



## CIVIL SERVICE COMMISSION Hybrid Meeting

### Agenda

Thursday, September 14, 2023, at 3:30 p.m.  
City of Reno City Hall, 6<sup>th</sup> Floor Conference Room  
1 East First Street, Reno, NV 89501

### Members

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

Jay Kenny  
Nichole Paul  
Christopher Svendsen

### Public Notice

This agenda has been physically posted in compliance with NRS 241.020(3) (notice of meetings) at Reno City Hall – 1 East First Street. In addition, this agenda has been electronically posted in compliance with NRS 241.020(3) at [www.reno.gov](http://www.reno.gov), and NRS 232.2175 at [www.notice.nv.gov](http://www.notice.nv.gov). To obtain further documentation regarding posting, please contact Rossmery Diaz, Civil Service Commission, City Hall, 1 East First Street, 5th Floor, Reno, NV 89501; [civilservice@reno.gov](mailto:civilservice@reno.gov) or (775) 334-2223.

Members of the Commission may participate in this meeting using the zoom video conference platform.

Members of the public may participate in the meeting by registering through the below zoom link which will provide the meeting ID number and call-in phone number.

**Virtual registration link:** [https://us06web.zoom.us/webinar/register/WN\\_3tnWkKSbReqqOWfz6GBpdw](https://us06web.zoom.us/webinar/register/WN_3tnWkKSbReqqOWfz6GBpdw)

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

### Accommodations

Reasonable efforts will be made to assist and accommodate individuals with disabilities attending the meeting. Please contact Rossmery Diaz, Civil Service Commission, City Hall, 1 East First Street, 5th Floor, Reno, NV 89501; [civilservice@reno.gov](mailto:civilservice@reno.gov) or (775) 334-2223, at least 48 hours in advance so that arrangements can be made.

### Supporting Materials

Staff reports and supporting material for the meeting are available by contacting Rossmery Diaz, Civil Service Commission, City Hall, 1 East First Street, 5th Floor, Reno, NV 89501; [civilservice@reno.gov](mailto:civilservice@reno.gov) or (775) 334-2223, and on the City's website at [www.reno.gov](http://www.reno.gov). Pursuant to NRS 241.020(9), supporting material is made available to the general public at the same time it is provided to the public body.

### Order of Business

The presiding officer shall determine the order of the agenda and all questions of parliamentary procedure at the meeting. Items on the agenda may be taken out of order. The public body may combine two or more agenda items for consideration; remove an item from the agenda; or delay discussion relating to an item on the agenda at any time. See, NRS 241.020(3)(d)(6). Items scheduled to be heard at a specific time will be heard no earlier than the stated time but may be heard later.

### Public Comment

#### In-Person

A person wishing to address the public body shall submit a "Request to Speak" form to the presiding officer. Public comment, whether on items listed on the agenda or general public comment, is limited to three (3) minutes per person. Unused time may not be reserved by the speaker, nor allocated to another speaker. No action may be taken on a matter raised under general public comment until the matter is included on an agenda as an item on which action may be taken.

#### Virtual

No action may be taken on a matter raised under general public comment until the matter is included on a subsequent agenda as an action item.

Pursuant to NRS 241.023, those wishing to submit public comment may do so through the online public comment form found at [Reno.Gov/PublicComment](http://Reno.Gov/PublicComment), by sending an email to [ackermannb@reno.gov](mailto:ackermannb@reno.gov), by leaving a voicemail at (775) 334-2223 or at the meeting during virtual public comment. Public comment is limited to three (3) minutes per person. Comments received prior to 4:00 p.m. on the day preceding the meeting will be transcribed, provided to the Commission for review, and entered into the record. Comments received after 4:00 pm on the day preceding the meeting will be provided to the Commission for review prior to adjournment, and entered into the record.

## **A. Introductory Items**

### **A.1 Call To Order/Roll Call**

**A.2 Public Comment** - This item is for either public comment on any action item or any general public comment and is limited to no more than three (3) minutes for each commentator.

