



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

**March 7, 2022 at 3:30 p.m.**

**Regular Meeting**

**AGENDA**

**APPROVAL OF MINUTES**

Approval of the February 7, 2022 minutes for the regular Charter, Police and Fire Civil Service Meeting.

**NEW BUSINESS**

- 1) 6241 Police Information Specialist (Charter)
- 2) 8205 Police Fleet Specialist (Charter)
- 3) Consideration of revisions to IT Services Classifications (Charter):
  - a) 2117 IT Services Web Application Developer
  - b) 2118 IT Services System Administrator
  - c) 10201 IT Services Senior Analyst
  - d) 2120 IT Services Senior Application Analyst

**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 – February 7, 2022**

**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 3:33 PM. In attendance were: Charter Civil Service/Police and Fire Civil Service Commissioner Greg Lighty; Charter Civil Service Commissioner Louisa Beckstrand; Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino, Police/Fire Civil Service Commissioner Camille Becker, and Chief Examiner Debbie Korevaar.

Lighty called the meeting to order.

**APPROVAL OF MINUTES**

Approval of the January 11, 2022 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Lighty and **seconded** by Becker to approve the minutes. Motion **passed** unanimously.

**NEW BUSINESS**

**1. Consideration of revisions to Transit Operator 22101 (Charter)**

Transit Manager Alvie Maxey requested consideration of changes to Transit Operator. Over the past several years there have been difficulties filling the positions; meanwhile, the City has had to turn away drivers with Commercial Driver's Licenses (CDL) due to them not possessing the required passenger endorsement. A training program has now been created to train CLD drivers to obtain the required passenger endorsement; therefore, changes to the minimum requirements are being proposed.

Lighty inquired about the process of the training program. Maxey explained the program is conducted in-house, but the test would be done with a 3<sup>rd</sup> party. Some failure contingencies are built into the program. Korevaar added generally after 2 failures, the City would typically separate the employee. Maxey confirmed these candidates will have already obtained their CDL, so they will be focusing the training to simply add the necessary endorsement.

Lighty **moved** to approve revisions to Transit Operator 22101. Beckstrand **seconded**. Motion **passed** unanimously.

**2. Consideration of revisions to IT Services Senior Application Analyst 2120 (Charter)**

IT Services Manager John Carney requested changes to Senior Application Analyst position, updating it to more accurately reflect current demands of the position. Carney noted a change is also being proposed to the minimum requirements to allow additional experience in place of education. This is to allow for a broader candidate pool.

Lighty **moved** to approve revisions to IT Services Senior Application Analyst 2120. Trevino **seconded**. Motion **passed** unanimously.

**3. Consideration of revision to Fire Mechanic II and Electronic Technician II (Fire)**

- a) Fire Mechanic II 8230**
- b) Electronic Technician II 4521**

Fire Chief Aaron Markham addressed the Fire Mechanic II position noting the proposed changes are to add even more clarifying language to clearly identify that the position is the lead mechanic in the shop, overseeing operations and directing the work of subordinate mechanics. Additionally, language has been added under the Major Worker Characteristics to better describe the knowledge, skills and abilities necessary for the position. Regarding Licenses and Certifications, the EVIP certification was stricken, as by law, it is only applicable to firefighters. This position will now be required to have a CDL and be subject to DOT requirements. Fire Mechanics will have to possess or obtain the CDL license within 6 months of appointment, and they will also need to possess/obtain a forklift certificate.

There was no proposed change to the authority or responsibility level of the position, so there was no request to change the salary.

Lighty **moved** to approve revisions to Fire Mechanic II. Becker **seconded**. Motion **passed** unanimously.

Markham then addressed changes to the Electronic Technician II (ETTII). position. Markham indicated more significant changes are being proposed for this classification. There are currently two positions, an ETI and ETII, and the City and union have agreed two positions are no longer necessary or appropriate due to the changes in technology and radio responsibilities; therefore, it is being proposed to remove the II and changing title to Electron Technician, which will deal more with the installation of warning systems and/or lights for police and fire apparatus. This change will require some emergency vehicle certifications be obtained, so the classification has been updated to reflect that. The Chief Examiner has reviewed the new requirements and duties and recommends a new paycode be created for this position. The paycode is approximately 7% higher than current Electronic Technician I allocation.

Lighty inquired if a motion is needed to change the title and eliminate the ET I. Korevaar explained that was the intent. Lighty agreed it could be added to the motion.

Becker noted the background check language was stricken in the draft. Korevaar responded it is still required and the new background language is more expansive and adds more clarity to the process.

Lighty **moved** to approve revisions to Electronic Technician II with updated title to Electronic Technician at paycode 549. Following this update will be the elimination of the Electronic Tech I. Becker **seconded**. Motion **passed** unanimously.

#### **4. Consideration of revisions to Public Safety Assistant Communications Manager 17101 (Fire Mgmt.)**

Communications Manager Erica McNamara presented proposed updates to the Assistant Manager classification including a more detailed description of the Essential Functions, including but not limited to, more clarity regarding the operational requirements, acting as the TAC coordinator and ensuring training requirements are met. The responsibility of managing training program and the MSAG responsibility has been removed. No requested change in pay are requested or warranted at this time.

Korevaar added the Minimum Requirements were updated to more specifically requiring Communications Center experience instead of just Public Safety experience.

Lighty **moved** to approve revisions to Public Safety Assistant Communications Manager 17101. 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 March 7, 2022. Materials need to be submitted to the Chief Examiner by February 16, 2022.

There being no further business to come before the Commission, the meeting was adjourned at 4:00 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

Date: February 22, 2022  
To: Yakima Police and Fire Civil Service Commission  
From: Matthew Murray, Chief of Police  
Subject: Requested Revisions to Police Information Specialist Classification

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The Yakima Police Department is requesting an update to the Police Information Specialist Classification. The primary purpose of this revision is to update the Minimum Requirements to allow for a Bachelor's degree in Marketing, Communications, Journalism, Business or related major, to substitute for three years of required experience. This aligns with other classifications in the City performing very similar duties and will provide more opportunity for a wider range of qualified candidates.

The Police Information Specialist classification received a major rewrite in 2015 after not being utilized for many years. The position was occupied for a couple of years, but it has once again been vacant for several years. A recent recruitment produced limited results, and created the impetus to review the minimum requirements, and allow an education substitution. This modification produced an opportunity to review the entire classification. The current revisions are proposed to update the classification, and better clarify the responsibilities, knowledge, skills and abilities. These revisions are similar to other updates recent approved by the Commission.

There are no changes being made to the overall authority or responsibility level of the classification; therefore, no changes in pay allocation are recommended.

Thank you for your consideration of this request.

