



CIVIL SERVICE COMMISSION Hybrid Meeting

Agenda

Thursday, August 10, 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_8B-TRz1HRtGgbPDp-ast1w

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) – August 10, 2023.

A.4 Approval of the Minutes (For Possible Action) – July 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 minimum qualifications of the new classification specification of Traffic Signal Maintenance Worker. (For Possible Action)

B.4. Request to approve the minimum qualifications of the classification specifications in the Dispatcher Line of Progression. (For Possible Action)

B.5. Request to approve the minimum qualifications of the Manager classification specifications being converted into Civil Service. (For Possible Action)

B.6. Request to void the Development Permit Technician Eligible List (For Possible Action)

B.7. Possible approval of the request from the City Manager's Office to utilize Selective Certification pursuant to Rule VII, Section 8, on the Business License Compliance Officer recruitment for establishment of a Bilingual List. (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 Chief Examiner presentation of Mid-Year report (Not for Action)

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

E. Confirm the next meeting date – Thursday, September 14, 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, July 13, 2023, at 3:30 p.m.
City of Reno City Hall, 6th Floor Conference Room
1 East First Street, Reno, NV 89501

Members

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

Jay Kenny
Nichole Paul
Christopher Svendsen

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, late arrival 3:37, via phone
Charla Honey
Jay Kenny
Nichole Paul
Christopher Svendsen

MEMBERS EXCUSED:

None

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.

Kathryn Nance, Chief of Police, introduced herself to the Commission. Chief Nance thanked the Commission for all the support and resources.

A.3 Approval of the Agenda (For Possible Action) – July 13, 2023.

It was moved by Vice-Chair Allen and seconded by Commissioner Honey, to approve the July 13, 2023 agenda. The motion passed unanimously.

A.4 Approval of the Minutes (For Possible Action) – Approval of June 8, 2023, regular meeting minutes.

It was moved by Commissioner Svendsen and seconded by Vice-Chair Allen, to approve the minutes for June 8, 2023, Civil Service Commission Meeting. The motion

passed unanimously, with the exception of the vote from Commissioner Honey who was not present at the June 8, 2023 meeting.

- A.5 Council Liaison Report** – Item for general announcements and informational items only. No action may be taken on this item.

Councilmember Meghan Ebert informed the Commission that there would be twelve positions that will convert from appointed to Civil Service through an ordinance.

- 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 number of Civil Service vacancies remains consistent, with about 70 vacancies. There are considerably fewer compared to the last couple of years, which could be attributed to fewer new positions being created and a significant reduction in turnover. There are 18 recruitments open, ready to be open, or wrapping up; and 6 recruitments in development.

The Civil Service Team continues to hold the third-quarter meetings with departments. The team attended meetings related to the Class & Comp Study and met with the Communications department on the employer-branding project to help boost the advertising efforts for the City, including recruitment. AJ Kenneson and Chief Examiner Ackermann met with the Maintenance & Operations department to develop a comprehensive recruiting and testing strategy following the lines of progression. This project will take several months to complete.

The Civil Service Team also attended the IPAC Job Analysis training, presented at the New Employee Orientation, and participated in the Employee Field Day festivities. The team also attended the Police Recruit Academy Orientation.

Rossmery presented to the Commission the updates being made to the Civil Service Commission webpage to improve the quality of information that we provide to candidates and the community.

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 Economic Development and Marketing Program Manager. (For Possible Action)**
- B.4. Request to approve the minimum qualifications of the new classification specification of Property Analyst. (For Possible Action)**
- B.5. Possible approval of the request from the City Manager's Office to utilize Selective Certification pursuant to Rule VII, Section 8, on the Citizen Services Representative recruitment for establishment of a Bilingual List. (For Possible Action)**

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

Vice-Chair Allen commented on item B.3.

C. Regular Agenda

C.1 Presentation of Civil Service Chief Examiner Performance Evaluation Survey results by Cody Freeman, Human Resources Management Analyst. (Not for Action)

Cody Freeman, Human Resources Business Partner (Management Analyst), presented the results of the Chief Examiner Performance Evaluation.

Vice-Chair Allen and Commissioner Svendsen commented that they did not receive the survey.

C.2 Performance evaluation of the Chief Examiner, including discussion of goals, objectives, and accomplishments; and, discussion and potential direction regarding adjustment of Chief Examiner's compensation and benefits. (For Possible Action)

Chief Examiner Ackermann thanked Cody and everyone who participated in the evaluation survey. The feedback helps us to realize what we are doing right and what we need to improve on. We have implemented many suggestions received from last year's survey, and we will continue to do so with this year's survey.

Chief Examiner Ackermann recognized the Civil Service Team and thanked them for all their work. There are several projects in the works for this upcoming year.

AJ Kenneson and Rossmery Diaz commented on the performance of the Chief Examiner.

Chairperson Abney, Vice-Chair Allen, and Commissioner Svendsen recognize the great work being done by Chief Examiner Ackermann and the Civil Service Team.

Discussion regarding salary was held between Human Resources and the Commissioners.

Vice-Chair Allen presented a motion, that based on this year's Chief Examiner performance evaluation, to provide Chief Examiner Ackermann with a 10% increase in salary effective July 14, 2023.

It was moved by Vice-Chair Allen and seconded by Commissioner Svendsen, to approve the motion to increase Chief Examiner's salary by 10%. The motion passed unanimously.

C.3 Election of Civil Service Chairperson and Vice Chairperson. These positions will be held through July 2025, pursuant to Rule II, Section 1 of the Civil Service Commission Rules. (For Possible Action)

Chairperson Abney and Vice-Chair Allen volunteered to remain in their current positions.

It was moved by Commissioner Svendsen and seconded by Commissioner Honey to maintain Tray Abney as Chair and YeVonne Allen as Vice-Chair. The motion passed unanimously.

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

Civil Service Mid-Year Report during the August Civil Service Commission Meeting.

Classifications being moved to Civil Service by ordinance.

Class & Comp Study updated class specs coming in the following months.

E. Confirm next meeting date – August 10, 2023, at 3:30 p.m. City Hall - 6th Floor Conference Room (For Possible Action)

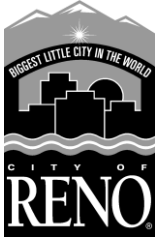
The next regular meeting of the Civil Service Commission is scheduled for August 10, 2023, at 3:30 p.m. at its regular location in City Hall.

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

None.

G. Adjournment (For Possible Action)

It was moved by Vice-Chair Allen and seconded by Commissioner Svendsen, to adjourn the meeting at 4:29 P.M. The motion passed unanimously.



Civil Service Commission

Confirmation Report

Date: July 27, 2023

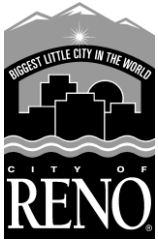
To: City of Reno Civil Service Commission

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
<u>Business License Department</u>			
Shelbie Huerta	Business License Technician	6 months	July 11, 2023
<u>Code & Parking Enforcement Department</u>			
Zachary Boys-Cheer	Code Enforcement Officer II	12 months	July 1, 2023
<u>Development Services Department</u>			
James Pehrson	Senior Civil Engineer	12 months	July 18, 2023
<u>Reno Police Department</u>			
Vanessa Kosinski	Crime Analyst	12 months	July 25, 2023
Maya Lemus	Police Assistant I	12 months	July 31, 2023
Anthony Della	Police Sergeant	12 months	July 1, 2023
Sheila Silva	Equipment Supply Technician	12 months	June 27, 2023
Vincent Robles	Police Sergeant	12 months	July 3, 2023
Brandon Carney	Police Lieutenant	12 months	July 1, 2023
<u>Utility Services</u>			
Theresa Jones	Senior Civil Engineer	12 months	June 14, 2023



Civil Service Commission

Eligible List Report

Date: July 27, 2023

To: City of Reno Civil Service Commission

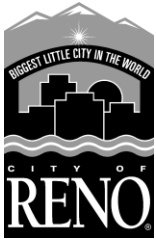
From: Barbara Ackermann, Chief Examiner

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
Business License Compliance Officer	Open Competitive	There are six (16) candidates on this list established on July 24, 2023, with ethnic, racial, and gender diversity.
Citizen Services Representative	Open Competitive	There are forty-nine (49) candidates on this list established on July 14, 2023, with ethnic, racial, and gender diversity.
Citizen Services Representative	Selective Certification	There are seventeen (17) candidates on this list established on July 14, 2023, with ethnic, racial and gender diversity.
Crime Analyst	Open Competitive	There are sixteen (16) candidates on this list established on July 10, 2023, with racial and gender diversity.
Park Development Planner	Open Competitive	There is one (1) candidate on this list established on July 18, 2023.
Police Assistant I	Open Competitive	There are twenty-one (21) candidates on this list established on July 17, 2023, with ethnic, racial, and gender diversity.
Project Coordinator	Open Competitive	There are seven (7) candidates on this list established on July 11, 2023, with ethnic, racial, and gender diversity.

CLASSIFICATION	LIST TYPE	DESCRIPTION
Project Manager	Promotional	There are three (3) candidates on this list established on July 11, 2023, with ethnic, and racial diversity.
Project Manager	Open Competitive	There are twelve (12) candidates on this list established on July 11, 2023, with ethnic, racial and gender diversity.



Civil Service Commission

MEMORANDUM

Date: July 27, 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 Traffic Signal Maintenance Worker. (For Possible Action)

Background:

Civil Service in collaboration with Human Resources, Maintenance & Operations, and Public Sector Personnel Consultants has developed the classification specification of Traffic Signal Maintenance Worker as a new entry level point in the Traffic Signal line of progression.

Discussion:

The proposed minimum qualifications include:

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable

Education and Experience:

- High school diploma or equivalent
- Four (4) years of combined work experience within a Maintenance Worker job series

Required Licenses or Certifications:

- Valid driver's license
- Valid flagger certification

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:

Civil Service staff recommends that the Commission approve the minimum qualifications of the new classification specification of Traffic Signal Maintenance Worker 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 Traffic Signal Maintenance Worker



Department of Human Resources

MEMORANDUM

Date: August 2, 2023
To: Civil Service Commission
From: Nika Hsiao, Management Analyst, Human Resources
Subject: Traffic Signal Maintenance Worker – Approval of Minimum Qualifications

Recommendations: It is recommended the Civil Service Commission approve the minimum qualifications for the new position of Traffic Signal Maintenance Worker classification.

Discussion: The Traffic Signal Maintenance Worker position is a new classification. This position will be the entry level position in the Traffic Signal Maintenance series.

MINIMUM QUALIFICATIONS:

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable

Education and Experience:

- High school diploma or equivalent
- Four (4) years of combined work experience within a Maintenance Worker job series

Required Licenses or Certifications:

- Valid driver's license
- Valid flagger certification

COMPETENCIES:

These are reflective of the KSAs an individual would possess at the full-functioning level.

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 troubleshooting and calibrating electric and electronic systems and components.
- Precautions and safety practices necessary for working with high voltage.
- Electrical theory, electrical wiring, electrical control systems, and national electrical code.
- Operational characteristics of computerized traffic control systems.
- 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.
- Operate hand and power tools competently and safely.
- Read, understand, and interpret schematics, blueprints, and diagrams.
- Monitor and operate computerized traffic signal controls.
- Respond tactfully and respectfully to requests and inquiries from the general public.
- Maintain accurate and complete files and records.
- 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.

Physical Demands and Working 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.
- 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.

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



Traffic Signal Maintenance Worker

Department:	Traffic	Level:	Entry
Division:	Maintenance & Operations	Job Series:	Technician
FLSA:	Non-Exempt	Reports To:	Traffic Signal Maintenance Supervisor
Bargaining Unit:		EEO-4 Code:	
Salary Grade:	G22	Job Class Code:	3773

SUMMARY: The Traffic Signal Maintenance Worker assists with and 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.

Distinguishing Characteristics: The Traffic Signal Maintenance Worker is an entry level position assisting with basic and routine maintenance and repair work. Work is overseen and reviewed by Traffic Signal Technicians and/or the Traffic Signal Maintenance Supervisor. This is an entry level position in which the incumbent follows established protocols and routines, often serving in an assisting role to gain knowledge and experience. This is distinguished from the Traffic Signal Technician who performs more experienced and skilled routine maintenance and repair.

Supervision Received and Exercised: Work is normally reviewed in progress and upon completion of each assignment to ensure accuracy, timeliness, and conformance to established standards; autonomy is granted at the task level; work is subject to both general and departmental policies, procedures, and guidelines. This position exercises no supervision, guidance, or oversight to other positions.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assists with Inspecting and verifying signal installations; responds to urgent signal malfunctions.
- Installs, maintains, inspects, and repairs traffic signal equipment for proper operation; performs preventive maintenance on assigned systems.
- Assists with repairs and replacements of City traffic signals, and streetlights by replacing bulbs, photo cells, wiring, fuses, circuit breakers, ballasts, and signal head parts.
- Installs and maintains overhead and underground traffic signal communication cabling; performs U.S.A. locations; pulls wires and makes electrical connections required to tie in wiring, signals, vehicle detectors, and control cabinets.
- Repairs and installs pedestrian indication fixtures, traffic signal fixtures, optically programmable fixtures, and inductive vehicle loop detectors at intersections.
- Repairs, programs, and maintains electrically operated flashing school zone clocks and signs.
- Installs and repairs vehicle loops using concrete saw, loop sealant machine, jackhammer and compressor.
- Installs and maintains video detection on poles.
- Assists in maintaining Battery Backup Systems (BBS) for the City and Washoe County; maintains electrical service cabinets; repairs or replaces electrical service cabinets and wiring; assists with the coordination with NV energy for power outages.

- Provides support to various City staff and the general public regarding traffic signal issues and safety concerns; responds to regular and emergency calls for service as appropriate; coordinates with first responders, contractors, and NV energy; works on traffic signal cabinets and makes adjustments to traffic signal controllers, monitors conflicts and vehicle detection.
- Directs and controls the flow of traffic during repairs, installation, or modification of traffic signals.
- Assists in the reviews, interpretation, and feedback to plans and specifications for various traffic engineering functions; reviews completed work to ensure compliance with established plans; assists City engineers with infrastructure mapping.
- Operates a variety of electrical and electronic repair and heavy equipment including a multi-meter, specialized test equipment, bucket truck, and crane truck.
- Reviews signal construction plans and prepares comments; maintains accurate and detailed records of traffic signal plans, schematics, and signal timing specifications; updates records as maintenance is performed.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable

Education and Experience:

- High school diploma or equivalent
- Four (4) years of combined work experience within a Maintenance Worker job series

Required Licenses or Certifications:

- Valid driver's license
- Valid flagger certification

COMPETENCIES:

These are reflective of the KSAs an individual would possess at the full-functioning level.

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 troubleshooting and calibrating electric and electronic systems and components.
- Precautions and safety practices necessary for working with high voltage.
- Electrical theory, electrical wiring, electrical control systems, and national electrical code.
- Operational characteristics of computerized traffic control systems.
- 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.

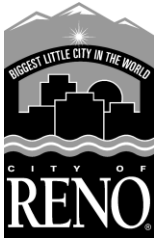
- Operate a variety of electrical testing, maintenance, repair, and installation equipment in a safe and effective manner.
- Operate hand and power tools competently and safely.
- Read, understand, and interpret schematics, blueprints, and diagrams.
- Monitor and operate computerized traffic signal controls.
- Respond tactfully and respectfully to requests and inquiries from the general public.
- Maintain accurate and complete files and records.
- 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.

Physical Demands and Working 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.
- 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.