**A.3 Approval of the Agenda (For Possible Action)** – September 14, 2023.

**A.4 Approval of the Minutes (For Possible Action)** – August 10, 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 Probationary Period extension for Jack Brown, Firefighter. (For Possible Action)**

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

**B.5. Request to approve the revised minimum qualifications of the classification specification of Security Manager. (For Possible Action)**

**B.6. Request from Dane Nelson to be placed on the re-employment list for Maintenance Worker II. (For Possible Action)**

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

**D. Confirm the next meeting date** – Thursday, October 12, 2023, at 3:30 p.m. City Hall - 6<sup>th</sup> Floor Conference Room (For Possible Action)

**E. 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.

**F. Adjournment** (For Possible Action)



## CIVIL SERVICE COMMISSION Hybrid Meeting

### Draft Minutes

Thursday, August 10, 2023, at 3:30 p.m.  
City of Reno City Hall, 6<sup>th</sup> Floor Conference Room  
1 East First Street, Reno, NV 89501

#### Members

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

Jay Kenny  
Nichole Paul  
Christopher Svendsen

#### A. Introductory Items

##### A.1 Call To Order/Roll Call

*Chairperson Abney called the meeting to order at 3:30 P.M. A quorum was established.*

**MEMBERS PRESENT:** Tray Abney, Chair  
Yvonne Allen, Vice Chair  
Ricardo Duarte, via phone  
Charla Honey  
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.

Jesse Pruett, Labor Relations Manager, thanked the Chief Examiner for her contribution at the City Council meeting regarding the ordinance update agenda item.

**A.3 Approval of the Agenda (For Possible Action)** – August 10, 2023.

*It was moved by Commissioner Svendsen and seconded by Commissioner Paul, to approve the August 10, 2023, agenda. The motion passed unanimously.*

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

*It was moved by Commissioner Svendsen and seconded by Commissioner Paul, to approve the minutes for July 13, 2023, Civil Service Commission Meeting. The motion passed unanimously.*

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

Councilmember Meghan Ebert thanked the Commission for doing a great job at the City Council Meeting and helping to go over the proposed ordinance change to convert twelve positions from appointed to Civil Service.

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

Chief Examiner Ackermann explained some of the changes the Commission will see with the new format of the job classifications presented for approval resulting from the Class & Compensation Study. Specifically, going forward the KSAs will be listed separately, as competencies at a full-scale level of the position and not under minimum qualifications.

The Chief Examiner called upon Jesse Pruett, Labor Relations Manager to give an update on the Class & Comp Study. He informed the Commission that the HR department sent out individual emails to over 1,350 employees giving them information on their current title, maximum salary, total earning potential and how it stacks up in the market. He concluded that the City of Reno is above market in terms of total earning potential for most employees.

The Civil Service Team hosted an Ice Cream Social event and served ice cream to over 100 employees.

## **B. Consent Agenda**

- B.1. Request to acknowledge employee confirmations in accordance with the dates listed in the Confirmation Report. (For Possible Action)**
- B.2. Request to accept eligible lists in accordance with the dates listed in the Eligible List Report. (For Possible Action)**
- B.3. Request to approve 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)**

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

## **C. Regular Agenda**

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

Cody Freeman, Human Resources Management Analyst, presented the Temporary and Part-Time Employee Report Fiscal Year 2022-2023 Quarter 3 since Nika Hsiao was unavailable.

## **C.2 Chief Examiner presentation of Mid-Year report (Not for Action)**

Chief Examiner Ackermann presented the Mid-Year Report covering January to June 2023. Chief Examiner Ackermann announced that the Civil Service Team is now PHR certified.

Sneha Sharma shared with the Commission the ways in which the team is continuously working with the departments to streamline processes to update dispositions and educate them on Civil Service rules. She noted the addition of monthly meetings with the Reno Police Department to monitor and discuss recruiting progress to achieve the hiring goals for the Winter 2024 Academy.