**CITY OF YAKIMA  
CLASS SPECIFICATION**

<b>CODE:</b> 6241	<b>TITLE:</b> Police Information Specialist	<b>REV.</b> 2/15/22
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**DEFINITION:** Under general supervision of the Police Chief or designee, performs a variety of duties to manage the Police Department's community relations, public information, marketing, and organizational communications programs. Responsible for evaluating, developing implementing, monitoring, and maintaining contemporary communication strategies to enhance the Police Department's presence and visibility in the community consistent with the core mission, vision and values of the City of Yakima and Yakima Police Department.

<b>DUTIES</b>
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**ESSENTIAL FUNCTIONS:** Effectively conveys information and solicits stakeholder input through a variety of communication methods ~~information about~~ regarding the Yakima Police Department services, programs, initiatives, and objectives.

Acts as the Police Department media liaison; conducts and organizes press briefings. Researches, creates, writes, and ~~edits,~~ issues, and/or coordinates: ~~videos, speeches, newsletters/articles/feature stories;~~ news releases, and public service announcements for print, radio, television; promotional events/materials; e-mails, ~~website posts, social media posts, etc.~~ videos, speeches and other public information activities to provide community education, information and outreach. Designs or identifies and incorporates original graphics, photographs, etc. for such materials.

Reviews, updates, designs, and creates materials for the Department's website and social media. Regularly monitors and evaluates social media posts related to Police Department activities, polices, programs, etc. Reviews and actively monitors other police related issues on local, state and federal level.

Identifies, develops and coordinates community outreach opportunities to increase community partnering, integration and awareness of Yakima Police Department programs, projects and services. Prospects, proposes, oversees, executes and Pparticipates in the planning, organizing, and coordination of special events, meetings, community forums, and programs, including but not limited to: crime prevention, public safety, Block Watch, citizen's academy, and other outreach programs.

Creates proactive public relations environments and interactions. Initiates, develops and maintains positive long-term relationships with local organizations, businesses, government agencies, community groups, and

other interested parties. Assists in educating the public concerning issues related to such things as police methods techniques, organizational structure, operations, policies and procedures, training, and Department/City objectives. Responds in a prompt and timely manner to inquiries from the media, community groups, businesses, City employees, and the public.

Observes, evaluates and reports in written and/or verbal formats success of outreach events, campaigns and/or programs; makes recommendations for improvements. Researches, collects, compiles, analyzes and provides data on local demographics and public input for strategic use. Conducts informational presentations, live and/or recorded interviews for electronic and print media as necessary.

Assists in the evaluation of and need for Police Department equipment purchases, equipment uses, and equipment maintenance. Works cooperatively and as appropriate, in collaboration, with the City's Community Relations Division.

Contributes to the effective administration of public safety and City government by fostering and mentoring 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.

~~Acts as Department media liaison; conducts and organizes press briefings. Researches, writes, edits, and issues press releases, news articles, feature stories, and public service announcements for print, radio, television, and electronic/social media.~~

~~Conducts live and/or recorded interviews for electronic and print media.~~

~~Responds in a prompt and timely manner to inquiries from the media, community groups, businesses, City employees, and the public.~~

~~Reviews, updates, designs, and creates materials for the Department's website and social media.~~

Requires regular and reliable attendance

Performs other duties as required.

**MAJOR WORKER CHARACTERISTICS:** Knowledge of and ability to use a variety of equipment (computers, software, still and video cameras, etc.) utilized in the creation of a variety of communications materials and to apply current technological advancements related to the communications discipline.



Knowledge and understanding of the principles, techniques, and objectives of public information; laws pertaining to the release of criminal justice information; City organizational structure, operations, policies and objectives; Police Department operations, including, but not limited to: modern police methods techniques, organizational structure, policies and procedures, training, and department/City objectives; and working knowledge of State, Federal and City laws and ordinances.

~~Knowledge of and ability to utilize current technological advancements related to the communications discipline. Ability to utilize and applicably apply computer applications related to work.~~

~~Knowledge of laws pertaining to the release of criminal justice information~~

~~Knowledge and understanding of City organizational structure, operations, policies and objectives.~~

~~Knowledge and understanding of Police Department including, but not limited to: modern police methods techniques, organizational structure, operations, policies and procedures, training, and Department/City objectives.~~

~~Working knowledge of State, Federal and City laws and ordinances.~~

Knowledge of: related City, and department functions, terminology and current activities; practices and principles of effective leadership, work flow and system analysis; time management, planning and organizational practices and techniques; 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: Microsoft Office Suite and office equipment, industry applications. Knowledge and adherence to professional office procedures and modern clerical practices. Knowledge of basic arithmetic and data analysis. Advanced knowledge of social media platforms, including but not limited to, YouTube, Facebook, Twitter, Instagram, TikTok, Snapchat, and LinkedIn.

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. Knowledge and understanding of communications principles and practices including, but not limited to: effective techniques and strategies for public speaking; mass media sources and practices; emerging media trends and theory; techniques, and terminology common to the communications and community relations disciplines.

Demonstrate the knowledge of and adherence to a high standard of ethics. Be innovative and flexible in approach to duties, and possess ability to readily adapt to changing community and department needs.

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 English, including but not limited to correct grammar, vocabulary, spelling, punctuation, and letter composition.

Ability to: negotiate and present complex information clearly and concisely in both written and verbal formats; make informative and persuasive presentations to individuals and groups; and respond in a diplomatic and confident manner to angry or upset individuals. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Possess ability to evaluate circumstances and make sound judgments and decisions in a timely manner; analyze situations quickly and objectively, and to determine the proper course of action; ability to react quickly and calmly under emergency conditions; ability to cope with stressful situations firmly, courteously and professionally. Ability to assess and utilize safe practices.

Ability to: stay current with relevant technological advancements related to the communications and community relations disciplines; collect and review information to make logical decisions and recommendations; apply extensive or obscure guidelines to a wide variety of work situations; identify and define complex problems, establish/gather facts, utilize sound judgement and decision-making skills, and draw valid conclusions. Ability to read, research, interpret, and memorize written materials including, but not limited to regulations, policies, and procedures.

Ability to: perform a variety of mathematical computations including statistical calculations and tabulations, with ability to read, interpret and analyze complex information and to translate data into recommendations or reports; operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone etc. Must be able to efficiently and effectively enter information into a computer system with speed and accuracy. Ability to utilize and applicably apply computer applications related to work.

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

pressures; lead and manage multiple tasks with competing deadlines. Excellent analytical and organizational skills are essential. Must possess ability quickly adapt to changing priorities and demands; take decisive and appropriate actions; and recommend and implement goals and objectives.

Ability to establish, facilitate, and maintain effective working relationships with other employees, community organizations, government agencies, elected officials, and other members the public; 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 prioritize the work of self and others to meet the division's operational and production needs; provide constructive feedback; and develop/implement accountability methods or procedures.

Ability to work with frequent interruptions while maintaining a customer service focus, to positively receive feedback, and to take direction is essential.

