

## CIVIL SERVICE COMMISSION Hybrid Meeting

### Agenda

Thursday, November 9, 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\\_SKFsAmSMQWCPxNtnnEaiCA](https://us06web.zoom.us/webinar/register/WN_SKFsAmSMQWCPxNtnnEaiCA)

**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)** – November 9, 2023.

**A.4 Approval of the Minutes (For Possible Action)** – October 12, 2023.

**Approval of the Minutes (For Possible Action)** – September 28, 2023

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

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

## **B. Consent Agenda**

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

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

**B.3. Request to approve the revised minimum qualifications of the classification specification of Fire Marshal. (For Possible Action)**

**B.4. Request to void the Maintenance Technician Eligible List (For Possible Action)**

**B.5. Request to void the Community Outreach Program Coordinator Eligible List (For Possible Action)**

**B.6. Request to approve the revised minimum qualifications of the classification specification of Head Pool Operator. (For Possible Action)**

**B.7. Request to approve the revised minimum qualifications of the classification specification of Recreation Leader. (For Possible Action)**

**B.8. Request to approve the revised minimum qualifications of the classification specification of Senior Recreation Leader. (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, December 14, 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, October 12, 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  
Nichole Paul  
Christopher Svendsen

##### MEMBERS EXCUSED:

Charla Honey  
Jay Kenny

##### MEMBERS OF THE CIVIL SERVICE TEAM PRESENT:

Barbara Ackermann, Chief Examiner  
AJ Kenneson, Management Analyst  
Brenda Nguyen, Management Analyst  
Sneha Sharma, Civil Service Technician  
Rossmery Diaz, 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.

Captain Willie Sierer, Reno Fire Department, made a public comment regarding Consent Agenda Item B3. He expressed concern for lowering the experience required from 5 years to 3 years for internal candidates. He also expressed reservations on granting up to one year of experience for possession of the ICC certification.

Former Fire Marshall Jeffery Donahue, Reno Fire Department, made a public comment regarding Consent Agenda Item B3. He said that boots on the ground experience holds greater significance, particularly when it comes to filling higher-ranking roles, compared to formal education and certification.

Lieutenant Ryan Connelly, Reno Police Department, on behalf of the Supervisory Board of Directors voiced support for the proposed change to the minimum qualifications of Police Lieutenant classification specification that allows for setting high standards for the department and more importantly for the citizens they serve.

Police Chief, Kathryn Nance, Reno Police Department made a public comment on Consent Agenda Item B6. She informed the commission that the changes to the minimum qualifications for the Police Lieutenant classification specification were fully supported by the administration, herself and the bargaining unit ensuring that there is a mutually agreeable outcome.

**A.3 Approval of the Agenda (For Possible Action) – October 12, 2023.**

*It was moved by Commissioner Svendsen and seconded by Commissioner Paul, to approve the October 12, 2023, agenda. The motion passed unanimously.*

**A.4 Approval of the Minutes (For Possible Action) – Approval of September 14, 2023, regular meeting minutes.**

*It was moved by Commissioner Svendsen and seconded by Vice Chair Allen, to approve the minutes for September 14, 2023, Civil Service Commission Meeting. The motion passed unanimously.*

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

Councilmember Meghan Ebert did not have any announcements.

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

Chief Examiner Ackermann informed the Commission that she had received notification from the City Clerk about including the appointment to the commission as an agenda item at the first City Council Meeting in November.

Chief Examiner Ackermann informed the Commission that there has been a marginal increase in the number of vacancies. Currently, there are 70 vacancies within the classified service. Civil Service currently has 7 recruitments open and 8 more in the development phase.

The Civil Service Team is working closely with the Reno Police Department to ensure continued support as they extend offers to fill positions for the January 2023 academy.

The Civil Service team kick-started the fourth-quarter meetings with departments. She thanked Brenda Nguyen and AJ Kenneson for spearheading the video interviewing project and presenting a demonstration of how it functions so that the pilot program can be rolled out beginning of next year.

Chief Examiner Ackermann informed the Commission that the team attended an all-day conference – “Resources for Humans” which focused on topics related to human resources, employee engagement, and workplace culture.

The team is working closely with the Communications Department on employer branding for which there will be a launch party before the end of the year.

Chief Examiner Ackermann informed the Commission that the team triumphed in the Safety Challenge by winning a rock-paper-scissors contest against the City Clerk's office.

## **B. Consent Agenda**

- B.1. Request to acknowledge employee confirmations in accordance with the dates listed in the Confirmation Report. (For Possible Action)**
- B.2. Request to accept eligible lists in accordance with the dates listed in the Eligible List Report. (For Possible Action)**
- B.3. Request to approve the revised minimum qualifications of the classification specification of Fire Marshal. (For Possible Action)**
- B.4. Request to approve the minimum qualifications of the new classification specification of Licensing and Revenue Officer Supervisor. (For Possible Action)**
- B.5. Request to approve the minimum qualifications of the new classification specification of Fabrication Specialist. (For Possible Action)**
- B.6. Request to approve the revised minimum qualifications of the classification specification of Police Lieutenant. (For Possible Action)**

Chairperson Abney asked that item B.3 be pulled and voted upon separately.

Fire Marshal Tray Palmer, Reno Fire Department, made a public comment regarding Consent Agenda Item B3. The Commission held a discussion including a few clarifying questions.

Item B3 was not voted on and no action was taken.

***It was moved by Commissioner Paul and seconded by Vice Chair Allen, to approve the Consent Agenda with the exception of item B.3. The motion passed unanimously.***

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

None

- D. Confirm next meeting date** – November 9, 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 November 9, 2023, at 3:30 p.m. at its regular location in City Hall.

