

CIVIL SERVICE COMMISSION Hybrid Meeting

Agenda

Thursday, June 8, 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) 334-2223.

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_zCnZAlbqS3esOJugEPdaNw

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) 334-2223, 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 or (775) 334-2223, 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) 334-2223 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) - June 8, 2023.

A.4 Approval of the Minutes (For Possible Action) – May 11, 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 minimum qualifications of the new classification specification of Advance EMT. (For Possible Action)

B.4. Request to approve the minimum qualifications of the new classification specification of Project Manager. (For Possible Action)

C. Regular Agenda

C.1 Adoption of amendment to add Section 5. Return to Civil Service to Rule X of the Civil Service Rules. (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 – July 13, 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, May 11, 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

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
Jay Kenny
Nichole Paul
Christopher Svendsen

MEMBERS EXCUSED:

Ricardo Duarte
Charla Honey

MEMBERS OF THE CIVIL SERVICE TEAM PRESENT:

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) – May 11, 2023.

It was moved by Commissioner Svendsen and seconded by Commissioner Kenny, to approve the May 11, 2023 agenda. The motion passed unanimously.

A.4 Approval of the Minutes (For Possible Action) – Approval of April 13, 2023, regular meeting minutes.

It was moved by Commissioner Svendsen and seconded by Commissioner Paul, to approve the minutes for April 13, 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 the Civil Service Staff currently has fifteen recruitments in various stages. The number of requisitions (approved vacancies) for the last 18 months has been around 120. The current number is around 50 vacancies. FEO testing is coming up and AJ Kenneson, Civil Service Analyst, has taken the lead on this process. FEO testing takes months to develop and a substantial amount of work to administer. Chief Examiner Ackermann thanked AJ for all his hard work and effort on this project. Recognition was also given to Brenda Nguyen, Civil Service Analyst, for working diligently in all the other Civil Service projects and processes while FEO preparation has been taken place.

Chief Examiner Ackermann announced that the next project will be the Civil Service webpage. Rossmery Diaz, Civil Service Technician, will be working on updating the public-facing site. Rossmery received recognition for her work developing the Civil Service BLI page. Input is always welcomed, and Civil Service will happy to receive any suggestions for website content.

Sneha Sharma, Civil Service Technician, is currently working on two new employee outreach programs that will be implemented in the next few months. Sneha received recognition for her work on the Fire and Police statistics presented during the April Civil Service Commission meeting. Sneha also attended the Reno Police Run with the Recruiter event, a program developed by the Police Department to increase their candidate pool by providing insight on the Police Physical Abilities Test. Civil Service goal is to be present at these events and get candidates signed up to take the NTN Police Exam.

Chief Examiner Ackermann provided some updates regarding the next fiscal budget. The 2023-2024 budget will be presented to Council this month. The budget is going to be relatively flat, to provide some protection for any unforeseen challenges in the near future. There won't be any new positions added to the General Fund, but there will be 14 new positions added outside of General Funds. This is a significant reduction compared to the previous two fiscal years, where over 70 new positions were approved each year in the budget.

The Civil Service Team is wrapping up its second-quarter meetings with departments. Civil Service met with Finance, IT, Maintenance & Operations, and Dispatch in the last month; and two more coming before the end of this month. Civil Service will start scheduling the third-quarter meetings.

Chief Examiner Ackermann informed the Commission that Civil Service worked with Police and Fire to assist in updating some of their classifications, which will be coming to the Commission in the next months. Civil Service also developed some recruitments needed urgently by these departments. These processes were completed very quickly. Additionally, Rossmery and Sneha completed the Department NeoGov trainings, the Civil Service Staff presented at the New Employee Orientations, and Civil Service continues to be involved in the Class & Comp Study.

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)**

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

C. Regular Agenda

- C.1 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)**

Nika Hsiao, Human Resources Business Partner, presented the Temporary and Part-Time Employee Report for quarter 3 of the 2022-2023 fiscal year. The report is divided between the employees who worked less than 233 hours for the quarter, and the employees who worked over 233 hours per quarter, whom were verified to be non-career employees.

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

Cody Freeman, Human Resources Business Partner, provided a copy of the surveys conducted last year for the Chief Examiner performance review. Cody proposed a very similar process than last year, the survey is sent out from June 15 to June 30, then the data is compiled, and the results presented at the July Civil Service Commission meeting.