~~Possess the ability to communicate clearly and effectively, both verbally and in writing with employees, members of the public representing diverse education and background, and with officials at all levels of government; prioritize workload to meet department goals and needs; work confidentially, with discretion~~

~~Possess ability to prepare correspondence, reports, and other written documentation with appropriate use of English including correct grammar, letter composition, spelling, and punctuation.~~

~~Possess ability to evaluate circumstances and make sound judgments and decisions in a timely manner; analyze situations quickly and objectively, and to determine the proper course of action; ability to react quickly and calmly under emergency conditions; ability to cope with stressful situations firmly, courteously and professionally.~~

~~Possess tact, diplomacy, and the ability to meet and deal effectively with individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs. Must be able to make informative and persuasive presentations, conduct public meetings, and lead/participate in public forums.~~

~~Strong organizational, planning and time management skills  
Ability to work independently with minimal supervision.~~

**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 extended periods of time. **Work may include travel to a variety of**

locations including occasional work outside or in public venues. May require driving to meetings or special events. Constantly 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. Occasional stooping/bending while performing duties. Occasional heavy work includes lifting and carrying up to 25-50 pounds. Occasionally ascends/descends stairs and ladders 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 or have exposure to physical/electrical hazards. May work outside with all weather extremes, uneven terrain, be exposed to members of the public, insects, animals, pollen, dust, dirt, water, smoke, fumes, toxic chemicals, bodily fluids, needles, drug paraphernalia, traffic and other hazards. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: May be required to work varied hours as necessary. Ability to be on "on-call" status seven (7) days per week, twenty-four (24) hours per day. Employee may have the need to operate indoors and outdoors from crime and hazardous catastrophe scenes. ~~Possible exposure to or works with dust, dirt, odors, hazardous chemicals or other materials.~~

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License.

MINIMUM CLASS REQUIREMENTS: High school diploma or GED and five (5) years of professional experience in journalism, public relations, marketing, community relations, communications, or related fields is required. Bachelor's Degree in Marketing, Communications, Journalism, Business or related may substitute for up to 3 years' professional experience. College-level training in journalism, public relations, marketing, community relations, communications, or related fields is preferred. Prior experience in a law enforcement environment; public sector or government broadcast reporting; and/or police public information experience is also preferred.

Successful candidates must pass pre-suitability testing, a background investigation regarding applicant's aptitude, character, judgment, credit, driving record and criminal history checks; polygraph and psychological examination prior to hire.

~~Must successfully pass pre-suitability testing, background check, polygraph, and psychological evaluation.~~

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**FLSA STATUS: NON-EXEMPT**

**ADOPTED DATE: 3/87**

**REVISED DATES: 2/23/15; 3/22**

**TITLE CHANGES: \_\_\_\_\_**

**UNION: AFSCME**


**CIVIL SERVICE STATUS: CHARTER**



## Memorandum

2-21-2022

To: Yakima Civil Service Commission

From: Matthew Murray, Chief of Police  
Ira Cavin, Police Lieutenant 

Subject: Police Fleet Specialist – 8205 Classification Revision

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The Yakima Police Department is requesting your consideration of some minor revisions to the classification of Police Fleet Specialist-8205.

The revisions reflect further clarification to the duties, responsibilities and expectations of the position. They also include additional requirements recently added to comply with ACCESS CJIS requirements. We also updated some language reinforcing the importance of collaboration and excellent customer service both with internal and external contacts.

The proposed revisions do not reflect a change in the pay allocation at this time.

We appreciate your consideration in this matter. The proposed changes will clarify the job duties, preferred skillsets and expectations for the position, which should enlarge our candidate pool and help candidates better understand the job for which they are applying.

Thank you in advance for your time and consideration.

**CITY OF YAKIMA  
CLASS SPECIFICATION**

<b>CODE:</b> 8205	<b>TITLE:</b> Police Fleet Specialist	<b>Rev.</b> 6/203/22
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**DEFINITION:** Under the oversight of a divisional Police Captain or designee, coordinates ~~or performs~~ **oversees, and verifies** the repair, maintenance and safety services for all Police Department vehicles including but not limited to: patrol cars; passenger vehicles; light and heavy trucks; other specialty vehicles; generators; tractors; trailers; and motorcycles. Duties include the inspection of damaged vehicles, replacement or minor repair of damaged parts, diagnosing equipment malfunction, contracting for major repairs, obtaining warranty work as needed, arranging for fabrication of parts and materials, obtaining price quotes for repairs, assisting in preparation of bid specifications for vehicle replacement, rotating vehicles for maximum utilization and service, maintaining electronic service and warranty records, and performing other tasks to maintain a public safety/emergency vehicle fleet. Applies independent judgment and discretion within set guidelines in making decisions and resolving problems. Work is reviewed by observation, user reports, fleet readiness, electronic recordkeeping, and results achieved.

<b>DUTIES</b>
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**ESSENTIAL FUNCTIONS:** Inspects fleet to ensure lights, emergency equipment and other components are in safe working condition. Inspects vehicles noted by department member complaints as defective or inoperable. Diagnoses equipment malfunction and replaces, fabricates, repairs or arranges for repairs. Facilitates schedules of vehicles for routine servicing, maintenance, emergency equipment installation and warranty work. Schedules vehicles for rotation from patrol duty, reassignment or surplus status, as appropriate. Replaces worn or defective parts including wiper blades, headlamps, flashing units, fuses, fluids or other maintenance items.

Analyzes and diagnoses problems with vehicle lighting, emergency lights mobile computer systems, global positioning systems, audible electronic equipment, and other required equipment. Replaces bulbs, fuses, wiring and other parts. Arranges for contracted repairs as necessary, and test-drives vehicles to diagnose reported problems or verify duty readiness. Uses a variety of hand and power tools such as ohmmeters, battery testers, battery chargers, wrenches, screw drivers, ratchets, grinders, hack saws, drills, sanders, buffers and others in making repairs.

Through recommendations from end-users and command staff, oversee-specialized vehicle modification including fabrication to create a more functional and serviceable fleet. Monitors vehicle mileage and condition of all department vehicles

and rotates vehicles out of patrol duty, assigns to other department usage or surpluses, as required.

Contacts vendors to obtain cost-effective repairs, servicing, repair quotes, and warranty work. Arranges for vendor vehicle inspection to facilitate repair quotes. Delivers vehicles to maintenance and repair facilities, or arranges for vehicle transport. Monitors and inspects repairs to ensure repairs meet bid or repair specifications. Communicates with automotive insurance adjusters for repair and replacement of damaged department vehicles. Coordinates with department employees for service of department vehicles, arranges for temporary replacement of vehicles assigned to department personnel when vehicles are placed out of service. Initiates, develops and maintains positive working relationships with coworkers, other departments, regulatory agencies, contractors, and vendors associated with police fleet vehicles.

