



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**

**January 11, 2022 at 3:30 p.m.**

**Regular Meeting**

**AGENDA**

**APPROVAL OF MINUTES**

Approval of the November 1, 2021 minutes for the regular Charter, Police and Fire Civil Service Meeting.

**NEW BUSINESS**

- 1) Consideration of revision to Office of Neighborhood Development Services Classifications (Charter)
  - a) Housing Loan Specialist 5151
  - b) Neighborhood Development Operations Supervisor 11410
- 2) Consideration of revisions to Administrative Assistant for Yakima Air Terminal 11610 (Charter)
- 3) Consideration of revisions to Traffic Division Classifications (Charter)
  - a) Traffic Signs and Markings Specialist I 8662
  - b) Traffic Systems Technician I 4222

**OTHER BUSINESS**

- a) Status Report for the Fire and Police Departments
- b) Any other business before the Commission

**Complete Packet available on ICE 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 – November 1, 2021**

**MINUTES**

The City of Yakima Charter Civil Service Commission and Police and Fire Civil Service Commission convened on this date via Zoom video conference at 3:31 PM. In attendance were: Charter Civil Service/Police and Fire Civil Service Commissioner Greg Lighty; Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino, Police/Fire Civil Service Commissioner Camille Becker, Charter Civil Service Commissioner Louisa Beckstrand, and Chief Examiner Debbie Korevaar. Lighty called the meeting to order.

**APPROVAL OF MINUTES**

Approval of the September 20, 2021 minutes for the regular Charter and Police and Fire Civil Service Meeting. Date on the minutes have been corrected to reflect September 20, 2021. It was **moved** by Lighty and **seconded** by Becker to approve the minutes. Motion **passed** unanimously.

**NEW BUSINESS**

**1. Consideration of new 4425 Code Compliance Project Coordinator (Charter)**

Supervising Code Inspector Tony Doan presented the proposed Coordinator classification is the final piece to the Codes Division re-organization enabling more process efficiency. This classification requires experience in community development and an ICC certification. The position would be responsible for assigning and tracking cases, and would work closely with legal, performing as the Filing Clerk of legal notices.

Lighty inquired if the position will have supervisory authority over Code Compliance Officers since it is a paycode higher? Doan explained this position will hold more of a coordination role with the expertise to focus on the processes and procedures and assist the officers.

Lighty **moved** to approve new to 4425 Code Compliance Project Coordinator at paycode 16.0. Beckstrand **seconded**. Motion **passed** unanimously.

## **2. Consideration of revisions to 2245 Community Relations Specialist Classification (Charter)**

Communications Manager Randy Beehler presented the proposed revisions to the Community Relations Specialist classification which expands the language based on the abilities of the division to reach out into the community and build some bridges. Key updates include a revised title to better define the interactive components of the position, and some revisions to the Essential Functions demonstrating the two-way communication and community outreach expectations. Additional updates to the Major Worker Characteristics have been added to align with other recently updated classifications and the Minimum Requirements are being updated to allow for an education equivalent. No changes to the salary are recommended.

Lighty **moved** to approve revisions to 2245 Community Relations Specialist with new title Community Outreach Specialist. Trevino **seconded**. Motion **passed** unanimously.

## **3. Consideration of revisions to 5210 Building Attendant - Harman Center (Charter)**

Parks and Recreation Manager Ken Wilkinson shared in April, the Parks & Recreation Division had taken over administration of the Washington Fruit Community Center, overseeing the summer and after school programs, and hopefully other community events. Due to this change, staffing needs were evaluated and a need for a Building Attendant similar to a position at the Harman Center was identified; however, it was recognized that the Building Attendant-Harman Center classification was created specific to the Harman Center. Since the service needs at both facilities is similar, it made sense to update the Building Attendant – Harman Center classification to reflect duties at both centers, with the potential for other facilities down the road.

Trevino inquired about the age change in the minimum requirements from 18 years to 16. Wilkinson responded this was discussed at length and they believe many 16 or 17-year-old individuals are capable of carrying out the responsibilities of the position. Individuals will of course be evaluated and reviewed for competency on a case by case basis. In addition, this position often works with others, and especially at major events which would have adult staff in attendance.

Lighty **moved** to approve revisions to 5210 Harman Center Building Attendant with revised title to Community Center Attendant. Beckstrand **seconded**. Motion **passed** unanimously.

## **4. Request for suspension of probation for Police Officer-Entry Level (Police)**

Lieutenant Chad Stephens requested suspension of probation for an Entry Level Police Officer deploying for military leave. The request is to suspend the Officer's probation, and upon his return to full duty, resume it for 60 days to complete his probationary period.

Lightly **moved** to approve suspension of probation period for the Police Officer-Entry Level. Trevino **seconded**. Motion **passed** unanimously.

**Other Business:**

Status reports for the Fire and Police Departments were reviewed and attached to the minutes for the record.

Next meeting is scheduled for January 3, 2022. Materials need to be submitted to the Chief Examiner by December 13, 2021.

There being no further business to come before the Commission, the meeting was adjourned at 3:53 PM.

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

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Chief Examiner

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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.

## *Memorandum*

To: City of Yakima Civil Service Commission  
Debbie Korevaar, Chief Examiner

From: Joan Davenport, Community Development Director  
Archie Matthews, Office of Neighborhood Development Services Manager

Date: December 17, 2021

Subject: Consideration of Revised Class Specifications in ONDS Division

The Department of Community Development, and specifically the Office of Neighborhood Development Service (ONDS), requests Charter Civil Service Commission review of the proposed changes to the ONDS Operation Supervisor and the Housing Loan Specialist class specifications.

### ONDS Operation Supervisor – Update position.

The ONDS Operations Supervisor has been vacant for over 10 years. The position provides a staff assignment for program oversight and day to day operations. HUD compliance regarding funding and monitoring has become a more significant focus of the ONDS Division. The ONDS administers the federal funding from the US Housing and Urban Development (HUD) related to Community Development Block Grants (CDBG) and HOME funds. In addition, due to the COVID-19 pandemic, this office now administers supplemental program funds which come to the City as CDBG-CV1, Commerce-CV2 and CDBG-CV3 funds.

The supplemental CDBG-CV funds are temporary funding sources as program expenditures must be made no later than 2026; however, in the last few years, there has been significant changes in the HUD programs, with modifications to existing programs at the same time new programs are being added. The new funding programs are complex. In addition, administration of the annual HUD entitlement funds has increased reporting, monitoring and record keeping requirements. These changes, as well as additional technical requirements, regulatory compliance and program monitoring are prompting the division's need to once again utilize this classification. As such, the Major Worker Characteristics have also been updated to clarify the current knowledge, skills and abilities required and to add consistency with other classifications across the City.

