

CIVIL SERVICE COMMISSION Hybrid Meeting

Agenda

Thursday, January 12, 2023, at 3:30 p.m.
City of 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
Christopher Svendsen

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_jlKeuyHDQMm5GvS9Gpjl1Q

In Person: City of Reno City Hall, 6th Floor Conference Room. 1 East First Street, Reno, NV 89501

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 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) – January 12, 2023.

A.4 Approval of the Minutes (For Possible Action) – December 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 Probationary Period extension for Adam Merrigan, Firefighter. (For Possible Action)

B.4. Request to approve Probationary Period extension for Spencer Sloat, Firefighter. (For Possible Action)

B.5. Request to approve the revised minimum qualifications of the classification specification of Public Safety Dispatch Supervisor. (For Possible Action)

B.6. Request to approve the revised minimum qualifications of the classification specification of Victim/Witness Advocate - Police. (For Possible Action)

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 22/23 Quarter 1. (Not For Action)

C.2 Discussion and potential change to the Civil Service Commission's regularly scheduled meeting date. (For Possible Action)

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

E. Confirm the next meeting date – (For Possible Action)

F. 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.

G. Adjournment (For Possible Action)



CIVIL SERVICE COMMISSION
Hybrid Meeting

Draft Minutes

Thursday, December 8, 2022, at 3:30 p.m.
Evelyn Mount Northeast Community Center
1301 Valley Road, Reno, NV 89512

Members

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

Jay Kenny
Nichole Paul
Christopher Svendsen

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, Chair
YeVonne Allen, Vice-Chair
Ricardo Duarte
Charla Honey
Jay Kenny
Nichole Paul
Christopher Svendsen

MEMBERS EXCUSED:

None

ALSO PRESENT FROM CIVIL SERVICE:

Barbara Ackermann, Chief Examiner
Rosmery Diaz, Civil Service Technician
AJ Kenneson, Management Analyst
Brenda Nguyen, 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) – December 8, 2022.

It was moved by Commissioner Svendsen and seconded by Commissioner Paul, to approve the December 8, 2022 agenda. The motion passed unanimously.

A.4 Approval of the Minutes (For Possible Action) – Approval of the November 10, 2022, regular meeting minutes.

It was moved by Commissioner Svendesen and seconded by Commissioner Kenny, to approve the minutes for the November 10, 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.

Chief Examiner Barbara Ackermann informed the Commission that Councilmember Meghan Ebert was appointed as the Civil Service Council Liaison. She was not able to attend 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 thanked the Civil Service team for their hard work and dedication.

Chief Examiner Ackermann informed the Commission that the Civil Service team is working on eight recruitments that will be open in January and two Police Assessment Centers in February and March. The Civil Service team will also implement a BLI page to provide information to all City of Reno employees.

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 Probationary Period extension for Josue Felix, Police Officer. (For Possible Action)

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

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

C. Regular Agenda

C.1 Classification and Compensation Study Presentation. (Not For Action)

Bob Longmire with Public Sector Personnel Consultants, Inc. (PSPC) informed the Commission of the progress and possible outcomes of the Classification and Compensation Study that is being conducted by the City of Reno.

C.2 Presentation of proposed Civil Service rule amendments, discussion, and possible direction thereon for Rule III, Rule VII. Section 9, and Rule IX. Section 4. (For Possible Action)

Chief Examiner Ackermann presented the proposed updates to the Civil Service rules Rule III, Rule VII. Section 9, and Rule IX. Section 4; and the feedback provided by stakeholders.

Additional discussion and direction were given by the Commissioners.

Civil Service will hold a second Stakeholders' meeting to present the proposed rule amendments to City of Reno employees.

The updates to the proposed rule amendments and results from the Stakeholders' meeting will be presented to the Commission at the January Civil Service Commission meeting.

It was moved by Vice-Chair Allen and seconded by Commissioner Paul, to approve Item C.2. The motion passed unanimously.

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

Possible Civil Service Commission Meeting date change.

E. Confirm next meeting date – January 12, 2022, at 3:30 p.m. (For Possible Action)

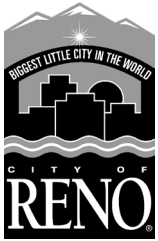
The next regular meeting of the Civil Service Commission is scheduled for January 12, 2022, at 3:30 p.m. at its regular location in City Hall.

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 Svendsen and seconded by Commissioner Kenny, to adjourn the meeting at 4:27 P.M. The motion passed unanimously.



Civil Service Commission

Eligible List Report

Date: December 27, 2022

To: City of Reno Civil Service Commission

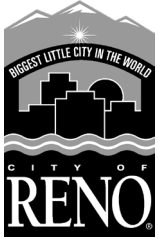
From: Barbara Ackermann, Chief Examiner

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:

CLASSIFICATION	LIST TYPE	DESCRIPTION
Associate Planner	Promotional	There are three (3) candidates on this list established on December 5, 2022, with gender diversity.
Business License Technician Supervisor	Promotional	There is one (1) candidate on this list established on November 21, 2022.
Equipment Mechanic	Promotional	There is one (1) candidate on this list established on December 12, 2022.
Equipment Mechanic	Open Competitive	There are eleven (11) candidates on this list established on December 12, 2022, with racial and ethnic diversity.
Equipment Parts Technician	Open Competitive	There are fourteen (14) candidates on this list established on November 21, 2022, with racial, ethnic, and gender diversity.
Fire Captain	Promotional	There are six (6) candidates on this list established on November 21, 2022, with ethnic diversity.
Fire Inspector II	Promotional	There is one (1) candidate on this list established on November 29, 2022.
Maintenance Technician	Department Promotional	There are eight (8) candidates on this list established on December 5, 2022, with ethnic diversity.

CLASSIFICATION	LIST TYPE	DESCRIPTION
Maintenance Technician	City-Wide Promotional	There are three (3) candidates on this list established on December 5, 2022, with ethnic diversity.
Maintenance Technician	Open Competitive	There are thirty-five (35) candidates on this list established on December 5, 2022, with racial and ethnic diversity.
Police Assistant I	Open Competitive	There are fifteen (15) candidates on this list established on November 28, 2022, with racial, ethnic, and gender diversity.
Recreation Leader	Open Competitive	There are five (5) candidates on this list established on December 5, 2022, with ethnic diversity.
Senior Planner	Open Competitive	There is one (1) candidate on this list established on November 18, 2022.
Victim/Witness Advocate	Open Competitive	There are five (5) candidates on this list established on December 12, 2022, with gender diversity.



