

## CIVIL SERVICE COMMISSION Hybrid Meeting

### Agenda

Thursday, May 11, 2023, at 3:30 p.m.  
City of Reno City Hall, 6<sup>th</sup> 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](http://www.reno.gov), and NRS 232.2175 at [www.notice.nv.gov](http://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](mailto:civilservice@reno.gov) or (775) 334-2223.

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\\_-jiHRFEHSFyLY-rXXFQy3w](https://us06web.zoom.us/webinar/register/WN_-jiHRFEHSFyLY-rXXFQy3w)

**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](mailto:civilservice@reno.gov) or (775) 334-2223, 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](mailto:civilservice@reno.gov) or (775) 334-2223, and on the City's website at [www.reno.gov](http://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](http://Reno.Gov/PublicComment), by sending an email to [ackermannb@reno.gov](mailto:ackermannb@reno.gov), by leaving a voicemail at

(775) 334-2223 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)** - May 11, 2023.

**A.4 Approval of the Minutes (For Possible Action)** - April 13, 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 the revised minimum qualifications of the classification specification of Paramedic (Non-Suppression). (For Possible Action)**

**B.4. Request to approve the revised minimum qualifications of the classification specification of Traffic Signal Mechanic. (For Possible Action)**

## **C. Regular Agenda**

**C.1 Quarterly report from Nika Hsiao, Human Resources Business Partner, per Rule VII, Section 13(e), regarding temporary and part-time employees for FY 22/23 Quarter 3. (Not for Action)**

**C.2 Discussion and direction with regard to upcoming annual performance review of the Chief Examiner (For Possible Action)**

**C.3 Presentation of proposed Civil Service rule amendment to Rule X, addition of Section 5 – Return to Civil Service, discussion, and possible direction thereon. (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** - June 8, 2023, at 3:30 p.m. City Hall - 6<sup>th</sup> 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, April 13, 2023, at 3:30 p.m.  
City of Reno City Hall, 6<sup>th</sup> 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**

*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  
Nichole Paul  
Christopher Svendsen

**MEMBERS EXCUSED:** Jay Kenny

**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:** 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)** – April 13, 2023.

*It was moved by Vice Chair Allen and seconded by Commissioner Svendsen, to approve the April 13, 2023 agenda. The motion passed unanimously.*

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

*It was moved by Commissioner Svendsen and seconded by Vice Chair Allen, to approve the minutes for March 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 was not present at this meeting.

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

Chief Examiner Ackermann informed the Commission that recruitments and vacancies remain steady. Civil Service currently has nine recruitments open, six in development including FEO, for which the written test will be administered early May and the practical examination will be administered at the end of May. Additionally, Civil Service will start working on two more recruitments next week.

The Civil Service Team continues to build content for the BLI page, including information sheets and templates.

Chief Examiner Ackermann announced that Civil Service continues to hold quarterly Hiring-Team meetings, the last month Civil Service met with Utility Service, Police, Fire, City Clerk's, and Development Services departments. The feedback from departments is that these meetings are very helpful and informational. Civil Service will continue to bring educational information regarding our processes to these meetings.

The Civil Service Team continues to participate in the Reno Works program. Brenda participated in the mock interviews provided to the participants. The team also attended two One City, Many Voices events. Civil Service had meetings with HR, the class and comp study consultants, and with Angela Davis, from HR, to improve access to benefit information from job postings.

## **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)**

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

**C. Regular Agenda**

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

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

Vice Chair Allen thanked Sneha for the presentation, and praised the Police department for keeping with the diversity lens in their hiring.

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

Civil Service will invite Reno Police Chief Nance to attend a future meeting and meet the Commissioners.

**E. Confirm next meeting date** – May 11, 2023, at 3:30 p.m. City Hall - 6<sup>th</sup> Floor Conference Room (For Possible Action)

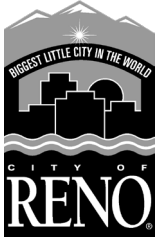
The next regular meeting of the Civil Service Commission is scheduled for May 11, 2023, at 3:30 p.m. at its regular location in City Hall.

**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)

***Chair Abney adjourned the meeting at 3:44 P.M.***



# Civil Service Commission

## Confirmation Report

**Date:** April 27, 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)

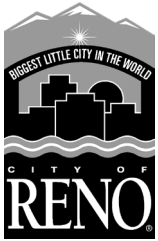
---

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
<b><u>Business License Division</u></b>			
Joey Arreygue	Business License Technician	6 months	April 14, 2023
Catherine Babione	Business License Technician	6 months	April 21, 2023
<b><u>Development Services Department</u></b>			
Jessica Damole	Development Permit Specialist	6 months	October 8, 2022
Peter Jordan	Combination Inspector	12 months	September 21, 2022
Umbach, James	Planning Technician	6 months	October 18, 2022
<b><u>Finance Department</u></b>			
Renee Beloit	Management Assistant	6 months	March 13, 2023
Victoria Haney	Program Assistant	6 months	March 13, 2023
Marcia Wood	Management Assistant	6 months	March 13, 2023
<b><u>Innovation &amp; Experience Division</u></b>			
Jennifer Pawliszyn	Lead Citizen Services Representative	6 months	September 16, 2022
<b><u>Maintenance &amp; Operations Department</u></b>			
Caleb Cahill	Maintenance Worker I	6 months	September 28, 2022
Zane Copenhaver	Maintenance Worker I	6 months	October 11, 2022
Daniel Delacruz-Berumen	Maintenance Worker I	6 months	September 28, 2022

<b>EMPLOYEE NAME</b>	<b>JOB TITLE</b>	<b>PROBATIONARY PERIOD</b>	<b>CONFIRMATION DATE</b>
<b><u>Maintenance &amp; Operations Department</u></b>			
Carlos Desiderio	Maintenance Worker I	6 months	October 11, 2022
Michael Spears	Maintenance Worker I	6 months	October 4, 2022
Roderick Steiner	Maintenance Worker I	6 months	September 28, 2022
<b><u>Parking &amp; Code Enforcement Department</u></b>			
Christopher Aufiero	Parking Enforcement Officer	12 months	March 18, 2023
Michael Koski	Parking Enforcement Officer	12 months	March 11, 2023
<b><u>Parks &amp; Recreation Department</u></b>			
Paul Caudill Jr.	Tree Maintenance Worker	6 months	April 7, 2023
Anthony Goulet	Adaptive Recreation Assistant	6 months	March 19, 2023
Stephany Portillo	Recreation Program Coordinator	6 months	March 19, 2023
Lucas Proctor	Tree Maintenance Worker	6 months	April 10, 2023
Shaun Stewart	Therapeutic Recreation Coordinator	6 months	March 19, 2023
<b><u>Public Safety Dispatch Department</u></b>			
Mandy Perez	Public Safety Dispatcher	12 months	September 27, 2022
<b><u>Public Works Department</u></b>			
Stephen Ball	Traffic Signal Technician	12 months	October 4, 2022
Jessica Noonan-Phipps	Program Assistant	6 months	September 28, 2022
<b><u>Reno Police Department</u></b>			
Travis Orange	Police Officer	12 months	October 6, 2022
Elvira Schaper	Forensic Evidence Supervisor	12 months	September 27, 2022
<b><u>Technology Department</u></b>			
Robert Allen	Communications Technician	12 months	March 21, 2023
Angela Askey	Information Technology Manager	12 months	February 18, 2023
Kimberly Hice	Information Technology Manager	12 months	March 11, 2023