Cody presented the Commissioners with some prompts:

- Will the Commission like to continue with the 360 Evaluation? If so, would the Commission like to add a Self-Assessment for the Chief Examiner?

Cody provided additional details regarding the Self-Assessment proposal. Chief Examiner would complete the Self-Assessment between June 9 and June 14. A copy of the Self-Evaluation would be provided along the surveys sent to all identified staff and stakeholders.

Commissioner Kenny, Commissioner Paul, and Deputy City Attorney Rothe agreed that the Chief Examiner completing the Self-Assessment would be redundant, since she presents reports, statistics, and updates to the Commission every month.

Vice Chair Allen agreed, and presented that the Annual Report presented by the Chief Examiner to the Commission is reflective of the metrics and the work performed by the Chief Examiner.

Chief Examiner Ackermann informed the Commission she will be presenting the mid-year report during the July Civil Service Commission meeting. The report will include goals, progress, and metrics.

Chairperson Abney concluded that the Commission would like to move forward with the process as it was conducted last year.

- Are the competencies and survey questions suitable? Would the Commission like the Chief Examiner to continue identifying the stakeholders? Or does the Commission have additional people they would like to identify as stakeholders?

Chairperson Abney asked for clarification on who would receive the Chief Examiner performance review surveys. It was confirmed that the surveys would go out to the Commissioners (public results), the Civil Service Staff (confidential results), and stakeholders: Department heads and Labor unions.

Chief Examiner Ackermann stated that last year she provided a list of stakeholders that included not only department heads but also additional people the Civil Service department interacts with on a regular basis.

The Commission did not identify additional stakeholders at this time.

- How will the Commission prefer the results to be presented? Last year the results were delivered as an aggravated-results presentation.

Chairperson Abney confirmed that the results would be presented at the July Civil Service Commission meeting, and there will be an additional agenda item to discuss possible action based on the results presented.

Chairperson Abney presented a motion to conduct the Chief Examiner performance evaluation as it was conducted last year: The surveys will go out to the Commissioners (public results), to the Civil Service Staff (anonymous results), to stakeholders as identified by the Chief Examiner, and to Labor Groups.

It was moved by Commissioner Kenny and seconded by Vice Chair Allen, to approve the motion as presented by Chairperson Abney. The motion passed unanimously.

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)

Chief Examiner Ackermann presented the proposed amendment to Rule X, the addition of Section 5. Return to Civil Service from an Appointed Exempt Position.

The proposed language for the addition of Section 5 to Rule X is supported by City Charter in sections 1.100 and 9.130; and it revolves around the return of previously confirmed classified employees back into the Civil Service after they have taken an appointed position.

The goal of addition of Section 5 to Rule X is to establish processes and procedures to support these Charter provisions, since there are none at this time.

Chief Examiner Ackermann stated that there has not been any comments from Department heads or employees on this subject.

It was moved by Commissioner Kenny and seconded by Vice Chair Allen, to approve move forward with the adoption of the proposed amendment to Rule X, addition of Section 5. The motion passed unanimously.

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

None.

E. Confirm next meeting date – June 8, 2023, at 3:30 p.m. City Hall - 6th Floor Conference Room (For Possible Action)

The next regular meeting of the Civil Service Commission is scheduled for June 8, 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.

Chief Winkelman, Reno Fire Department Chief, announce his retirement after 30 years of service.

Ron Dreher, Reno Administrative/Professional Group (RAPG) attorney, submitted public comment via email (see attached).

G. Adjournment (For Possible Action)

It was moved by Commissioner Svendsen and seconded by Commissioner Kenny, to adjourn the meeting at 4:00 P.M. The motion passed unanimously.

DREHER LAW

Labor Advocacy

May 11, 2023

via email

FOR PUBLIC COMMENT

City of Reno Civil Service Commission
City of Reno
One East First Street
Reno, NV 89501

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)

Dear Chair Abney and Honorable Commission Members,

My name is Ron Dreher and I represent the Reno Administrative/Professional Group (RAPG), a bargaining unit within the City of Reno that is comprised of management and administrative level personnel.

