

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: July 10, 2024

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: VINCE ZAMORA, SECRETARY

SUBJECT: 8. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION
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CLASSIFICATION SPECIFICATIONS: 2

NEW

1. Youth Behavioral Specialist

REVISED

2. Senior Pretrial Services Officer

RECOMMENDATION

The City recommends approval of the new and revised classification specifications.

YOUTH BEHAVIORAL SPECIALIST

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.

DEFINITION

Assists in the daily administration and operation of assigned programs and services in the Department of Youth Development and Social Initiatives, including Safekey before- and after-school programs and other specialized programs designed to support Pre-K-12 education. Addresses more complex or escalated participant behavior/group management and customer service issues. Implements and coordinates a variety of youth development programming throughout the city. Provides customer service to patrons. Oversees part-time, hourly and volunteer staff.

DISTINGUISHING CHARACTERISTICS

Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. This classification is also distinguished from Youth Development Coordinator, which performs formal supervisory work over other full-time staff. Addresses more complex or escalated participant behavior/group management and customer service issues. Provides training and support to full-time, hourly and volunteer staff in these areas.

SUPERVISION RECEIVED AND EXERCISED

May receive functional and technical supervision from Youth Development Coordinator, Community and Youth Development Officer or Youth Development and Social Initiatives Manager. Acts as a lead worker over part-time, hourly and volunteer staff, exercising functional or technical supervision, including scheduling and assigning tasks, training, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Implements, coordinates and participates in a variety of educational, youth enrichment, and recreational activities and programs to support behavioral and group management needs for both early childhood education programs and before- and after-school elementary programs.
2. Identifies, prepares, conducts and participates in specialty training specific to behavioral management and group management techniques, as well as provides direct and indirect support to full-time, hourly and volunteer staff in these areas.

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Youth Behavioral Specialist

3. Works directly and indirectly with program participants and solicits input from participants, parents, guardians and program staff to evaluate and provide support for behavioral needs. Makes recommendations on compatibility of participant behavior within program constraints.
4. Provides technical assistance and support to full-time and hourly staff regarding specialized activities, tools, resources, strategies and equipment.
5. Conducts, maintains, trains and reports on behavior intervention plans, needs assessments, site evaluations and all other behavioral management or group management support modalities.
6. Maintains documentation for all related programs, interventions and associated participants, which may include behavior reports, observation documentation, staff training logs, staff schedules, etc.; prepares statistical and summary reports as needed.
7. Conducts and participates in parent/guardian meetings.
8. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
9. Supervises hourly employees, instructors and volunteers; participates in recruiting and selecting job applicants; provides training and oversees work; approves and processes timecards; may make recommendations for terminations.
10. Ensures hourly employees adhere to established work methods, and techniques; informs and trains hourly employees on applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate supervisory and management staff.
11. Plans and coordinates hourly staff schedules to support group management and behavioral support needs.
12. Recommends and assists in the implementation of program goals, objectives, standards, policies and procedures. Participates in the review and development of department policies and procedures as necessary.
13. Enforces facility, department and city rules, regulations, standards and safety procedures. Identifies training needs, designs and delivers trainings in small group and auditorium-style settings, evaluates training effectiveness.
14. Maintains proficient working knowledge and practical application of the programs' web-based software management system for accessing participant profiles, attendance and registration records, etc.
15. Ensures program compliance with federal, state and local regulations and legislation.

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Marginal Functions:

1. Attends and participates in professional group meetings. Stays abreast of new trends, programs and innovations.
2. Provides front-line program services or runs activities as needed.
3. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, and other general clerical work.
4. Answers telephones, types, files and photocopies materials as needed.
5. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment and software.
Principles and procedures of record keeping.
Principles and procedures of program development and implementation.
Principles of lead supervision and training.
Techniques used in public relations and customer services practices.
Design and preparation of publicity and promotional materials.
Occupational hazards and standard safety practices.
Basic first aid.
Principles and best practices in recreation, enrichment, education and/or youth development program planning.
General de-escalation techniques and practices.
General knowledge of child development, lesson planning, and curriculum development.
Pertinent federal, state and local laws, codes and safety regulations affecting recreational, early childhood education, and out-of-school time facilities and activities.