### Housing Loan Specialist

This position description has not been updated since 2011. Requested amendments include routine updates, as well as updating the tasks and functions to more accurately describe job responsibilities. The drafts reflect current work flow and office functions, and the updated Major Worker Characteristics have been revised to more accurately reflect the necessary knowledge, skills and abilities.

The proposed revisions in both classifications are necessary to better define the current needs and responsibilities required by the positions. The Chief Examiner has reviewed the proposed changes and there are no recommendations for salary adjustments, as no changes are proposed for the overall scope of responsibility and/or level of authority of either position.

Thank you for your consideration of this request.

**CITY OF YAKIMA  
CLASS SPECIFICATION**

<b>CODE:</b> 5151	<b>TITLE:</b> Housing Loan Specialist	<b>Rev.</b> 11/11/22
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**DEFINITION:** Under general to limited supervision, provides information and assistance to citizens applying for various housing ~~programs~~loans. Coordinates ~~loan application~~ process and prepares appropriate documents; performs a variety of responsible, complex financial transactions and related clerical tasks; interprets extensive Federal Housing and Urban Development (HUD) and City of Yakima guidelines, regulations and policies in order to complete the work and submit required reports.

**DUTIES**

**ESSENTIAL FUNCTIONS:** Receives, screens, and answers a variety of inquiries from the public, by phone and in person; provides a variety of non-technical information on all aspects of the purpose and functions of the work unit; routes calls and visitors; takes messages and complaints, and conveys them to appropriate staff.

Interviews applicants, investigates and gathers information such as credit reports, title searches, mortgage verifications, and appraisals, debt ratios and employment verifications for a variety of housing ~~programs~~loans. Resolves any related problems by working with applicants.

Examines, evaluates and makes recommendations for approval of program loan applications, by analyzing the variables of ~~applicanats affordability;the loan;~~ payback ability, credit history, current living costs, maximum collateral requirements, subsidy analysis, interest rate, length of loan, etc. ~~Prepares subsidy analysis and coordinates funding sources with local lender.~~ Orders appraisals, preliminary titles for each file and credit reports, when necessary.

Prepares Deeds of Trust, Promissory Notes, Reconveyances, Note Modifications ~~Truth in Lending, Rights of Rescission~~ and related legal documents; clears title for title insurance, has documents signed and recorded. Requests ACH (Automated Clearing House) and coordinates with finance to issues funds to title companies. Works in partnership with local lenders, title companies, appraisers and non-profit agencies on various housing programs. Coordinates appropriate information with Yakima Housing Authority and updates rent maximum report annually

Works with subrecipients/developers on homeownership requirements for qualified applicants and or rental project tenant requirements. ~~Counsels applicants on home purchase. Works with realtors on homeownership.~~

~~Coordinates property purchases on Veteran's Administration (VA) and HUD properties as well as purchases for City of Yakima or non profit agencies for Homeownership Programs Coordinates with title company and prepares appropriate documents for closings.~~

Monitors loan status for reconveyance of paid loans and forgivable deferred loans.

Provides payoff letters or subordination worksheets when requested, prepares proper correspondence and/or documents. Review and request updated file information on five year review loans, analyze, and prepare appropriate documents. Have documents recorded and work with Contract Collector to set up payments as per promissory note terms.

Works with County Assessor and Treasurer on rehab tax exemptions and tax information. Monitors tax delinquencies on properties where City of Yakima holds a Deed of Trust lien and takes appropriate action.

Sets up loan collection accounts at the contract collector for repayment of the issued loans. Notifies finance of city collected loans. Monitors delinquencies, bankruptcies and foreclosures and takes appropriate action through correspondence and document preparation. Works with legal counsel when necessary.

Monitors title transfers for demand note repayment on deferred loans. Monitors files with a loan issued with two promissory notes, one direct repayment at contract collector and a deferred second, to provide correct information when payoff is requested.

Prepares final documents after loan closes to complete file. Prepares log sheet in file to define funding source and what regulations apply to variety of loan terms and sources over the years.

Prepares paperwork for state funding obligations and reports. Monitors tenant statistics on multi-family units.

Compiles prepares data and mandatory reports such as: special funds, minority contracts, HOME (HOME Investments Partnership Program) affordability monitoring, application, HOME match report, and entire loan portfolio held by the Housing Division; Provides data to assist in Grantee Performance and budget. Monitor HUD website to update income guidelines and other data related to programs.

Maintain timesheets, picks up payroll and distributes to staff. Prepares travel authorization for staff, including pre and post travel reports, hotel accommodations, registrations and itemized expenditures, etc.

Performs administrative typing, compiles information for reports and assists in the development of special projects. Drafts new language or creates new forms or documents as programs change according to HUD funding, a coordinates legal review for final approval. Backs up front desk for incoming calls or walk in, and provides program information or landlord tenant information.

**Contributes to the effectiveness of City government by demonstrating and fostering 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 work cooperatively to provide exceptional customer service to internal and external customers.**

Requires regular and reliable attendance.

Performs other related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:** Knowledge of: basic operating financial and housing guidelines established by City, HUD and other controlling agencies; modern clerical and office principles, practices and techniques;—business arithmetic; of standard clerical and practices.time management, research techniques and data compilation; and organizational practices and techniques. 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; other report writing tools as applicable; standard office equipment and professional office procedures and practices. Knowledge and understanding of arithmetic and basic principles of accounting/bookkeeping.**

**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, City Council; government officials, and members of the public, including but not limited to business partners and non-profit agencies. Ability to negotiate and clearly and concisely present complex information in both written and verbal formats.**

**Must be able to communicate clearly and effectively, with employees, members of the public representing diverse educational levels and backgrounds, and with officials at all levels of public and private agencies, utilizing well developed communication skills, both written and oral, with appropriate use of business English including but not limited to correct grammar, vocabulary, correspondence, letter composition, editing, spelling,**



and punctuation. Ability to routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to: perform complex office duties; organize and establish individual priorities and tasks; evaluate and recommend improvements in operations, systems, practices and procedures; prepare, produce and maintain written analysis, accurate files, records and reports; conduct research and develop logical decisions and recommendations; independently utilize good judgement in applying extensive or obscure guidelines to a wide variety of work situations; express ideas clearly and concisely orally and in writing; proactively addresses work assignments and division needs; and work confidentially, with discretion.

Must be able to efficiently use a variety of computer software systems/applications to proficiently enter data/information into a computer system with speed and accuracy. Ability to operate standard office equipment and applicable software/applications/programs including but not limited to: computer, fax machine, copy machine, telephone etc.

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

Ability to work independently with self direction and minimal oversight; maintain sustained attention to detail 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, including but not limited to, changing HUD funding which affects loan processes and required documents according to different program guidelines.

Ability to establish, facilitate, and maintain effective working relationships with other employees, the public, community organizations and government agencies; to continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; train, plan, organize and direct the work of subordinate staff. Ability to receive feedback and take direction is essential.