In regard to Agenda Item C.3, the RAPG is very concerned over the impact of the proposed language on various members of our bargaining group. The City of Reno has advised us that it plans on presenting a proposal to change some of the positions that are listed as “appointive” in the Reno Municipal Code to being covered by the Civil Service. While we support such a change, this would affect members of our bargaining group and has brought up several questions.

First, we are concerned that section (ii) of this proposed rule change would retroactively affect members of our unit that left the Civil Service prior this change being made. This language would permit a long-term, outstanding employee to possibly be laid off for no other reason than having chosen to promote to a higher position, without knowledge of the fact that a return to Civil Service could lead to a demotion or being laid off. Given this, we respectfully request that language be included in section (ii) that would make the effective date of this section after its approval by the Commission. This would then only affect employees who, after having knowledge that they could be demoted or laid off in a return to the Civil Service, make the choice to accept an appointed position.

Second, this proposed rule change would only apply to those appointed positions in which the employee has already been confirmed by Civil Service. This may lead to members of our bargaining unit being excluded from this process and being faced with an improper lay off by the City. I say improper layoff as our collective bargaining agreement specifies when layoffs may occur and provides more rights than the current Civil Service Rules. If the City

DREHER LAW

Labor Advocacy

were to move to layoff our members and require that they submit to a competitive hiring process, we would be forced to take action to protect our members through the grievance, arbitration and Employee Management Relations Board processes. We submit that a rule automatically confirming all employees who were appointed and then subsequently moved and classified in Civil Service due to the ordinance change would effectively alleviate the concerns we have and ensure that all of the City's valued employees have the protections this Commission is meant to offer.

Thirdly, a portion of our members who are appointed are simultaneously covered by the collective bargaining agreement are the Civil Service Rules, which inherently gives them rights under Civil Service. The current rule proposal does not seem to take this into account and would raise a major issue by possibly causing a portion of our members, who by the collective bargaining agreement are both appointed and have Civil Service coverage, to be put into a type of limbo as to where they are covered. Again, simply creating a rule that grandfathers all appointed employees that are subsequently placed under Civil Service due to the proposed ordinance change would alleviate this.

Finally, our collective bargaining agreements are very specific about who qualifies for medical coverage on retirement and the effective date of membership is what controls the level of coverage. We submit that moving these members to the Civil Service without clarifying that they maintain their current seniority would have a significant detrimental effect on these members. We propose adding language that the seniority of these members in their respective bargaining units will not be affected by this proposed ordinance and/or rule change.

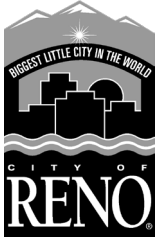
Thank you for your attention to this matter. We are more than happy to answer any questions you may have or provide any additional information that you believe may be helpful in redrafting this proposed rule.

Very truly yours,



Ronald J. Dreher
Attorney for RAPG

Cc: RAPG Executive Board



Civil Service Commission

Confirmation Report

Date: May 18, 2023

To: City of Reno Civil Service Commission

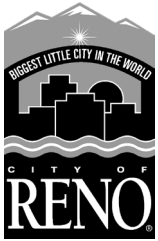
From: Barbara Ackermann, Chief Examiner

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>City Clerk's Office</u>			
Lorena Roman	Office Assistant II	6 months	May 7, 2023
<u>Development Services Department</u>			
Ronald Bodner	Combination Inspector	12 months	November 5, 2022
Erica Caldwell	Development Permit Specialist	6 months	February 26, 2023
Levi Damron	Building Inspector I	12 months	January 19, 2023
Hunter Hand	Building Inspector II	12 months	January 19, 2023
Carl Hoffman	Management Assistant	6 months	March 23, 2023
Joseph Marynak	Assistant Planner	12 months	May 31, 2023
Gerald Purdum	Building Inspector I	12 months	May 31, 2023
Cassidy Santos	Building Inspector II	12 months	December 3, 2022
Dan Warrell	Building Inspector II	12 months	November 17, 2022
Carl Wojtkowiak	Combination Inspector	12 months	January 3, 2023
<u>Maintenance & Operations Department</u>			
Steven Alonzo	Maintenance Worker I	6 months	November 23, 2022
Matthew Bow	Public Works Crew Supervisor	12 months	November 29, 2022
Dustin Cameron	Maintenance Worker I	6 months	November 30, 2022
Gwendolyn Davidson	Program Assistant	6 months	October 26, 2022
Maria Flores	Management Assistant	6 months	April 7, 2023