Civil Service Commission

Confirmation Report

Date: December 27, 2022

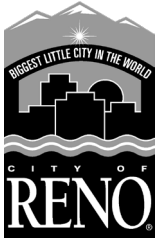
To: City of Reno Civil Service Commission

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:

EMPLOYEE NAME	JOB TITLE	PROBATIONARY PERIOD	CONFIRMATION DATE
<u>Parks & Recreation Department</u>			
Ashley Capece	Head Pool Operator	6-month	December 27, 2022
Lien Rock-Garces	Office Assistant II	6-month	December 27, 2022
<u>Reno Fire Department</u>			
John Arrowood	Fire Captain	12-month	December 3, 2022
Jordan Harris	Fire Captain	12-month	December 3, 2022
Darrell King	Fire Captain	12-month	December 3, 2022
Martin Mays	Fire Captain	12-month	December 3, 2022
Jesse Rowan	Fire Captain	12-month	December 3, 2022
Wayne Tellez	Fire Captain	12-month	December 3, 2022
Jeremy White	Fire Captain	12-month	December 3, 2022
Christopher Zahara	Fire Inspector I	12-month	November 29, 2022
<u>Reno Police Department</u>			
Adam Blount	Police Sergeant	12-month	November 26, 2022
Louis Brown	Police Officer	12-month	July 12, 2022
Logan Daniels	Police Officer	12-month	July 12, 2022
Amanda Jarding	Criminalist Technician	12-month	January 3, 2023
Kody Sackett	Police Officer	12-month	July 12, 2022



Civil Service Commission

MEMORANDUM

Date: December 27, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.3. Request to approve Probationary Period extension for Adam Merrigan, Firefighter. (For Possible Action)

It is requested that the Civil Service Commission approve a Probationary Period extension for Firefighter Adam Merrigan of an equal amount of calendar days the employee is on approved leave, pursuant to Civil Service Commission (CSC) Rule VII, Section 12 (b), which states:

In the event a six (6) or twelve (12) month probationary employee suffers injury, illness, other disability, or for other reasons has been in approved leave status in excess of thirty (30) consecutive days and is unable to perform all of the essential functions of the job, the Commission may, at the request of the appointing authority, extend the probationary period. The extension may not exceed the period of injury, illness, other disability, or absence which prevented the employee from performing all of the essential functions of the position and will be approved only in cases where the employer requires the full six (6) or twelve (12) month period to properly evaluate the employee's job performance.

Background:

Firefighter Adam Merrigan is being deployed with the National Guard on January 5, 2023. Adam Merrigan would have completed the 12-month probationary period on February 25, 2023.

At this time, there is no confirmed return date. Therefore, the department requested a Probationary Period extension of an equal amount of calendar days Firefighter Adam Merrigan is on military leave beyond his probationary period set to end on February 25, 2023.

Recommendation:

Civil Service staff would like you to consider the department's requests to extend the Probationary Period by the equal amount of calendar days that Firefighter Adam Merrigan is on leave, pursuant to CSC Rule VII, Section 12 (b).

Attachment 1: Memo requesting a probationary period extension for Adam Merrigan from David Cochran, Fire Chief.



Reno Fire Department

MEMORANDUM

DATE: December 29, 2022

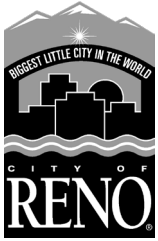
TO: Barbara Ackerman, Chief Examiner, Civil Service Commission

FROM: David Cochran, Fire Chief

SUBJECT: Extension Request – Reno Fire Department Adam Merrigan

As a standard practice for the Fire Department, Fire Administration would like to request that Firefighter Adam Merrigan's probation period be extended as a result of his upcoming military deployment on January 5, 2023. Mr. Merrigan's current probationary period is set to end February 25th, but staff is requesting that his probation be extended to account for the time of his deployment plus the probation time remaining (51 days). The City's Human Resources Department is aware of the circumstances regarding this request and supports the extension of Mr. Merrigan's probation period.

We appreciate your consideration of our request, and we are happy to answer any questions that you may have.



Civil Service Commission

MEMORANDUM

Date: December 30, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.4. Request to approve Probationary Period extension for Spencer Sloat, Firefighter. (For Possible Action)

It is requested that the Civil Service Commission approve a Probationary Period extension for Firefighter Spencer Sloat of an equal amount of calendar days the employee is on approved leave, pursuant to Civil Service Commission (CSC) Rule VII, Section 12 (b), which states:

In the event a six (6) or twelve (12) month probationary employee suffers injury, illness, other disability, or for other reasons has been in approved leave status in excess of thirty (30) consecutive days and is unable to perform all of the essential functions of the job, the Commission may, at the request of the appointing authority, extend the probationary period. The extension may not exceed the period of injury, illness, other disability, or absence which prevented the employee from performing all of the essential functions of the position and will be approved only in cases where the employer requires the full six (6) or twelve (12) month period to properly evaluate the employee's job performance.

Background:

Firefighter Spencer Sloat was deployed with the National Guard on October 13th, 2022. Spencer Sloat would have completed the 12-month probationary period on February 25, 2023.

At this time, there is no confirmed return date. Therefore, the department requested a Probationary Period extension of an equal amount of calendar days Firefighter Spencer Sloat is on military leave beyond his probationary period set to end on February 25, 2023.

Recommendation:

Civil Service staff would like you to consider the department's requests to extend the Probationary Period by the equal amount of calendar days that Firefighter Spencer Sloat is on leave, pursuant to CSC Rule VII, Section 12 (b).

Attachment 1: Memo requesting a probationary period extension for Spencer Sloat from David Cochran, Fire Chief.



Reno Fire Department

MEMORANDUM

DATE: December 29, 2022

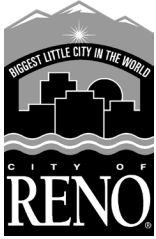
TO: Barbara Ackerman, Chief Examiner, Civil Service Commission

FROM: David Cochran, Fire Chief

SUBJECT: Extension Request – Reno Fire Department Spencer Sloat

As a standard practice for the Fire Department, Fire Administration would like to request that Firefighter Spencer Sloat's probation period be extended as a result of his military deployment on October 13, 2022. Mr. Sloat's current probationary period is set to end February 25th, but staff is requesting that his probation be extended to account for the time of his deployment plus the probation time remaining (135 days). The City's Human Resources Department is aware of the circumstances regarding this request and supports the extension of Mr. Sloat's probation period.

We appreciate your consideration of our request, and we are happy to answer any questions that you may have.



Civil Service Commission

MEMORANDUM

Date: December 28, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.5. Request to approve the revised minimum qualifications of the classification specification of Public Safety Dispatch Supervisor. (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 Public Safety Dispatch Supervisor.

Discussion:

These changes to the existing qualifications for the classification specification of Public Safety Dispatch Supervisor add more specific, relevant work experience. The change to the minimum qualifications will provide the department with a larger qualified pool of applicants.

The current minimum qualifications include:

- High School Diploma or equivalent supplemented by specialized training in emergency service communications, public safety dispatch, or a related field.
- Four years of increasingly responsible public safety dispatch experience including acting in charge responsibility and conducting training as a certified training operator.

The proposed update to the minimum qualifications:

- Three years of increasingly responsible public safety dispatch experience including acting in charge responsibility and conducting training as a certified training operator.

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 Public Safety Dispatch Supervisor 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 Public Safety Dispatch Supervisor.



Department of Human Resources

MEMORANDUM

Date: December 12, 2022

To: Civil Service Commission

From: Cody Freeman, Management Analyst, Human Resources

Subject: Public Safety Dispatch Supervisor – Approval of Revised Minimum Qualifications

Recommendations: It is recommended the Civil Service Commission approve the revised minimum qualifications for the Public Safety Dispatch Supervisor classification.

Discussion: The Public Safety Dispatch Supervisor 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.

Knowledge of:

Operations, services and activities of a public safety dispatch center including computer aided dispatch, TDD/TTY, 911 systems, ~~and~~ radio equipment and call processing protocols.

Methods and techniques of computer aided dispatch and NCIC operations.

Modern and complex principles and practices of providing public safety dispatch and emergency communication services.

Principles and practices of effective customer service.

Principles and procedures of record keeping.

Principles of business letter writing and basic report preparation.

English usage, spelling, grammar and punctuation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles of supervision, training and performance evaluation.

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

Ability to:

Supervise, organize and review the work of lower level staff.

Select, supervise, train and evaluate staff.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in the area of responsibility.

Plan and organize work to meet changing priorities and deadlines.

