2022 regular meeting minutes.

It was moved by Commissioner Honey, and seconded by Commissioner Kenny, to approve the minutes for the August 25, 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 she is waiting for the budget update towards the end of the year.

Council Member Brekhus also commented on the Rule Changes currently being worked on by Civil Service.

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 Civil Service is currently doing reference checks for a candidate for the Management Analyst vacancy. The new employee would start in early October. Chief Examiner thanked Commissioner Honey and AJ Kenneson for their assistance in the interview and selection process.

Chief Examiner Ackermann gave an update regarding the Civil Service Commissioner vacancy. There are two applications so far. The City Clerk's Office will wait for more applications before bringing this item to the Council.

Chief Examiner Ackermann informed the Commission that Civil Service currently has eighteen recruitments open, two more recruitments will open tomorrow, and has no backlog. Chief Examiner recognized AJ Kenneson for getting those recruitments open, Rossmery Diaz for working with more than 120 different lists and more than 100 vacancies, and Sneha Sharma for her dedication to the Public Safety candidates.

Chief Examiner announced that Civil Service and HR are working on developing a training series, a process for providing termination and other separation notifications, identifying current probationary employees, and streamlining Public Safety hiring.

Chief Examiner Ackermann also gave an update regarding the Class & Comp Study and the Reno Works program.

A.7 Presentation of Proclamation for former Civil Service Chair Jean Atkinson.

Chairperson Abney read the Proclamation for former Civil Service Chair Jean Atkinson.

All Commissioners, Chief Examiner Ackermann, and Councilmember Brekhaus thanked Jean Atkinson for her time in the City and the Commission.

Chief Winkelman, representing the Fire Department, also thanked Jean Atkinson.

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 void eligible list. (For Possible Action)

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

C. Regular Agenda

C.1 Presentation by Civil Service Technician Sneha Sharma as to the Police Officer Recruit diversity statistics. (Not For Action)

Sneha Sharma, Civil Service Technician, presented Police Officer Recruit diversity statistics for the Summer 2022 Police Academy to the Commission.

C.2 Presentation of proposed Civil Service rule amendments, discussion, and possible direction thereon. (For Possible Action)

Item was pulled from agenda. No action was taken.

C.3 Possible approval of the request from the City Clerk's Office to utilize Selective Certification pursuant to Rule VII, Section 8, on the Office Assistant II recruitment for the establishment of a Bilingual List. (For Possible Action)

Chief Examiner Ackermann informed the Commission that the City Clerk's Office has a vacancy for Office Assistant II. The position is forward-facing and deals primarily with the public. The City Clerk's Office is requesting a Selective Certification to fill the vacancy with a bilingual candidate based on the demographics of the community.

It was moved by Commissioner Honey, and seconded by Commissioner Kenny, to approve the Regular Agenda. The motion passed unanimously.

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

Proposed Rule Changes, initial discussion, and direction.

E. Confirm next meeting date – October 13, 2022, at 3:30 p.m. (For Possible Action)

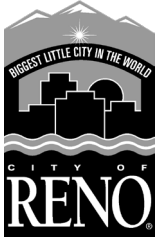
The next regular meeting of the Civil Service Commission is scheduled for October 13, 2022, at 3:30 p.m. in the 6th floor Conference Room. The meeting will be in a hybrid format.

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 Kenny, and seconded by Commissioner Paul, to adjourn the meeting at 4:05 P.M. The motion passed unanimously.