# Civil Service Commission

## Eligible List Report

**Date:** April 28, 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)

---

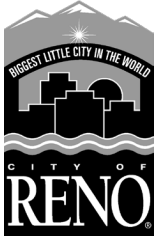
Pursuant to Rule VII, I recommend that the Civil Service Commission accept the eligible lists in accordance with the dates listed below:

---

CLASSIFICATION	LIST TYPE	DESCRIPTION
Assistant Planner	Open Competitive	There are ten (10) candidates on this list established on April 10, 2023, with ethnic, racial, and gender diversity.
Associate Planner Specialist	Open Competitive	There are five (5) candidates on this list established on April 17, 2023, with racial and gender diversity.
Human Resources Technician	Department Promotional	There is one (1) candidate on this list established April 3, 2023.
Human Resources Technician	City-Wide Promotional	There are three (3) candidates on this list established on April 3, 2023.
Human Resources Technician	Open Competitive	There are fifty-three (53) candidates on this list established on April 3, 2023, with ethnic, racial, and gender diversity.
Maintenance Worker III	Department Promotional	There are thirteen (13) candidates on this list established on April 7, 2023, with ethnic and racial diversity.
Maintenance Worker III	City-Wide Promotional	There is one (1) candidate on this list established April 7, 2023.
Planning Technician	Open Competitive	There are twelve (12) candidates on this list established on April 24, 2023, with ethnic, racial, and gender diversity.



Program Assistant – Arts & Culture	Open Competitive	There are thirty-eight (38) candidates on this list established on April 10, 2023, with ethnic and gender diversity.
Program Assistant - Sustainability	Open Competitive	There are twenty-five (25) candidates on this list established on April 17, 2023, with ethnic, racial, and gender diversity.
Program Assistant – Utility Services	Open Competitive	There are sixteen (16) candidates on this list established on April 11, 2023, with ethnic, racial, and gender diversity.
Recreation Program Coordinator	Open Competitive	There are thirty-seven (37) candidates on this list established on April 7, 2023, with ethnic, racial, and gender diversity.



# Civil Service Commission

## MEMORANDUM

**Date:** April 28, 2023

**To:** City of Reno Civil Service Commission

**From:** Barbara Ackermann, Chief Examiner

**Subject:** Item B.3. Request to approve the revised minimum qualifications of the classification specification of Paramedic (Non-Suppression). (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 Paramedic (Non-Suppression).

### **Discussion:**

This change to the existing qualifications for the classification specification of Paramedic (Non-Suppression) removes the minimum age of 18 years and the minimum one-year full-time experience working as a non-probationary Paramedic with a transporting ALS (advanced life support) system responding to a minimum of 1000 calls per year. The minimum age for paramedic certification is 18, therefore this was an unnecessary redundancy. Eliminating specific work experience will allow more candidates to be considered for this classification. Furthermore, the addition of the Prehospital Trauma Life Support (PHTLS) certification provides an equivalency option to the current International Trauma Life Support (ITLS) certification requirement.

The language removed from the minimum qualifications:

- Be at least 18 years of age at the time of appointment.
- A minimum of one-year full-time experience working as a non-probationary Paramedic with a transporting ALS (advanced life support) system responding to a minimum of 1000 calls per year.

The language added to the minimum qualifications:

- Must possess a current ITLS/PHTLS or equivalent certification, or have the ability to obtain one upon hire.

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 Paramedic (Non-Suppression) as presented.

*Attachment 1: Memo requesting approval of minimum qualifications from Angela DuPree, Human Resources Management Analyst.*

*Attachment 2: Classification Specification for Paramedic (Non-Suppression).*



# Department of Human Resources

## MEMORANDUM

**Date:** April 26, 2023  
**To:** Civil Service Commission  
**From:** Angela DuPree, Management Analyst, Human Resources  
**Subject:** **Paramedic (Non-Suppression) - Fire**

### **Recommendations:**

It is recommended the Civil Service Commission approve the revised minimum qualifications for the Paramedic (Non-Suppression) classification.

### **Discussion:**

The Paramedic (Non-Suppression) is an existing classification. The proposed changes to the minimum qualifications for this position is to remove the age requirement of at least 18 years old at time of appointment as possession of the NV Paramedic Certification, which is required for the position, already fulfills this requirement. The removal of the minimum of one-year full-time experience working as a non-probationary Paramedic with a transporting ALS (advanced life support) system responding to a minimum of 1000 calls per year to increase the applicant pool. Lastly, we propose adding the Prehospital Trauma Life Support (PHTLS) certification to the International Trauma Life Support (ITLS) certification to clarify the equivalency of both certifications and provide more flexibility for the candidates.

**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:**

~~Be at least 18 years of age at the time of appointment.~~ High School Diploma or equivalent. ~~and~~

~~A minimum of one year full time experience working as a non-probationary Paramedic with a transporting ALS (advanced life support) system responding to a minimum of 1000 calls per year.~~

### **License or Certificate:**

Possession of a valid driver's license at the time of appointment.

Possession of current, valid Nevada Paramedic certification or National Registry Emergency Medical Technicians (NREMT) Paramedic certification.

Must possess a current AHA BLS Provider certification.

Must possess a current AHA ACLS Provider certification.

Must possess a current AHA PALS Provider certification.

Must possess a current ITLS/PHTLS or equivalent certification, or have the ability to obtain one upon hire.

Ability to obtain a Nevada Ambulance Attendant license.

All licenses, certifications, and/or qualifications are required to be kept current and maintained for continued employment.

Applicants will be required to pass a medical evaluation prior to employment.

**Action:**

It is requested the Civil Service Commission approve the proposed minimum qualifications for the Paramedic (Non-Suppression) classification.

**PARAMEDIC (NON-SUPPRESSION)**

*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 Reno Fire Department Paramedic will operate as a non-fire suppression position under the department's EMS (Emergency Medical Service) Division. The Paramedic will provide EMS services including medical assessments, primary and ALS (advanced life support) treatment, and transportation of patients who are ill, injured, and/or need other medical services. Treatment, transportation and transfer of patients will be based upon established policies, procedures and protocols. This position will report to the Chief of the Emergency Medical Service Division.

**REPRESENTATIVE DUTIES**

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

1. Participate in the delivery of emergency and non-emergency medical and health care.
2. Responds to emergency and non-emergency medical calls for service and provides life support functions as indicated.
3. Drives and operates ambulances and other department vehicles safely, in accordance with established department and emergency driving guidelines.
4. Provides an exemplary, safe, professional demeanor at all times.
5. Becomes familiar with and maintains medical information in a confidential manner subject to the Health Insurance Portability and Accountability Act (HIPAA) as per policy.
6. Maintain currency of all required certifications and licenses.
7. Provide feedback to management for improvement of working conditions, patient care, and system performance.
8. Documents and completes all reports, such as: pre-hospital care reports, incident reports, travel information and training and continuing education records as per policy.
9. Lifts, carries, and/or pushes patients as needed to move or transfer them to wheelchairs, stretchers, ambulances, or other assistive devices.
10. Participates in the transportation of patients to appropriate treatment facility as needed; assists the receiving facility by obtaining, recording, and communicating patients' vital statistics and circumstances of the emergency.
11. Participates in vehicle, station, and equipment maintenance and cleanup activities; checks assigned vehicle(s) and equipment to ensure response readiness; maintains an inventory of supplies, equipment, and routine vehicle parts.
12. Assists staff/employees/others in delivering medical care.
13. Must be able to work overtime as required.