Work extended hours and various shifts including evenings, weekends and holidays.

Schedule effective twenty-four hour dispatch center operations.

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

Understand, use and manage emotions to support interactions with personnel, including but not limited to: stress reduction, effective communication, conflict management, overcoming challenges and expressing empathy or compassion.

Perform the most complex public safety dispatching functions.

Coordinate, implement and conduct public safety dispatch training programs.

Operate radio transmitting equipment.

Interpret and explain City policies and procedures.

Prepare clear and concise 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:

Completion of a high school diploma or equivalent supplemented by specialized training in emergency service communications, public safety dispatch or a related field. Must complete department approved first line supervisor training within 6 months of hire date.

Experience:

Three (3) ~~Four~~ years of increasingly responsible public safety dispatch experience including acting in charge responsibility and conducting training as a certified training operator.

Action: It is requested the Civil Service Commission approve the proposed minimum qualifications for the Public Safety Dispatch Supervisor classification.

PUBLIC SAFETY DISPATCH SUPERVISOR

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, supervises, assigns, reviews, and participates in the work of staff responsible for providing public safety dispatching services on an assigned shift; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to 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 practices.

1. Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for providing public safety dispatch services on an assigned shift.
2. Establish schedules and methods for providing public safety dispatch services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development and implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
4. Participate in the selection of dispatch staff; provide or coordinate staff training; evaluate employee performance and work with employees to correct deficiencies; implement discipline procedures.
5. Participate in the preparation and administration of the public safety dispatch program budget; submit budget recommendations; monitor expenditures.
6. Perform the most technical and complex tasks of the work unit.
7. Recommend and assist in the implementation of department goals and objectives.
8. Perform the more technical and complex tasks of the work unit including coordinating, implementing and conducting public safety dispatch training programs; develop course materials and coordinate instructor assignments.
9. Evaluate training program participants and assign participants to appropriate dispatch positions.
10. Monitor dispatch and incoming calls to assure courteous, expeditious handling and good communication techniques; assist employees and the public in difficult situations as needed.
11. Monitor dispatch employees who enter, update and retrieve information from teletype networks into computer aided dispatch console relating to wanted persons, stolen property, vehicle registration, stolen vehicles and various other information.
12. Monitor dispatch employees who maintain contact with all public safety units on assignment; monitor status and location of field units; establish and maintain a daily log of all field calls and units dispatched.

CITY OF RENO

Public Safety Dispatch Supervisor (Continued)

13. Conduct inquiries into complaints regarding dispatch employees on an assigned shift; may forward recommendations to higher level staff.
14. Coordinate public safety dispatching activities with other departments and outside agencies.
15. Represent the Department on various boards, commissions, and committees; testify in a courtroom setting regarding records and recordings.
16. Maintain records concerning operations and programs; prepare reports on operations and activities.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public safety dispatch; incorporate new developments as appropriate into programs.
18. 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 including computer aided dispatch, TDD/TTY, 911 systems **and** radio equipment **and call processing protocols**.
Methods and techniques of computer aided dispatch and NCIC operations.
Modern and complex principles and practices of providing public safety dispatch and emergency communication services.
Principles and practices of effective customer service.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
English usage, spelling, grammar and punctuation.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Principles of supervision, training and performance evaluation.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Supervise, organize and review the work of lower level staff.
Select, supervise, train and evaluate staff.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
Plan and organize work to meet changing priorities and deadlines.
Work extended hours and various shifts including evenings, weekends and holidays.
Schedule effective twenty-four hour dispatch center operations.
Work under pressure, exercise good judgment and make sound decisions in emergency situations and with constant interruptions.
Understand, use and manage emotions to support interactions with personnel, including but not limited to: stress reduction, effective communication, conflict management, overcoming challenges and expressing empathy or compassion.
Perform the most complex public safety dispatching functions.
Coordinate, implement and conduct public safety dispatch training programs.
Operate radio transmitting equipment.
Interpret and explain City policies and procedures.
Prepare clear and concise reports.

CITY OF RENO
Public Safety Dispatch Supervisor (Continued)

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:

Completion of a high school diploma or equivalent supplemented by specialized training in emergency service communications, public safety dispatch or a related field. Must complete department approved first line supervisor training within 6 months of hire date.

Experience:

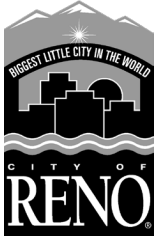
Three (3) ~~Four~~ years of increasingly responsible public safety dispatch experience including acting in charge responsibility and conducting training as a certified training operator.

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 dispatch center and office setting; exposure to unusual fatigue factors, irregular and unpredictable hours, and emergency or stressful situations.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.



Civil Service Commission

MEMORANDUM

Date: December 28, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.6. Request to approve the revised minimum qualifications of the classification specification of Victim/Witness Advocate – Police. (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 Victim/Witness Advocate – Police.

Discussion:

This change to the existing minimum qualifications for the classification specification of Victim/Witness Advocate – Police provides an additional pathway for candidates that do not meet the education requirement by substituting it with experience. These changes would provide the department with a more diverse pool of applicants.

The current minimum qualifications include:

- A Bachelor's degree from an accredited college or university with major course work in criminal justice, social work, or a related field.
- Three years of increasingly responsible social work, counseling, or victim advocacy experience, of which a minimum of 18 months of the experience must include providing advocacy for and working to meet the immediate needs of victims of violent crime, preferably within a law enforcement setting.
- Valid Driver's License.

The proposed additional pathway:

- An equivalent combination of related experience in social work, counseling, or victim advocacy working to meet the needs of victims of violent crime may be substituted on a year-for-year basis for the Bachelor's Degree.

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 Victim/Witness Advocate – Police as presented with a twelve (12) month probationary period.



Department of Human Resources

MEMORANDUM

Date: December 5, 2022
To: Civil Service Commission
From: Andrena Arreygue, Management Analyst, Human Resources
Subject: **Victim Witness Advocate-Police**

Recommendations:

It is recommended the Civil Service Commission approve the revised minimum qualifications for the Victim Witness Advocate-Police classification.

Discussion:

The Victim Witness Advocate-Police is an existing classification. The proposed changes to the minimum qualifications for this position will open the pool of candidates to those who did not previously meet the educational requirements but may have possessed the experience. This classification is an entry level position.

QUALIFICATIONS

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in criminal justice, social work, or a related field. [An equivalent combination of related experience in social work, counseling, or victim advocacy working to meet the needs of victims of violent crime may be substituted on a year-for-year basis for the Bachelor's Degree.](#)

Experience:

Three years of increasingly responsible social work, counseling, or victim advocacy experience, of which a minimum of 18 months of the experience must include providing advocacy for and working to meet the immediate needs of victims of violent crime, preferably within a law enforcement setting.

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 Victim Witness Advocate-Police classification.

VICTIM/WITNESS ADVOCATE – POLICE

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, performs a wide variety of duties involved in providing support to and serving as an advocate for the rights and protection of victims of crimes; ~~and~~ assesses each individual victim's needs and works together with other community resources to fulfill those needs including shelter, counseling, referrals, food, property return, general advocacy, and support; and works on application, reports, and documents directly related to grant funding for position.