Civil Service Commission

Confirmation Report

Date: September 30, 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)

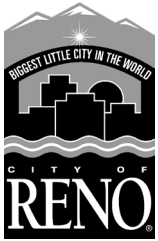
Having successfully completed the Probation Period, pursuant to Rule VII, Section 12(e), I recommend that the Civil Service Commission acknowledge the confirmation dates for the employees listed below:

<u>Finance Department</u>	<u>Job Title</u>	<u>Confirmation Date</u>
Stephanie Sotelo-Arenas	Accounting Assistant	September 7, 2022

<u>Parks & Recreation Department</u>	<u>Job Title</u>	<u>Confirmation Date</u>
Adalberto Arias Rivera	Parks Maintenance Worker II	September 7, 2022
Marlene Chavez Carrillo	Recreation Leader	August 14, 2022
Ryan Sharrer	Horticulturist	July 18, 2022
Aaron Steinkamp	Parks Maintenance Worker II	August 25, 2022

<u>Reno Fire Department</u>	<u>Job Title</u>	<u>Confirmation Date</u>
John Beck	FPB Captain	September 24, 2022

<u>Reno Police Department</u>	<u>Job Title</u>	<u>Confirmation Date</u>
Ashley May	Police Officer	September 17, 2022
Elvira Schaper	Forensic Evidence Supervisor	September 27, 2022
Jason Stallcop	Police Lieutenant	May 7, 2022



Civil Service Commission

Eligible List Report

Date: October 4, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

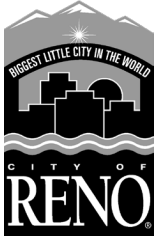
Subject: Item B.2. Request to accept eligible lists in accordance with the dates listed in this Eligible List Report. (For Possible Action)

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>
Administrative Services Manager	Department Promotional	There is one (1) candidate on this list established on September 19, 2022.
Administrative Services Manager	City-Wide Promotional	There is one (1) candidate on this list established on September 19, 2022.
Associate Civil Engineer	Open Competitive	There are thirteen (13) candidates on this list established on September 6, 2022, with racial and gender diversity.
Business License Technician	Open Competitive	There are forty (40) candidates on this list established on September 19, 2022, with racial, ethnic, and gender diversity.
Code Enforcement Officer I	Open Competitive	There are forty-two (42) candidates on this list established on September 30, 2022, with racial, ethnic, and gender diversity.
Community Services Officer	Open Competitive	There are fifty-five (55) candidates on this list established on September 26, 2022, with racial, ethnic, and gender diversity.
Computerized Maintenance Management Systems (CMMS) Analyst	Promotional	There are three (3) candidates on this list established on September 16, 2022, with ethnic diversity.
Computerized Maintenance Management Systems (CMMS) Analyst	Open Competitive	There are five (5) candidates on this list established on September 16, 2022, with racial, ethnic, and gender diversity.

Human Resources Business Partner	Open Competitive	There are twenty-three (23) candidates on this list established on September 7, 2022, with racial, ethnic, and gender diversity.
Information Systems Technician I	Open Competitive	There are twenty-three (23) candidates on this list established on September 16, 2022, with racial, ethnic, and gender diversity.
Maintenance Worker II	Promotional	There are twenty (20) candidates on this list established on September 7, 2022, with racial and ethnic diversity.
Management Analyst	Promotional	There are two (2) candidates on this list established on September 19, 2022, with gender diversity.
Management Analyst	Open Competitive	There are twenty-seven (27) candidates on this list established on September 19, 2022, with racial, ethnic, and gender diversity.
Management Assistant	Department Promotional	There are four (4) candidates on this list established on September 7, 2022, with ethnic diversity.
Management Assistant	City-Wide Promotional	There are four (4) candidates on this list established on September 7, 2022.
Management Assistant	Open Competitive	There are forty-six (46) candidates on this list established on September 23, 2022, with racial, ethnic, and gender diversity.
Office Assistant II	Open Competitive	There are thirty-two (32) candidates on this list established on September 23, 2022, with racial, ethnic, and gender diversity.
Office Assistant II – Selective Certification	Open Competitive	There are seven (7) candidates on this list established on September 23, 2022, with ethnic and gender diversity.
Payroll Technician	Promotional	There are two (2) candidates on this list established on October 4, 2022.
Payroll Technician	Open Competitive	There are eighteen (18) candidates on this list established on October 4, 2022, with racial, ethnic, and gender diversity.
Plans Examiner	Open Competitive	There is one (1) candidate on this list established on September 7, 2022.
Recreation Leader	Open Competitive	There is one (1) candidate on this list established on September 15, 2022.
Recreation Program Coordinator	Promotional	There is one (1) candidate on this list established on August 31, 2022.

