

# RENO GAZETTE-JOURNAL

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PROOF OF PUBLICATION

STATE OF NEVADA  
COUNTY OF WASHOE

ss. Tana Ciccotti

being duly sworn, deposes and says:  
That as legal clerk of the RENO GAZETTE-JOURNAL, a daily newspaper published in Reno, Washoe County, State of Nevada, that the notice:  
of Adoption

of which a copy is hereto attached, has been published in each regular and entire issue of said newspaper on the following dates to wit:

Feb 26, Mar 4, 1996

Signed

*T. Ciccotti*

Subscribed and sworn to before me on 03/04/96

Notary Public

*Debra J. Dicianno*

**NOTICE OF ADOPTION  
ORDINANCE 945**  
NOTICE IS HEREBY GIVEN That Bill No. 1120, Ordinance No. 945 entitled AN ORDINANCE AMENDING CHAPTER 5 OF THE WASHOE COUNTY CODE TO AMEND SECTION 5.155, ELIGIBILITY TO COMPETE, TO LIBERALIZE ELIGIBILITY REQUIREMENTS, SECTION 5.169, APPEAL OF EXAMINATIONS, TO CLARIFY APPEAL PROCESS AND SECTION 5.189, CERTIFICATION OF NAMES, TO ALLOW APPOINTING AUTHORITY, ABILITY TO SPECIFY NUMBER OF PERSONS TO BE CERTIFIED TO DEPARTMENT, DELINEATING CERTIFICATION PROCESS, ADDING BASIS FOR REMOVAL OF ELIGIBLE'S NAME, AND OTHER MATTERS PROPERLY RELATING THERETO.  
was adopted on February 13, 1996, by Commissioners Joanne Bond, Steve Bradhurst, Mike Mouliot, Jim Shaw, and Grant Sims, and will become effective on March 4, 1996.  
Typewritten copies of the ordinance are available for inspection by all interested persons at the office of the County Clerk, 75 Court Street, Reno, Nevada.  
JUDI BAILEY  
Washoe County Clerk  
No. 710 Feb 26; Mar 4, 1996

DEBRA J. DICIANNO  
Notary Public - State of Nevada  
Appointment Recorded in Washoe County  
MY APPOINTMENT EXPIRES MAY 19, 1996

P.O. BOX 22000. RENO, NEVADA 89520  
(702) 788-6200



945 ✓

SUMMARY: Amends chapter 5 of the Washoe County Code to liberalize eligibility requirements, clarify appeal process and to allow more flexibility to appointing authority regarding number of names certified to department, including clarification of same.

BILL NO. 1120

ORDINANCE NO. 945

AN ORDINANCE AMENDING CHAPTER 5 OF THE WASHOE COUNTY CODE TO AMEND SECTION 5.155, ELIGIBILITY TO COMPETE, TO LIBERALIZE ELIGIBILITY REQUIREMENTS, SECTION 5.169, APPEAL OF EXAMINATIONS, TO CLARIFY APPEAL PROCESS AND SECTION 5.189, CERTIFICATION OF NAMES, TO ALLOW APPOINTING AUTHORITY ABILITY TO SPECIFY NUMBER OF PERSONS TO BE CERTIFIED TO DEPARTMENT, DELINEATING CERTIFICATION PROCESS, ADDING BASIS FOR REMOVAL OF ELIGIBLE'S NAME, AND OTHER MATTERS PROPERLY RELATING THERETO.

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

SECTION 1. Section 5.155 of the Washoe County Code is hereby amended as follows:

5.155 Eligibility to Compete.

1. Competitive examinations for classified positions in the Washoe County service shall be open to all applicants who are authorized to work in the United States and who meet the qualifications established for the class or position for which application is being made.

2. Any applicant who has a conviction record (other than minor traffic violations involving a fine of less than \$25) shall so indicate on his application form. In addition, the application shall be accompanied by a complete explanation of the conviction.

3. In determining whether to accept the application, consideration shall be given by the personnel division to the recency of the offense, age at time of the offense, conduct during incarceration and parole or probation period, reports from parole or probation officer concerning the applicant's employment record while on parole or probation and related factors.

4. Since the appointment decision is the prerogative of the appointing authority, all related records shall be made known to the appointing authority before such appointment is made.

SECTION 2. Section 5.169 of the Washoe County Code is hereby amended as follows:

5.169 Appeal of Examinations.

Appeal of results of examinations or findings of ineligibility

to compete must be received in writing in the personnel division within 5 working days after grade notification or notification of ineligibility to compete. In the case of an appeal, a candidate may review his examination rating with the appropriate scoring key. Test items and raters' comments are confidential and are not subject to inspection by the candidate.