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. Provide support to and serve as an advocate for the rights and protection of victims of crime; provide advocacy by phone and/or in person to victims of crime.
 2. Assist victims of crime when requested by law enforcement at crime scenes, hospitals, or other safe location; provide support, referrals, and information to victims including crime victims' rights and victim compensation information/application; send appropriate literature to victims via mail.
 3. Contact victims on a follow-up basis to provide additional information, case status, and resource materials and referrals; keep victims informed with accurate information regarding the status of their case.
 4. Complete case intake forms on each contact; document the services provided and referrals made; conduct thorough case management on all cases advocacy is provided to include follow-up contacts.
 5. Prepare statistics regarding program operations; prepare quarterly reports on advocacy provided.
 6. Work closely and interact with detectives, patrol officers, supervisors, service providers, other advocates, other governmental agencies, and the general public to ensure victim's rights and needs are addressed.
 7. Provides support on all tasks related to the grant related to the position; to include but not limited to, providing information for application, quarterly reports, and other related documents.
 8. Perform duties outlined within the scope of work, as included within the executed award document.
- 7.9. 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 victim/witness advocacy program.
- Effective interviewing, listening, and counseling skills.
- Community resources and the availability of those resources.
- Case management principles and practices.
- Principles and procedures of legal, grant, and financial record keeping.
- Methods of research, case analysis, and report preparation.
- English usage, spelling, grammar, and punctuation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local codes, laws, and regulations.
- Characteristics of victims of crime.

Ability to:

- Provide support to and serve as an advocate for the rights and protection of victims of crimes.
- Interpret and explain various procedures and case flow.
- Listen and respond to victims with empathy.
- Exercise patience and understanding in dealing with victims with mental and physical disabilities, substance abuse problems, and economic barriers.
- Gather and analyze case data and information and evaluate options.
- Interpret, understand, and apply federal, state, and local policies, laws, and regulations; ensure adherence to applicable laws, rules, and regulations pertaining to ethics and advocacy and grant management.
- Maintain accurate and complete files.
- Respond to requests and inquiries from the general public.
- Assist in the development and implementation of procedures for assigned area of operation.
- Work independently on cases and with victims.
- Plan and organize workload.
- Work in a team based environment to achieve common goals.
- Coordinate multiple projects and complex tasks simultaneously.
- Meet the physical requirements to safely and effectively perform the assigned duties.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in criminal justice, social work, or a related field. [An equivalent combination of related experience in social work, counseling, or victim advocacy working to meet the needs of victims of violent crime may be substituted on a year-for-year basis for the Bachelor's Degree.](#)

Experience:

Three years of increasingly responsible social work, counseling, or victim advocacy experience, of which a minimum of 18 months of the experience must include providing advocacy for and working to meet the immediate needs of victims of violent crime, preferably within a law enforcement setting.

License or Certificate:

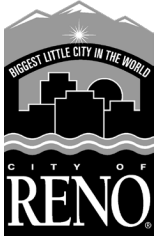
Possession of an appropriate, valid driver's license.

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 primarily in an office and field setting with travel to various locations; incumbents are required to provide on-call services on a rotational basis.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.



Civil Service Commission

MEMORANDUM

Date: December 28, 2022

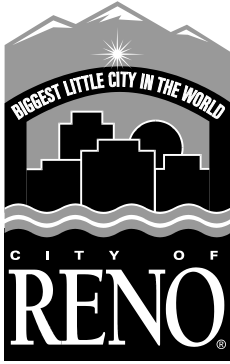
To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item 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 22/23 Quarter 1. (Not for Action)

This report of temporary and part-time employees for the Fiscal Year 2022/2023 – Quarter 1, is being presented pursuant to Rule VII, Section 13(e), and is for informational purposes only.

Attachment 1: Temporary and Part-Time Employees quarterly report for FY 22/23 Quarter 1 from Andrena Arreygue, Human Resources Management Analyst.



Department of Human Resources

MEMORANDUM

DATE: December 1, 2022

TO: Civil Service Commission

FROM: Andrena Arreygue, Management Analyst, Human Resources

SUBJECT: Temporary and Part-time Employees - Quarterly Report
for Fiscal Year 2022-2023 – Quarter 1

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 2022-2023 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 2022-23 Quarter 1 (July 1, 2022 to September 30, 2022)

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
ASPINALL	DEANA	03/11/2019		Parks and Recreation/Program & Service Mgmt	Recreation Specialist II - 9517	302.75
BECERRA	RODOLFO	07/07/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	248.5
BESOLD	BELEN	08/11/2021		Parks and Recreation/Youth	Recreation Specialist III - 9535	306.75
CHAUDRY	SOPHIA	03/27/2017		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	380.75
CHAVEZ-ORTIZ	WALTER	05/15/2018		Parks and Recreation/Youth	Recreation Specialist III - 9535	238.75
CODEGA	TUCKER	11/08/2021		Parks and Recreation/Youth	Recreation Specialist II - 9517	258.25
DEPOLO	RONALD	03/21/2019		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	238.5
DOMINI	CARSON	12/07/2020		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	298.25
ESTRADA JACINTO	DIEGO	12/29/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	267.75
FERNANDEZ	MARIA	12/07/2018		Parks and Recreation/Health and Wellness	Recreation Specialist IV - 9541	358.5
FONTANILLA	MALIA	10/20/2020		Parks and Recreation/Youth	Recreation Specialist II - 9517	269.75
FULLER	BLAKE	06/07/2021		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	241.5
GALLEGOS	JIMMY	07/12/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	318.25
GOMEZ	FABIAN	09/23/2021		Parks and Recreation/Youth	Recreation Specialist II - 9517	289.5
GOMEZ	SEBASTIAN	06/27/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	271.25
GONZALEZ GONZALEZ	FATIMA	08/23/2021		Parks and Recreation/Youth	Recreation Specialist II - 9517	269.5
GONZALEZ-VILLASENOR	AZUSENA	10/11/2021		Parks and Recreation/Youth	Recreation Specialist III - 9535	261.75
HANSACHAKTREE	NIDCHARIN	02/24/2020		Parks and Recreation/Youth	Recreation Specialist III - 9535	235
HARTY	KAILEY	01/04/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	285.25
HARTY	KAYDENCE	04/28/2022		Parks and Recreation/Youth	Recreation Specialist III - 9535	254.25
HASTEY	ROBERT	03/24/2018		Parks and Recreation/Athletics	Recreation Specialist III - 9535	273
HEATH	JENNIFER	07/23/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	236.25
HOLLARS	LARRY	04/04/2022		Parks and Recreation/Athletics	Recreation Specialist V - 9538	372
JOHNSON	ALIYAH	02/18/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	292.75
KANE	KELSIE	03/26/2018		Parks and Recreation/Youth	Recreation Specialist III - 9535	379.75
MADUIKE	PETER	05/25/2022		Parks and Recreation/Park Maintenance	Recreation Specialist III - 9535	500.25

**CITY OF RENO - TEMPORARY EMPLOYEES
 QUARTERLY REPORT - OVER 234 HOURS IN QUARTER
 ACTIVE & TERMINATED EMPLOYEES
 FY 2022-23 Quarter 1 (July 1, 2022 to September 30, 2022)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
MARTIN	ALEXA	12/06/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	255
MYERS	BRAYDEN	03/16/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	255.5
MYERS	BRAYDEN	03/16/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	255.5
PARRISH	MICHAEL	03/01/2018		Parks and Recreation/Athletics	Recreation Specialist III - 9535	346.5
PHILIPS	WYATT	06/25/2018		Parks and Recreation/Aquatics	Recreation Specialist III - 9535	264
PHILLIPS	TYNAN	09/06/2018		Parks and Recreation/Youth	Recreation Specialist I - 9514	317
RAMOS	JANELY	05/31/2022		Parks and Recreation/Inclusion	Recreation Specialist III - 9535	242.5
ROBERTSON MOORE	MALIBU	09/22/2017		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	313
SALDANA	DEZMEND	06/11/2018		Parks and Recreation/Youth	Recreation Specialist III - 9535	244.25
SNYDER	DAVID	05/10/2019		Parks and Recreation/Athletics	Recreation Specialist II - 9517	291
STOUT	STEVEN	06/09/2016		Parks and Recreation/Park Maintenance	Recreation Specialist III - 9535	445
WALKER	ZYLIND	03/16/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	282
ZELTZER	EVAN	06/08/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	253.75