Recreation Program Coordinator	Open Competitive	There are fifteen (15) candidates on this list established on August 31, 2022, with racial, ethnic, and gender diversity.
Senior Engineering Technician I	Open Competitive	There are seven (7) candidates on this list established on September 19, 2022, with racial, ethnic, and gender diversity.
Training & Development Specialist	Promotional	There is one (1) candidate on this list established on September 23, 2022.
Training & Development Specialist	Open Competitive	There are seventeen (17) candidates on this list established on September 23, 2022, with racial, ethnic, and gender diversity.



Civil Service Commission

MEMORANDUM

Date: September 30, 2022

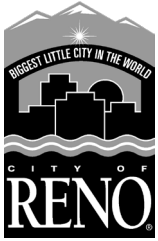
To: City of Reno Civil Service Commission

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>
Management Assistant	Open Competitive	There are twenty-four (24) names remaining on this list established on October 13, 2021.	This list will expire as of October 13, 2022. A six (6) month extension is recommended.



Civil Service Commission

MEMORANDUM

Date: October 3, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.4. Request to void the Police Services Specialist Eligible List pursuant to Civil Service Commission Rule VII, Section 9. (For Possible Action)

It is requested that the Civil Service Commission void the Police Services Specialist Eligible List, pursuant to Civil Service Commission (CSC) Rule VII, Section 9, which states:

Eligible lists shall be effective from the date of their approval by the Commission and shall continue in force for a period of one (1) year unless extended by the Commission for a period not to exceed one (1) additional year. The Commission may in a noticed public meeting, declare any list void at any time for good cause, in the sole discretion of the Commission. No rights are provided to applicants to require a list by maintained by the Commission.

Background:

On January 14, 2022, the Civil Service Commission Office opened a recruitment for the position of Police Services Specialist. Thirty-two (32) candidates successfully completed the examination process and were placed on the eligible list established on February 25, 2022.

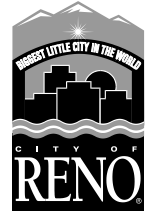
So far, a total of twenty-four (24) candidates have been referred to the department since May 26, 2022, and no hires have been made.

After review by the department, a request has been made to void the Police Services Specialist Eligible List due to the inability to find a well-suited candidate. Additional information is provided in the department's memo attached.

The department requested a new recruitment be open and a new eligible list created.

Recommendation:

Civil Service staff would like you to consider the department's requests to void this list so that they may continue their efforts to fill the existing vacancy pursuant to CSC Rule VII, Section 9.



RENO POLICE DEPARTMENT

Memorandum

DATE: October 3, 2022
TO: Civil Service Commission
FROM: Police Services Supervisor Miller
SUBJECT: Police Services Specialist Recruitment

Regarding the active list of candidates for the Police Services Specialist position at the Reno Police Department, I believe we would be better served by voiding the current candidate list and recruiting new candidates.

I have been attempting to interview candidates from this list since mid-June and have experienced an overwhelming lack of interest on the part of the candidates. Out of the 24 candidates I have reached out to so far, 16 have either declined the interviews or not responded to my invite. The candidates I have interviewed largely expressed that they did not remember applying for this position or did not remember the description of the role..

Due to the age of this list and the time it is taking to fill this position, I would like to request that we void the current list and open recruitment for a Police Services Specialist.

Thank you for your time,

Staci Miller

Police Services Supervisor



Reno Police Department

455 E 2nd St

Reno, NV 89502

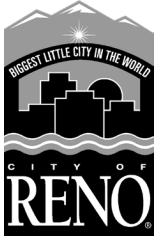
775-334-2587

millers@reno.gov

Working Hours:

M-Th 0700 to 1700

www.renospd.com



Civil Service Commission

MEMORANDUM

Date: September 16, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.5. Request from Joey Arreygue to be placed on the re-employment list for Business License Technician. (For Possible Action)

Background:

Joey Arreygue has submitted an application to be placed on the re-employment list for Business License Technician.

