



CIVIL SERVICE COMMISSION Hybrid Meeting

Agenda

Thursday, April 13, 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_zPHg_m5ZShSEu1D6qXTkhg

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, 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) – April 13, 2023.

A.4 Approval of the Minutes (For Possible Action) – March 9, 2023.

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 pre-approve eligible list extension for the upcoming Fire Equipment Operator that will be established in May 2023. (For Possible Action)

B.5. Request to approve the probationary period amendment of the classification specification of Senior Engineering Technician I. (For Possible Action)

B.6. Request to approve the minimum qualifications of the new classification specification of Activation Coordinator. (For Possible Action)

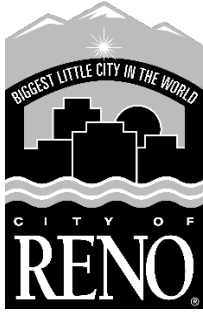
B.7. Request to approve the minimum qualifications of the new classification specification of Park Development Planner. (For Possible Action)

B.8. Request to approve the revised minimum qualifications of the classification specification of Traffic Signal Mechanic. (For Possible Action)

C. Regular Agenda

C.1 Presentation of public safety recruiting and hiring statistics. (Not for 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** – May 11, 2023, at 3:30 p.m. City Hall - 6th Floor Conference Room (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, March 9, 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

A. Introductory Items

A.1 Call To Order/Roll Call

Acting Chairperson Honey called the meeting to order at 3:31 P.M. A quorum was established.

MEMBERS PRESENT:

Charla Honey
Jay Kenny
Nichole Paul
Christopher Svendsen
YeVonne Allen, Vice-Chair, late arrival 3:38 p.m.

MEMBERS EXCUSED:

Tray Abney, Chair
Ricardo Duarte

ALSO PRESENT FROM CIVIL SERVICE:

Barbara Ackermann, Chief Examiner
Rossmery 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) – March 9, 2023.

It was moved by Commissioner Kenny and seconded by Commissioner Paul, to approve the March 9, 2023 agenda. The motion passed unanimously.

A.4 Approval of the Minutes (For Possible Action) – Approval of February 9, 2023, regular meeting minutes.

It was moved by Commissioner Kenny and seconded by Commissioner Svendsen, to approve the minutes for February 9, 2023, 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.

Councilmember Meghan Ebert did not have any announcements.

- 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 informed the Commission that there are currently four recruitments wrapping up, three recruitments ready to be open tomorrow, and nine recruitments in development. The Police Lieutenant Assessment Center wrapped up last week, and the next assessment center will be for Fire Equipment Operator at the end of May.

Chief Examiner Ackermann announced that the second quarter Hiring-Team meetings with the departments are coming up and we are going to focus on the impact of the newly approved rules and probationary periods; what that means to departments and employees, and the responsibilities and requirements to Civil Service. We will also invite the HR Business Partners to join these meetings, to answer any HR-related questions that may come up.

Civil Service has been collaborating with Reno Police Department and Human Resources Department to implement a Police Cadet program. We will bring the class specs for the position in the coming months.

The Civil Service Team attended the swearing in ceremony for Chief Nance. They also presented at the Fire Academy Orientation, which included twenty-six recruits and six paramedics. Additionally, the team joined Human Resources in welcoming the new Reno Works class this past Monday.

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)**

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

C. Regular Agenda

- C.1 Quarterly report from Andrena Arreygue, Human Resources Management Analyst, per Rule VII, Section 13(e), regarding temporary and part-time employees for FY 22/23 Quarter 2. (Not for Action)**

Andrena Arreygue, Human Resources Management Analyst, presented the Temporary and Part-Time Employee Report Fiscal Year 2022-2023 Quarter 2.

Andrena introduced Nika Hsiao, Human Resources Management Analyst, who will be in charge of presenting the quarterly reports to the Commission in the future.

- C.2 Presentation of Recruitment Survey Results. (Not for Action)**

Albert (AJ) Kenneson, Civil Service Management Analyst, presented to the Commission the results of the Recruitment Survey provided by department subject matter experts regarding their experience during the recruitment process.

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

None.

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

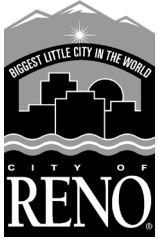
The next regular meeting of the Civil Service Commission is scheduled for April 13, 2023, at 3:30 p.m. at its regular location in City Hall.

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 Kenny and seconded by Commissioner Svendsen, to adjourn the meeting at 3:47 P.M. The motion passed unanimously.



Civil Service Commission

Confirmation Report

Date: March 22, 2023

To: City of Reno Civil Service Commission

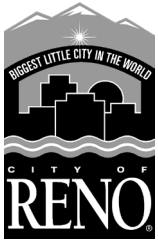
From: Barbara Ackermann, Chief Examiner

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>Clean & Safe Program Division</u>			
Kaytlin Canner	Program Assistant	6 months	August 22, 2022
<u>Development Services Department</u>			
John Brusoe	Senior Engineering Technician II	12 months	September 7, 2022
Stacey Haltom	Development Permit Technician	6 months	May 1, 2022
Spencer Hanneke	Development Permit Technician	6 months	July 31, 2022
Mark Kaminsky	Plans Examiner	12 months	September 10, 2022
Chelsea Lane	Development Permit Technician	6 months	September 7, 2022
Sylvia Leal	GIS Analyst	12 months	September 7, 2022
Carlos Lembcke-Kovac	Management Analyst	12 months	September 13, 2022
Daniela Monteiro	Permit Services Supervisor	12 months	September 3, 2022
Carter Williams	Assistant Planner	12 months	June 18, 2022
<u>Finance Department</u>			
Stephanie Sotelo-Arenas	Accounting Assistant	6 months	September 7, 2022
Eric Sparks	Management Analyst	12 months	September 10, 2022
<u>Innovation & Experience Division</u>			
Dayanne Mora	Citizen Services Representative	6 months	July 24, 2022
Karen Corral-Gonzalez	Citizen Services Representative	6 months	September 14, 2022