- E. 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

- F. Adjournment** (For Possible Action)

***It was moved by Commissioner Svendsen and seconded by Commissioner Paul, to adjourn the meeting at 4:04 P.M. The motion passed unanimously.***



**CIVIL SERVICE COMMISSION  
Hybrid Meeting**

**Draft Minutes**

Thursday, September 28, 2023, at 12:30 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 12:38 P.M. A quorum was established.*

**MEMBERS PRESENT:**

Tray Abney, Chair  
Yvonne Allen, Vice Chair  
Ricardo Duarte  
Charla Honey  
Jay Kenny  
Christopher Svendsen  
Nichole Paul

**MEMBERS EXCUSED:**

None

**MEMBERS OF THE CIVIL  
SERVICE TEAM PRESENT:**

Barbara Ackermann, Chief Examiner  
Sneha Sharma, Civil Service Technician

**ALSO PRESENT:**

Norma Santoyo, Director Human Resources  
Jill Atkinson, Assistant Director Human Resources

**ATTORNEY PRESENT:**

Susan Rothe, Deputy City Attorney  
Mark Dunagan, Deputy City Attorney

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

None

**A.3 Approval of the Agenda (For Possible Action)** – September 28, 2023.

*It was moved by Commissioner Svendsen and seconded by Commissioner Paul, to approve the September 28, 2023, agenda. The motion passed unanimously.*

**B. Appeal Hearing of Probationary Employee Nika Hsiao, Management Analyst, Pursuant to Rule XI – Suspension, Discipline and Discharge, Section 2, Appeal.**

**1. Discussion on any motion to convene a closed session for appeal of the termination of Probationary Employee Nika Hsiao, Management Analyst, pursuant to NRS 241.030, which allows a closed session to be held to consider the character, alleged misconduct, professional competence, or physical or mental health of a person and possible action thereon. (For Possible Action).**

**a. If motion to close approved:**

*Vice Chair, Allen motioned to convene a closed session for appeal of the termination of Probationary Employee Nika Hsiao, Management Analyst, pursuant to NRS 241.030, which allows a closed session to be held to consider the character, alleged misconduct, professional competence, or physical or mental health of a person and possible action thereon. Commissioner Kenny seconded. The motion passed unanimously.*

**CLOSED SESSION**

**Presentation of the appeal of the termination of Probationary Employee Nika Hsiao, Management Analyst.**

**REOPEN SESSION**

**Discussion and action to render a decision regarding the appeal of the termination of Probationary Employee Nika Hsia, Management Analyst (For Possible Action).**

*Chairperson Abney stated that sufficient proof was not submitted to show that Nika Hsiao was terminated because of her ADA request. Vice Chair Allen was in agreement.*

*It was moved by Vice Chair Allen and seconded by Commissioner Paul to affirm the action.*

OR:

**b. If motion to close not approved:**

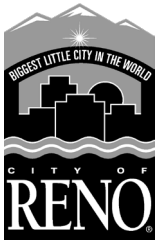
Presentation of the appeal of the termination of Probationary Employee Nika Hsia, Management Analyst.

Discussion and action to render a decision regarding the appeal of the termination Probationary Employee Nika Hsia, Management Analyst (For Possible Action).

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

**E. ADJOURNMENT (For Possible Action)**

*Motion to adjourn the meeting at 4:13 PM was called forth by Commissioner Honey. It was seconded by Commissioner Kenny. Motion passed.*



# Civil Service Commission

## Confirmation Report

**Date:** October 20, 2023

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

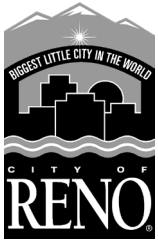
**From:** Barbara Ackermann, Chief Examiner

**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:

<b>EMPLOYEE NAME</b>	<b>JOB TITLE</b>	<b>PROBATIONARY PERIOD</b>	<b>CONFIRMATION DATE</b>
<b><u>Development Services Department</u></b>			
Nathan Gilbert	Principal Planner	12 months	October 13, 2023
<b><u>Finance Department</u></b>			
Jessica Bullard-Nolan	Management Assistant	6 months	September 20, 2023
Tara Aufiero	Management Assistant	6 months	September 30, 2023
<b><u>Parks &amp; Recreation Department</u></b>			
Payne Avera	Parks Maintenance Worker I	6 months	September 27, 2023
Steven Stout	Parks Maintenance Worker I	6 months	September 20, 2023
Maria Elena Fernandez	Recreation Program Assistant	6 months	November 5, 2023
<b><u>Public Works Department</u></b>			
Alisha Auch	Associate Civil Engineer	12 months	October 24, 2023
Kamrun Ahmadi	Associate Civil Engineer	12 months	October 24, 2023
Joseph Winkler	Associate Civil Engineer	12 months	October 24, 2023
Phillip Baumann	Associate Civil Engineer	12 months	October 24, 2023
<b><u>Reno Fire Department</u></b>			
Zachary Chatelle	Firefighter	12 months	October 14, 2023
Alexander Dennis	Firefighter	12 months	October 14, 2023
Peter Keogan	Firefighter	12 months	October 14, 2023
Brian Zabel	Firefighter	12 months	October 14, 2023





# Civil Service Commission

## Eligible List Report

**Date:** October 20, 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)

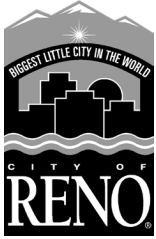
---

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
Community Services Officer	Open Competitive	There are twenty-eight (28) candidates on this list established on October 16, 2023, with ethnic, racial, and gender diversity.
Community Services Officer	City-Wide Promotional	There are two (2) candidates on this list established on October 16, 2023, with ethnic, racial, and gender diversity.
Community Services Officer	Department Promotional	There is one (1) candidate on this list established on October 16, 2023.
Fire Inspector II	Promotional	There is one (1) candidate on this list established on October 16, 2023.
Fire Prevention Captain	Promotional	There are five (5) candidates on this list established on October 11, 2023, with ethnic, racial and gender diversity.
Information Systems Technician II	Promotional	There are two (2) candidates on this list established on October 23, 2023, with ethnic, and racial diversity.
Maintenance Technician	Open Competitive	There are twenty (20) candidates on this list established on October 9, 2023, with ethnic, racial and gender diversity.
Maintenance Technician	Department Promotional	There are two (2) candidates on this list established on October 9, 2023.

<b>CLASSIFICATION</b>	<b>LIST TYPE</b>	<b>DESCRIPTION</b>
Maintenance Worker II	Promotional	There are fourteen (14) candidates on this list established on October 23, 2023, with ethnic, and racial diversity.
Parks Maintenance Worker II	Open Competitive	There are eleven (11) candidates on this list established on October 16, 2023, with ethnic, racial, and gender diversity.
Parks Maintenance Worker II	City-Wide Promotional	There are three (3) candidates on this list established on October 16, 2023, with ethnic, and racial diversity.
Parks Maintenance Worker II	Department Promotional	There are two (2) candidates on this list established on October 16, 2023, with ethnic, and racial diversity.
Police Assistant I	Open Competitive	There are eighteen (18) candidates on this list established on October 23, 2023, with ethnic, racial, and gender diversity.
Police Services Specialist	Open Competitive	There are thirty-nine (39) candidates on this list established on October 10, 2023, with ethnic, racial, and gender diversity.
Recreation Leader	Open Competitive	There are two (2) candidates on this list established on October 23, 2023.
Training & Development Specialist	Open Competitive	There are twenty-one (21) candidates on this list established on October 20, 2023, with ethnic, racial, and gender diversity.
Training & Development Specialist	Department Promotional	There are two (2) candidates on this list established on October 20, 2023.
Training & Development Specialist	City-Wide Promotional	There is one (1) candidate on this list established on October 20, 2023.



