

Civil Service Commission
Michael Rainey, Chair
Rita Greggio, Vice-Chair
Louis Dauria, Commissioner
Andrew Ngo, Commissioner
, Secretary

Human Resources Representative
Mindy Falk or designee

City Attorney Representative
Shirle Eiting or designee

Notice of Public Meeting
Sparks Civil Service Commission Meeting
Wednesday, September 18, 2019 at 5:30 p.m.
City of Sparks Council Chambers – Legislative Building
745 Fourth Street, Sparks, NV

Meetings are open to the public and noticed in accordance with [NRS 241.202](#)

This agenda has been posted at the following locations:

Sparks City Hall, 431 Prater Way
Sparks Justice Court, 1675 E. Prater Way
Sparks Recreation Center, 98 Richards Way
Sparks Senior Center, 97 Richards Way
Alf Sorensen Community Center, 1400 Baring Blvd.

www.cityofsparks.us
<https://notice.nv.gov/>

This agenda and all supporting documentation are available on the city's website <http://portal.cityofsparks.us/agendas/> or may be requested from Human Resources hrstaff@cityofsparks.us or calling (775) 353-2345.

Notice pursuant to NRS 241.020(2)(d)(6) and (7):

1. Items may be taken out of order
2. Two or more items may be combined
3. Items may be removed from the agenda or delayed at any time

Pursuant to NRS 241.020(1), Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Please contact the Human Resources office at least two (2) business days prior to the meeting to schedule arrangements by emailing hrstaff@cityofsparks.us or calling (775) 353-2345.

Public Comment — Public comment is limited to three (3) minutes per person.

1. Persons desiring to address the Advisory Committee shall first provide the Secretary with a written request to speak so they may be recognized by the presiding officer. Each person addressing the Committee shall approach the podium when called, give his/her name, and shall limit the time of their presentation to three (3) minutes per NRS 241.020(2)(d)(3) & (7). Public comment may address any agenda item or other public issue the Committee has the authority to effectuate or exercise control over. Public comment on matters beyond the Committee's scope of authority, not relevant to Committee business, and that does not serve a governmental purpose, is not permitted. Comments will not be restricted based on viewpoint NRS 241.020 (2)(d)(7).

2. Restrictions on Public Comments — All public comment remarks shall be addressed to the Committee as a whole and not to any member thereof. No person, other than members of the City Council and the person having the floor shall be permitted to enter into any discussion. No questions shall be asked of the City Council except through the presiding officer.

3. Disruptive Conduct — Any person who disrupts a meeting to the extent that its orderly conduct is made impractical may be removed from the meeting by order of the presiding officer.

1. Call to Order

2. Roll Call

3. Public Comment

4. Agenda

- 4.1 Approval of the Agenda (For Possible Action)

5. Minutes

- 5.1 Consideration and possible approval of the minutes for the July 10, 2019 Sparks Civil Service Commission meeting (For Possible Action)

6. Announcements, Presentations, Reports (Non-action items only)

- 6.1 **Introductions:** Scott Benton reappointed to the Civil Service Commission by Sparks City Council on August 12, 2019.
- 6.2 **Report:** Report of City of Sparks Civil Service employee actions from July 2019 through September 10, 2019
- 6.3 **Report:** Report of City of Sparks Civil Service advertising from July 2019 through September 10, 2019
- 6.4 **Report:** Report of City of Sparks Civil Service testing completed from July 2019 through September 10, 2019
- 6.5 **Seniority Lot Draw:** Lot draw to determine seniority for Juston Boston and Tyler Stevenson hired on July 22, 2019 as Utilities Maintenance Worker I
- 6.6 **Seniority Lot Draw:** Lot draw to determine seniority for Ricardo Diaz and Justin McCargar hired on August 5, 2019 as Utilities Maintenance Worker I
- 6.7 **Seniority Lot Draw:** Lot draw to determine seniority for Kimberly Taylor and Michael Smith hired on August 26, 2019 as Emergency Communications Dispatchers

