



CHARTER CIVIL SERVICE COMMISSION
POLICE & FIRE CIVIL SERVICE COMMISSION
129 North Second Street
Yakima, Washington 98901
Phone (509) 575-6090 Fax (509) 576-6358

**CITY OF YAKIMA CHARTER CIVIL SERVICE
AND POLICE & FIRE CIVIL SERVICE
COMMISSIONS**

October 5, 2026 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

Approval of the September 21, 2026 minutes for the regular Charter, Police and Fire Civil Service Meeting.

OLD BUSINESS

- 1) Consideration of Human Resources Classifications (Charter)
 - a. Payroll Manager - New
 - b. Human Resources Manager - New
 - c. Revisions to Chief Examiner (10102)

NEW BUSINESS

- 2) Consideration of New Classification Fleet Parts Supervisor (Charter)
- 3) Consideration of revisions to Plans Examiner I (Residential) (Charter)

OTHER BUSINESS

- 4) Public Comment
- 5) Status Report for the Fire and Police Departments
- 6) Any other business before the Commission

**Complete Packet available on City of Yakima's website under Human Resources,
or by prior request at Human Resources.
Previous Month's Meeting Available to view on YPAC via City of Yakima Website**

**CITY OF YAKIMA
CHARTER CIVIL SERVICE COMMISSION
AND POLICE & FIRE CIVIL SERVICE COMMISSION**

JOINT MEETING – September 21, 2026

MINUTES

The City of Yakima Charter Civil Service Commission and Police and Fire Civil Service Commission convened on this date at 3:32 PM. In attendance were: Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino, Police/Fire Civil Service Commissioner Camille Becker (via Zoom), Charter Civil Service Commissioner Louisa Beckstrand, and Chief Examiner Gretchen Peterson-Lee. Charter Civil Service/Police and Fire Civil Service Commissioner Sean Worley was absent and excused.

Becker called the meeting to order.

APPROVAL OF MINUTES

Approval of the August 10, 2026 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Trevino and **seconded** by Beckstrand to approve the minutes. Motion **passed** unanimously.

NEW BUSINESS

1. **Consideration of revisions to Wastewater Classifications (Charter)**
 - a. **Wastewater Manager (1272)**
 - b. **Wastewater Operations Superintendent (15105)**

Public Works Director Scott Schafer requested consideration of revisions to two wastewater classifications. Schafer shared that the review of the Wastewater Manager classification came about due to a recent retirement, and it was last updated in 2018. Revisions mainly include housekeeping updates and added emphasis on stormwater language. Schafer shared proposed revisions also include changes to the licensing requirements. The classification currently requires a Washington Water Pollutions Control Plant Operator Group II certification through the Department of Ecology and he is proposing to change the minimum requirement to a Group I certification. Additionally, it is proposed to add a Washington Wastewater Collections Personnel Association Wastewater Collections Specialist Group I certification as an option to the requirements. Schafer shared that historically, as operators come up through the ranks, there is a clear path to become a manager some day; this is not the same situation for the wastewater collections staff. This revision will now allow for that path, and will broaden the opportunity for both sides of wastewater, operations and collections, and ensure the candidate has the technical knowledge to manage the staff.

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Schafer continued with proposed revisions to the Wastewater Operations Superintendent. These revisions are similar to the manager to include more housekeeping updates and added stormwater language to align with the manager position, since this is the number two position in the division. This classification was last updated in 2013. The proposed certification revisions are similar to the updates of the manager, updating the certification requirement to require a group I certification, instead of a III, allowing for more promotional opportunity within the division.

Beckstrand **motioned** to approve revisions Wastewater Manager 1272 and Wastewater Operations Superintendent (15105) as submitted. Trevino **seconded**. Motion approved unanimously.

- 2. Consideration of Human Resources Classifications (Charter)**
 - a. Payroll Manager - New**
 - b. Human Resources Manager - New**
 - c. Revisions to Chief Examiner (10102)**

Human Resource Director Lisa Garcia shared that she has been here about 6 months and is trying to understand the team and structure. In her opinion, the current structure doesn't necessarily align with the responsibility and independent authority the leadership positions require. She is requesting 2 new positions. Moving from an HR Services Administrator to an HR Manager, from a Payroll Administrator to a Payroll Manager, and adjustments to the Chief Examiner Role. All three positions aren't catching up with the responsibility they require, they are all strategic in nature, and all possess a lot of responsibility. Approval of these positions would include changes to the pay code.

Beckstrand requested clarification on if these are 2 new positions being created. Garcia replied we aren't going to open up positions, and since the previous Chief Examiner retired, we haven't backfilled that role, and don't plan to backfill that role, leaving a vacant FTE. That vacancy has allowed for the evaluation of the structure of the department. The 2 new positions will replace the 2 current positions and provide promotional opportunities.

Beckstrand stated this is more than a title and classification change and wants more information on the financial impacts to the City. Garcia didn't know the exact numbers, but worked with the Director of Finance to work the numbers into the budget, creating a savings of approximately 50,000 and keeps the department under budget.

Trevino inquired about the positions prior to the previous Chief Examiner retiring. Garcia said current positions are Payroll Administrator and HR Services Administrator, and the proposal includes adding Payroll Manager and HR Manager. Trevino asked if the pay code

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is the same for the new classifications. Garcia said if approved the pay code would change for all 3 classifications, to paycode 968.

Peterson-Lee explained that the 2 new classifications are new standalone classifications, and are not replacing the current administrator classifications. The current classifications of HR Services Administrator and Payroll Administrator will still exist in case another level of hierarchy is to be implemented in the future. The proposed new classifications are an elevated level of responsibility and authority at the higher level as a manager, aligned with the type of work Garcia has recognized is necessary for the structure of the HR department. Trevino questioned what in the workload changed and clarified by Peterson-Lee's comments that it is more. Garcia added that since she started, the current titles of administrator doesn't make a lot of sense in the HR profession that operates in the current capacity the team is working in: they are functioning independently, they are sitting at the table with negotiations, payroll is responsible for over 8 million dollars a month in payroll, all being huge responsibilities for the City. Even with the proposed classification and pay recommendations the positions are still behind market for these roles. Garcia explained the current positions would be archived.

Trevino inquired about the pay range being based off of experience. Garcia said they would enter at the base rate.

Beckstrand stated she would like to see what the organizational chart is currently, and the proposed changes. Garcia offered to grab the information and include the cost savings. She confirmed there is at least \$45,000 of savings.

Beckstrand requested to see the organizational chart before approving. Trevino agreed. Beckstrand would like Worley to see the information also before making a decision.

Beckstrand and Trevino discussed when the next meeting is and Garcia is going to provide the information for Peterson-Lee to add to the packet for the next meeting.

Becker clarified about the position being promotional only and not going outside for recruitment. Garcia confirmed.

Beckstrand **motioned** to table the proposed classifications to the October 5th meeting. Trevino **seconded**. Motion approved unanimously.

3. Public Comment

Tony Korsi stated he has requested stuff from previous meetings and told he would never receive them. He calls for meetings with the City Manager, that never happens, and says he will just keep coming back and inform the public. Talks about money coming in, but the work not getting done. Korsi mentioned people stood up for him at the legislation part that came in. Fed up with City Council. He wanted to inform everyone.

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4. Fire and Police Department Status reports

Reports were reviewed and attached to the record.

The next meeting is scheduled for October 5, 2026. Items need to be submitted to the Chief Examiner by September 28, 2026.

There being no further business before the Commission, the meeting was adjourned at 3:52 PM.

Chairman, Charter Civil Service Commission
Chairman, Police & Fire Civil Service Commissions

Chief Examiner

Date

- Meeting minutes are a summary of events and decisions made by the Civil Service Commissions. Civil Service Commission meetings can also be viewed via the City of Yakima website. Click on YPAC Schedule; "Show Search" Civil Service Commission; and submit dates.



Human Resources Department

129 N. Second Street, Yakima, WA 98901 (509) 575-6090 Fax: (509) 576-6358

MEMORANDUM

TO: City of Yakima Civil Service Commission

FROM: Lisa Garcia, Director of Human Resources

DATE: September 28, 2026

RE: Follow-Up Submission - Requested Organization Design and Wage Survey Information for Human Resources Manager, Payroll Manager, and Chief Examiner Classifications

PURPOSE

Thank you for the Commission's review of the Department's initial request regarding the Human Resources Manager, Payroll Manager, and Chief Examiner class specifications. We understand the Commission was not prepared to approve the request as originally submitted and asked that the Department provide additional supporting detail before it reconsiders the proposal: specifically, the current- and future-state organization design for the Human Resources Department, the cost savings associated with the future-state design, and a wage survey analysis for the three positions. We appreciate the opportunity to provide this information and have included it below and as attachments to this memorandum.

ORGANIZATION DESIGN — CURRENT AND FUTURE STATE

The current Human Resources Department structure (12 FTEs, effective 6/1/2026) organizes staff under two (2) parallel HR Administrator positions, a Payroll Administrator, and the Chief Examiner, each reporting to the HR Director. The proposed future-state design (11 FTEs) consolidates and clarifies these roles into a single HR Manager, a Payroll Manager, and a revised Chief Examiner, each with clearly defined functional ownership (i.e., training, investigations, and workers' compensation under the HR Manager; recruitment, promotion, and compensation under the Chief Examiner) and reporting directly to the HR Director. The new positions of HR Manager and Payroll Manager will process as promotional opportunities, not creating new FTE's.

Cost Savings — Future-State Design

The future-state design reduces the Department by one FTE and results in a net annual cost savings of \$42,000, calculated as follows:

- FTE Reduction (1 position eliminated -HR Services Administrator): -\$131,000
- Job Restructure Increase (2 new classifications, 1 reallocation addressed in this proposal): +\$89,000
- Net Annual Cost Savings: \$42,000

WAGE SURVEY ANALYSIS

The Department benchmarked the proposed annual salary ranges for all three positions against comparable Washington cities (Richland, Pasco, Bellingham, Renton, Edmonds, Lakewood, Bothell, Spokane, and Lacey). The full comparison, including data sources are also attached. A summary is provided below.

Position	City of Yakima (Proposed)	Comparable Cities Range	Market Position
Human Resources Manager	\$112,715–\$136,968	\$108,630–\$194,022	Lower half of market
Chief Examiner	\$112,715–\$136,968	\$120,498–\$209,465	Below market minimum
Payroll Manager	\$112,715–\$136,968	\$109,524–\$164,316	Mid-range of market

The Chief examiner reviewed the salary data based on internal equity evaluating the high level of responsibility and authority, staff supervision and scope of work, finding the classifications comparable to those of the Purchasing Manager and Finance Manager at paycode 968 (\$112,715–\$136,968).