EMPLOYEE NAME	JOB TITLE	PROBATIONARY PERIOD	CONFIRMATION DATE
<u>Maintenance & Operations Department</u>			
Richard Bender	Maintenance Worker II	6 months	August 11, 2022
Siupeli Finau	Maintenance Worker I	6 months	August 7, 2022
Howard Garretson	Maintenance Worker III	6 months	June 10, 2022
Victoria Gonzales	Management Assistant	6 months	September 10, 2022
Dylan Hague	Maintenance Worker I	6 months	June 13, 2022
Wesley Hewitt	Lift Station Technician	12 months	June 4, 2022
Charles Kazemi	Maintenance Worker I	6 months	July 3, 2022
Otoniel Najera	Equipment Service Worker	6 months	August 1, 2022
Robin Sheets	Maintenance Worker II	6 months	August 25, 2022
Joshua Teixeira	Maintenance Technician	12 months	May 7, 2022
Patrick Ulrich	Maintenance Worker II	6 months	August 11, 2022
Greg Wright	Maintenance Worker I	6 months	July 24, 2022
<u>Parking & Code Enforcement Department</u>			
Elizabeth Bott	Program Assistant	6 months	February 8, 2023
Jessica Magana	Program Assistant	6 months	March 9, 2023
<u>Parks & Recreation Department</u>			
Marlene Chavez-Carrillo	Recreation Leader	6 months	August 14, 2022
<u>Reno Fire Department</u>			
Nicholas Manzo	Water Supply Inspector II	12 months	May 1, 2022
<u>Reno Police Department</u>			
Cristian Acosta	Police Officer	12 months	September 17, 2022
Daniel Bond	Police Lieutenant	12 months	July 9, 2022
Kellie Dunn	Police Sergeant	12 months	March 11, 2023
Jose Hernandez-Najera	Police Officer	12 months	July 12, 2022
Wade Hinckley	Mental Health Counselor	12 months	March 21, 2023
Staci Miller	Police Services Supervisor	12 months	March 28, 2023
Fernando Silverio	Maintenance Worker I	12 months	August 9, 2022
Ivan Trigueros	Police Officer	12 months	September 17, 2022



Civil Service Commission

Eligible List Report

Date: March 23, 2023

To: City of Reno Civil Service Commission

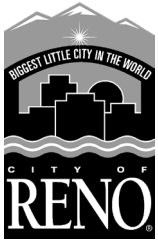
From: Barbara Ackermann, Chief Examiner

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 Civil Engineer	Open Competitive	There are twelve (12) candidates on this list established on February 28, 2023, with ethnic and gender diversity.
Building Inspector I	Open Competitive	There are twenty-nine (29) candidates on this list established on March 21, 2023, with ethnic and racial diversity.
Grants Administrator	Promotional	There is one (1) candidate on this list established March 27, 2023.
Police Lieutenant	Promotional	There are six (6) candidates on this list established on March 16, 2023, with ethnic diversity.
Police Sergeant	Promotional	There are eleven (11) candidates on this list established on February 21, 2023, with ethnic diversity.
Public Safety Dispatch Supervisor	Promotional	There are six (6) candidates on this list established on March 6, 2023, with ethnic diversity.
Recreation Leader	Open Competitive	There are three (3) candidates on this list established on March 27, 2023, with ethnic and gender diversity.
Senior Recreation Leader	Promotional	There is one (1) candidate on this list established March 27, 2023.

Senior Recreation Leader	Open Competitive	There are two (2) candidates on this list established March 27, 2023, with gender diversity.
Victim Witness Advocate	Open Competitive	There are twenty-one (21) candidates on this list established on March 13, 2023, with ethnic, racial, and gender diversity.



Civil Service Commission

Eligible List Report

Date: March 23, 2023

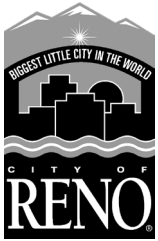
To: City of Reno Civil Service Commission

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 the list, pursuant to Rule VII, Section 9, I recommend that the Civil Service Commission approve the extension of the following eligible list in accordance with the date listed below:

Classification	List Type	Description	Extension Recommendation
Fire Battalion Chief	Promotional	There are four (4) candidates on this list established on August 4, 2022.	This list will expire as of August 4, 2023. A twelve (12) month extension is recommended.



Civil Service Commission

Eligible List Report

Date: March 30, 2023

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.4. Request to pre-approve eligible list extension for the upcoming Fire Equipment Operator that will be established in May 2023. (For Possible Action)

Summary:

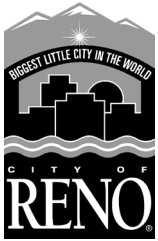
The Reno Fire Department is requesting that the eligible list for Fire Equipment Operator, to be established in May 2023, be extended for a period of one (1) year beyond the standard one-year period set forth in Rule VII, Section 9.

Background:

This requested extension is designed to provide complete transparency during the hiring process. Due to the gaps in Firefighter hiring over the years, the Reno Fire Department anticipates a window of time between eligible lists when there will be very few candidates qualified for the Fire Equipment Operator position. Because of the low number of potentially eligible candidates, the recruitment will be postponed accordingly.

Recommendation:

It is recommended that the Civil Service Commission approve the pre-extension of the eligible list for Fire Equipment Operator prior to its establishment. This will clearly indicate the period of time it will be in force prior to establishment.



Civil Service Commission

Eligible List Report

Date: March 27, 2023

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.4. Request to approve the probationary period amendment of the classification specification of Senior Engineering Technician I. (For Possible Action)

Background:

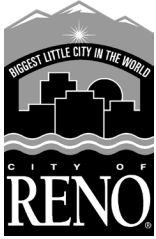
During the Civil Service Commission meeting held on February 27, 2020, the probationary period for the classification specification of Senior Engineering Technician I was approved for 12 months, based on collaborative input and recommendations from the hiring departments, Human Resources, and Civil Service staff.

Discussion:

On November 18, 2021, the minimum qualifications for the classification specification of Senior Engineering Technician I were updated and the probationary period was unintentionally reverted to 6 months due to an administrative error.

Recommendation:

It is recommended that the Civil Service Commission approve the probationary period amendment of the classification specification of Senior Engineering Technician I as previously approved with a twelve (12) month probationary period.