7. General Business (For Possible Action)

- 7.1 Consideration and possible approval of an ADA request to transfer employee from the Police Department to the Fire Department (For possible action)
- 7.2 Consideration and possible approval of request from Joe Mercer to be placed on the Re-Employment List for Police Officer (For possible action)
- 7.3 Consideration and possible approval to remove names from the Emergency Communications Dispatcher eligibility list as outlined in the confidential candidate selection letter (For possible action)
- 7.4 Consideration and possible approval to remove names from the Police Assistant eligibility list as outlined in the confidential candidate selection letter (For possible action)
- 7.5 Consideration and possible approval to remove named from the Police Operations Specialist eligibility list as outlined in the confidential candidate selection letter (For possible action)
- 7.6 Nomination and election of Secretary to the Civil Service Commission for a period of one year – eligible candidates are Scott Benton, Louis Dauria and Andrew Ngo (For possible action)

8. City Staff and Committee Member Announcements

8.1 City Staff Announcements

8.2 Committee Member Announcements

9. Public Comment

10. Adjournment

MINUTES
REGULAR MEETING OF THE CIVIL SERVICE COMMISSION
July 10, 2019
5:30 P.M.

AGENDA ITEM NO.

1. CALL TO ORDER

The meeting was called to order by Chairperson, Michael Rainey, in the City of Sparks Council Chambers, 745 Fourth Street, Sparks, NV 89431, at 5:30 P.M.

2. ROLL CALL

Louis Dauria, Commissioner and Andrew Ngo, Commissioner were present.

Also present was Human Resources Director, Mindy Falk, Assistant City Attorney, Alyson McCormick

Absent: Rita Greggio, Vice Chairperson,

3. PUBLIC COMMENT

Mindy Falk announced that there is a vacant seat on the Commission but there is an applicant for the seat which will be presented at the first City Council meeting in August. Mindy asked the Commission if they would still like to consider agenda item 7.5 Election of Officers or wait until all seats are filled and move the agenda item to the October meeting or potentially a special meeting in August. The Commission requested to discuss further when they are at that agenda item.

4. APPROVAL OF MINUTES

4.1 The minutes of April 10, 2019 were approved as submitted.

5. OLD BUSINESS

5.1 Update on Regulation Amendments

Nothing new reported.

6. REPORTS REVIEWED

6.1 Review of Report on Employee Actions April 2019 through June 2019

*New Hires/Re-Hires – 20

*Completed Probation -9

*Series Classifications/Promotions-11

*Transfers - 2

*Retirements/Resignations/Terminations – 14

6.2 Review of Report on Recruitment Advertising April 2019 through June 2019

6.3 Review of Report on Recruitment Testing Completed April 2019 through June 2019

7. **BUSINESS ITEMS**

- 7.1 Review, consideration and possible approval to remove names from the following eligibility lists:
- Wastewater Plant Operator I eligibility list per Civil Service Regulation Section 15c as outlined in the selection letter (for possible action)

 - Plans Examiner eligibility list per Civil Service Regulation Section 15e as outlined in the selection letter (for possible action)

 - Police Office Assistant eligibility list per Civil Service Regulations Section 15c as outlined in the selection letter (for possible action)

 - Police Officer eligibility list per Civil Service Regulations Section 15e as outlined in the selection letter (for possible action)

Motioned made by Louis Dauria, seconded by Andrew Ngo.

The Commission unanimously approved to remove the requested name(s) from the eligibility lists.

- 7.2 Review, consideration and possible approval for a six-month extension of Office Assistant eligibility list (for possible action)

The Commission unanimously approved a six-month extension of the Office Assistant eligibility list.

- 7.3 Review, consideration and possible approval of request from Abram Knight to be placed on the re-employment list to Utilities Maintenance Worker II (for possible action)

Mindy Falk explained that when employees leave the City, they have the option of requesting to be placed on the Re-Employment List for the position they are vacating. By doing so and if approved, they would not have to test competitively if they wanted to come back to work for the City. The manager of the hiring department will determine if they would like to pull names from the Re-Employment List or the eligibility list from the competitive testing process.

Motioned made by Louis Dauria, seconded by Andrew Ngo.

The Commission unanimously approved Abram Knight's request to be placed on the re-employment list for Utilities Maintenance Worker II.