As the table reflects, the Department's proposed pay ranges for all three positions remain conservative relative to comparable Washington jurisdictions.

Thank you again for your time and consideration.

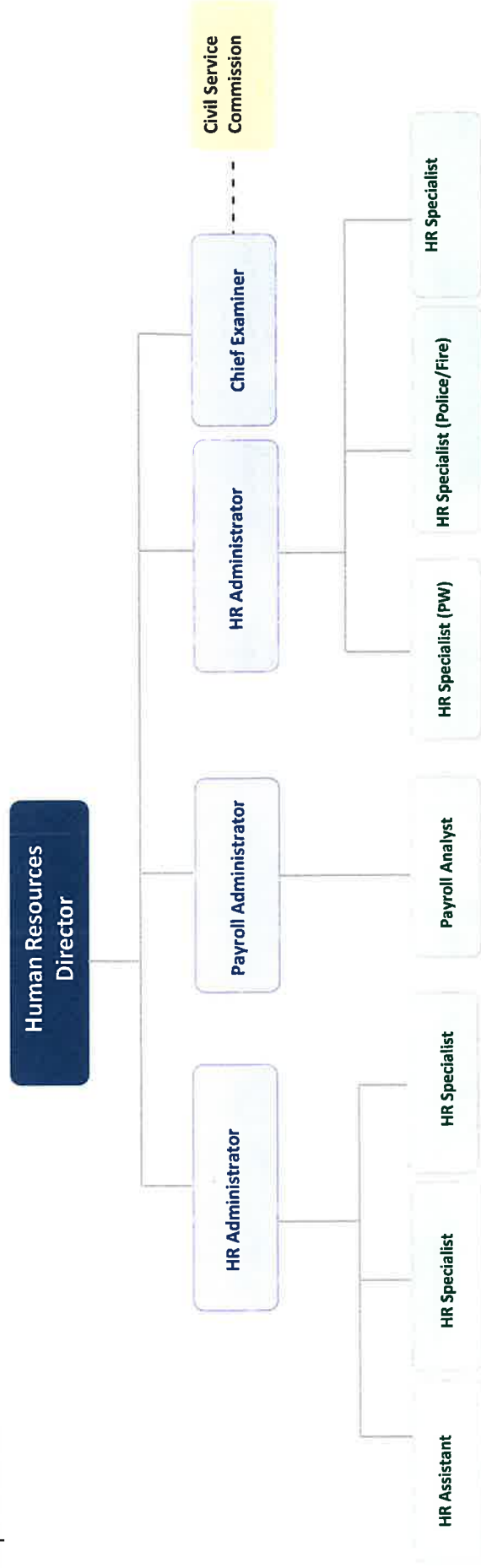
Respectfully submitted,

Lisa Garcia
Director of Human Resources

Attachments (3)

Human Resources Department – Organization Design_^{effective 6/1/2026}

Total Dept FTEs: 12



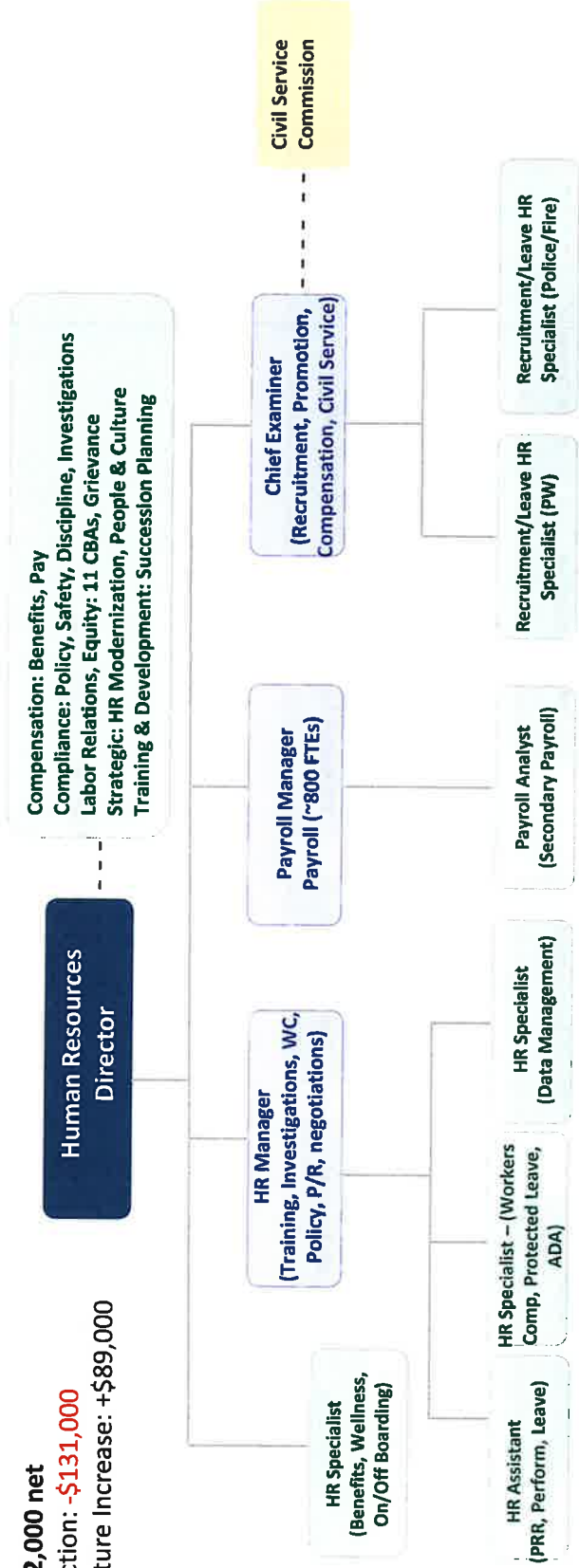
 Director
  Administrator & Chief Examiner
  Staff

Human Resources Department – Organization Design_Proposed

Total FTEs: 11

Total Cost Savings: \$42,000 net

- 1 FTE Reduction: -**\$131,000**
- Job Restructure Increase: +\$89,000



Director

Manager & Chief Examiner

Staff

Wage Survey Analysis — Comparable Washington Cities

Human Resources Manager | Chief Examiner | Payroll Manager

Cities compared: Yakima, Richland, Pasco, Bellingham, Renton, Edmonds, Lakewood, Bothell, Spokane, Lacey

City	Local Classification Title	Annual Minimum	Annual Maximum	Data Basis	Notes
HUMAN RESOURCES MANAGER					
City of Yakima	Human Resources Director	\$136,968	\$174,824	Current State Salary -for reference only	Official (Master Pay Ordinance 2026-008)
City of Yakima	Proposed: HR Manager	\$112,715	\$136,968	Pending Commission Approval	Tentative Pending Approval
City of Richland	Human Resources Manager	\$133,453	\$194,022	Official (active recruitment, Aug 2026)	Full step schedule not publicly available; posted range only
City of Pasco	Human Resources Manager	\$108,630	\$145,000	Official (active recruitment, 2026)	Full step schedule not publicly available; posted range only
City of Bellingham	Human Resources Services Manager	\$109,524	\$133,116	Official (2026 Plan E2 salary schedule)	Reports to HR Director
City of Renton	HR Labor Relations & Compensation Manager	\$138,912	\$184,860	Official (2026 Salary Table)	Renton splits HR-Manager scope across specialist titles
City of Edmonds	Human Resources Manager	\$120,141	\$161,013	Official (2026 Salary Table)	Pay Classification: Non-Represented (Pay Grade NR-40)
City of Lakewood	Human Resources Manager	\$145,808	\$184,954	Official (2025 posting + city salary disclosure)	Corroborated by official 2025 Annual Salaries & Wages disclosure (\$165,384/yr incumbent)
CHIEF EXAMINER					
City of Yakima	Current State: Chief Examiner	\$92,602	\$112,715	Official (Master Pay Ordinance 2026-008)	Standalone Civil Service classification, non-union
City of Yakima	Proposed: Chief Examiner	\$112,715	\$136,968	Pending Commission Approval	Tentative Pending Approval
City of Lakewood	Collateral duty of HR Manager	\$145,808	\$184,954	Official (Nov 2025 Civil Service Commission minutes)	Currently held by Nicole Camus (interim), HR Manager — same pay
City of Bothell	HR Business Partner, Senior	\$129,745	\$164,973	Official (2026 Non-Represented Salary Grid)	Statutory title 'Secretary and Chief Examiner' per BMC 2.48.040; currently held by Ann Bouzqigard
City of Spokane	Civil Service Chief Examiner	\$120,498	\$171,738	Official (2026 Non-Represented Salary Grid)	Chief Examiner Class Title, Class Code 049
City of Lacey	Human Resources Director (Examiner duties)	\$163,634	\$209,465	Official (2026 Non-Rep Wage Chart)	Secretary duty held separately by HR Analyst, Grade 37 (see Chief Examiner tab)
PAYROLL MANAGER					
City of Yakima	Proposed: Payroll Manager	\$112,715	\$136,968	Pending Commission Approval	Tentative Pending Approval
City of Bellingham	Payroll Manager	\$109,524	\$133,116	Official (2026 Plan E2 salary schedule)	Same pay grade as HR Services Manager (Grade 10)
City of Renton	Financial Operations Manager	\$123,480	\$164,316	Official (2026 Salary Table)	Closest functional equivalent
City of Lacey	Payroll/UB Manager	\$112,984	\$144,629	Official (2026 Non-Rep Wage Chart)	Grade 48; duties bundled with Utility Billing, not pure payroll



Human Resources Department

129 N. Second Street, Yakima, WA 98901 (509) 575-6090 Fax: (509) 576-6358

MEMORANDUM

TO: City of Yakima Civil Service Commission

FROM: Lisa Garcia, Director of Human Resources

DATE: September 15, 2026

RE: Establishment and Revision of Human Resources Department Class Specifications — Human Resources Manager, Payroll Manager, and Chief Examiner

PURPOSE

This memorandum is submitted to the Civil Service Commission for review and consideration of three class specifications within the Human Resources Department: the creation of a Human Resources Manager classification, the creation of a new Payroll Manager classification, and the revision of the Chief Examiner classification. These changes are being brought forward to align the Department's organizational structure, reporting relationships, and delegated authority with the current scope and complexity of its operations.

BACKGROUND AND IMPETUS FOR CHANGE

Over time, the responsibilities carried by the Human Resources Department have grown substantially in scope, complexity, and regulatory exposure, including expanded obligations related to labor relations, leave administration, workplace investigations, payroll compliance, and Civil Service administration. The Department's current classification structure has not kept pace with this growth, resulting in management-level work being performed without classifications that reflect the corresponding level of authority, independent judgment, and accountability the work requires.