EMPLOYEE NAME	JOB TITLE	PROBATIONARY PERIOD	CONFIRMATION DATE
<u>Maintenance & Operations Department</u>			
Cody Hill	Maintenance Worker I	6 months	November 30, 2022
Erin Mullenix	Program Assistant	6 months	November 6, 2022
<u>Parks & Recreation Department</u>			
Lien Rock-Garces	Office Assistant II	6 months	December 27, 2022
Ann Sullivan	Senior Recreation Leader	6 months	May 14, 2023
<u>Public Works Department</u>			
Cynthia Walsh	Program Assistant	6 months	November 16, 2022
<u>Reno Fire Department</u>			
Andrew Belotz	Fire Equipment Operator	12 months	May 27, 2023
Leonel Campos Santillan	Firefighter	12 months	November 5, 2022
Trae Carter-Wells	Firefighter	12 months	October 28, 2022
Brandon Crawford	Fire Equipment Operator	12 months	May 27, 2023
Mark Drury	Fire Equipment Operator	12 months	May 27, 2023
Peter Fitch	Fire Equipment Operator	12 months	May 27, 2023
Alex Kajans	Fire Equipment Operator	12 months	May 27, 2023
Matthew Matheson	Fire Equipment Operator	12 months	May 27, 2023
Samantha Steere	Management Assistant	12 months	May 20, 2023
Joseph VanWalraven	Firefighter	12 months	November 5, 2022
<u>Reno Police Department</u>			
Briana Parrish	Police Officer	12 months	April 18, 2023
<u>Technology Department</u>			
Daniel Pipkorn	Information Systems Supervisor	12 months	May 10, 2023
Matt Whan	Systems Analyst	12 months	April 18, 2023



Civil Service Commission

Eligible List Report

Date: May 19, 2023

To: City of Reno Civil Service Commission

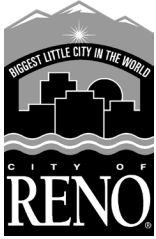
From: Barbara Ackermann, Chief Examiner

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
Activation Coordinator	Open Competitive	There are nineteen (19) candidates on this list established on May 19, 2023, with ethnic, racial, and gender diversity.
Fire Equipment Mechanic	Promotional	There is one (1) candidate on this list established on May 8, 2023.
Fire Equipment Mechanic	Open Competitive	There are twelve (12) candidates on this list established on May 8, 2023, with ethnic and gender diversity.
Management Analyst – Development Services	Open Competitive	There are twenty (20) candidates on this list established on May 15, 2023, with ethnic, racial, and gender diversity.
Management Assistant - Police	Open Competitive	There are thirty-four (34) candidates on this list established on May 3, 2023, with ethnic, racial, and gender diversity.
Program Assistant – Public Records	Promotional	There are three (3) candidates on this list established on May 8, 2023, with ethnic diversity.
Program Assistant – Public Records	Open Competitive	There are sixty-seven (67) candidates on this list established on May 8, 2023, with ethnic, racial, and gender diversity.

CLASSIFICATION	LIST TYPE	DESCRIPTION
Records Management Program Coordinator	Department Promotional	There are two (2) candidates on this list established on May 8, 2023.
Records Management Program Coordinator	City-Wide Promotional	There is one (1) candidate on this list established on May 8, 2023.
Recreation Leader	Open Competitive	There are nine (9) candidates on this list established on May 19, 2023, with ethnic, racial, and gender diversity.



Civil Service Commission

MEMORANDUM

Date: May 22, 2023

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.3. Request to approve the minimum qualifications of the new classification specification of Advanced EMT. (For Possible Action)

Background:

Human Resources, in collaboration with Civil Service and the Reno Fire Department, has developed the classification specification of Advanced EMT to provide emergency medical services and assist paramedics in Advance Life Support.

Discussion:

The work to be done in the classification specification of Advanced EMT will provide support to the Reno Fire Department's Emergency Medical Service (EMS) Division by participating and assisting in the delivery of medical and health care during emergency and non-emergency medical calls. This position will report to the Chief of Emergency Medical Service (EMS) Division, and will operate as a non-fire suppression position.