Ability to: perform a variety of mathematical computations; establish and maintain file financial records; understand and execute complex oral or written instructions;

~~apply extensive or obscure guidelines to work situations; express ideas clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships with the public and fellow employees, partnering businesses & non-profit agencies; Work independently and with limited supervision using substantial independent judgment and discretion; understand and maintain confidentiality of sensitive matters; multi-task with several entities and under short deadlines.~~

~~Willingness to adapt to changing HUD funding which affects loan processes and required documents according to different program guidelines.~~

**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 **keyboarding and other fine motor skill manipulation** while performing duties operating on computers **and performing other duties.** Occasional heavy work includes lifting and carrying up to 250 pounds. Occasionally ascends/descends stairs while maintaining balance. Occasional bending/stooping/ kneeling. 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 remote locations or in noisy work area. **Required to wear safety protective gear when necessary.** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**LICENSES, REGISTRATIONS AND/OR CERTIFICATES:** **Must obtain/possess and maintain a valid Washington State Driver's License.** May be required to **obtain and maintain** be a Notary Public **Commission.**

**MINIMUM CLASS REQUIREMENTS:** **High school diploma or equivalent and Any combination of education or experience equivalent to two (2) years' of financial recordkeeping, and/or loan processing experience. or real estate experience.** Experience in IDIS (Integrated Disbursement Information System), AIMMS (Automated Inventory Maintenance Management System), HUD regulations **or, federal grant monitoring** real estate or private market lending criteria is highly desirable. Bilingual English/Spanish preferred.

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FLSA STATUS: NON-EXEMPT  
ADOPTED DATE: 1978  
REVISED DATES: 3/92; 6/10;11/11; 1/22  
TITLE CHANGES: \_\_\_\_\_  
UNION: AFSCME  
CIVIL SERVICE STATUS: CHARTER



including taking or recommending disciplinary action as necessary; assigns, oversees and directs work while providing leadership, guidance and direction to subordinate staff; provides assistance in resolving difficult or unusual issues. Monitors, implements and informs staff on required safety measures and related requirements. Works to ensure compliance with all applicable laws, State and Federal regulations, City ordinances, policies, procedures and sound financial practices.

Serves as a member of the Neighborhood Development Services management team; assists Manager with various community and programmatic functions, ~~such as Council Neighborhood Development Committee;~~ may acts in the Manager's absence as requested.

Contributes to the effectiveness of City government by demonstrating and fostering 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 work cooperatively to provide exceptional customer service to internal and external customers.

Requires regular and reliable attendance.

Performs other related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:** Extensive knowledge of residential, commercial, and capital construction methods and techniques, building and zoning codes; financial and housing guidelines established by City, HUD and other controlling agencies; relevant accounting and financing practices; federal, and state, and city laws ordinances and guidelines; supervisory practices and procedures; and federal financing. Knowledge of effective principles, practices and techniques of: supervision, leadership, and work flow analysis; fiscal management; record keeping systems, processes, and practices; and municipal records retention. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Strong working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite; and office equipment; professional office procedures and practices; and computerize municipal budgetary and fiscal management practices. Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone 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, 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 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, 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 work independently with 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 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 effective and efficient 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.



Must be able to research grant resources and prepare grant proposals.

Ability to work extended hours as needed to carry out supervisory responsibilities and functions.

~~Ability to: supervise others and carry out Neighborhood Development Services program activities; writes reports clearly and concisely; plan work; make sound decisions and recommendations; and work effectively with others.~~

**PHYSICAL DEMANDS:** Work is performed 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. Continuous use of both hands in reaching/handling/grasping/fingering **keyboarding and other fine motor skill manipulation** while performing duties and operating computers. Work may require occasional travel to a variety of locations. May work outside in all weather extremes and be exposed to **members of the public, insects, vermin, animals, pollen,** water, dirt, dust, construction debris, smoke, electrical hazards, noxious odors, fumes, or chemicals, solvents, oil, **needles, drug paraphernalia,** vibrations, traffic and rough and uneven terrain. May work at heights, in confined spaces or awkward positions, remote locations or in noisy work area. ~~Continuous use of both hands in reaching/handling/grasping/fingering while performing duties and operating computers.~~ Occasional heavy work includes lifting and carrying up to 50 pounds. Occasionally ascends/descends stairs, ladders and other inclines while maintaining balance. Occasional bending/twisting at knees/waist/neck. Occasional stooping/bending/ kneeling/crawling while performing duties. Continuous 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. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**UNUSUAL WORKING CONDITIONS:** ~~Exposure to extremes of weather, dirt, dust, fumes and related construction hazards. Contact with public may involve irate or upset individuals. May encounter angry, upset and/or emotionally disturbed individuals.~~ Frequently attends meetings before or after regular office hours.

**LICENSES, REGISTRATIONS AND/OR CERTIFICATES:** Must **obtain/possess** and maintain a valid Washington State Driver's License at time of appointment. ~~and obtain a Basic First Aid/CRP Certificate within six months of appointment.~~

**MINIMUM CLASS REQUIREMENTS:** ~~Four years of education and/or work experience in the construction or rehabilitation of residential structures which~~

~~include commercial or capital construction projects, plus two years of experience which demonstrates knowledge of federal HUD guidelines and programs. Previous supervisory experience is desirable.~~ Associate's Degree from an accredited college or university and (5) years of progressively responsible work experience in the administration of federally funded or other grant program with an emphasis on state, and/or federal community development and knowledgeexperience with of federal Housing and Urban Development (HUD) guidelines. Previous lead or supervisory experience is preferred.

Two (2) years additional experience with HUD guidelines and a high school diploma may substitute for required education.

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FLSA STATUS: Exempt  
ADOPTED DATE: 1/99  
REVISED DATES: 11/10; 1/22  
TITLE CHANGES: \_\_\_\_\_  
UNION: NON-UNION  
CIVIL SERVICE STATUS: CHARTER

Monday, December 20, 2021

Yakima Charter Civil Service Commission  
128 N Street  
Yakima, WA 98901

**RE: REQUEST FOR PROPOSED REVISIONS TO THE EXISTING ADMINISTRATIVE ASSISTANT FOR  
THE YAKIMA AIR TERMINAL JOB CLASSIFICATIONS.**

The proposed revisions were prompted by an upcoming retirement which will be creating a vacancy. It is our desire to update this classification for consistency with other revisions that have been done across the City, as well as to more accurately define the expectations of the job prior to running a recruitment. The proposed changes better identify and clarify the job expectations.

Yakima Air Terminal functions with a very small team, thus as with other classifications at the airport, the Administrative Assistant can assist in multiple capacities. The primary duties and responsibilities were already captured within the classification, but additional language has been added to include some operational functions performed, particularly in the absence of management or subordinate staff.