The changes described below are intended to correct that structural gap. They do not add new positions to address any individual's circumstances; rather, they restructure how existing management functions are organized and classified so that authority, supervisory responsibility, and accountability are clearly and appropriately assigned at the division-manager level throughout the Department. Establishing this structure now also strengthens continuity of operations and succession planning within the Department going forward.

SUMMARY OF PROPOSED CLASSIFICATION CHANGES

1. Human Resources Manager – New Classification

In 2013 the Human Resources Manager classification and position was replaced with the Director of Human Resources classification after identifying the higher level of authority and decision making necessary for the position. A new Human Resources Manager classification is being requested to serve as a key advisor and strategic partner to the Director of Human Resources, exercises independent judgment and delegated authority over day-to-day HR operations, and is designated to serve as Acting Director of Human Resources during the Director's absence.

The new specification also enhances the role's responsibility for department technology systems, budget administration within delegated authority, and supervision of assigned staff. This restores management depth to the Department at a level commensurate with the scope of HR operations it oversees.

Pay Grade: The Department recommends establishing this position to Paycode 968 (\$54.19–\$65.85 per hour), consistent with classifications such as Finance Manager, Purchasing Manager, Wastewater Manager, and IT Services Supervisor, reflecting the technical knowledge and expertise in City, State, and Federal regulations and compliance required of the position

2. Payroll Manager — New Classification

The Payroll Manager is a newly established classification at the division-manager level, created to consolidate full accountability for the City's payroll operations — including compliance, staffing, internal controls, and quality assurance — under a single classification with clearly defined authority. Currently, payroll functions of this scope and consequence are not matched by a classification carrying commensurate independent judgment, decision-making authority, and supervisory responsibility. The new classification establishes that authority directly, including responsibility for interpreting and implementing labor contracts and applicable law as they relate to payroll, serving as a working member of the City's negotiating team on payroll-related matters, and exercising independent judgment within broad policy guidelines to resolve payroll issues and ensure regulatory compliance.

Pay Grade: The Department recommends establishing the Payroll Manager at Paycode 968 (\$54.19–\$65.85 per hour), consistent with classifications such as Finance Manager, Purchasing Manager, Wastewater Manager, and IT Services Supervisor, reflecting the technical knowledge and expertise in City, State, and Federal regulations and compliance required of the position.

3. Chief Examiner (Class Code 10102) — Revision

The Chief Examiner classification is being revised to reflect its standing as a division-manager-level position and to align its knowledge, ability, and minimum qualification requirements with that level of responsibility. Key changes include:

- Addition of division-level management knowledge requirements, including budget development and administration and strategic planning, consistent with the position's role in leading Civil Service operations and advising the HR Director on department priorities and direction.
- Consolidation of supervisory language to describe leadership and supervision of assigned staff in terms consistent with other division-manager classifications, rather than enumerating specific subordinate positions, so the classification reflects the position's ongoing management authority independent of current staffing arrangements.
- Addition of responsibility for oversight of the administration of the City's performance evaluation program, consistent with the Charter, Civil Service Rules, and applicable collective bargaining agreements.
- Increases to the minimum qualifying experience requirements (from two years to three years with a Bachelor's degree, or five years with an Associate's degree, in each case including at least two years of lead or supervisory experience), removing the prior alternative experience substitution for the degree requirement, to ensure incoming Chief Examiners bring experience commensurate with the position's elevated scope.

These revisions do not change the Chief Examiner's reporting relationship to the Civil Service Commissions or its statutory responsibilities under the Yakima City Charter, RCW 41.08, and RCW 41.12; they clarify and update the classification to reflect the management level at which the position already operates and is expected to continue operating.

Pay Grade: The Chief Examiner is currently classified at Paycode 973 (\$44.52–\$54.19 per hour), a range shared with classifications such as Supervising Planner, Supervising Code Inspector, Economic Development Services and Supervisor. The Department recommends reallocating this position to Paycode 968 (\$54.19–\$65.85 per hour), consistent with classifications such as Finance Manager, Purchasing Manager, Wastewater Manager, and IT Services Supervisor, reflecting the technical knowledge and expertise in City, State, and Federal regulations and compliance required of the position.

PAY GRADE RECOMMENDATION SUMMARY

The Department recommends that all three classifications addressed in this memorandum — Human Resources Manager, Payroll Manager, and Chief Examiner — be established or reclassified at Paycode 968 (\$54.19–\$65.85 per hour). This represents an approximate 5% increase between pay steps, reflecting the technical knowledge and expertise in City, State, and Federal regulations and compliance required of the position.

Classification	Current Pay Grade	Recommended Pay Grade
Human Resources Manager	N/A – new classification	Paycode 968 (\$54.19–\$65.85)
Payroll Manager	N/A — new classification	Paycode 968 (\$54.19–\$65.85)
Chief Examiner	Paycode 973 (\$44.52–\$54.19)	Paycode 968 (\$54.19–\$65.85)

REQUESTED ACTION

The Human Resources Department respectfully requests that the Civil Service Commission review the attached class specifications and act to approve: (1) the new Human Resources Manager classification, (2) the new Payroll Manager classification, and (3) the revised Chief Examiner classification. Copies of the proposed class specifications are attached for the Commission's reference.

Please let me know if the Commission would like additional information or a presentation on these proposed changes prior to or during its next scheduled meeting.

Respectfully submitted,

Lisa Garcia,

Director of Human Resources

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE:	TITLE: Payroll Manager	Est. 9/26
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DEFINITION: Under limited supervision from the Director of Human Resources, the Payroll Manager is responsible for directing and managing the City's payroll operations. The position serves as a division manager with full accountability for payroll administration, compliance, staffing, and internal controls. Duties involve complex managerial and supervisory work requiring independent judgment, analytical and decision-making skills, research, and thorough knowledge of City and departmental policies and practices. The position exercises discretion in interpreting regulations, resolving issues, and making operational decisions.

The Payroll Manager serves as the primary point of contact for payroll-related matters. The position provides leadership in interpreting and implementing labor contracts and federal and state laws related to payroll. Responsibilities include recommending and implementing payroll policies, procedures, goals, and objectives, and establishing internal controls and quality-assurance standards.

DUTIES

ESSENTIAL FUNCTIONS: Plans, organizes, directs, and evaluates the City's payroll operations. Administers all payroll functions, including organizing, maintaining, and processing payroll for the City. Establishes schedules, methods, and internal controls for delivering payroll services involving a substantial volume of transactions performed under strict deadlines. Ensures correct implementation and adherence to all contracts, pay ordinances, administrative guidelines, and federal and state laws related to employee compensation. Researches applicable regulations, codes, and policies related to compensation, benefits, contractual arrangements, and other payroll matters.

Processes personnel action forms and ensures accuracy of all information. Updates payroll records to reflect new hires, terminations, transfers, and other employment changes. Ensures accurate calculation and withholding of garnishments, leave adjustments, and all required deductions.

Reconciles all salary, wage, and benefit components to ensure complete accuracy for internal and external reporting. Prepares and submits quarterly, year-end, and other required reports to regulatory agencies, including the Internal Revenue Service and Employment Security Department, in a timely and accurate manner.

Provides guidance to staff regarding earnings registers, tax deposits, periodic reports, and W-2 processing. Responds to payroll questions related to earnings and withholdings.

Provides leadership and supervision to assigned staff, including scheduling, assigning and reviewing work; evaluating performance; coordinating training; applying corrective action; and participating in hiring and selection processes.

Trains City employees on payroll policies and procedures to ensure accurate and efficient timekeeping. Responds to inquiries regarding timekeeping, leave provisions, pension rules, and payroll processes. Regularly evaluates payroll policies and procedures and independently develops, recommends, and implements process improvements. Coordinates payroll activities with City divisions, employees, benefit administrators, union representatives, and state and federal officials.

Serves as liaison between the City and third-party payroll-related service providers. Communicates professionally with employees, agencies, elected officials, and external parties. Manages sensitive and confidential information related to retirement, terminations, garnishments, wage assignments, and payroll deductions. Responds to inquiries from employees, retirees, and agencies while maintaining strict confidentiality and protecting privileged information.

Works closely with Human Resources staff on contract interpretation, salary changes, new hires, transfers, terminations, and preparation of personnel and financial reports. Maintains reports and processes payments for medical, dental, and life insurance premiums.

Coordinates with Information Technology Services and the Finance Department regarding changes affecting payroll systems or processes. Ensures accuracy and confidentiality of all payroll records and reports.

Oversees payroll audits and conducts routine checks to ensure accuracy and validity of payroll records. Creates and maintains documentation supporting adjustments. Represents City interests with outside auditors and provides required information. Ensures compliance with all applicable local, state, and federal regulations and City policies.

Exercises independent judgment within broad policy guidelines. Monitors and implements changes in legislation, regulations, and labor agreements affecting payroll systems. Provides leadership, guidance, and oversight to staff. Troubleshoots issues and evaluates potential impacts of system modifications.

Participates in planning and evaluation meetings related to payroll systems and compensation matters.

Serves as a working member of the City's negotiation team for collective bargaining. Researches, evaluates, and prepares payroll-related data and materials for negotiations. Presents payroll cost-impact analyses and recommendations to the City's chief negotiator and negotiation team.

Serves as the System Administrator for the City's electronic payroll module within the HRIS and other related systems.

Coordinates with Human Resources staff on wage, salary, and benefits administration. The position works with regulatory agencies, labor unions, City employees, and other stakeholders to address concerns, resolve issues, provide information, and prepare or present documentation supporting payroll activities.

Assists with preparation, monitoring, and administration of the Payroll/HR budget. Approves expenditures within delegated authority and ensures fiscal responsibility. Supports positive relationships with City staff and the public through courteous and cooperative behavior and adherence to City policies and priorities.

Compiles and analyzes data, prepares reports, and develops recommendations based on findings. Establishes and recommends policies and procedures. Identifies and resolves both individual and departmental issues.

Contributes to departmental efficiency by promoting cooperation, effective time management, and resource stewardship. Works to improve operations, reduce turnaround times, streamline processes, and support high-quality service to internal and external customers.

May perform any duties of the Payroll Analyst classification and serves as the department's technical authority for resolving the most complex payroll matters.

Attends division manager meetings and provides information/updates on HR Department. Participates in other supervisory/management trainings/meetings/forums as applicable and appropriate to the position.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of technical, financial, legal and/or payroll principles/regulations, theories and concepts; reporting requirements of Federal and State governments pertaining to payroll and pensions; departmental principles, practices, policies and procedures; Civil

Service; the City of Yakima's collective bargaining agreements; and applicable federal, state and city laws and ordinances; computerized applications pertaining to payroll system. Knowledge and understanding of the operational functions and responsibilities of the Human Resources Department, City Council and the Civil Service Commissions. Knowledge of principles and practices of division-level management, budget development and administration, and strategic planning.