Revision History:

Date	Nature of Revision	Initial of Reviser
07/18/2023	Established	PSPC



Civil Service Commission

MEMORANDUM

Date: July 27, 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 classifications in the Dispatcher Job Series. (For Possible Action)

The following Dispatcher classifications are being presented to the Commission for approval of the minimum qualifications:

- Public Safety Call Taker
- Public Safety Dispatcher I
- Public Safety Dispatcher II

Background:

Human Resources, in collaboration with Civil Service and the department, has developed an updated job series for the Dispatcher line of progression to include the three classifications listed above. These proposed changes include updates to the minimum qualifications for the existing Public Safety Call Taker classification and Title and minimum qualification updates to Public Safety Dispatcher Trainee and Lateral Public Safety Dispatcher.

Discussion:

The following updates are being presented for approval of the Commission:

- Public Safety Call Taker – minimum qualification changes
- Public Safety Dispatcher Trainee – Title change to Public Safety Dispatcher I, including minimum qualification changes
- Lateral Public Safety Dispatcher – Title change to Public Safety Dispatcher II, including minimum qualification changes

The Title updates have been recommended for industry alignment by the consultants during the ongoing Classification and Compensation study. Further, the department has identified an increased need in developing a clear path of employee development that supports the demanding requirements of the work they perform. The proposed updates will also provide a solid foundation for recruitment and retention.

The proposed minimum qualifications are in line with the education and experience commonly required of candidates to be able to effectively fulfil the duties and responsibilities associated with these positions.

Recommendation:

The Civil Service staff recommends that the Commission approve the minimum qualifications of the classification specifications as presented with a twelve month probationary period.

Attachment 1: Memo requesting approval of minimum qualifications from Cody Freeman, Human Resources Management Analyst and Classification Specification for Public Safety Call Taker

Attachment 2: Memo requesting approval of minimum qualifications from Cody Freeman, Human Resources Management Analyst

Attachment 3: Classification Specification for Public Safety Dispatcher I

Attachment 4: Memo requesting approval of minimum qualifications from Cody Freeman, Human Resources Management Analyst

Attachment 5: Classification Specification for Public Safety Dispatcher II



Department of Human Resources

MEMORANDUM

Date: July 26, 2023
To: Civil Service Commission
From: Cody Freeman, Management Analyst, Human Resources
Subject: Public Safety Call Taker – Approval of Minimum Qualifications & Title Change

Recommendations: It is recommended the Civil Service Commission approve the proposed qualification changes for the Public Safety Call Taker classification.

Discussion: The Public Safety Call Taker position is an existing classification. This position performs work receiving incoming emergency and non-emergency telephone calls and evaluating requests for services.

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

1125

CITY OF RENO

PUBLIC SAFETY CALL TAKER

MINIMUM QUALIFICATIONS:

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

Knowledge of:

Operations, services and activities of a public safety dispatch center.

Methods and techniques of public safety call taking including the use of computer aided dispatch and manual card systems.

Streets, landmarks and geography of the City and surrounding areas.

Techniques of questioning for both emergency and non-emergency calls.

English usage, spelling, grammar and punctuation.

Principles and procedures of record keeping.

Public safety communications center procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Department policies and procedures.

ADD - Public safety related language and codes.

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

Ability to:

Establish priority and classification of emergency and non-emergency situations.

Effectively communicate and elicit information from upset, traumatized and irate callers.

Operate NG911 and computer aided dispatch systems.

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

Respond calmly and effectively to emergency situations.

Analyze and interpret maps.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Type or enter data at a speed necessary for successful job performance.

Understand and follow verbal and written instructions.

~~REMOVE— Apply the methods and techniques of emergency communications dispatching.~~

Operate Public Safety related equipment including computers supporting data processing, spreadsheet, and database applications.

Interpret and apply federal, state and local policies, procedures, laws, codes and regulations.

Work irregular work hours including weekends, evenings, nights and holidays.

Work in a fast paced and unpredictably stressful environment; able to identify and manage personal stress along with available resources.

Work in a team based environment to achieve common goals.

Coordinate multiple incidents and complex tasks simultaneously.

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

Communicate clearly and concisely, both verbally and in writing.

Establish and maintain effective working relationships with co-workers and those contacted in the course of work.

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

Education/Training:

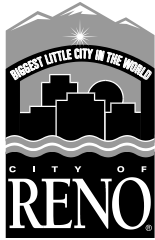
EXISTING LANGUAGE— Equivalent to the completion of the twelfth grade

PROPOSED LANGUAGE - Completion of a high school diploma or equivalent.

Experience:

EXISTING LANGUAGE— No experience is required. One year of experience in customer service involving direct contact with the public is desirable

PROPOSED LANGUAGE – No experience is required. One year of experience in customer service is desirable.



Department of Human Resources

MEMORANDUM

Date: July 26, 2023

To: Civil Service Commission

From: Cody Freeman, Management Analyst, Human Resources

Subject: Public Safety Dispatcher Trainee – Approval of Minimum Qualifications & Title Change

Recommendations: It is recommended the Civil Service Commission approve the proposed minimum qualification changes and title change for the position of Public Safety Dispatch Trainee. The recommended title change is to Public Safety Dispatcher I.

Discussion: The Public Safety Dispatch Trainee (Public Safety Dispatcher I) position is an existing classification. This position receives, evaluates, prioritizes, and dispatches public safety calls for service; responds to emergency and non-emergency calls in a timely and appropriate manner; and operates a variety of communication equipment including radio, telephone, telephony, TDD and multiple computer systems.

Action: It is requested the Civil Service Commission approve the proposed minimum qualification changes and title change for the Public Safety Dispatch Trainee classification.

PUBLIC SAFETY ~~DISPATCH TRAINEE DISPATCHER I~~
PUBLIC SAFETY DISPATCHER I

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, receives, evaluates, prioritizes, and dispatches public safety calls for service; responds to emergency and non-emergency calls in a timely and appropriate manner; and operates a variety of communication equipment including radio, telephone, telephony, TDD and multiple computer systems.

DISTINGUISHING CHARACTERISTICS

~~**Public Safety Dispatch Trainee:** This is the entry level class in the Public Safety Dispatch series. This class is distinguished from the Public Safety Dispatcher by the learning and performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Advancement to the Public Safety Dispatcher level is based on demonstrated proficiency in training performance for a range of assigned duties, and is at the discretion of higher level supervisory or management staff.~~

~~**Public Safety Dispatcher:** This is the full journey level class within the Public Safety Dispatch series. Employees within this class are distinguished from the Public Safety Dispatch Trainee by on going training and the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and are generally filled by advancement from the Public Safety Dispatch Trainee level. Advancement to the Public Safety Dispatcher level is based on management judgment and/or certification or testing that validates the performance of a range of job duties.~~

~~**Public Safety Dispatcher I:** Employees within this class perform a range of Public Safety Dispatch duties and are distinguished from the Public Safety Call Taker in that incumbents are expected to maintain proficiency and certification for a minimum of two out of the four functional working positions including those tasks associated with the Public Safety Call Taker class. Positions in this class are flexibly staffed and normally filled by advancement from the Public Safety Call Taker class, or when filled from the outside, have demonstrated advanced skills and abilities through pre-hire testing. Advancement to the "II" level is based on demonstrated proficiency and performance of assigned functions, evaluation of necessary skills and abilities related to Dispatcher II, and is at the discretion of management staff.~~

REPRESENTATIVE DUTIES

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

1. Receive, evaluate and prioritize emergency and non-emergency police, fire, medical, and rescue calls for service; determine nature, location and pertinent details of incidents and dispatching of field units to situations as necessary for multiple public safety agencies in the area.
2. Operate a variety of emergency dispatch and communications equipment including a Next Generation E911 (NG911) telephony system, an 800 MHz radio system, a Public Safety Computer Aided Dispatch (CAD) system and general office equipment; enter pertinent information regarding calls for service into various computer systems, according to established procedures and guidelines.

CITY OF RENO

Public Safety Dispatch Trainee/Public Safety Dispatcher (Continued) Public Safety Dispatcher I (Continued)

3. Maintain awareness of field unit activities within the computer aided dispatch (CAD) and manual card systems; communicate with field units through radios in accordance with Federal Communications Commission (FCC) regulations; maintain status and location of units.
4. Coordinate the receipt of both emergency and non-emergency calls and relay information and assistance with other law enforcement, fire, medical, and other emergency response agencies as required.
5. Evaluate the nature and severity of the calling party's situation to assist in determining call priority and necessary responding equipment.
6. Simultaneously respond to multiple emergencies on multiple radio channels from various public safety agencies, including law enforcement, fire, and emergency medical services.
7. Retrieve and enter information from local, state and federal computer networks regarding wanted persons, stolen property, vehicle registration, stolen vehicles and other related information; relay information to field units.
8. Maintain accurate and complete logs and records of all activities and calls that are received and dispatched.
9. Perform a variety of functions related to public safety dispatch operations.
10. Perform related duties as required.

QUALIFICATIONS

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

Knowledge of:

- Operations, services and activities of a public safety dispatch center.
- Methods and techniques of public safety dispatching including the use of computer aided dispatch and manual card systems.
- Streets, landmarks and geography of the City and surrounding areas.
- Techniques of questioning for both emergency and non-emergency calls.
- English usage, spelling, grammar and punctuation.
- Principles and procedures of record keeping.
- Public safety communications center procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Department policies and procedures.
- Public safety related language and codes.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Establish priority **and classification** of emergency **and non-emergency** situations.
- Effectively communicate and elicit information from upset, traumatized and irate callers.
- Operate NG911, radio transmitting and computer aided dispatch systems.
- Work under pressure, exercise good judgment and make sound decisions in emergency situations and with constant interruptions.
- Respond calmly and effectively to emergency situations.
- Analyze and interpret maps.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

CITY OF RENO

~~Public Safety Dispatch Trainee/Public Safety Dispatcher (Continued)~~ Public Safety Dispatcher I (Continued)

Type or enter data at a speed necessary for successful job performance.

Understand and follow verbal and written instructions.

Operate Public Safety related equipment including computers supporting data processing, spreadsheet, and database applications.

Interpret and apply federal, state and local policies, procedures, laws, codes and regulations.

Work irregular work hours including weekends, evenings, nights and holidays.

Work in a fast paced and unpredictably stressful environment; able to identify and manage personal stress along with available resources.

Work in a team based environment to achieve common goals.

Coordinate multiple incidents and complex tasks simultaneously.

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

Communicate clearly and concisely, both verbally and in writing.

Establish and maintain effective working relationships with co-workers and those contacted in the course of work.

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

Public Safety Dispatch Trainee

Education/Training:

~~Completion of a high school diploma or equivalent.~~

Experience:

~~None~~

Public Safety Dispatcher

Education/Training:

~~Completion of a high school diploma or equivalent.~~

Experience:

~~One year of experience as a radio dispatcher, or customer service representative in a high call volume environment similar to that of a Public Safety Dispatcher with the City of Reno; OR successful completion of six months as a Public Safety Dispatch Trainee with the City of Reno.~~

Education/Training

Completion of a high school diploma or equivalent.

Experience:

No experience is required. One (1) year of experience in customer service is 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.

CITY OF RENO

~~Public Safety Dispatch Trainee/Public Safety Dispatcher (Continued)~~ Public Safety Dispatcher I (Continued)

Environment: Work is performed primarily in an emergency dispatch center type of office setting; exposure to unusual fatigue factors, irregular and unpredictable hours, and emergency or stressful situations; exposure to noisy distractions from simultaneous events while working on multiple computer systems and monitors while utilizing both a headset and telephone and/or telephony system for verbal communications; exposure to varying lighting conditions.

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

~~Rev December 2016~~ July 2023

Human Resources



Department of Human Resources

MEMORANDUM

Date: July 26, 2023

To: Civil Service Commission

From: Cody Freeman, Management Analyst, Human Resources

Subject: Lateral Public Safety Dispatcher – Approval of Minimum Qualifications & Title Change

Recommendations: It is recommended the Civil Service Commission approve the proposed minimum qualification changes and title change for the position of Lateral Public Safety Dispatcher. The recommended title change is to Public Safety Dispatcher II.

Discussion: The Lateral Public Safety Dispatcher (Public Safety Dispatcher II) position is an existing classification. This position receives, evaluates, prioritizes, and dispatches public safety calls for service; responds to emergency and non-emergency calls in a timely and appropriate manner; and operates a variety of communication equipment including radio, telephone, telephony, TDD and multiple computer systems.

Action: It is requested the Civil Service Commission approve the proposed minimum qualification changes and title change for the Lateral Public Safety Dispatcher classification.

~~LATERAL PUBLIC SAFETY DISPATCHER PUBLIC SAFETY DISPATCHER II~~

*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, receives, evaluates, prioritizes, and dispatches public safety calls for service; responds to emergency and non-emergency calls in a timely and appropriate manner; and operates a variety of communication equipment including radio, telephone, telephony, TDD and multiple computer systems.

DISTINGUISHING CHARACTERISTICS

~~**Public Safety Dispatcher:** This is the full journey level class within the Public Safety Dispatch series. Employees within this class are distinguished from the Public Safety Dispatch Trainee by on-going training and the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and are generally filled by advancement from the Public Safety Dispatch Trainee level. Advancement to the Public Safety Dispatcher level is based on management judgment and/or certification or testing that validates the performance of a range of job duties. This position is a lateral position, therefore, employees are certified in all areas of public safety dispatch and possess a sufficient number of years of experience utilizing public dispatch systems to operate effectively with little to no assistance.~~

This is the full journey level class within the Public Safety Dispatch series. This class is distinguished from the Public Safety Dispatch I in that the incumbents are expected to be able to perform the full range of duties associated with all of the functional working positions. Positions in this class series are flexibly staffed and are generally filled by advancement from the Public Safety Dispatch I level, or when filled from the outside, have prior experience.

REPRESENTATIVE DUTIES

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

1. Receive, evaluate and prioritize emergency and non-emergency police, fire, medical, and rescue calls for service; determine nature, location and pertinent details of incidents and dispatching of field units to situations as necessary for multiple public safety agencies in the area.
2. Operate a variety of emergency dispatch and communications equipment including a Next Generation E911 (NG911) telephony system, an 800 MHz radio system, a Public Safety Computer Aided Dispatch (CAD) system and general office equipment; enter pertinent information regarding calls for service into various computer systems, according to established procedures and guidelines.
3. Maintain awareness of field unit activities within the computer aided dispatch (CAD) and manual card systems; communicate with field units through radios in accordance with Federal Communications Commission (FCC) regulations; maintain status and location of units.
4. Coordinate the receipt of both emergency and non-emergency calls and relay information and assistance with other law enforcement, fire, medical, and other emergency response agencies as required.
5. Evaluate the nature and severity of the calling party's situation to assist in determining call priority

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~~Public Safety Dispatch Trainee/Public Safety Dispatcher (Continued)~~ Public Safety Dispatcher II

and necessary responding equipment.

6. Simultaneously respond to multiple emergencies on multiple radio channels from various public safety agencies, including law enforcement, fire, and emergency medical services.
7. Retrieve and enter information from local, state and federal computer networks regarding wanted persons, stolen property, vehicle registration, stolen vehicles and other related information; relay information to field units.
8. Maintain accurate and complete logs and records of all activities and calls that are received and dispatched.
9. Perform a variety of functions related to public safety dispatch operations.
10. Perform related duties as required.

QUALIFICATIONS

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

Knowledge of:

Operations, services and activities of a public safety dispatch center.
Methods and techniques of public safety dispatching including the use of computer aided dispatch and manual card systems.
Streets, landmarks and geography of the City and surrounding areas.
Techniques of questioning for both emergency and non-emergency calls.
English usage, spelling, grammar and punctuation.
Principles and procedures of record keeping.
Public safety communications center procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Department policies and procedures.
Public safety related language and codes.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Effectively utilize appropriate self-care and stress management strategies to remain resilient in the position.
Establish priority classification of emergency and non-emergency situations.
Effectively communicate and elicit information from upset, traumatized and irate callers.
Operate NG911, radio transmitting and computer aided dispatch systems.
Work under pressure, exercise good judgment and make sound decisions in emergency situations and with constant interruptions.
Respond calmly and effectively to emergency situations.
Analyze and interpret maps.
Respond to and resolve difficult and sensitive citizen inquiries and complaints.
Type or enter data at a speed necessary for successful job performance.
Understand and follow verbal and written instructions.
Operate Public Safety related equipment including computers supporting data processing, spreadsheet, and database applications.
Interpret and apply federal, state and local policies, procedures, laws, codes and regulations.
Work irregular work hours including weekends, evenings, nights and holidays.
Work in a fast paced and unpredictably stressful environment; able to identify and manage personal

stress along with available resources.