**CITY OF RENO**  
**Paramedic (Non-Suppression) (Continued)**

14. Other duties as assigned.

**QUALIFICATIONS**

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

**Knowledge of:**

Emergency medical procedures and patient assessment techniques.  
Arithmetic computations and formulas.  
Computer applications involving word processing, data entry, and/or standard report generations.  
Techniques for dealing with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds, often in situations which may be stressful.  
Applicable federal, state, and local laws, rules, regulations, practices, and procedures.

**Ability to:**

~~Demonstrate ability in analyzing situations quickly and reaching logical conclusions.~~

Analyze situations quickly and reach logical conclusions

Understand both written and oral information.

Follow procedures and directions both in written and oral form.

Demonstrate ~~W~~riting ability as reflected in filling out forms, reports, logs, and the drawing of diagrams.

Live and work as a member of the team.

Communicate with the general public.

Understand basic arithmetic elements using whole numbers, decimals, percentages, and fractions.

~~Understand~~ Demonstrate mechanical aptitude.

Learn and retain information.

Work under stress.

~~Demonstrate the ability to~~ learn equipment operations and maintenance, rescue, and other relevant techniques.

Apply Emergency Medical Technician skills.

Meet physical and medical requirements established by the department.

**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:**

~~Be at least 18 years of age at the time of appointment.~~ High School Diploma or equivalent,  
and

~~A minimum of one year full-time experience working as a non-probationary Paramedic with a transporting ALS (advanced life support) system responding to a minimum of 1000 calls per year.~~

**License or Certificate:**

Possession of a valid driver's license at the time of appointment.

**CITY OF RENO**

**Paramedic (Non-Suppression) (Continued)**

Possession of current, valid Nevada Paramedic certification or National Registry Emergency Medical Technicians (NREMT) Paramedic certification.

Must possess a current AHA BLS Provider certification.

Must possess a current AHA ACLS Provider certification.

Must possess a current AHA PALS Provider certification.

Must possess a current ITLS/[PHTLS](#) or equivalent certification, or have the ability to obtain one upon hire.

Ability to obtain a Nevada Ambulance Attendant license.

All licenses, certifications, and/or qualifications are required to be kept current and maintained for continued employment.

Applicants will be required to pass a medical evaluation prior to employment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

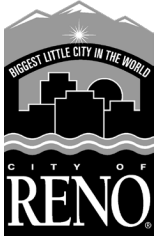
*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, solvents, potentially hazardous chemicals, gases, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work in or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights.

**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, crawl, climb, 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.

Rev ~~January 2023~~ [April 2023](#)

Human Resources Department



# Civil Service Commission

## MEMORANDUM

**Date:** April 27, 2023

**To:** City of Reno Civil Service Commission

**From:** Barbara Ackermann, Chief Examiner

**Subject:** Item B.4. 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:**

At the Civil Service Commission meeting on April 11, 2023, it was approved to remove the commercial driver's license (CDL) from the minimum qualifications for the classification specification of Traffic Signal Mechanic. After careful consideration by the Department, Civil Service, and Human Resources, it was determined that the possession of a valid driver's license is necessary to perform the work of the position.

The language added to the minimum qualifications:

- Possession of an appropriate, valid driver's license.

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:** April 20, 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. It was previously approved to remove the minimum qualifications of possession of the commercial driver's license (CDL). However, it is proposed to add the possession of a valid driver's license issued by the State of Nevada to the minimum 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:**

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 an appropriate, valid driver's license.

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 an appropriate, valid driver's license.

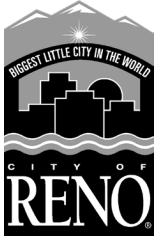
Possession of International Municipal Signal Association (IMSA) certifications are desirable.

**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:** April 27, 2023

**To:** City of Reno Civil Service Commission

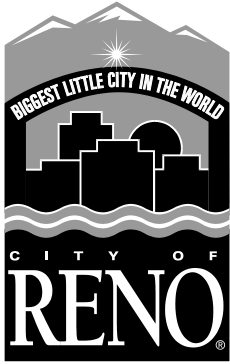
**From:** Barbara Ackermann, Chief Examiner

**Subject:** Item C.1. Quarterly report from Nika Hsiao, Human Resources Business Partner, per Rule VII, Section 13(e), regarding temporary and part-time employees for FY 22/23 Quarter 3. (Not for Action)

---

This report of temporary and part-time employees for the Fiscal Year 2022/2023 – Quarter 3, 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 3 from Nika Hsiao, Human Resources Business Partner.*



# Department of Human Resources

---

## MEMORANDUM

DATE: April 20, 2023

TO: Civil Service Commission

FROM: Nika Hsiao, Human Resources Business Partner

SUBJECT: Temporary and Part-time Employees - Quarterly Report  
for Fiscal Year 2022-2023 – Quarter 3

---

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

The following reports for fiscal year 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 - UNDER 234 HOURS IN QUARTER  
 ACTIVE & TERMINATED EMPLOYEES  
 FY 2022-23 Quarter 3 (January 1, 2023 to March 31, 2023)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
ABBOTT	ALLISON	08/20/2020	02/03/2023	Parks and Recreation/Youth	Recreation Specialist II - 9517	22.5
AGUILAR	ISAAC	02/21/2020	01/26/2023	Parks and Recreation/Youth	Recreation Specialist I - 9514	12.5
AGUILAR	JEZEL	08/16/2019		Parks and Recreation/Youth	Recreation Specialist II - 9517	37
AGUILAR BECERRA	MOSIES	08/18/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	26
AGUILAR BECERRA	REGINA	09/15/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	51.5
AGUILLARD	CAMERON	02/21/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	161.25
AGUIRRE DOMINGUEZ	CHRISTOPHER	10/12/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	162.5
ALARCON BOJORQUEZ	ANDY	08/09/2021		Police/Program & Service Management	Public Service Intern - 9995	210
ALBA	ADRIANA	08/14/2020		Parks and Recreation/Youth	Recreation Specialist III - 9535	16
ALCANTARA	RUTH	12/20/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	133.75
ALCAZAR	ALYSSA	08/10/2021		Parks and Recreation/Youth	Recreation Specialist II - 9517	92.25
ALLEN	KATE	06/09/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	34.75
AMJAD	KASHAWN	12/08/2014		Parks and Recreation/Youth	Recreation Specialist II - 9517	34.25
ANAYA	PAOLA	03/13/2023		City Manager/Strategic Communications	Assistant - 9990	15
ANDREW	JANE	06/09/2021		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	174.5
AQIL	MUHAMMAD	05/19/2021		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	73.5
ATLAS	JULIE	03/08/2023		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	5.5
AUGUSTINI	NANCY	02/12/2019		Human Resources	Assistant - 9990	176
AUSANO	MEGAN	04/21/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	85.5
BALLARD	RACHEL	01/05/2018		Parks and Recreation/Youth	Recreation Specialist III - 9535	109.5
BARAJAS	ARIYANA	03/24/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	156.5
BARNES	PAISLEY	01/19/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	68
BARRAGAN	EMILEE	03/15/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	128.25