Maintains electronic vehicle maintenance, service, warranty, recall, fuel usage and repair records. Cleans or supervises the cleaning of vehicle interiors to remove body fluids and other potentially hazardous substances. Maintains vehicle safety equipment such as fuses, first aid kits, PPE, traffic control equipment and fire extinguishers. Arranges for application of decals and lettering to equipment and vehicles, as needed.

Contributes to the effectiveness of the Police Department by demonstrating 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.

Assists in periodic building maintenance as assigned.

Requires regular and reliable attendance.

Performs other related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:** Knowledge of tools and methods used in maintaining, cleaning and repairing vehicles and fabricating parts. Knowledge of emergency and safety equipment relating to police and emergency vehicles. Knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite including Excel. Knowledge of techniques and strategies for comprehension and dissemination of complex and/or technical written and verbal information to a wide range of individuals.

Must be able 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. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to identify and diagnose equipment and repair problems. Ability to perform a variety of mathematical computations with ability to read, interpret and analyze technical information and to translate analysis into recommendations or reports. Ability to negotiate, and clearly and concisely present complex information in both written and verbal formats. Ability to follow written and oral instructions and to give job-related instruction to others. Must possess ability to identify and define problems, establish facts and draw valid conclusions.

Ability to create written documents and reports, as they relate to fleet vehicle operations and to input and extract data from databases, spreadsheets, or documents as needed. Ability to operate standard office equipment and various communication devices including but not limited to: computer, fax machine, copy machine, telephone, mobile phones, two-way radios, and electronic communication.

Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail and work under timeline pressures; prioritize workload; 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, 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 both inside and outside. Continuous use of both hands in reaching/handling/grasping keyboarding and other fine skill manipulation while performing duties or operating various vehicles, equipment and machinery. Occasional heavy work includes lifting and carrying up to 50 pounds. May be required to lift heavier weight with assistance of others or mechanical devices up to 100 pounds. Occasionally ascends/descends stairs, ladders, and inclines while maintaining balance. Physical strength and ability sufficient to perform manual labor during all weather conditions. Frequent bending/twisting at knees/waist/neck while performing mechanical repairs/modifications and maintenance items. Occasional kneeling/crouching/crawling while making repairs in awkward positions. May work at heights, alone, with others, or in noisy work area. Work will require frequent local travel to a variety of locations. Continuous moving, sitting or standing for excessive periods of time. May work outside with all weather extremes, be exposed to dust, smoke, electrical hazards, noxious odors,

fumes, chemicals, solvents, oil, and/or vibrations, unsanitary conditions and human fluids. 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. Required to wear safety protective gear as required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**UNUSUAL WORKING CONDITIONS:** Exposure to extremes of weather, fumes, odors, unsanitary conditions, dirt and noise, and human body fluids. May require some evening or weekend work to address workload. Subject to 24-hour emergency call back.

**LICENSES, REGISTRATIONS AND/OR CERTIFICATES:** Must possess and maintain a valid Washington State Driver's License. Motorcycle endorsement is preferred. **Obtain and maintain ACCESS (Retrieve and Delete Criminal Information Training) training within 6 months of employment.**

**MINIMUM CLASS REQUIREMENTS:** High school diploma/GED or equivalent, plus two (2) years' of professional automotive experience coordinating and/or performing the repair and maintenance services of vehicles and electronic equipment. Graduation from a vocational or technical program or completion of a registered apprenticeship program in automotive maintenance, repair or electronics, may substitute for the experience requirement on a month for month basis.

Successful candidates must pass **pre-suitability testing**, a background investigation regarding applicant's aptitude, character, judgment, credit, driving record and criminal history checks; polygraph and psychological examination prior to hire.

~~National Institute for Automotive Excellence (ASE) Certification(s), or equivalent preferred.~~

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**FLSA STATUS:** Non-Exempt  
**ADOPTED DATE:** 10/01  
**REVISED DATES:** 9/10, 2/19, 6/20; 3/22  
**TITLE CHANGES:** \_\_\_\_\_  
**UNION:** AFSCME  
**CIVIL SERVICE STATUS:** CHARTER

# MEMORANDUM

Date: February 22, 2022

To: Charter Civil Service Commission

From: John Carney, IT Services Manager

Subject: Revised Class Specifications – IT Services Web Applications Developer Administrator  
IT Services Systems Administrator  
IT Services Senior Analyst  
IT Services Senior Application Analyst

Attached are drafts updating the IT Services Web Applications Developer Administrator, IT Services Systems Administrator, IT Services Senior Analyst and the IT Services Senior Application Analyst positions. It is our desire to update these classifications to more accurately define the expectations of these jobs prior to running recruitments.

**IT Services Web Applications Developer Administrator** – The language revisions being proposed for the IT Services Web Applications Developer Administrator are not changing the overall purpose or authority of the position, but rather the changes are necessary to clarify and update the responsibilities and tasks being performed. The change in title to IT Services Full Stack Developer more accurately reflects current Information Technology industry language. The changes in Essential Functions and Major Worker Characteristics also reflect current Information Technology industry language. These changes have also been updated to better reflect the necessary knowledge, skills and abilities required for the position and to be consistent with other classification updates.

The minimum requirements have been revised to accept a wider range of educational degrees.

**IT Services Systems Administrator** – The language revisions being proposed for the IT Services Systems Administrator is not changing the overall purpose or authority of the position, but rather adding necessary changes to clarify and update the responsibilities and tasks being performed. The changes in Duties, Essential Functions and Major Worker Characteristics also reflect current Information Technology industry language. These changes have also been updated to better reflect the necessary knowledge, skills

and abilities required for the position and to be consistent with other classification updates.

The minimum requirements have been revised to accept a wider range of educational degrees and experience.

**IT Services Senior Analyst** – The language revisions being proposed for the IT Services Senior Analyst are not changing the overall purpose or authority of the position, but rather the changes are necessary to clarify and update the responsibilities and tasks being performed. The change in title to IT Services Sr. Full Stack Developer/Analyst more accurately reflects current Information Technology industry language. The changes in Essential Functions and Major Worker Characteristics also reflect current Information Technology industry language. These changes have also been updated to better reflect the necessary knowledge, skills and abilities required for the position and to be consistent with other classification updates.

The minimum requirements have been revised to accept a wider range of educational degrees and experience.

**IT Services Senior Application Analyst** – The language revisions being proposed for the IT Services Senior Application Analyst are not changing the overall purpose or authority of the position, but rather the changes are necessary to clarify a typo mistake from last month's revision. The word "additional" has been removed from two areas within the Minimum Class Requirements to accurately reflect the necessary experience for this position.

The Chief Examiner has reviewed the proposed changes for these four positions and has determined no salary allocation adjustment is warranted.

Thank you in advance for considering these matters.