Civil Service Commission

MEMORANDUM

Date: March 31, 2023

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

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

Background:

Human Resources has developed the classification specification of Activation Coordinator to support the City's revitalization efforts.

Discussion:

The work to be done in the classification specification of Activation Coordinator will help bolster the economic impact of the City by planning and executing special events that activate underutilized public spaces in the city, foster local participation, and bring the community together. This position will report directly to the Revitalization Manager, and will develop and implement goals and objectives for City special events.

The proposed minimum qualifications include:

- Education:
 - A Bachelor's degree from an accredited college or university with major course work in Hospitality and Tourism Management, Marketing, Business Administration, Public Administration, Communication, or closely related field..
- Work Experience:
 - Three years of experience coordinating public events, conventions, and/or large scale meetings and their corresponding logistics.
- License or Certificate:
 - Valid Driver License.

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

Recommendation:

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



Department of Human Resources

MEMORANDUM

Date: March 29, 2023
To: Civil Service Commission
From: Nika Hsiao, Management Analyst, Human Resources
Subject: Activation Coordinator – Approval of Minimum Qualifications

Recommendations: It is recommended the Civil Service Commission approve the minimum qualifications for the new position of Activation Coordinator classification.

Discussion: The Activation Coordinator position is a new classification. This position will be reporting to the Revitalization Manager and will plan and execute all City sponsored major and minor special events.

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 Hospitality and Tourism Management, Marketing, Business Administration, Public Administration, Communication, or closely related field.

Experience:

Three years of experience coordinating public events, conventions, and/or large scale meetings and their corresponding logistics.

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 a standard office setting with some travel to different sites and locations; incumbents may be required to work extended hours including evenings, holidays and weekends to accommodate event schedules.

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.

Action: It is requested the Civil Service Commission approve the proposed minimum qualifications for the Activation Coordinator classification.

ACTIVATION COORDINATOR

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

SUMMARY DESCRIPTION

The Activation Coordinator is responsible for planning and executing all City sponsored major and minor special events that activate underutilized public spaces in the city. They will manage and evaluate the activities, budget, facilities, equipment, contractors and volunteers for all qualifying special events within the City. Working closely with the Revitalization Manager, this role is pivotal in shaping events that bolster the economic impact of the City and foster local participation, while also attracting out-of-town interest. The ideal candidate has strong event coordination skills, excellent communication skills, and a passion for revitalizing public spaces. They are able to think creatively and strategically, identifying unique opportunities to activate underutilized spaces and bring the community together. The Activation Coordinator is a key member of the team and plays an important role in driving the success of the City's revitalization efforts.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume management responsibility for the activities and operations of all City sponsored major and minor special events including signature City sponsored special events; oversee compliance with all applicable laws, policies, procedures, rules and regulations including those set forth by the City, State, and the District Health Department.
2. Plan and execute events in underutilized and/or vacant public spaces, such as parks, plazas, and parking lots, with the goal of revitalizing and bolstering economic impact to the City; coordinating all aspects of City sponsored special events in public spaces, including managing event logistics, permits, equipment rentals, and vendor contracts
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for contract and assigned City staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Coordinate, direct, and oversee both contract and City staff who are designated to work on special events.
6. Negotiate, administer, and approve all special events expenditures and contracts.
7. Recommend, develop, and implement short and long term goals and objectives for City special events; research and develop new funding and revenue sources.
8. Develop and present an event strategy that aligns with the overall City revitalization strategy to City management and City Council. Be responsible for executing policy decisions related to that strategy and develop metrics for measuring the success of events and report on outcomes to stakeholders.
9. Gather community input through meetings, surveys, and other methods when working with new major events and when evaluating existing major events.

CITY OF RENO

Activation Coordinator (Continued)

10. Confer with citizens, downtown business groups, City departments, outside agencies, elected officials, and other groups about the design, planning, production and promotion of special events; recruit community and organizational support for special events.
11. Oversee and participate in the development and administration of the annual budget and special events budgets; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
12. Oversee the permitting, licensing, and regulation of outside organizations and promoters producing events, including film shoots.
13. Provide production assistance and coordination of City services for sponsored, co-sponsored, non-city sponsored, or fee-paid events on public properties and rights-of-way.
14. Work with event promoters on marketing and promotion of major special events that may include public relations, advertising, and direct marketing.
15. Maintain adequate inventory of special events materials including signs, barricades, and other necessary promotion or safety items.
16. Serve as liaison for special events activities and operations with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of special events; research and forecast trends in the amusement, entertainment, and leisure services industry.
18. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
19. Work flexible hours including evenings, holidays, and occasional weekends to accommodate event schedules.
20. 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 public event planning and coordination, with a focus on activating public spaces.
- Operational characteristics, services, and activities of a City's event planning and revitalization program.
- Economic impact and revitalization strategies related to event planning and activation of public spaces.
- Modern and complex principles and practices of grant funding and administration for events in public spaces.
- Understanding of local regulations and safety requirements for public events.
- Marketing and communication strategies to promote events.
- Principles and practices of municipal budget preparation and administration as it relates to event planning.
- Principles and practices of neighborhood revitalization and community engagement, specifically as it pertains to event planning and activation of public spaces.
- Concerns and interests of local community, businesses, and other public agencies in relation to event coordination.
- Pertinent federal, state, and local laws, codes, and regulations
- Concerns and interests of local community, businesses, and other public agencies.