# Civil Service Commission

## MEMORANDUM

**Date:** October 30, 2023

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

**From:** Barbara Ackermann, Chief Examiner

**Subject:** Item B.3 Request to approve the revised minimum qualifications of the classification specification of Fire Marshal. (For Possible Action)

---

### **Background:**

Human Resources in collaboration with the Fire Department and Civil Service has developed updated language to amend the minimum qualifications for the classification specification of Fire Marshal.

### **Discussion:**

This change to the existing qualifications for the classification specification of Fire Marshal provides equivalency options for the experience required, as well as a path for current City of Reno employees. The recommended change to the minimum qualifications will help the department identify a larger pool of applicants and provide an additional path for promotional candidates.

The current minimum qualifications include:

- Five years experience as a Fire Prevention Captain or Fire Marshal employed by an urban fire department that is comparable to the City of Reno.

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

- Five years of experience as a Fire Prevention Captain or Fire Marshal employed by an urban fire department that is comparable to the City of Reno. Up to one year of experience can be granted for possession of any recognized Fire Marshal certification (i.e. ICC, NFA, IAFC) or equivalent.
- Or,
- Three years of experience as a Fire Prevention Captain or Chief Officer employed by the City of Reno Fire Department. Up to one year of experience can be granted for possession of any recognized Fire Marshal certification (i.e. ICC, NFA, IAFC) or equivalent and two years of experience as a Fire Inspector II with the City of Reno Fire Department.

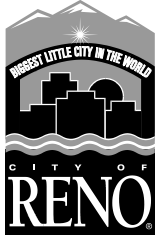
These changes are supported by the leadership of the department and associated bargaining groups as being sufficient to complete the tasks and responsibilities of this position on day one.

### **Recommendation:**

Civil Service staff is recommending the Civil Service Commission approve the updated minimum qualifications of the classification specification of Fire Marshal as presented.

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

*Attachment 2: Classification Specification for Fire Marshal.*



# Department of Human Resources

## MEMORANDUM

**Date:** October 30, 2023  
**To:** Civil Service Commission  
**From:** Angela DuPree, Management Analyst, Human Resources  
**Subject:** Fire Marshal – Approval of Minimum Qualifications

---

**Recommendations:** It is recommended the Civil Service Commission approve the revised minimum qualifications for the new position of Fire Marshal classification.

**Discussion:** The Fire Marshal is an existing classification. The proposed changes to the minimum qualifications for this position include adding up to one year of experience, which can be granted for possession of any recognized Fire Marshal certification (i.e., ICC, NFA, IAFC) or equivalent. Additionally, three years of experience as a Fire Prevention Captain or Chief Officer employed by the City of Reno Fire Department can qualify for the position. Furthermore, up to one year of experience can be granted for possession of any recognized Fire Marshal certification (i.e., ICC, NFA, IAFC) or equivalent and two years of experience as a Fire Inspector II with the City of Reno Fire Department. These adjustments aim to clarify the equivalency of years of experience and the possession of certifications, providing greater flexibility for the candidates.

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

**Education & Training:**

Five years of experience as a Fire Prevention Captain or Fire Marshal employed by an urban fire department that is comparable to the City of Reno. **Up to one year of experience can be granted for possession of any recognized Fire Marshal certification (i.e. ICC, NFA, IAFC) or equivalent,**  
**Or,**

**Three years of experience as a Fire Prevention Captain or Chief Officer employed by the City of Reno Fire Department. Up to one year of experience can be granted for possession of any recognized Fire Marshal certification (i.e. ICC, NFA, IAFC) or equivalent and two years of experience as a Fire Inspector II with the City of Reno Fire department.**

Bachelor's degree in fire science, fire administration, business administration or a related field.

**License or Certificate:**

Possession of a valid class 3 driver's license on the date of application.

Certification as a Fire Inspector I, Fire Inspector II and Plans Examiner from a nationally recognized certification board i.e. ICC, NFPA, DOD, IFSAC etc.

To maintain his/her position the Fire Marshal must acquire the Certified Fire Investigator I

certificate from the Nevada State Fire Marshal's office within two (2) years of appointment or the Certified Fire and Explosion Investigator certificate through the National Association of Fire Investigators within three (3) years of appointment or the Certified Fire Investigator certificate through the International Association of Investigators.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

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

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

**Action:** It is requested the Civil Service Commission approve the proposed changes to the minimum qualifications for the Fire Marshal classification.

## **FIRE MARSHAL**

*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**

Plan, organize, direct manage, and oversee the activities and operations of the Fire Prevention Division including all activities involving fire prevention, investigation, and inspection of commercial, industrial and residential property, coordinate with other city departments and outside agencies. An incumbent in this classification exercises independent judgment and discretion; is responsible for administration, formulating policy, developing goals and objectives, managing staff, administering the budget of the Division and for overall direction of all fire prevention and public education activities.

### **SUPERVISION EXERCISED**

Receives general administrative direction from the Fire Chief.

Exercises direct supervision over supervisory, professional, technical, and clerical staff.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all 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.*

- Manage all services and activities of the Fire Prevention Division, including fire prevention and inspections of commercial, industrial, and residential property; assign, supervise and review inspection and enforcement work performed by personnel; recommend and administer policies and procedures.
- Direct and participate in the enforcement of city, county, and state fire prevention codes.
- Direct the investigation of fire scenes to determine cause; study investigation results and recommend preventative measures.
- Assist in developing and implementing goals, objectives, regulations, policies and priorities for the division; identify resource needs; recommend the implementation of policies and procedures.
- Select supervisory, technical and support staff and ensure effective morale, productivity and discipline; plan, organize, administer, review and evaluate the activities and performance of staff directly and through subordinate supervisors; work with staff to establish work priorities and schedules; interpret city policies and procedures for staff; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
- Establish, within city policy, appropriate service and staffing levels; monitor and evaluate efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement, direct and implement changes.
- Participate in the development and administration of the division budget; provide a forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

**CITY OF RENO**  
**Fire Marshal (*Continued*)**

- Inspect various facilities including schools, hospitals, factories and buildings to ensure adherence to fire safety standards.
- Develop and implement procedural methods and practices for reviewing plans, conducting inspections, investigating incidents and related activities as required; provide staff with continued technical support and training as required.
- Oversee and direct fire prevention education program and specialized educational programs for the public to discourage arson, eliminate fire hazards in homes and buildings and that stress safety; review and assess available educational programs.
- Represent the Fire Marshal's Office to other city departments, elected officials, and outside agencies; coordinate Fire Marshal's activities with those of other departments and outside agencies and organizations. Consult with architects, builders, engineers, and developers on matters pertaining to fire protection and fire safety requirements.
- Perform assigned administrative functions. Provide staff assistance to the Fire Chief or designee; participate on a variety of boards, commissions and committees prepare and present staff reports and other necessary correspondence.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

**QUALIFICATIONS**

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

**Knowledge of:**

Operations, services and activities of a comprehensive fire prevention and inspection program.