Work in a team based environment to achieve common goals.

Coordinate multiple incidents and complex tasks simultaneously.

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

Communicate clearly and concisely, both verbally and in writing.

Establish and maintain effective working relationships with co-workers and those contacted in the course of work.

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

Lateral Public Safety Dispatcher

~~Two (2) full years of public safety dispatch experience, or equivalent, with a public safety agency within the last (3) years.~~

~~OR~~

~~One (1) full year of public safety dispatch experience, or equivalent, with a public safety agency within the last three (3) years AND have obtained one or more of the following certifications:~~

- ~~• Certified Emergency Dispatcher (International Academies of Emergency Dispatch EFD/EPD/EMD or equivalent)~~
- ~~• P.O.S.T. Certified Dispatcher (NV or out of state)~~

~~One (1) year experience as a City of Reno employee at a level comparable to a Public Safety Dispatcher I AND have obtained one or more of the following certifications:~~

- ~~• Certified Emergency Dispatcher (International Academies of Emergency Dispatch EFD/EPD/EMD or equivalent)~~
- ~~• P.O.S.T. Certified Dispatcher (NV or out of state)~~

~~OR~~

~~Two (2) full years of public safety dispatch or call taking experience, or equivalent, with a public safety agency within the last (3) years AND have obtained one or more of the following certifications:~~

- ~~• Certified Emergency Dispatcher (International Academies of Emergency Dispatch EFD/EPD/EMD or equivalent)~~
- ~~• P.O.S.T. Certified Dispatcher (NV or out of state)~~

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed primarily in an emergency dispatch center type of office setting; exposure to unusual fatigue factors, irregular and unpredictable hours (including overtime), and emergency or stressful situations; exposure to noisy distractions from simultaneous events while working on multiple computer systems and monitors while utilizing both a headset and telephone and/or telephony system for verbal communications; exposure to varying lighting conditions.

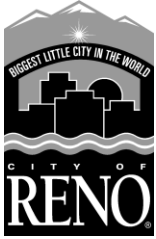
CITY OF RENO

~~Public Safety Dispatch Trainee/Public Safety Dispatcher (Continued)~~ Public Safety Dispatcher II

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

~~Rev June 2022~~ July 2023

Human Resources



Civil Service Commission

MEMORANDUM

Date: July 27, 2023

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.5. Request to approve the minimum qualifications of the Manager classification specifications being converted into Civil Service. (For Possible Action)

The following existing classifications are being presented to the Commission for approval of the minimum qualifications:

- Parks Manager
- Recreation Manager
- Traffic Engineer
- Principal Engineer/Engineering Manager
- Maintenance & Operations Manager

Background:

These existing classifications are currently filled by appointed employees per City ordinance as provided for per Charter Section 1.090 (4). City Council will be considering an ordinance change in September that will move the filled positions in these classifications into Civil Service.

Discussion:

The classifications listed above are being presented to the Commission for approval in their existing state. No changes are being requested. The approval of these minimum qualifications by the Commission will establish them for use within the Classified Service and have them available to be filled through current Civil Service processes upon the anticipated change of City ordinance.

The proposed minimum qualifications are in line with the education and experience commonly required of candidates to be able to effectively fulfil the duties and responsibilities associated with these positions.

Recommendation:

The Civil Service staff recommends that the Commission approve the minimum qualifications of the classification specifications as presented with a twelve month probationary period.

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

Attachment 2: Classification Specification for Parks Manager

Attachment 3: Memo requesting approval of minimum qualifications from Nika Hsiao , Human Resources Management Analyst.

Attachment 4: Classification Specification for Recreation Manager

Attachment 5: Memo requesting approval of minimum qualifications from Nika Hsiao , Human Resources Management Analyst.

Attachment 6: Classification Specification for Traffic Engineer

Attachment 7: Memo requesting approval of minimum qualifications from Nika Hsiao , Human Resources Management Analyst.

Attachment 8: Classification Specification for Principal Engineer/Engineering Manager

Attachment 9: Memo requesting approval of minimum qualifications from Nika Hsiao , Human Resources Management Analyst.

Attachment 10: Classification Specification for Maintenance & Operations Manager



Department of Human Resources

MEMORANDUM

Date: July 26, 2023
To: Civil Service Commission
From: Nika Hsiao, Management Analyst, Human Resources
Subject: Parks Manager – Approval of Minimum Qualifications

Recommendations: It is recommended the Civil Service Commission approve the minimum qualifications for the Parks Manager classification.

Discussion: The Parks Manager position is an existing classification. Reno City Council is scheduled to review and modernize the ordinance which outlines appointive classifications. The Parks Manager has been identified as a classification that has been appointive and is proposed to be removed from the appointive list. Human Resources is bringing this item forward to the Civil Service Commission for consideration prospectively, in anticipation of City Council's upcoming review and subsequent ordinance change.

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Education and Experience:

Bachelor's Degree in Park Management, Horticulture, Floriculture, or a closely related field; six years of experience in the development and/or maintenance of parks, including two years of supervisory responsibility.

Required Licenses or Certifications:

- Must possess a valid driver's license.

COMPETENCIES:

These are reflective of the KSAs an individual would possess at the full-functioning level.

Knowledge of:

- Advanced methods and techniques of parks construction and development.
- Advanced principles and practices of landscaping, horticulture, and groundskeeping.
- Principles and practices of program development, administration, and budget.
- Principles and procedures of record keeping and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Occupational hazards and standard safety practices.
- Equipment, materials, chemicals, and supplies used for park, grounds, and tree maintenance.

Ability to:

- Oversee and participate in the management of a comprehensive park maintenance program and open space construction and rehabilitation program.
- Oversee and direct the work of lower level staff and select, manage, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Prepare and administer large program budgets and prepare clear and concise financial reports.
- Oversee and direct the maintenance and construction of City parks and associated facilities.
- Delegate authority and responsibility and coordinate multiple projects and complex tasks simultaneously.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Operate office equipment including computers, spreadsheet, and database applications.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state and local policies, laws and regulations.
- Work in a team based environment to achieve common goals.
- 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.

Physical Demands and Working Environment:

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

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



DRAFT

Parks Manager

Department:	Parks and Recreation	Level:	Manager
Division:	Parks	Job Series:	Manager
FLSA:	Exempt	Reports To:	Director of Parks & Recreation Services
Bargaining Unit:	RAPG- Admin	EEO-4 Code:	
Salary Grade:	R36A	Job Class Code:	5721

SUMMARY: The Parks Manager directs, manages, supervises, and coordinates the activities and operations of the Parks Division within the Parks and Recreation Department including the planning, design, construction, and maintenance of City parks, horticultural and landscaping functions, urban forestry, and tree trimming activities; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Director of Parks and Recreation.

Distinguishing Characteristics: This is a managerial level position. The incumbent assumes full responsibility over a broad range of administration duties related to department services and activities and facilities short and long-term strategic planning. This is separated from the Supervisor level which follows more established and defined procedures.

Supervision Received and Exercised: Work is performed under general supervision. Work may be reviewed upon completion to ensure compliance with general organizational goals, strategic plans, and policies; autonomy is granted at the departmental level; work is subject to the organizational strategic plan, Council-level policies, and accepted professional standards. Major work activities are covered by broad guidelines and executive directives permitting flexibility in selecting methods, procedures, work priorities, and the planning and coordination of programs or projects. Exercises management responsibilities over assigned staff and gives direction, guidance, and instructions to staff outside of direct reports.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages, coordinates, and reviews the work of assigned staff; assigns work activities and coordinates schedules, projects, and programs; provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations.
- Coaches, trains, and motivates staff; coordinates and/or provides staff training; manages the employment and hiring process and employee relations for assigned area; manages the workflow and prioritization of assigned projects and takes appropriate corrective action when necessary; provides advice and counsel to staff; develops or assists with developmental work plans for staff; and makes recommendations and/or implements corrective actions, discipline and termination procedures as appropriate/necessary or as directed.
- Manages, administers, maintains, and oversees assigned budgets including making recommendations to the annual budget; monitors expenditures and identifies needs; reviews and approves reports, purchases, and payments according to established policies and practices; and makes recommendations and forecasts for future funds needed for staffing, equipment, materials, and supplies.
- Provides operational leadership to assure standards are met for productivity, efficiency, continuous quality improvement, customer satisfaction and teamwork; performs work within scope of authority and

training, and in compliance with policies and quality standards; monitors assigned operations and assures compliance with federal, state, and local regulations and policies; interprets policies and procedures and assures the consistent application of rules and regulations; serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence; attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment; and incorporates new developments as appropriate and assigned.

- Assumes full management responsibility for assigned services and activities of the Parks Division including the maintenance of City parks, horticultural and landscaping functions, urban forestry, and tree trimming activities.
- Assumes full management responsibility for the design, redesign, and development of parks and recreation facilities; review contract proposals and construction plans; evaluates and recommends modifications; reviews and approves project submittals; tracks construction progress and ensures adherence to construction timelines and specifications.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Manages the capital funding program for parks and open space acquisition and development; plans use of park construction taxes, identifies and secures public and private funding sources.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
- Provides technical advice in the planning and construction of landscape, open space projects, and outdoor recreational facilities.
- Responds to questions and inquiries from the general public regarding park facilities maintenance functions; physically inspects facilities as appropriate.
- Manages the care and maintenance of trees, floral plants, grass, and landscaping; coordinates maintenance and groundskeeping functions with appropriate City departments and staff.
- Oversees and administers contracts for maintenance of parks and recreation facilities; develops specifications and bid documents; tracks contract performance and ensures adherence to specifications.
- Maintains accurate records and files of maintenance operations and schedules; prepares correspondence, memos and reports as required.
- Serves as the liaison for the Parks Division with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
- Provides responsible staff assistance to the Director of Parks and Recreation; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to park maintenance programs, policies, and procedures as appropriate.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Education and Experience:

Bachelor's Degree in Park Management, Horticulture, Floriculture, or a closely related field; six years of experience in the development and/or maintenance of parks, including two years of supervisory responsibility.

Required Licenses or Certifications:

- Must possess a valid driver's license.

COMPETENCIES:

These are reflective of the KSAs an individual would possess at the full-functioning level.

Knowledge of:

- Advanced methods and techniques of parks construction and development.
- Advanced principles and practices of landscaping, horticulture, and groundskeeping.
- Principles and practices of program development, administration, and budget.
- Principles and procedures of record keeping and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Occupational hazards and standard safety practices.
- Equipment, materials, chemicals, and supplies used for park, grounds, and tree maintenance.

Ability to:

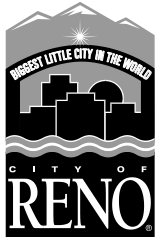
- Oversee and participate in the management of a comprehensive park maintenance program and open space construction and rehabilitation program.
- Oversee and direct the work of lower level staff and select, manage, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Prepare and administer large program budgets and prepare clear and concise financial reports.
- Oversee and direct the maintenance and construction of City parks and associated facilities.
- Delegate authority and responsibility and coordinate multiple projects and complex tasks simultaneously.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Operate office equipment including computers, spreadsheet, and database applications.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state and local policies, laws and regulations.
- Work in a team based environment to achieve common goals.
- 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.

Physical Demands and Working Environment:

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

Revision History:

Date	Nature of Revision	Initial of Reviser
06/27/2023	Established	PSPC



Department of Human Resources

MEMORANDUM

Date: July 26, 2023
To: Civil Service Commission
From: Nika Hsiao, Management Analyst, Human Resources
Subject: Recreation Manager – Approval of Minimum Qualifications

Recommendations: It is recommended the Civil Service Commission approve the minimum qualifications for the Recreation Manager classification.

Discussion: The Recreation Manager position is an existing classification. Reno City Council is scheduled to review and modernize the ordinance which outlines appointive classifications. The Recreation Manager has been identified as a classification that has been appointive and is proposed to be removed from the appointive list. Human Resources is bringing this item forward to the Civil Service Commission for consideration prospectively, in anticipation of City Council's upcoming review and subsequent ordinance change.

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Education and Experience:

Bachelor's Degree in Recreation, Public Administration, Business Administration, or a closely related field; six years of recreation experience, including two years of administrative/supervisory responsibility.

Required Licenses or Certifications:

- Must possess a valid driver's license.
- Parks and Recreational Professional Certificate is desirable.

COMPETENCIES:

These are reflective of the KSAs an individual would possess at the full-functioning level.

Knowledge of:

- Operational characteristics, services, and activities of a municipal recreation services program.
- Theories and philosophies of recreation and its application to individual behavior.
- A wide variety of recreational interests and community activities.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure time activities and programs through community participation.
- Current trends in recreational/educational/developmental programs.
- Techniques used in public relations and customer services practices.
- Office procedures, methods, and equipment including computers and applicable software applications.

- Principles and practices of program development, administration and budget.

Ability to:

- Oversee and participate in the management of a comprehensive recreation services program.
- Oversee and direct the work of lower level staff and select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures, develop and implement Marketing Plan(s).
- Prepare clear and concise administrative and financial reports.
- Inspect recreational facilities and associated equipment to ensure safety and proper maintenance.
- Identify, design, develop and implement recreation and leisure programs to meet community needs.
- Elicit community and organizational support for programs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state and local policies, laws and regulations.
- Work in a team based environment to achieve common goals and coordinate multiple projects and complex tasks simultaneously.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Physical Demands and Working Environment:

- Work is performed primarily in a standard office setting with some travel to different sites and locations; incumbents may be required to work extended hours including evenings and weekends.
- Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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



DRAFT

Recreation Manager

Department:	Parks and Recreation	Level:	Manager
Division:	Recreation	Job Series:	Manager
FLSA:	Exempt	Reports To:	Director of Parks & Recreation Services
Bargaining Unit:	RAPG- Admin	EEO-4 Code:	
Salary Grade:	R36A	Job Class Code:	5725

SUMMARY: The Recreation Manager directs, manages, supervises, and coordinates the activities and operations of assigned Recreation Division within the Parks, Recreation, & Community Services Department including aquatics programs, youth recreation programs, teen recreation programs, senior services recreation programs, league sports, Sky Tavern operations, golf programs, summer and holiday programs, before and after school programs, and various special events; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Director of Parks, Recreation, & Community Services.

Distinguishing Characteristics: This is a managerial level position within the Parks and Recreation Department. The incumbent is responsible for development and implementation of goals, objectives, policies, and priorities for a diversity of programs and recommends and administers policies and procedures for a broad range of services and activities. This is separated from the Supervisor level due to the nature of the position in which assignments are broad in scope and allow for a high degree of administrative discretion.

Supervision Received and Exercised: Work is performed under general supervision. Work may be reviewed upon completion to ensure compliance with general organizational goals, strategic plans, and policies; autonomy is granted at the departmental level; work is subject to the organizational strategic plan, Council-level policies, and accepted professional standards. Major work activities are covered by broad guidelines and executive directives permitting flexibility in selecting methods, procedures, work priorities, and the planning and coordination of programs or projects. Exercises management responsibilities over assigned staff and gives direction, guidance, and instructions to staff outside of direct reports.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages, coordinates, and reviews the work of assigned staff; assigns work activities and coordinates schedules, projects, and programs; provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations.
- Coaches, trains, and motivates staff; coordinates and/or provides staff training; manages the employment and hiring process and employee relations for assigned area; manages the workflow and prioritization of assigned projects and takes appropriate corrective action when necessary; provides advice and counsel to staff; develops or assists with developmental work plans for staff; and makes recommendations and/or implements corrective actions, discipline and termination procedures as appropriate/necessary or as directed.
- Manages, administers, maintains, and oversees assigned budgets including making recommendations to the annual budget; monitors expenditures and identifies needs; reviews and approves reports, purchases, and payments according to established policies and practices; and makes

recommendations and forecasts for future funds needed for staffing, equipment, materials, and supplies.