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

**CITY OF RENO - TEMPORARY EMPLOYEES
 QUARTERLY REPORT - UNDER 234 HOURS IN QUARTER
 ACTIVE & TERMINATED EMPLOYEES
 FY 2022-23 Quarter 1 (July 1, 2022 to September 30, 2022)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
ADDISON	MATTHEW	10/26/2017		Municipal Court	Protempore Judge - 0912	4
AGUILAR	ISAAC	02/21/2020		Parks and Recreation/Youth	Recreation Specialist I - 9514	68.75
AGUILAR	JEZEL	08/16/2019		Parks and Recreation/Youth	Recreation Specialist II - 9517	168.75
AGUILAR BECERRA	MOSIES	08/18/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	143
AGUILAR BECERRA	REGINA	09/15/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	85.75
AGUILLARD	CAMERON	02/21/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	214.75
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	111.25
ALBA	GABRIELA	08/12/2020		Parks and Recreation/Youth	Recreation Specialist III - 9535	81.25
ALCAZAR	ALYSSA	08/10/2021		Parks and Recreation/Youth	Recreation Specialist II - 9517	117.5
ALLEN	KATE	06/09/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	56.75
AMJAD	KASHAWN	12/08/2014		Parks and Recreation/Youth	Recreation Specialist II - 9517	32.5
ANDREW	JANE	06/09/2021		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	170
AQIL	MUHAMMAD	05/19/2021		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	122.5
ARANA	ALICIA	02/05/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	174.25
ARMBRECHT	JACK	03/02/2021		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	54.25
ARRASCADA	CONNOR	06/16/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	167.5
AUGUSTINI	NANCY	02/12/2019		Human Resources	Assistant - 9990	208.5
AUSANO	MEGAN	04/21/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	183.75
BALLARD	RACHEL	01/05/2018		Parks and Recreation/Youth	Recreation Specialist III - 9535	209.25
BARAJAS	ARIYANA	03/24/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	222.75
BARNETT	DILLON	09/22/2022		Parks and Recreation/Athletics	Recreation Specialist II - 9517	1
BARRAGAN	EMILEE	03/15/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	215.25
BARRON AGUIRRE	MANUEL	08/09/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	46
BAUMANN	IZABELLA	09/12/2022		City Manager/Arts, Culture & Special Events	Intern - 9991	48
BEAUCHAMP	GAVEN	08/24/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	50.5

**CITY OF RENO - TEMPORARY EMPLOYEES
 QUARTERLY REPORT - UNDER 234 HOURS IN QUARTER
 ACTIVE & TERMINATED EMPLOYEES
 FY 2022-23 Quarter 1 (July 1, 2022 to September 30, 2022)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
BELFLOWER	CHASE	12/21/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	36.25
BELL-CABACUNGAN	LYRIC	06/14/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	84.75
BERG	KAYLIE	03/21/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	79.5
BERKLEY	MADELYN	08/16/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	204.75
BERUMEN	ALFRED	03/11/2019		Parks and Recreation/Youth	Recreation Specialist II - 9517	205.25
BEST	MICHAL	09/22/2021		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	227.25
BETTS	KERRA	09/08/2020		Parks and Recreation/Youth	Recreation Specialist I - 9514	157
BOSCO	PIERSON	04/01/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	61.5
BRAVO	LEXALI	09/21/2021		Parks and Recreation/Youth	Recreation Specialist III - 9535	112.25
BROCKELSBY	TREVOR	06/05/2019		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	66.5
BUDGE	CONNOR	12/17/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	104
BUELL	GARRETT	12/06/2019		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	50.75
BURKETT	EMMA	12/15/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	186.5
BURLESON	JONATHON	12/21/2020		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	226
BURST	KAJAANI	08/30/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	53.5
BUTLER	KADEN	02/07/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	213
CALDERA AVILA	ESTEFANIA	09/12/2022		City Manager/Clean and Safe Program	Intern - 9991	45
CALHOUN	JOY	01/31/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	127.5
CASTANEDA-FARIAS	ANTHONY	10/21/2019		Parks and Recreation/Youth	Recreation Specialist II - 9517	49
CHAMALE	LILIANA	08/18/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	64
CHAUDRY	AMBEREEN	02/02/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	69
CHAVEZ	ANGELA	12/20/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	130.5
CHEN	WALLACE	05/25/2021		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	201.5
CLARK	KYLER	05/18/2021		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	39.25
CLARK	LAWRENCE	06/19/2019		Parks and Recreation/Youth	Recreation Specialist II - 9517	96.5
COLVIN	KYLE	03/27/2017		Parks and Recreation/Athletics	Recreation Specialist II - 9517	38

**CITY OF RENO - TEMPORARY EMPLOYEES
 QUARTERLY REPORT - UNDER 234 HOURS IN QUARTER
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 FY 2022-23 Quarter 1 (July 1, 2022 to September 30, 2022)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
CONTRERAS FAUSTO	JENNIFER	07/19/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	168.5
COOK	WENDY	12/20/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	143.5
CORDI	VINCENT	01/11/2005		Parks and Recreation/Athletics	Recreation Specialist V - 9538	22
CORKRUM	PARKER	09/12/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	10
CRAIN	ADDISON	12/29/2020		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	58.5
CROARKIN	MATTHEW	10/13/2021		Parks and Recreation/Youth	Recreation Specialist II - 9517	78
CROSSLEY	VALERIE	05/18/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	229.25
CROWLEY	TAYLOR	09/09/2019		Parks and Recreation/Inclusion	Recreation Specialist III - 9535	39.25
CUARDA	JAZ'MINE	07/26/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	40.75
CUSHING	ERIELLE	10/02/2017		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	37.5
CUSICK	CHERYL	07/15/2012		Police/Program & Service Management	Public Service Intern - 9995	45.5
DALINIS	SAM	10/15/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	120
DANIELS	ETHAN	06/22/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	156
DARBY	MARY	03/08/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	159
DAVIS	DELILAH	06/06/2018		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	41
DE DIOS ALVAREZ	EMILY	01/26/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	105
DEJAN	CADENCE	07/08/2021		Parks and Recreation/Youth	Recreation Specialist III - 9535	178.5
DEMENT	MEKENZIE	03/24/2021		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	119
DESROCHES	KAYLEE	09/16/2020		Parks and Recreation/Youth	Recreation Specialist I - 9514	149.25
DILLARD	BRENLON	02/16/2021		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	3.5
DOHR	KATHERINE	05/21/2003		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	7
DUNN	KARISSA	10/29/2019		Parks and Recreation/Youth	Recreation Specialist I - 9514	7
DUNN	LARRY	10/03/2019		Municipal Court	Protempore Judge - 0912	4
EBERT	ROBERT	04/15/2019		Public Works/Fleet Management	Maintenance Helper - 3716	176
EDWARD	HAILEY	06/22/2022		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	95.5
ELLISON	TYLER ANN	08/23/2016		Parks and Recreation/Youth	Recreation Specialist III - 9535	196.75