1. Objections to written test items must be submitted at the time the test is being administered on forms supplied by the personnel division. The personnel division will review items being questioned and revise or eliminate those items determined inappropriate.

2. Requests for review of training and/or experience evaluations are limited to evaluation and/or clarification of application materials previously submitted. No new information may be considered.

SECTION 3. Section 5.189 of the Washoe County Code is hereby amended as follows:

5.189 Certification of names.

1. In response to requests for certification from appointing authorities, the personnel division shall certify the names, if any, of eligibles from current eligible lists for the class or flexibly staffed class series to be filled. The chief of personnel administration may authorize certification as described in this section from each of the eligible lists within a flexibly staffed class series.

(a) For an initial vacancy, the appointing authority shall request a number of names to be certified, ranging from a minimum of three each from the promotional and open competitive portions of the eligible list, to a maximum of ten each from the promotional and open competitive portions of the eligible list. Certification must be made in the order of standing on the lists. If an insufficient number of either open competitive or promotional eligibles are available, additional names may be certified from the other portion of the eligible list to complete the certification. If there are fewer than the number of names requested by the appointing authority on a list, the list may be forwarded with the fewer number or certification from other lists may be determined to be appropriate by the personnel division. Names from other lists must follow those names, if any, certified from the original eligible list.

(b) For multiple vacancies within 30 days of original certification, one more name each from the promotional and open competitive portions of the eligible list may be certified for each additional vacancy.

(c) When, within the range of names to be certified, there are tied scores, the tie shall not be broken, and all eligibles with the tied score shall be certified.

2. For each initial vacancy for unskilled and semiskilled classes, the appointing authority shall request a number of names to be randomly certified from unranked eligible lists, from a minimum of six to a maximum of twenty names. For multiple vacancies within 30 days of original certification, one more name

may be certified for each additional vacancy.

3. An appointing authority may request selective certification for a particular position if the standard 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 the reasons for such requirements.

(a) If the personnel division determines that the facts and reasons justify selective certification, the personnel division may certify the highest ranking eligibles who possess the special qualifications.

(b) Certification of eligibles of only one sex must not be made unless there is clear evidence that efficient performance of duties assigned could be performed only by the sex specified.

(c) Authorization for selective certification must be made on an individual basis and subsequently reported to the personnel committee at its next regular meeting.

4. If the number of eligibles requested by the appointing authority pursuant to section 1 or 2 is not available for appointment, the appointing authority may make an appointment from the remaining eligibles or make a provisional appointment upon approval by the personnel division.

5. The name of an eligible may not be certified more than three times for permanent positions to the same appointing authority from the same eligible list, except at the request of the appointing authority. After initial certification, an appointing authority may, based upon job-related criteria, request that the personnel division remove an eligible's name from the eligible list for future certifications to that department. The appointing authority must notify the eligible in writing of the reasons justifying their removal from the list.

6. An employee who is requesting a transfer from one department or class to another, or a probationary employee who is requesting a transfer from a part-time to full-time position, or vice versa, or an employee who is requesting a voluntary demotion, or a current or former employee who is requesting reinstatement, must so notify the personnel division in writing, in order to be placed on the appropriate certification list, in addition to the names certified under the provisions of subsections 1 and 2.

7. Certification of eligibles from unranked lists established in accordance with section 5.160 shall include all available eligibles on such lists.

8. Duplicate names shall not be certified from more than one eligible list in a flexibly staffed class series. Eligible candidates who appear on more than one list in the series shall be certified from the highest level list within the class series, unless they specifically request certification on a list at a lower level in lieu of the higher level.

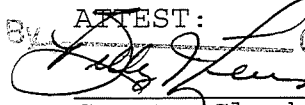
Proposed on the 16th day of January, 1996.  
Proposed by Commissioner James Shaw.  
Passed on the 13th day of February, 1996.

Vote:

Ayes: Joanne Bond, Steve Bradhurst, Mike Mouliot,  
James Shaw, and Grant Sims  
Nays: No one.  
Absent: No one.

  
\_\_\_\_\_  
Chairman  
Washoe County Commission

JUDI BAILEY

ATTEST:  
By  Chief Deputy  
\_\_\_\_\_  
County Clerk

This ordinance shall be in force and effect from and after the  
4th day of March, 1996.