The Chief Examiner reviewed the classification and there are no proposed changes to the pay allocations, as there are not major changes to the minimum requirements, nor the authority and responsibility levels of the position. These tasks are already being performed by the incumbent and the revisions are specifically focused on clarifying the duties, as well as better defining the required knowledge, skills and abilities.

For informational purposes, this position has previously been represented by the Local 1122 of the American Federation of State, County and Municipal Employees, AFL-CIO (AFSME). This was because the current employee was already represented by this union when the City of Yakima assumed administration of the Airport from Yakima County. All other represented City of Yakima Administrative Assistants are covered by the Yakima Supervisors and Administrative Unit- Teamsters Local # 760; therefore, due to the community of interest, it has been negotiated with AFSME that the position be represented by Teamsters moving forward. This change will take place after the retirement of the current employee.

Thank you for your consideration.

Sincerely,

Jaime Vera  
Airport Operations and Maintenance Manager  
Yakima Air Terminal-McAllister Field

A decorative graphic at the bottom of the page consisting of a blue curved shape on the left and a yellow curved shape on the right, meeting at a white curve in the center.



**CITY OF YAKIMA  
CLASS SPECIFICATION**

<b>CODE:</b> 11615 <b>TITLE:</b> Administrative Assistant for Yakima Air Terminal <b>EST:</b> 3/4/2013 <b>REV:</b> 1/22
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**DEFINITION:** Under limited supervision works independently within established procedures, performs a variety of responsible secretarial, accounting and administrative tasks within the Yakima Air Terminal McAllister Field (YAT). Work is generally performed under the direction of the YAT ~~Manager or Assistant Manager~~ Airport Director. Applies considerable independent judgment and discretion in making decisions; resolving unusual problems; interpreting extensive guidelines; regulations and policies; dealing with the public and working on special reports and projects. Work products and processes are regulated and audited by federal, state, county and city using their specific regulations and guidelines.

<b>DUTIES</b>
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**ESSENTIAL FUNCTIONS:** Organizes and coordinates airport functions, activities and communications; assures efficient work flow and airport operations; serves as Administrative Assistant to the YAT ~~Manager and/or Assistant Manager~~ Airport Director and/or Airport Operations and Maintenance Manager, relieving them of a variety of administration and technical duties; answers and screens phone calls, relays messages or redirects callers, provides answers when possible; maintains the daily appointment calendar; schedules meetings and conferences; composes and prepares correspondence and letters on a variety of routine and specialized matters; maintains the department's administration filing system; coordinates travel and training plans; prepares and maintains personnel files, evaluation file and other confidential matters. May act in lead capacity in absence of Airport Director or Operations and Maintenance Manager, assigning tasks, resolving operational problems and reviewing work of subordinate staff.

Resolves complaints to the extent possible by utilizing working knowledge of the operations of the department to resolve the problems; or directs the complaints to the appropriate staff. Processes administrative details not requiring immediate attention by the ~~Manager or Assistant Manager~~ Airport Director or Operations and Maintenance Manager. Serves as liaison between the staff, public and other city employees.

## Airport Security

Serves as primary YAT focal point for activities related to the issuance, maintenance, collection, replacement, and revocation of YAT security badges. Maintains federally mandated security-related records and ground vehicle permits for tenants and staff. Activities will include the collection, submittal to designated agencies, and evaluation of sensitive information such as fingerprints, employment history, and criminal history record checks for potential badge holders.

Issues, collects, controls and manages access control devices (i.e., keys, key cards, etc.). Issues, collects, controls and manages airport parking permits if required.

Creates, maintains, and administers YAT training materials and other communications and documentation related to airport security.

Assists in the development and implementation of airport security policies and interpretation of Transportation Security Administration (TSA) and Federal Aviation Administration (FAA) requirements and directives to ensure YAT compliance.

In the absence of the Airport Security Coordinator (ASC), serves as the alternate ASC. In support of this role, completes and maintains training required per Title 49 CFR Part 1542 and per the YAT Airport Security Program (ASP). Achieves and maintains familiarity with YAT security-related procedures and activities to ensure they are effective and in compliance with applicable requirements and current Security Directives (SDs). Initiates appropriate corrective actions for any instance of non-compliance with YAT security procedures.

Serves as alternate contact for security-related activities and communications with TSA and other law-enforcement and security agencies and personnel. This responsibility may require 24-hour per day, 7-days per week availability to TSA as well as to local police and fire departments.

## Airport Maintenance Operations

**Responds to airport emergencies and other incidents at the airport in accordance with the airport's approved Airport Emergency Plan.**

**Provides emergency support for maintenance and other emergency situations. Implements the airport's snow removal plan as needed; assists with monitoring snow removal operations during assigned shift.**

**May conduct FAR Part 139 airfield inspections; assess airfield conditions for safe aircraft operations, and record discrepancies.**

In absence of and/or supporting maintenance staff, works to ensure airfield safety to include identifying, preventing, and removing hazards to aviation including foreign object debris (FOD), wildlife, unauthorized vehicles and pedestrian entry.

Issues Notices to Airmen (NOTAMs) to assure safe, timely dissemination of information to pilots. Maintains a log of all NOTAMs.

May inspect and/or oversees inspections of the airport, including all lighting systems, runways, taxiways, and safety areas.

Professionally represents company through frequent and meaningful contact with the customer; maintains customer contact through positive lines of communication.

### Airport Project Administration

Reports and Statements: Serves as airport finance coordinator for federal and state grants and Passenger Facility Charge (PFC) funds. Prepares periodic financial reports and statements as required for federal, state, and local government agencies and departments regarding FAA Airport Capital Improvement Project (CIP), PFC, or Washington State Department of Transportation - Aviation (WSDOT-A) Airport Aid Grant collections and disbursements. Provides financial reports and data to the Finance Department or City Manager as required.

Requests, collects, and disseminates reports, updates, and other documentation from consultants, contractors and subcontractors as necessary to provide descriptions or status of projects involving AIP, PFC, or WSDOT-A funding.

Records: Collects, prepares, organizes, maintains, and retains the necessary records for projects involving Airport Improvement Program (AIP), PFC, or WSDOT-A finance collections and disbursements. Such records shall include, but not be limited to, project initiation, project application, contracts, approvals and authorizations, invoices, payments, reports, file notes, project closeouts, and correspondence.

Grants: Coordinates and obtains sponsor signatures approvals for all federal, state, and local grants.

Informs ~~Assistant Manager~~ the Airport Director of current or potential issues for projects involving AIP, PFC, or WSDOT-A collections and disbursements. Works with the ~~Assistant Manager~~ Airport Operations and Maintenance Manager and project consultants, contractors, and subcontractors to develop resolution or mitigation plans to address identified issues regarding YAT projects. Provides timely and accurate periodic status reports on all active and pending projects at YAT.