**CITY OF RENO - TEMPORARY EMPLOYEES
 QUARTERLY REPORT - UNDER 234 HOURS IN QUARTER
 ACTIVE & TERMINATED EMPLOYEES
 FY 2022-23 Quarter 1 (July 1, 2022 to September 30, 2022)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
ELLISON	VERONICA	01/10/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	68
ENGELMANN	MERRILY	05/24/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	111
ENGH	AUSTIN	05/27/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	147.25
EPPERHEIMER	HAYLEE	02/20/2020		Parks and Recreation/Youth	Recreation Specialist III - 9535	66.75
ESPARZA-HERNANDEZ	JANET	08/01/2019		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	163.33
ESTORGA	JULIAN	05/10/2021		Community Development/Land Use Planning	Assistant - 9990	201
ESTRADA	ARTURO	05/22/2019		Parks and Recreation/Youth	Recreation Specialist IV - 9541	55
ESTRADA	KACIE	04/06/2021		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	89.5
ESTRADA	STEPHANIE	02/28/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	212.5
ESTRADA JACINTO	LUIS	12/29/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	174.75
EVANS	BONNIE	08/06/2018		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	160
FIELD	ANNJOLEE	01/24/2022	07/19/2022	Police/Records & ID	Public Service Intern - 9995	31.5
FLORES OCEGUEDA	JORGE	11/20/2019		Parks and Recreation/Youth	Recreation Specialist III - 9535	134.5
FROST	ASHLEY	03/16/2020		City Manager/Arts, Culture & Special Events	Recreation Specialist IV - 9541	135
FRYAR	RAYMON	07/10/2020		Parks and Recreation/Athletics	Recreation Specialist V - 9538	63
GALICIA	KAYLEE	07/06/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	100.25
GALLOP	SYLVIA	06/30/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	149.5
GARATE	MIGUEL	03/01/2016		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	198.75
GARCIA-ZUNIGA	EVELYN	11/14/2018		Parks and Recreation/Youth	Recreation Specialist III - 9535	85
GARDELLA	SAVANNAH	07/06/2022		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	13
GIBB	AARON	04/14/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	230.5
GOLDRUP	COLBY	06/07/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	138
GONZALEZ	AMBERELY	08/23/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	147.5
GONZALEZ	BRENDA	09/07/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	44
GONZALEZ	CARALA	04/13/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	221
GONZALEZ	GIANNA	04/13/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	214

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GONZALEZ-BARRERA	GRECIA	01/26/2021		Parks and Recreation/Youth	Recreation Specialist III - 9535	132
GONZALEZ-GONZALEZ	ALEIDA	11/22/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	195.25
GOOKIN	SHAWNIE	01/27/2022	08/18/2022	Parks and Recreation/Aquatics	Recreation Specialist I - 9514	0.5
GRAVES	MERSADIES	06/07/2022		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	68.25
GRIEVE	AMELIA	03/30/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	108
GROVER	DWIGHT	02/09/2017		Parks and Recreation/Youth	Recreation Specialist IV - 9541	95
GUNTER	KALEY	09/29/2016	07/15/2022	Parks and Recreation/Youth	Recreation Specialist III - 9535	32.25
HALE	JENNA	06/10/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	31.5
HARPER	MAXWELL	04/11/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	219
HARVEY	FAY	01/25/2021		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	98
HASTEY	ROBIN	05/02/2019		Parks and Recreation/Athletics	Recreation Specialist II - 9517	208
HEATH	PIPER	10/19/2020		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	43.25
HEFFERNAN	HANNAH	06/04/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	99.25
HEIDE	TAYLOR	07/11/2022		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	52.75
HENSLEY	ASHLEY	05/04/2016		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	228.75
HERNANDEZ DOMINGUEZ	DANIELA	02/02/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	160.25
HICKMAN	JASMINE	05/13/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	6
HIGDON	SIERRA	03/24/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	32.67
HILLMAN	GREGORY	08/25/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	35.75
HODDER	BENJAMIN	02/06/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	187.5
HOGAN	JOSEPH	09/26/2017		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	164.5
HOLMQUIST	AUDREY	07/05/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	187.75
HORTA PORTILLO	ASHLEY	03/02/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	183.5
HORTA PORTILLO	SHEILA	02/09/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	127.5
HORVATH	BREANA	01/21/2020		Parks and Recreation/Inclusion	Recreation Specialist V - 9538	34.5
HUANG	JIALIN	08/29/2019		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	138.5

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HUBACH	JENNY	12/12/2017		Municipal Court	Protempore Judge - 0912	56
HUMPHREY	ALUNA	05/26/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	158.75
HUMPHREY	AURORA	08/12/2020		Parks and Recreation/Youth	Recreation Specialist II - 9517	215
HUNTER	JACOB	04/27/2017		Parks and Recreation/Athletics	Recreation Specialist V - 9538	51
HUSTEAD	WALTER	06/23/2022		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	62.5
ICARD ANDRADE	ANDREA	03/14/2022		City Manager/Strategic Communications	Assistant - 9990	198
INIGUEZ	MELISSA	05/16/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	198
JACINTO	EZEKIEL	04/13/2015		Parks and Recreation/Youth	Recreation Specialist II - 9517	137.75
JACKSON	JAZZLI	12/22/2020		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	66.25
JAGGERS	MADELYN	02/23/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	167.5
JARA	AZLEY	04/27/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	219
JARA	ELIAS	06/08/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	217
JESCH	JENNA	05/02/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	163
JONES	DWIGHT	09/05/2019	07/09/2022	Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	25.75
KATZ	ADDISYN	10/10/2018		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	31.5
KHUNDKAR	FARABI	03/08/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	144.25
KIME	ANASTASIA	03/02/2022		Parks and Recreation/Inclusion	Recreation Specialist III - 9535	102.5
KIRKPATRICK	BIANCA	06/03/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	161.75
KLAFEHN	ERICA	08/15/2022		Parks and Recreation/Athletics	Recreation Specialist II - 9517	36
KLIMENT	ANDREW	04/17/2008		Parks and Recreation/Park Maintenance	Recreation Specialist III - 9535	114.5
KNIGHT	TYLER	07/12/2021		Parks and Recreation/Athletics	Recreation Specialist V - 9538	131.5
KOCHER	PAUL	04/09/2018		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	45.25
KOSZUTH	ALLISON	07/01/2020		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	73.25
KRAKOV	STEFANY	04/28/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	151.25
KROMYDAS	SANDY	05/30/2018	07/19/2022	Parks and Recreation/Youth	Recreation Specialist III - 9535	61
KRULIK	KORY	02/02/2021		Parks and Recreation/Youth	Recreation Specialist II - 9517	139.25