Knowledge of best principles and techniques of personnel supervision; project management; leadership and mentorship practices; employee recruitment, training and development practices and techniques; principles and practices of work flow analysis; record keeping systems, processes, and practices; and municipal records retention procedures, and techniques. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Strong working knowledge of: computer programs and industry applications; Microsoft Office Suite; office equipment; professional office procedures and practices; and computerized municipal budgetary practices.

Ability to operate standard office equipment including, but not limited to: computer, fax/copy machine, telephone etc.

Knowledge of techniques and strategies for dissemination of written and verbal information to a wide range of individuals, including, but not limited to: managers, staff, other businesses or agencies, and members of the public.

Must be able to communicate clearly and effectively, with employees, members of the public representing diverse education and backgrounds, and with officials at all levels of government utilizing well-developed communication skills, both written and oral, with appropriate use of business English including, but not limited to: correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. Must routinely and regularly maintain a high level of confidentiality and discretion through all forms of communication, with ability to respond in a diplomatic and confident manner to upset individuals. Ability to positively receive feedback and take direction is essential.

Ability to efficiently and effectively enter information into computer system with speed and accuracy; research, read, interpret and analyze documents and make recommendations based on facts; produce and maintain accurate records and reports; research, read, interpret, apply and explain laws, codes, rules, regulations, policies and procedures; identify and define compound problems, establish facts and draw valid conclusions; facilitate small or large group

meetings; make informative and persuasive presentations to individuals and groups; to work independently with self-direction or minimal direction and oversight; interact courteously, efficiently and effectively with persons from diverse occupational and socio-economic backgrounds; plan, organize, and prioritize time and work; manage multiple diverse issues with competing deadlines; provide and maintain sustained attention to details, be accurate and thorough; work under timeline and other pressures; prioritize and assign workloads; operate computer terminals and related office equipment; perform moderately complex mathematical calculations; supervise and train staff; analyze situations, resource materials and data; assists with and tests system changes; suggest and/or adopt an effective course of action; prepare and maintain a variety of records; coordinate activities of other work groups to provide comprehensive service; work in a punctual, regular and reliable manner. Must possess ability to quickly adapt to changing priorities and demands.

Ability to conduct audits; perform research, extract and test data from databases using appropriate querying tools and applications; analyze, document, and understand complex business problems and/or processes. Ability to read interpret, apply and explain complex procedures and/or regulations in a clear and concise manner.

Ability to establish, facilitate, and maintain effective working relationships with other employees, the public, community organizations and government agencies; to consistently and continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; train, supervise, plan, organize, and direct the work of a staff of technical, professional, operational and clerical personnel; evaluate personnel performance; provide constructive feedback to subordinates; develop and implement modern auditing and accountability methods, procedures, forms and records; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus. Ability to positively receive feedback and take direction is essential.

Ability to work cooperatively as a member of a team and adhere to the department's values including, but not limited to customer focused, teamwork, professionalism, positive communication, and accountability in a punctual, regular and reliable manner.

When driving City vehicles, must be able to drive legally with precision, speed and safety. Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards; to recognize traffic hazards and other potential safety concerns; and to make sound decisions and actions while performing duties and/or operating vehicles.

Ability to maintain annual training requirements of the position, including but not limited to City mandatory training requirements.

Ability to work extended hours as needed to carry out the payroll and/or managerial and supervisory responsibilities.

PHYSICAL DEMANDS: Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time or while standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Constant use of both hands in reaching/handling/grasping/ keyboarding and other fine motor skill manipulation while performing duties and operating computers. Occasional heavy work includes lifting and carrying up to 30 pounds. Occasionally ascends/descends stairs while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory to process and recall complex information. May work in remote locations or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: Work with the public and employees, some of whom may be angry, upset, or emotionally elevated. Frequent extension of work day to meet required deadlines or to address issues, including weekends and holidays. May require occasional travel from site to site for attendance at meetings.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: A valid Washington State Driver's License is desirable. Certified Payroll Professional (CPP), Society for Human Resources Management Certified Professional Certification (SHRM-CP) or Senior Certified Professional Certification (SHRM-SCP) is preferred.

MINIMUM CLASS REQUIREMENTS: Bachelor's degree in Accounting, Finance, Public/Business Administration or related field plus three (3) years' experience with complex payroll responsibility,

OR

Certified Payroll Professional (CPP) certification, Associate's Degree or Vocational Certification in Accounting, Finance, Public/Business Administration or related field, plus five (5) years' complex payroll experience.

OR

High School Diploma, GED or equivalent plus ten (10) years with complex payroll responsibility.

Experience must include at least 2 years of lead or supervisory experience over payroll staff or operations.

Administrative experience and working knowledge of collective bargaining, and/or public sector financial experience is preferred.

FLSA STATUS: Exempt

ADOPTED DATE: 9/26

REVISED DATES:

TITLE CHANGES:

UNION: NON UNION

CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE:	TITLE: Human Resources Manager	Est. 9/26
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DEFINITION: Under limited supervision of the Director of Human Resources, independently performs complex and highly responsible work in labor relations, workplace counseling, problem solving, compensation, benefits administration, training, safety administration, and other human resources functions, while serving as a key advisor and strategic partner to the Director of Human Resources. Exercises independent judgment and delegated authority over day-to-day HR operations and serves as Acting Director of Human Resources during the Director's absence, as assigned.

DUTIES

ESSENTIAL FUNCTIONS: Advises on labor relations, supporting collective bargaining, preparing materials, and participating as part of the City's negotiating team.

Independently conducts and oversees workplace investigations involving misconduct, harassment, discrimination, retaliation, and other sensitive personnel matters, preparing findings and recommendations and consulting with the Director of Human Resources on complex cases.

Assists in administering the City's self-insured Workers' Compensation program by evaluating injury reports, determining investigation needs, and interpreting applicable safety codes and regulations.

Oversees the day-to-day administration of City, State, and/or Federal leave programs, including but not limited to Family Medical Leave Act (FMLA), Paid Family Medical Leave(PFML), Americans with Disabilities Act (ADA) accommodations, and return-to-work processes, ensuring compliance with laws and policies and coordinating with third-party administrators when needed.

Assists with budget development for the Human Resources Department, monitors expenditures within approved authority, and ensures fiscally responsible delivery of HR services.

Identifies organizational training needs; develops, coordinates, and conducts training programs, workshops, and classes; and provides career and education counseling. Serves as the system administrator of the electronic training program/application.

May assist in the research, revisions of and/or creation of City of Yakima policies.

Provides guidance to employees and managers on employee relations, labor contract issues, benefits, and sound workplace practices. Prepares a variety of reports and research studies; analyzes data and information related to HR operations; develops and recommends policies and procedures; and performs special projects as assigned.

Serves as the department's IT liaison, ensuring HR systems and processes remain secure, efficient, and aligned with organizational technology standards. Collaborates closely with the Information Technology Department to maintain security and data integrity of the HRIS and other internal applications; identifies opportunities to automate workflows and improve service delivery. Leads efforts to evaluate and implement technology solutions that enhance operational efficiency, support compliance requirements, and strengthen the department's overall digital capability.

Consults with the Chief Examiner on compensation matters and may present HR-related issues, policies, or practices to the Civil Service Commission. Assists departments with EEO-related information, training, and compliance.

May assist in the administration of the City's self-insured medical, vision, dental and life insurance and other employee benefit programs.

Provides leadership and supervision to assigned staff, including scheduling, assigning and reviewing work; evaluating performance; coordinating training; applying corrective action; and participating in hiring and selection processes.

Attends division manager meetings and provides information/updates on HR Department. Participates in other supervisory/management trainings/meetings/forums as applicable and appropriate to the position.

May need to drive/travel to various City of Yakima facilities/locations to attend meetings, training or testing. May occasionally need to drive/travel out of town/state for conferences and/or training.

Acts in a safe, efficient and responsible manner, legally adhering to traffic laws, rules and regulations when driving/operating vehicles to perform required off-site duties.

Contributes to the effectiveness of City government by demonstrating and fostering an attitude that encourages cooperation and coordination of efforts, productive time management and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work

cooperatively to provide exceptional customer service to internal and external customers.

May serve as Acting Director of Human Resources during the director's absence, as assigned.

Requires regular, reliable and punctual attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Strong working knowledge of the principles, practices, and procedures related to public human resources administration and management including but not limited to: self-insured workers' compensation laws; applicable unemployment compensation laws; Yakima City Charter provisions; Civil Service rules, processes and procedures; Federal and State Affirmative Action and EEO Rules and Regulations; employee and family leave laws including the Family and Medical Leave Act (FMLA), Washington Paid Family and Medical Leave (PFML), and the Americans with Disabilities Act (ADA); workplace investigation techniques and procedures; compensation and benefits administration; labor relations; collective bargaining laws and procedures including mediation and arbitration procedures; in-service and/or training programs and safety administration; municipal government functions and organization; and other applicable Federal and State statutes related to the job duties.

Knowledge of City of Yakima policies and procedures; best principles and techniques of management, supervision and leadership; practices and principles of work-flow and systems analysis; record keeping systems, processes, and practices; best principles and practices for efficient project management; municipal records retention procedures, and techniques. Must demonstrate knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Strong working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite including Excel; professional office procedures and practices; and computerized municipal budgetary and fiscal management practices.

Knowledge and understanding of the concept of exceptional customer service; best practices for modeling and encouraging this behavior from others. Demonstrates knowledge of and adherence to a high standard of personal and professional ethics and integrity.

Knowledge of techniques and strategies for dissemination of complex and/or technical written and verbal information to a wide range of individuals, including but not limited to other management personnel, staff, City Council; government officials, and members of the public.

Must be able to communicate clearly and effectively with employees and members of the public, representing diverse education and background, and with officials at all levels of government, utilizing well-developed communication skills, both written and oral, with appropriate use of business English including, but not limited to: correct grammar, vocabulary, letter composition, editing, spelling, and punctuation.

Must be able to respond in a diplomatic and confident manner to individuals in various states of emotion and distress; handle sensitive material with a calm, professional, patient demeanor; and to understand and effectively resolve complex situation/conflicts. Ability to: provide effective leadership, advise and counsel employees and managers Ability to negotiate and present complex information clearly and concisely in both written and verbal formats.

Must possess the ability to make informative and persuasive presentations to individuals and groups, and/or participate in public forums. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to: support and enforce City and departmental policies, goals, objectives and procedures; analyze and assess programs, policies and operational needs and make recommendations; identify and respond to sensitive organizational issues, concerns and needs.