- Provides operational leadership to assure standards are met for productivity, efficiency, continuous quality improvement, customer satisfaction and teamwork; performs work within scope of authority and training, and in compliance with policies and quality standards; monitors assigned operations and assures compliance with federal, state, and local regulations and policies; interprets policies and procedures and assures the consistent application of rules and regulations; serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence; attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment; and incorporates new developments as appropriate and assigned.
- Assumes management responsibility for services and activities of assigned Recreation Division including aquatics programs, youth recreation programs, teen recreation programs, senior services recreation programs, league sports, Sky Tavern contract management and operations, 18-hole Golf Course Facility and Driving Range, summer and holiday programs, a seasonal Ice Rink, before and after school programs, Adaptive and Inclusion program development, funding and management, marketing and outreach for the Department, and support of various special events.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Confers with other divisions, departments, and outside agencies including community groups and organizations; identifies, develops, and implements programs to meet community needs.
- Introduces new recreation programs and services to staff members; investigates and takes action regarding special recreation requests, suggestions, or complaints.
- Inspects recreational facilities and associated equipment to ensure safety and proper maintenance.
- Participates in a variety of activities to enhance community relations; develops and implements a Marketing Plan(s); develops and manages outreach efforts and activities to enhance program visibility within the community; makes presentations and participates in community organizations as a representative of the City for assigned recreation programs.
- Elicits opinions and feedback from the public for services and programs; communicates and confers with a variety of community organizations, agencies, special interest groups and concerned citizens regarding services and programs.
- Prepares Requests for Proposals and Requests for Qualifications and oversee Department bid process for contracts for outside services, contracts and agreements, as necessary; inspects or supervises the delivery of contracted services; evaluates completed work for project acceptance.
- Serves as the liaison for the assigned Recreation Division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
- Provides responsible staff assistance to the Director of Parks, Recreation, & Community Service; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to recreation programs, policies, and procedures as appropriate.
- Assists Director with biennial State and National Legislative efforts to track, research and evaluate initiatives, matters, and Bills pertaining to parks and recreation.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Education and Experience:

Bachelor's Degree in Recreation, Public Administration, Business Administration, or a closely related field; six years of recreation experience, including two years of administrative/supervisory responsibility.

Required Licenses or Certifications:

- Must possess a valid driver's license.
- Parks and Recreational Professional Certificate is desirable.

COMPETENCIES:

These are reflective of the KSAs an individual would possess at the full-functioning level.

Knowledge of:

- Operational characteristics, services, and activities of a municipal recreation services program.
- Theories and philosophies of recreation and its application to individual behavior.
- A wide variety of recreational interests and community activities.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure time activities and programs through community participation.
- Current trends in recreational/educational/developmental programs.
- Techniques used in public relations and customer services practices.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and practices of program development, administration and budget.

Ability to:

- Oversee and participate in the management of a comprehensive recreation services program.
- Oversee and direct the work of lower level staff and select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures, develop and implement Marketing Plan(s).
- Prepare clear and concise administrative and financial reports.
- Inspect recreational facilities and associated equipment to ensure safety and proper maintenance.
- Identify, design, develop and implement recreation and leisure programs to meet community needs.
- Elicit community and organizational support for programs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state and local policies, laws and regulations.
- Work in a team based environment to achieve common goals and coordinate multiple projects and complex tasks simultaneously.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

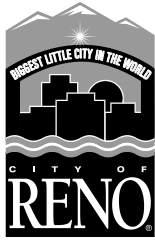
Physical Demands and Working Environment:

- Work is performed primarily in a standard office setting with some travel to different sites and locations; incumbents may be required to work extended hours including evenings and weekends.

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

Revision History:

Date	Nature of Revision	Initial of Reviser
06/27/2023	Established	PSPC



Department of Human Resources

MEMORANDUM

Date: July 26, 2023
To: Civil Service Commission
From: Nika Hsiao, Management Analyst, Human Resources
Subject: Traffic Engineer – Approval of Minimum Qualifications

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

Discussion: The Traffic Engineer position is an existing classification. Reno City Council is scheduled to review and modernize the ordinance which outlines appointive classifications. The Traffic Engineer has been identified as a classification that has been appointive and is proposed to be removed from the appointive list. Human Resources is bringing this item forward to the Civil Service Commission for consideration prospectively, in anticipation of City Council's upcoming review and subsequent ordinance change.

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

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

Experience:

Six years of progressively responsible professional civil engineering experience, including two years of administrative and/or lead supervisory experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of registration as a professional engineer and ability to obtain registration as a professional engineer in the appropriate discipline in the State of Nevada within six months of hire.

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 Traffic Engineer classification.

TRAFFIC ENGINEER

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 administrative direction, directs, manages, supervises, and coordinates the planning, development, administration and operation of the City's traffic control systems; oversees system design, maintenance, and modification; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the City Engineer.

REPRESENTATIVE DUTIES

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

1. Assume management responsibility for assigned services and activities of the traffic engineering section including the planning, development, administration and operation of the City's traffic control systems including system design, maintenance and modification.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for traffic engineering staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate and evaluate engineering personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
7. Evaluate, analyze and recommend actions on specific traffic control measures and complaints received from the public.
8. Initiate and analyze statistical studies of traffic conditions including traffic generation factors, flow patterns, speed characteristics, accident records and requirements for traffic control devices and safety measures.
9. Oversee and participate in the preparation of specifications, contract documents and estimates for traffic signal systems and traffic control devices and signal maintenance functions.
10. Establish standard operating procedures for traffic engineering activities including quality control and adherence to performance standards; prepare productivity reports and maintain necessary records.
11. Review improvement plans for major construction projects and proposed development; ensure proper consideration of issues related to traffic control and transportation system management.

CITY OF RENO

Traffic Engineer (Continued)

12. Operate computer simulation programs to assist in the development, installation and maintenance of timing plans and computer controlled traffic signal systems.
13. Serve as the liaison for traffic engineering functions with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
14. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
15. Provide responsible staff assistance to the City Engineer.
16. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of traffic engineering; incorporate new developments as appropriate.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
18. Perform related duties as required.

QUALIFICATIONS

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

Knowledge of:

Operational characteristics, services, and activities of a traffic engineering program.
Principles, practices, theories, and applications of traffic engineering and safety.
Principles and practices of traffic engineering design and planning.
Principles and practices of program development and administration.
Methods, techniques, and procedures involved in the construction and maintenance of traffic signal and control devices.
Operational characteristics of computerized traffic signal systems.
Methods and techniques of contract administration and negotiation.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Oversee and participate in the management of a comprehensive traffic engineering program.
Oversee, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Participate in the development and administration of division goals, objectives and procedures.
Prepare and administer large program budgets.
Prepare clear and concise administrative and financial reports.
Design, evaluate, plan and develop safe and effective traffic and transportation systems.
Conduct traffic system studies, analyze results and make appropriate recommendations.
Establish standard operating procedures for traffic engineering work activities.
Read and interpret a variety of engineering plans, specifications and documents.
Respond to requests and inquiries from the general public.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Interpret and apply federal, state and local policies, laws and regulations.
Work in a team based environment to achieve common goals.

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Traffic Engineer (Continued)

Coordinate multiple projects and complex tasks simultaneously.
Meet the physical requirements to safely and effectively perform the assigned duties.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in civil or traffic engineering or a related field.

Experience:

Five years of increasingly responsible traffic or civil engineering experience including two years of administrative and supervisory responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

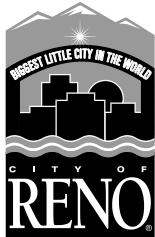
Possession of registration as a Professional Engineer in the State of Nevada.

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: Standard office setting with some travel to conduct site investigations; occasional exposure to outside weather conditions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting 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; and to verbally communicate to exchange information.



Department of Human Resources

MEMORANDUM

Date: July 26, 2023
To: Civil Service Commission
From: Nika Hsiao, Management Analyst, Human Resources
Subject: Principal Engineer/Engineering Manager – Approval of Minimum Qualifications

Recommendations: It is recommended the Civil Service Commission approve the minimum qualifications for the Principal Engineer/Engineering Manager classification.

Discussion: The Principal Engineer/Engineering Manager position is an existing classification. Reno City Council is scheduled to review and modernize the ordinance which outlines appointive classifications. The Principal Engineer/Engineering Manager has been identified as a classification that has been appointive and is proposed to be removed from the appointive list. Human Resources is bringing this item forward to the Civil Service Commission for consideration prospectively, in anticipation of City Council's upcoming review and subsequent ordinance change.

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Education and Experience:

Bachelor's Degree in Civil Engineering or a closely related field; six years of engineering administration experience including two years of management responsibility.

Required Licenses or Certifications:

- Must possess a valid driver's license or otherwise demonstrate the ability to independently get to and from multiple work locations as required.
- Registration as a professional engineer in the appropriate discipline in the State of Nevada is required

COMPETENCIES:

These are reflective of the KSAs an individual would possess at the full-functioning level.

Knowledge of:

- Operational characteristics, services, and activities of a land development and engineering program.
- Principles and applications of developmental engineering.
- Principles and practices of program development, administration, and budget.
- Modern and complex principles and practices of business management.
- Principles and practices of developing and monitoring strategic plans.
- Department rules, regulations, policies, and procedures.
- Terminology, methods and techniques used in the preparation of engineering reports.
- Principles and procedures of record keeping.

Ability to:

- Oversee the management of a comprehensive land development and engineering program.
- Select, supervise, train and evaluate staff and oversee, direct, and coordinate their work.
- Participate in the development and administration of division goals, objectives, and procedures.
- Prepare and administer large program budgets.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply City policies, procedures, laws and regulations relating to assigned activities.
- Principles of supervision, training and performance evaluation.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Delegate authority and responsibility.
- Evaluate legislation and determine impacts on the department.
- Prepare clear and concise administrative and financial reports.
- Analyze zoning requirements and policies and make recommendations for needed revisions.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply federal, state, and local ordinances, laws, and regulations.
- Coordinate multiple projects and complex tasks simultaneously while working in a team based environment to achieve common goals.
- 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.

Physical Demands and Working 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.
- 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; to travel independently to other locations using various modes of private and/or commercial transportation; and to verbally communicate to exchange information.

Action: It is requested the Civil Service Commission approve the proposed minimum qualifications for the Principal Engineer/Engineering Manager classification.



DRAFT

Principal Engineer/Engineering Manager

Department:	Community Development	Level:	Manager
Division:	Engineering	Job Series:	Manager
FLSA:		Reports To:	Director of Development Services
Bargaining Unit:	RAPG- Admin	EEO-4 Code:	
Salary Grade:	R37	Job Class Code:	5567

SUMMARY: The Principal Engineer/Engineering Manager directs, manages, oversees, and coordinates assigned activities and operations within the Engineering Division of the Community Development Department including land development engineering activities; coordinates assigned activities with other divisions, outside agencies, and the general public; ensures adherence to adopted engineering standards, rules, regulations, and specifications; serves as a technical resource for assigned work staff, interacts and coordinates with the City Engineer; and provides highly responsible and complex staff assistance to the Director of Community Development.

Distinguishing Characteristics: The Principal Engineer/Engineering Manager must be highly skilled, experienced, and knowledgeable in the field of engineering. The incumbent carries a great deal of responsibility and ensures the final review of large-scale plans is in alignment with all local, state, and federal regulations and guidelines. This work includes managing and overseeing staff as well as multiple major projects simultaneously.

Supervision Received and Exercised: Work is performed under general supervision. Work may be reviewed upon completion to ensure compliance with general organizational goals, strategic plans, and policies; autonomy is granted at the departmental level; work is subject to the organizational strategic plan, Council-level policies, and accepted professional standards. Major work activities are covered by broad guidelines and executive directives permitting flexibility in selecting methods, procedures, work priorities, and the planning and coordination of programs or projects. Exercises management responsibilities over assigned staff and gives direction, guidance, and instructions to staff outside of direct reports.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages, coordinates, and reviews the work of assigned staff; assigns work activities and coordinates schedules, projects, and programs; provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations.
- Coaches, trains, and motivates staff; coordinates and/or provides staff training; manages the employment and hiring process and employee relations for assigned area; manages the workflow and prioritization of assigned projects and takes appropriate corrective action when necessary; provides advice and counsel to staff; develops or assists with developmental work plans for staff; and makes recommendations and/or implements corrective actions, discipline and termination procedures as appropriate/necessary or as directed.
- Manages, administers, maintains, and oversees assigned budgets including making recommendations to the annual budget; monitors expenditures and identifies needs; reviews and approves reports, purchases, and payments according to established policies and practices; and makes recommendations and forecasts for future funds needed for staffing, equipment, materials, and supplies.

- Provides operational leadership to assure standards are met for productivity, efficiency, continuous quality improvement, customer satisfaction and teamwork; performs work within scope of authority and training, and in compliance with policies and quality standards; monitors assigned operations and assures compliance with federal, state, and local regulations and policies; interprets policies and procedures and assures the consistent application of rules and regulations; serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence; attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment; and incorporates new developments as appropriate and assigned.
- Assumes management responsibility for assigned services and activities of the Engineering Division of the Community Development Department including land development engineering functions.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Manages and participates in the preparation of all staff reports and agendas; reviews reports for compliance with division standards; monitors submitted reports for timeliness; advises City Manager's office of complexity of cases.
- Oversees the research, design, contract preparation and administration, testing, and construction inspections for various projects.
- Organizes and administers quality assurance programs; reviews field procedures with quality assurance inspectors; recommends and implements changes in inspection procedures, details, or specifications.
- Oversees the review of final maps for assigned engineering projects; approves disbursements for boundary calculations; reviews memos and maps prior to submission to City Council.
- Manages the review of final engineering plans; reviews major engineering studies and alerts engineering reviewers to major problems; recommends modification and ensures compliance with established requirements.
- Oversees the acceptance of new subdivisions and release of bonds; reviews and approve requests for security reduction; inspects subdivisions prior to acceptance; works with engineers to modify projects for compliance.
- Responds to questions regarding the procedures and requirements for submitting engineering and building designs and plans.
- Provides technical assistance to City executive and management staff regarding new development and engineering projects.
- Evaluates, selects, and implements new software and computer programs for assigned engineering functions; implements appropriate geographic information system data.
- Represents the City's interests and positions before legislative and rule-making authorities at all levels of government.
- Serves as the liaison for the Engineering Division with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Education and Experience:

Bachelor's Degree in Civil Engineering or a closely related field; six years of engineering administration experience including two years of management responsibility.

Required Licenses or Certifications:

- Must possess a valid driver's license or otherwise demonstrate the ability to independently get to and from multiple work locations as required.
- Registration as a professional engineer in the appropriate discipline in the State of Nevada is required

COMPETENCIES:

These are reflective of the KSAs an individual would possess at the full-functioning level.

Knowledge of:

- Operational characteristics, services, and activities of a land development and engineering program.
- Principles and applications of developmental engineering.
- Principles and practices of program development, administration, and budget.
- Modern and complex principles and practices of business management.
- Principles and practices of developing and monitoring strategic plans.
- Department rules, regulations, policies, and procedures.
- Terminology, methods and techniques used in the preparation of engineering reports.
- Principles and procedures of record keeping.