7. **BUSINESS ITEMS**

7.4 Drawing of lots to determine seniority of:

-Six Wastewater Plant Operator I positions – Cory Bateman, Christopher Gianninoto, Mark Hart, Jeffrey Perez, Debbie Rowberry and Ryan Slayden hired on 04/15/19 (for possible action)

Andrew Ngo drew seniority lots as follow: 1) Cory Bateman; 2) Jeffrey Perez; 3) Ryan Slayden; 4) Mark Hart; 5) Christopher Gianninoto 6) Debbie Rowberry

-Three Police Recruits graduating to Police Officers – Alec Allen, Daniel Jones and Jason Stone and four Police Officer positions – James Angel, Nicholas Chambers, Nathan Lyles and Adam Robertson hired on 06/10/19 (for possible action)

Andrew Ngo drew seniority lots as follow: 1) James Angel; 2) Nathan Lyles; 3) Alec Allen; 4) Jason Stone; 5) Adam Robertson; 6) Nicholas Chambers; 7) Daniel Jones

-Four Police Recruits positions – Branden Doren, Virginia Miller, Grant Phillips and Cyle Schaefer hired on 06/20/19 (for possible action)

Andrew Ngo drew seniority lots as follow: 1) Cyle Schaefer; 2) Grant Phillips; 3) Branden Doren; 4) Virginia Miller

-Three Police Office Assistant positions – Karen Chen, Kristin Lindquist and Megan O'Brien hired on 06/20/19 (for possible action)

Andrew Ngo drew seniority lots as follow: 1) Karen Chen; 2) Kristin Lindquist; 3) Megan O'Brien

7.5 Election of Officers for a period of one year (for possible action):

-Chairperson – Eligible candidates –Michael Rainey, Louis Dauria, Rita Greggio and Andrew Ngo (for possible action)

-Vice Chairperson – Eligible candidates - Michael Rainey, Louis Dauria, Rita Greggio and Andrew Ngo (for possible action)

-Secretary – Eligible candidates - Michael Rainey, Louis Dauria, Rita Greggio and Andrew Ngo (for possible action)

Motioned made by Louis Dauria to maintain Michael Rainey as Chairperson and Rita Greggio as Vice Chairperson and to move the Election of Officers for the Secretary position to the next meeting; seconded by Andrew Ngo.

The Commission unanimously approved to maintain Michael Rainey as Chairperson and Rita Greggio as Vice Chairperson and to hold the Election of Officers for the Secretary position at the next meeting.

8. ANNOUNCEMENTS

Mindy Falk stated to the Commission that they may have seen the article regarding the 31 new positions approved for fiscal year 2020. With the hiring of the newly approved positions along with replacement positions, Human Resources will be extremely busy and you will see an increase in recruitment activity/reporting in the next quarter.

Mindy Falk informed the Commission that she is anticipating a special meeting to be held in August.

9. COMMENTS

9.1 Comments from the Public – There were no public comments.

9.2 Comments from the Commission – There were no comments from the Commission.

10. ADJOURNMENT

There being no further business, the meeting was adjourned.

Michael Rainey, Chair

ATTEST:

Mindy Falk, Human Resources Director



EMPLOYEE ACTIONS

New Hires= 7

Completed Probation = 4

Series Classifications/Promotions/Reclassifications = 10

Retirements/Resignations = 10

Date	Name	Action	Prior Title	New Title	Department
07/05/2019	Knight, Abram	Resignation	Utilities Maintenance Worker II	-	Community Services
06/24/2019	Wozynski, David	Completed Probation	Wastewater Plant Operator III	-	Community Services
07/08/2019	Doyle, Roxanne	Reclassification	Legal Secretary II	Legal Secretary Sr	Legal
07/08/2019	Reid, Ty	Promotion	IT Support Specialist II	IT Security Specialist	Finance
07/08/2019	Jakubos, Kevin	Promotion	Fire Captain	Fire Battalion Chief	Fire Department
07/08/2019	Reed, Jacob	Series Classification	Building Inspector I	Building Inspector II	Community Services
07/17/2019	Robbins, Andrew Scotty	Retirement	Community Appearance Maintenance Lead	-	Community Services
07/14/2019	Bush, Vincent	Retirement	Firefighter	-	Fire Department
07/12/2019	King, Robert	Retirement	Fire Marshal	-	Fire Department
07/08/2019	Hults, David	Retirement	Police Officer	-	Police Department
06/10/2019	Price, Debra	Completed Probation	Police Records Supervisor	-	Police Department
07/22/2019	Boston, Justin	New Hire	-	Utilities Maintenance Worker I	Community Services
07/22/2019	Stevenson, Tyler	New Hire	-	Utilities Maintenance Worker I	Community Services
08/01/2019	French, Bruce	Retirement	Crew Supervisor	-	Parks and Recreation
08/02/2019	Pelto, Andrea	Retirement	Accounting Specialist II	-	Finance Department
08/02/2019	Mercer, Joseph	Resignation	Police Officer	-	Police Department