Ability to establish operational goals and objectives, and make adjustments as needed. Ability to effectively work with director to develop, present and gain acceptance for short and long-range programs and/or budgets.

Ability to evaluate circumstances and make sound, objective judgments and decisions in a timely manner, based on training and experience; analyze situations quickly and objectively; determine the proper course of action; react quickly and calmly under emergency conditions; and to cope with high stress situations firmly, courteously and tactfully.

Ability to prepare clear and concise reports, documents, policies or procedures; prepare and analyze technical and administrative reports, statements and correspondence; read, interpret, analyze, apply and explain applicable Federal, State, and City policies/procedures, laws, codes, rules and regulations. Effectively administer sound management principles, practices and methods.

Ability to effectively facilitate and lead cohesive, positive and highly productive work teams with a customer service focus; motivate, influence, guide, and counsel individuals towards positive activities and effective problem resolution; manage work in a team-based approach to problem-solving and solution implementation; coach, mentor, supervise, plan, organize, and direct the work of staff; select, train objectively evaluate personnel performance; provide constructive feedback to subordinates; delegate authority and responsibility; establish, facilitate, and

maintain effective working relationships with other employees, the public, and government officials; to consistently demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; develop and implement modern auditing and accountability methods, procedures, forms and records; and demonstrate a consistent willingness to complete a wide variety of tasks as needed with minimal direction or oversight. Ability to positively receive feedback and take direction is essential.

Ability to perform a variety of mathematical computations with ability to read, interpret and analyze complex and technical documents and to translate analysis into recommendations or reports. Must possess ability to identify and define complex problems, establish facts, and draw valid conclusions and solutions. Ability to project consequences of proposed actions and implement recommendations in support of goals.

Ability to convey a professional image via attire and demeanor; work independently with self-direction and minimal direction or oversight; use initiative and independent judgment within established procedural guidelines; maintain sustained attention to detail and work under timeline pressures in a calm and professional manner; formulate goals; prioritize and assign workloads; manage multiple tasks with competing deadlines; handle stressful situations effectively and efficiently; and complete work quickly and accurately while managing multiple interruptions. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

Ability to operate standard office equipment including, but not limited to: telephone, copy/fax machine, and computer, utilize Microsoft programs and enter information into a computer system with speed and accuracy; effectively use other City programs including but not limited to records management, time-keeping, and automated payroll and/or human resources management systems.

Ability to establish, facilitate, and maintain effective working relationships with other employees, the public, community organizations and government agencies; to consistently and continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; train, supervise, plan, organize, and direct the work of a staff of technical, professional, operational and clerical personnel; evaluate personnel performance; provide constructive feedback to subordinates; develop and implement modern auditing and accountability methods, procedures, forms and records; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus. Ability to positively receive feedback and take direction is essential.

Ability to work cooperatively as a member of a team and adhere to the department's values including, but not limited to customer focused, teamwork, professionalism, positive communication, and accountability in a punctual, regular and reliable manner.

When driving City vehicles, must be able to drive legally with precision, speed and safety. Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards; to recognize traffic hazards and other potential safety concerns; and to make sound decisions and actions while performing duties and/or operating vehicles.

Ability to maintain annual training requirements of the position, including but not limited to City mandatory training requirements.

Ability to work extended hours and/or to respond to emergencies as needed to carry out the management and supervisory responsibilities and functions of the position.

PHYSICAL DEMANDS: Work is performed primarily in an office environment with occasional driving/traveling to different locations to perform duties or attend meetings. While in the office, will be sitting or standing at a desk or computer terminal for extended periods of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Constant use of both hands in reaching/handling/grasping/keyboarding and other fine motor skills manipulation while performing duties and operating computers. Occasional heavy work includes lifting and carrying up to 25 pounds. Occasionally ascends/descends stairs while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to hear in the normal audio range with or without correction. Must be able to see in the normal visual range with or without correction. Must be able to maintain long-term and short-term memory to recall information and locations, and process incoming stimuli to complete complex tasks and assignments. May work in remote locations or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

UNUSUAL WORKING CONDITIONS: Work with the public and employees, some of whom may be angry, upset or otherwise emotionally distressed. Frequent extension of work day to meet deadlines. May have to attend meetings or administer trainings off-site.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: A valid Washington State Driver's License is desirable. Certification as Senior Professional in Human Resources (SPHR) certification from HR Certification Institute (HRCI) or Senior

Certified Professional (SHRM-SCP) preferred. Certification as Certified Labor Relations Professional (CLRP) from National Public Employer Labor Relations Association is also highly desired.

MINIMUM CLASS REQUIREMENTS: Bachelor's Degree in Human Resource Management, Industrial Relations, Psychology, Business Administration, Public Administration or closely related field plus three (3) years of progressively responsible human resources administration experience.

OR

Associates degree in a related field plus five (5) years of progressively responsible human resources administration experience.

Experience must include at least two (2) years in a lead or supervisory capacity.

FLSA STATUS: Exempt

ADOPTED DATE: 9/26

REVISED DATES:

TITLE CHANGES:

UNION: NON UNION

CIVIL SERVICE STATUS: CHARTER

CITY OF YAKIMA CLASS SPECIFICATION

CODE : 10102	TITLE: Chief Examiner	Rev. 6/26
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DEFINITION: Under the authority and direction of the City of Yakima Civil Service Commissions (Police/Fire and Charter Civil Service), with routine engagement and reporting to the Human Resources (HR) Director this division manager level position independently performs professional and technical work to oversee and/or carry-out the Civil Service provisions and responsibilities outlined within the Yakima City Charter, RCW 41.08 and RCW 41.12.

Responsibilities include, but are not limited to: policy, procedure, and rule development, negotiation, interpretation and enforcement; Civil Service entry-level and promotional recruitment, screening, and examining of applicants; job analyses, classification studies, classification development and revision, including salary recommendations; certification and maintenance of Civil Service registers; and analyzes and resolves a variety of complex problems, issues and situations that arise. Provides supervision, work direction, leadership, mentoring, training and oversight to assigned personnel and support to HR Director for day-to-day operational functions of the HR Department. Assists City management staff with senior executive level recruitments as needed.

DUTIES

ESSENTIAL FUNCTIONS: Serves as Civil Service Chief Examiner for both the Charter Civil Service Commission and the Police and Fire Civil Service Commission. Provides support to HR Director for day-to-day operational functions of the Human Resources (HR) Department. Assist HR Director with management and strategic planning of HR/Civil Service priorities and direction including service levels, performance and operations.

~~Provides daily leadership, direction and training of HR Assistants, Specialists, Senior Specialists and HR Services Administrators directly involved with processing recruitments and other Civil Service duties and as needed for other HR programs or responsibilities. May assign and review work activities of support staff and assist in hiring and evaluations. Provides ongoing feedback to subordinate staff regarding performance, and input for performance evaluations, including training, development and/or disciplinary actions as required.~~

Manages, performs, plans, coordinates, and arranges all activities necessary to support the Civil Service Commissions for the City of Yakima.

Oversees, plans, constructs and administers recruitment and selection processes for all levels of Civil Service hiring and assists City management staff with Non-Civil Service recruitments as needed. Makes effective recruiting and testing decisions, creates and/or guides the development and placement of advertisements in various publications. The City's recruitment processes include but are not limited to: position posting; accepting applications; screening candidates; and processing applications. ~~Works with~~Directs ~~HR support~~ recruitment staff to facilitate Civil Service examinations including, but not limited to: scheduling of facility, equipment, and/or electronic programs used for examinations; evaluates and selects or develops appropriate testing materials; develops/approves examination questions, scoring weights, and rating criteria; schedules examinations; and coordinates board members. ~~With designated HR~~Determines appropriate test proctor, provides instruction and orientations to examination panels on position requirements, laws and rules governing examination procedures and desirable qualifications of the examinees. Oversees final scoring, ranking and other examination elements to ensure consistency and objectivity of the examinations. Certifies registers and authorizes by certification of Personnel Action (PA) forms candidates for hire, promotion, or incentive pays including, but not limited to: education, bilingual, etc. as applicable. May attend job fairs, career days and other functions, to effectively represent the City.

Directs, reviews and approves background information and additional testing steps for public safety personnel including, but not limited to: pre-suitability testing, polygraph, psychological and medical examinations. Screens for other positions as necessary and appropriate.

Performs or oversees job audits with managers, supervisors and employees. Performs or oversees research, salary surveys, and overall classification analysis. Communicates with senior management staff and unions to prepare new or revised class specifications and recommends a pay range that will ensure an equitable compensation plan for the City in accordance with the Yakima City Charter.

Attends and participates in Civil Service meetings; prepares agendas, coordinates item submissions, and ensures preparation of minutes for public record. Maintains and updates Commission records, rules and regulations, and recommends changes as needed. Coordinates participants and documents for appeal hearings and acts as liaison between the Commission, attorneys and employees. Receives and records personnel complaints for the Commissions and assists the Civil Service Commissions in application of rules regarding personnel and other matters before the Commissions.

Interprets and applies knowledge of labor contracts as related to Civil Service matters. Provides education, guidance and instruction to ensure City management and staff consistently perform in accordance to the rules, City policies and collective

bargaining agreements as they relate to Civil Service and personnel management. The Examiner works with management, unions and legal counsel as applicable to negotiate and draft new or revised Civil Service rules for Commission approval. Provides clarification and/or enforcement of rules to City staff as necessary.

Provides information to employees and managers at all levels within the City on Civil Service issues; recommends solutions and alternatives as appropriate. Provides consultation and counsel to management, staff and applicants. May provide civil service orientations for new employees. Makes presentations to employees, managers, City Council and special interest groups.

Oversees the administration of the City's performance evaluation programs in accordance with the City Charter, Civil Service Rules, and collective bargaining agreements. Provides guidance and training to staff on evaluation processes, and administers the electronic performance program/application.

Provides leadership and supervision to assigned staff, including scheduling, assigning and reviewing work; evaluating performance; coordinating training; applying corrective action; and participating in hiring and selection processes.

Attends division manager meetings and provides information/updates on ~~HR Department and~~ Civil Service operations and activities. Participates in other supervisory/management trainings/meetings/forums as applicable and appropriate to the position.

System Administrator for electronic application tracking and processing system, performance evaluations and other programs as appropriate.

Researches, gathers statistics, and prepares reports on ~~a variety of human resources and/or~~ Civil Service issues. ~~Assists with editing and drafting of HR written communications.~~

Tracks Civil Service budget expenditures and makes budget recommendations.

Prepares, reviews and analyzes City's Master Pay Ordinance for submission and adoption to the City Council.