Rossmery Diaz informed the commission of the development of resources for hiring managers and employees in the form of workflows, templates, and cheat sheets on BLI page to improve communication and understanding of our processes. She noted that the team has also developed a fillable Reasonable Accommodation Request Form and made it available on our webpage.

AJ Kenneson shared with the commission how the analyst team has been working on increasing consistency in messaging and providing standardized language on job postings. The Analysts have created a one-page information sheet outlining the role of SMEs. The minimum qualification substitutions have been standardized to support a more inclusive recruitment process. Changes are being considered regarding supplemental questionnaire to address the use of AI by applicants to answer questions.

Brenda Nguyen presented the Commission with information about the video interviewing platform from Criteria. She noted that the team will be putting together templates on its use and that it will be ready to roll out by the beginning of next year.

Chief Examiner Ackermann recognized the Civil Service Team and thanked them for all their work.

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

None

**E. Confirm next meeting date** – September 14, 2023, at 3:30 p.m. City Hall - 6<sup>th</sup> Floor Conference Room (For Possible Action)

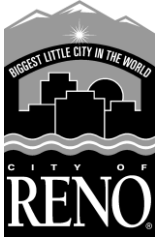
The next regular meeting of the Civil Service Commission is scheduled for September 14, 2023, at 3:30 p.m. at its regular location in City Hall.

**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.

Jesse Pruet, Labor Relations Manager, informed the Commission that Andrena Arreygue, Human Resources Management Analyst has retired as of August 10, 2023.

**G. Adjournment** (For Possible Action)

***It was moved by Commissioner Svendsen and seconded by Commissioner Paul, to adjourn the meeting at 4:11 P.M. The motion passed unanimously.***



# Civil Service Commission

## Confirmation Report

**Date:** August 28, 2023

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

**From:** Barbara Ackermann, Chief Examiner

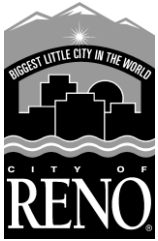
**Subject:** Item B.1. Request to acknowledge employee confirmations in accordance with the dates listed in this Confirmation Report. (For Possible Action)

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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:

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EMPLOYEE NAME	JOB TITLE	PROBATIONARY PERIOD	CONFIRMATION DATE
<b><u>Development Services Department</u></b>			
Manuel Ruiz	Combination Inspector	12 months	July 29, 2023
Spencer Schultz	Management Analyst	12 months	August 12, 2023
<b><u>Parks &amp; Recreation Department</u></b>			
Frank Szajko	Parks Maintenance Worker I	6 months	August 17, 2023
<b><u>Reno Fire Department</u></b>			
Avery Baldwin	EMS Coordinator	12 months	August 22, 2023
Cassie Donahoe	Management Assistant	12 months	August 27, 2023
<b><u>Reno Police Department</u></b>			
Brooke Hanselman	Police Assistant I	12 months	August 21, 2023



# Civil Service Commission

## Eligible List Report

**Date:** August 28, 2023

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

**From:** Barbara Ackermann, Chief Examiner

**Subject:** Item B.2. Request to accept eligible lists in accordance with the dates listed in this Eligible List Report. (For Possible Action)

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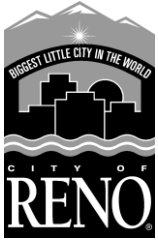
Pursuant to Rule VII, I recommend that the Civil Service Commission accept the eligible lists in accordance with the dates listed below:

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CLASSIFICATION	LIST TYPE	DESCRIPTION
Code Enforcement Officer I	Promotional	There are eight (8) candidates on this list established on August 7, 2023, with ethnic, racial, and gender diversity.
Economic Development Marketing Program Manager	Open Competitive	There are seventeen (17) candidates on this list established on August 8, 2023, with ethnic, racial, and gender diversity.
Park Ranger	Department Promotional	There are two (2) candidates on this list established on July 31, 2023.
Park Ranger	City-Wide Promotional	There are two (2) candidates on this list established on July 31, 2023.
Park Ranger	Open Competitive	There are thirty (30) candidates on this list established on July 31, 2023, with ethnic, racial, and gender diversity.
Police Officer	Promotional	There are twelve (12) candidates on this list established on August 21, 2023, with ethnic and gender diversity.
Program Assistant	Open Competitive	There are fifty-six (56) candidates on this list established on August 14, 2023, with ethnic, racial, and gender diversity.
Property Analyst	Open Competitive	There are nine (9) candidates on this list established on August 14, 2023, with ethnic and gender diversity.