Project Payments: Coordinates with contractors, consultants, and other persons and organizations to obtain the information needed to administer grant and PFC accounts. Such coordination shall include, but not be limited to, receiving invoices, reconciling accounts, submitting pay requests to the appropriate governmental agency, and requesting payments from the Purchasing Division or Finance Departments for vendor invoices.

Audits and Inspections: Assists and participates in audits and inspections for projects involving AIP, PFC, or WSDOT-A collections and disbursements. Participation level shall be as appropriate to ensure compliance with federal, state, and local regulations.

Communications: Serves as point of communication with vendors regarding service contract issues for airport projects. This responsibility shall include, but shall not be limited to, participation in project kickoff meetings, construction status meetings, project status meetings, and project closeout meetings.

Disadvantaged Business Enterprise (DBE): Serves as the DBE focal point for YAT projects involving federal, state or local funding.

### Airport Lease Administration

Agreements: Assists in the preparation of lease agreements and lease amendments. Verifies, tracks, and coordinates with Purchasing Department lease insurance requirements meet or exceed lease agreement requirements. Provides periodic lease status reports. Reviews upcoming lease renewals, adjustments, and provides recommendations to modify lease agreements. With approval of the ~~manager and/or assistant manager~~ Airport Director and/or the Airport Operations Manager, sends tenants timely notifications of intended or implemented changes to Lease agreements. Answers questions regarding Lease agreements.

Files: Administers lease files and lease renewals in an orderly, current, logical manner. Develop and maintains a calendar of upcoming lease actions (e.g., renewals, modifications, expirations, etc.). Through the ~~Manager/Assistant Manager~~ Airport Director ensures that necessary actions are completed in a timely and accurate manner.

Rents: Calculates proposed rents using YAT-approved formulas and provides inputs to ~~Assistant Manager~~ the Airport Director regarding proposed rent adjustments. Provides necessary parties with current lease information including, but not limited to: rental rates; calculated leasehold tax; and billing information.

Contributes to the effectiveness of City government by demonstrating and fostering 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 work cooperatively to provide exceptional customer service to internal and external customers.

Requires regular and reliable attendance.

Performs other related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:** Knowledge of: Yakima Air Terminal and city-wide activities, programs, operations, policies and procedures, terminology and related regulations, modern clerical and office principles, practices and techniques; municipal public meeting, agenda and public document request processes; time management, research techniques and data compilation; budget preparation; project planning and development; organizational practices and techniques. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

~~office organization and administration, practices, procedures and equipment, research techniques and data compilation, project planning and development, budget preparation, correct grammar, letter composition, spelling, punctuation and mathematical skills, filing and records systems; good human relations practices and public relations techniques.~~

**Strong working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite Outlook, Word, PowerPoint and Excel; and other report writing tools; and office equipment; professional office procedures and practices; and computerized municipal budgetary and fiscal management practices. Knowledge and understanding of basic arithmetic and basic principles of accounting/bookkeeping.**

**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, City Council; government officials, and members of the public. Ability to negotiate and clearly and concisely present complex information in both written and verbal formats.**

**Must be able to communicate clearly and effectively, with employees, members of the public representing diverse educational levels 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, correspondence, letter composition, editing, spelling, and punctuation. Ability to routinely and regularly maintain confidentiality and discretion through all forms of communication.**

Ability to: perform complex office and administrative assistant duties; anticipate departmental needs; organize and establish individual priorities and tasks; evaluate and recommend improvements in operations, systems, practices and procedures; produce and maintain accurate records and reports; conduct research studies including collection organization, analysis and development of logical decisions and recommendations; utilize good judgement in applying guidelines to a wide variety of work situations; prepare written analysis, recommendations and reports; express ideas clearly and concisely orally and in writing; anticipate division's needs and proactively addresses to meet production needs; work confidentially, with discretion; prepare monitor and control assigned budgets.

Must be able to efficiently use a variety of computer software systems/applications to proficiently enter data/information into a computer system with speed and accuracy. Ability to operate standard office equipment and applicable software/applications/programs including but not limited to: computer, fax machine, copy machine, telephone etc.

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. Ability to read, research, 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 work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail 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, plan, organize and direct the work of subordinate staff. Ability to receive feedback and take direction is essential.

Ability to: perform complex office and administrative assistant duties; evaluate and recommend improvements in operations, systems, and methods; organize and work independently; produce



~~and maintain accurate records and reports; compose correspondence; conduct research studies including collection organization, analysis and development of recommendations; prepare written analysis, recommendations and reports; make appropriate decisions; establish and maintain effective and courteous relationships with the public, city officials and employees; operate standard office equipment such as computer and applicable programs; communicate effectively, both orally and in writing; prioritize workload to meet production needs; read, interpret, apply and explain codes, rules, regulations, policies and procedures, work confidentially, with discretion; prepare monitor and control assigned budgets.~~

**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/~~finger~~ **keyboarding and other fine motor skill manipulation** while performing duties and operating computers. Occasional heavy work includes lifting and carrying up to 50 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. May work in remote locations and/or in noisy work areas with exposure to frequent aircraft noise and/or exhaust fumes. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. ~~Normal working schedule will be M-F 8am-4:30pm unless required to work alternative hours during irregular airfield operations.~~

**UNUSUAL WORKING CONDITIONS:** Must be willing/able to work all shifts, including nights, weekends, and holidays. Required to work overtime or alternate hours as necessary for the efficient operation of the airport. Frequent extension of work day to meet deadlines; frequent interruptions to concentration, work with the public, some of whom may be irate, upset or disturbed. Employee may be required to travel to meetings in or out of town. Employee may be required to provide his/her own transportation to meetings held offsite.

**LICENSES, REGISTRATIONS AND/OR CERTIFICATES:** Must possess and maintain a valid Washington State Driver's License. Must obtain a ground vehicle operator permit; first aid and CPR certification within **six (6)** months of hire. Must be trained and certified annually as applicable in Airport Certification Manual (ACM) as required by Federal Aviation Administration.