Provides and/or reviews documentation to assist attorney's in defense of City in legal challenges related to personnel issues as necessary and appropriate. Coordinates and obtains technical or legal assistance as necessary.

May need to drive/travel to various City of Yakima facilities/locations to attend meetings, training or testing. May occasionally need to drive/travel out of town/state for conferences and/or training.

Acts in a safe, efficient and responsible manner, legally adhering to traffic laws, rules and regulations when driving/operating vehicles to perform required off-site duties.

Contributes to the effectiveness of City government by demonstrating and fostering an attitude that encourages cooperation and coordination of efforts, productive time management and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide exceptional customer service to internal and external customers.

Requires regular, reliable and punctual attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of the principles and practices of public human resources administration including, but not limited to: testing, recruitment; selection; interviewing; placement; classification; job analysis; factoring systems; salary administration; labor relations; employee appeals; performance evaluation; training; organizational development; benefit administration; and policy/procedure/rule administration. Advanced knowledge and understanding of the operational functions and responsibilities of the Human Resources Department, City Council City Manager and the Civil Service Commissions. [Knowledge of principles and practices of division-level management, budget development and administration, and strategic planning.](#)

A working knowledge of federal and state equal employment and labor law, Civil Service Rules, City personnel policies and procedures, collective bargaining agreements, with the ability to interpret for others complex guidelines, codes, regulations, policies and procedures. [Working knowledge of federal and state leave and accommodation laws](#) Knowledge of best principles and techniques of management, supervision and leadership; practices and principles of work flow and systems analysis; record keeping systems, processes, and practices; best principles and practices for financial management; and municipal records retention. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Knowledge of research methods, data collection and sampling techniques, and statistical analysis.

Strong working knowledge of: computer programs and industry applications; Microsoft Office Suite; office equipment; professional office procedures and practices; and computerize municipal budgetary practices. Ability to operate standard office equipment including, but not limited to: computer, fax/copy machine, telephone etc.

Knowledge of techniques and strategies for dissemination of complex written and verbal information to a wide range of individuals, including, but not limited to: managers, staff, City Council, government officials, and members of the public.

Must be able to communicate clearly and effectively, with employees, members of the public representing diverse education and background, and with officials at all levels of government utilizing well-developed communication skills, both written and oral, with appropriate use of business English including, but not limited to: correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. Must be able to respond in a diplomatic and confident manner to upset individuals.

Ability to negotiate and clearly and concisely present complex information in both written and verbal formats. Must possess the ability to make informative and persuasive presentations to individuals and groups, and participate in public meetings/forums. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to develop and administer civil service and/or human resources plans, policies and procedures and/or support a variety of professional and analytical programs and projects. Provides effective leadership in the development and maintenance of a civil service/human resource programs.

Ability to perform a variety of mathematical computations with ability to read, interpret and analyze complex documents and to translate analysis into recommendations or reports. Ability to read, research, develop, interpret, apply and explain codes, rules, regulations, policies, and procedures. Must possess ability to identify and define complex problems, establish facts and draw valid conclusions.

Ability to convey a professional image via attire and demeanor; work independently with self-direction and minimal direction or oversight; use initiative and independent judgment within established procedural guidelines; maintain sustained attention to detail and work under timeline pressures in a calm and professional manner; formulate goals; prioritize and assign workloads; manage multiple tasks with competing deadlines; handle stressful situations effectively and efficiently; and complete work quickly and accurately while managing multiple interruptions. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

~~Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail, formulate goals, and work under timeline~~

~~pressures; prioritize and assign workloads; manage multiple tasks with competing deadlines. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.~~

Ability to establish, facilitate, and maintain effective working relationships with other employees, the public, community organizations and government agencies; to consistently and continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; train, supervise, plan, organize, and direct the work of a staff of technical, professional, operational and clerical personnel; evaluate personnel performance; provide constructive feedback to subordinates; develop and implement modern auditing and accountability methods, procedures, forms and records; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus. Ability to positively receive feedback and take direction is essential.

When driving as part of job functions, must be able to drive legally with precision, speed and safety. Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards; to recognize traffic hazards and other potential safety concerns; and to make sound decisions and actions while performing duties and/or operating vehicles.

Ability to maintain annual training requirements of the position, including but not limited to City mandatory training requirements.

Ability to work extended hours as needed to carry out the management and supervisory responsibilities and functions for the ~~division~~position.

PHYSICAL DEMANDS: Work is performed primarily in an office environment with occasional **driving**/traveling to different locations. While in the office, will be sitting at a desk or computer terminal for extended periods of time or standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Constant use of both hands in reaching/handling/grasping/keyboarding and other fine motor skill manipulations while performing duties and operating computers. Occasional work includes lifting and carrying up to 25 pounds. Occasionally ascends/descends stairs while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to maintain long-term and short-term memory. May work in remote locations or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: Reports to two three-member Commissions. (Charter, Police/Fire) Works with the public and employees, some of whom may be irate, upset or emotionally distressed. Frequent extension of work day to meet deadlines. May need to travel to different locations to attend meetings, training or conferences.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Society for Human Resources Management - Senior Certified Professional Certification (SHRM- SCP) is highly preferred, upon hire, and must be obtained/maintained within three (3) years of start date.

MINIMUM CLASS REQUIREMENTS: A Bachelor's Degree in Human Resources Management, Industrial Relations, Psychology, Public Administration, Business Administration, Education or related field, and two (2)three (3) years of increasingly responsible human resources work experience with emphasis in selection and recruitment. Must have two (2) years lead or supervisory experience.

OR

Associate's Degree in Business, Liberal Arts, General Studies or related field and two (2)five (5) additional years' experience, of increasingly responsible human resources work experience with emphasis in selection and recruitment. (as previously defined) may substitute for Bachelor's degree.

Experience must include at least two (2) years lead or supervisory experience.

Civil Service Secretary/Chief Examiner 1/82
Police Fire Secretary Chief Examiner 1/82
Charter Civil Service Secretary/Chief Examiner 9/83
*Replaces Charter Civil Service Chief Examiner 7/90

FLSA STATUS: Exempt

ADOPTED DATE: 7/90

REVISED DATES: 7/98; 11/10; 12/10; 9/13; 9/22; 6/26

TITLE CHANGES: 1/82; 9/83; 7/90

UNION: NON UNION

CIVIL SERVICE STATUS: CHARTER



*Public Works
2301 Fruitvale Blvd
Yakima, Washington 98902
Phone (509) 576-6412*

DATE: 10/5/2026
TO: Yakima Civil Service Commission
FROM: Kerry Jones/ Fleet and Facilities Manager
SUBJECT: Considerations of new classification Fleet Parts Supervisor

As part of our ongoing effort to enhance efficiency and effectiveness within the Equipment Rental Parts Room, I respectfully request your consideration of a new job classification: Fleet Parts Supervisor. This position is intended to strengthen the department's career ladder by; providing direct administrative support to the manager; overseeing inventory and procurement processes for the division; and clearly defining delegation of duties by supervising parts subordinate staff.

The Fleet Parts Supervisor will provide needed structure and supervision within the parts room, and support the Fleet Manager with critical purchasing and procurement activities. The continuing challenges associated with inflation require the City of Yakima to scrutinize purchasing decisions more closely than ever before. Fair market pricing has become increasingly difficult to find, and incidents of price escalation within the industry have made it essential that we remain vigilant stewards of taxpayer dollars. To protect the City's interests, this new position will ensure knowledgeable and experienced staff are dedicated to monitoring contracts closely and actively seeking the best value in our daily procurement activities.

The Fleet Parts Supervisor will supervise the Automotive Storekeeper and Automotive Assistant positions, ensuring the storeroom remains organized, well-maintained, and properly stocked. Additional responsibilities will include management of multiple contracts, oversight of fuel stations, conducting audits, and preparing required reports for city, state, and federal agencies.

The creation of this classification does not add an FTE to the division. The division is currently budgeted for two Storekeeper positions and one of those will be eliminated. The new Fleet Parts Supervisor position would be posted as a promotional opportunity.

Based on an evaluation of the position's scope, responsibilities, and authority, in concurrence with the Chief Examiner, it is recommended that the Fleet Parts Supervisor classification be allocated to pay code 980SA (\$32.32–\$39.19).

Thank you for your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE:	TITLE: Fleet Parts Supervisor	Est. 10/26
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DEFINITION: Under limited direction of the Fleet and Facilities Manager, directly oversees the inventory, purchasing, financial and administrative functions of the Equipment Rental Division. Assists with the purchase and procurement of new and leased vehicles, the management of the motor pool system, and oversees the city owned fuel stations. Provides supervision and work direction to automotive services staff as assigned. Work is performed with considerable latitude for independent judgment and initiative.

DUTIES

ESSENTIAL FUNCTIONS: Supervises fleet services staff and participates in the work of the division; assigns, prioritizes, monitors work and provides necessary training to subordinates. Evaluates, develops, motivates, coaches and directs staff. Monitors and audits subordinate work; provides guidance and support to resolve operational problems. Assists in interviewing and evaluating applicants for division.

Responsible for the physical and electronic inventory of materials requisitioned, received, stored and issued; orders materials as requested, to replace inventory, or in anticipation of coming projects; and conducts and oversees an annual physical and electronic inventory of the warehouse. Ensures accurate data of all inventors in asset management system and performs quarterly cycle counts.

Administers and maintains the City's gasoline, diesel and Diesel Exhaust Fluid (DEF) fuel distribution and management systems. Negotiates fare bulk fuel contract in coordination with the Purchasing Division. Uses Oil Price Information Service (OPIS) to audit and verify accurate contract pricing and manages tank levels. Responsible for dyed diesel taxes with help from finance.

Ensures sufficient budgetary funds prior to ordering materials. Maintains a register of vendors and uses vendor knowledge, trade journals, manuals and other written materials to research and identify materials sources and additional vendor sources. Is consistently monitoring and auditing contracts and invoicing for fair pricing, and identifying ways to cut costs on inventory.

Prepares or processes requisitions and purchase orders in accordance with City policy; receives incoming shipments and verifies merchandise received as ordered; clarifies discrepancies in shipments and billings with vendors as needed; verifies

purchase order and quantity received on invoices or packing slips; contacts vendors to resolve discrepancies. Audits invoices, contracted agreements and services for payment; assigns or verifies account numbers for expenditures. Assists in the processing of warranty information and processes items for repair or replacement.

Stocks warehouse in an orderly manner using forklift, hand truck or other hand operated equipment to facilitate visual inspection, location and retrieval of inventory. Prepares used materials for return to stock. Tracks and records movement of materials within the division.