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KRYSINSKI	KADYNCE	08/05/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	156.5
KYNAST-PENA	ELLA	03/29/2016	08/17/2022	Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	0.5
LACY	CARISSA	05/27/2021	07/27/2022	Parks and Recreation/Youth	Recreation Specialist III - 9535	84
LANGER	ARI	06/15/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	69.75
LARSON	NICHOLAS	08/16/2021		Police/Program & Service Management	Public Service Intern - 9995	212
LARSON	STEPHANIE	08/25/2020		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	17.75
LAU	IVAN	01/25/2022	07/27/2022	City Manager	Intern - 9991	38
LAWSON	ISAAH	10/06/2021		Parks and Recreation/Athletics	Recreation Specialist II - 9517	98.5
LEE	CURTIS	12/30/2015		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	0.5
LEMAY	AIMEE	04/30/2019		Parks and Recreation/Park Maintenance	Recreation Specialist III - 9535	154
LEVERSON	GINA	04/12/2004		Community Development/Code Enforce	Assistant - 9990	144
LISSMANN	MATTHEW	01/10/2022	07/08/2022	Public Works/Fleet Management	Maintenance Helper - 3716	24
LITZ	JULIANA	09/19/2022		City Clerk	City Clerk Assistant - 9996	33
LOMBARDO	ELLEN	08/02/2019		Parks and Recreation/Youth	Recreation Specialist III - 9535	83.5
LONDEREE	BROOKE	09/01/2021		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	7.25
LOPEZ	DAHLIA	03/09/2021		Parks and Recreation/Youth	Recreation Specialist II - 9517	154.5
LYTLE	BROOKE	03/04/2019		Parks and Recreation/Youth	Recreation Specialist II - 9517	94.5
MAHYAR	ALI	03/10/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	199.25
MAISS	JAIME	03/01/2022		Parks and Recreation/Athletics	Recreation Specialist II - 9517	205
MANZANO-LOPEZ	ALENNA	06/04/2019		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	109
MARCHLEWSKI	MARK	09/26/2022		City Manager	Intern - 9991	18
MARCONDES	MARCUS	06/23/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	232.25
MARTIN-ROJAS	MARGARITA	10/14/2021	08/18/2022	Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	0.5
MASON	LYLE	09/15/2015		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	32
MAYORGA CORREA	JENNIFER	09/06/2018		Parks and Recreation/Youth	Recreation Specialist II - 9517	17.25
MCARTHUR	JILL	01/15/2015		Parks and Recreation/Aquatics	Aquatics Specialist IV - 9521	48

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MCCORLEY	KARON	08/09/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	69.25
MCELWEE	NOVA	06/12/2000		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	197
MCGANN	JANET	09/09/2020	07/14/2022	Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	58.25
MCKENZIE	RONALD	09/20/2016		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	146
MCKIBBEN	ELIZABETH	04/12/2018		Parks and Recreation/Youth	Recreation Specialist I - 9514	109
MCLEAN	SOFIE	05/23/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	66.5
MEACHAM	WILLIAM	01/08/2020		Parks and Recreation/Inclusion	Recreation Specialist V - 9538	196.25
MENICUCCI	MARY	06/18/2013		Parks and Recreation/Athletics	Recreation Specialist V - 9538	95.5
MEZA	ANETH	02/05/2020		Parks and Recreation/Youth	Recreation Specialist III - 9535	86.25
MILLER	NATHAN	03/04/2019		Parks and Recreation/Athletics	Recreation Specialist V - 9538	129
MISANIK	MICHAEL	05/21/2013		Parks and Recreation/Youth	Recreation Specialist II - 9517	141.75
MOLEZZO	RICHARD	01/04/2018		Municipal Court	Protempore Judge - 0912	16
MONZON	ADIA	03/21/2022		City Manager/Strategic Communications	Assistant - 9990	5
MORA	PAOLA	09/09/2020		Parks and Recreation/Youth	Recreation Specialist II - 9517	104.25
MULLINS	DANIELLE	05/16/2013		Parks and Recreation/Youth	Recreation Specialist IV - 9541	197
NAVA	MIA	08/31/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	44
NAVA MURILLO	ABRAHAM	08/19/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	181.5
NAVARRO	DIEGO	05/19/2021		Parks and Recreation/Athletics	Recreation Specialist V - 9538	51.25
NEAHUSAN	KYLEE	08/06/2020		Parks and Recreation/Health and Wellness	Recreation Specialist III - 9535	205
NELSON	MARY	05/30/2019		Parks and Recreation/Aquatics	Aquatics Specialist IV - 9521	76
NICKEL	GABRIELLE	05/11/2021		Community Development/Land Use Plan	Assistant - 9990	232
NIETHOLD	KRISTA	11/05/2020		Parks and Recreation/Youth	Recreation Specialist I - 9514	197
NIGHTINGALE	SHIELA	06/13/2014		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	210.75
NORMAN	BRIAN	05/03/2022	07/05/2022	Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	13.25
NOVOA-REYES	ALEXA	02/01/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	206.25
NUNEZ MALDONADO	ANA	10/22/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	91

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OCAVA	ISABELLA	05/26/2022	08/05/2022	City Manager/Innovation & Experience Div	Intern - 9991	51
OCHOA	OSCAR	12/17/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	166.25
OVERTON	DONALD	12/12/2014		Public Works/Downtown Maintenance	Maintenance Helper - 3716	211.5
PAGONE	NICHOLAS	06/28/2022		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	92.25
PAPA	MCKENZIE	06/06/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	96.75
PARK	ALEXANDER	06/09/2022		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	95.75
PERALTA	MARTIN	06/21/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	71
PEREZ	MIGUEL	08/31/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	45.5
PERIOLAT	PAUL	03/17/2021		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	11.25
PHILLIPS	ABIGAIL	07/12/2022		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	75.25
PICARD	ROBERT	07/11/2019		Parks and Recreation/Athletics	Recreation Specialist V - 9538	231.5
PISKEL	TYLER	09/13/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	25
PORTILLO-MEJIA	NATALIE	08/08/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	75.75
POTTER	ALEXANDRA	11/23/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	46
POTTS	KYLEE	01/19/2021		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	169
PREMO	LESTER	11/13/2019		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	145
PRESLEY	IBTISAM	12/11/2013		Parks and Recreation/Health and Wellness	Recreation Specialist IV - 9541	13
PRUITT	CHASE	04/21/2021		Parks and Recreation/Youth	Recreation Specialist III - 9535	154
PULIZZANO	ABIGAIL	11/30/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	95.5
PYRON	LINDSEY	04/05/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	146.5
QUAMRUL ALAM	ZUBAYR	04/05/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	43.25
QUINONEZ PENA	DAVID	06/21/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	162.5
RAMIREZ	ILEANA	12/20/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	150.25
RAMOS QUINTERO	LESLIE	11/13/2019		Parks and Recreation/Youth	Recreation Specialist III - 9535	5.5
RAMSEY	JOHN	07/08/2014		Parks and Recreation/Athletics	Recreation Specialist V - 9538	144.5
RAMSEY	KYLE	05/05/2011		Parks and Recreation/Youth	Recreation Specialist II - 9517	54

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RAY	ASHTON	08/29/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	53.5
RAYO	ALEXI	07/09/2014	08/07/2022	Community Development/Code Enforce	Assistant - 9990	67.25
REDDING	SHANNON	06/27/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	209.75
REDMON	AVERY	05/26/2022		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	88
ROCKWELL	GRACE	04/18/2022		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	65
RODRIGUEZ	MARVELLA	10/05/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	93.25
RODRIGUEZ VALDES	ANETTE	07/06/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	215.25
RODRIGUEZ-MAYNIGO	MAXIMUS	09/24/2018		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	4.5
ROGERS	KALANNI	10/04/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	97
ROMERO-LINAREZ	ABIZAI	10/14/2020		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	27.25
ROTHER	MELINDA	02/11/2019		Human Resources	Assistant - 9990	158
RUFF	DUSTIN	08/16/2022		Parks and Recreation/Athletics	Recreation Specialist V - 9538	34
SALIM	BROOKLYNN	05/09/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	115
SAN NICOLAS	CELESTE	05/21/2019		Parks and Recreation/Youth	Recreation Specialist IV - 9541	118
SANDIE	CONNOR	05/26/2021	08/18/2022	Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	0.5
SANDIN	ELLEN	02/13/2007		Parks and Recreation/Aquatics	Recreation Specialist IV - 9541	44.25
SCHMIDT	LAUREN	05/11/2021	08/18/2022	Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	0.5
SCHRAEDER	DANTE	06/07/2018		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	188
SCHRAEDER	GABRIEL	06/16/2020		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	41.75
SCHREINERT	ARACELI	06/16/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	65
SCOTT	MALCOLM	06/22/2022	07/22/2022	Parks and Recreation/Youth	Recreation Specialist I - 9514	76
SCRIPPS	LAUREN	03/07/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	133.5
SELDON	KEITH	06/23/2022		Parks and Recreation/Athletics	Recreation Specialist II - 9517	102.5
SHAFFER	QUINTON	08/03/2020		Parks and Recreation/Youth	Recreation Specialist I - 9514	211
SIKES	ARTHUR	05/20/2019		Parks and Recreation/Youth	Recreation Specialist IV - 9541	128
SILVA	STEVEN	11/27/2017		Municipal Court	Protempore Judge - 0912	92