**CITY OF YAKIMA  
CLASS SPECIFICATION**

<b>CODE: 2117</b>	<b>TITLE: IT Services</b>	<b>Web Applications</b>	<b>Full Stack</b>
<b>Developer/Administrator</b>	<b>EST: 3/11</b>	<b>REV: 3/22</b>	

**DEFINITION:** Under general supervision of the Information Technology (IT) Services Manager or designee, exercises independent judgment in analyzing problems, issues and situations; develops and implements recommendations. Organizes, leads, coordinates, facilitates and/or performs the planning, design, development and implementation, organization and maintenance of City web-based services; implements ~~programs~~ and analyzes program effectiveness; coordinates the collection and analysis of data and other information. Ensures website offers modern functionality and is esthetically pleasing and user friendly. Monitors, delegates and follows-up on assignments to assigned staff. Ensures compliance with local, state and federal standards, rules, regulations and requirements.

<b>DUTIES</b>
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~~The duties listed herein are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.~~

**ESSENTIAL FUNCTIONS:** Develops and documents procedures and protocols for the ongoing development and maintenance of the City website, web-related services and Intranet. Consults with departments, consumers and users and provides technical support and training on web development, e-business practices and compliance with associated legal issues including linking, copyrighting, privacy and security. Leads and coordinates planning, design, development and consistency of website and its content.

Identifies website consumer and user needs; develops, prioritizes, plans, leads and evaluates projects and related work activities to address needs. Plans, conducts, facilitates and/or presents materials of a technical nature to meetings that include personnel unfamiliar with technical processes, procedures and jargon. Ensures user groups are updated timely on projects, timelines, budget status and changes.

Administers and maintains multiple web servers: leads and monitors the design, maintenance and upgrade of website and linkages. Programs system features and functions of web servers and search engines. Coordinates data content to web-compatible format including maps, photographs and images. Ensures ease of website navigation through web architectural design.

Troubleshoots problems with servers and software; coordinates with network personnel on hardware and software issues affecting website functionality. ~~Provides resources~~ **Acts as a resource and provides guidance/information for to other Information Systems (IS) staff, interns and consultants: provides technical direction; facilitates problem resolution. Assists, trains, mentors and oversees work of team members and subordinate staff as appropriate.**

Monitors web logs and traffic to optimize navigation and server performance. Monitors, interprets, assesses and ensures compliance with local, state and federal laws, rules and regulations.

Documents activities and resource demands; researches, analyzes and makes recommendation regarding website design, upgrades and security. Researches, retrieves, updates and analyzes complex information and data. Formulates related reports including conclusions and recommendations including possible ramifications. Communicates findings and recommendations as needed. Completes required documents to procure contract services: locates, completes and utilizes grants in meeting program objectives.

Monitors and ensures compliance with grant and contract requirements. Works **effectively** with vendors regarding website development, security and other matters as needed. Works **efficiently, professionally and cooperatively** with internal and/or external **customers, including but not limited to,** financial, legal, human resources and public relations personnel regarding **web-based services such as** grant compliance, financial transactions processed through the web-site, records retention and other legal requirements and related internal control issues. ~~Establishes~~ **Initiates, develops** and maintains **positive long-term** effective-working relationships with grantors, vendors, contractors, regulatory agencies and co-workers.

~~Requires regular and reliable attendance.~~

~~Performs other related duties as assigned.~~

#### **OTHER FUNCTIONS:**

May discuss website functionality with community users and provide training and assistance to internal and external users to ease accessibility and utilization of web-site and to facilitate consumer understanding of municipal processes.

May participate in the selection of staff and interns; provide initial orientation and training; review and direct work; and, provide input on performance evaluations as needed.

May provide input for the development of annual budget needs for assigned areas of responsibility.

Creates updates and communicates policies, tasks, workflows and systems as assigned.

May perform duties of assigned staff or provide back-up for and assist other IS personnel.

Contributes to the effective administration of City government by fostering and mentoring 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.

Requires regular and reliable attendance.

Performs other related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:** Knowledge of: organizational needs; ~~e-business including e-pay and e-check services~~; website design and management; development software including ~~SML, XSL, .NET, ASP, IIS,~~ **PHP, Wordpress,** JavaScript and others as may be needed; ~~Knowledge of:~~ principles of project planning coordination and leadership; time management; project coordination; coaching, counseling and motivation; group dynamics; and, program and process evaluation.

Knowledge of: web development, technologies and server platforms; **IIS, Apache, REST, HTML, XHTML, CSS;** and, web services design principles including cross browser and platform compatibility; accessibility; and, user interface design, information architecture and site optimization. Knowledge of: related software; editing and publishing techniques including photo editing; web compatible file and image formats; and, image manipulation and editing techniques.

Knowledge of applicable federal, state and city laws and ordinances, and City of Yakima policies and procedures. Knowledge of best principles and techniques of work flow and systems analysis; record keeping systems, processes, and practices; municipal records retention procedures, and techniques. 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 including Excel; and office equipment; professional office procedures and 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, government officials, public 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.

Ability to lead and coordinate the development, coordination and completion of plans, programs and initiatives; clearly and concisely present complex information in both written and verbal formats to people with different technical knowledge and expertise. Must possess the ability to make informative and persuasive presentations to individuals and groups, and participate in public meetings. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to configure, maintain and develop applications in various environments; to perform a variety of mathematical computations with ability to read, interpret and analyze complex and technical documents, manuals specifications and reference materials, and to translate analysis into recommendations or reports. Ability to read, research, interpret, apply and explain applicable codes, rules, regulations, policies, and/or procedures. Must possess ability to identify, define and analyze, complex problems and data; establish facts; draw valid conclusions; and implement solutions.

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 vendors, grantors, other employees, public officials, other government agencies, and members of the public; 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 others; evaluate performance; provide constructive feedback to subordinates and leadership; 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 extended hours as needed to carry out the responsibilities of the position.**

~~Ability to: lead and coordinate the development, coordination and completion of plans, programs and initiatives; identify and analyze problems and develop solutions; conduct research, document and prepare reports; communicate effectively with widely diverse internal and external user groups, grantors, vendors and contractors and to create and maintain effective working relationships. Ability to: communicate effectively orally and in writing and to establish and maintain effective working relationships with vendors, grantors, public officials, other employees and a widely diverse community.~~

**PHYSICAL DEMANDS:** Work is primarily performed in an office environment while sitting **or standing** at a desk or computer terminal for extended periods of time. Constant use of both hands in reaching/handling/grasping/fingering **keyboarding and other fine motor skills manipulation** while performing duties operating computers, objects, tools or controls and while reaching with hands and arms. Occasionally may lift and carry items weighing up to 25 pounds. **Occasionally needs to M**oves around office to access file cabinets, office machinery, to consult or assist others, or other reasons. **Occasionally ascends/descends stairs and ladders while maintaining balance.** Requires **Continuous** use of senses including: feeling; talking; hearing; and, 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 retain and utilize complex/detailed information.** Requires stooping, bending, reaching, pulling, lifting, sitting and driving a motor vehicle. **May work outside, in remote locations or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.**

**UNUSUAL WORKING CONDITIONS:** May carry a cell phone, mobile computing and/or paging devices and respond to problems and issues during non-work hours. May serve in an on-call status as needed which may limit social and travel activities. Works closely with public safety departments and will be exposed to highly confidential, sensitive and possibly disturbing information.