Provides assistance in determining items for disposal and for preparing obsolete, surplus, damaged and other materials for auction or other disposal method. Maintains storage facilities for toxic, flammable or hazardous chemicals and products.

Contacts vendors by telephone, in person, electronic transmission or other means on a regular and recurring basis to determine availability of materials; clarify orders; and/or obtain cost quotes. Receives or obtains information from vendors and other City divisions; develops and assembles technical specifications; obtains telephonic or written quotes in accordance with purchasing guidelines and City policy. Picks up purchases from local vendors as necessary.

Assists Mechanics with work order documentation training and monitors for quality control of data entry.

Performs a variety of clerical and financial record keeping tasks including use of industry or City applications and/or programs. Performs a variety of basic accounting and mathematical calculations. Prepares a variety of reports and correspondence. Assists in the preparation of budget projections for materials and equipment.

Renews business license, Yakima Clean Air Authority, and dyed diesel user license annually.

In the absence of Equipment Supervisor and Lead Mechanic, may oversee, organize, schedule, coordinate with work duties for mechanics and fleet service technicians; arranges with other departments for vehicle repair; identifies needed repair; Coordinates outside repairs when necessary.

May drive to/from off-site locations to pick up parts or perform other position related duties. Acts in a safe, efficient and responsible manner, legally adhering to traffic laws, rules and regulations when driving/operating vehicles to perform required off-site duties.

Contributes to and fosters an attitude among staff that encourages cooperation and coordination of efforts, productive time management, and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide exceptional customer service to internal and external customers.

Must be able to perform the duties of the Automotive Storekeeper and Automotive Services Assistant.

Requires regular, reliable and punctual attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of: City of Yakima policies and procedures; federal, state, and local traffic laws, rules and regulations.

Knowledge of best principles and techniques of supervision and leadership; record keeping systems, processes, and practices; best principles and practices for project and financial management; municipal records retention procedures, and techniques. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Knowledge of: storekeeping procedures and methods and automotive and construction equipment materials and nomenclatures; purchasing processes and procedures; local and state requirements for materials disposal; safe and appropriate handling of flammable, hazardous or toxic materials; and vendor sources; governmental purchasing regulations and modern office practices. Requires working knowledge SDS sheets and personal protective equipment requirements.

Strong working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite; and office equipment; professional office procedures and practices; and computerized budget management practices. Ability to operate standard office equipment including but not limited to: computer, copy/fax machine, telephone etc.

Knowledge of techniques and strategies for dissemination of written and verbal information to a wide range of individuals, including but not limited to City employees, contractors, vendors, and members of the public.

Must be able to communicate clearly and effectively, with employees and members of the public representing diverse education and background, and with individuals at all levels of government utilizing well-developed communication skills, both

written and oral, with appropriate use of business English, including but not limited to correct grammar, vocabulary, spelling, and punctuation.

Ability to: negotiate and present complex information clearly and concisely in both written and verbal formats; read and comprehend technical manuals and other written materials; perform typing and operate various computer programs including but not limited to, Microsoft Office Suite and industry software/applications; prepare a variety of records and reports; and answer inquiries by telephone, e-mail, or in person, respond in a diplomatic manner to angry or upset individuals. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to: establish, facilitate and maintain effective working relationships with department employees, employees of other City departments, vendors, manufacturers, sales persons and other members of the public, continually demonstrate tact, diplomacy and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs. Ability to positively receive feedback and take direction is essential.

Ability to operate a variety of office machines and other equipment including personal computer, telephone, radio, copy and fax machines, forklift, hand truck, small tools and others.

Ability to read, understand and interpret technical manuals, specifications, parts books and related reference materials. Ability to read, research, interpret, apply and explain rules, regulations, policies, and procedures. Must possess ability to identify and define complex problems, establish facts and draw valid conclusions.

Ability to troubleshoot issues; prioritize, track inventory and purchase orders; updated and maintain records and reports; Must possess ability to maintain sustained attention to detail; perform a variety of accounting and mathematical calculations. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail, formulate goals, and work under adverse or stressful conditions including but not limited to timelines; prioritize and assign workloads; manage multiple tasks with competing deadlines.

Ability to maintain files and records and prepare reports; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus. Ability to positively receive feedback and take direction is essential.

Ability to train, supervise, coach, mentor, plan, organize, assign and evaluate the work of subordinate staff; evaluate personnel performance with completion of timely and objective performance evaluations; provide constructive feedback to subordinates; develop and implement effective and efficient accountability methods.

Ability to work cooperatively as a member of a team and adhere to the department's values including, but not limited to accountability, customer focused, teamwork, professionalism and effective, positive communication; and work in a punctual, regular and reliable manner.

Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards.

Ability to maintain annual training requirements of the position, including but not limited to City mandatory training requirements.

PHYSICAL DEMANDS: Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time or while standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Continuous use of both hands in reaching/handling/grasping/keyboarding and other fine motor skills manipulation while driving, performing duties, operating on computers and other office machinery. Occasional heavy work includes lifting and carrying parts, tools and equipment up to 50 pounds; pushing/pulling or forcibly moving heavy parts and equipment. Occasionally ascends/descends stairs and ladders while maintaining balance. Continuous use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory to recall and process complex information. May be exposed to extreme outside weather conditions; paints, cleaners, solvents, gas and diesel fumes; flammable and otherwise hazardous materials; noise, dirt, dust, grease, insects, spiders, flies, and rodents. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: May come in contact with stressed, angry, or emotionally upset customers. Requires occasional driving and/or traveling to a variety of locations. May work extended hours and/or unusual shifts including evenings/nights.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License; obtain and maintain a valid forklift operation certificate, CPR and basic first aid card within three (3) months of employment. Must possess and maintain Fuel System Monitoring and Maintenance Certification within (6) six months of employment.

MINIMUM CLASS REQUIREMENTS: High school diploma or GED, and four (4) years' work experience involving clerical and computer data entry related to automotive purchasing, inventory control, storekeeping, warehousing or closely related field, including at least one (1) year of lead or supervisory experience. Completion of a vocational training program in automotive parts inventory control may substitute for the required experience.

FLSA STATUS: Non-Exempt

ADOPTED DATE: 10/26

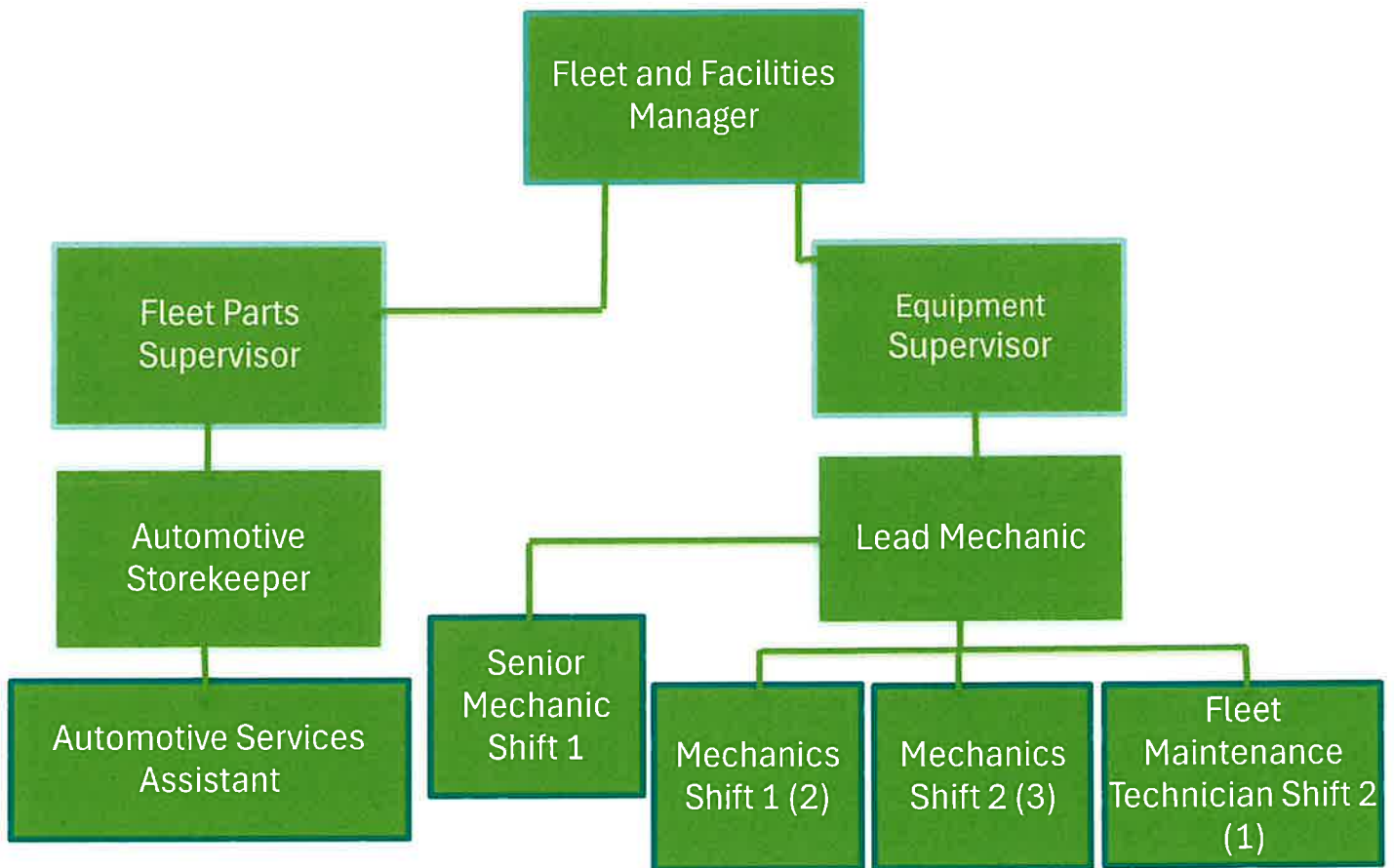
REVISED DATES:

TITLE CHANGES:

UNION: Teamsters PW Supv/Admin

CIVIL SERVICE STATUS: CHARTER

Fleet Organizational Chart





COMMUNITY DEVELOPMENT DEPARTMENT

Code Administration Division

129 North Second Street, 2nd Floor Yakima, Washington 98901

(509) 575-6126 • Fax (509) 576-6576

codes@yakimawa.gov • www.buildingyakima.com

Memorandum

TO: Charter Civil Service Commission
FROM: John Zabell, Supervising Code Inspector Glenn
Denman, Code Administration Manager
Bill Preston, Community Development Director
DATE: October 1, 2026
SUBJECT: Considerations for the revision to the Plans Examiner 1 position

Minor revisions to the Plans Examiner I job classification are being submitted for your consideration based on the current needs of the City and a re-evaluation of the minimum requirements. This classification was most recently updated in 2019.