Skills in:

Leading the activities of others and directing the work of youth development programs.
Organizing, leading and overseeing the work of volunteers and part-time staff.
Maintaining records and reports.
Training and supervising assistants and volunteers.
Creating and implementing tracking tools, training tools and guides.
Collecting, recording, and summarizing data on observable youth behaviors.
Understanding the fundamental principles of behavior management and group management and how to implement them effectively.
Identifying, understanding, and managing challenging behaviors using evidence-based strategies.
Strong verbal and written communication skills to interact effectively with youth, families, and other professionals.
Safety, security, physical restraints, and behavior management procedures as requested.

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Ability to:

Plan, organize and prioritize assignments.
Recruit, select, train and evaluate part-time and hourly staff.
Manage multiple assignments.
Meet critical deadlines.
Demonstrate effective problem solving skills.
Think and act quickly in emergency and non-emergency situations.
Facilitate resolution of conflicts, make sound decisions and use good judgment under stressful conditions.
Communicate with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.
Use initiative and independent judgment within established guidelines.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.

Competencies:

Core Workforce Competencies

Professionalism – Demonstrates core values by being honest, respectful and positive.

Effective Communication – Expresses verbal and written thought in a clear and understandable manner.

Customer Focus – Demonstrates genuine concern and satisfies external and/or internal customers based on the CLV core purpose and values.

Adaptability – Able to effectively modify behavior to suit changing workforce demands.

Problem Solving – Solves problems by considering all causes, solutions and outcomes.

Productive Partnerships – Develops, maintains and strengthens partnerships with others.

Technical and Safety Expertise – Possesses a depth of knowledge, skill and ability in a technical (job) area.

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Youth Behavioral Specialist

Experience and Training Requirements

Experience/Training:

1. Associate's or higher degree in education, enrichment, child development, youth programming, case management, public administration, psychology, sociology, recreation programming, or a related field.

One (1) year (full-time) experience providing youth behavioral support services working in education, enrichment, child development, youth programming, case management, public administration or recreation programming.

OR

2. Equivalent to graduation from high school and three (3) years of full-time experience providing youth behavioral support services working in education, enrichment, child development, youth programming, case management, public administration, or recreation programming.

Any work experience, paid internships, work study, or volunteer assignments in the area of youth development is desirable.

Licenses and Certifications

Possession of a valid driver's license on the date of application, and maintenance thereafter.

Possession of Child & Adult First Aid/CPR/AED certificate is required within 90 days of date of hire, and maintenance thereafter.

Possession of a non-violent crisis intervention or verbal de-escalation certification is desirable.

Special Requirements

Fluency in Spanish is preferred.

WORKING CONDITIONS:

Environmental Conditions:

Office and both indoor and outdoor environments; travel from site to site; exposure to computer screens; occasional exposure to noise and inclement weather conditions.

Physical Conditions:

Essential and marginal functions require:

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Youth Behavioral Specialist

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing, or sitting for extended periods of time; and*
- *Working with children exhibiting escalated behaviors.*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment*

Maintaining cognitive capacity which allows the capability of:

- *Making sound decisions; and*
- *Effective interaction and communication with others.*

AS

NEW 6/11/24

FLSA and City: nonexempt

CSB

SENIOR PRETRIAL SERVICES OFFICER

*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.*

DEFINITION

The Senior Pretrial Services officer plays a critical role by leading, overseeing, and actively participating in the work of Pretrial Services Officers. This position reviews officers work for completeness and compliance, as well as collecting, analyzing, and preparing reports on program statistics for court performance measures. This helps to ensure the Court's adherence to legislative changes affecting the Pretrial Unit, and assists in creating policies and procedures to ensure compliance with new regulations.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Pretrial Services Officer series. Positions at this level are distinguished from other classes in this series by the level of responsibility assumed, the complexity of duties assigned, and the level of independence expected. Employees perform the most difficult and responsible types of duties assigned to classes in this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Pretrial Services Supervisor or higher level management staff.

Acts as a lead worker, exercising functional or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results.