The proposed minimum qualifications include:

- Education:
 - High School Diploma or equivalent.
- License or Certificate:
 - Possession of a valid driver's license at the time of appointment.
 - Possession of current, valid Nevada Advanced EMT certification or National Registry Emergency Medical Technicians (NREMT) Advanced EMT certification or higher.
 - Must possess a current BLS CPR Provider certification.
 - 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.

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 Advanced EMT as presented with a twelve (12) month probationary period.

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

Attachment 2: Classification Specification for Advanced EMT.



Department of Human Resources

MEMORANDUM

Date: May 18, 2023
To: Civil Service Commission
From: Angela DuPree, Management Analyst, Human Resources
Subject: Advanced EMT – Approval of Minimum Qualifications

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

Discussion: The Advanced EMT position is a new classification. This position will operate as a non-fire suppression position under the department's Emergency Medical Service (EMS) Division. The Advanced EMT will provide EMS services within their scope while also assisting their paramedic partner in Advanced Life Support. 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.

EDUCATION AND EXPERIENCE GUIDELINES

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

Education & Training:

High School Diploma or equivalent

License or Certificate:

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

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

Must possess a current BLS CPR Provider certification.

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.

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

ADVANCED EMERGENCY MEDICAL TECHNICIAN (EMT)

*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 Advanced Emergency Medical Technician (EMT) will operate as a non-fire suppression position under the department's Emergency Medical Service (EMS) Division. The Advanced EMT will provide EMS services within their scope while also assisting their paramedic partner in Advanced Life Support. 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.

ESSENTIAL FUNCTIONS

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.

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

CITY OF RENO

Advanced EMT - 7304 (*Continued*)

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:

Analyze situations quickly and reach logical conclusions.

Understand both written and oral information.

Follow procedures and directions both in written and oral form.

Demonstrate writing 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.

Demonstrate mechanical aptitude.

Learn and retain information.

Work under stress.

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:

High School Diploma or equivalent

License or Certificate:

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

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

Must possess a current BLS CPR Provider certification.

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.

CITY OF RENO

Advanced EMT - 7304 (*Continued*)

May 2023

Human Resources



Civil Service Commission

MEMORANDUM

Date: May 22, 2023
To: City of Reno Civil Service Commission
From: Barbara Ackermann, Chief Examiner
Subject: Item B.4. Request to approve the minimum qualifications of the new classification specification of Project Manager. (For Possible Action)

Background:

Human Resources has developed the classification specification of Project Manager to provide support to multiple City of Reno Departments.

Discussion:

The work to be done in the classification specification of Project Manager will provide the departments with a designated incumbent who would be responsible for coordinating and overseeing projects, thereby ensuring that those projects are completed in a timely manner and are compliant with applicable criteria, regulations, and codes.

The proposed minimum qualifications include:

- Education:
 - Bachelor's degree in project management, business administration, or a related field. Equivalent combination of education and experience may be considered.
- Work Experience:
 - Minimum of 3 years of project management experience in a public sector or related environment, demonstrating proficiency in coordinating and overseeing projects.
- Additional Pathways:
 - Minimum of 2 years of experience as a Project Coordinator, Management Analyst, or Associate Planner at the City of Reno, with responsibilities encompassing project management. OR
 - Minimum of 3 years of experience as a Senior Engineering Technician II, or another internal classification with the City of Reno in which coordinating and overseeing projects is a regular and integral component of the job functions.
- License or Certificate:
 - Possession of an appropriate, valid driver's license.
 - Possession of a PMP (Project Management Professional) certification is highly desirable and may be considered in lieu of a bachelor's degree or as an additional qualification.

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 Project Manager as presented with a twelve (12) month probationary period.

*Attachment 1: Memo requesting approval of minimum qualifications from Nika Hsiao, Human Resources Management Analyst.
Attachment 2: Classification Specification for Project Manager.*



Department of Human Resources

MEMORANDUM

Date: May 18, 2023
To: Civil Service Commission
From: Nika Hsiao, Management Analyst, Human Resources
Subject: Project Manager – Approval of Minimum Qualifications

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

Discussion: The Project Manager position is a new classification. This position will be a position that can be utilized across all departments at the City of Reno. The main focus of the Project Manager will be to oversee and manage projects across multiple departments.