<b>CLASSIFICATION</b>	<b>LIST TYPE</b>	<b>DESCRIPTION</b>
Recreation Leader	Open Competitive	There are three (3) candidates on this list established on July 11, 2023, with ethnic and gender diversity.
Senior Recreation Leader	Open Competitive	There is one (1) candidate on this list established on August 10, 2023.
Systems Analyst	Department Promotional	There are two (2) candidates on this list established on July 24, 2023.
Systems Analyst	Open Competitive	There are nine (9) candidates on this list established on August 14, 2023, with ethnic, racial, and gender diversity.
Traffic Signal Maintenance Worker	Department Promotional	There are fourteen (14) candidates on this list established on August 28, 2023, with ethnic and racial diversity.
Traffic Signal Technician	Department Promotional	There are two (2) candidates on this list established on July 28, 2023.
Traffic Signal Technician	Open Competitive	There are three (3) candidates on this list established on July 28, 2023.
Water Reclamation Plant Operator	City-Wide Promotional	There are three (3) candidates on this list established on August 14, 2023, with gender diversity.
Water Reclamation Plant Operator	Open Competitive	There are ten (10) candidates on this list established on August 14, 2023, with ethnic and gender diversity.





# Civil Service Commission

## MEMORANDUM

**Date:** August 28, 2023

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

**From:** Barbara Ackermann, Chief Examiner

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

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

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

**Background:**

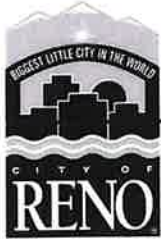
Firefighter Jack Brown was placed on approved leave on March 3, 2023. Mr. Brown's current probationary period is set to end February 24, 2024.

The Department requested a Probationary Period extension of an equal amount of calendar days Firefighter Jack Brown is on leave beyond his probationary period set to end on February 24, 2024.

**Recommendation:**

Civil Service staff supports the approval of the department's requests to extend the Probationary Period by the equal amount of calendar days that Firefighter Jack Brown is on leave, pursuant to CSC Rule VII, Section 12 (b).

*Attachment 1: Memo requesting a probationary period extension for Jack Brown from David Cochran, Fire Chief.*



# Reno Fire Department

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## MEMORANDUM

**DATE:** July 31, 2023

**TO:** Barbara Ackerman, Chief Examiner, Civil Service Commission

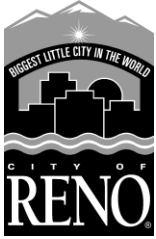
**FROM:** David Cochran, Fire Chief *DPS*

**SUBJECT:** Extension Request – Reno Fire Department Jack Brown

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As a standard practice for the Fire Department, Fire Administration would like to request that Firefighter Recruit Jack Brown's probation period be extended as a result of an injury on March 3, 2023. Mr. Brown's current probationary period is set to end February 24, 2024. The department is requesting that his probation be extended to account for his time on workers comp until he is released to full duty and able to fulfill the full responsibilities of his position. The City's Human Resources Department is aware of the circumstances regarding this request and supports the extension of Mr. Brown's probation period.

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



# Civil Service Commission

## MEMORANDUM

**Date:** August 28, 2023

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

**From:** Barbara Ackermann, Chief Examiner

**Subject:** Item B.4. Request to approve the revised minimum qualifications of the classification specification of Traffic Signal Maintenance Supervisor.  
(For Possible Action)

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### **Background:**

Human Resources in collaboration with Civil Service has developed updated language to amend the minimum qualifications for the classification specification of Traffic Signal Maintenance Supervisor.