CITY OF RENO

Activation Coordinator (Continued)

Methods and techniques of dealing effectively with the public.
Principles of business letter writing and report preparation.
Principles and practices of municipal budget preparation and administration
Principles and practices of contract negotiation, preparation and monitoring.
Principles and applications of critical thinking and analysis.
Methods and techniques of public relations.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Communicate effectively both orally and in writing with a variety of stakeholders, including community members, local businesses, and city officials.
Adapt communication style to suit the needs of the audience.
Experience in public speaking and delivering presentations.
Build and maintain positive relationships with stakeholders and partners.
Demonstrate strong interpersonal skills and ability to work effectively with a diverse group of people.
Experience in conflict resolution and mediation.
Negotiate effectively with vendors, sponsors, and other partners to ensure successful events.
Experience in contractual negotiations related to event planning and coordination.
Demonstrated ability to advocate for the best interests of the city and community.
Organize and manage multiple events simultaneously.
Experience in event logistics and management, including equipment rentals and vendor contracts.
Prioritize and manage time effectively.
Analyze problems and identify alternative solutions, projecting the consequences of proposed actions and implementing recommendations in support of goals.
Experience in creative problem-solving and innovation.
Work collaboratively with stakeholders to address challenges and find solutions.
Manage time effectively and efficiently to ensure events are executed smoothly and successfully.
Experience in managing schedules and timelines for event planning and execution.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

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 Hospitality and Tourism Management, Marketing, Business Administration, Public Administration, Communication, or closely related field.

Experience:

Three years of experience coordinating public events, conventions, and/or large scale meetings and their corresponding logistics.

License or Certificate:

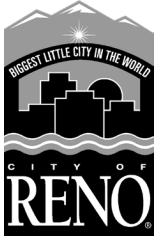
Possession of an appropriate, valid driver's license.

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 a standard office setting with some travel to different sites and locations; incumbents may be required to work extended hours including evenings, holidays and weekends to accommodate event schedules.

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: March 31, 2023

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.7. Request to approve the minimum qualifications of the new classification specification of Park Development Planner. (For Possible Action)

Background:

Human Resources in collaboration with the Parks & Recreation Department has developed the classification specification of Park Development Planner to provide support to the Parks & Recreation Department in park and facilities projects and development.

Discussion:

The work to be done in the classification specification of Park Development Planner will help improve the current parks and facilities, as well as design and plan parks, trails, open space areas, and other park projects.

The proposed minimum qualifications include:

- Education:
 - A Bachelor's degree from an accredited college or university with major course work in landscape architecture, urban or environmental planning, civil engineering, or related field.
- Work Experience:
 - Four years of increasingly responsible park, landscape, or urban planning experience that includes construction experience and one year of lead or project management responsibility.
- License or Certificate:
 - Valid Driver License.
 - Must be licensed as a Landscape Architect and must obtain Nevada License within one year of appointment

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

Recommendation:

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



Department of Human Resources

MEMORANDUM

Date: March 31, 2023
To: Civil Service Commission
From: Nika Hsiao, Management Analyst, Human Resources
Subject: Park Development Planner – Approval of Minimum Qualifications

Recommendations: It is recommended the Civil Service Commission approve the minimum qualifications for the new position of Park Development Planner classification.

Discussion: The Park Development Planner position is a new classification. This position will be supporting Parks and Recreation in park projects and development.

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 landscape architecture, urban or environmental planning, civil engineering, or related field.

Experience:

Four years of increasingly responsible park, landscape, or urban planning experience that includes construction experience and one year of lead or project management responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

Must be licensed as a Landscape Architect and must obtain Nevada License within one year of appointment.

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: Office and field setting; travel to different locations; incumbents may be exposed to grease, oils, dust, potentially toxic chemicals, fumes, smoke, gases, and inclement weather conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces.

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

keyboard; to travel to other locations using various modes of transportation; and to verbally communicate to exchange information.

Action: It is requested the Civil Service Commission approve the proposed minimum qualifications for the Park Development Planner classification.

PARK DEVELOPMENT PLANNER

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

SUMMARY DESCRIPTION

Under general direction, performs professional landscape park designs and park planning functions related to the development of projects and facilities; assists in the park planning, reviewing, analyzing and processing of parks, trails, open space areas, park recreational development and/or park improvement projects; oversees and leads the work of assigned staff; and solicits and oversees consultant and construction contracts.

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. Prepare, design, and draft, drawings, specification cost estimates, and reports for park projects and developments; assists in the planning, review, analysis, and processing of parks, trails, open space areas, park recreational facilities, other park recreational development and/or park improvement.
2. Review landscape plans and landscaping design proposals for the Parks Department.
3. Aids in the preparation of park environmental documents, project master planning, and coordination of environmental review and permit process functions.
4. Provide technical information services in response to personal, written, and telephone inquiries.
5. Make initial field surveys and studies and inspect park sites to determine soil condition and plant ecology and to secure measurements for park design preparation.
6. Solicit and oversee consultant and construction contracts as necessary; prepare detailed plans for planting, grading, or site development, including estimates and specifications, and make field inspection of work in progress; act as Project Coordinator for the Parks and Recreation Department construction projects.
7. Make modification or change orders in the design plans as may be needed including redrafting of plans and drawings.
8. Review and coordinate engineering and architectural construction plans, as related to park functions, and assist in the development of plans relating to water supply, sewage disposal and electric power lines, that may effect park and open space use.
9. May assist in grant writing and budget preparation.
10. Review subdivision proposals, special use permits and major project review items to determine their impact on the City's long term goals and objectives for the regional park system; make recommendation on how to best accommodate the addition of these developments within the goals and objectives for the regional park system.
11. Make presentations before governing bodies, neighborhood, or community groups on behalf of the department, to provide information, respond to questions, and collect information on residential needs, concerns, and interest concerning Park and Recreation projects.

CITY OF RENO
Park Development Planner (Continued)

12. Evaluate changing industry trends and incorporate into project planning.
13. Act as an interagency liaison for City projects.
14. Oversee and lead the work of assigned staff; train staff in assigned duties as necessary.
15. Perform related duties as required.

QUALIFICATIONS

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

Knowledge of:

The principles and practices of landscaping architectural, planning and design.
Ornamental horticulture, plant cultivation, and pruning trees, flowers, shrubs, and grasses and other aspects of plant propagation and care.
Principles and techniques of project management.
Occupational hazards and standard safety precautions necessary in the work.
Principles of supervision, training, and performance evaluation.
Basic principles and practices of municipal budget preparation and administration.
Principles and procedures of record keeping.
Principles of business letter writing and report preparation.
Computers and applicable software applications.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Make accurate graphic presentations and a working acquaintance with a Computer Aided Drafting Techniques (CAD).
Organize, direct and implement a comprehensive park landscape program.
Supervise, organize, and review the work of assigned staff.
Conduct studies, prepare comprehensive reports and determine cost-effective ways for conducting assigned field operations.
Oversee multiple design and construction projects.
Prepare clear and concise reports.
Prepare and monitor a budget.
Maintain proper records and prepare comprehensive reports.
Understand and follow oral and written instructions.
Work independently in the absence of supervision.
Understand and apply pertinent laws, rules and regulations.
Work safely.
Have originality in the design of parks recreation areas and other landscaping projects and the ability to evaluate landscape projects and to compile cost and time estimates, in accordance with departmental policies and local needs and situations.
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.