Operational characteristics, services and activities of a comprehensive fire operation and emergency medical services programs.

Principles, practices and procedures of fire prevention, operation, and emergency medical services.

Current City Council-adopted fire and building codes.

National Fire Protection Association standards.

Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.

Department policies, rules, and regulations.

Local geography including the location of water mains and hydrants and major fire hazards of the city.

Management skills to analyze programs, policies, and operational needs.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluations.

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

**Ability to:**

Plan, organize, direct, and coordinate the work of assigned staff.

Select, manage, train, and evaluate staff.

Delegate authority and responsibility.

Direct and manage operations, services and activities of the Fire Prevention Division.

**CITY OF RENO**  
**Fire Marshal (Continued)**

Interpret and explain city fire operation, prevention and emergency medical policies and procedures.  
Conduct training on fire prevention.  
Make sound decisions in accordance with laws, regulations, and policies.  
Conduct thorough fact-finding investigations and enforce regulations firmly, tactfully, and impartially.  
Identify and respond to community and City Council issues, concerns, and needs.  
Develop and administer departmental goals, objectives, and procedures.  
Prepare clear and concise administrative and financial reports.  
Prepare and administer large and complex budgets.  
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.  
Communicate clearly and concisely, both orally and in writing.  
Coordinate multiple projects and complex tasks simultaneously.  
Develop creative and practical solutions to complex and difficult problems.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Work in a team-based environment and establish common goals.  
Meet the physical requirements to safely and effectively perform the assigned duties.

**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:**

Five years of experience as a Fire Prevention Captain or Fire Marshal employed by an urban fire department that is comparable to the City of Reno. Up to one year of experience can be granted for possession of any recognized Fire Marshal certification (i.e. ICC, NFA, IAFC) or equivalent,

Or,

Three years of experience as a Fire Prevention Captain or Chief Officer employed by the City of Reno Fire Department. Up to one year of experience can be granted for possession of any recognized Fire Marshal certification (i.e. ICC, NFA, IAFC) or equivalent and two years of experience as a Fire Inspector II with the City of Reno Fire department.

Bachelor's degree in fire science, fire administration, business administration or a related field.



**CITY OF RENO**  
**Fire Marshal (*Continued*)**

**License or Certificate:**

Possession of a valid class 3 driver's license on the date of application.

Certification as a Fire Inspector I, Fire Inspector II and Plans Examiner from a nationally recognized certification board i.e. ICC, NFPA, DOD, IFSAC etc.

To maintain his/her position the Fire Marshal must acquire the Certified Fire Investigator I certificate from the Nevada State Fire Marshal's office within two (2) years of appointment or the Certified Fire and Explosion Investigator certificate through the National Association of Fire Investigators within three (3) years of appointment or the Certified Fire Investigator certificate through the International Association of Investigators.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

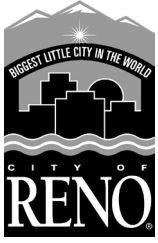
**Environment:** Outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, solvents, potentially hazardous chemicals, gases, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work in or around water; work and/or walk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

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

Revised October 2023

Rev Nov 2016

Human Resources Department



# Civil Service Commission

## MEMORANDUM

**Date:** October 17, 2023

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

**From:** Barbara Ackermann, Chief Examiner

**Subject:** Item B.4 Request to void the Maintenance 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 Maintenance 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 November 11, 2022, Civil Service opened a recruitment for the position of Maintenance Technician. Thirty-five (35) candidates successfully completed the examination process and were placed on the eligible list established on December 12, 2022. Twenty-one (21) candidates were referred to the department and two (2) hires were made. After review by the department, a request has been made to void the eligible list due to the remaining active candidates not appearing to meet the department's specific needs for the current vacancy at this time.

**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 Maintenance Technician Eligible List from Frank Avera, Maintenance and Operations Manager.*



# MAINTENANCE & OPERATIONS

## MEMORANDUM

**DATE:** September 14, 2023

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

**FROM:** Frank Avera, Maintenance and Operations Manager *FA*

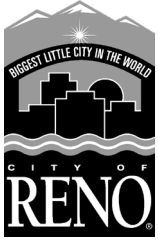
**SUBJECT:** **Maintenance Technician, Facilities Recruitment List**

---

The Facility Maintenance Division has hired two outstanding candidates from the current Maintenance Technician list that was created roughly seven months ago. Since the initial interviews, we have interviewed or attempted to interview the remaining 30 candidates on this list. They candidates either did not have the skill set needed in the Division or they are no longer interested in the position.

We feel we have exhausted the pool of candidates from this list and respectfully request to start a new recruitment in hopes of attracting a candidate that has the skillset needed for the vacant Maintenance Technician position.

We appreciate the outstanding support provided by the Civil Service Department and look forward to another successful recruitment.



# Civil Service Commission

## MEMORANDUM

**Date:** October 17, 2023

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

**From:** Barbara Ackermann, Chief Examiner

**Subject:** Item B.5 Request to void the Community Outreach Program Coordinator Eligible List pursuant to Civil Service Commission Rule VII, Section 9. (For Possible Action)

---

It is requested that the Civil Service Commission void the Community Outreach Program Coordinator 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:**

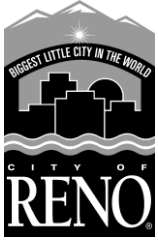
On August 25, 2023, Civil Service opened a recruitment for the position of Community Outreach Program Coordinator. Eight (8) candidates successfully completed the examination process and were placed on the eligible list established on September 11, 2023. All eight (8) candidates were referred to the department and no hires were made. It was determined that the current candidates did not have the specific skill sets the position requires. The department is currently working with the Civil Service team to develop a new recruitment to attain a better qualified pool of candidates.

After review by the department, a request has been made to void the eligible list due to the inability to find a well-suited candidate.

