

SUMMARY--Amends Merit Personnel Ordinance by providing for the certification of and selection from the top ten eligibles on an eligibility list.

BILL NO. 529

ORDINANCE NO. 360

AN ORDINANCE AMENDING WASHOE COUNTY ORDINANCE NO. 213 ENTITLED "AN ORDINANCE ESTABLISHING A MERIT PERSONNEL SYSTEM FOR WASHOE COUNTY EMPLOYEES; PROVIDING FOR A CLASSIFICATION PLAN AND COMPENSATION PLAN; REQUIRING EXAMINATIONS OF PROSPECTIVE EMPLOYEES; PROVIDING FOR ELIGIBLE LISTS AND CERTIFICATION OF SUCH PROSPECTIVE EMPLOYEES; SPECIFYING APPOINTMENT PROCEDURES; PROVIDING FOR PROBATIONARY PERIODS AND MAINTENANCE OF PERSONNEL RECORDS; REGULATING ATTENDANCE AND LEAVES OF ABSENCE; PROVIDING FOR EMPLOYEE-MANAGEMENT RELATIONS; REQUIRING EVALUATION OF PERFORMANCE OF EMPLOYEES; PROVIDING FOR TRAINING; SPECIFYING PROCEDURES FOR DISCIPLINARY AND CORRECTIONAL ACTIONS, SEPARATIONS, AND APPEALS FOR HEARINGS; PROVIDING PROHIBITIONS AND PENALTIES; AMENDING THE TITLES OF AND AMENDING WASHOE COUNTY ORDINANCES NUMBERS 117 AND 182, RELATING TO VACATION TIMES FOR COUNTY CLERK'S EMPLOYEES AND FOR EMPLOYEES IN THE OFFICE OF THE COMMISSIONER OF CIVIL MARRIAGES AND MARRIAGE LICENSE BUREAU TO CONFORM TO THE PROVISIONS OF THIS ORDINANCE; REPEALING COUNTY ORDINANCES NUMBERS 105 AND 127, RELATING TO COUNTY EMPLOYEES' BENEFITS, PAY PLAN AND POSITION CLASSIFICATION MANUAL; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO."

THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF WASHOE DO ORDAIN:

SECTION 1. Section 84 of Ordinance No. 213 is hereby amended to read as follows:

SECTION 84. Certification of names.

1. In response to requests for certification from appointing authorities, the Personnel Department shall certify the names, if any, of eligibles from current eligible lists for the class or position to be filled. Certification shall be made in the order of standing on the lists. If there are fewer than ten names on a list, consideration may be given to certification from other appropriate lists as determined by the Personnel Department. Such names from other lists shall follow those certified (if any) from the original eligibility list for a total of ten names.
2. The appointing authority may request selective certification for a particular position if normal certification described in subsection 1 does not provide candidates qualified to perform duties of the position satisfactorily. Where selective certification is necessary, the appointing authority shall furnish in writing those specialized requirements peculiar to the position and his reasons therefor. If the Personnel Department, after investigation, determines that the facts and reasons justify such selection, the Personnel Department may certify the highest ranking eligibles who possess the special qualifications. Determination of special qualifications may require circularization of eligibles before certification can be made. Certification of eligibles of only one sex shall not be made unless there is clear evidence that efficient performance of duties assigned could be performed only by the sex specified. Authorization for selective certification shall be made on an individual basis and subsequently reported to the Personnel Committee at its next regular meeting.

- 3. Upon receipt of an appointing authority's estimated unskilled and semiskilled labor requirements, the Personnel Department shall certify eligible applicants to meet employment requirements.
- 4. At least nine more names will be certified than there are vacancies to be filled. The appointing authority may communicate with the eligibles certified to determine their availability and qualifications.
- 5. If less than ten eligibles are available for appointment, the appointing authority may either make an appointment from among the remaining eligibles or make a provisional appointment upon approval by the Personnel Department.
- 6. The name of an eligible shall not be certified more than three times to the same appointing authority from the same eligible list, except at the request of the appointing authority. Certification to other than full-time permanent positions shall not be counted as one of such certifications.

SECTION 2. Section 93 of Ordinance No. 213 is hereby amended to read as follows:

SECTION 93. Probationary appointments. A probationary appointment shall be made by the appointing authority from among the highest ten eligibles available for appointment to the position.

SECTION 3. This ordinance shall be in full force and effect after its passage, approval and publication as prescribed by NRS 244.100.

Proposed on the 6th day of December, 1977.

Proposed by Commissioners Gaunt, Nelson, Rusk, Farr and Stoess
 Passed on the 13th day of December, 1977.

Vote:

Ayes: Commissioners: Gaunt, Nelson, Rusk, and Farr

Nays: Commissioners: None

Absent: Commissioners: Stoess

Ken Gaunt
 Chairman of the Board

ATTEST:

ALEX COON, CLERK
 By _____, CHIEF DEPUTY

ALEX COON CLERK
 By *Juli Fuls* CHIEF DEPUTY
 County Clerk

This Ordinance shall be in force and effect from and after the 28th
 day of December, 1977.