**MINIMUM CLASS REQUIREMENTS:** Associate's Degree **High school diploma or GED** and three **(3)** years of progressively responsible ~~secretarial-clerical~~

experience including administrative support or office management experience. ~~Associate degree from an accredited office administration/computer application business program is preferred. Working knowledge of internet and various software programs to include but not limited to MS Office Suite is required, additional experience with Cayenta is preferred.~~ **Secondary education in a related field from an accredited institution and/or eExperience in: airport administration, business and/or project management; airport security; property management; budgeting; bookkeeping; and/or government grants is preferred. Ability to type 50 wpm and working knowledge of internet and various software programs to include but not limited to MS Office Suite.**

Employee will be required to achieve and maintain TSA-approved Security Threat Assessment (STA); criminal background check; employment history verification; and a Security Identification Display Area (SIDA) permit;

**FLSA STATUS:** Non-Exempt  
**ADOPTED DATE:** 05/04/2013  
**REVISED DATES:** 1/22  
**TITLE CHANGES:** N/A  
**UNION:** AFSCME-TEAMSTERS  
**CIVIL SERVICE STATUS:** CHARTER





DEPARTMENT OF PUBLIC WORKS  
2301 Fruitvale Blvd., Yakima, Washington 98902

Date: December 29, 2021

To: Charter Civil Service Commission

From: Dan Nickoloff, Traffic Operations Supervisor  
Scott Schafer, Public Works Director

Subject: Revised Class Specifications – Traffic Signs and Markings Specialist I (4222) and Traffic Systems Technician I (8662)

The Streets & Traffic Operations Division is requesting your consideration of revisions to the Traffic Signs and Markings Specialist I (4222) and the Traffic Systems Technician I (8662) job classifications.

The proposed revisions are prompted by upcoming recruitments. It is our desire to update these classifications for consistency with other class revisions that have been done across the City, as well as to more accurately define the expectations of the job prior to running the recruitments. The proposed revisions better identify and clarify the job duties, as well as the knowledge, skills and abilities necessary to perform the essential functions.

The automatic promotion allowance has been removed due to the City Charter which states *"All appointments to and promotions to positions in the classified civil service of the City of Yakima shall be made solely on merit, efficiency, and fitness, which shall be ascertained by open competitive examination and impartial investigation."*

There are no proposed changes to the pay allocations, as there are no substantial changes to the minimum requirements, nor the authority and responsibility levels of the positions. These revisions are specifically focused on updating and clarifying the current needs and expectations.

Thank you for your consideration.

**CITY OF YAKIMA  
CLASS SPECIFICATION**

<b>CODE:</b> 8662	<b>TITLE</b> Traffic Signs and Markings Specialist I	<b>Est</b> 1/131/22
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**DEFINITION:** Under close supervision, acquires and demonstrates basic knowledge of traffic signs and markings operations. Performs assigned basic operational duties such as: fabrication, installation, and maintenance of traffic signs and traffic control pavement markings-markings; applies ~~traffic control pavement markings~~, lane lines, parking spaces and crosswalks; ~~fabricates traffic, highway and other required signs~~; inspects, installs, removes, cleans and replaces traffic signs; removes vegetation obscuring signs; ~~builds, repairs or fabricates signs, barricades and sign mounting hardware~~; and, operates, maintains painting and fabrication equipment and machinery. Work is evaluated through observation, performance evaluations, results achieved and conferences.

<b>DUTIES</b>
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**ESSENTIAL FUNCTIONS:** Operates and maintains assigned machinery and tools used to paint or apply traffic control markings, lane lines, parking spaces and crosswalks. Operates truck-mounted and manual equipment to apply: water and solvent borne paints; ~~reflective additives~~ reflective glass beads; inlaid, pressure sensitive reflective tapes; thermoplastic tape and other materials. Drives light to medium-duty trucks as needed.

Cleans and maintains stripers, stencil trucks, line walkers, sign fabrication equipment, graphic arts sign fabrication equipment, and other related equipment.

Fabricates traffic signs from aluminum sign plate, plastic, vinyl, reflective sheeting and printer inks using equipment such as vinyl plotters and roller tables.~~traffic signs in metal, wood and plastic using acrylics, reflective sheeting, vinyl transfer, thermal transfer and other materials~~. Prepares surfaces and applies appropriate coatings; makes stencils as needed; applies reflective sheeting; operates computers using graphic art design software and other specialized software, printers ~~and plotters~~ to make street signs.

Builds and repairs ~~wooden, vinyl or metal~~ various types of traffic control signs and barricades; uses cones and barricades to temporarily detour traffic around work sites, emergency situations and other hazardous traffic conditions.

Reviews and monitors signs to determine reflectivity and identifies signs in need of repair. Removes and replaces worn, faded, damaged, missing or vandalized signs; cleans or repairs signs for re-use; replaces sign posts using hand tools, jackhammers,

concrete and other equipment and materials as needed. Removes vegetation blocking or obscuring signs, as needed, using hand and power tools. Inventories signs to indicate type and location. Maintains an inventory of signs and sign-making materials. May install overhead signs using ~~man-lifts~~, bucket trucks, and ~~scissor lifts~~.

Maintains records, inventory, work status and completion.

Requires regular and reliable attendance.

Performs other related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:** Knowledge of: traffic regulations; pavement markings; sign manufacturing and fabrication techniques, tools, materials and processes; ~~computer operations and computer graphics; and safety practices and principles.~~ Knowledge of: ~~flagging techniques.~~

**Knowledge traffic control procedures and equipment capabilities.**  
**Knowledge of safe techniques and procedures for the appropriate use of materials, hand tools, power tools, and equipment.**

**Knowledge city, state and federal traffic laws, rules and regulations with ability to direct traffic utilizing proper flagging processes and procedures.**  
**Ability to recognize traffic hazards and other potential safety concerns.**

**Knowledge of time management and work flow practices, record keeping systems, processes, and practices; municipal records retention procedures, project planning; and organizational practices and techniques. Knowledge and sound judgement with regard to public disclosure, and confidentiality standards.**

**Working knowledge of office equipment, computer operations, graphics, and programs including but not limited to Microsoft Office Suite.**  
**Knowledge and adherence to professional office procedures and practices.**  
**Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone etc.**

**Must be able to communicate clearly and effectively, with employees and members of the public representing diverse education and background, utilizing well-developed communication skills, both written and oral, with appropriate use of English, including but not limited to correct grammar, punctuation and vocabulary. Ability to routinely and regularly maintain**

confidentiality and discretion through all forms of communication. Ability to follow verbal and written instruction.

Must be dependable; able to work independently with limited supervision and as a team player; be self-directed, highly motivated, organized and skilled at meeting deadlines; have a sense of urgency to complete tasks in a timely manner. Must possess ability to quickly adapt to changing priorities and demands.

Ability to: perform hard physical labor; to walk or stand for extended periods of time; safely use hand and power tools such as shovels, picks, post-hole digger, jackhammer, tamping bar, core drilling equipment, concrete finishing tools, power drills, paint sprayer, propane torches, wrenches, clamps and other tools. Ability to use chemical cleaning compounds safely.

Ability to work above ground level installing over-head signs in man-lift or bucket trucks. Ability to safely operate ~~man-lifts,~~ vehicles and attachments including but not limited to bucket trucks, and forklifts, ~~and seissor lifts.~~

Ability to: operate personal computers using specialized and common software, plotters, printers, copiers, letter die-cutter, 2-way radio and other specialized equipment. ~~Ability to: communicate effectively orally and in writing. Ability to: establish effective working relationships with co-workers and other employees and to deal with the public and fellow employees courteously.~~

Ability to establish, facilitate, and maintain effective working relationships with other employees, contractors and other members of the public, and to consistently 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. Must demonstrate an attitude of cooperation and coordination of division efforts and efficient use of resources.