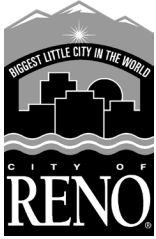
Civil Service Rule XIII, Section 1.(b) provides the opportunity for a previous City of Reno Civil Service classified employee who resigned or an employee who voluntarily resigned in good standing to request placement on the re-employment list for the classification from which they resigned within three years.

Discussion:

Upon approval by the Commission, the individual will be placed on the re-employment eligible list for a period of one (1) year from the date of approval by the Commission. An individual may reapply for an additional three (3) years provided the individual reapplies each year prior to the expiration of the last date of the individual's last eligibility period. Employees (or ex-employees) approved by the Commission are placed on a re-employment list for the appointing authority, which may parallel a competitive list.

Recommendation:

Mr. Arreygue has met all the requirements to be placed on the re-employment list for Business License Technician. It is recommended that Joey Arreygue's application for placement on the re-employment list for Business License Technician be approved.



Civil Service Commission

MEMORANDUM

Date: October 4, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.6. Request from Bryan Christensen to be placed on the re-employment list for Police Officer. (For Possible Action)

Background:

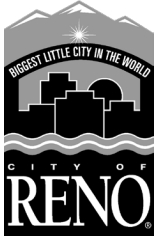
Bryan Christensen has submitted an application to be placed on the re-employment list for Police Officer. Civil Service Rule XIII, Section 1.(b) provides the opportunity for a previous City of Reno Civil Service classified employee who resigned or an employee who voluntarily resigned in good standing to request placement on the re-employment list for the classification from which they resigned within three years.

Discussion:

Upon approval by the Commission, the individual will be placed on the re-employment eligible list for a period of one (1) year from the date of approval by the Commission. An individual may reapply for an additional three (3) years provided the individual reapplies each year prior to the expiration of the last date of the individual's last eligibility period. Employees (or ex-employees) approved by the Commission are placed on a re-employment list for the appointing authority, which may parallel a competitive list.

Recommendation:

Mr. Christensen has met all the requirements to be placed on the re-employment list for Police Officer. It is recommended that Bryan Christensen's application for placement on the re-employment list for Police Officer be approved.



Civil Service Commission

MEMORANDUM

Date: September 30, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.7. Request to approve the revised minimum qualifications of the classification specification of Senior Parking Enforcement Officer.
(For Possible Action)

Background:

Human Resources in collaboration with Civil Service has developed updated language to amend the minimum qualifications for the classification specification of Equipment Parts Technician.

Discussion:

This change to the existing minimum qualifications for the classification specification of Equipment Parts Technician required more specific work experience. These changes would provide the department with a more qualified pool of applicants.

The current minimum qualifications include:

- High School Diploma or equivalent.
- Two years of warehousing or inventory control experience, preferably in a parts warehouse environment.
- Valid Driver's License.

The proposed update to the minimum qualifications:

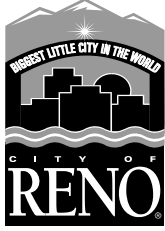
- Two years of experience in a vehicle services and parts environment specifically for repair and upkeep of automobiles, heavy-duty trucks, or equipment.
- Experience must include primary responsibility for researching parts, costs, delivery methods, stocking and retrieving inventory, and maintaining tracking of parts inventory.

The proposed update to the minimum qualifications is in line with the education and experience required of candidates to be able to effectively complete the tasks associated with this position.

Recommendation:

It is recommended that the Civil Service Commission approve the updated minimum qualifications of the classification specification of Equipment Parts Technician as presented with a six (6) month probationary period.

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



Department of Human Resources

MEMORANDUM

Date: September 9, 2022
To: Civil Service Commission
From: Jesse Puett, Management Analyst, Human Resources
Subject: Equipment Parts Technician – Approval of Revised Minimum Qualifications

Recommendations:

It is recommended the Civil Service Commission approve the revised minimum qualifications for the Equipment Parts Technician classification.