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:

Bachelor's degree in project management, business administration, or a related field. Equivalent combination of education and experience may be considered.

Experience:

Minimum of 3 years of project management experience in a public sector or related environment, demonstrating proficiency in coordinating and overseeing projects.
Or

Minimum of 2 years of experience as a Project Coordinator, Management Analyst, or Associate Planner at the City of Reno, with responsibilities encompassing project management.
Or

Minimum of 3 years of experience as a Senior Engineering Technician II, or another internal classification with the City of Reno in which coordinating and overseeing projects is a regular and integral component of the job functions.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of a PMP (Project Management Professional) certification is highly desirable and may be considered in lieu of a bachelor's degree or as an additional qualification.

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 in both an office and field environment; travel from site to site; occasional exposure to outside weather conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field environment; 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; visual acuity for reading engineering plans and specifications; and to verbally communicate to exchange information.

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

PROJECT MANAGER

*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 Project Manager will be responsible for overseeing and managing projects across multiple departments within the City of Reno. This position will coordinate people and processes to ensure that projects are delivered on time, within budget, and with desired results. The Project Manager will provide guidance and support to project teams, facilitate effective communication, and ensure compliance with applicable criteria, regulations, and codes. Additionally, they will respond to inquiries from stakeholders, both internal and external, and work collaboratively to drive successful project outcomes.

DISTINGUISHING CHARACTERISTICS

The Project Manager will have a thorough understanding of project management principles and methodologies. This individual will have experience in managing complex projects in a public sector environment, and will be able to coordinate multiple stakeholders and resources to achieve project goals.

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. Develop and manage comprehensive project plans, including defining project scope, objectives, deliverables, timelines, budgets, and resource allocation.
2. Coordinate and lead cross-functional project teams, including stakeholders from various departments and external vendors, to ensure effective collaboration and project execution.
3. Monitor project progress, identify and mitigate risks, and implement appropriate corrective actions to keep projects on track.
4. Prepare and deliver clear and concise project status reports, presentations, and updates to senior management and stakeholders, ensuring effective communication of project goals, milestones, and outcomes.
5. Ensure projects are delivered on time, within budget, and in alignment with the desired results and objectives.
6. Identify opportunities for process improvements and implement best practices to enhance project efficiency, effectiveness, and quality.
7. Foster a collaborative and inclusive project environment, promoting teamwork, open communication, and knowledge sharing among project team members.
8. Provide guidance and support to project team members, ensuring clarity of roles and responsibilities, and facilitating their professional development.
9. Collaborate with stakeholders to define project requirements and objectives, ensuring alignment with organizational goals and priorities.

CITY OF RENO

Project Coordinator (Continued)

10. Monitor and manage project budgets, track expenses, and provide accurate financial reporting to support effective resource allocation and budget control.
11. Ensure compliance with relevant regulations, policies, and procedures throughout the project lifecycle, maintaining a strong focus on risk management and regulatory compliance.
12. Stay current with industry trends, best practices, and emerging project management methodologies, and incorporate them into project management approaches and strategies.
13. 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:

Project management principles, methodologies, and best practices.
Budgeting, resource allocation, and financial management.
Risk management techniques and strategies.
Process improvement methodologies and tools.
Public sector project management standards and regulations.
Effective communication and interpersonal skills.
Negotiation and conflict resolution techniques.
Organization and time management principles.
Problem-solving and critical thinking methods.
Leadership and team management principles.
Relevant laws, regulations, and policies in the public sector.
Principles of business letter writing.
Federal, state, and local government organizations.
Pertinent federal, state, and local laws, codes, and regulations.
Office procedures, methods, and equipment including computers and applicable software applications.
Principles, trends, methods, and techniques used in customer service, public relations, public information, and program education and promotion.
English usage, spelling, grammar, and punctuation.