07/22/2019	Diehl, Daniel	Series Classification	Streets Maintenance Worker I	Streets Maintenance Worker II	Community Services
08/05/2019	Porter, Michael	Promotion	Fire Apparatus Operator	Fire Captain	Fire Department
08/05/2019	Knudsen, David	Promotion	Wastewater Operator III	Crew Supervisor	Community Services
08/05/2019	Aguilar, Jared	Promotion	Wastewater Operator II	Crew Supervisor	Community Services
08/05/2019	Wozynski, David	Promotion	Wastewater Operator III	Crew Supervisor	Community Services
08/05/2019	Corona, Nicolas	Promotion	Firefighter	Fire Apparatus Operator	Fire Department
08/05/2019	Diaz, Ricardo	New Hire	-	Utilities Maintenance Worker I	Community Services
08/05/2019	McCargar, Justin	New Hire	-	Utilities Maintenance Worker I	Community Services
08/08/2019	Leary, Aaron	Retirement	Police Sergeant	-	Police Department
07/22/2019	McDougal, M Cody	Completed Probation	-	Environmental Control Supervisor	Community Services
08/19/2019	Wetterling, Marla	Retirement	Police Office Assistant	-	Police Department
08/26/2019	Cogburn, Allyson	New Hire	-	Police Assistant	Police Department
08/26/2019	Smith, Michael	New Hire	-	Emergency Communications Dispatcher	Police Department
08/26/2019	Taylor, Kimberly	New Hire	-	Emergency Communications Dispatcher	Police Department
09/02/2019	Norland, Matthew	Completed Probation	Fire Apparatus Operator	-	Fire Department

**SPARKS CIVIL SERVICE COMMISSION
AGENDA ITEM 6.3
MEETING DATE: September 18, 2019**

Subject:	Report on Advertising
Petitioner:	Mindy Falk, Human Resources Director
Recommendation:	This is an informational item.

The following positions were advertised from July through September 10, 2019:

Job Title	Advertise From	Advertise To
Police Officer – POST (16-25)	12/19/14	Continuous
Police Officer/Recruit (16-24)	05/11/15	Continuous
Emergency Communications Dispatcher (16-04 & 19-33)	08/05/15	Continuous
Firefighter/Paramedic (17-21)	02/16/17	Continuous
Customer Service Specialist (20-01)	07/08/19	07/22/19
Accounting Specialist (20-02)	07/08/19	07/22/19
Administrative Secretary (20-03)	07/08/19	07/22/19
Records Technician (20-04)	07/08/19	07/22/19
Customer Service Supervisor (20-05)	08/16/19	08/22/19
Information Technology Support Specialist I (20-06)	09/03/19	09/17/19
Recreation Specialist I (20-07)	09/03/19	09/17/19
Wastewater Plant Operator III	09/03/19	09/17/19

**SPARKS CIVIL SERVICE COMMISSION
AGENDA ITEM 6.4
MEETING DATE: September 18, 2019**

Subject:	Report on Testing Completed July through September 10, 2019
Petitioner:	Mindy Falk, Human Resources Director

Recommendation:	This is an informational item designed to provide information to the Commission regarding the applicant flow of recruitments for the period of July through September 10, 2019.
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Fire Apparatus Operator (19-30)	
Test Type	Written Exam and Skills Assessment
Test Date	July 13, 14, 15 16, 2019
Invited to Test	11
Passed	7
Failed	3
Voluntarily Withdrew	1
No Showed	0
Did Not Self Schedule	0

Crew Supervisor - TMWRF (19-41)	
Test Type	Training & Experience Questionnaire and Oral Exam
Test Date	07/19/19 and 07/26/19
Invited to Test	4
Passed	4
Failed	0
Voluntarily Withdrew	0
No Showed	0
Did Not Self Schedule	0

Police Lieutenant (19-42)	
Test Type	Written Exam
Test Date	07/10/19
Invited to Test	4
Passed	4
Failed	0
Voluntarily Withdrew	0
No Showed	0
Did Not Self Schedule	0

