

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: January 25, 2023

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

SUBJECT: 7. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

BOARD ACTION: APPROVE, NOT APPROVE, OR HOLD IN ABEYANCE

The City is requesting that the following eligible list be abolished in accordance with Civil Service Rules, Chapter IV, Section 9, c. (1):

1. Electronic Records Specialist
2. Technical Systems Analyst

The reasoning is as follows:

The current eligible list no longer suits the needs of the department.

RECOMMENDATION

The City recommends approval of the abolishment of this list.

Megan Sakaria

From: Vince Zamora
Sent: Tuesday, January 10, 2023 9:08 AM
To: Megan Sakaria
Subject: Re: Electronic Records Specialist (ERS) - Eligibility List

Approved.

Sent from my iPhone

On Jan 10, 2023, at 7:31 AM, Megan Sakaria <msakaria@lasvegasnevada.gov> wrote:

Good Morning Vince,

CC would like to abolish the current Electronic Records Specialist list. With your approval, I will place on the next CSB for abolishment.

Thank you,

Megan Sakaria

Human Resources Analyst
Human Resources | Recruitment
702-229-4731
833 Las Vegas Blvd. North | Las Vegas, NV 89101
<image001.png>
[lasvegasnevada.gov](mailto:msakaria@lasvegasnevada.gov)

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From: LuAnn D. Holmes <ldholmes@LasVegasNevada.GOV>
Sent: Monday, January 9, 2023 10:21 AM
To: Patricia Cabrera <pcabrera@LasVegasNevada.GOV>; Megan Sakaria <msakaria@lasvegasnevada.gov>
Subject: RE: Electronic Records Specialist (ERS) - Eligibility List

I agree with Pat's assessment.

Thank you,

LuAnn

<image006.png> | **LuAnn D. Holmes, MMC, CPO, MAOM**
City Clerk
Director, Office of the City Clerk
O: 702-229-2456 | C: 702-281-7158
495 S. Main St. | Las Vegas, NV 89101
Lasvegasnevada.gov

From: Patricia Cabrera

<pcabrera@LasVegasNevada.GOV>

Sent: Thursday, January 5, 2023 4:11 PM

To: Megan Sakaria <msakaria@lasvegasnevada.gov>

Cc: LuAnn D. Holmes <ldholmes@LasVegasNevada.GOV>

Subject: Electronic Records Specialist (ERS) - Eligibility List

Hi Megan,

After reviewing the candidates that are on the ERS eligibility list, I am requesting that it be abolished for the following reasons:

1. The list is over a year old; and,
2. The candidates do not fit the needs of our department.

Please let me know if you need anything else.

Thank you,

Pat Cabrera (she, her, hers)

Enterprise Records Officer

Office of the City Clerk | Enterprise Records Division

702-229-4229

495 S. Main St. | Las Vegas, NV 89101

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Megan Sakaria

From: Vince Zamora
Sent: Wednesday, January 11, 2023 3:44 PM
To: Megan Sakaria
Subject: RE: Abolish TSA List

Approved.

Vincent Zamora

Director

Human Resources

Direct (702) 229-5043 | Cell (702) 236-2799

495 S. Main St. | Las Vegas, NV 89101



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From: Megan Sakaria <msakaria@lasvegasnevada.gov>
Sent: Wednesday, January 11, 2023 3:25 PM
To: Vince Zamora <vzamora@LasVegasNevada.GOV>
Cc: Erin Radke <eradke@LasVegasNevada.GOV>; Steven Ford <SFord@LasVegasNevada.GOV>
Subject: FW: Abolish TSA List

Good Afternoon Vince,

PRC would like to abolish the current Technical Systems Analyst list. Please see justification below.

With your approval, I will place this item on the 1/25/23 CSB agenda.

Thank you,

Megan Sakaria

Human Resources Analyst

Human Resources | Recruitment

702-229-4731

833 Las Vegas Blvd. North | Las Vegas, NV 89101



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From: Erin Radke <eradke@LasVegasNevada.GOV>
Sent: Wednesday, January 11, 2023 2:58 PM
To: Megan Sakaria <msakaria@lasvegasnevada.gov>
Cc: Steven Ford <SFord@LasVegasNevada.GOV>
Subject: Abolish TSA List

Hi Megan,

We would like to abolish the TSA list. We have held interviews for the candidates that potentially had the experience we need in Parks, Recreation and Cultural affairs. This list included 11 candidates, two in group 1 and 9 in group 2. Out of them we interviewed 3 that had the potential to work with the software and web base platform in PRC. We were unsuccessful finding a viable candidate that had the knowledge and abilities to successfully do the TSA position in our Department.

We would like to do a new recruitment for PRC including under the ideal candidate have specifics regarding experience and database technology that we are need of.

If you need further details, please let me know.

Sincerely,

Erin Radke MBA/PA

Administrative Officer

Parks, Recreation and Cultural Affairs | Administration

702-229-6701 | 702-810-2707

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