CITY OF RENO
Park Development Planner (*Continued*)

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 landscape architecture, urban or environmental planning, civil engineering, or related field.

Experience:

Four years of increasingly responsible park, landscape, or urban planning experience that includes construction experience and one year of lead or project management responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

Must be licensed as a Landscape Architect and must obtain Nevada License within one year of appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

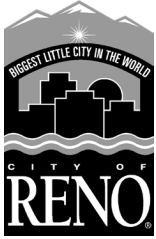
The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office and field setting; travel to different locations; incumbents may be exposed to grease, oils, dust, potentially toxic chemicals, fumes, smoke, gases, and inclement weather conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces.

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

6-18-01

March 2023
Human Resources



Civil Service Commission

MEMORANDUM

Date: March 27, 2023

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.8. Request to approve the revised minimum qualifications of the classification specification of Traffic Signal Mechanic. (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 Traffic Signal Mechanic.

Discussion:

This change to the existing qualifications for the classification specification of Traffic Signal Mechanic removes the commercial driver's license requirement due to the department no longer using vehicles that require a CDL.

The language removed from the minimum qualifications:

- Possession of a valid commercial driver's license (CDL) with appropriate endorsement.

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 Traffic Signal Mechanic as presented.

Attachment 1: Memo requesting approval of minimum qualifications from Nika Hsiao, Human Resources Management Analyst.
Attachment 2: Classification Specification for Traffic Signal Mechanic.



Department of Human Resources

MEMORANDUM

Date: March 21, 2023
To: Civil Service Commission
From: Nika Hsiao, Management Analyst, Human Resources
Subject: Traffic Signal Mechanic – Revision of Minimum Qualifications

Recommendations: It is recommended the Civil Service Commission approve the revised minimum qualifications for the Traffic Signal Mechanic classification.

Discussion: The Traffic Signal Mechanic is an existing classification. The proposed changes to the minimum qualifications for this position is to remove the commercial driver's license (CDL). The CDL is no longer a requirement for the position as the department now utilizes vehicles (bucket trucks) that do not require a CDL.

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:

Equivalent to the completion of the twelfth grade supplemented by college level course work in electrical, electronics, or a related field.

Experience:

Two years of journey level electrical experience. Experience in the repair, maintenance, and installation of traffic control units and equipment.

License or Certificate:

~~Possession of a valid commercial driver's license (CDL) with appropriate endorsement.~~

Possession of International Municipal Signal Association (IMSA) certifications are desirable.

Action: It is requested the Civil Service Commission approve the proposed minimum qualifications for the Traffic Signal Mechanic classification.

TRAFFIC SIGNAL MECHANIC

*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, performs a variety of electrical and electronic repairs and maintenance on traffic control units and equipment including traffic controllers, vehicle detectors and traffic signal control computers; and maintains, repairs, modifies, and installs traffic signals, street lights, electronic systems, and related apparatus.

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. Perform a variety of electrical and electronic repairs and maintenance on traffic control units and equipment including traffic controllers, vehicle detectors, and traffic signal control computers; inspect and verify signal installations; respond to urgent signal malfunctions.
2. Install, maintain, inspect, and repair traffic signal equipment for proper operation; perform preventive maintenance on assigned systems.
3. Repair traffic signals and City street lights by replacing bulbs, photo cells, wiring, fuses, circuit breakers, ballasts, and signal head parts.
4. Install and maintain overhead and underground traffic signal communication cabling; perform U.S.A. locations; pull wires and make electrical connections required to tie in wiring, signals, vehicle detectors, and control cabinets.
5. Repair and install pedestrian fixtures, traffic signal fixtures, optically programmable fixtures, and inductive vehicle loop detectors at intersections.
6. Repair, program, and maintain electrically operated flashing school zone clocks and signs.
7. Install and repair vehicle loops using concrete saw, loop sealant machine, jackhammer and compressor.
8. Install and maintain video detection on poles.
9. Provide support to various City staff and the general public regarding traffic signal issues and safety concerns; respond to regular and emergency calls for service as appropriate.
10. Direct and control the flow of traffic during repairs, installation, or modification of traffic signals.
11. Review and interpret plans and specifications for various traffic engineering functions; review completed work to ensure compliance with established plans; advise higher level engineering staff of deficiencies as appropriate.
12. Operate a variety of electrical and electronic repair and heavy equipment including a volt meter, specialized test equipment, bucket truck, and crane truck.

CITY OF RENO

Traffic Signal Mechanic (Continued)

13. Review signal construction plans and prepare comments; maintain accurate and detailed records of traffic signal plans, schematics, and signal timing specifications; update records as maintenance is performed.
14. 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:

Electrical and electronics principles and practices as applied to traffic control devices.
Principles, practices, techniques, tools, and materials used in the installation, maintenance and repair of electrical or electronic systems and equipment.
Principles of electrical theory as applied to electrical circuits and wiring systems.
Methods and techniques of maintaining, installing and repairing electrical systems and equipment.
Operating characteristics and application of electrical test equipment.
Methods and techniques of troubleshooting and calibrating electric and electronic systems and components.
Instrumentation equipment and precision tools.
Preventive and corrective maintenance techniques.
Precautions necessary for working with high voltage.
Electrical theory, electrical wiring, electrical control systems, and national electrical code.
The manual on uniform traffic control devices.
Operational characteristics of computerized traffic control systems.
Principles and procedures of record keeping.
Occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Perform a variety of installation, repair, and maintenance duties on electrical equipment and systems.
Diagnose defects and repair electrical traffic control devices and related equipment.
Install and maintain overhead and underground traffic signal communication cabling.
Operate a variety of electrical testing, maintenance, repair, and installation equipment in a safe and effective manner.
Use electrical test equipment.
Operate hand and power tools competently and safely.
Read and interpret schematics, blueprints, and diagrams.
Monitor and operate computerized traffic signal controls.
Respond to requests and inquiries from the general public.
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.