Ability to:

- Oversee the management of a comprehensive land development and engineering program.
- Select, supervise, train and evaluate staff and oversee, direct, and coordinate their work.
- Participate in the development and administration of division goals, objectives, and procedures.
- Prepare and administer large program budgets.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply City policies, procedures, laws and regulations relating to assigned activities.
- Principles of supervision, training and performance evaluation.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Delegate authority and responsibility.
- Evaluate legislation and determine impacts on the department.
- Prepare clear and concise administrative and financial reports.
- Analyze zoning requirements and policies and make recommendations for needed revisions.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply federal, state, and local ordinances, laws, and regulations.
- Coordinate multiple projects and complex tasks simultaneously while working in a team based environment to achieve common goals.
- 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.

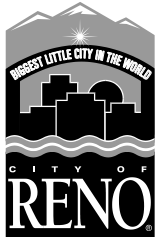
Physical Demands and Working Environment:

- 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.
- 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; to travel independently to other locations using various modes of private and/or commercial transportation; and to verbally communicate to exchange information.

Revision History:

Date	Nature of Revision	Initial of Reviser
06/20/2023	Established	PSPC



Department of Human Resources

MEMORANDUM

Date: July 26, 2023
To: Civil Service Commission
From: Nika Hsiao, Management Analyst, Human Resources
Subject: Maintenance & Operations Manager – Approval of Minimum Qualifications

Recommendations: It is recommended the Civil Service Commission approve the minimum qualifications for the Maintenance & Operations Manager classification.

Discussion: The Maintenance & Operations Manager position is an existing classification. Reno City Council is scheduled to review and modernize the ordinance which outlines appointive classifications. The Maintenance & Operations Manager has been identified as a classification that has been appointive and is proposed to be removed from the appointive list. Human Resources is bringing this item forward to the Civil Service Commission for consideration prospectively, in anticipation of City Council's upcoming review and subsequent ordinance change.

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Education and Experience:

Bachelor's Degree in Public Works Maintenance, Business Administration, Engineering, or a closely related field; five years of facilities, sewer and storm drain, fleet, or street maintenance experience, including three years of supervisory experience.

Required Licenses or Certifications:

- Must possess a valid driver's license.

COMPETENCIES:

These are reflective of the KSAs an individual would possess at the full-functioning level.

Knowledge of:

- Operational characteristics, services, and activities of assigned maintenance sections.
- Advanced methods, materials, tools, and practices used in the construction, maintenance, and repair of facilities, sewer and storm drain, fleet, or streets.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Safety standards and safe work practices.
- Principles and practices of municipal budget preparation and control, contract negotiation, and program development.
- Principles of supervision, training, and performance evaluation.

- Principles of business letter writing and report preparation.

Ability to:

- Coordinate and direct assigned maintenance section or sections.
- Supervise, direct, and coordinate the work of lower level staff and select, train and evaluate staff.
- Recommend and implement goals, objectives, policies and procedures for providing assigned maintenance and operations activities.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Participate in the preparation and administration of assigned budgets.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in the area of responsibility.
- Establish maintenance goals, objectives, and budgets and negotiate and administer various maintenance contracts.
- Research, analyze and evaluate new service delivery methods and techniques.
- Understand, interpret and apply federal, state and local policies, laws and regulations.
- Prepare clear and concise reports.
- Coordinate multiple projects and complex tasks simultaneously while working in a team based environment to achieve common goals.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Physical Demands and Working Environment:

- Work is performed primarily in a standard office setting with some travel to different sites and locations; occasional exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, raw sewer, and all types of weather and temperature conditions; occasional exposure to hazardous traffic conditions; walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to work extended hours including evenings and weekends.
- Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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



DRAFT

Maintenance & Operations Manager

Department:	Public Works	Level:	Manager
Division:	Maintenance & Operations	Job Series:	Manager
FLSA:	Exempt	Reports To:	Director of Maintenance & Operations
Bargaining Unit:	RAPG- Admin	EEO-4 Code:	
Salary Grade:	R36A	Job Class Code:	5734

SUMMARY: The Maintenance & Operations Manager manages, oversees and coordinates the activities and operations of an assigned section or sections within the Public Works Department's Maintenance & Operations Division including facilities, sewer, storm drain, fleet, and/or street maintenance activities; coordinates assigned activities with other divisions, outside agencies, and the general public; and provides highly responsible and complex staff assistance to the Deputy Public Works Director/Maintenance.

Distinguishing Characteristics: This is a managerial level position in the Public Works Department. The incumbent carries out duties and responsibilities with significant independence within the context of City policies, systems, procedures, and standards. Assignments are broad in scope and allow for a high degree of administrative discretion. This is separated from the Supervisor level which follows more established procedures and receives clearer instructions on how to resolve issues.

Supervision Received and Exercised: Work is performed under general supervision. Work may be reviewed upon completion to ensure compliance with general organizational goals, strategic plans, and policies; autonomy is granted at the departmental level; work is subject to the organizational strategic plan, Council-level policies, and accepted professional standards. Major work activities are covered by broad guidelines and executive directives permitting flexibility in selecting methods, procedures, work priorities, and the planning and coordination of programs or projects. Exercises management responsibilities over assigned staff and gives direction, guidance, and instructions to staff outside of direct reports.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages, coordinates, and reviews the work of assigned staff; assigns work activities and coordinates schedules, projects, and programs; provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations.
- Coaches, trains, and motivates staff; coordinates and/or provides staff training; manages the employment and hiring process and employee relations for assigned area; manages the workflow and prioritization of assigned projects and takes appropriate corrective action when necessary; provides advice and counsel to staff; develops or assists with developmental work plans for staff; and makes recommendations and/or implements corrective actions, discipline and termination procedures as appropriate/necessary or as directed.
- Manages, administers, maintains, and oversees assigned budgets including making recommendations to the annual budget; monitors expenditures and identifies needs; reviews and approves reports, purchases, and payments according to established policies and practices; and makes recommendations and forecasts for future funds needed for staffing, equipment, materials, and supplies.
- Provides operational leadership to assure standards are met for productivity, efficiency, continuous quality improvement, customer satisfaction and teamwork; performs work within scope of authority and

training, and in compliance with policies and quality standards; monitors assigned operations and assures compliance with federal, state, and local regulations and policies; interprets policies and procedures and assures the consistent application of rules and regulations; serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence; attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment; and incorporates new developments as appropriate and assigned.

- Coordinates the organization, staffing, and operational activities for assigned services and activities of an assigned section or sections within the Public Works Department's Maintenance & Operations Division including facilities, sewer and storm drain, fleet, or street maintenance activities.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned sections; recommend and implement resulting policies and procedures.
- Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
- Monitors conditions of city infrastructure as assigned; plans and coordinates all maintenance activities necessary to resolve identified deficiencies; establishes and implements preventative maintenance programs; maintains public safety and restores or provides improvements in accordance with adopted standards.
- Responds to emergency calls as necessary; provides assistance in fires, floods, chemical spills, traffic signal malfunctions, inclement weather, and accidents.
- Prepares bid specifications for contractual services and specialized maintenance equipment; negotiates and administers various maintenance and service contracts.
- Provides staff assistance to the Deputy Public Works Director/Maintenance; participates on a variety of boards, commissions, and committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
- Coordinates assigned maintenance activities with those of other divisions and outside agencies and organizations.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of facilities, sewer and storm drain, fleet and/or street maintenance.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Education and Experience:

Bachelor's Degree in Public Works Maintenance, Business Administration, Engineering, or a closely related field; five years of facilities, sewer and storm drain, fleet, or street maintenance experience, including three years of supervisory experience.

Required Licenses or Certifications:

- Must possess a valid driver's license.

COMPETENCIES:

These are reflective of the KSAs an individual would possess at the full-functioning level.

Knowledge of:

- Operational characteristics, services, and activities of assigned maintenance sections.

- Advanced methods, materials, tools, and practices used in the construction, maintenance, and repair of facilities, sewer and storm drain, fleet, or streets.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Safety standards and safe work practices.
- Principles and practices of municipal budget preparation and control, contract negotiation, and program development.
- Principles of supervision, training, and performance evaluation.
- Principles of business letter writing and report preparation.

Ability to:

- Coordinate and direct assigned maintenance section or sections.
- Supervise, direct, and coordinate the work of lower level staff and select, train and evaluate staff.
- Recommend and implement goals, objectives, policies and procedures for providing assigned maintenance and operations activities.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Participate in the preparation and administration of assigned budgets.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in the area of responsibility.
- Establish maintenance goals, objectives, and budgets and negotiate and administer various maintenance contracts.
- Research, analyze and evaluate new service delivery methods and techniques.
- Understand, interpret and apply federal, state and local policies, laws and regulations.
- Prepare clear and concise reports.
- Coordinate multiple projects and complex tasks simultaneously while working in a team based environment to achieve common goals.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

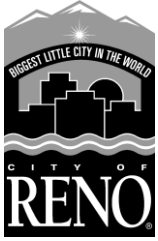
Physical Demands and Working Environment:

- Work is performed primarily in a standard office setting with some travel to different sites and locations; occasional exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, raw sewer, and all types of weather and temperature conditions; occasional exposure to hazardous traffic conditions; walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to work extended hours including evenings and weekends.
- Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Revision History:

Date	Nature of Revision	Initial of Reviser
06/27/2023	Established	PSPC

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Civil Service Commission

MEMORANDUM

Date: July 27, 2023

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.6 Request to void the Development Permit Technician Eligible List pursuant to Civil Service Commission Rule VII, Section 9. (For Possible Action)

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

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

Background:

On May 26, 2023, Civil Service opened a recruitment for the position of Development Permit Technician. Thirteen candidates successfully completed the examination process and were placed on the eligible list established on June 26, 2023. All thirteen candidates were referred to the department due to several candidates declining interviews and no hires were made. It was determined that the department needs were not being met by the candidates on the eligible list.

The department is currently working with Human Resources and Civil Service to update the minimum qualifications to help better identify candidates that align with the work of the position.

This request is being made to void the eligible list so that they may move forward with the newly established eligible list once it is established following a new recruitment.

Recommendation:

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

Attachment 1: Memo requesting voiding of the Development Permit Technician Eligible List from Daniela Monteria, Permit Services Supervisor.



Development Services Department

MEMORANDUM

DATE: 7/19/23
TO: Civil Service Department
THROUGH: Chris Pingree, Director of Development Services *CP*
FROM: Daniela Monteiro, Permit Services Supervisor
SUBJECT: Development Permit Technician (Req. 2023-00108) – Minimum Qualifications Change – Close Recruitment

The purpose of this memo is to request that requisition 2023-00108 for the position of Development Permit Technician and the associated recruitment be closed due to the desire to change the position's minimum qualifications. After interviewing and reviewing the remaining candidates on the eligible list the department has determined that the minimum qualifications must be changed to increase the eligible pool of applicants.

The department will work with the Civil Service and Human Resources departments to determine the next steps and bring the matter before the Civil Service Commission at the next possible meeting for approval.

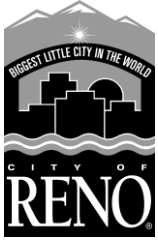
Thank you for your efforts, and we would be happy to discuss any questions or concerns you may have.

Daniela Monteiro

Daniela Monteiro, Permit Services Supervisor

07/19/23

Date



Civil Service Commission

MEMORANDUM

Date: July 21, 2023

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.7 Possible approval of request from the City Manager's Office to utilize Selective Certification pursuant to Rule VII, Section 8 on the Business License Compliance Officer recruitment for establishment of a Bilingual List (For Possible Action).

Background:

In accordance with Rule VII, Section 8 of the Civil Service Rules and Regulations, the City Manager's Office is requesting a Selective Certification for the Business License Compliance Officer position.

Discussion:

This section of the rules allow an appointing authority to inform the Commission in writing when a vacant position requires, in addition to the minimum qualifications, special skills, knowledge, or abilities unique to performing the essential functions of the vacant position. The Commission may, at its discretion, authorize the Chief Examiner to certify only those names on the eligible list who possess the particular skill, knowledge and ability.

The 2020 census reported 25% of our population identifying as Hispanic or Latino. The City Manager's Office requires a person who is able to communicate in Spanish with those residents who may need assistance in Spanish. As more and more people come to live, work, and play in the City of Reno, language barriers can be a serious issue for those who need to conduct business, establish networks, and utilize resources and services that all community members need.

Therefore, City employees who are able to communicate fluently in more than one language are an extremely valuable asset. In addition to helping grow an agency's presence in the community, bilingual skills also help bridge the gap between employees with diverse backgrounds.

The department has not previously requested a Selective Certification for this position but has experienced a growing need for bilingual abilities in light of our changing demographics.

Recommendation:

Civil Service staff recommend that the Civil Service Commission approve the request from the City Manager's Office to utilize a selective certification process to create a bilingual eligible list.

Attachment 1: Memo requesting approval of Selective Certification Bilingual Eligible List from Lance Ferrato, Director of Business Licensing.



Business Licensing Department

MEMORANDUM

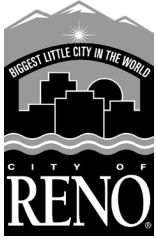
DATE: 7/4/2023

TO: Civil Service Commission

FROM: Lance Ferrato, Director of Business Licensing

SUBJECT: Selective Certification Bilingual List

The Business Licensing Department is currently recruiting for a Business License Compliance Officer. The position interacts heavily with the public while collecting fees and performing business inspections throughout the City. Additionally, the position is responsible for conducting compliance checks on special events and monitoring the City for unlicensed vendors. The Department currently monitors more than 17,000 licensed businesses and would benefit greatly from a bilingual candidate in this position.



Civil Service Commission

MEMORANDUM

Date: July 27, 2023

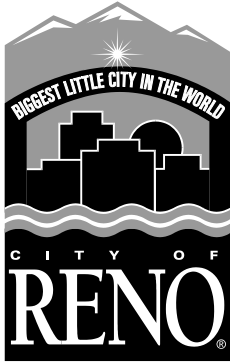
To: City of Reno Civil Service Commission

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 4. (Not for Action)

This report of temporary and part-time employees for the Fiscal Year 2022/2023 – Quarter 4, 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 4 from Nika Hsiao, Human Resources Business Partner.