Ability to:

Develop and manage project plans, including timelines, budgets, and resource allocation.
Coordinate and lead project teams, fostering collaboration and effective communication.
Identify, assess, and mitigate project risks, ensuring timely and appropriate actions.
Prepare and deliver comprehensive project status reports and presentations.
Adapt project management approaches to suit different project requirements and stakeholders.
Implement process improvements to enhance project efficiency and effectiveness.
Effectively manage multiple projects simultaneously, prioritizing tasks and resources.
Engage with diverse stakeholders and build positive relationships.
Analyze problems, propose solutions, and make sound decisions in complex situations.
Foster innovation and creativity in project planning and problem-solving.
Stay updated with industry trends and developments in project management.
Build and maintain positive relationships with stakeholders and team members.
Resolve conflicts and challenges that arise during project execution.
Collaborate and negotiate with external partners and vendors.
Facilitate meetings, workshops, and presentations to gather input and make decisions.

CITY OF RENO

Project Coordinator (Continued)

Motivate and inspire project teams to achieve high-quality results.

Plan, organize, direct, coordinate, and evaluate assigned programs, projects, events, or technical areas.

Research, analyze, and formulate recommendations, work plans, and activities.

Develop recommendations and implement and monitor changes.

Establish and maintain various data collection, record-keeping, tracking, filing, and reporting systems.

Research, negotiate, manage, and monitor contracts and agreements.

Understand the organization and operation of the City, assigned program, and outside agencies.

Interpret and apply administrative and departmental policies and procedures.

Coordinate multiple projects and meet critical deadlines.

Meet the physical requirements to safely and effectively perform assigned duties.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with others.

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:

Bachelor's degree in project management, business administration, or a related field. Equivalent combination of education and experience may be considered.

Experience:

Minimum of 3 years of project management experience in a public sector or related environment, demonstrating proficiency in coordinating and overseeing projects.
Or

Minimum of 2 years of experience as a Project Coordinator, Management Analyst, or Associate Planner at the City of Reno, with responsibilities encompassing project management.
Or

Minimum of 3 years of experience as a Senior Engineering Technician II, or another internal classification with the City of Reno in which coordinating and overseeing projects is a regular and integral component of the job functions.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of a PMP (Project Management Professional) certification is highly desirable and may be considered in lieu of a bachelor's degree or as an additional qualification.

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 in both an office and field environment; travel from site to site; occasional exposure to outside weather conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field environment; 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

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Project Coordinator *(Continued)*

operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; visual acuity for reading engineering plans and specifications; and to verbally communicate to exchange information.

June 2023

Human Resources



Civil Service Commission

MEMORANDUM

Date: May 16, 2023

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item C.1 Adoption of amendment to add Section 5. Return to Civil Service to Rule X of the Civil Service Rules (For Possible Action)

Summary:

This information is being provided per City Charter Article IX. Section 9.060 for adoption by the Civil Service Commission on proposed amendments to the Civil Service Rules. The proposed addition is a result of a Civil Service – City collaborative effort to provide clarification to Charter §§1.100(2) and 9.130 provisions.

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 addition to support the return of previously confirmed classified employees who have left the classified service to fill exempt appointive positions.

Pursuant to City Charter Sections 1.100 and 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 certain rights to employees. 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 this by providing for return to Civil Service in section 9.130.

Per Charter Section 9.130, the following rule addition is being proposed to support the return of previously confirmed classified employees in the instances when their exempt position is converted to coverage under Civil Service or when their appointive position is eliminated. The proposed rule addition strives to identify the path back into the classified service, probationary status upon return, and seniority for individuals involved in either of these circumstances.

This proposed rule addition 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 adoption of the proposed Civil Service Rule addition to include the amended language as presented.

(For information only) Standing: Length of service or experience, especially as determining rank, pay, or privilege.

RULE X – TRANSFER

Section 1. General.

Transfers of classified employees shall be subject to approval by the Commission. Classification seniority for promotional purposes shall not be affected and will be retained in Civil Service records for the particular classification carried.

Provided further: Involuntary transfers of classified employees due to consolidation or transfer of functions from one department to another department shall have no effect on the departmental seniority of the transferred employee.

Section 2. Transfers Permitted.