Customer Service Specialist I/II (20-01)	
Test Type	Written Exam
Test Date	07/31/19 & 8/7/19
Invited to Test	73
Passed	56
Failed	9
Voluntarily Withdrew	1
No Showed	3
Did Not Self Schedule	4

Accounting Specialist (20-02)	
Test Type	Written Exam
Test Date	07/31/19 & 8/7/19
Invited to Test	53
Passed	33
Failed	7
Voluntarily Withdrew	1
No Showed	4
Did Not Self Schedule	8

Administrative Secretary (20-03)	
Test Type	Written Exam
Test Date	07/31/19 & 8/7/19
Invited to Test	26
Passed	23
Failed	1
Voluntarily Withdrew	1
No Showed	0
Did Not Self Schedule	1

Records Technician (20-04)	
Test Type	Written Exam
Test Date	07/31/19 & 08/07/19
Invited to Test	94
Passed	54
Failed	16
Voluntarily Withdrew	1
No Showed	18
Did Not Self Schedule	5

Customer Service Supervisor (20-05)	
Test Type	Oral Exam
Test Date	08/06/19
Invited to Test	1
Passed	1
Failed	0
Voluntarily Withdrew	0
No Showed	0
Did Not Self Schedule	0

SPARKS CIVIL SERVICE COMMISSION
AGENDA ITEM 6.5
MEETING DATE September 18, 2019

Subject:	Drawing of Lots to Determine Seniority
Petitioner:	Mindy Falk, Human Resources Director

Recommendation:	That the Commission draw names to determine seniority for the following positions:
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BACKGROUND

Regulation VIII, Section 2d, of the Civil Service Rules and Regulations reads:

If there are two employees with the same seniority points and the same hire date, seniority will be determined by the drawing of lots.

Drawing of Lots to Determine Seniority for:	
Juston Boston and Tyler Stevenson	Utilities Maintenance Workers hired on 07/22/19

RECOMMENDATION

That the Commission draw names to determine seniority.

SPARKS CIVIL SERVICE COMMISSION
AGENDA ITEM 6.6
MEETING DATE September 18, 2019

Subject:	Drawing of Lots to Determine Seniority
Petitioner:	Mindy Falk, Human Resources Director

Recommendation:	That the Commission draw names to determine seniority for the following positions:
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BACKGROUND

Regulation VIII, Section 2d, of the Civil Service Rules and Regulations reads:

If there are two employees with the same seniority points and the same hire date, seniority will be determined by the drawing of lots.

Drawing of Lots to Determine Seniority for:	
Ricardo Diaz and Justin McCargar	Utilities Maintenance Workers hired on 08/05/19

RECOMMENDATION

That the Commission draw names to determine seniority.

SPARKS CIVIL SERVICE COMMISSION
AGENDA ITEM 6.7
MEETING DATE September 18, 2019

Subject:	Drawing of Lots to Determine Seniority
Petitioner:	Mindy Falk, Human Resources Director

Recommendation:	That the Commission draw names to determine seniority for the following positions:
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BACKGROUND

Regulation VIII, Section 2d, of the Civil Service Rules and Regulations reads:

If there are two employees with the same seniority points and the same hire date, seniority will be determined by the drawing of lots.

Drawing of Lots to Determine Seniority for:	
Kimberly Taylor and Michael Smith	Emergency Communications Dispatchers hired on 08/26/19

RECOMMENDATION

That the Commission draw names to determine seniority.

**SPARKS CIVIL SERVICE COMMISSION
AGENDA ITEM 7.1
MEETING DATE: September 18, 2019**

Subject:	Consideration of a request to transfer an employee from the Police Department to the Fire Department
Petitioner:	Mindy Falk, Human Resources Director
Recommendation:	That the Commission approve a request to transfer a City of Sparks employee from the Police Department to the Fire Department

BACKGROUND

Civil Service Regulations Section VII states:

“When special needs occur, the department director, with the employee’s concurrence, may request that an employee be transferred to a position in a higher or lower salary range. Special needs may include transfers to meet reasonable accommodation as defined in the Americans with Disability Act. The department director will make his or her request to the City Manager, who will present the needs to the Civil Service Commission. The Commission will review the needs on each request and make a determination on the merits of the request.