Department of Human Resources

MEMORANDUM

DATE: July 26, 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 4

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 4 (April 1, 2023 to June 30, 2023)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
AGUILAR	JEZEL	08/16/2019		Parks and Recreation/Youth	Recreation Specialist II - 9517	36.25
AGUILAR BECERRA	MOSIES	08/18/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	48.25
AGUILAR BECERRA	REGINA	09/15/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	137
AGUILLARD	CAMERON	02/21/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	212.75
AGUIRRE DOMINGUEZ	CHRISTOPHER	10/12/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	154.5
ALARCON BOJORQUEZ	ANDY	08/09/2021		Police/Program & Service Management	Public Service Intern - 9995	222.5
ALBA	ADRIANA	08/14/2020	05/19/2023	Parks and Recreation/Youth	Recreation Specialist III - 9535	17
ALCANTARA	RUTH	12/20/2022	05/11/2023	Parks and Recreation/Youth	Recreation Specialist II - 9517	73
ALCAZAR	ALYSSA	08/10/2021		Parks and Recreation/Youth	Recreation Specialist II - 9517	96.75
ALLEN	KATE	06/09/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	37.5
ALLISON	KIM	05/25/2023		Parks and Recreation/Inclusion	Recreation Specialist IV - 9541	39
AMJAD	KASHAWN	12/08/2014		Parks and Recreation/Youth	Recreation Specialist II - 9517	25.25
ANASTASIO	IZABELLA	05/04/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	49
ANAYA	PAOLA	03/13/2023		City Manager/Strategic Communications	Assistant - 9990	180
ANDERSON	VIRGINIA	04/27/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	88
ANDREWS	AUDREY	06/26/2023		City Manager/Arts, Culture & Special Events	Intern - 9991	7.5
AQIL	MUHAMMAD	05/19/2021		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	77
ARANA	ALICIA	02/05/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	59.25
ARMBRECHT	JACK	03/02/2021		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	43.25
ARREOLA GONZALEZ	DAPHNE	05/18/2023		City Council	Intern - 9991	63
ASPINALL	DEANA	03/11/2019		Parks and Recreation/Program & Service Management	Recreation Specialist II - 9517	83
ATLAS	JULIE	03/08/2023		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	179.5
AUGUSTINI	NANCY	02/12/2019		Human Resources	Assistant - 9990	194
AUSANO	MEGAN	04/21/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	65.75

**CITY OF RENO - TEMPORARY EMPLOYEES
 QUARTERLY REPORT - UNDER 234 HOURS IN QUARTER
 ACTIVE & TERMINATED EMPLOYEES
 FY 2022-23 Quarter 4 (April 1, 2023 to June 30, 2023)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
BALLARD	RACHEL	01/05/2018		Parks and Recreation/Youth	Recreation Specialist III - 9535	159
BARAJAS	ARIYANA	03/24/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	178.75
BARNES	PAISLEY	01/19/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	114.25
BARRAGAN	EMILEE	03/15/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	121.75
BARRERA SANTIAGO	JIM	10/06/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	172
BARRON AGUIRRE	MANUEL	08/09/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	113
BEAUCHAMP	GAVEN	08/24/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	142.75
BEAUREGARD	MADISON	02/16/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	123.5
BECERRA	RODOLFO	07/07/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	97
BELFLOWER	CHASE	12/21/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	62
BERG	KAYLIE	03/21/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	156
BERRY	ANNABELLE	06/28/2021		Parks and Recreation/Youth	Recreation Specialist II - 9517	84.25
BERUMEN	HERLINDA	02/27/2019		Parks and Recreation/Youth	Recreation Specialist II - 9517	98
BESOLD	BELEN	08/11/2021		Parks and Recreation/Youth	Recreation Specialist III - 9535	151.25
BEST	MICHAL	09/22/2021	04/06/2023	Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	9.25
BETTS	KERRA	09/08/2020		Parks and Recreation/Youth	Recreation Specialist I - 9514	82.75
BLOCK	RACHEL	06/14/2023		Parks and Recreation/Athletics	Recreation Specialist II - 9517	8
BOSCO	PIERSON	04/01/2021		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	70.5
BOWEN	AVA	11/10/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	150.75
BRUSOE	APRIL	05/17/2023		Parks and Recreation/Youth	Recreation Specialist II - 9517	8
BURKETT	EMMA	12/15/2021		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	73
BURLESON	JONATHON	12/21/2020		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	59.25
BURST	KAJAANI	08/30/2022	04/28/2023	Parks and Recreation/Youth	Recreation Specialist I - 9514	71
BURST	RAIJA	12/20/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	153

**CITY OF RENO - TEMPORARY EMPLOYEES
 QUARTERLY REPORT - UNDER 234 HOURS IN QUARTER
 ACTIVE & TERMINATED EMPLOYEES
 FY 2022-23 Quarter 4 (April 1, 2023 to June 30, 2023)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
BUTLER	KADEN	02/07/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	126.75
CABRERA	HALLY KIRSTEN	04/03/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	118.75
CABRERA LOPEZ	MELANY	01/12/2023		Parks and Recreation/Youth	Recreation Specialist II - 9517	96.5
CAKIROGLU	BORAN	03/09/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	12.5
CALDERA AVILA	ESTEFANIA	09/12/2022	05/02/2023	City Manager/Clean and Safe Program	Intern - 9991	75.5
CALHOUN	JOY	01/31/2022		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	20.25
CARAMELLA	STEPHANIE	03/01/2021		Police/Records & ID	Public Service Intern - 9995	12.5
CARDILLO MORENO	CAMILA	04/04/2019		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	26
CARTER	LEE	03/08/2023		Parks and Recreation/Athletics	Recreation Specialist V - 9538	55
CASTANEDA-FARIAS	ANTHONY	10/21/2019		Parks and Recreation/Youth	Recreation Specialist II - 9517	83.25
CHAMALE	LILIANA	08/18/2022	05/04/2023	Parks and Recreation/Youth	Recreation Specialist II - 9517	121.75
CHAMBERLAIN	CAYDEN	10/19/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	38.25
CHAUDRY	SHAMA	11/23/2015		Parks and Recreation/Health and Wellness	Recreation Specialist III - 9535	4
CHAUDRY	SOPHIA	03/27/2017		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	55
CHAVEZ	ANGELA	12/20/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	160.75
CHAVEZ	JAZMIN	10/06/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	173.5
CHAVEZ-ORTIZ	WALTER	05/15/2018		Parks and Recreation/Youth	Recreation Specialist III - 9535	166
CISNEROS	BENJAMIN	01/10/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	93
CLARK	KYLER	05/18/2021		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	58.75
CLARK	LAWRENCE	06/19/2019		Parks and Recreation/Youth	Recreation Specialist II - 9517	101
COCHRAN	CHARLEIGH	05/17/2023		City Manager/Arts, Culture & Special Events	Intern - 9991	95
CODEGA	TUCKER	11/08/2021		Parks and Recreation/Youth	Recreation Specialist III - 9535	219
CODMAN	FELICITY	01/09/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	129.5
COOK	WENDY	12/20/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	24

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CORKRUM	PARKER	09/12/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	171.25
CORREA	ANDREA	09/29/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	168.25
CRAIN	ADDISON	12/29/2020		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	18.25
CRAIN	CASH	01/09/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	71.25
CRAWFORD	CAITLIN	11/16/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	12
CROARKIN	MATTHEW	10/13/2021		Parks and Recreation/Youth	Recreation Specialist II - 9517	159.25
CROSSLEY	VALERIE	05/18/2022		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	55.5
CRUTCHER	AUSTIN	09/30/2019		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	39.75
CUARDA	JAZ'MINE	07/26/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	117.5
CUSICK	CHERYL	07/15/2012		Police/Program & Service Management	Public Service Intern - 9995	10.25
DALINIS	SAM	10/15/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	119
DANIELS	ETHAN	06/22/2021		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	41
DARBY	MARY	03/08/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	129.75
DAVIS	DELILAH	06/06/2018		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	48
DEJAN	CADENCE	07/08/2021		Parks and Recreation/Youth	Recreation Specialist III - 9535	95.5
DEMENT	MEKENZIE	03/24/2021		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	104.5
DEPOLO	RONALD	03/21/2019		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	217
DESROCHES	KAYLEE	09/16/2020		Parks and Recreation/Youth	Recreation Specialist I - 9514	83.5
DILLARD	COLTON	02/09/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	58
DOAN	NICHOLAS	02/02/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	36.25
DOHR	KATHERINE	05/21/2003		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	6.25
DOMINGUEZ MARROQUIN	ELENA	03/30/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	135.5
DOMINI	CARSON	12/07/2020		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	206
DUNN	KARISSA	10/29/2019		Parks and Recreation/Youth	Recreation Specialist I - 9514	9.5

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EBERT	ROBERT	04/15/2019		Public Works/Fleet Management	Maintenance Helper - 3716	180
EDWARD	HAILEY	06/22/2022		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	136.75
ELLISON	VERONICA	01/10/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	79.25
ENGELMANN	MERRILY	05/24/2021		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	99.75
ENGH	AUSTIN	05/27/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	52
ENGH	JOHNATHAN	03/23/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	33.5
EPPERHEIMER	HAYLEE	02/20/2020		Parks and Recreation/Youth	Recreation Specialist III - 9535	82.25
ERIKSSON	JAKOB	03/02/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	94
ESPARZA-HERNANDEZ	JANET	08/01/2019		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	4
ESTORGA	JULIAN	05/10/2021		Community Development/Land Use Planning	Assistant - 9990	162
ESTRADA	KACIE	04/06/2021		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	55
ESTRADA JACINTO	DIEGO	12/29/2021	04/26/2023	Parks and Recreation/Youth	Recreation Specialist I - 9514	12
ESTRADA JACINTO	LUIS	12/29/2021	04/26/2023	Parks and Recreation/Youth	Recreation Specialist I - 9514	1
EVANS	BONNIE	08/06/2018		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	187.75
EVANS	ELISE	05/08/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	63.25
FLORES ALVAREZ	LUIS	10/10/2022		Public Works/Fleet Management	Maintenance Helper - 3716	176
FLORES OCEGUEDA	JORGE	11/20/2019		Parks and Recreation/Youth	Recreation Specialist III - 9535	205
FONTANILLA	MALIA	10/20/2020		Parks and Recreation/Youth	Recreation Specialist II - 9517	167
FRAGOSO MUNOZ	HECTOR	03/08/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	145.25
FRANCIS	ANGELA	03/14/2023		Parks and Recreation/Aquatics	Aquatics Specialist IV - 9521	24
FROST	ASHLEY	03/16/2020		City Manager/Arts, Culture & Special Events	Recreation Specialist IV - 9541	64
FRYAR	RAYMON	07/10/2020		Parks and Recreation/Athletics	Recreation Specialist V - 9538	53
FULLER	BLAKE	06/07/2021		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	221.25
GALLEGOS	JIMMY	07/12/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	142.5

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GALLOP	SYLVIA	06/30/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	40.5
GAPUZ	ANGELA	03/13/2023		City Manager/Strategic Communications	Assistant - 9990	194.5
GARATE	MIGUEL	03/01/2016		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	161.25
GARCIA-ZUNIGA	EVELYN	11/14/2018		Parks and Recreation/Youth	Recreation Specialist III - 9535	149
GIBB	AARON	04/14/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	112.25
GIVENS	JESSICA	02/13/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	70
GOLDRUP	COLBY	06/07/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	34
GOLDSTEIN	ELSA	01/27/2021		Parks and Recreation/Youth	Recreation Specialist II - 9517	125.75
GOMEZ	FABIAN	09/23/2021		Parks and Recreation/Youth	Recreation Specialist II - 9517	137.75
GOMEZ	SEBASTIAN	06/27/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	131.5
GONZALEZ	AMBERELY	08/23/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	147.75
GONZALEZ	BRENDA	09/07/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	221.5
GONZALEZ	CARALA	04/13/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	77.5
GONZALEZ	GIANNA	04/13/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	79
GONZALEZ	ROSA	04/11/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	164.75
GOSS	TAYLOR	04/10/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	58.25
GRAVES	MERSADIES	06/07/2022		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	2
GRIEVE	AMELIA	03/30/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	59.75
GROVER	DWIGHT	02/09/2017		Parks and Recreation/Youth	Recreation Specialist IV - 9541	49.5
GUZELKUCUK	MELIS	05/08/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	91.25
HALE	JENNA	06/10/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	153.75
HAMMOND	TERRENCE	03/06/2023		City Manager/Arts, Culture & Special Events	Recreation Specialist IV - 9541	151.5
HANSACHAKTREE	NIDCHARIN	02/24/2020	04/21/2023	Parks and Recreation/Youth	Recreation Specialist III - 9535	61.25
HARPER	MAXWELL	04/11/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	144

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HARTFORD	JANET	03/07/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	129.75
HARTY	KAILEY	01/04/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	72.5
HARTY	KAYDENCE	04/28/2022		Parks and Recreation/Youth	Recreation Specialist III - 9535	226.75
HARVEY	FAY	01/25/2021		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	115.5
HEATH	JENNIFER	07/23/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	20.25
HEATH	PIPER	10/19/2020		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	28.5
HEFFERNAN	HANNAH	06/04/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	47.25
HEIDE	TAYLOR	07/11/2022		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	34.75
HELGREN	GREGORY	01/25/2023	05/17/2023	City Manager	Intern - 9991	71
HENNING	KAMIAH	05/22/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	13
HENSLEY	ASHLEY	05/04/2016		Parks and Recreation/Aquatics	Aquatics Specialist IV - 9521	231
HERNANDEZ DOMINGUEZ	DANIELA	02/02/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	191.25
HERRERA	JESSLYN	04/11/2023	05/04/2023	Parks and Recreation/Youth	Recreation Specialist I - 9514	33
HERRERA CHAVEZ	ARGELIA	10/25/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	161.75
HIGDON	SIERRA	03/24/2022		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	34.75
HILLS	KELSEY	12/12/2022	04/07/2023	Police/Records & ID	Public Service Intern - 9995	17.5
HOGAN	JOSEPH	09/26/2017		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	5
HOLMQUIST	AUDREY	07/05/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	113
HOOKS	NICHELE	01/10/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	84
HORN	JARROD	05/11/2023		Parks and Recreation/Park Maintenance	Recreation Specialist III - 9535	169
HORTA PORTILLO	ASHLEY	03/02/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	95.75
HUANG	JIALIN	08/29/2019		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	136.75
HUNTER	JACOB	04/27/2017		Parks and Recreation/Athletics	Recreation Specialist V - 9538	52
HUSTEAD	WALTER	06/23/2022		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	98

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HUTSLER	CHARLES	06/06/2023		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	13
INIGUEZ	MELISSA	05/16/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	95
IPSEN	LIAM	04/18/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	32
JACINTO	EZEKIEL	04/13/2015		Parks and Recreation/Youth	Recreation Specialist II - 9517	107
JACKSON	JAZZLI	12/22/2020		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	9.25
JAGGERS	MADELYN	02/23/2021		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	73.75
JARA	ADRIAN	12/14/2022	04/20/2023	Parks and Recreation/Youth	Recreation Specialist I - 9514	38
JARA	AZLEY	04/27/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	111.25
JARA	ELIAS	06/08/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	159.25
JENSEN	BROOKE	11/07/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	46
JESCH	JENNA	05/02/2022		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	215.75
JOHNSON	ALIYAH	02/18/2020		Parks and Recreation/Health and Wellness	Recreation Specialist III - 9535	206.33
KEELY	SEAN	03/28/2023		Parks and Recreation/Athletics	Recreation Specialist II - 9517	151.5
KHUNDKAR	FARABI	03/08/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	71.5
KIEHNE	AMY	02/01/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	116.75
KIRKPATRICK	BIANCA	06/03/2021	04/19/2023	Parks and Recreation/Youth	Recreation Specialist I - 9514	8
KLAFEHN	ERICA	08/15/2022		Parks and Recreation/Athletics	Recreation Specialist II - 9517	109.5
KOCHER	PAUL	04/09/2018		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	29.5
KOLER	DARIAN	02/10/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	150.25
KRULIK	KORY	02/02/2021	05/11/2023	Parks and Recreation/Youth	Recreation Specialist II - 9517	126.75
LACOUNTE	AIYANA	04/06/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	150.5
LANGER	ARI	06/15/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	199.75
LARSON	NICHOLAS	08/16/2021		Police/Program & Service Management	Public Service Intern - 9995	205.5
LAWSON	ISIAH	10/06/2021		Parks and Recreation/Athletics	Recreation Specialist II - 9517	197.5

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LEMAY	AIMEE	04/30/2019		Parks and Recreation/Park Maintenance	Recreation Specialist III - 9535	110
LESTER	REEVE	10/10/2022	04/13/2023	Parks and Recreation/Youth	Recreation Specialist I - 9514	16
LEVERSON	GINA	04/12/2004		Community Development/Code Enforcement	Assistant - 9990	138
LIGHT	JUDE	05/01/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	22.25
LITZ	JULIANA	09/19/2022		City Clerk	City Clerk Assistant - 9996	219
LOMBARDO	ELLEN	08/02/2019		Parks and Recreation/Youth	Recreation Specialist III - 9535	127.25
LONDEREE	BROOKE	09/01/2021		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	75.75
LOPEZ MARROQUIN	KATIE	03/06/2023		Parks and Recreation/Youth	Recreation Specialist II - 9517	32.5
LYNCH	TRINITY	03/23/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	135
LYTLE	BROOKE	03/04/2019	05/04/2023	Parks and Recreation/Youth	Recreation Specialist II - 9517	47
MAHYAR	ALI	03/10/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	93.75
MANZANO-LOPEZ	ALENNA	06/04/2019		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	70.5
MAQUEDA	ALEXIA	01/26/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	105.25
MARCONDES	MARCUS	06/23/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	59.75
MARKO	THEA	01/23/2023		Police/Records & ID	Public Service Intern - 9995	199
MARMENT	COLE	05/23/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	86.25
MARQUEZ	DRAVEN	10/24/2022		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	72
MARR	RACHEL	10/26/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	153
MARTIN	ALEXA	12/06/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	158.5
MARVIN	MCKENZIE	06/20/2023		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	5
MCARTHUR	JILL	01/15/2015		Parks and Recreation/Aquatics	Aquatics Specialist IV - 9521	50
MCCOY	JOHN	05/03/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	42.25
MCELWEE	NOVA	06/12/2000		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	195
MCKENZIE	RONALD	09/20/2016		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	138.25