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

Ability to respond to emergency calls, diverse work shifts, weekend and holiday work, and to work extended hours as necessary.

**PHYSICAL DEMANDS:** Work frequently performed outside. Continuous use of both hands in reaching/handling/grasping/fingering keyboarding and other fine motor skills while performing duties operating on a variety of vehicles, equipment and machinery. Occasional heavy work includes lifting and carrying up to 50 pounds. On rare occasions may be required to lift heavier weight with the assistance of others

or mechanical devices up to 100 pounds. Occasionally ascends/descends stairs, **ladders** and inclines 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. May work alone, with others, or in noisy work areas. Work will require occasional travel to a variety of locations. May be required to operate hand tools, heavy truck, equipment, or machinery. May work outside with all weather extremes, be exposed to **members of the public, stinging and biting** insects, animals, **vermin**, pollen, dust, **dirt, water, mud**, poison ivy, smoke, electrical hazards, noxious odors, fumes, or chemicals, solvents, oil, ink, **debris, needles, drug paraphernalia**, or vibrations, ~~and/or~~ **traffic** **and/or** **other** **hazards**. Frequent kneeling/bending/crouching/reaching/ **hammering/shoveling/digging**. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**UNUSUAL WORKING CONDITIONS:** ~~Exposure to adverse weather conditions; traffic hazards; chemicals related to painting and signing operations; wasps, bees, spiders and dogs.~~ **May encounter angry, upset and/or emotionally disturbed individuals.** Exposure to hot asphalt **and extreme temperatures**. May be required to work nights, alternative work shifts and standby on weekdays and weekends.

**LICENSES, REGISTRATIONS AND/OR CERTIFICATES:** Must possess and maintain a valid Washington State Driver's License; obtain basic first aid and CPR certificates, traffic flagging certificate, forklift ~~and scissor lift~~ certificates within six **(6)** months of employment. Must obtain International Municipal Signal Association (IMSA) Level I Traffic Signs and Markings Specialist Certification (or equivalent) within **twelve (12)** months of employment.

**MINIMUM CLASS REQUIREMENTS:** **High school diploma or GED and** Any combination of education or experience equivalent to six **(6)** months in sign fabrication, sign installation, computer graphics design, commercial painting, metal fabrication, or equipment maintenance.

**Note:** ~~A Traffic Signs and Markings Specialist I may be promoted to Traffic Signs and Markings Specialist II without further competition upon possession of an International Municipal Signal Association (IMSA) Level II Traffic Signs and Markings Specialist Certification (or equivalent) and three years experience in applying traffic pavement markings and traffic sign fabrication, installation, and maintenance.~~

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**FLSA STATUS:** Non-Exempt

**ADOPTED DATE:** 1/2013;

**REVISED DATES:** 1/22

**TITLE CHANGES:**

**UNION:** AFSCME

**CIVIL SERVICE STATUS:** CHARTER

**CITY OF YAKIMA  
CLASS SPECIFICATION**

**CODE:** 4222 **TITLE:** Traffic Systems Technician I (~~in training~~) Rev. 9/131/22

**DEFINITION:** Under close supervision, assists in electronic and electrical work in the installation, operation, maintenance and repair of traffic signal systems, illumination systems, and traffic control devices; performs locates for utility calls. Work is evaluated through performance evaluations, observation, conferences and results achieved.

**DUTIES**

**ESSENTIAL FUNCTIONS:** Assists in the installation, operation, maintenance and repair of signal systems including such traffic control devices as vehicle detectors, control cabinets ~~and concrete bases~~, wood and steel standards including ~~concrete~~ **light pole** bases, signal head relamps, illuminated signs, ~~underground conduit and overhead cable systems and illumination systems~~. Tests and inspects new and existing equipment. Performs shop and field repairs on traffic control devices such as fixed time, semi and fully actuated signal controllers, electronic masters complete with computers, and video detection equipment, emergency vehicle preemption equipment, and school zone beacons. Periodically cleans, adjusts and times controllers; repairs traffic control devices in the field.

Operates a variety of specialized tools and test equipment related to electronic repairs such as digital voltmeters, recording meters, ~~oscilloscopes~~, conduit benders, ~~trenching equipment and concrete saws~~; ~~operates line equipment, power trenchers, power pipe cutters, threaders and reamers~~, Performs duties utilizing other equipment including, but not limited to: jackhammers; electronic, electrical, and mechanical hand tools, and test equipment; ~~O~~perates lift equipment, boom truck, bucket truck and other heavy equipment in the installation, maintenance and repair of illumination systems and traffic signal systems.

Receives training in the advanced installation and maintenance of traffic signals and illumination systems.

Maintains written inventories, logs indicating work status and completion.

Requires regular and reliable attendance.

Performs other related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:** Knowledge of: current digital electronic and electrical maintenance, troubleshooting, calibration, and repair practices, and the technical application of electronic theory; and familiarity with the



National Electric Code and safety precautions and procedures for electronic repairs and maintenance. Familiarity with the Manual of Uniform Traffic Control Devices.

Knowledge traffic control procedures and equipment capabilities. Knowledge of safe techniques and procedures for the appropriate use of materials, hand tools, power tools, and equipment necessary for installation, operation, maintenance and repair of traffic signal systems, illumination systems, and traffic control devices,

Knowledge city, state and federal traffic laws, rules and regulations with ability to direct traffic utilizing proper flagging processes and procedures. Ability to recognize traffic hazards and other potential safety concerns.

Knowledge of time management and work flow practices, record keeping systems, processes, and practices; municipal records retention procedures, project planning; and organizational practices and techniques. Knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Working knowledge of office equipment and computer programs including but not limited to Microsoft Office Suite. Knowledge and adherence to professional office procedures and practices. Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone etc.

Ability to: recognize and diagnose equipment malfunctions; perform skilled electronic installations and repairs; and utilize various types of specialized electronic tools and test equipment such as digital voltmeters, recording meters, oscilloscopes, conduit benders, ~~trenching equipment~~ and concrete saws;

Ability to safely operate hand and power tools; read and interpret plans, wiring diagrams and specifications; operate personal computers using modern computer programs and applications and to learn additional programs as necessary; read and interpret plans, wiring diagrams and specifications; ~~establish and maintain effective working relationships with co-workers and the public; and communicate effectively orally and in writing.~~

Ability to operate vehicles and attachments; equipment and tools with precision, speed, and safety. Ability to perform physical work outdoors.