This position may provide technical leadership and direction during weekends, evenings, or when the Pretrial Supervisor is otherwise unavailable.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly; participates in the selection, development, and training of staff.

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Senior Pretrial Services Officer (*continued*)

2. Leads and assists in managing challenging and sensitive situations that arise during court operations, including weekend and evenings.
3. Compile, analyze, and prepare reports, including for senior management and other stakeholders, on program statistics that include performance measures and operational activities; assists with establishing compliance with legal, legislative, and regulatory requirements, as well as internal policies and procedures.
4. Assist with implementing various programs within the Pretrial Services Unit, ensuring alignment with organizational goals and objectives..
5. Ensures compliance with federal and local mandates as it relates to timely hearings, no bail releases, bail settings, probable cause review, and competency related processes for in custody defendants.
6. Coordinates and conducts assessments of individuals charged with misdemeanor offenses; evaluating eligibility for release from custody, and determines bail amounts based upon established guidelines.
7. Conduct quality control reviews, with collaboration with criminal justice agencies, of the Nevada Pretrial Risk Assessment (NPRA) tool, as well as reports and case files, to help improve pretrial decision making processes with release or in-custody related decisions.
8. Monitor compliance with pretrial conditions of release by defendants, performance standards, and risk assessment protocols. Conducts audits and assessments to identify areas of non-compliance.
9. Establish and maintain a centralized database for tracking recidivism and appearance rates and other relevant data. Develop protocols for data collection, organization, and analysis to inform decision-making processes and identify areas for improvement.
10. Schedule court dates, verifies warrants, and prepares written or oral reports, with recommendations for release, to the court.
11. Helps coordinate a variety of training sessions and resources to support Pretrial Officers maintaining compliance with their National Association of Pretrial Services Agencies (NAPSA) standards and certifications.
12. Communicates and collaborates effectively with other law enforcement agencies and related stakeholders to share information and resources. Also communicates and assists with implementing new policies and procedures to Pretrial Officers.

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Senior Pretrial Services Officer (*continued*)

Marginal Functions:

1. Attends and participates in professional group meetings. Stays abreast of new trends, programs and innovations.
2. This position may necessitate travel in or out of state for training, and may include travel to local jails to perform essential duties.
3. Performs other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of the criminal justice system as they relate to pretrial release and supervision.

Court related procedures and the Pretrial Services Unit.

Service, operations and activities of a pretrial services program.

Supervision and training.

Interviewing methods and techniques, as well as record keeping and report preparation.

Community social service agencies and resources.

Techniques and principles of record keeping.

Principles of business letter writing and basic report preparation.

English usage, spelling, grammar and punctuation.

Basic mathematical principles and their applications.

Modern office procedures, methods and computer equipment.

Common office software programs.

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

Skills in:

Using initiative and independent judgment within established guidelines.

Interpreting, explaining and enforcing applicable laws, codes, regulations, policies and procedures.

Managing multiple assignments efficiently.

Observing and recognizing signs of mental health problems and substance abuse.

Effective interactions with defendants, offenders, and criminal justice system personnel.

Maintaining a non-judgmental and calm demeanor during interactions and in sensitive situations.

Working with minimal supervision.

Interacting effectively with clients from diverse cultural backgrounds and with a variety of social problems.

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Senior Pretrial Services Officer (*continued*)

Skills in:

Clear and concise communication, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in pretrial, probation, and alternative sentencing services or in a closely related area.

Education:

Bachelor's degree from an accredited college or university with major in criminal justice, counseling, psychology, behavioral sciences, social science or a closely related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Possession of a National Association of Pretrial Services Agencies(NAPSA) certification within six months of the date of appointment, and maintenance thereafter.

Must obtain applicable level of NCIC/NCJIS certification and/or training within 6 months of the date of appointment and maintain proficiency as needed.

Special Requirements

The Pretrial Services unit operates 24 hours, 7 days per week. Assigned work schedule may change and may be for any shift and any day of the week.

WORKING CONDITIONS

Environmental Conditions:

Location: Office, jail and courtroom environments; work within a locked environment; travel from site to site.