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MCKIBBEN	ELIZABETH	04/12/2018		Parks and Recreation/Youth	Recreation Specialist I - 9514	21
MCLEAN	SOFIE	05/23/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	3.75
MCLEROY	MEGAN	05/13/2021		Parks and Recreation/Park Maintenance	Recreation Specialist III - 9535	52.5
MEACHAM	WILLIAM	01/08/2020		Parks and Recreation/Inclusion	Recreation Specialist V - 9538	129.75
MENICUCCI	MARY	06/18/2013		Parks and Recreation/Athletics	Recreation Specialist V - 9538	49
MEZA VASQUEZ	LESLIE	02/15/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	116.25
MILLER	JULIE	10/12/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	212.25
MILLER	NATHAN	03/04/2019		Parks and Recreation/Athletics	Recreation Specialist II - 9517	99
MILLS	NATHAN	12/12/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	39.5
MISANIK	MICHAEL	05/21/2013		Parks and Recreation/Youth	Recreation Specialist II - 9517	71.25
MOCZKOWSKI	RICHARD	04/20/2007		Parks and Recreation/Athletics	Recreation Specialist V - 9538	193
MONTANO-NAVARRO	NATALIA	05/04/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	86.5
MORA AYALA	MICHELLE	02/08/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	146.75
MULLINS	DANIELLE	05/16/2013		Parks and Recreation/Youth	Recreation Specialist IV - 9541	60.25
MYERS	BRAYDEN	03/16/2022		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	123.5
MYERS	ELIZABETH	04/05/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	28.75
NAJERA	MARIA	11/17/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	133.25
NAVA	MIA	08/31/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	86
NAVA MURILLO	ABRAHAM	08/19/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	167.25
NAVARRO	ISABELLA	05/15/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	40.75
NEAHUSAN	KYLEE	08/06/2020		Parks and Recreation/Health and Wellness	Recreation Specialist III - 9535	193.75
NELSON	MARY	05/30/2019		Parks and Recreation/Aquatics	Aquatics Specialist IV - 9521	68
NERI	PAMELA	12/15/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	125.75
NGUYEN	VENICE	04/27/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	28.5

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 FY 2022-23 Quarter 4 (April 1, 2023 to June 30, 2023)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
NICKEL	GABRIELLE	05/11/2021		Community Development/Land Use Planning	Assistant - 9990	221
NIETHOLD	KRISTA	11/05/2020		Parks and Recreation/Youth	Recreation Specialist II - 9517	123.25
NIGHTINGALE	SHIELA	06/13/2014		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	205.75
NOVOA-REYES	ALEXA	02/01/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	160.75
O'NEIL	MARGARET	03/06/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	4
OCHOA	OSCAR	12/17/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	128
OSHIOKPEKHAI	ANNAMARIE	01/30/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	34
OVERMIER	ALEXANDRIA	03/02/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	73.75
OVERTON	DONALD	12/12/2014		Public Works/Downtown Maintenance	Maintenance Helper - 3716	204
PAPA	MCKENZIE	06/06/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	63
PARK	ALEXANDER	06/09/2022		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	74.5
PEAK	EMMA	10/10/2022	05/10/2023	City Manager/Arts, Culture & Special Events	Intern - 9991	95
PERALTA	MARTIN	06/21/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	59.75
PEREZ	MIGUEL	08/31/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	214
PFISTERER	SAMANTHA	05/09/2023		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	6
PHELPS	EMILY	05/02/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	24.5
PHILLIPS	ABIGAIL	07/12/2022		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	82
PORTILLO-MEJIA	NATALIE	08/08/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	132.75
POTTER	ALEXANDRA	11/23/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	58
PULIZZANO	ABIGAIL	11/30/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	18.75
PYRON	LINDSEY	04/05/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	55.25
QUINONEZ PENA	DAVID	06/21/2022		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	65.75
RAMIREZ	ILEANA	12/20/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	181.25
RAMIREZ	KAYLA	06/21/2006		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	53

**CITY OF RENO - TEMPORARY EMPLOYEES
 QUARTERLY REPORT - UNDER 234 HOURS IN QUARTER
 ACTIVE & TERMINATED EMPLOYEES
 FY 2022-23 Quarter 4 (April 1, 2023 to June 30, 2023)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
RAMOS QUINTERO	LESLIE	11/13/2019		Parks and Recreation/Youth	Recreation Specialist III - 9535	119.75
RAMSEY	JOHN	07/08/2014		Parks and Recreation/Athletics	Recreation Specialist V - 9538	154.5
RAMSEY	KYLE	05/05/2011		Parks and Recreation/Youth	Recreation Specialist II - 9517	75
RANGEL	LUIS	11/15/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	58.75
RAY	ASHTON	08/29/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	63.75
RAY	WALTER	01/23/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	216.5
REDDING	SHANNON	06/27/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	15.25
REIF	AUSTIN	05/04/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	31.75
RENERIA	JAMES MARIO	05/02/2023		Parks and Recreation/Athletics	Recreation Specialist II - 9517	40
REYNOSO-RIVAS	GABRIELA	12/07/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	114.25
ROCK	KAITLYN	03/15/2023		Parks and Recreation/Youth	Recreation Specialist II - 9517	71.25
RODRIGUEZ	MARVELLA	10/05/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	65
RODRIGUEZ	YVETTE	05/01/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	88.25
RODRIGUEZ VALDES	ANETTE	07/06/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	117.25
ROGERS	KALANNI	10/04/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	196.75
ROMERO-LINAREZ	ABIZAI	10/14/2020		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	158.75
ROMERO-LINAREZ	AZISS	11/03/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	64.75
ROTHER	MELINDA	02/11/2019		Human Resources	Assistant - 9990	166.5
RUBIO	FRANCESCA	12/27/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	53
RUFF	DUSTIN	08/16/2022		Parks and Recreation/Athletics	Recreation Specialist V - 9538	69
RUIZ	ISABELLE	11/07/2019		Parks and Recreation/Youth	Recreation Specialist II - 9517	77
RUSH	COLIN	09/13/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	101.75
RUSSELL	MARLO	06/07/2023		Parks and Recreation/Youth	Recreation Specialist IV - 9541	12
SALDANA	DEZMEND	06/11/2018		Parks and Recreation/Youth	Recreation Specialist III - 9535	222.25

**CITY OF RENO - TEMPORARY EMPLOYEES
 QUARTERLY REPORT - UNDER 234 HOURS IN QUARTER
 ACTIVE & TERMINATED EMPLOYEES
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Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
SAN NICOLAS	CELESTE	05/21/2019		Parks and Recreation/Youth	Recreation Specialist IV - 9541	12
SANCHEZ	LILY	09/27/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	140.25
SANDIN	ELLEN	02/13/2007		Parks and Recreation/Aquatics	Recreation Specialist IV - 9541	50
SCHEMENAUER	LUKE	07/06/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	87
SCHERKENBACH	ASHLEY	01/12/2023		Parks and Recreation/Youth	Recreation Specialist II - 9517	27.75
SCHRAEDER	DANTE	06/07/2018		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	203.5
SCHRAEDER	GABRIEL	06/16/2020		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	49.75
SCHREINERT	ARACELI	06/16/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	33
SCRIPPS	ANDREW	12/14/2022	04/20/2023	Parks and Recreation/Youth	Recreation Specialist I - 9514	35
SCRIPPS	LAUREN	03/07/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	109.5
SEDBERRY	LARRY	09/14/2021		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	2
SELDON	KEITH	06/23/2022		Parks and Recreation/Athletics	Recreation Specialist II - 9517	102
SHAFFER	QUINTON	08/03/2020	04/12/2023	Parks and Recreation/Youth	Recreation Specialist I - 9514	35.25
SHIPLEY	PEVEREL	02/16/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	67.25
SIKES	ARTHUR	05/20/2019		Parks and Recreation/Youth	Recreation Specialist IV - 9541	52
SILVESTRE	STEFANIE	09/08/2022		Parks and Recreation/Inclusion	Recreation Specialist IV - 9541	205.5
SIMMONS	ALEX	03/23/2023		City Manager/Strategic Communications	Assistant - 9990	158
SIMONE	CHRISTINE	10/04/2002		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	3.5
SIMPSON	GREYSON	12/19/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	101.5
SMITH	MIKAELA	01/11/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	68.75
SOIORIO	ERICK	10/28/2020		Parks and Recreation/Youth	Recreation Specialist II - 9517	9.75
SOMERA	ISABEL	03/09/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	86
SOTO	THEODORE	02/26/2004		Parks and Recreation/Athletics	Recreation Specialist V - 9538	42
STANLEY	SKYE	12/21/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	80

**CITY OF RENO - TEMPORARY EMPLOYEES
 QUARTERLY REPORT - UNDER 234 HOURS IN QUARTER
 ACTIVE & TERMINATED EMPLOYEES
 FY 2022-23 Quarter 4 (April 1, 2023 to June 30, 2023)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
STEWART	KALENA	10/08/2019		Parks and Recreation/Youth	Recreation Specialist III - 9535	20.5
STROUPE	ALEXANDER	04/06/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	144.25
SUAREZ GARCIA	ASHLEE	09/07/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	66
SULLIVAN	OREN	12/13/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	151.5
SUMAIYA	SABREEN	01/12/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	84
SWANSON-WALLACE	CASASHA	10/13/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	101.75
TAYLOR-ARREDONDO	ALEXIA	06/05/2017		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	14
TELLEZ LEMUS	BREANNE	09/08/2022		Parks and Recreation/Youth	Recreation Specialist II - 9517	131.75
THAXTON	AMBER	05/17/2021		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	44.5
THOMAS	HELEN	07/25/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	113.75
THORNTON	JEREMY	05/04/2021		Parks and Recreation/Athletics	Recreation Specialist V - 9538	48
THORNTON	JOHNATHON	06/15/2021		Parks and Recreation/Athletics	Recreation Specialist V - 9538	65
TRAN	TARA	05/09/2023		Parks and Recreation/Park Maintenance	Recreation Specialist III - 9535	41
TRAVERSO	LYDIA	06/08/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	46
TREXLER	JULIA	04/20/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	79.25
TRUJILLO RIVERA	DANIEL	02/08/2023	04/18/2023	Parks and Recreation/Youth	Recreation Specialist I - 9514	30.75
TURNER	CHESTON	07/14/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	9
TYE	LEDGER	05/18/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	27.25
VALDEZ	BRAYAN	08/03/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	139.25
VALDEZ	MARIELI	06/16/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	36
VALERO	ISIAH	03/09/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	107.5
VALLES	OLIVIA	01/25/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	53.5
VALORY	IMOGEN	04/12/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	131.75
VARELA	THOMAS	09/14/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	121

**CITY OF RENO - TEMPORARY EMPLOYEES
 QUARTERLY REPORT - UNDER 234 HOURS IN QUARTER
 ACTIVE & TERMINATED EMPLOYEES
 FY 2022-23 Quarter 4 (April 1, 2023 to June 30, 2023)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
VARGAS LOPEZ	OSCAR	08/24/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	96.25
VASQUEZ	ARIANA	06/03/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	93
VASQUEZ	FATIMA	11/16/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	140.25
VELASQUEZ	JESSICA	02/06/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	67.25
VERMA	MISHA	12/03/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	8
VILLANUEVA-ORELLANA	BENJAMIN	02/14/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	97.25
VINCENT	GRACE	02/09/2023		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	39
VIRREY-NUNEZ	DAISY	04/15/2021		Parks and Recreation/Youth	Recreation Specialist I - 9514	29.5
VIVAR	YASMIN	08/17/2020		Parks and Recreation/Youth	Recreation Specialist III - 9535	169.25
VON SNIDER	ERICH	09/12/2019		Parks and Recreation/Athletics	Recreation Specialist II - 9517	6
WALDEN	ELIZABETH	09/26/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	133.75
WALKER	ZYLIND	03/16/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	109.25
WANCO	MADISON	06/15/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	39.75
WARD	AUGUSTA	10/19/2020		Parks and Recreation/Aquatics	Aquatics Specialist II - 9519	84.5
WARNER	BRENT	10/03/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	123
WELLS	EVERETT	06/29/2022		Parks and Recreation/Athletics	Recreation Specialist II - 9517	110
WEST	MAYA	06/30/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	50.5
WHITE	DAVID JAMES	10/15/2020		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	109.75
WHITEHOUSE	CASSANDRA	02/24/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	24.5
WHITNEY	CHARLES	05/09/2023		Parks and Recreation/Inclusion	Recreation Specialist IV - 9541	122.5
WILBUR	KELLY	12/10/2015		Human Resources	Assistant - 9990	206.95
WILSON	HUNTER	07/01/2020		Parks and Recreation/Youth	Recreation Specialist II - 9517	159.25
WINDERS	RACHAEL	01/27/2016		Parks and Recreation/Youth	Recreation Specialist II - 9517	94.5
WINTCH	KRISTINA	05/17/2023		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	62.75

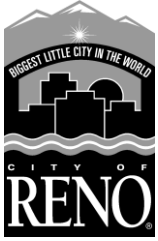
**CITY OF RENO - TEMPORARY EMPLOYEES
 QUARTERLY REPORT - UNDER 234 HOURS IN QUARTER
 ACTIVE & TERMINATED EMPLOYEES
 FY 2022-23 Quarter 4 (April 1, 2023 to June 30, 2023)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
WISE	SANDRA	09/26/2022		City Clerk	City Clerk Assistant - 9996	196
WOODWARD	KYLIE	06/13/2018		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	3
WRIGHT	JAMES	03/20/2023		Parks and Recreation/Youth	Recreation Specialist I - 9514	118.75
YAZZIE	ZOE	04/27/2022		Parks and Recreation/Aquatics	Recreation Specialist II - 9517	168.75
YEE	PATRICIA	08/23/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	226.25
ZASTRE	DEREK	08/17/2021		Parks and Recreation/Athletics	Recreation Specialist V - 9538	27
ZBOINSKI	KATY	09/20/2022		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	11.25
ZELLER	MARIA	08/19/2019		City Manager/Innovation & Experience Division	Intern - 9991	224
ZELTZER	EVAN	06/08/2022		Parks and Recreation/Youth	Recreation Specialist I - 9514	158.25
ZEME	ISABEL	02/24/2020		Parks and Recreation/Aquatics	Recreation Specialist I - 9514	105
ZUNIGA	LANCE	04/01/2021		Parks and Recreation/Aquatics	Aquatics Specialist I - 9518	78.25
ZUNIGA DE ALBA	LUCIA	07/06/2021		Parks and Recreation/Youth	Recreation Specialist III - 9535	126.5

**CITY OF RENO - TEMPORARY EMPLOYEES
 QUARTERLY REPORT - OVER 234 HOURS IN QUARTER
 ACTIVE & TERMINATED EMPLOYEES
 FY 2022-23 Quarter 4 (April 1, 2023 to June 30, 2023)**