**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 Community Outreach Program Coordinator Eligible List from Cynthia Esparza, Chief Equity & Community Relations Officer.*



## MEMORANDUM

**Date:** October 20, 2023  
**To:** Civil Service Department  
**From:** Cynthia Esparza, Chief Equity and Community Relations Officer  
**Subject:** Request to Void the Outreach Coordinator List

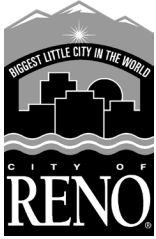
---

The purpose of this memo is to request the eligible list recently established for the classification of Outreach Coordinator be voided.

Upon referral of the eight eligible candidates, our hiring team conducted first interviews of all candidates per Civil Service Rules and then held second round interviews for three of those candidates. At the completion of this process, we determined that none of the eligible candidates had the specific qualifications needed to perform this very unique work for the Clean and Safe program.

By voiding this list, we will be provided an additional opportunity to attract the ideal candidate.

Thank you for your help in assisting us in filling this very important vacancy on our team.



# Civil Service Commission

## MEMORANDUM

**Date:** October 20, 2023

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

**From:** Barbara Ackermann, Chief Examiner

**Subject:** Item B.6. Request to approve the revised minimum qualifications of the classification specification of Head Pool Operator. (For Possible Action)

---

### **Background:**

Human Resources in collaboration with Civil Service and the Parks and Recreation Department has developed updated language to amend the minimum qualifications for the classification specification of Head Pool Operator.

### **Discussion:**

This change to the existing qualifications for the classification specification of Head Pool Operator creates greater opportunity for candidates to qualify for this position. We routinely encounter applicants who do not meet the minimum qualifications because they do not have the four years of work experience. The recommended reduction of the work experience requirement is better aligned with this entry level position and will help the department identify a larger pool of applicants.

The current minimum qualifications include:

- Education: High School Diploma or equivalent.
- Experience: Four years of paid aquatic experience as a lead worker.
- Licenses: Valid driver's license.
- Certifications: Lifeguard Training, First Aid & CPR Certifications, Certified Pool Operator, Water Safety Instructor, Lifeguard Training Instructor within six months of hire date.

The proposed update to the minimum qualifications includes:

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

- Education and Experience
  - Education and Experience: Completion of a high school diploma or equivalent.
  - Two years of paid recreation experience.
- Required Licenses and Certificates
  - Must possess a valid driver's license or otherwise demonstrate the ability to independently get to and from multiple work locations as required.
  - Currently possess or have the ability to obtain Lifeguard Training, First Aid & CPR Certifications, and Certified Pool Operator (CPO) within six months of hire date This certification has been found to be in line with the education and experience required to

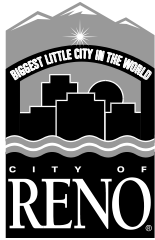
effectively complete the tasks associated with this position.

**Recommendation:**

Civil Service staff is recommending the Civil Service Commission approve the updated minimum qualifications of the classification specification of Head Pool Operator as presented.

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

*Attachment 2: Classification Specification for Head Pool Operator.*



# Department of Human Resources

## MEMORANDUM

**Date:** October 13, 2023  
**To:** Civil Service Commission  
**From:** Cody Freeman, Management Analyst, Human Resources  
**Subject:** Head Pool Operator – Approval of Revised Minimum Qualifications

---

**Recommendations:** It is recommended that the Civil Service Commission approve the revised minimum qualifications for the existing classification of Head Pool Operator.

**Discussion:** The Head Pool Operator is an existing classification. The proposed changes to the minimum qualifications for this position will allow for a larger applicant pool to be considered for the Head Pool Operator position. Historically, the recruitments have resulted in very few applicants as the classification currently requires 4 years of experience specifically related to aquatics. We have identified the need to revise the minimum qualifications to expand to candidates who have experience in parks and recreation, and thus allow us to get ahead of the hiring needed for the aquatics program.

**Action:** It is requested the Civil Service Commission approve the proposed changes to the minimum qualifications for the Head Pool Operator classification. If the motion is not approved, the aquatics division will not be able to operate at the level necessary to meet certain objectives.





**DRAFT**

### Head Pool Operator

<b>Department:</b>	Parks and Recreation	<b>Level:</b>	
<b>Division:</b>	Aquatics	<b>Job Series:</b>	Aquatics
<b>FLSA:</b>	Non-Exempt	<b>Reports To:</b>	Recreation Coordinator
<b>Bargaining Unit:</b>	Local 39 Non-Supervisory	<b>EEO-4 Code:</b>	Service/Maintenance
<b>Salary Grade:</b>	G17	<b>Job Class Code:</b>	9563

**SUMMARY:** Under general supervision, responsible for overseeing and coordinating the operation of a large aquatic facility, by working with the Recreation Manager-Coordinator in scheduling and supervising employees, maintaining the building, grounds, equipment and aquatic programs. Conduct lifeguard and water safety training classes and perform supervision duties for subordinate temporary staff.

**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:*

- Oversee and coordinate aquatic facility operation and programs.
- Assist in the development of aquatic policies, procedures, goals and objectives, including safety policies.
- Enforce policies, rules, regulations, and ordinances governing the conduct of patrons and staff.
- Inspect facilities and equipment to ensure proper maintenance and safe conditions.
- Supervise and perform facility maintenance and cleaning duties.
- Instruct and oversee swimming, diving, and water safety classes.
- Conduct a variety of aquatic trainings.
- Provide lead supervision responsibilities, prioritize assignments, create work schedules and verify hours worked for assigned staff.
- Responsible for all customer service activities.
- Research and compile information on programs and facilities.
- Create documents for program and facility using Microsoft Office (Word, Excel, Power Point) and other Department software.
- Compile and maintain registration and payment records.
- Compile and maintain attendance and patron usage records.
- Compile and maintain revenue and expense reports.
- Answer telephone, greet customers and refer to appropriate staff.
- Maintain files and an orderly office, front desk and staff areas.
- Reconcile cash reports and prepare bank deposits for programs and facility.

- Perform related duties as required.

**MINIMUM QUALIFICATIONS:**

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

**Education and Experience:**

Completion of a high school diploma or equivalent.

Two years of paid recreation experience.

**Required Licenses and Certificates**

- Must possess a valid driver's license or otherwise demonstrate the ability to independently get to and from multiple work locations as required.
- Currently possess or have the ability to obtain Lifeguard Training, First Aid & CPR Certifications, and Certified Pool Operator (CPO) within six months of hire date.