CITY OF RENO
Traffic Signal Mechanic (Continued)

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:

Equivalent to the completion of the twelfth grade supplemented by college level course work in electrical, electronics, or a related field.

Experience:

Two years of journey level electrical experience. Experience in the repair, maintenance, and installation of traffic control units and equipment.

License or Certificate:

~~Possession of a valid commercial driver's license (CDL) with appropriate endorsement.~~

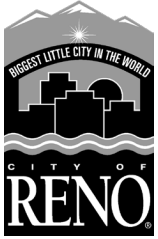
Possession of International Municipal Signal Association (IMSA) certifications are desirable.

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: Outdoor field environment;; travel from site to site; work around traffic; exposure to noise, dust, grease, smoke, fumes, gases, electrical energy, radiant energy, high voltage, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights on scaffolding and ladders; work or inspect underground in confined spaces; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.



Civil Service Commission

MEMORANDUM

Date: March 31, 2023

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item C.1. Presentation of public safety recruiting and hiring statistics. (Not for action)

Presentation by Civil Service Technician, Sneha Sharma to the Civil Service Commission regarding the diversity statistics of the most recent Firefighter and Police Officer Recruit rounds of hiring.

Attachment 1: Public Safety Recruiting & Hiring Statistics presentation.



Fire Academy
Feb 2023



Police Academy
Jan 2023

Highlights



Applications Received

Police Academy - Total applications received = 190

Fire Academy - Total applications received = 346



Qualified Applications

Police Academy - 47% of qualified applicants were from varied racial & ethnical backgrounds

Fire Academy - 31% of qualified applicants were from varied racial & ethnical backgrounds



Referred

Police Academy - 49% of referred applicants were from varied racial & ethnical backgrounds

Fire Academy - 32% of qualified applicants were from varied racial & ethnical backgrounds



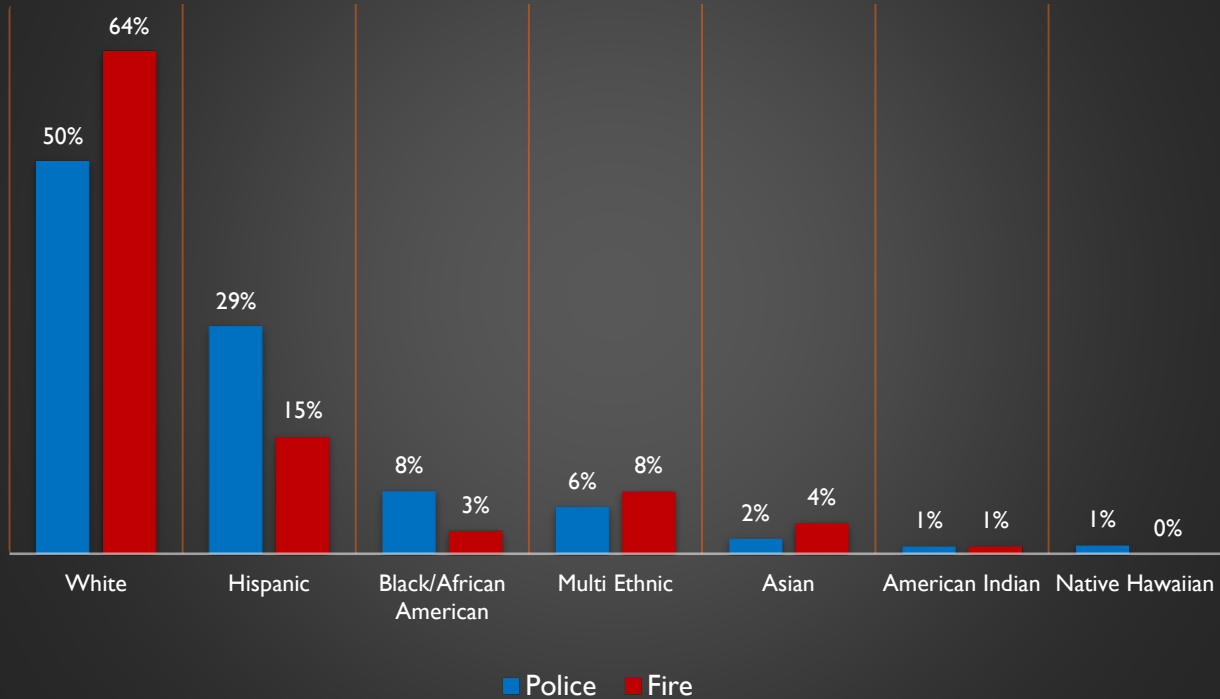
Hired

Police Academy - 59% of hired applicants were from varied racial & ethnical backgrounds