Hazards: Exposure to noise and computer screens; exposure to potentially hostile environments and individuals.

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Senior Pretrial Services Officer (*continued*)

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time;*
- *Medium lifting; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining cognitive capacity which allows the capability of:

- *Making sound decisions; and*
- *Effective interaction and communication with others.*

AS

REVISED 6/18/24

FLSA & City: nonexempt

CSB

SENIOR PRE-TRIAL SERVICES OFFICER

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.

DEFINITION

The Senior Pretrial Services officer plays a critical role by ~~Leadings~~, overseeing, and actively participating in the work of Pre-Trial Services Officers. This position ~~r~~Reviews ~~o~~Officers work for completeness and compliance, as well as ~~C~~collectings, analyzing, and ~~prepares~~ preparing reports on program statistics for court performance measures. ~~This~~us ~~helpsing~~ ensure the Court's adherence to legislative changes affecting the Pretrial Unit, and assists in creating policies and procedures to ensure compliance with new regulations.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Pre-Trial Services Officer series. Positions at this level are distinguished from other classes in this series by the level of responsibility assumed, the complexity of duties assigned, and the level of independence expected. Employees perform the most difficult and responsible types of duties assigned to classes in this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Pre-Trial Services Supervisor or higher level management staff.

Acts as a lead worker, exercising functional or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results.

This position may provide technical leadership and direction during weekends, evenings, or when the Pretrial Supervisor is otherwise unavailable.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly; participates in the selection, development, and training of staff.

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Senior Pre-Trial Services Officer (*continued*)

2. Leads and assists ~~with especially difficult or~~ in managing challenging and sensitive situations that arise during court operations, including weekend and evenings.
3. Compiles, ~~data and~~ analyze, and prepares ~~analytical and statistical reports, including for senior management and other stakeholders, on program statistics that include performance measures and operations operational and activities; assists; assists with developing and implementing department goals, objectives, establishing compliance with legal, legislative, and regulatory requirements, as well as internal policies and procedures.~~

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Senior Pre-Trial Services Officer (*continued*)

Essential Functions:

- ~~4. Oversees and participates~~Assist with in implementing other various programs within the Pretrial Services Unit, ensuring alignment with organizational goals and objectives, such as Weekender Program for offenders serving jail time of weekends, the holiday release program, mental health competency evaluations, and the mental commitment program.
5. Ensures compliance with federal and local mandates as it relates to timely hearings, no bail releases, bail settings, probable cause review, and competency related processes for in custody defendants.
- ~~6. Coordinates the in custody competency review process; effectuate releases as appropriate.~~
- ~~7.6. Interviews~~Coordinates and conducts assessments of persons individuals charged with misdemeanor offenses; verifies responses and references; queries local and national criminal history databases and confirm defendants identity and aliases; evaluates criminal history of persons and information gathered from interview against established guidelines; determines if defendants meet specified guidelines to be evaluatedingeligibility for released from custody on their own recognizance or must be held for court; and determines bail amounts based upon established guidelines; and process additional criminal charges that may be outstanding.
- ~~8. Schedules court dates; prepares and submits statistics and written and oral reports to the court; recommends special conditions of release if appropriate.~~
- ~~9.7. Conduct~~Quality control reviews, with collaboration with criminal justice agencies, release requirements of the Nevada Pretrial Risk Assessment (NPRA) tool, as well as reports and case files, to help improve pretrial decision making processes with defendant or offender, third party custodians and family members to assure full understanding of the conditions and obligations of release and the consequences of non-compliance with those conditions or in-custody related decisions.
- ~~8. Monitor compliance with pretrial conditions of release by defendants, performance standards, and risk assessment protocols. Conducts audits and assessments to identify areas of non-compliance. Responds to inquiries regarding defendants or other cases in a courteous manner; resolves complaints and issues in an efficient and timely manner.~~
- ~~10. Establish and maintain a centralized database for tracking recidivism and appearance rates and other relevant data. Develop protocols for data collection, organization, and analysis to inform decision-making processes and identify areas for improvement.~~
- ~~11.9. Schedule court dates, V~~verifies warrants; and ensures warrant confirmation requests are processed within the predetermined time frameprepares written or oral reports, with recommendations for release, to the court.
- ~~12. Determines appropriate schedules for follow up and performs follow up contact to defendants and offenders; ensures that individual is adhering to conditions of release; notifies judge of noncompliance.~~
- ~~10. Maintains~~