**COMPETENCIES**

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

**Knowledge of:**

- Reading, writing, basic math and verbal communication skills.
- General recreation principles and practices, including aquatics and customer service.
- Basic principles of supervision.
- Basic first aid and CPR methods and techniques.
- Lifeguard training and emergency response procedures.

**Ability to:**

- Recognize and respond effectively in emergencies.
- Respond to requests and inquiries from employees and the general public.
- Understand and follow oral and written instructions.
- Make sound decisions and use good judgment.
- Work in team based environment to achieve common goals.
- Communicate clearly and concisely, both orally and in writing.
- Understand and follow oral and written instructions.
- Present a positive role model and interact effectively with people.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Meet physical requirements to safely and effectively perform assigned duties.

**Physical Demands and Working Environment:**

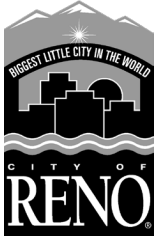
- Convey and exchange verbal and written information. Requires manual dexterity and sufficient strength and stamina to perform sustained physical activity such as bending, stooping, kneeling, running, swimming and crouching; ability to walk and stand for prolonged periods of time; requires ability to lift up to 50 pounds; requires ability to work

outdoors in a variety of weather conditions including extreme heat, cold, wind and dust; exposure to noise.

- May come into contact with swimming pool chemicals.
- May work evenings, weekends, and holidays.

**Revision History:**

Date	Nature of Revision	Initial of Reviser
10/13/2023	Revision	Cody Freeman



# Civil Service Commission

## MEMORANDUM

**Date:** October 20, 2023

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

**From:** Barbara Ackermann, Chief Examiner

**Subject:** Item B.7. Request to approve the revised minimum qualifications of the classification specification of Recreation Leader. (For Possible Action)

---

### **Background:**

Human Resources in collaboration with the Parks and Recreation Department has developed updated language to amend the minimum qualifications for the classification specification of Recreation Leader.

### **Discussion:**

This change to the existing qualifications for the classification specification of Recreation Leader reduces the amount of work experience from one year to six months to qualify for this position. The recommended change to the minimum qualifications will help the department attract a larger pool of applicants.

The current minimum qualifications include:

- Education: High School Diploma or equivalent.
- Experience: One year of part-time work experience (minimum schedule of 17.5 hours per week or 910 cumulative work hours) in providing recreational activities, which may have been obtained through child, youth, and/or senior recreational, educational, daycare, home care, and/or Pre-K - Grade 12 settings.
- Licenses: Valid driver's license preferred.

The proposed update to the minimum qualifications includes:

- Experience: Six months of part-time work experience (minimum schedule of 17.5 hours per week or 910 cumulative work hours) in providing recreational activities, which may have been obtained through child, youth, and/or senior recreational, educational, daycare, home care, and/or Pre-K - Grade 12 settings.

### **Recommendation:**

Civil Service staff is recommending the Civil Service Commission approve the updated minimum qualifications of the classification specification of Recreation Leader as presented.

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

*Attachment 2: Classification Specification for Recreation Leader.*

*Attachment 3: Redline Version of Recreation Leader.*



# Department of Human Resources

## MEMORANDUM

**Date:** October 19, 2023  
**To:** Civil Service Commission  
**From:** Cody Freeman, Management Analyst, Human Resources  
**Subject:** Recreation Leader – Approval of Revised Minimum Qualifications

---

**Recommendations:** It is recommended that the Civil Service Commission approve the revised minimum qualifications for the existing classification of Recreation Leader.

**Discussion:** The Recreation Leader is an existing classification. The proposed changes to the minimum qualifications for this position will allow for a larger applicant pool to be considered for the Recreation Leader position. The change is from one (1) year of experience to 6 months of part-time work experience (minimum schedule of 17.5 hours per week or 910 cumulative work hours) in providing recreational activities, which may have been obtained through child, youth, and/or senior recreational, educational, daycare, home care, and/or Pre-K – Grade 12 settings.

**Action:** It is requested the Civil Service Commission approve the proposed changes to the minimum qualifications for the Recreation Leader classification.



**DRAFT**

### Recreation Leader

<b>Department:</b>	Parks and Recreation	<b>Level:</b>	
<b>Division:</b>	Recreation	<b>Job Series:</b>	Recreation
<b>FLSA:</b>	Non-Exempt	<b>Reports To:</b>	
<b>Bargaining Unit:</b>	Unrepresented	<b>EEO-4 Code:</b>	Service/Maintenance
<b>Salary Grade:</b>	V03	<b>Job Class Code:</b>	9515

**SUMMARY:** Under general supervision, monitor and direct the work of subordinate temporary staff and assume responsibility for program/service results. Work tasks require problem solving on a regular basis, collection, review and dissemination of program information and/or specialized knowledge of assigned program area. Staff may work in isolation during assigned shift and/or have oversight at-multiple locations.

**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:*

- Monitor a designated facility or activity site, program, and staff.
- Provide supervision responsibilities to assigned staff.
- Greet customers, answer telephone, take messages and refer callers to appropriate staff.
- Schedule appointments and maintain files. Maintain and keep program areas clean, orderly and organized.
- Order and track supplies and maintain program inventory.
- Coordinate and drive vans and vehicles.
- Monitor and enforce policies, rules, and safety regulations governing the conduct of patrons and staff.
- Train assigned temporary staff, as to job duties and responsibilities.
- Implement program curriculum and administrative projects.
- Regularly inspect facilities and equipment to insure proper maintenance and safe conditions.
- Clean and maintain program equipment regularly.
- Research and compile information on programs and facilities.
- Compile attendance and patron usage reports.
- Create documents for program and facility using Microsoft Office (Word, Excel, PowerPoint) and other department software.
- Perform related duties as required.

**MINIMUM QUALIFICATIONS:**

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

**Education and Experience:**

Completion of a high school diploma or equivalent.

6 months of part-time work experience (minimum schedule of 17.5 hours per week or 910 cumulative work hours) in providing recreational activities, which may have been obtained through child, youth, and/or senior recreational, educational, daycare, home care, and/or Pre-K – Grade 12 settings.

**Required Licenses and Certificates**

- Certification in the following areas is preferred (and may be required for some positions): CPR/AED, First Aid, and/or Driver’s Safety.
- Must possess a valid driver’s license or otherwise demonstrate the ability to independently get to and from multiple work locations as required.

**COMPETENCIES**

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

**Knowledge of:**

- Reading, writing, basic math and verbal communication skills.
- General recreation principles and practices.
- Basic first aid and CPR methods and techniques.
- Basic principles of supervision.