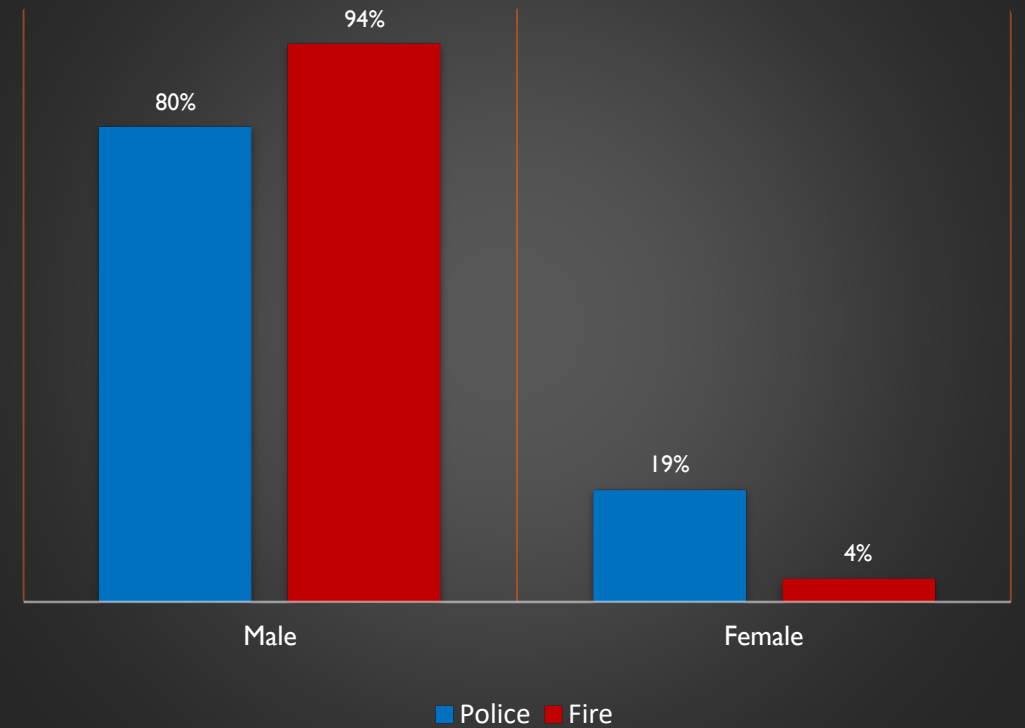
Fire Academy - 15% of hired applicants were from varied racial & ethnical backgrounds