**LICENSES, REGISTRATION AND CERTIFICATES:** Must possess and maintain a valid Washington State Driver's License.

**MINIMUM CLASS REQUIREMENTS:** **High school diploma or GED and F**our (4) years progressively responsible experience in website design and maintenance including two (2) years planning and developing large-scale or multi-department websites ~~including payment processing via the website.~~ Experience with websites within the State of Washington is preferred. ~~Experience as a lead or project manager is preferred.~~ Bachelor's **or Associate's** degree in computer science

or a related field from an accredited college or university may substitute for up to two (2) years of the required experience.

**Candidates must be able to pass a background investigation regarding applicant's aptitude, character, judgment, credit, driving record and criminal history.**

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**FLSA STATUS: NON-EXEMPT**

**ADOPTED DATE: 3/11**

**REVISED DATES: 3/22**

**TITLE CHANGES: \_\_\_\_\_**

**UNION: AFSCME**

**CIVIL SERVICE STATUS: CHARTER**

**\*Previously Web Applications Developer/Administrator**

**\*Previously IT Services Web Applications Developer/Administrator**

**CITY OF YAKIMA  
CLASS SPECIFICATION**

<b>CODE:</b> 2118 05/2013	<b>TITLE:</b> IT Services Systems Administrator	<b>EST:</b> REV: 3/22
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**DEFINITION:** Under general to limited supervision the System Administrator (SA) is responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. ~~In addition~~ **Additionally,** this position shall be responsible for: research and development to enable continuing innovation within the infrastructure and provide staff and users training on systems. Work is performed with considerable independence and latitude for exercising independent judgment and is ~~evaluated~~ **assessed** by observation, user satisfaction, conferences, **annual performance evaluation** and results achieved.

**DUTIES**

Performs daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.

Performs regularly scheduled backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary.

~~Works closely with the Network Services Engineer to~~ **Provides support to all IT related networks and infrastructure. This includes but not limited to IP networks, phone systems and Land Mobile Radio (LMR) systems.** ~~ensure the entire information technology (IT) infrastructure remains; secure, stable and efficient.~~ Coordinates with department staff, staff of other departments and outside agencies to facilitate a variety of projects that involve project scheduling, budget calculation, personnel allocation, environmental testing and troubleshooting.

Installs new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements. **Installs, configures, and maintains datacenter hardware, distributed network equipment, security systems, LMR systems and other Information Technology infrastructure in accordance with standards and project/operational requirements.**

Researches and recommends innovative, and where possible automated approaches for system administration tasks. Identifies approaches that leverage our resources and provide economies of scale.

Applies operating system (OS) patches and upgrades on a regular, as-needed basis, and upgrades administrative tools and utilities. Configures—/—adds new services as necessary.

Performs periodic performance reporting to support capacity planning. Performs ongoing performance tuning, hardware upgrades, and resource optimization as required. Configures central processing unit (CPU), memory, and disk partitions as required.

Recommends changes to improve systems and network configurations, and determines hardware or software requirements related to such changes.

May oversee development and implementation of projects. Plans, schedules, and assigns work to subordinate staff as necessary. Reviews work of subordinates for adequacy and accuracy. May provide input and feedback as part of staff and/or division performance evaluations.

Contributes to the effective administration of City government by fostering and mentoring 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.

Requires regular and reliable attendance.

Performs other related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:** Thorough knowledge of IT systems and protocols including Windows Server, Microsoft Active Directory (AD), SANs-Storage Area Network, Windows Server Update Services (WSUS) and other update serversservices, both Server and client System Virtualization. Knowledge of various infrastructure environments to include, networking, and remote hosted systems. Knowledge of modern computer and network security systems. Knowledge of multiple operating systems to include Unix and Linux.

**Knowledge of applicable federal, state and city laws and ordinances, and City of Yakima policies and procedures. Knowledge of best principles and techniques of project supervision and leadership; practices and principles of work flow and systems analysis; 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.

Strong working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite including Excel; and office equipment; professional office procedures and practices. Knowledge of computerized municipal budgetary and fiscal 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, government officials, public and private interest groups, 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.

Ability to configure, maintain and develop utilities on multiple operating systems. Ability to develop and install server applications. Ability to 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. 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 and technical documents and to translate analysis into recommendations or reports. Ability to read, research, interpret, apply and explain applicable codes, rules, regulations, policies, and/or 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 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 others; evaluate performance; provide constructive feedback to subordinates and leadership; 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 extended hours as needed to carry out the responsibilities of the position.

~~Ability to communicate effectively orally and in writing with a widely diverse group. Ability to establish effective working relationships with fellow employees, other departmental staff, vendors and a variety of external users.~~

**PHYSICAL DEMANDS:** Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods or while standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Occasionally needs to position self to maintain computers, including under the desks and server closet. Constant use of both hands in reaching/handling/grasping/~~fingering~~ **keyboarding and other fine motor skills manipulation** while performing duties operating on computers. Occasional heavy work includes exerting 100 pounds of force occasionally with the assistance of others or mechanical devices and/or 50 pounds frequently and/or 250 pounds constantly to move objects. Occasionally ascends/descends stairs and ladders 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 outside, in remote locations or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**UNUSUAL WORKING CONDITIONS:** May be required to carry a cell phone or paging device and respond to technological or operating problems during after-work time, on weekends or on holidays. May be required to be in an On-Call status with limits on travel and social activities. May work closely with the Public Safety Departments and, thereby, be exposed to highly confidential and, sometimes, disturbing information.

**LICENSES, REGISTRATIONS AND/OR CERTIFICATES:** Must obtain/possess and maintain a valid Washington State Driver's License.

**MINIMUM CLASS REQUIREMENTS:** Bachelor's degree in a Computer related field and five years of progressively responsible experience in computer systems administration, **telecommunications** network administration, systems analysis and/or **IT infrastructure** security. ~~An AA degree or certificate of completion from a vocational school in a computer related discipline plus two~~ **aHigh school diploma or GED and** additional years of experience may substitute for the Bachelor's degree requirement. Must pass a background investigation regarding applicant's aptitude, character, judgment, credit, driving record and criminal history.