**Ability to:**

- Work in team-based environment to achieve common goals.
- Communicate clearly and concisely, both orally and in writing.
- Respond to requests and inquiries from employees, parents, guardians and the general public.
- Understand and follow oral and written instructions.
- Make sound decisions and use good judgment.
- Present a positive role model and interact effectively with people.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Meet physical requirements to safely and effectively perform assigned duties.

**Physical Demands and Working Environment:**

- Convey and exchange verbal and written information. Requires manual dexterity and sufficient strength and stamina to perform sustained physical activity such as bending, stooping, kneeling, running and crouching; ability to walk and stand for prolonged periods of time; requires ability to lift up to 50 pounds; requires ability to work outdoors in a variety of weather conditions including extreme heat, cold, wind and dust; exposure to noise.
- May work evenings, weekends, and holidays.

**Revision History:**

Date	Nature of Revision	Initial of Reviser
10/2023	Revision	Cody Freeman



**CITY OF RENO**  
**Parks, Recreation and Community Services Department**  
**Regular Part Time Position Description**

**Recreation Leader**

*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.*

**Distinguishing Characteristics**

Under general supervision, monitor and direct the work of subordinate temporary staff and assume responsibility for program/service results. Work tasks require problem solving on a regular basis, collection, review and dissemination of program information and/or specialized knowledge of assigned program area. Staff may work in isolation during assigned shift and/or have oversight at-multiple locations.

**Essential Duties and Tasks**

- Monitor a designated facility or activity site, program, and staff.
- Provide supervision responsibilities to assigned staff.
- Greet customers, answer telephone, take messages and refer callers to appropriate staff.
- Schedule appointments and maintain files. Maintain and keep program areas clean, orderly and organized.
- Order and track supplies and maintain program inventory.
- Coordinate and drive vans and vehicles.
- Monitor and enforce policies, rules, and safety regulations governing the conduct of patrons and staff.
- Train assigned temporary staff, as to job duties and responsibilities.
- Implement program curriculum and administrative projects.
- Regularly inspect facilities and equipment to insure proper maintenance and safe conditions.
- Clean and maintain program equipment regularly.
- Research and compile information on programs and facilities.
- Compile attendance and patron usage reports.
- Create documents for program and facility using Microsoft Office (Word, Excel, PowerPoint) and other department software.
- Perform related duties as required.

**Qualifications**

**Knowledge of:**

- Reading, writing, basic math and verbal communication skills.
- General recreation principles and practices.
- Basic first aid and CPR methods and techniques.
- Basic principles of supervision.

**Ability to:**

- Work in team based environment to achieve common goals.
- Communicate clearly and concisely, both orally and in writing.
- Respond to requests and inquiries from employees, parents, guardians and the general public.
- Understand and follow oral and written instructions.



- Make sound decisions and use good judgment.
- Present a positive role model and interact effectively with people.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Meet physical requirements to safely and effectively perform assigned duties.

### **Education and Experience**

- Education: High School Diploma or equivalent.
- Experience: ~~One year~~ 6 months of part-time work experience (minimum schedule of 17.5 hours per week or 910 cumulative work hours) in providing recreational activities, which may have been obtained through child, youth, and/or senior recreational, educational, daycare, home care, and/or Pre-K – Grade 12 settings.
- Licenses: Valid driver’s license preferred.

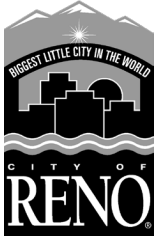
### **Preferred Certifications**

- Certification in the following areas is preferred (and may be required for some positions): CPR/AED, First Aid, and/or Driver’s Safety.

### **Working Conditions**

- Convey and exchange verbal and written information. Requires manual dexterity and sufficient strength and stamina to perform sustained physical activity such as bending, stooping, kneeling, running and crouching; ability to walk and stand for prolonged periods of time; requires ability to lift up to 50 pounds; requires ability to work outdoors in a variety of weather conditions including extreme heat, cold, wind and dust; exposure to noise.
- May work evenings, weekends, and holidays.

~~September 2019~~ October 2023  
Human Resources



# Civil Service Commission

## MEMORANDUM

**Date:** October 20, 2023

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

**From:** Barbara Ackermann, Chief Examiner

**Subject:** Item B.8. Request to approve the revised minimum qualifications of the classification specification of Senior Recreation Leader. (For Possible Action)

---

### **Background:**

Human Resources in collaboration with the Parks and Recreation Department has developed updated language to amend the minimum qualifications for the classification specification of Senior Recreation Leader.

### **Discussion:**

This change to the existing qualifications for the classification specification of Senior Recreation Leader reduces the work experience from two years to one year and eliminates the lead worker requirement. The recommended change to the minimum qualifications will help the department attract a larger pool of applicants.

The current minimum qualifications include:

- Education: High School Diploma or equivalent.
- Experience: Two years of paid experience within the recreation field; one year of paid experience as a lead worker or supervisor within the relevant area of the recreation assignment; strong computer skills.
- Licenses: Valid driver's license.

The proposed update to the minimum qualifications includes:

- Experience: One year of paid experience within the recreation field
- Licenses: Valid driver's license.

### **Recommendation:**

Civil Service staff is recommending the Civil Service Commission approve the updated minimum qualifications of the classification specification of Senior Recreation Leader as presented.

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

*Attachment 2: Classification Specification for Recreation Leader.*

*Attachment 3: Redline Version of Recreation Leader.*



# Department of Human Resources

## MEMORANDUM

**Date:** October 19, 2023  
**To:** Civil Service Commission  
**From:** Cody Freeman, Management Analyst, Human Resources  
**Subject:** Senior Recreation Leader– Approval of Revised Minimum Qualifications

---

**Recommendations:** It is recommended that the Civil Service Commission approve the revised minimum qualifications for the existing classification of Recreation Leader.

**Discussion:** The Senior Recreation Leader is an existing classification. The proposed changes to the minimum qualifications for this position will allow for a larger applicant pool to be considered for the Senior Recreation Leader position. The change is from two (2) years of paid experience to one (1) year of paid experience.

**Action:** It is requested the Civil Service Commission approve the proposed changes to the minimum qualifications for the Senior Recreation Leader classification.