**CITY OF RENO - TEMPORARY EMPLOYEES  
 QUARTERLY REPORT - UNDER 234 HOURS IN QUARTER  
 ACTIVE & TERMINATED EMPLOYEES  
 FY 2022-23 Quarter 3 (January 1, 2023 to March 31, 2023)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
BARRERA SANTIAGO	JIM	10/06/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	73.5
BARRON AGUIRRE	MANUEL	08/09/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	73.5
BAUMANN	IZABELLA	09/12/2022		City Manager/Arts, Culture & Special Events	Intern - 9991	144
BEAUCHAMP	GAVEN	08/24/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	116
BEAUREGARD	MADISON	02/16/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	31.5
BELFLOWER	CHASE	12/21/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	89
BERG	KAYLIE	03/21/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	164.75
BERRY	ANNABELLE	06/28/2021		Parks and Recreation/Youth	Recreation Specialist II - 9517	102.75
BERUMEN	ALFRED	03/11/2019	02/08/2023	Parks and Recreation/Youth	Recreation Specialist II - 9517	97.75
BERUMEN	HERLINDA	02/27/2019		Parks and Recreation/Youth	Recreation Specialist II - 9517	71
BESOLD	BELEN	08/11/2021		Parks and Recreation/Youth	Recreation Specialist III - 9535	225
BEST	MICHAL	09/22/2021		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	183.75
BETTS	KERRA	09/08/2020		Parks and Recreation/Youth	Recreation Specialist I - 9514	74.5
BOSCO	PIERSON	04/01/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	96
BOWEN	AVA	11/10/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	137.5
BUDGE	CONNOR	12/17/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	80.5
BUELL	GARRETT	12/06/2019		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	15.5
BURKETT	EMMA	12/15/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	30.75
BURLESON	JONATHON	12/21/2020		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	30.25
BURST	KAJAANI	08/30/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	174.5
BURST	RAIJA	12/20/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	151.5
BUTLER	KADEN	02/07/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	161.5
CABRERA LOPEZ	MELANY	01/12/2023		Parks and Recreation/Youth	Recreation Specialist II - 9517	126.75



**CITY OF RENO - TEMPORARY EMPLOYEES  
 QUARTERLY REPORT - UNDER 234 HOURS IN QUARTER  
 ACTIVE & TERMINATED EMPLOYEES  
 FY 2022-23 Quarter 3 (January 1, 2023 to March 31, 2023)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
CALDERA AVILA	ESTEFANIA	09/12/2022		City Manager/Clean and Safe Program	Intern - 9991	127
CALHOUN	JOY	01/31/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	50.75
CASTANEDA-FARIAS	ANTHONY	10/21/2019		Parks and Recreation/Youth	Recreation Specialist II - 9517	36.5
CHAMALE	LILIANA	08/18/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	120
CHAMBERLAIN	CAYDEN	10/19/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	55.25
CHAVEZ	ANGELA	12/20/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	118
CHAVEZ	JAZMIN	10/06/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	73.5
CHAVEZ-ORTIZ	WALTER	05/15/2018		Parks and Recreation/Youth	Recreation Specialist III - 9535	172
CISNEROS	BENJAMIN	01/10/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	89.75
CLARK	KYLER	05/18/2021		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	28.75
CLARK	LAWRENCE	06/19/2019		Parks and Recreation/Youth	Recreation Specialist II - 9517	94
CODEGA	TUCKER	11/08/2021		Parks and Recreation/Youth	Recreation Specialist III - 9535	232.75
CODMAN	FELICITY	01/09/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	122.75
COOK	WENDY	12/20/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	67
CORKRUM	PARKER	09/12/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	21.25
CORREA	ANDREA	09/29/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	69.75
CRAIN	ADDISON	12/29/2020		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	19.25
CRAIN	CASH	01/09/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	14
CRAWFORD	CAITLIN	11/16/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	31.5
CROARKIN	MATTHEW	10/13/2021		Parks and Recreation/Youth	Recreation Specialist II - 9517	107
CROSSLEY	VALERIE	05/18/2022		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	60
CRUTCHER	AUSTIN	09/30/2019		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	119.5
CUARDA	JAZ'MINE	07/26/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	62

**CITY OF RENO - TEMPORARY EMPLOYEES  
 QUARTERLY REPORT - UNDER 234 HOURS IN QUARTER  
 ACTIVE & TERMINATED EMPLOYEES  
 FY 2022-23 Quarter 3 (January 1, 2023 to March 31, 2023)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
CUSHING	ERIELLE	10/02/2017		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	5.75
CUSICK	CHERYL	07/15/2012		Police/Program & Service Management	Public Service Intern - 9995	6.5
DALINIS	SAM	10/15/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	61.25
DANIELS	ETHAN	06/22/2021		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	34
DARBY	MARY	03/08/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	76.5
DAVIS	DELILAH	06/06/2018		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	41.75
DE DIOS ALVAREZ	EMILY	01/26/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	4
DEJAN	CADENCE	07/08/2021		Parks and Recreation/Youth	Recreation Specialist III - 9535	121.25
DEMENT	MEKENZIE	03/24/2021		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	80
DEPOLO	RONALD	03/21/2019		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	196
DESROCHES	KAYLEE	09/16/2020		Parks and Recreation/Youth	Recreation Specialist I - 9514	96.5
DOMINI	CARSON	12/07/2020		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	119.75
DUNN	KARISSA	10/29/2019		Parks and Recreation/Youth	Recreation Specialist I - 9514	33.5
EBERT	ROBERT	04/15/2019		Public Works/Fleet Management	Maintenance Helper - 3716	136
EDWARD	HAILEY	06/22/2022		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	68.75
ENGELMANN	MERRILY	05/24/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	184
ENGH	AUSTIN	05/27/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	49.25
EPPERHEIMER	HAYLEE	02/20/2020		Parks and Recreation/Youth	Recreation Specialist III - 9535	60
ERIKSSON	JAKOB	03/02/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	12.25
ESPARZA-HERNANDEZ	JANET	08/01/2019		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	137.75
ESTORGA	JULIAN	05/10/2021		Community Development/Land Use Planning	Assistant - 9990	173
ESTRADA	KACIE	04/06/2021		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	13.75
ESTRADA JACINTO	DIEGO	12/29/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	141