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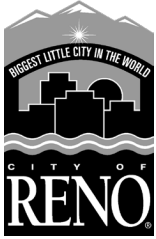
Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
SILVESTRE	STEFANIE	09/08/2022		Parks and Recreation/Inclusion	Recreation Specialist III - 9535	35.75
SNIDER	ERICH	09/12/2019		Parks and Recreation/Athletics	Recreation Specialist II - 9517	59
SOIORIO	ERICK	10/28/2020		Parks and Recreation/Youth	Recreation Specialist II - 9517	82
SOTO	THEODORE	02/26/2004		Parks and Recreation/Athletics	Recreation Specialist V - 9538	45
STANLEY	SKYE	12/21/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	67.5
STEWART	KALENA	10/08/2019		Parks and Recreation/Youth	Recreation Specialist III - 9535	139.5
STEWART	ODESSA	09/02/2021	08/18/2022	Parks and Recreation/Aquatics	Recreation Specialist I - 9514	0.5
STONE-SPILMAN	JAELYN	07/15/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	152.5
STROUPE	ALEXANDER	04/06/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	207.75
STUART	MADELEINE	05/23/2018		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	79
SUAREZ GARCIA	ASHLEE	09/07/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	9.75
SULLIVAN	TERRENCE	06/12/2019		Parks and Recreation/Youth	Recreation Specialist III - 9535	88
SWEATT	AMANDA	05/03/2022		Parks and Recreation/Athletics	Recreation Specialist V - 9538	2
TAYLOR-ARREDONDO	ALEXIA	06/05/2017		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	10.75
TELLEZ LEMUS	BREANNE	09/08/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	19.5
THAXTON	AMBER	05/17/2021		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	131.25
THOMAS	HELEN	07/25/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	29.75
THORNTON	JACK	07/17/2020		Parks and Recreation/Athletics	Recreation Specialist II - 9517	64.5
THORNTON	JEREMY	05/04/2021		Parks and Recreation/Athletics	Recreation Specialist V - 9538	45.5
THORNTON	JOHNATHON	06/15/2021		Parks and Recreation/Athletics	Recreation Specialist V - 9538	50
TRAVERSO	LYDIA	06/08/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	57.75
UPTON	MADISON	03/24/2021		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	84
URICK	EVELYN	02/08/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	198.75
VALDEZ	BRAYAN	08/03/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	81.5
VALDEZ	MARIELI	06/16/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	161.25
VALDIVIA	STEFANIE	12/18/2019		Parks and Recreation/Youth	Recreation Specialist III - 9535	123.5

**CITY OF RENO - TEMPORARY EMPLOYEES
 QUARTERLY REPORT - UNDER 234 HOURS IN QUARTER
 ACTIVE & TERMINATED EMPLOYEES
 FY 2022-23 Quarter 1 (July 1, 2022 to September 30, 2022)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
VALORY	IMOGEN	04/12/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	122.75
VARELA	THOMAS	09/14/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	104.25
VARGAS	BELEN	10/10/2019		Parks and Recreation/Youth	Recreation Specialist I - 9514	103.25
VARGAS LOPEZ	OSCAR	08/24/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	206
VARGAS LOPEZ	OSMAN	10/09/2019		Parks and Recreation/Youth	Recreation Specialist III - 9535	144.25
VARGAS-CHINCHILLA	KATHERINE	02/09/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	103.5
VASQUEZ	ARIANA	06/03/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	193.75
VELEZ	GABRIELLE	02/08/2021		Police/Investigation	Public Service Intern - 9995	207
VERMA	MISHA	12/03/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	13.75
VERNON	ALFRED	11/13/2018		Parks and Recreation/Health and Wellness	Recreation Specialist III - 9535	181
VIRREY-NUNEZ	DAISY	04/15/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	189.5
VIVAR	ALYSSA	02/17/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	173
WADE	CARLIE	07/18/2019	07/20/2022	Parks and Recreation/Youth	Recreation Specialist I - 9514	12.5
WALLER	KAILEE	08/16/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	7.25
WANCO	MADISON	06/15/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	97
WARD	AUGUSTA	10/19/2020		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	54.5
WELLS	EVERETT	06/29/2022		Parks and Recreation/Athletics	Recreation Specialist II - 9517	128
WEST	MAYA	06/30/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	233.5
WHITE	DAVID JAMES	10/15/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	66.5
WHITEHOUSE	CASSANDRA	02/24/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	132.25
WILBUR	KELLY	12/10/2015		Human Resources	Assistant - 9990	164.7
WILSON	HUNTER	07/01/2020		Parks and Recreation/Youth	Recreation Specialist II - 9517	122.75
WISE	SANDRA	09/26/2022		City Clerk	City Clerk Assistant - 9996	18.5
XIN	MIAO	07/18/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	74.25
YAZZIE	ZOE	04/27/2022		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	137.75
YEE	PATRICIA	08/23/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	24

**CITY OF RENO - TEMPORARY EMPLOYEES
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Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
ZAMAN	SHEFAT	06/14/2022	08/09/2022	Parks and Recreation/Youth	Recreation Specialist I - 9514	100.5
ZASTRE	DEREK	08/17/2021		Parks and Recreation/Athletics	Recreation Specialist V - 9538	88
ZELLER	MARIA	08/19/2019		City Manager/Innovation & Experience Div	Intern - 9991	231
ZEME	ISABEL	02/24/2020		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	124.75
ZUNIGA	LANCE	04/01/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	77
ZUNIGA DE ALBA	ALEXA	11/08/2019	07/13/2022	Parks and Recreation/Youth	Recreation Specialist III - 9535	33.75
ZUNIGA DE ALBA	LUCIA	07/06/2021		Parks and Recreation/Youth	Recreation Specialist III - 9535	121.5



Civil Service Commission

MEMORANDUM

Date: December 28, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item C.2. Discussion and potential change to the Civil Service Commission's regularly scheduled meeting date. (For Possible Action)

Background:

The Civil Service Team has evaluated the schedule for the Civil Service Commission meeting and found that the second Thursday of every month may not be the ideal schedule for the Commission to meet based on the following:

- Commissioner Attendance: Ability for some Commissioners to routinely attend on the second Thursday of the month.

Discussion:

Inquiries were made of the Commissioners and the following day and time were identified as an alternative option based on everyone's schedule: **The third Thursday of every month at 3:30 p.m.**

Recommendation:

The Civil Service Commission should consider changing the current meeting date for the Civil Service Commission meeting from the second Thursday of every month at 3:30 p.m. to the **third Thursday of every month at 3:30 p.m.**