QUALIFIED POLICE – 183 / FIRE - 341

Qualified Candidates by Ethnicity

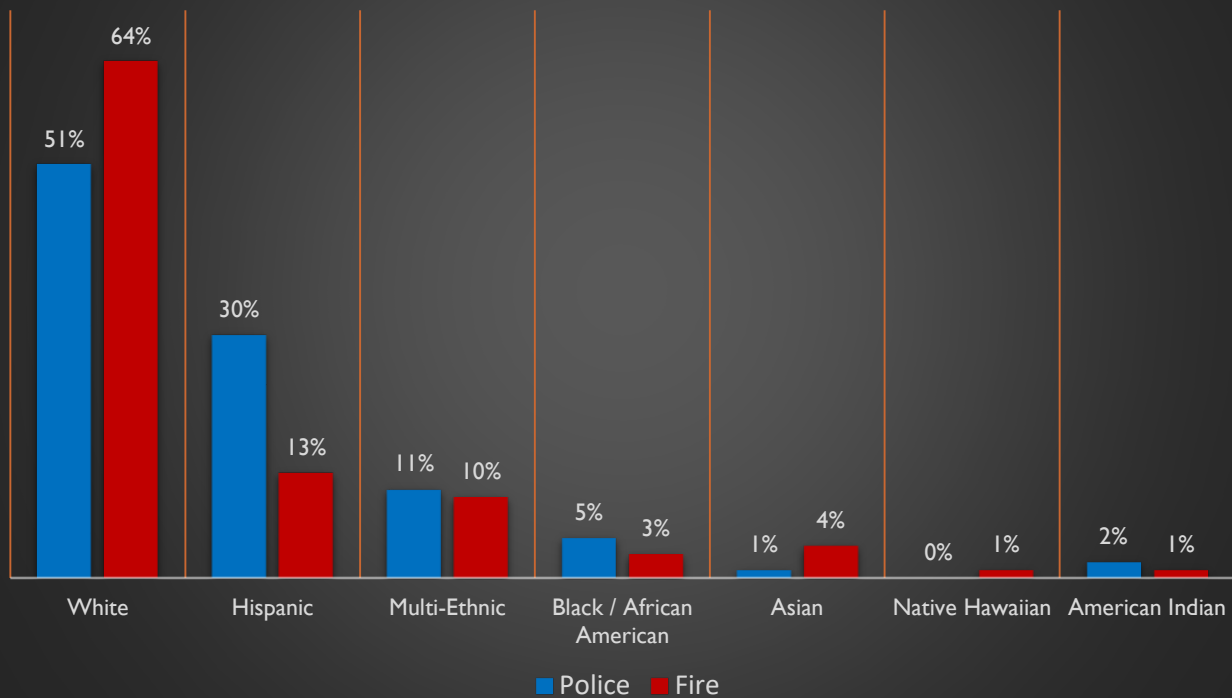


Qualified Candidates by Gender

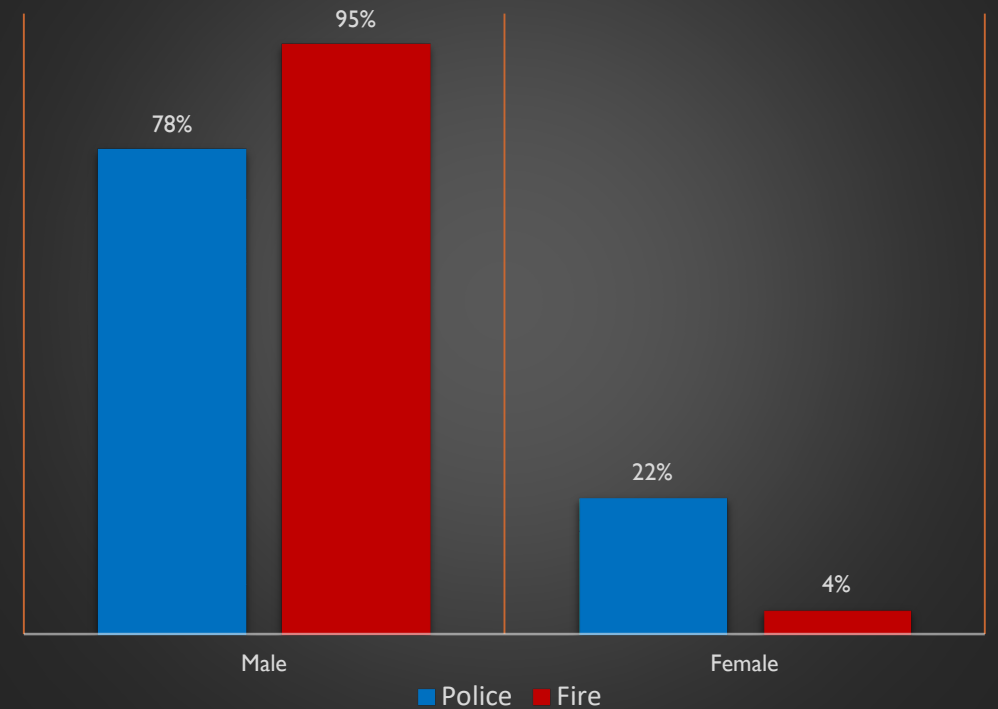


REFERRED POLICE – 91 / FIRE - 146

Referred Candidates by Ethnicity

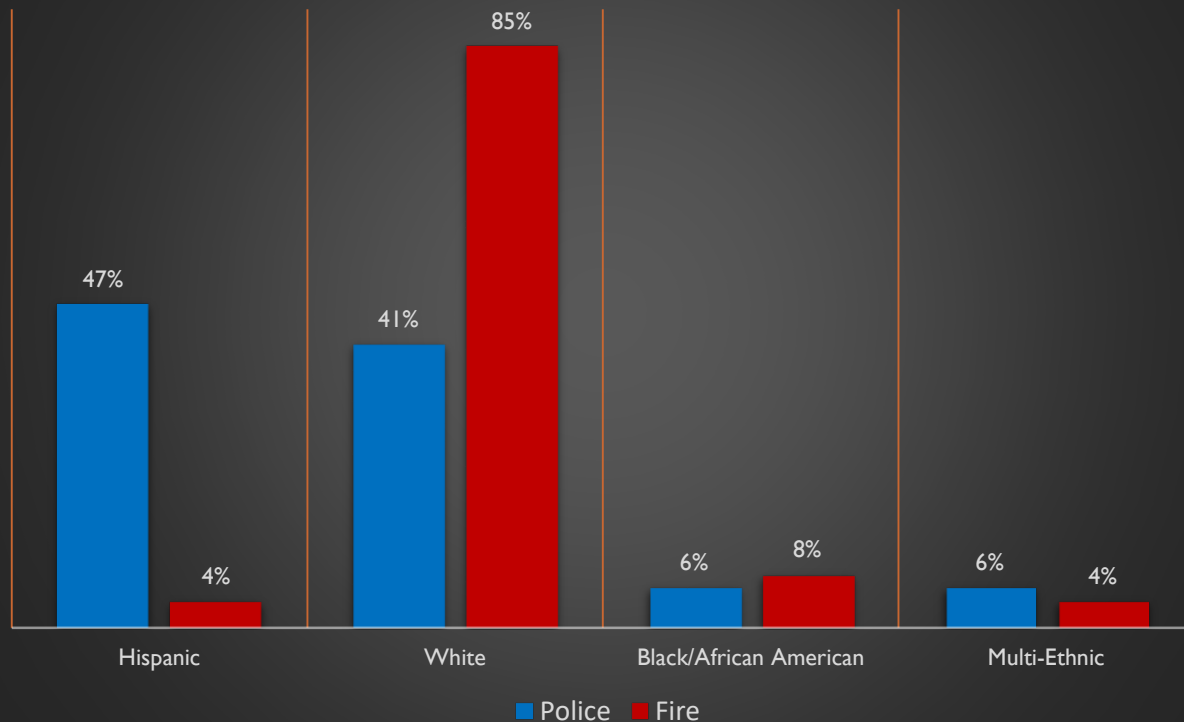


Referred Candidates by Gender

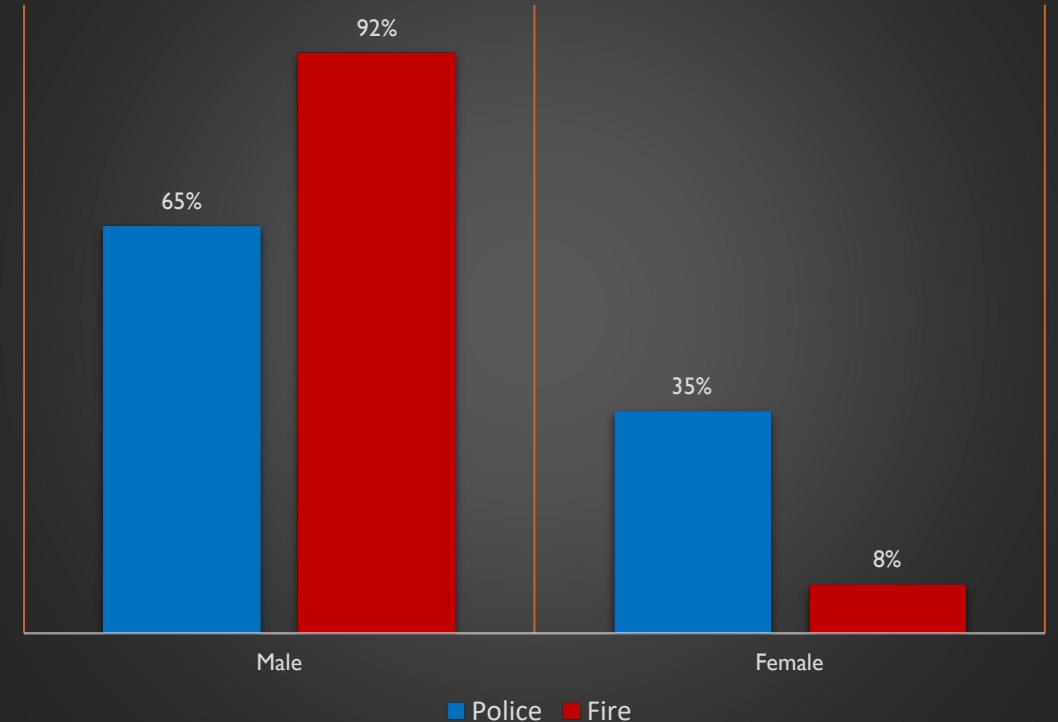


HIRED POLICE – 17 / FIRE - 26

Hired Candidates by Ethnicity



Hired Candidates by Gender





QUESTIONS?

CIVIL SERVICE COMMISSION

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