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**FLSA STATUS:** \_\_\_\_\_  
**ADOPTED DATE:** 05/2013  
**REVISED DATES:** 3/7/22;  
**TITLE CHANGES:** \_\_\_\_\_  
**UNION:** AFSCME  
**CIVIL SERVICE STATUS:** CHARTER

\*Previously Information Technology System Administrator 2017

**CITY OF YAKIMA  
CLASS SPECIFICATION**

<b>CODE:</b> 10201 <b>TITLE:</b> IT Services <del>Sr.enior</del> <u>Full Stack Dev/Analyst</u> <del>Rev.</del> 11/103/22
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**DEFINITION:** Under limited supervision, **the IT Services Senior Full Stack Developer/Analyst** functions as **a lead worker in providing oversight, leadership and direction in** systems administration, applications administration, and records management. **Working in all phases of development and analysis,** Incumbent(s) may be responsible for one or more of these specialized functions depending upon the current needs of the City. **Work is performed with considerable independence and latitude for exercising independent judgment and is evaluated by observation, performance evaluations, user satisfaction, conferences and results achieved.**

<b>DUTIES</b>
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**ESSENTIAL FUNCTIONS:** **As an IT Services Division Lead,** Performs, **evaluates, oversees** and coordinates systems administration to ensure an ongoing computer environment capable of meeting the day-to-day requirements of application production runs and continuing systems development. Monitors the performance of computer hardware and software, making changes necessary to improve efficiency. Corrects, or arranges with computer vendor for correction of technical problems within computer hardware or operating systems. Coordinates corrective and preventive maintenance of computers and related peripheral and support equipment. Coordinates computer operations including scheduling, internal procedures and documentation.

**Routinely performs a variety of complex, professional analysis, research and reporting functions.** Coordinates, **facilitates** and participates in the analysis, design and development of system and program specifications, including test implementation and the evaluation of software packages. **Designs, develops and maintains** computer software applications. **Assists** **Performs as a resource and provides** **Data analysis Processing to other staff members** in the use of proper system development procedures and to follow shop standards. Ensures ~~that~~ final documentation is complete and follows up to ~~ensure~~ **confirm** user satisfaction. Implements elements of department's long-range work plan on an ongoing basis.

Coordinates and participates in the design, maintenance and management of databases **and payroll system**; ensures ~~that~~ proper controls are followed when data is entered into databases. Coordinates sharing of data between systems; determines proper definition and source of data for new systems. Manages data



security at the application program level. Updates hardware and software networking capabilities.

Develops and evaluates educational courses for both general computer education and specific application systems. Establishes and maintains a data processing educational center for use by both the computer programmers and the computer users.

Performs City records management activities for paper, electronic, magnetic, and microfilm records; ensures proper security, storage efficiency, quality and retention. Ensures confidentiality of processed information.

Demonstrates consistent, positive leadership within the division and Assists manager in the development of shop standards, prioritization of data processing and analysis projects, evaluation of ongoing operations and development of long range plans. Assists, trains, mentors and oversees work of team members and subordinate staff as appropriate. Provides information and feedback to supervisor and/or manager on subordinate performance, contributing to and assisting with performance evaluation process. Assists in employee evaluations.

Provides support to IT Services Management as needed. May Assume responsibility for the department during the manager's and/or supervisor's absence.

Contributes to the effective administration of City government by fostering and mentoring 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.

Requires regular and reliable attendance.

Performs other related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:** Considerable knowledge of: the theory of electronic data processing, application analyst, application development and current computer hardware capabilities and operations; data communications systems and their related hardware; current database design and support and file management systems; systems analyses techniques; programming languages and techniques. ~~Familiarity with modern supervisory practices and procedures. Familiarity with current records management practices and techniques.~~

Knowledge of applicable federal, state and city laws and ordinances, and City of Yakima policies and procedures, including but not limited to extensive knowledge of payroll systems and time keeping, practices, procedures, rules and regulations. Knowledge of best principles and techniques of project supervision and leadership; practices and principles of work flow and systems analysis; 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.

Strong working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite including Excel; and office equipment; professional office procedures and practices. Knowledge of computerized municipal budgetary and fiscal 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, government officials, public 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.

Ability to: analyze, problems and satisfactorily develop solutions; read and interpret technical manuals, specifications and reference materials; work within scheduling constraints; communicate technical information clearly, orally and in writing, with people at different technical levels; establish and maintain an effective working relationship with both data processing users and department personnel; work independently; think logically, be organized in planning and very attentive to detail; plan, organize and evaluate the work of others.

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

Ability to configure, maintain and develop applications in various environments; to perform a variety of mathematical computations with ability to read, interpret and analyze complex and technical documents, manuals specifications and reference materials, and to translate analysis into recommendations or reports. Ability to read, research, interpret, apply and explain applicable codes, rules, regulations, policies, and/or procedures. Must possess ability to identify, define and analyze, complex problems and data; establish facts; draw valid conclusions; and implement solutions.

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 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 others; evaluate performance; provide constructive feedback to subordinates and leadership; 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 extended hours as needed to carry out the responsibilities of the position.

**PHYSICAL DEMANDS:** Work is performed primarily in an office environment while sitting **or standing** at a desk or computer terminal for extended periods ~~or while standing for a period of time~~. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. **Occasionally ascends/descends stairs and ladders while maintaining balance.** Occasional heavy-work includes lifting and carrying up to 25 pounds. Continuous use of both hands in reaching/handling/grasping/~~fingering~~ **keyboarding and other fine motor skills manipulation** while performing duties operating computers. 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 retain and utilize complex/detailed information.** May work outside, in remote locations or in noisy work area. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential job functions.

**UNUSUAL WORKING CONDITIONS:** May be required to be on call 24 hours per day **which at times may limit travel and/or social activities to ensure availability to resolve technological and operational problems.** May be required to carry a cellular phone and portable computer terminal.

**LICENSES REGISTRATION AND CERTIFICATIONS:** Must possess and maintain a valid Washington State Driver's License.

**MINIMUM CLASS REQUIREMENTS:** Bachelor's degree in Computer Science, Technology, Business Administration, Finance Management, Psychology, Sociology or a closely-related field and ~~three~~ **four (4)** years of progressively responsible experience in computer programming, **development, management and/or maintenance and of application systems analysis and/or database administration in an enterprise environment.** **Experience to include 1 year lead or supervisory experience.** ~~Systems administration experience is desirable.~~ **Other acceptable education/experience includes an Associate Degree or certificate of completion from a vocational school in computer science, data processing, EDP, business administration, engineering or related discipline and two five (5) additional years of qualifying experience as listed above OR a high school diploma/GED and seven (7) years qualifying experience may substitute for the Bachelor's degree and experience requirements.** **Experience working within the City of Yakima IT Services Division is preferred.**

**Candidates must be able to pass a background investigation regarding applicant's aptitude, character, judgment, credit, driving record and criminal history.**

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FLSA STATUS: Non-Exempt  
ADOPTED DATE: 11/85  
REVISED DATES: 7/98; 11/10; 3/22  
TITLE CHANGES: \_\_\_\_\_  
UNION: NON-UNION  
CIVIL SERVICE STATUS: CHARTER