An employee of the Police Department has sustained an on the job disability and is no longer able to perform the essential functions of their current position. The City currently has an open position in the Fire Department. All parties involved-the Police Department, the Fire Department, Human Resources, and the employee recommend the transfer.

RECOMMENDATION

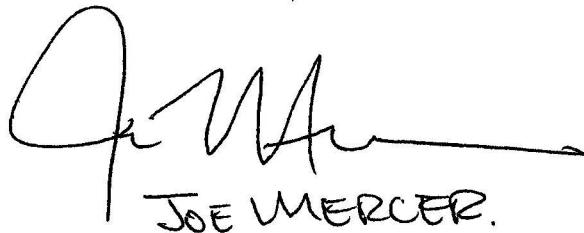
It is recommended that the Commission approve the request for transfer from the Police Department to the Fire Department.

7/29/19

DEAR CIVIL SERVICE COMMISSION.

I, JOSEPH MERCER AM RESIGNING MY POSITION AS POLICE OFFICER EFFECTIVE 8/2/19. I WOULD LIKE TO BE CONSIDERED FOR RE-EMPLOYMENT PER CIVIL SERVICE RULES. I RESPECTFULLY REQUEST TO BE PLACED ON THE RE-EMPLOYMENT ELIGIBILITY LIST FOR AS LONG AS I AM ABLE.

RESPECTFULLY,


JOE MERCER.

JUL 29 '19 PM3:38

**SPARKS CIVIL SERVICE COMMISSION
AGENDA ITEM 7.2
MEETING DATE: September 18, 2019**

Subject:	Request to Approve Placement on the Re-Employment List
Petitioner:	Mindy Falk, Human Resources Director

Recommendation:	That the Civil Service Commission approve Joe Mercer's request to be placed on the Re-employment list for Police Officer
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BACKGROUND

Regulation IX, Section 4, of the Civil Service Rules and Regulations reads:

An individual who has resigned in good standing from a classified position and who desires placement on a reemployment list may, within one (1) year of the resignation, submit a request to the Commission for reemployment in any classification(s) previously held in which the individual had obtained classified status. An individual seeking reemployment must provide a new application and meet the current minimum qualifications for the classification for which reemployment is sought. Prior to reemployment an individual must satisfy any pre-employment screening criteria established for the classification.

Upon approval by the Commission, the name of the applicant will be placed on the reemployment list for such classification. Placement on the reemployment list will be for an eligibility period of one (1) year from the date of Commission approval. Eligibility may be extended for up to an additional two (2) years, provided the individual reapplies each year before the expiration date of the individual's last eligibility period. A reemployment list shall only be certified by Human Resources and sent to the department when the appointing officer has a vacancy and has requested an eligibility list. Notwithstanding any other provision of these Regulations, an appointing officer may make an appointment from a reemployment list so certified or a list certified pursuant to Article V. If an individual on such reemployment list is not appointed, the appointment shall comply with Article V of these Regulations.

Individuals who are appointed from the reemployment list shall serve a new probationary period appropriate to the classification.

On July 29, 2019, Joe Mercer requested to be placed on the re-employment list for Police Officer.

RECOMMENDATION

That the Civil Service Commission approve Joe Mercer's request to be placed on the Re-employment list for Police Officer.

SPARKS CIVIL SERVICE COMMISSION

AGENDA ITEM 7.3

MEETING DATE September 18, 2019

Subject:	Request to Remove Name(s) from Eligibility List(s)
Petitioner:	Mindy Falk, Human Resources Director

Recommendation:	That the Commission approve the removal of the requested names from the eligibility list(s).
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BACKGROUND

Civil Service Regulation IV, Section 15 reads:

Removal of Name from Eligibility List: The Commission may remove the name of an eligible from the list if the eligible has:

- (a) Been certified and passed over three times for appointment. Justification by the appointing authority for passing over the eligible the third time will be forwarded to the Commission prior to removing the eligible's name from the eligibility list.
- (b) Failed to respond to an original notice of appointment within four (4) days. However, if satisfactory reasons for such failure to respond are presented within thirty (30) days, the Commission may reinstate his or her name on the eligibility list.
- (c) Declined Appointment. In the event an applicant declines appointment, his or her name shall be removed from the eligibility list immediately and notification of such action shall be mailed to the applicant.
- (d) For cause as in Section 7 of these regulations
- (e) In the Police Department, if the candidate has failed any portion of the background, polygraph, psychological, physical or controlled substance screening. Failure by an applicant to pass any portion of the screenings automatically removes the candidate's name from the eligibility list.

