

CITY OF RENO – CIVIL SERVICE COMMISSION

MEETING AGENDA

March 26, 2020 — 3:30 PM
Reno City Hall, 7th Floor Caucus Room,
1 East First Street, Reno, Nevada

MEMBERS

Tray Abney, Chairperson
YeVonne Allen
Jeannie Atkinson
Ken Dalton
Ricardo Duarte
Darrin Georgeson, Vice Chairperson
Jay Kenny

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Supporting Material: Staff reports and supporting material for the meeting are kept with the Chief Examiner at the Office of the Civil Service Commission located at City Hall, 1 East First Street, 5th Floor, Reno, Nevada 89501.

Order of Agenda: Section titles on this agenda are for convenience and reference purposes and are not intended to define, govern, limit, modify or in any manner affect the titles of the items listed for consideration by the Civil Service Commission. A time listed next to a specific agenda item indicated that the specific item will not be heard before that time – it does not indicate the time schedule of any other item. Items on the agenda may be removed, postponed, taken out of order and the public body may combine two or more agenda items for consideration.

Public Comment: Public comment, whether on action items or general public comment, is limited to no more than three (3) minutes. The public may comment by submitting a “Request to Speak” form to the Chair of the Civil Service Commission. Public comment shall be presented to the Civil Service Commission as a body, and not to any member thereof.

Accommodations: We are pleased to make reasonable accommodations for members of the public who are disabled and wish to attend meetings. If you should require special arrangements for any meeting, please contact our office at 334-2223, 24 hours prior to the date of the meeting.

ITEM:

1. CALL TO ORDER/ROLL CALL
2. PUBLIC COMMENT – This item is for either public comment on any action item or for general public comment and is limited to no more than **three (3) minutes** for each commentator.
3. APPROVAL OF AGENDA (For Possible Action)
4. LIAISON REPORT (Items for announcement and informational items only. No deliberation or action will be taken on this item.)
5. MINUTES – Approval of the February 27, 2020 regular meeting minutes. (For Possible Action)
6. CONSENT AGENDA
 - A. Request to approve employee confirmations from the following departments: Human Resources, Neighborhood Services, Public Works and Reno Fire Department. (For Possible Action)
 - B. Request to approve eligible lists for Civil Service Technician – Open Competitive, Civil Service Technician – Promotional, Firefighter, Information Systems Technician II, Management Analyst – Open Competitive, Management Analyst – Promotional, Office Assistant II – City Clerk’s Office and Secretary. (For Possible Action)
 - C. Request to approve eligible list extensions for Accounting Assistant and Public Works Crew Supervisor. (For Possible Action)
 - D. Request from Lydia Gutierrez to be placed on the re-employment list for Secretary. (For Possible Action)
 - E. Request to extend temporary appointment of Daniel Spencer for an additional three (3) months. (For Possible Action)
 - F. Request to extend temporary appointment of Elizabeth Kaminsky for an additional three (3) months. (For Possible Action)
 - G. Request to approve the minimum qualifications for the job class specification of Police Assistant I and probationary period. (For Possible Action)
 - H. Request to approve the minimum qualifications for the job class specification of Police Assistant II and probationary period. (For Possible Action)

- I. Request to approve the minimum qualifications for the job class specification of Police Records Supervisor and probationary period. (For Possible Action)
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7. REGULAR AGENDA
 - A. Discussion of request from the Reno Fire Department to use Selective Certification for the upcoming Firefighter Eligibility List and possible direction on and approval of request. (For Possible Action)
 - B. Adoption of amendments to the following Civil Service Rules: Rule III – Definitions; Rule IV – Applications and Applicants Section 1. (a) (b) (d); Rule V – Classifications Section 1. (f); Rule VI – Recruitments and Examinations Section 5. (a) (c); Rule VII – Certification of Eligibles, Appointments and Probation Section 1 (b) (d) (e) added, Section 11. (a), Section 13. (general) (a) (c) (e) (f) added and Section 14. (c); Rule VIII – Promotion Section 6. (a) and Section 11; and Rule XII – Reduction in Staff Section 6 and Section 8. (For Possible Action)
 - C. Quarterly report from Mark Gregersen, Director of Human Resources, per Rule VII, Section 13(e), regarding temporary and part-time employees for FY 19/20 Quarter 2. (Not for Action)
 8. CHIEF EXAMINER ANNOUNCEMENTS (Items for general announcements and informational items only. No deliberation or action will be taken on this item.)
 9. IDENTIFICATION OF FUTURE AGENDA ITEMS
 10. CONFIRM NEXT MEETING DATE OF APRIL 23, 2020 AT 3:30 PM. (For Possible Action)
 11. 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.
 12. ADJOURNMENT (For Possible Action)