\*Previously Senior Analyst

**\*Previously IT Services Senior Analyst**

**CITY OF YAKIMA  
CLASS SPECIFICATION**

<b>CODE:</b> 2120	<b>TITLE</b> IT Services Senior Application Analyst	<b>Rev.</b> 2/223/22
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**DEFINITION:** Under limited supervision the IT (Information Technology) Services Senior Application Analyst is responsible for installing, configuring, troubleshooting, and maintaining applications on database platforms including but not limited to Oracle, MS SQL Server, and additional databases developed for Windows or other operating systems. May also develop application software and perform all phases of software development including system design, software implementation, application testing and documentation. Works with various software vendors to find solutions to different application problems. Helps identify and apply required patches to resolve bugs. Works as a resource in all phases of the development and implementation process, assists with documentation, and supports implementation efforts. The IT Services Senior Application Analyst may assign incoming work requests and make recommendations on assigning workload to Application Support Analysts and escalate to management where appropriate. Work is performed with considerable independence and latitude for exercising independent judgment and is evaluated by observation, performance evaluations, user satisfaction, conferences and results achieved.

<b>DUTIES</b>
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Performs daily applications monitoring, verifying the integrity and availability of all systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as reports, data backup and integrity checks.

Works closely with users to answer requests in regards to application functions. Determines if the request has identified a system bug, training issues or needed enhancement, implements effective problem-solving methods, and manages appropriate escalation.

Performs system testing, scrutinizing release documentation, ensuring release controls have been adhered to, and execution of releases to the production environment. Works closely with the vendors to ensure application performance remains within acceptable levels.

Creates help manuals and functional documentation for existing and new programs.

Works with application vendors to optimize application performance and functionality. Works to identify applications that may provide solutions to users' and the department's needs.

Works closely with the IT Services System Administrators and vendors to ensure databases are optimized and data integrity is protected. May perform the IT Services System Administrator's tasks as needed.

Conducts testing and other preparation for software upgrades or new software implementation of supported applications. Ensures software applications are up-to-date; obtains and applies necessary software patches. Obtains assistance from vendors to correct software flaws and/or inefficiencies.

Works to ensure compliance with City of Yakima and IT Services policies, and procedures. Follows prescribed change management and time reporting processes and documentation requirements. Responds to support calls according to priority and provides regular updates. Leads team in queue management and assists team members to ensure support requests are triaged and resolved efficiently. Provides clear documentation and communication for support, status, and issue resolutions.

Leads/facilitates team and cross-team meetings and initiatives, providing positive leadership within and across teams. Assists, trains, mentors and oversees work of team members and subordinate staff as appropriate. May serve as resource for new employees. Develops and maintains positive relationships with team, department, organization, and outside vendors. Participates in educational and leadership opportunities to enhance professional growth and expertise. Serves as a positive change agent within and across teams.

Contributes to the effective administration of City government by fostering an attitude among staff 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 and jointly to provide quality customer service.

May act as section supervisor in supervisor's absence.

Requires regular and reliable attendance.

Performs other related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:** Knowledge of concepts in application design, functions and programming and various databases systems and structures. Knowledge of modern computing and current operating systems. Strong knowledge of industry standard IT best practices such as change control, version control, and the system development life cycle.

Knowledge of applicable federal, state and city laws and ordinances, and City of Yakima policies and procedures. Knowledge of best principles and techniques of project supervision and leadership; practices and principles of work flow and systems analysis; 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.

Strong working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite including Excel; and office equipment; professional office procedures and practices. Knowledge of computerized municipal budgetary and fiscal 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, government officials, public and private interest groups, 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.

Ability to configure, maintain and develop applications in various environments. Ability to 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. 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 and technical documents and to translate analysis into recommendations or reports. Ability to read, research, interpret, apply and explain applicable codes, rules, regulations, policies, and/or 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 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 others; evaluate performance; provide constructive feedback to subordinates and leadership; 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 extended hours as needed to carry out the responsibilities of the position.

**PHYSICAL DEMANDS:** Work is performed primarily in an office environment while 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. Occasionally needs to position self to maintain computers, including under the desks and server closet. Constant use of both hands in reaching/handling/grasping/ keyboarding and other fine motor skills manipulation while performing duties operating on computers. Occasional heavy work includes exerting 50 pounds of force occasionally and/or 25 pounds constantly to move objects. Occasionally ascends/descends stairs and ladders 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 outside, in remote locations or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**UNUSUAL WORKING CONDITIONS:** May be required to carry a cell phone or paging device and respond to technological or operating problems during after-work time, on weekends or on holidays. May be required to be in an On-Call status with limits on travel and social activities. May work closely with the Public Safety Departments and, thereby, be exposed to highly confidential and, sometimes, disturbing information.

**LICENSES, REGISTRATIONS AND/OR CERTIFICATES:** Must obtain/possess and maintain a valid Washington State Driver's License.

**MINIMUM CLASS REQUIREMENTS:** Bachelor's degree in Computer Science, Technology, Business Administration, Finance Management, Psychology, Sociology, or a related field and four (4) years of progressively responsible experience in computer programming, development, management and/or maintenance of application systems and/or database administration in an enterprise environment.



An AA degree or certificate of completion from a vocational school in computer science or related discipline plus ~~five (5) additional years'~~ of experience as listed above OR a high school diploma or GED and seven (7) years' ~~additional~~ experience may also qualify. Two (2) years' experience working within the City of Yakima IT Services Division is highly preferred.

Candidates must be able to pass a background investigation regarding applicant's aptitude, character, judgment, credit, driving record and criminal history.

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**FLSA STATUS:** NON-EXEMPT  
**ADOPTED DATE:** 7/14  
**REVISED DATES:** 2/22; 3/22—  
**TITLE CHANGES:** \_\_\_\_\_  
**UNION:** AFSCME  
**CIVIL SERVICE STATUS:** CHARTER

\*Previously Senior Application Analyst

Administration  
Fire Suppression  
Fire Investigation  
Fire Training  
Fire Prevention  
Public Education



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**MEMORANDUM**  
February 28, 2022

TO: City of Yakima Civil Service Commission  
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief  
SUBJECT: February 2022 – 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:  
Jessica Finnell – Telecommunicator  
Tayler Shohan - 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."***



## Memorandum

February 28, 2022

To: Civil Service Commission  
From: Matthew Murray, Chief of Police  
Subject: February 2022 – 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.**

Name	Position	Date of Appointment
Jennifer Couch	Lateral Police Officer	2/14/22

**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.**

Booker Ward	2/4/22	resignation
Colton Stepper	2/9/22	resignation
Elias Huizar	2/14/22	resignation
Nate Henyan	2/22/22	resignation

**5. Every position created or abolished.**

(none)