**CITY OF RENO - TEMPORARY EMPLOYEES  
 QUARTERLY REPORT - UNDER 234 HOURS IN QUARTER  
 ACTIVE & TERMINATED EMPLOYEES  
 FY 2022-23 Quarter 3 (January 1, 2023 to March 31, 2023)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
ESTRADA JACINTO	LUIS	12/29/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	95.5
EVANS	BONNIE	08/06/2018		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	176.5
FLORES ALVAREZ	LUIS	10/10/2022		Public Works/Fleet Management	Maintenance Helper - 3716	184
FLORES OCEGUEDA	JORGE	11/20/2019		Parks and Recreation/Youth	Recreation Specialist III - 9535	129.75
FONTANILLA	MALIA	10/20/2020		Parks and Recreation/Youth	Recreation Specialist II - 9517	185.75
FRAGOSO MUNOZ	HECTOR	03/08/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	33
FULLER	BLAKE	06/07/2021		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	205.25
GALLEGOS	JIMMY	07/12/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	105
GALLOP	SYLVIA	06/30/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	42
GAPUZ	ANGELA	03/13/2023		City Manager/Strategic Communications	Assistant - 9990	30
GARATE	MIGUEL	03/01/2016		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	76.5
GARCIA-ZUNIGA	EVELYN	11/14/2018		Parks and Recreation/Youth	Recreation Specialist III - 9535	163.5
GENT	MORGAN	05/09/2022	01/13/2023	Police/Patrol-Crime Prevention	Public Service Intern - 9995	26
GIBB	AARON	04/14/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	106
GOLDRUP	COLBY	06/07/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	8.5
GOLDSTEIN	ELSA	01/27/2021		Parks and Recreation/Youth	Recreation Specialist II - 9517	132.5
GOMEZ	FABIAN	09/23/2021		Parks and Recreation/Youth	Recreation Specialist II - 9517	100
GOMEZ	SEBASTIAN	06/27/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	117.25
GONZALEZ	AMBERELY	08/23/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	88.5
GONZALEZ	BRENDA	09/07/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	129.25
GONZALEZ	CARALA	04/13/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	107.25
GONZALEZ	GIANNA	04/13/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	110.25
GONZALEZ-VILLASENOR	AZUSENA	10/11/2021		Parks and Recreation/Youth	Recreation Specialist III - 9535	138.25

**CITY OF RENO - TEMPORARY EMPLOYEES  
 QUARTERLY REPORT - UNDER 234 HOURS IN QUARTER  
 ACTIVE & TERMINATED EMPLOYEES  
 FY 2022-23 Quarter 3 (January 1, 2023 to March 31, 2023)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
GRAVES	MERSADIES	06/07/2022		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	3
GRIEVE	AMELIA	03/30/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	15.5
HALE	JENNA	06/10/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	83.25
HAMMOND	TERRENCE	03/06/2023		City Manager/Arts, Culture & Special Events	Recreation Specialist IV - 9541	30.25
HANSACHAKTREE	NIDCHARIN	02/24/2020		Parks and Recreation/Youth	Recreation Specialist III - 9535	193.75
HARPER	MAXWELL	04/11/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	65.75
HARTFORD	JANET	03/07/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	4
HARTY	KAILEY	01/04/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	146.75
HARTY	KAYDENCE	04/28/2022		Parks and Recreation/Youth	Recreation Specialist III - 9535	197.25
HARVEY	FAY	01/25/2021		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	36.5
HEATH	JENNIFER	07/23/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	164.25
HEATH	PIPER	10/19/2020		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	52
HEFFERNAN	HANNAH	06/04/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	79.5
HEIDE	TAYLOR	07/11/2022		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	36.25
HELGREN	GREGORY	01/25/2023		City Manager	Intern - 9991	70
HENSLEY	ASHLEY	05/04/2016		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	94.25
HERNANDEZ DOMINGUEZ	DANIELA	02/02/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	134
HERRERA CHAVEZ	ARGELIA	10/25/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	129.75
HIGDON	SIERRA	03/24/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	31
HILLS	KELSEY	12/12/2022		Police/Records & ID	Public Service Intern - 9995	198.5
HOGAN	JOSEPH	09/26/2017		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	4.5
HOLLARS	LARRY	04/04/2022		Parks and Recreation/Athletics	Recreation Specialist II - 9517	58
HOLMQUIST	AUDREY	07/05/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	106.75

**CITY OF RENO - TEMPORARY EMPLOYEES  
 QUARTERLY REPORT - UNDER 234 HOURS IN QUARTER  
 ACTIVE & TERMINATED EMPLOYEES  
 FY 2022-23 Quarter 3 (January 1, 2023 to March 31, 2023)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
HOOKS	NICHELE	01/10/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	109
HORTA PORTILLO	ASHLEY	03/02/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	112.75
HORTA PORTILLO	SHEILA	02/09/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	37
HUMPHREY	ALUNA	05/26/2022	01/04/2023	Parks and Recreation/Youth	Recreation Specialist I - 9514	2
HUMPHREY	AURORA	08/12/2020		Parks and Recreation/Youth	Recreation Specialist II - 9517	61.25
HUSTEAD	WALTER	06/23/2022		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	27.5
INIGUEZ	MELISSA	05/16/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	107.5
JACINTO	EZEKIEL	04/13/2015		Parks and Recreation/Youth	Recreation Specialist II - 9517	45.75
JACKSON	JAZZLI	12/22/2020		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	14.25
JAGGERS	MADELYN	02/23/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	90.25
JARA	ADRIAN	12/14/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	132.25
JARA	AZLEY	04/27/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	143.75
JARA	ELIAS	06/08/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	156.5
JENSEN	BROOKE	11/07/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	71.5
JESCH	JENNA	05/02/2022		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	147.25
JOHNSON	ALIYAH	02/18/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	124
KANE	KELSIE	03/26/2018		Parks and Recreation/Youth	Recreation Specialist III - 9535	170.5
KHUNDKAR	FARABI	03/08/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	94
KIRKPATRICK	BIANCA	06/03/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	32.75
KLAFEHN	ERICA	08/15/2022		Parks and Recreation/Athletics	Recreation Specialist II - 9517	78.5
KNIGHT	TYLER	07/12/2021		Parks and Recreation/Athletics	Recreation Specialist V - 9538	29.5
KOCHER	PAUL	04/09/2018		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	40
KRULIK	KORY	02/02/2021		Parks and Recreation/Youth	Recreation Specialist II - 9517	183.25

**CITY OF RENO - TEMPORARY EMPLOYEES  
 QUARTERLY REPORT - UNDER 234 HOURS IN QUARTER  
 ACTIVE & TERMINATED EMPLOYEES  
 FY 2022-23 Quarter 3 (January 1, 2023 to March 31, 2023)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
KRYSINSKI	KADYNCE	08/05/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	27.25
LACY	CARISSA	05/27/2021		Parks and Recreation/Youth	Recreation Specialist III - 9535	187.75
LANGER	ARI	06/15/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	31.75
LARSON	NICHOLAS	08/16/2021		Police/Program & Service Management	Public Service Intern - 9995	210
LAWSON	ISIAH	10/06/2021		Parks and Recreation/Athletics	Recreation Specialist II - 9517	83.5
LEE	NICOLE	04/30/2010		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	8.5
LEMAY	AIMEE	04/30/2019		Parks and Recreation/Park Maintenance	Recreation Specialist III - 9535	43.5
LESTER	REEVE	10/10/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	49.5
LEVERSON	GINA	04/12/2004		Community Development/Code Enforcement	Assistant - 9990	108
LITZ	JULIANA	09/19/2022		City Clerk	City Clerk Assistant - 9996	210
LOMBARDO	ELLEN	08/02/2019		Parks and Recreation/Youth	Recreation Specialist III - 9535	102
LONDEREE	BROOKE	09/01/2021		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	51.25
LOPEZ MARROQUIN	KATIE	03/06/2023		Parks and Recreation/Youth	Recreation Specialist II - 9517	2
LYTLE	BROOKE	03/04/2019		Parks and Recreation/Youth	Recreation Specialist II - 9517	95.75
MAHYAR	ALI	03/10/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	109
MAISS	JAIME	03/01/2022		Parks and Recreation/Athletics	Recreation Specialist II - 9517	1
MANZANO-LOPEZ	ALENNA	06/04/2019		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	26.5
MAQUEDA	ALEXIA	01/26/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	48.5
MARCAIDA	MALIA	11/14/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	35.25
MARCONDES	MARCUS	06/23/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	72.5
MARKO	THEA	01/23/2023		Police/Records & ID	Public Service Intern - 9995	143
MARQUEZ	DRAVEN	10/24/2022		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	79.75
MARR	RACHEL	10/26/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	123