**DRAFT**

**Senior Recreation Leader**

<b>Department:</b>	Parks and Recreation	<b>Level:</b>	
<b>Division:</b>	Recreation	<b>Job Series:</b>	Recreation
<b>FLSA:</b>	Non-Exempt	<b>Reports To:</b>	
<b>Bargaining Unit:</b>	Unrepresented/Local 39 Non-Supervisory	<b>EEO-4 Code:</b>	Service/Maintenance
<b>Salary Grade:</b>	V04	<b>Job Class Code:</b>	9572

**SUMMARY:** Under general supervision, monitor and direct the work of subordinate temporary staff and participate, plan, organize and lead appropriate activities for assigned program; communicate with program participants and parents; oversee and participate in all tasks relative to assigned program area. Work tasks require problem solving on a regular basis, collection, review and dissemination of program information and/or specialized knowledge of assigned program area.

**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:*

- Provide lead supervision responsibilities, prioritize assignments, create work schedules and verify hours worked for assigned staff.
- Assist in the interviewing process and provide training for assigned staff.
- Provide a high level of customer service on the telephone, in person and through dispensing information. Resolve any discrepancies and address customer requests.
- Monitor operation of a facility coordinate activities and event venue.
- Provide program oversight, which may include customer activities, events, registration and knowledge of reservation software.
- Provides detailed planning and coordination to implement successful programs.
- Inspects facilities and equipment for safety and cleanliness and directs maintenance tasks as needed.
- Assist in development and enforcement of City and department policies, procedures and regulations.
- Assist in general set-up and dismantle processes for daily activities.
- Regularly inspect facilities and equipment to ensure proper maintenance and safe conditions.
- Create documents program and facility using Microsoft Office (Word, Excel, Access, and Power Point) and other Department software.
- Assist in purchasing supplies, processing invoices and maintaining records, to include cash handling/reports.
- Research and prepare reports on programs, activities and facilities.
- Perform related duties as required.

**MINIMUM QUALIFICATIONS:**

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

**Education and Experience:**

Completion of a high school diploma or equivalent.

One year of paid experience within the recreation field.

**Required Licenses and Certificates**

- CPR/AED, First Aid, Smith Systems Driving (for some positions) are preferred
- Must possess a valid driver's license or otherwise demonstrate the ability to independently get to and from multiple work locations as required.

**COMPETENCIES**

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

**Knowledge of:**

- Reading, writing, basic math and verbal communication skills.
- General recreation principles and practices.
- Basic principles of supervision.
- Basic interviewing methods and principles.
- Basic first aid and CPR methods and techniques.

**Ability to:**

- Supervise, organize, and review the work of lower level staff.
- Communicate clearly and concisely, both orally and in writing.
- Work in team based environment to achieve common goals.
- Respond to requests and inquiries from employees, parents, guardians and the general public.
- Understand and follow oral and written instructions.
- Make sound decisions and use good judgment.
- Present a positive role model and interact effectively with people.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Meet physical requirements to safely and effectively perform assigned duties.

**Physical Demands and Working Environment:**

- Convey and exchange verbal and written information. Requires manual dexterity and sufficient strength and stamina to perform sustained physical activity such as bending, stooping, kneeling, running and crouching; ability to walk and stand for prolonged periods of time; requires ability to lift up to 50 pounds; requires ability to work outdoors in a variety of weather conditions including extreme heat, cold, wind and dust; exposure to noise.
- Alcohol may be present at events which necessitate interaction with event organizer to ensure it stays within event boundaries.
- May work evenings, weekends, and holidays.

**Revision History:**

Date	Nature of Revision	Initial of Reviser
10/2023	Revision	Cody Freeman



**CITY OF RENO**  
**Parks, Recreation and Community Services Department**  
**Regular Part Time Position Description**

**Senior Recreation Leader**

*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.*

**Distinguishing Characteristics**

Under general supervision, monitor and direct the work of subordinate temporary staff and participate, plan, organize and lead appropriate activities for assigned program; communicate with program participants and parents; oversee and participate in all tasks relative to assigned program area. Work tasks require problem solving on a regular basis, collection, review and dissemination of program information and/or specialized knowledge of assigned program area.

**Essential Duties & Tasks**

- Provide lead supervision responsibilities, prioritize assignments, create work schedules and verify hours worked for assigned staff.
- Assist in the interviewing process and provide training for assigned staff.
- Provide a high level of customer service on the telephone, in person and through dispensing information. Resolve any discrepancies and address customer requests.
- Monitor operation of a facility coordinate activities and event venue.
- Provide program oversight, which may include customer activities, events, registration and knowledge of reservation software.
- Provides detailed planning and coordination to implement successful programs.
- Inspects facilities and equipment for safety and cleanliness and directs maintenance tasks as needed.
- Assist in development and enforcement of City and department policies, procedures and regulations.
- Assist in general set-up and dismantle processes for daily activities.
- Regularly inspect facilities and equipment to ensure proper maintenance and safe conditions.
- Create documents program and facility using Microsoft Office (Word, Excel, Access, and Power Point) and other Department software.
- Assist in purchasing supplies, processing invoices and maintaining records, to include cash handling/reports.
- Research and prepare reports on programs, activities and facilities.
- Perform related duties as required.

**Qualifications**

**Knowledge of:**

- Reading, writing, basic math and verbal communication skills.
- General recreation principles and practices.
- Basic principles of supervision.
- Basic interviewing methods and principles.
- Basic first aid and CPR methods and techniques.

### **Ability to:**

- Supervise, organize, and review the work of lower level staff.
- Communicate clearly and concisely, both orally and in writing.
- Work in team based environment to achieve common goals.
- Respond to requests and inquiries from employees, parents, guardians and the general public.
- Understand and follow oral and written instructions.
- Make sound decisions and use good judgment.
- Present a positive role model and interact effectively with people.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Meet physical requirements to safely and effectively perform assigned duties.

### **Education and Experience**

- Education: High School Diploma or equivalent.
- Experience: ~~Two~~ **One** years of paid experience within the recreation field; ~~one year of paid experience as a lead worker or supervisor within the relevant area of the recreation assignment; strong computer skills.~~
- Licenses: Valid driver's license.

### **Preferred Certifications**

- CPR/AED, First Aid, Smith Systems Driving (for some positions)

### **Working Conditions**

- Convey and exchange verbal and written information. Requires manual dexterity and sufficient strength and stamina to perform sustained physical activity such as bending, stooping, kneeling, running and crouching; ability to walk and stand for prolonged periods of time; requires ability to lift up to 50 pounds; requires ability to work outdoors in a variety of weather conditions including extreme heat, cold, wind and dust; exposure to noise.
- Alcohol may be present at events which necessitate interaction with event organizer to ensure it stays within event boundaries.
- May work evenings, weekends, and holidays.

~~Rev April 2016~~

~~May 2014~~

~~Human Resources~~ October 2023