The proposed minimum requirement changes include allowing a candidate to obtain the required Building or Residential Plans Examiner certification within six months of employment, rather than being required at application. Language was added to the minimum class requirements to expand the types of experience required to include code compliance, fire or building inspection, skilled trades such as carpentry, HVAC or plumbing. Per recent Washington State regulations, the requirement to possess a valid Washington State Driver's License has been removed, as the essential functions of this position do not include driving.

Due to some difficulty with prior recruitment efforts in certification required classifications, we believe expanding the types of experience required will allow for a broader pool of qualified candidates to be considered; and offering time and flexibility to obtain the required certifications would allow the candidate to exercise practical, related field experience while working toward the certification.

The proposed change does not change the overall experience level, authority, or responsibility of the position. No change in pay allocation is recommended at this time.

Thank you for your consideration.

CITY OF YAKIMA CLASS SPECIFICATION

Code: 4310	Title: Plans Examiner I (Residential)	Rev: 9/1910/26
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DEFINITION: Under general supervision, coordinates the permit application and issuance process by ensuring the completeness of applications and supporting documentation. Performs professional and technical level work in the building code enforcement field by the review of plans, specifications, and calculations to verify their conformance to the building construction related codes adopted by the City of Yakima. Provides advice to the public and other staff members, on the engineering, fire and life safety, mechanical, plumbing aspects of the uniform codes. Performs related work as required and related regulations as directed by Ordinance, Resolution and the Urban Area Zoning Ordinance.

DUTIES

ESSENTIAL FUNCTIONS: Accepts permit applications and performs initial review of all applications for compliance with requirements of a completed permit application.

Records all permit applications and routes to the appropriate agency for review.

Calculates fees and valuations and collect fees.

Issues all permits covered by the Code Administration Division.

Reviews plans, specifications and blue prints for construction to ensure compliance with City Building, Fire, Plumbing and Mechanical Codes; zoning laws, land use, and other related matters. Writes letters of correction/acceptance.

Meet with architects, engineers, contractors, and other permit applicants to assist them in understanding the code requirements; research into the intent of code requirements to assist people in their attempt to comply with such requirements.

Responds to counter/phone inquiries regarding construction and building code regulations and dispenses information regarding zoning, utility location and building codes.

Tracks and answers questions as to status of permit applications, contacts applicants when permits are ready for issuance.

Provides a variety of information regarding construction projects, utilities, zoning, easements, and other City records.

Verify code compliance of life safety features of buildings, such as; exiting, stairs, handrails, guardrails, corridors, pathway lighting, door types and operation, materials of construction, allowable floor areas, building heights, etc.

Technical review of plans to verify compliance of required health and welfare features of building plans such as: minimum light and ventilation, heating and cooling equipment, air handling equipment, plumbing systems, water distribution and waste drainage systems.

Technical review of construction plans, specifications and calculations to verify structural elements of buildings will safely resist the forces of wind, snow, and dead and live loads noted in the Uniform codes; check and review expected seismic forces.

Essential and other important responsibilities may include, but are not limited to the following: complete review of plans for residential and light commercial structures.

Accepts and documents complaints on code and safety violations.

Schedules and logs in requests for inspections.

Coordinates permit and application issues with supervisor and staff.

Prepares documents for storage and retrieves them for public information purposes.

Researches and prepares reports, correspondence and other documents.

Research, analyze and review existing, and proposed, code requirements and make recommendations on permit processes and procedures.

Demonstrates an attitude that encourages cooperation and coordination of efforts and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and works cooperatively and jointly to consistently provide exceptional customer service to internal and external customers.

Requires regular and related duties as assigned.

Performs other duties as required.

MAJOR WORKER CHARACTERISTICS: Knowledge of: City building codes, zoning laws, and other related guidelines, rules and regulations; City codes and local ordinances as they relate to area of assignment; building construction, engineering, or land use planning principles and practices; record and bookkeeping systems; Various construction materials and methods; mapping and basic engineering principles and plans; and legal descriptions.

Knowledge of office practices and procedures; planning and organizing work flow; letter composition; report preparation; building construction technology; advanced math skills, standard practices and design; ~~City ordinances, building codes and special regulations and operate a variety of office equipment, including a computer terminal efficiently.~~

Knowledge of record keeping systems, processes, and practices; municipal records retention procedures, and techniques; and sound judgement with regard to public disclosure, and confidentiality standards.

Working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite and office equipment. Knowledge and adherence to professional office procedures and practices. Ability to operate office equipment including but not limited to: computer, fax machine, copy machine, telephone, blueprint machine, laminating equipment, calculator, etc.

Knowledge of techniques and strategies for dissemination of complex and/or technical written and verbal information to a wide range of individuals, including but not limited to managers, staff, government officials, and members of the public.

Ability to meet and deal with the public in a courteous and tactful manner; to read and interpret plans, specifications; blueprints of ordinary, and extraordinary, complexity; Convey to the public the requirements of codes, and work in progress, in an effective manner both orally and in writing; Perform complex mathematical calculations; establish and maintain accurate records; Read and interpret legal descriptions, maps, building construction plans and drawings, specifications and calculations. Apply technical knowledge in examining plans to identify materials, construction processes or concepts that may not comply with code requirements.

~~Insure all elements of a complete building permit application are submitted; prepare written informational material for the public; perform word processing and computer data entry; maintain records of monetary transactions and complex filing systems for other records and plans; make mathematical calculations, rapidly and accurately; make decisions based upon policies and procedures; work under pressure; work independently on a number of tasks simultaneously; and meet deadlines.~~

Ability to: communicate clearly and effectively, with employees, and members of the public representing diverse levels of education and background, utilizing well-developed communication skills, both written and oral, with appropriate use of business English, including but not limited to correct grammar, vocabulary, letter

composition, editing, spelling, and punctuation.; obtain and impart information; respond in a diplomatic and confident manner to upset citizens; deal courteously and fairly with the public; establish, facilitate and maintain effective working relationships with staff, builders, architects, developers and members of the general public, continually demonstrating tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs. Ability to positively receive feedback and take direction is essential.

Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail and work under timeline pressures; prioritize workloads and projects; formulate goals; and manage multiple tasks and projects with competing deadlines. Excellent analytical and organizational skills are essential. Must possess ability to gather facts; utilize sound judgement and decision making skills; quickly adapt to changing priorities and demands; form conclusions and take decisive and appropriate action.

~~Read and interpret maps, building construction plans and drawings, specifications and calculations. Apply technical knowledge in examining plans to identify materials, construction processes or concepts that may not comply with code requirements.~~

Ability to establish, facilitate, and maintain effective working relationships with other employees, other departments, outside vendors and other members of the public, continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs. Ability to positively receive feedback and take direction is essential.

PHYSICAL DEMANDS: Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time or while standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Constant use of both hands in reaching/handling/grasping/fingering while performing duties operating on computers. Occasional heavy work includes lifting and carrying up to 25 pounds. Occasionally ascends/descends stairs and inclines while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. May work in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: May encounter hostile citizens. Subject to frequent interruptions and extensive contact with the public. Duties are primarily performed in an office environment while sitting at a desk, but require driving to

meeting and inspection sites. May be exposed to angry people when conducting office and fieldwork. May be required to lift maps and plans weighing up to 25 pounds.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: ~~Must possess and maintain a valid Washington State Driver's License. Must obtain~~ Obtain and maintain a valid First Aid/CPR certificate ~~and within six months of appointment.~~ ~~Must possess and maintain~~ a valid certification as a Plans Examiner from the International Conference of Building Officials (ICBO) or a Commercial Building or Residential Plans Examiner Certificate from the International Code Council (ICC) within six (6) months of appointment.

MINIMUM CLASS REQUIREMENTS: High School diploma or equivalent plus six (6) months of general office work with two (2) years of related experience in ~~a~~ building permits, code compliance, fire or building inspection or, skilled trades such as carpentry, HVAC or plumbing or related environmentfield. A degree in Engineering, Construction Management, a related field -may substitute for the required work experience Possession of Conference of Building Officials (ICBO) or a Building or Residential Plans Examiner Certificate from the International Code Council (ICC) may substitute for one 1 year of work experience. ~~Courses in building technology or architecture may substitute for six (6) months of the required work experience.~~ ~~Additional e~~Education or experience with an emphasis on understanding municipal codes and building regulations is preferred.

FLSA STATUS: NON-EXEMPT

ADOPTED DATE: _____

REVISED DATES: 6/00; 6/10; 9/19; 10/26

TITLE CHANGES: _____

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



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MEMORANDUM
September 30, 2026

TO: City of Yakima Fire Civil Service Commission

FROM: Susan Madrigal, Administrative Assistant to the Fire Chief

SUBJECT: September 2026 – YFD Monthly Report

In accordance with the City of Yakima's Civil Service Rules, Article as follows: For the purposes of certification to the city authorities for the payment of salaries and in order that the Commission may keep proper record of changes in the classified service, the appointing authority shall immediately report in writing to the Commission, the following information is for your review:

1. New Hires - permanent or temporary appointments:

Mackenzie Norwood – Firefighter

Brenna Richey – Firefighter

David Echauri – Firefighter

Matthew Bartlett – Firefighter

2. Promotional or provisional/acting appointments:

(none)

3. Failure(s) to pass probation:

(none)

4. Written reprimands, suspensions, demotions, or other disciplinary actions made of any Fire Department employee with action taken:

(none)

5. Separation from service, and reason (e.g.: termination, medical separation, resignation, retirement or death):

(none)

***"The Yakima Fire Department is dedicated to providing
quality public safety services to our community."***



Memorandum

September 30, 2026

To: Civil Service Commission

From: Shawn Boyle, Chief of Police

Subject: September 2026 – Status Report

In accordance with the City of Yakima's Civil Service Rules the department is to supply the following report to the Civil Service Commission. The report format is as follows: For the purposes of certification to the city authorities for the payment of salaries and in order that the Commission may keep proper record of changes in the classified service, the appointing authority shall immediately report in writing to the Commission, the following information is for your review:

1. **New Hires – permanent or temporary appointments:**
Alexandria DeLozier Police Services Specialist 1 09/08/2026
2. **Promotional or Provisional/Acting appointments: None.**
3. **Failure(s) to pass probation: None.**
4. **Written reprimands, suspensions, demotions, or other disciplinary actions made of any Police Department employee with action taken:**
Police Officer Verbal Reprimand
5. **Separation from service, and reason (e.g. termination, medical separation, resignation, retirement, or death):**

Name	Position	Date	Type
Brad Althausen	Police Officer	09/30/2026	Resignation