### **Discussion:**

This change to the existing qualifications for the classification specification of Traffic Signal Maintenance Supervisor adds a specific certification requirement. The recommended change to the minimum qualifications will help the department identify a pool of applicants with the necessary certification needed to perform the work of the position.

The current minimum qualifications include:

- Possession of an appropriate, valid driver's license

The proposed update to the minimum qualifications includes the following addition:

- Possession of a level 2 International Municipal Signal Association (IMSA) Certification in Traffic Signals.

This certification has 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 is recommending the Civil Service Commission approve the updated minimum qualifications of the classification specification of Traffic Signal Maintenance Supervisor 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 Supervisor*



# Department of Human Resources

## MEMORANDUM

**Date:** July 26, 2023  
**To:** Civil Service Commission  
**From:** Nika Hsiao, Management Analyst, Human Resources  
**Subject:** Traffic Signal Maintenance Supervisor – Revision of Minimum Qualifications

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**Recommendations:** It is recommended that the Civil Service Commission approve the revised minimum qualifications for the Traffic Signal Maintenance Supervisor classification.

**Discussion:** The Traffic Signal Maintenance Supervisor is an existing classification. However, it has not been utilized in recent years. Currently, the Traffic Signal department maintains NDOT within Washoe County and Washoe County traffic signals. Per the ILA's (Inter Local Agreements), all those that work on traffic signals must have an IMSA (International Municipal Signal Association) Certification.

The last time that this classification was utilized, this requirement may not have been required. However, the ISMA certification is now required in order to work on the City's traffic signals.

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

**Education/Training:**

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

**Experience:**

Four years of traffic signal maintenance or electronic experience including one year of administrative and/or lead supervisory experience.

**License or Certificate:**

Possession of a level 2 International Municipal Signal Association (IMSA) Certification in Traffic Signals.

Possession of an appropriate, valid driver's license.

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

## TRAFFIC SIGNAL MAINTENANCE SUPERVISOR

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

### **SUMMARY DESCRIPTION**

Under direction, supervises, assigns, reviews, and participates in the work of staff responsible for the electronic repair and maintenance on traffic control units and equipment including traffic controllers, vehicle detectors and traffic signal control computers; to ensure work quality and adherence to established policies and procedures; and to perform the more technical and complex tasks relative to assigned area of responsibility.

### **REPRESENTATIVE DUTIES**

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

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for the electronic repair and maintenance on traffic control units and equipment including traffic controllers, vehicle detectors, and traffic signal control computers.
2. Establish schedules and methods for providing traffic signal maintenance and repair services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the selection of traffic signal staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
5. Perform the most technical and complex tasks of the work unit including performing difficult electronic repair work on traffic signal equipment.
6. Inspect traffic signal installation procedures at new intersections; oversee proper cabinet turn on procedures for City and County.
7. Inspect work in progress to ensure conformance with established specifications and standards.
8. Prepare productivity reports and maintain records and files of traffic signal repair and maintenance work performed.
9. Ensure adherence to safe work standards; enforce safety regulations and ensure that work sites are set up according to established safety procedures.
10. Maintain records concerning operations and programs; prepare reports on operations and activities.
11. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of traffic signal maintenance and repair; incorporate new developments as appropriate into programs.

**CITY OF RENO**  
**Traffic Signal Maintenance Supervisor (Continued)**

12. 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 traffic signal maintenance, installation, and repair program.  
Principles and practices of electronics as applied to traffic control devices.  
Theories and applications of electronics.  
Materials, methods, techniques, and equipment used in the installation, maintenance, and repair of electric and electronic traffic control devices.  
Operational characteristics of computerized traffic control systems.  
Modern and complex principles and practices of electronic system design and operations.  
Principles of supervision, training, and performance evaluation.  
Principles and procedures of record keeping.  
Principles of business letter writing and basic report preparation.  
Office procedures, methods, and equipment including computers and applicable software applications.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