Last Name	First Name	Position Start Date	Position End Date	Department	Position Title	# of Hours Worked in the Quarter
ANDREW	JANE	06/09/2021		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	248
BERKLEY	MADELYN	08/16/2021		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	320.5
GONZALEZ-VILLASENOR	AZUSENA	10/11/2021		Parks and Recreation/Youth	Recreation Specialist III - 9535	276.5
HASTEY	ROBERT	03/24/2018		Parks and Recreation/Athletics	Recreation Specialist III - 9535	296
HASTEY	ROBIN	05/02/2019		Parks and Recreation/Athletics	Recreation Specialist II - 9517	266
HOLLARS	LARRY	04/04/2022		Parks and Recreation/Athletics	Recreation Specialist II - 9517	300.5
KANE	KELSIE	03/26/2018		Parks and Recreation/Youth	Recreation Specialist III - 9535	313
LACY	CARISSA	05/27/2021		Parks and Recreation/Youth	Recreation Specialist III - 9535	249.5
MAISS	JAIME	03/01/2022		Parks and Recreation/Athletics	Recreation Specialist II - 9517	244
MCCORLEY	KARON	08/09/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	342
MEZA	ANETH	02/05/2020		Parks and Recreation/Youth	Recreation Specialist III - 9535	332.75
PARRISH	MICHAEL	03/01/2018		Parks and Recreation/Athletics	Recreation Specialist III - 9535	338
PHILIPS	WYATT	06/25/2018		Parks and Recreation/Aquatics	Recreation Specialist III - 9535	251.75
RANDOLPH	SUSAN	01/11/2023		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	238.25
ROBERTSON MOORE	MALIBU	09/22/2017		Parks and Recreation/Aquatics	Aquatics Specialist III - 9520	261
ROJAS	CHRISTIAN	11/03/2022		Parks and Recreation/Health and Wellness	Recreation Specialist II - 9517	322
SNYDER	DAVID	05/10/2019		Parks and Recreation/Athletics	Recreation Specialist II - 9517	261.5
VARGAS LOPEZ	OSMAN	10/09/2019		Parks and Recreation/Youth	Recreation Specialist III - 9535	236.25
VERNON	ALFRED	11/13/2018		Parks and Recreation/Health and Wellness	Recreation Specialist III - 9535	296.75
ZUNIGA DE ALBA	ALEXA	11/08/2019		Parks and Recreation/Youth	Recreation Specialist II - 9517	248.25

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: July 27, 2023

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item C.2 Chief Examiner presentation of Mid-Year report (Not for Action)

The Chief Examiner will present the mid-year report. This presentation will spotlight the department's work over the first six months of the year along with key metrics check and upcoming projects.

Attachment 1: Mid-Year Report presentation by Chief Examiner Barbara Ackermann.

Civil Service Commission

Mid Year Review

January 2023 – June 2023

Behind the Scenes



- ❑ PHR Certified Team



- ❑ Rule Change



- ❑ Evolved Recruitment Statistics & Data Collection Methods



- ❑ BLI Templates & Workflows



- ❑ Test Development Process Improvements

Forward Facing



- BLI Page Employee Resources



- Police Recruiting Event



- Public Safety NEO



- Post Recruitment Satisfaction Survey



- Social Events

PERFORMANCE METRICS

Requisitions Processed



PERFORMANCE METRICS

Avg. Time from Approved Req. to Certification of Eligible List

EXISTING LIST

- Target Goal: 24 hours (100%)
- Current Status: 24 hours (100%)

NEW LIST

- Target Goal: 23 days
- Current Status: 22 days

STATISTICS



Recruitments

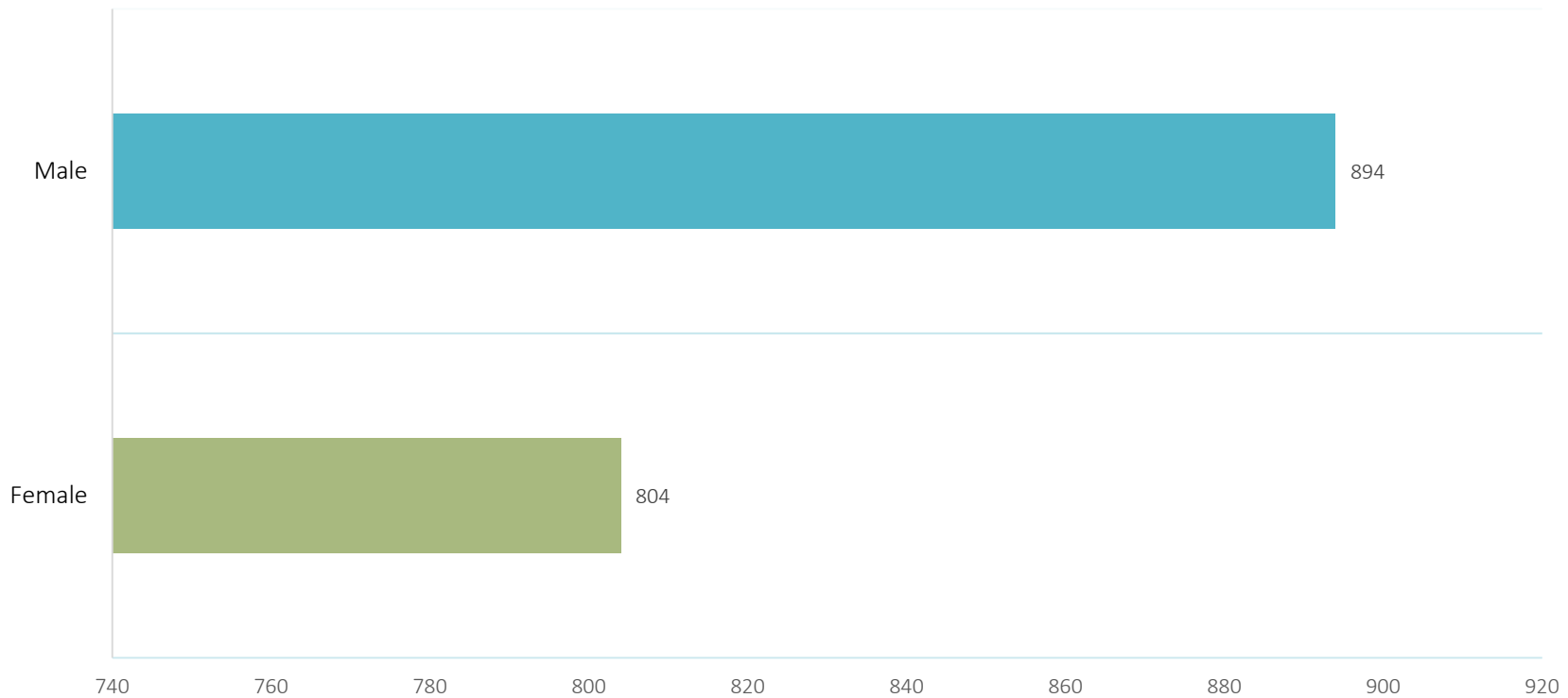


Hires



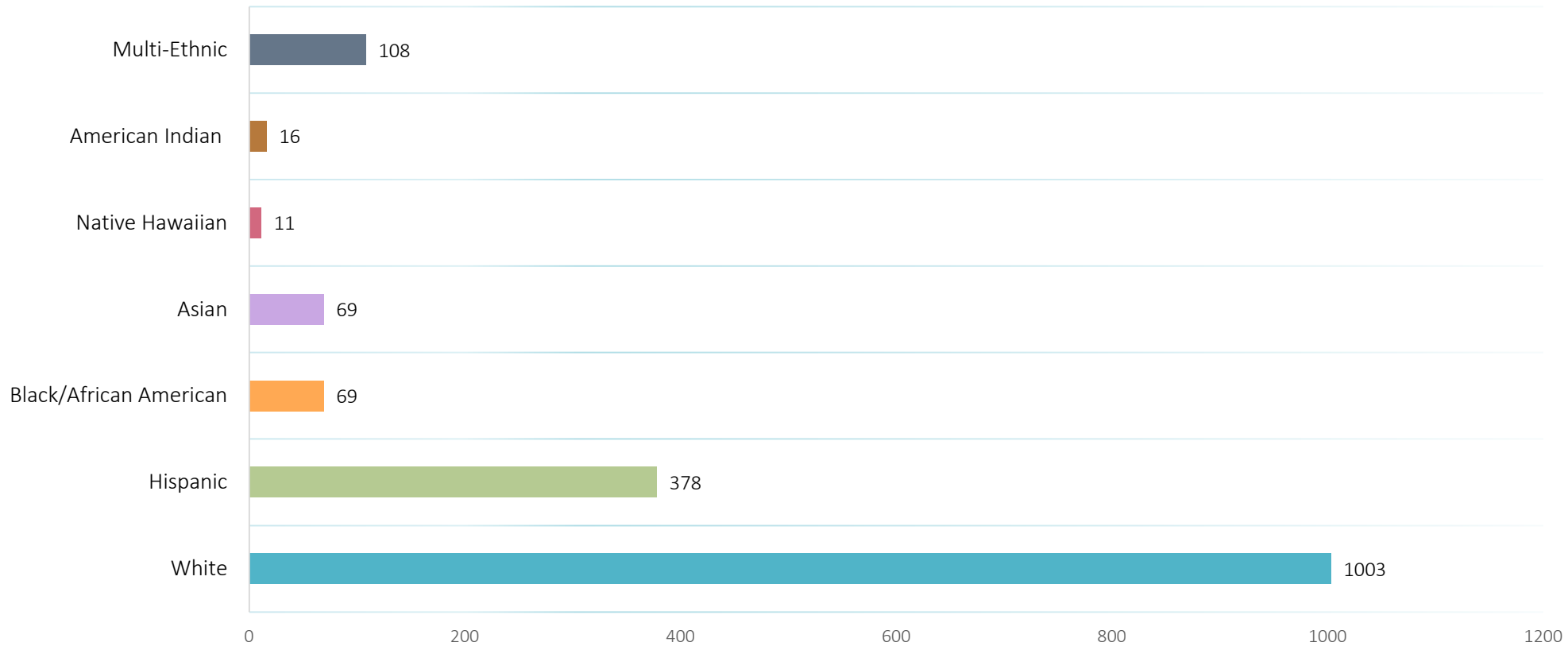
STATISTICS

Comparison of Qualified Applicants by Gender



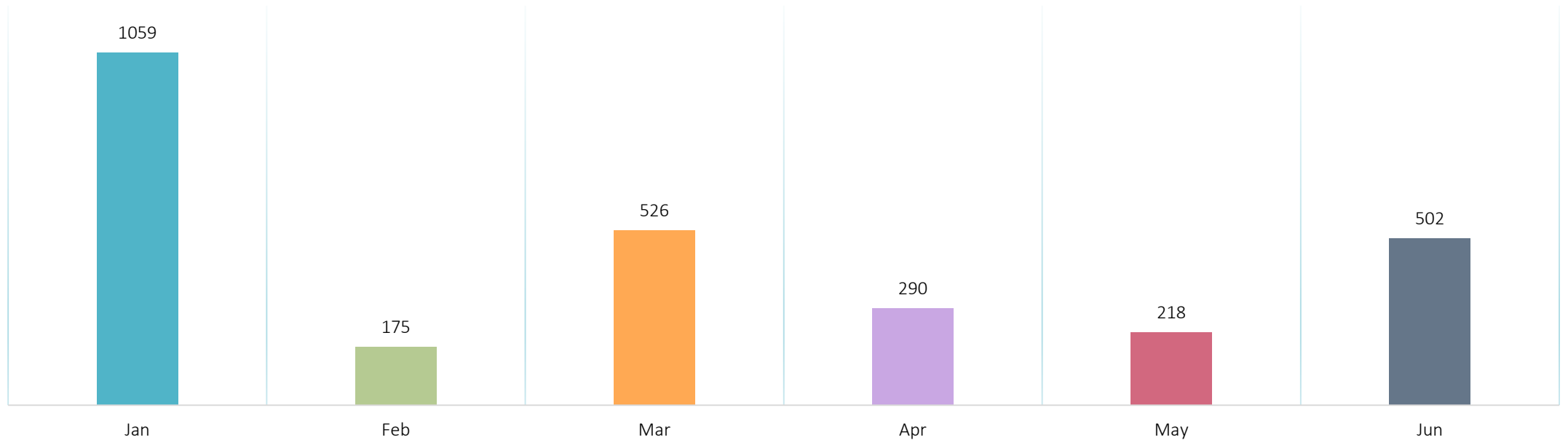
STATISTICS

Comparison of Qualified Applicants by Race and Ethnicity



APPLICATIONS PER MONTH

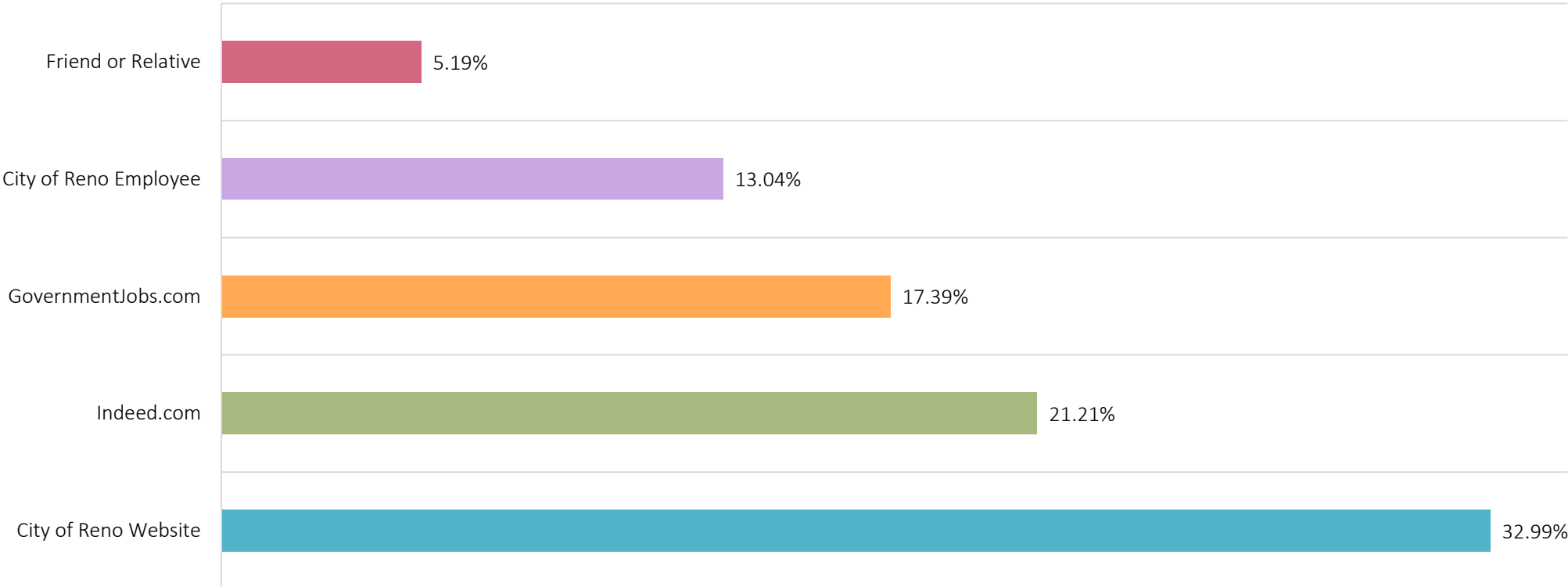
Total = 2770



38.86%

Overall increase in
received applications
from 2022

TOP 5 SOURCES OF APPLICANTS



Current Projects

- ❑ Careers in Government Inc.
- ❑ Lunch & Learn
- ❑ Career Day
- ❑ Video Interviewing
- ❑ Revamped Classifications and Progression Lines
- ❑ Civil Service Webpage



Questions?

THANK YOU

CIVIL SERVICE COMMISSION

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CIVILSERVICE@RENO.GOV