- (a) Transfer, in lieu of layoff, may be made to a classified position in the same classification in a different department or division, providing the employee consents to such transfer and, further, that a confirmed or probationary employee is not displaced.
- (b) When a classified position held by an employee is reclassified which involves a change in grade and the employee elects to retain the original classification, the employee shall so notify the Chief Examiner in writing and will then be transferred to the first available classified vacancy in the original classification. When such transfer is to another department or division, departmental seniority shall be forfeited and the employee shall be placed in the junior position on the new departmental seniority list for that job classification.
- (c) In the event that classified employees, whether probationary or confirmed, are injured in the line of duty and are no longer able, as a result of the injury, to perform the duties for which originally hired, the Human Resources Department and the Chief Examiner, working with the State Industrial Insurance System, shall make every effort to find other meaningful classified assignments for those employees in the City's work force. Rehabilitation, training, waiving of minimum qualifications, and testing without opening up a classification will be allowed if the Commission deems it appropriate to do so, in order to accommodate such employees injured in the line of duty. Each case will be considered on an individual basis by the Commission. Under no circumstances would employees in this circumstance displace any probationary or confirmed employees.

Section 3. Employment by City of Reno of Employees of Agencies, Organizations, or Governmental Entities, whose functions have been assumed by the City of Reno or whose functions have been assumed laterally by Agency, Organization, or Government entities.

- (a) If the City of Reno assumes in whole or in part the function of another agency, organization, or governmental entity, an employee who is performing that function for the other agency, organization or governmental entity at the time of the assumption and who will be performing a substantially similar function for the City of Reno immediately following the assumption may, upon recommendation of the City Manager or their delegate, and if approved by the Commission, be included within the City of Reno Civil Service without requirement for competitive examination.
- (b) All persons transferred under the provision of this section shall be placed in probationary status for a period of time established for similar classification within the classified service.

Upon request made by the City Manager or their delegate, the Commission may consider and waive the probationary requirement provided that the person(s) has/have satisfactorily held a position within the agency, organization, or governmental entity for a period of one (1) year or longer. Employment of persons by the agency, organization, or governmental entity shall be treated as the equivalent of City service. The transition from service with the agency, organization, or governmental entity to the City shall not be deemed as a break in continuous service for the purpose of administration under Civil Service Rules. However, the length of continuous service shall be adjusted based on criteria set out in these Rules.

Section 4. Conversion from Non-Civil Service Appointment Status to Civil Service Appointment Status Within the City of Reno.

- (a) The purpose of this Rule is to establish procedures for blanketing into Civil Service pursuant to the authority provided to the Commission by Charter §9.120.
- (b) Subject to the provisions set forth in this Rule, the following persons may be included in the classified service, upon request of the Appointing Authority and approval of the Commission:
 - i. A person holding a regularly funded City position which has not been within Civil Service, and which is declared by a change in state or federal law to be within the Civil Service, may be included in the classified service without requirement for open competitive recruitment and merit based examination, or
 - ii. A person appointed to and employed by the City in an exempt position under Charter §§1.090(3)(4) or 9.020(1)(f) and whose position is subsequently converted to coverage under Civil Service by a change in funding or as a result of a process and/or decision under the discretionary control of the City, may be included in the classified service, provided that such person's initial appointment to the position currently held was made from either: (1) an open competitive eligible list provided by the Civil Service Chief Examiner in anticipation of eventual transition to a position in the classified service, or (2) an eligible list created through an open competitive recruitment and merit based examination process approved in advance by the Chief Examiner as being compliant with the Uniform Guidelines for Employee Selection Procedures, issued by the Department of Labor, 29 CFR Part 1607 which are applicable to tests, and certified in accordance with the certification requirements set out in these Rules.
- (c) Employees blanketed into a classified position under the provisions of this Rule will be placed in probationary status for a period of time consistent with these Rules as designated by the Commission. Upon request of the Appointing Authority and a showing of good cause, the Commission may consider and waive this probationary requirement in instances where the person has satisfactorily held the position from which they are converting for a period of one (1) year or longer immediately prior to appointment under the Civil Service. As used in this section, good cause may include, but is not limited to, verification that the candidate has maintained required certifications and has demonstrated the ability to successfully perform the essential functions of the position in accordance with the required standards of work.
- (d) For purposes of administration under Civil Service Rules, including seniority in the classified service, such appointments shall be considered as original appointments to the classified service.

- (e) All other appointments to the classified service which occur as a result of conversion of a City of Reno position from non-Civil Service appointment status to Civil Service classified appointment status shall be made through the Civil Service open competitive recruitment, merit based examination and certification process as required by these Rules.

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.