Coordinate and direct a traffic signal maintenance, installation, and repair program.  
Supervise, organize, and review the work of lower level staff.  
Select, train, and evaluate staff.  
Recommend and implement goals, objectives, policies and procedures for providing traffic signal, maintenance, installation, and repair 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.  
Prepare clear and concise reports.  
Maintain, repair, modify, and fabricate traffic control systems.  
Read and interpret schematics, blueprints and diagrams.  
Monitor and operate computerized traffic signal controls.  
Operate a variety of electronic repair and heavy equipment.  
Respond to requests and inquiries from the general public.  
Ensure adherence to safe work practices.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Plan and organize work to meet changing priorities and deadlines.  
Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.  
Work cooperatively with other departments, City officials, and outside agencies.  
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.  
Work in a team based environment to achieve common goals.  
Coordinate multiple projects and complex tasks simultaneously.  
Meet the physical requirements to safely and effectively perform the assigned duties.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**CITY OF RENO**  
**Traffic Signal Maintenance Supervisor (Continued)**

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

**Education/Training:**

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

**Experience:**

Four years of traffic signal maintenance or electronic experience including one year of administrative and/or lead supervisory experience.

**License or Certificate:**

[Possession of a level 2 International Municipal Signal Association \(IMSA\) Certification in Traffic Signals.](#)

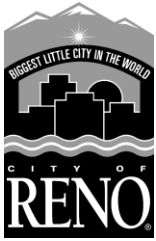
Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**Environment:** Office and 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.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a field and office 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 light to moderate amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.



# Civil Service Commission

## MEMORANDUM

**Date:** August 28, 2023

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

**From:** Barbara Ackermann, Chief Examiner

**Subject:** Item B.5. Request to approve the revised minimum qualifications of the classification specification of Security Manager. (For Possible Action)

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### **Background:**

Human Resources in collaboration with City Manager's Office has developed updated language to amend the minimum qualifications for the classification specification of Security Manager.

### **Discussion:**

This change to the existing qualifications for the classification specification of Security Manager adds a specific permit requirement. The recommended change to the minimum qualifications will assist the department in identifying a more relevant pool of applicants with the necessary permit needed to perform the work of the position.

The current minimum qualifications include:

- Certified as a Critical Infrastructure Protection Specialist (CCIPS)
- Possession of an appropriate, valid driver's license.

The proposed update to the minimum qualifications includes the following:

- Certified Critical Infrastructure Protection Specialist (CCIPS) is highly desired.
- Possession of an appropriate, valid driver's license.
- Currently possess or ability to obtain a valid and active Nevada Concealed Weapons Permit (CCW) issued by the Washoe County Sheriff's Department.

This certification has 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 is recommending the Civil Service Commission approve the updated minimum qualifications of the classification specification of Security Manager as presented with a twelve (12) month probationary period.

*Attachment 1: Memo requesting approval of minimum qualifications from Cody Freeman, Human Resources Management Analyst*

*Attachment 2: Classification Specification for Security Manager*





# Department of Human Resources

## MEMORANDUM

**Date:** August 22, 2023

**To:** Civil Service Commission

**From:** Cody Freeman, Management Analyst, Human Resources

**Subject:** Security Manager – Approval of Revisions to the Minimum Qualifications

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**Recommendations:** It is recommended the Civil Service Commission approve the proposed revisions to the minimum qualifications for the position of Security Manager.

**Discussion:** The Security Manager manages the business processes and systems of the City's security program which includes overseeing armed personnel. This makes a strong argument to have a Security Manager who currently possesses or has the ability to obtain a valid and active Nevada Concealed Weapons Permit (CCW) issued by the Washoe County Sheriff's Department. The position also oversees the development, implementation, evaluation, and daily activities of the City's security program.

**Action:** It is requested the Civil Service Commission approve the proposed revisions to the minimum qualifications changes of the Security Manager classification.