**CITY OF RENO - TEMPORARY EMPLOYEES  
 QUARTERLY REPORT - UNDER 234 HOURS IN QUARTER  
 ACTIVE & TERMINATED EMPLOYEES  
 FY 2022-23 Quarter 3 (January 1, 2023 to March 31, 2023)**

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	174.5
MASON	LYLE	09/15/2015		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	24
MAYORGA CORREA	JENNIFER	09/06/2018		Parks and Recreation/Youth	Recreation Specialist II - 9517	4.5
MCARTHUR	JILL	01/15/2015		Parks and Recreation/Aquatics	Aquatics Specialist IV - 9521	46
MCELWEE	NOVA	06/12/2000		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	167
MCKENZIE	RONALD	09/20/2016		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	122
MCKIBBEN	ELIZABETH	04/12/2018		Parks and Recreation/Youth	Recreation Specialist I - 9514	14.5
MCLEAN	SOFIE	05/23/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	7.75
MEACHAM	WILLIAM	01/08/2020		Parks and Recreation/Inclusion	Recreation Specialist V - 9538	79.5
MENICUCCI	MARY	06/18/2013		Parks and Recreation/Athletics	Recreation Specialist V - 9538	4
MEZA	ANETH	02/05/2020		Parks and Recreation/Youth	Recreation Specialist III - 9535	121.5
MEZA VASQUEZ	LESLIE	02/15/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	48
MILLER	JULIE	10/12/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	189.5
MILLER	NATHAN	03/04/2019		Parks and Recreation/Athletics	Recreation Specialist II - 9517	94.5
MILLS	NATHAN	12/12/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	62
MISANIK	MICHAEL	05/21/2013		Parks and Recreation/Youth	Recreation Specialist II - 9517	66
MORA AYALA	MICHELLE	02/08/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	52.5
MORIGEAU	KIMBERLY	11/20/2018		Parks and Recreation/Aquatics	Aquatics Specialist IV - 9521	6
MULLINS	DANIELLE	05/16/2013		Parks and Recreation/Youth	Recreation Specialist IV - 9541	25
MYERS	BRAYDEN	03/16/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	192
NAJERA	MARIA	11/17/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	94
NAVA	MIA	08/31/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	120.75
NAVA MURILLO	ABRAHAM	08/19/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	134.5

**CITY OF RENO - TEMPORARY EMPLOYEES  
 QUARTERLY REPORT - UNDER 234 HOURS IN QUARTER  
 ACTIVE & TERMINATED EMPLOYEES  
 FY 2022-23 Quarter 3 (January 1, 2023 to March 31, 2023)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
NELSON	MARY	05/30/2019		Parks and Recreation/Aquatics	Aquatics Specialist IV - 9521	40
NERI	PAMELA	12/15/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	96.25
NICKEL	GABRIELLE	05/11/2021		Community Development/Land Use Planning	Assistant - 9990	206
NIETHOLD	KRISTA	11/05/2020		Parks and Recreation/Youth	Recreation Specialist II - 9517	106.25
NIGHTINGALE	SHIELA	06/13/2014		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	149.25
NOVOA-REYES	ALEXA	02/01/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	144.75
O'NEIL	MARGARET	03/06/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	2
OCHOA	OSCAR	12/17/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	134.25
OSHIOKPEKHAI	ANNAMARIE	01/30/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	45
OVERMIER	ALEXANDRIA	03/02/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	2
OVERTON	DONALD	12/12/2014		Public Works/Downtown Maintenance	Maintenance Helper - 3716	201
PAPA	MCKENZIE	06/06/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	65
PARK	ALEXANDER	06/09/2022		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	36.25
PARRISH	MICHAEL	03/01/2018		Parks and Recreation/Athletics	Recreation Specialist III - 9535	68
PEAK	EMMA	10/10/2022		City Manager/Arts, Culture & Special Events	Intern - 9991	169.5
PERALTA	MARTIN	06/21/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	17.75
PEREZ	MIGUEL	08/31/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	201.25
PHILIPS	WYATT	06/25/2018		Parks and Recreation/Aquatics	Recreation Specialist III - 9535	182.25
PHILLIPS	ABIGAIL	07/12/2022		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	69
PORTILLO-MEJIA	NATALIE	08/08/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	82.75
POTTER	ALEXANDRA	11/23/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	6.5
PRESLEY	IBTISAM	12/11/2013	01/31/2023	Parks and Recreation/Health and Wellness	Recreation Specialist IV - 9541	3.25
PULIZZANO	ABIGAIL	11/30/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	100.25



**CITY OF RENO - TEMPORARY EMPLOYEES  
 QUARTERLY REPORT - UNDER 234 HOURS IN QUARTER  
 ACTIVE & TERMINATED EMPLOYEES  
 FY 2022-23 Quarter 3 (January 1, 2023 to March 31, 2023)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
PYRON	LINDSEY	04/05/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	77
QUINONEZ PENA	DAVID	06/21/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	147.75
RAMIREZ	ILEANA	12/20/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	151.5
RAMIREZ	KAYLA	06/21/2006		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	20
RAMOS	JANELY	05/31/2022		Parks and Recreation/Inclusion	Recreation Specialist IV - 9541	130
RAMOS QUINTERO	LESLIE	11/13/2019		Parks and Recreation/Youth	Recreation Specialist III - 9535	58.5
RAMSEY	JOHN	07/08/2014		Parks and Recreation/Athletics	Recreation Specialist V - 9538	121
RAMSEY	KYLE	05/05/2011		Parks and Recreation/Youth	Recreation Specialist II - 9517	60
RANDOLPH	SUSAN	01/11/2023		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	114.75
RANGEL	ANDREA	08/21/2019		Parks and Recreation/Youth	Recreation Specialist III - 9535	27
RANGEL	LUIS	11/15/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	160
RAY	ASHTON	08/29/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	165
RAY	WALTER	01/23/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	84.25
REDDING	SHANNON	06/27/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	114.75
REYNOSO-RIVAS	GABRIELA	12/07/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	209
ROBERTSON MOORE	MALIBU	09/22/2017		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	187.25
RODRIGUEZ	MARVELLA	10/05/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	125.75
RODRIGUEZ VALDES	ANETTE	07/06/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	86
ROGERS	KALANNI	10/04/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	194
ROJAS	CHRISTIAN	11/03/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	175.25
ROMERO-LINAREZ	ABIZAI	10/14/2020		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	138.75
ROMERO-LINAREZ	AZISS	11/03/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	71.5
ROTHER	MELINDA	02/11/2019		Human Resources	Assistant - 9990	155