Eligibility List	Civil Service Regulation
Emergency Communications Dispatcher	Per Section 15c and 15e

RECOMMENDATION

That the Commission approve the request to remove names from the eligibilities lists as outlined in the confidential candidate selection letters.

SPARKS CIVIL SERVICE COMMISSION

AGENDA ITEM 7.4

MEETING DATE September 18, 2019

Subject:	Request to Remove Name(s) from Eligibility List(s)
Petitioner:	Mindy Falk, Human Resources Director

Recommendation:	That the Commission approve the removal of the requested names from the eligibility list(s).
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BACKGROUND

Civil Service Regulation IV, Section 15 reads:

Removal of Name from Eligibility List: The Commission may remove the name of an eligible from the list if the eligible has:

- (a) Been certified and passed over three times for appointment. Justification by the appointing authority for passing over the eligible the third time will be forwarded to the Commission prior to removing the eligible's name from the eligibility list.
- (b) Failed to respond to an original notice of appointment within four (4) days. However, if satisfactory reasons for such failure to respond are presented within thirty (30) days, the Commission may reinstate his or her name on the eligibility list.
- (c) Declined Appointment. In the event an applicant declines appointment, his or her name shall be removed from the eligibility list immediately and notification of such action shall be mailed to the applicant.
- (d) For cause as in Section 7 of these regulations
- (e) In the Police Department, if the candidate has failed any portion of the background, polygraph, psychological, physical or controlled substance screening. Failure by an applicant to pass any portion of the screenings automatically removes the candidate's name from the eligibility list.

Eligibility List	Civil Service Regulation
Police Assistant	Per Section 15c and 15e

RECOMMENDATION

That the Commission approve the request to remove names from the eligibilities lists as outlined in the confidential candidate selection letters.

SPARKS CIVIL SERVICE COMMISSION

AGENDA ITEM 7.5

MEETING DATE September 18, 2019

Subject:	Request to Remove Name(s) from Eligibility List(s)
Petitioner:	Mindy Falk, Human Resources Director

Recommendation:	That the Commission approve the removal of the requested names from the eligibility list(s).
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BACKGROUND

Civil Service Regulation IV, Section 15 reads:

Removal of Name from Eligibility List: The Commission may remove the name of an eligible from the list if the eligible has:

- (a) Been certified and passed over three times for appointment. Justification by the appointing authority for passing over the eligible the third time will be forwarded to the Commission prior to removing the eligible's name from the eligibility list.
- (b) Failed to respond to an original notice of appointment within four (4) days. However, if satisfactory reasons for such failure to respond are presented within thirty (30) days, the Commission may reinstate his or her name on the eligibility list.
- (c) Declined Appointment. In the event an applicant declines appointment, his or her name shall be removed from the eligibility list immediately and notification of such action shall be mailed to the applicant.
- (d) For cause as in Section 7 of these regulations
- (e) In the Police Department, if the candidate has failed any portion of the background, polygraph, psychological, physical or controlled substance screening. Failure by an applicant to pass any portion of the screenings automatically removes the candidate's name from the eligibility list.

Eligibility List	Civil Service Regulation
Police Operations Specialist	Per Section 15c

RECOMMENDATION

That the Commission approve the request to remove names from the eligibilities lists as outlined in the confidential candidate selection letters.

**SPARKS CIVIL SERVICE COMMISSION
AGENDA ITEM 7.6
MEETING DATE: September 18, 2019**

Subject:	Election of Civil Service Officers
Petitioner:	Mindy Falk, Human Resources Director
Recommendation:	That the Commission elect a Civil Service Commission Secretary

BACKGROUND

Civil Service Regulation II, Commission Organization, Section 2, Chairperson, states that “the Civil Service Commission shall select one of its members to serve as Chairperson and one person to serve as Vice-Chairperson for a period of one year from the first regularly meeting held in July of the selection year.” Section 2, Secretary, also states that “The Commission will elect a member to serve as Secretary for the Commission.”

RECOMMENDATION

It is recommended that the Commission nominate members to serve as Secretary for the next year and vote to determine selection.