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Senior Pre-Trial Services Officer (*continued*)

13. Helps coordinate a variety of automated and manual training sessions logs, records and files; processes a variety of forms and documentation; verifies documents for accuracy and and resources to support Pretrial Officers maintaining compliance with applicable their National Association of Pretrial Services Agencies (NAPSA) standards and specifications certifications.
14. 11. Communicates and collaborates effectively with other law enforcement agencies and related agencies stakeholders to share and obtain information and resources. Also communicates and assists with implementing new policies and procedures to Pretrial Officers.

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Senior Pre-Trial Services Officer (*continued*)

Marginal Functions:

1. Attends and participates in professional group meetings. Stays abreast of new trends, programs and innovations.
2. ~~This position may necessitate travel in or out of state for training, and may include travel to local jails to perform essential duties. Coordinates the transportation of defendants between court and local jails.~~
3. ~~2.~~ Performs other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of the criminal justice system as they relate to pre-trial release and supervision.
~~Municipal~~ Court related procedures and the Pretrial Services Unit.
Service, operations and activities of a pre~~trial-trial~~ services program.
~~Principles of lead s~~Supervision and training.
Interviewing methods and techniques, as well as record keeping and report preparation.
~~Basic symptoms and indications of substance abuse, emotional problems and suicidal tendencies.~~
~~Basic principles of human behavior.~~
Community social service agencies and resources.
Techniques and principles of record keeping.
Principles of business letter writing and basic report preparation.
English usage, spelling, grammar and punctuation.
Basic mathematical principles and their applications.
Modern office procedures, methods and computer equipment.
Common office software programs.
Pertinent federal, state and local laws, codes and regulations.

Skills in:

Using initiative and independent judgment within established guidelines.
Interpreting, explaining and enforcing applicable laws, codes, regulations, policies and procedures.
Managing multiple assignments efficiently.
Observing and recognizing indications signs of mental health problems and substance abuse.
~~Interacting effectively~~Effective interactions with defendants, offenders, and ~~professional~~ criminal justice system personnel.
~~Presenting—Maintaining~~ a non-judgmental and calm demeanor ~~toward—and concerning~~ defendants during interactions and in sensitive situations. ~~and other involved parties.~~
~~Responding to stressful and sensitive situations calmly, quickly and decisively.~~
Working with minimal supervision.
Interacting effectively with clients from diverse cultural backgrounds and with a variety of social problems.

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Senior Pre-Trial Services Officer (*continued*)

Skills in:

~~Communicating~~ Clearly and concisely communication, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in pre-trial, probation, and alternative sentencing services or in a closely related area.

Training Education:

Bachelor's degree from an accredited college or university with major in criminal justice, counseling, psychology, behavioral sciences, social science or a closely related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Possession of a National Association of Pretrial Services Agencies (NAPSA) certification within six months of the date of appointment, and maintenance thereafter.

~~Possession of a valid notary public certification within six months of the date of appointment.~~

Must obtain applicable level of NCIC/NCJIS certification and/or training within 6 months of the date of appointment and maintain proficiency as needed.

Special Requirements

The Pretrial Services unit operates 24 hours, ~~7~~seven days per week. Assigned work schedule may change and may be for any shift and any day of the week.

WORKING CONDITIONS

Environmental Conditions:

Location: Office, jail and courtroom environments; work within a locked environment; travel from site to site.

Hazards: Exposure to noise and computer screens; exposure to potentially hostile environments and individuals.

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Senior Pre-Trial Services Officer (*continued*)

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time;*
- *Medium lifting; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining ~~mental~~ cognitive capacity which allows the capability of:

- *Making sound decisions; and*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

ASSEGAL

REVISED 6/18/24 ~~6/20/11~~

FLSA & City: nonexempt

CSB 8/24/11