**CITY OF RENO - TEMPORARY EMPLOYEES  
 QUARTERLY REPORT - UNDER 234 HOURS IN QUARTER  
 ACTIVE & TERMINATED EMPLOYEES  
 FY 2022-23 Quarter 3 (January 1, 2023 to March 31, 2023)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
ROWE	KINDLE	11/14/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	46.75
RUBIO	FRANCESCA	12/27/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	14
RUSH	COLIN	09/13/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	73.5
SALDANA	DEZMEND	06/11/2018		Parks and Recreation/Youth	Recreation Specialist III - 9535	158.75
SAN NICOLAS	CELESTE	05/21/2019		Parks and Recreation/Youth	Recreation Specialist IV - 9541	6
SANCHEZ	LILY	09/27/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	120
SANDIN	ELLEN	02/13/2007		Parks and Recreation/Aquatics	Recreation Specialist IV - 9541	26.5
SCHERKENBACH	ASHLEY	01/12/2023		Parks and Recreation/Youth	Recreation Specialist II - 9517	121.25
SCHRAEDER	DANTE	06/07/2018		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	156.25
SCHRAEDER	GABRIEL	06/16/2020		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	34.25
SCHREINERT	ARACELI	06/16/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	38
SCRIPPS	ANDREW	12/14/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	126.5
SCRIPPS	LAUREN	03/07/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	124.75
SELDON	KEITH	06/23/2022		Parks and Recreation/Athletics	Recreation Specialist II - 9517	80
SHAFFER	QUINTON	08/03/2020		Parks and Recreation/Youth	Recreation Specialist I - 9514	136.5
SHUMIE	SABA	12/12/2022	01/13/2023	Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	4.75
SHY	CALI	01/25/2023		City Manager	Intern - 9991	84
SIKES	ARTHUR	05/20/2019		Parks and Recreation/Youth	Recreation Specialist IV - 9541	15
SIMMONS	ALEX	03/23/2023		City Manager/Strategic Communications	Assistant - 9990	3
SIMPSON	GREYSON	12/19/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	74.75
SMITH	MIKAELA	01/11/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	57
SNYDER	DAVID	05/10/2019		Parks and Recreation/Athletics	Recreation Specialist II - 9517	1
SOLORIO	ERICK	10/28/2020		Parks and Recreation/Youth	Recreation Specialist II - 9517	70.5

**CITY OF RENO - TEMPORARY EMPLOYEES  
 QUARTERLY REPORT - UNDER 234 HOURS IN QUARTER  
 ACTIVE & TERMINATED EMPLOYEES  
 FY 2022-23 Quarter 3 (January 1, 2023 to March 31, 2023)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
STANLEY	SKYE	12/21/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	115
STEWART	KALENA	10/08/2019		Parks and Recreation/Youth	Recreation Specialist III - 9535	134.5
STONE-SPILMAN	JAELYN	07/15/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	14.25
STROUPE	ALEXANDER	04/06/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	119.75
STUART	MADELEINE	05/23/2018		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	176.08
SUAREZ GARCIA	ASHLEE	09/07/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	55
SULLIVAN	OREN	12/13/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	84.75
SULLIVAN	TERRENCE	06/12/2019	01/27/2023	Parks and Recreation/Youth	Recreation Specialist III - 9535	27
SUMAIYA	SABREEN	01/12/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	31
SWANSON-WALLACE	CASASHA	10/13/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	124
SWEATT	AMANDA	05/03/2022	01/25/2023	Parks and Recreation/Athletics	Recreation Specialist V - 9538	8
TANNER	DANA	09/15/2022		Parks and Recreation/Youth	Recreation Specialist IV - 9541	16
TAYLOR-ARREDONDO	ALEXIA	06/05/2017		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	4
TELLEZ LEMUS	BREANNE	09/08/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	123.25
THAXTON	AMBER	05/17/2021		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	35.75
THOMAS	HELEN	07/25/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	78.75
TRAVERSO	LYDIA	06/08/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	36.75
TRUJILLO RIVERA	DANIEL	02/08/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	60
TURNER	CHESTON	07/14/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	17.25
VALDEZ	BRAYAN	08/03/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	213.25
VALDEZ	MARIELI	06/16/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	17
VALLES	OLIVIA	01/25/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	79.5
VALORY	IMOGEN	04/12/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	88.25

**CITY OF RENO - TEMPORARY EMPLOYEES  
 QUARTERLY REPORT - UNDER 234 HOURS IN QUARTER  
 ACTIVE & TERMINATED EMPLOYEES  
 FY 2022-23 Quarter 3 (January 1, 2023 to March 31, 2023)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
VARELA	THOMAS	09/14/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	88.25
VARGAS	BELEN	10/10/2019		Parks and Recreation/Youth	Recreation Specialist I - 9514	45
VARGAS LOPEZ	OSCAR	08/24/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	128
VARGAS LOPEZ	OSMAN	10/09/2019		Parks and Recreation/Youth	Recreation Specialist III - 9535	198
VARGAS-CHINCHILLA	KATHERINE	02/09/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	126.75
VASQUEZ	ARIANA	06/03/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	98
VASQUEZ	FATIMA	11/16/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	153.75
VELASQUEZ	JESSICA	02/06/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	67.75
VERMA	MISHA	12/03/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	22
VERNON	ALFRED	11/13/2018		Parks and Recreation/Health and Wellness	Recreation Specialist III - 9535	195
VIQUEZ	DANIEL	01/23/2019		Parks and Recreation/Youth	Recreation Specialist III - 9535	108.25
VIRREY-NUNEZ	DAISY	04/15/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	159.25
VIVAR	ALYSSA	02/17/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	18.5
VIVAR	YASMIN	08/17/2020		Parks and Recreation/Youth	Recreation Specialist III - 9535	195.75
VON SNIDER	ERICH	09/12/2019		Parks and Recreation/Athletics	Recreation Specialist II - 9517	8
WALDEN	ELIZABETH	09/26/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	96.75
WALDEN	MIKAELA	12/06/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	121.5
WALKER	ZYLIND	03/16/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	59
WANCO	MADISON	06/15/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	45.5
WARD	AUGUSTA	10/19/2020		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	20.5
WARNER	BRENT	10/03/2022	01/25/2023	Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	39.75
WELLS	EVERETT	06/29/2022		Parks and Recreation/Athletics	Recreation Specialist II - 9517	78.5
WEST	MAYA	06/30/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	40.5