Must be able to communicate clearly and effectively, with employees and members of the public representing diverse education and background, utilizing well-developed communication skills, both written and oral, with appropriate use of English, including but not limited to correct grammar, punctuation and vocabulary. Ability to routinely and regularly maintain



confidentiality and discretion through all forms of communication. Ability to follow verbal and written instruction.

Must be dependable; able to work independently with limited supervision and as a team player; be self-directed, highly motivated, organized and skilled at meeting deadlines; have a sense of urgency to complete tasks in a timely manner. Must possess ability to quickly adapt to changing priorities and demands.

Ability to establish, facilitate, and maintain effective working relationships with other employees, contractors and other members of the public, and to consistently 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. Must demonstrate an attitude of cooperation and coordination of division efforts and efficient use of resources.

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

Ability to respond to emergency calls, diverse work shifts, weekend and holiday work, and to work extended hours as necessary.

**PHYSICAL DEMANDS:** Work is performed primarily outside requiring travel to various installation locations to maintain and repair signal and lighting systems. Occasionally work is performed in shop environment while sitting at a desk or computer terminal for periods of time or while standing for excessive periods of time. Continual use of both hands reaching/handling/ grasping/~~fingering~~**keyboarding and other fine motor skills manipulation** while performing duties of maintaining and repairing signal/illumination systems, operating computers and other tools and test devices. Occasional work includes lifting and carrying up to 50 pounds. Occasionally ascends/descends stairs, ~~and~~-ladders **and inclines** while maintaining balance. Continual 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. Frequently work at heights of 40 feet, confined alone, with others, or in noisy work area. Work will require frequent travel to a variety of locations. May be required to operate heavy truck, equipment, or machinery. Frequent outside work with all weather extremes, uneven terrain, be exposed **exposure to members of the public, stinging and biting** insects, **spiders**, animals, **vermin**, pollen, dust, **dirt, water, mud**, poison ivy, smoke, electrical hazards, noxious odors, fumes, chemicals, solvents, oil, **debris, needles, drug paraphernalia**, ~~or~~-vibrations, ~~and/or~~ **traffic, shocks, burns and/or other hazards.** Frequent kneeling/bending/crouching/reaching hammering/shoveling/digging. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**UNUSUAL WORKING CONDITIONS:** May encounter angry, upset and/or emotionally disturbed individuals. Exposure to: ~~adverse and extreme weather conditions; uneven surfaces; stinging and biting insects; spiders; hazardous street traffic; works at heights of up to 40 feet; and~~ **with risk of shocks and burns.** ~~May lift objects weighing in excess of 50 pounds.~~ May work standby, call-out and shift work requiring evening and/or weekend work.

**LICENSES, REGISTRATIONS AND/OR CERTIFICATES:** Must possess and maintain a valid Washington State Driver's License. Must obtain an International Municipal Signal Association Level (IMSA) I certification and Roadway Lighting Specialist I certification within one **(1)** year of employment. ~~Commercial Class B Driver's License is preferred.~~ . Traffic flagging and First Aid/CPR certificates must be obtained within six **(6)** months of appointment.

**MINIMUM CLASS REQUIREMENTS:** High school diploma or GED and An Associate Degree or certification of completion in electronics or telecommunications maintenance. from an accredited college, trade/~~or~~-vocational school, or formal apprenticeship program.

Note: ~~A Traffic Systems Technician I (in training) shall be promoted to Traffic Systems Technician II without further competition upon possession of an IMSA Level II Traffic Signal Technician Certification and three years experience in the maintenance and repair of traffic signal and lighting systems.~~

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**FLSA STATUS:** NON-EXEMPT

**ADOPTED DATE:** 6/85

**REVISED DATES:** 11/03; 6/04; 9/10; 9/13; 1/22

**TITLE CHANGES:** 9/13

**UNION:** AFSCME

**CIVIL SERVICE STATUS:** CHARTER

Administration  
Fire Suppression  
Fire Investigation  
Fire Training  
Fire Prevention  
Public Education



401 North Front Street, Yakima, WA 98901

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**MEMORANDUM**  
January 2, 2022

TO: City of Yakima Civil Service Commission  
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief  
SUBJECT: December 2021 – 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. Probational or temporary appointments made.**

Promotions:  
Nothing new to report.

New Hires:  
Kraig Burlingame, Telecommunicator  
Hailey Kincaid, Telecommunicator

**2. Refusal or neglect to accept an appointment by a person who has been duly certified.**

Nothing new to report.

**3. Suspension or other disciplinary action made of any officer or employee with the reasons therefore.**

Nothing new to report.

**4. Separation from service, and whether the separation was caused by death, dismissal, resignation, or retirement.**

Nothing new to report.

**5. Positions created or abolished.**

Nothing new to report.

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

Administration  
Fire Suppression  
Fire Investigation  
Fire Training  
Fire Prevention  
Public Education



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**MEMORANDUM**  
January 2, 2022

TO: City of Yakima Civil Service Commission  
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief  
SUBJECT: November 2021 – YFD Monthly Report

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**1. Probational or temporary appointments made.**

Promotions:  
Nothing new to report.

New Hires:  
Nothing new to report.

**2. Refusal or neglect to accept an appointment by a person who has been duly certified.**

Nothing new to report.

**3. Suspension or other disciplinary action made of any officer or employee with the reasons therefore.**

Nothing new to report.

**4. Separation from service, and whether the separation was caused by death, dismissal, resignation, or retirement.**

Kendra Moritz, Telecommunicator – resignation

**5. Positions created or abolished.**

Nothing new to report.

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



## Memorandum

November 30, 2021

To: Civil Service Commission  
From: Matthew Murray, Chief of Police  
Subject: November 2021 – Status Report

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*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. **Probational or temporary appointments made.**  
(none)
  
2. **Every refusal or neglect to accept an appointment by a person who has been duly certified.**  
(none)
  
3. **Every suspension or other disciplinary action made of any officer or employee with the reasons therefore.**

Police Officer	11/9/21	suspension
Police Officer	11/9/21	suspension
  
4. **Every separation from service, and whether the separation was caused by death, dismissal, resignation, or retirement.**

Austin Lyall	11/11/21	failure of probation
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5. **Every position created or abolished.**  
(none)



## Memorandum

December 31, 2021

To: Civil Service Commission  
From: Matthew Murray, Chief of Police  
Subject: December 2021 – Status Report

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*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. **Probational or temporary appointments made.**  
(none)
2. **Every refusal or neglect to accept an appointment by a person who has been duly certified.**  
(none)
3. **Every suspension or other disciplinary action made of any officer or employee with the reasons therefore.**  
(none)
4. **Every separation from service, and whether the separation was caused by death, dismissal, resignation, or retirement.**

David Cortez	12/1/21	retirement
Auston Unland	12/20/21	failure of probation

5. **Every position created or abolished.**  
(none)