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## SECURITY MANAGER

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

### SUMMARY DESCRIPTION

Under general direction of the Maintenance and Operations / Facility Manager, manages the business processes and systems of the City's security program; oversees the development, implementation, evaluation, and daily activities of the City's security program; and administers the City's security program to provide for the safety and security of people and property at City facilities. The Security Manager shall keep and maintain an active and valid Nevada concealed weapons permit issued by the Washoe County Sheriff's Department.

### 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 City of Reno's security program.
2. Manage and participate in the development and implementation of goals, policies, and priorities for assigned operations; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within policy, appropriate service levels.
- 3.4. Carry a firearm in compliance with Nevada state laws and company policies; utilize it responsibly and only when necessary to ensure the safety of premises and personnel.
- 4.5. Participate in the development and administration of the security program's annual budget; participate in the forecast of funds needed for equipment, materials, supplies, and contracts; monitor expenditures; implement adjustments as needed.
- 5.6. Manage and administer citywide contracts for equipment, armed and un-armed security guards and monitoring services related to security; coordinate with various law enforcement agencies, specifically, the Reno Police Department, the Sparks Police Department, the Washoe County Sheriff's Office, County Emergency Management, and other agencies as necessary.
- 6.7. Research and analyze information, prepare presentations, and make presentations to various civic, business, government, and service groups.
- 7.8. Serve as liaison for the City within various groups and commissions for the City of Reno's security program; establish and maintain liaison with representatives of organizations, businesses, and other agencies for assigned areas.
- 8.9. Provide security consultant services to all City offices and departments, including those located within the Court facility and other locations by analyzing and evaluating security operations to identify risks or opportunities for improvement to mitigate potential consequences.
- 9.10. Manage and administer the Citywide Security Committee to investigate employee and contractor complaints of physical threats and harassment, assessment of threat level to the City and respond appropriately to protect employees, contractors, tenants, and the public.

**CITY OF RENO**  
**Security Manager (Continued)**

- ~~10~~.11. Testify in legal proceedings regarding threats to the workplace and criminal activity against the City and its employees.
- ~~11~~.12. Investigate security related incidents occurring at City facilities, identify appropriate follow up agency (law enforcement, Human Resources, Citywide Security Committee) to continue investigation and develop solutions to mitigate future risk to the City; include review and sharing of video camera footage to appropriate agencies investigating activity at City facilities.
- ~~12~~.13. Manage and administer citywide maintenance and replacement schedule for security equipment, screening equipment and metal detectors.
- ~~13~~.14. Create security standards, policies and procedures and incident response plans to protect individuals and properties against threats or violence.
- ~~14~~.15. Coordinate with existing technology staff and make recommendations on installation and operation of existing and proposed security systems including facility alarms, security cameras, intrusion alarms, emergency notifications, access control, keys and badging, and card access control.
- ~~15~~.16. Analyze physical security and protective measures with City facilities; formulate solutions and implement appropriate processes to respond to threats and ongoing alerts.
17. Coordinate with the City's public information officer to provide adequate information to staff and the public as necessary and applicable using established protocols.
- ~~16~~.18. Stay informed about the latest security trends, technologies, and best practices to continuously enhance the security program; participate in ongoing professional development to enhance the leadership skills and stay updated on relevant regulations.
- ~~17~~.19. Provide responsible staff assistance to supervising staff; conduct a variety of studies and investigations; recommend modifications to assigned areas, policies, and procedures as appropriate.
- ~~18~~.20. Respond to and resolve difficult and sensitive citizen, organizational, and City Council issues, concerns, and needs.
21. Perform related duties as assigned.

**QUALIFICATIONS**

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

**Knowledge of:**

Operational characteristics, services, and activities of facility security programs.

Nevada state laws and regulations pertaining to firearm carrying and use.

Operations of concealed weapons/firearm.

Principles and practices of program development and administration, to include contract review and coordination of people and resources.

Work organization and office management principles and practices.

Procedures, policies, rules, and practices affecting the development, maintenance, and control of systems.

Principles and practices of budget development and administration including methods and techniques of budget preparation and control.

Principles and practices of program development and administration.