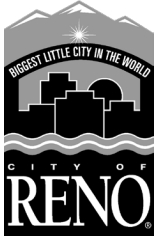
**CITY OF RENO - TEMPORARY EMPLOYEES  
 QUARTERLY REPORT - UNDER 234 HOURS IN QUARTER  
 ACTIVE & TERMINATED EMPLOYEES  
 FY 2022-23 Quarter 3 (January 1, 2023 to March 31, 2023)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
WHITE	DAVID JAMES	10/15/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	99.25
WHITEHOUSE	CASSANDRA	02/24/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	16.75
WILBUR	KELLY	12/10/2015		Human Resources	Assistant - 9990	187
WILEY	TYLER	09/19/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	17.25
WILSON	HUNTER	07/01/2020		Parks and Recreation/Youth	Recreation Specialist II - 9517	101.5
WINDERS	RACHAEL	01/27/2016		Parks and Recreation/Youth	Recreation Specialist II - 9517	7.5
WISE	SANDRA	09/26/2022		City Clerk	City Clerk Assistant - 9996	171
YAZZIE	ZOE	04/27/2022		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	139.25
YEE	PATRICIA	08/23/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	147.25
ZAMAN	SHEFAT	06/14/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	22
ZBOINSKI	KATY	09/20/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	37.75
ZELLER	MARIA	08/19/2019		City Manager/Innovation & Experience Division	Intern - 9991	206.5
ZELTZER	EVAN	06/08/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	149.25
ZEME	ISABEL	02/24/2020		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	72.5
ZIPES	HANNAH	03/06/2023	03/08/2023	City Manager/Arts, Culture & Special Events	Recreation Specialist IV - 9541	6
ZUNIGA	LANCE	04/01/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	67
ZUNIGA DE ALBA	ALEXA	11/08/2019		Parks and Recreation/Youth	Recreation Specialist II - 9517	95
ZUNIGA DE ALBA	LUCIA	07/06/2021		Parks and Recreation/Youth	Recreation Specialist III - 9535	129.75

**CITY OF RENO - TEMPORARY EMPLOYEES  
 QUARTERLY REPORT - OVER 234 HOURS IN QUARTER  
 ACTIVE & TERMINATED EMPLOYEES  
 FY 2022-23 Quarter 3 (January 1, 2023 to March 31, 2023)**

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 Management	Recreation Specialist II - 9517	280.75
BECERRA	RODOLFO	07/07/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	237.5
BERKLEY	MADELYN	08/16/2021		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	270.5
CHAUDRY	SOPHIA	03/27/2017		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	237.25
FERNANDEZ	MARIA	12/07/2018		Parks and Recreation/Health and Wellness	Recreation Specialist IV - 9541	239.25
HUANG	JIALIN	08/29/2019		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	267.5
MCCORLEY	KARON	08/09/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	246.5
NEAHUSAN	KYLEE	08/06/2020		Parks and Recreation/Health and Wellness	Recreation Specialist III - 9535	272.5
SILVESTRE	STEFANIE	09/08/2022		Parks and Recreation/Inclusion	Recreation Specialist IV - 9541	241.75

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).



# Civil Service Commission

## MEMORANDUM

**Date:** April 28, 2023

**To:** City of Reno Civil Service Commission

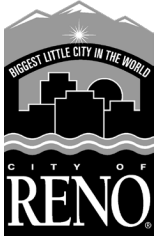
**From:** Barbara Ackermann, Chief Examiner

**Subject:** Item C.2 Discussion and direction with regard to upcoming annual performance review of the Chief Examiner (For Possible Action)

---

At the August 2022 Civil Service Commission meeting, it was requested by the Commission to open discussion of the annual Chief Examiner evaluation prior to the end of the fiscal year in June.

In previous years, the Commission has worked with the Human Resources department to develop, administer and report on a 360 Performance Review Evaluation survey of internal customers, labor groups, Civil Service employees, and the Commissioners.



# Civil Service Commission

## MEMORANDUM

**Date:** April 28, 2023

**To:** City of Reno Civil Service Commission

**From:** Barbara Ackermann, Chief Examiner

**Subject:** Item C.3 Presentation of proposed Civil Service rule amendment to Rule X, addition of Section 5 – Return to Civil Service, discussion, and possible direction thereon. (For Possible Action)

---

The attached redline document presents an amendment to the Civil Service Commission Rules. This is being provided for discussion, collaboration, and direction by the Commission before a final report is brought for review and possible approval at a future Civil Service Commission Meeting.

### **Background:**

The current Civil Service Rules do not provide language to support Charter Section 9.130 – Return to Civil Service. This omission from the rules leads to confusion surrounding the processes and procedures to be followed in the implementation of this section of the Charter.

### **Discussion:**

Civil Service Staff is recommending the proposed rule change to support the return of previously confirmed classified employees who have elected to leave the classified service to accept exempt appointive positions.

Pursuant to City Charter Section 9.130, a previously confirmed Civil Service employee who is appointed to a Civil Service exempt position does not lose their Civil Service rating to their previously held position while serving in the exempt position.

Being confirmed in the Civil Service affords significant rights and privileges to employees that affect both job security and professional stability. The decision to leave the classified service, to serve the City and community in a more complex capacity is not always an easy one. The Charter accounts for some of this unpredictability and potential exposure to unfair and unwarranted practices through the language found in section 9.130.

In order to support Charter Section 9.130 the following rule is being proposed to support the return of previously confirmed classified employees in the instances when their exempt position is converted by change in City law to coverage under Civil Service, when they voluntarily resign their exempt position, when they are removed from the exempt position for reasons other than cause and for when their exempt position is eliminated. The proposed rule strives to identify the path back into the classified service, probationary status upon return and seniority for individuals involved in any of these circumstances.

This proposed rule is intended to support our classified employees in their career advancement, to help support promotional ambition and to provide our community with the best people to serve their needs at



all levels of the organization. We believe the best way to achieve this is through an employee focused, transparent return to Civil Service rule.

**Recommendation:**

Civil Service staff is recommending the support of the Commission in bringing this rule forward in the next regularly scheduled Commission meeting for final review and adoption.

*Attachment 1: Proposed addition to Civil Service Rule X - Redline.*

## **RULE X – TRANSFER**

### **Section 5. Return to Civil Service from an Appointed Exempt Position**

- (a) The purpose of this Rule is to establish procedures for returning a previously confirmed Civil Service employee appointed to an exempt position back to the classified service pursuant to the authority provided the Commission by Charter §9.130.
- (b) Any confirmed classified employee who leaves the classified service to accept an appointive position shall not be deprived of any standing under the Civil Service Rules the employee may have had before accepting the appointive position.
  - i. A person with previous confirmed status in the classified service appointed to a regularly funded City position which has not been within the Civil Service, and which is subsequently converted to coverage under Civil Service, shall be retained in the classification without requirement for open competitive recruitment and merit based examination. An employee converted under the provisions of this rule will be placed in probationary status unless the person has satisfactorily held the position from which they are converting for a period of at least one (1) year immediately prior to the conversion. Seniority shall include cumulative time served in the classification.
  - ii. A person with previous confirmed status in the classified service appointed to a regularly funded exempt from Civil Service City position whose position has been eliminated shall be returned to the classified position held immediately prior to accepting the appointive position. Should no position exist, the employee shall either be placed in a vacant position in the next lower classification or be placed on the laid-off list. An employee reinstated to the classified service under the provisions of this rule shall be required to serve a new probationary period, unless upon request of the Appointing Authority and a showing of good cause, the Commission considers and waives this probationary requirement. The employee shall retain the seniority status they had when they left the classified service, but shall not have accrued any classified seniority during their time in the appointive position.

#### For information only

Standing: Length of service or experience especially as determining rank, pay, or privilege.