Discussion:

The Equipment Parts Technician is an existing classification. This change requires directly relevant work experience that would provide for a stronger applicant pool and a higher degree of success in the position.

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.

Experience:

Two years of experience in a vehicle services and parts environment specifically for repair and upkeep of automobiles, heavy-duty trucks, or equipment. Experience must include primary responsibility for researching parts, costs, delivery methods, stocking and retrieving inventory, and maintaining tracking of parts inventory. ~~warehousing or inventory control experience preferably in a parts warehouse environment.~~

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 Equipment Parts Technician classification.

EQUIPMENT PARTS TECHNICIAN

*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, procures, receives, issues, and maintains an accurate inventory of parts, materials, and tools required to perform equipment maintenance functions; researches, locates, and orders parts for mechanics; and provides technical support to the mechanical repair staff and assigned supervisory or management staff.

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, stock, and issue various parts, materials, supplies, tools, and equipment; verify and inspect incoming shipments for appropriate quantity and quality; sign for items as appropriate.
2. Obtain price quotes for parts and supplies; prepare bids and order parts from vendors; ensure compliance with general contract guidelines; prioritize and expedite orders.
3. Obtain and fill customer orders; deliver stock items as appropriate; answer questions regarding product information including use and safety of product, handling and disposal, and ordering procedures.
4. Maintain detailed vendor files and records of parts supply transactions; log returned parts for credit due; prepare various reports relating to parts issuance, receipts, work orders, and billing information.
5. Perform data entry including transfers, corrections, and warranty transactions; log parts issued and post work orders into computer; retrieve information to assist in locating parts and supplies.
6. Operate a parts warranty process across multiple vendors. Process warranty claims and provide support to vendors and internal staff for a thorough and complete warranty claim.
7. Safely deliver, pickup, and stage parts for Fleet Management staff.
8. Assist and operate the equipment service counter in the absence of the Equipment Service Writer or Senior Equipment Service Writer.
9. Plan, organize, order, and stage vehicle outfitting for various types of equipment.
10. Manage and track all core returns and their associated parts.
11. Track, order, and provide assistance for fuel across multiple locations.
12. Review and ensure work orders for correctness and proper parts coding and inventory usage.
13. Assist technical staff in determining accurate parts applications for assigned projects; place telephone orders for stock and special items; research parts manuals and technical publications.
14. Conduct a periodic inventory of stock items; maintain proper stock levels by ordering supplies and

CITY OF RENO
Equipment Parts Technician (Continued)

parts on a daily basis.

15. Perform a variety of clerical support activities including answering the telephone and typing forms and correspondence.
16. Maintain the warehouse in a clean and orderly manner.
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:

Principles and practices of warehousing and inventory control.
Basic operations of a parts warehouse.
Principles and procedures of record keeping.
Office procedures, methods, and equipment including computers.
Principles of business letter writing and basic report preparation.
Basic mathematical principles.

Ability to:

Organize, stock, issue, and deliver supplies and equipment.
Conduct periodic inventory of parts and supplies.
Assist technical staff in determining accurate parts applications for assigned projects.
Operate a computer to order appropriate parts.
Maintain accurate records and prepare reports.
Perform simple arithmetic computations.
Respond to requests and inquiries from City personnel.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
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.

Experience:

Two years of experience in a vehicle services and parts environment specifically for repair and upkeep of automobiles, heavy-duty trucks, or equipment. Experience must include primary responsibility for researching parts, costs, delivery methods, stocking and retrieving inventory, and maintaining tracking of parts inventory. warehousing or inventory control experience preferably in a parts warehouse environment.

License or Certificate:

CITY OF RENO

Equipment Parts Technician (Continued)

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 primarily in a warehouse setting; exposure to noise, grease, smoke, fumes, and gases; work at heights on scaffolding and ladders; work and/or walk on various types of surfaces including slippery or uneven surfaces; works near moving mechanical parts.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; extensive use of computer keyboard; verbally communicate to exchange information.

October 2021