**CITY OF RENO**  
**Security Manager (Continued)**

Modern office procedures, methods, and equipment including computers.  
Computer applications such as word processing, spreadsheets, and statistical databases.  
Operating characteristics of information systems and other computer software programs utilized by the City.  
Organizational and management practices as applied to the analysis and evaluation of the City's programs, policies, and operational needs as they relate to the City's security program.  
Methods and techniques of research, statistical analysis, and report presentations.  
Methods and techniques of public relations and public information.  
Methods and techniques of effective customer service.  
Principles and procedures of investigative practices and techniques, to include interviewing, recording data, and record keeping.  
Pertinent federal, state, and local laws, codes, and regulations.  
Current developments, trends and practices of security management.  
Organizational structure, systems and functions of the City and related local entities.

**Ability to:**

Oversee and participate in the management of a comprehensive security program.  
Maintain valid security and firearm licenses/certifications required by Nevada state authorities.  
Participate in the development and administration of program goals, objectives, and procedures.  
Negotiate City and public interests with federal, state, and local agencies and other entities.  
Make quick and rational decisions in high-pressure and stressful situations.  
Communicate complex policy and technical material to public officials, the general public, and the media.  
Meet physical fitness requirements to carry and use a firearm responsibly.  
Analyze and define problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Make difficult and independent decisions without supervision.  
Operate office equipment, including computers and supporting word processing, spreadsheet, and database applications.  
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.  
Identify and respond to sensitive community, organizational, and City Council issues, concerns, and needs.  
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.  
Plan and organize work to meet changing priorities and deadlines.  
Prepare clear and concise reports, professional correspondence, and presentations.  
Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.  
Work cooperatively with other departments, City officials, and outside agencies.  
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.  
Make effective presentations to the City Council, top management, public groups, and/or television audiences.  
Work in a team-based environment to achieve common goals.  
Handle multiple demands and priorities simultaneously.  
Meet the physical requirements to safely and effectively perform the assigned duties.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Communicate clearly and concisely, both orally and in writing.  
Remain calm, think clearly, exercise sound judgment and logic, and act decisively in stressful situations.

**CITY OF RENO**  
**Security Manager (Continued)**

Understand the implications of new information for both current and future problem-solving and decision-making.

**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 in security and management, corporate security, criminal justice, public administration, or a closely related field.

**Experience:**

Five years of full-time experience in a security related field.

**License or Certificate**

Certified as a Critical Infrastructure Protection Specialist (CCIPS) is highly desired

Possession of an appropriate, valid driver's license-

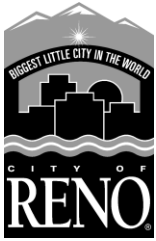
Currently possess or ability to obtain a valid and active Nevada Concealed Weapons Permit (CCW) issued by the Washoe County Sheriff's Department

**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.



# Civil Service Commission

## MEMORANDUM

**Date:** September 5, 2023

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

**From:** Barbara Ackermann, Chief Examiner

**Subject:** Item B.6. Request from Dane Nelson to be placed on the re-employment list for Maintenance Worker II. (For Possible Action)

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### **Background:**

Dane Nelson has submitted an application to be placed on the re-employment list for Maintenance Worker II.

Civil Service Rule XIII, Section 1.(b) provides the opportunity for a previous City of Reno Civil Service classified employee who resigned or an employee who voluntarily resigned in good standing to request placement on the re-employment list for the classification from which they resigned within three years.

### **Discussion:**

Upon approval by the Commission, the individual will be placed on the re-employment eligible list for a period of one (1) year from the date of approval by the Commission. An individual may reapply for an additional three (3) years provided the individual reapplies each year prior to the expiration of the last date of the individual's last eligibility period. Employees (or ex-employees) approved by the Commission are placed on a re-employment list for the appointing authority, which may parallel a competitive list.

### **Recommendation:**

Dane Nelson has met all the requirements to be placed on the re-employment list for Maintenance Worker II. Civil Service Staff recommends that Dane Nelson's application for placement on the re-employment list for Maintenance Worker II be approved.