



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

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

April 4, 2022 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

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

NEW BUSINESS

- 1) Consideration of revisions to 13302 Street Maintenance Supervisor (Charter)
- 2) Consideration of Extended Leave of Absence Request (Fire)

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 – March 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 3:30 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 February 7, 2022 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Lighty and **seconded** by Beckstrand to approve the minutes. Motion **passed** unanimously.

NEW BUSINESS

1. Consideration of revisions to 6241 Police Information Specialist (Charter)

Police Chief Matt Murray, shared with the commission that COVID-19 has provided some difficult challenges with recruitment processes; he expressed to them how great Korevaar has been in supporting the Police Department, and how hard she has worked, even putting in additional hours to keep things moving smoothly.

Murray then requested consideration of updates to the Police Information Specialist, designed to align with other positions across the City. Slight modifications to the minimum requirements are proposed to help expand the candidate pool.

Lighty **moved** to approve revisions to 6241 Police Information Specialist. Trevino **seconded**. Motion **passed** unanimously.

2. Consideration of revisions to 8205 Police Fleet Specialist (Charter)

Police Lieutenant Ira Cavin requested minor updates to the Fleet Specialist to better clarify to candidates the position responsibilities and duties are focused on coordination of repairs, rather than hands-on mechanic work. Language was added to obtain/maintain ACCESS certification training as required by the state. This is necessary as the position may have exposure to sensitive/confidential information. Cavin added the customer service language was also enhanced to ensure effective relationships with vendors who perform maintenance on the vehicles.

Lighty **moved** to approve revisions to 8205 Police Fleet Specialist. Beckstrand **seconded**. Motion **passed** unanimously.

3. Consideration of Revision 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**

IT Manager John Carney seconded the Chief's sentiments toward the support provided, and the hard work Korevaar has been performing.

The Web Applications Developer classification was brought last month but unfortunately a typo was recognized in the minimum requirements after approval by the Commission, and needs correction.

The other three classifications include updating titles and language to reflect current industry standards and terminology. The minimum requirements were evaluated and updated to enhance recruitment efforts.

Lighty **moved** to approve revisions to the IT classifications to include title changes. 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 April 4, 2022. Materials need to be submitted to the Chief Examiner by March 17, 2022.

There being no further business to come before the Commission, the meeting was adjourned at 3:45PM.

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

Chief Examiner

Date

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



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

March 30, 2022

To: Charter Civil Service Commission
From: Scott Schafer, Public Works Director
Subject: Update of the Street Maintenance Supervisor Job Classification

The Streets & Traffic Operations Division is requesting your consideration of an update to the Street Maintenance Supervisor job class specification.

The position of Street Maintenance Supervisor was recently vacated and prior to opening the position, a thorough review of the job class specification was necessary to ensure it aligned with the needs and expectations of the position.

The existing job class specification was last updated in 2013. Revisions to the proposed classification provide updated language to better define the position as a "working supervisor." The revisions clarify the essential functions of this position include spending a considerable amount of time out in the field reviewing projects and providing hands-on assistance to crews as necessary. The Major Worker Characteristics have also been updated to reflect the knowledge, skills and abilities required for the position.

The recommended updates do not change the overall duties and responsibilities nor the authority level of the position; therefore, no change in pay code is recommended.

Thank you for your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 13302 <u>9/134/22</u>	TITLE: Street Maintenance Supervisor	Rev:
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DEFINITION: Under general supervision performs a variety of administrative and supervisory duties involved in the maintenance, upkeep and repair of City roads and rights of way. Responsibilities include streets division field work, project oversight and direction, short and long-term planning of street and road projects; on-site and remote supervision of skilled and unskilled workers; represents the division at a variety of public meetings; evaluates division workload, achievements and goals; provides necessary oversight, guidance and assistance with street repair, cleaning, snow removal and responds to emergency situations; ~~and~~ performs a variety of administrative functions to support the Streets and Traffic Operations Manager including, but not limited to, providing: budget documentation, input and facilitation; ongoing feedback and needs analysis; project development, administration, oversight, and assessment; employee performance evaluation, supervision and direction; and ongoing job site review and analysis.

DUTIES

ESSENTIAL FUNCTIONS: ~~Recommends~~ Assists in the development and provides recommendations for of division goals, priorities and objectives. Assists the Streets and Traffic Operations Manager in the planning, development and implementation of strategies and budgets to achieve goals. Supervises daily operations and evaluates programs for cost-effectiveness and functionality. Reports on equipment needs and applicability and works with fleet division to identify equipment selections and operational abilities appropriate for street division tasks.

Supervises streets maintenance staff to ensure completion of street maintenance projects and programs. Performs, plans, and schedules and oversees work to maintain streets; responds to street-related emergencies such as flooding, snow removal, traffic accident debris, downed trees and other street safety matters. Reviews projects on-site and provides hands-on assistance to crews as necessary. Plans and estimates time and material for construction or maintenance projects.

May attend hearings, meetings, bid-openings and other occasions as a spokesperson for the division. May confer with elected officials, other division supervisors, officials of local, state and federal agencies; efficiently and effectively provides information to the public and other employees, and responds to citizen concerns and complaints.

Provides input in regard to roadway conditions based on observations and utilizing Pavement Condition Index (PCI) data; Participatinges in the establishment of priorities. Assigns and supervises work, evaluates staff performance; effectively recommends employment and disciplinary actions decisions in compliance with City of Yakima policies/procedures and Civil Service Rules, and in coordination with the manager and director as necessary. Evaluates training needs of staff and implements or identifies training to ensure staff is trained to enable the division to achieve its goals. Develops staff providing professional leadership and ongoing development opportunities. Responsible for ensuring probationary and annual performance evaluations are completely timely, professionally and proficiently.

Utilizes the City safety program to enable staff to be oriented in workplace hazards and appropriate safety practices and is able to safely operate assigned equipment, including but not limited hand tools and medium to heavy equipment. Enforces safety rules and procedures; holds safety meetings as necessary, conducts safety inspections of facilities, work sites, crews and equipment. Ensures all safety equipment is available and in good condition. Eliminates potential hazards and investigates accidents.

Researches, analyzes and addresses problems; ensures compliance with local, state and federal laws and regulations; assists in the preparation and operates within the limitations of the budget. Prepares or generates a variety of reports, letters, memoranda, policies for internal use or for public presentation. Prepares project files, work orders, requisitions, purchase orders within budget limits.

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

Must be able to perform any/all duties of the Streets Maintenance Crew Leader and in manager's absence may act as Streets and Traffic Operations Manager as assigned.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Working knowledge of: ~~public sector supervisory practices and procedures; modern supervisory theories, practices and~~

principles; terminology, laws, regulations, ordinances and rules related to street construction and maintenance. Knowledge of asphalt, concrete, seal coat and other street surfacing materials and processes. Knowledge of modern street maintenance, repair and construction equipment and capabilities. Knowledge of project management, customer service techniques and staff motivational methods. Knowledge of modern occupational safety and health practices and job related hazards.

Knowledge of best principles and techniques of 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; and office equipment; professional office procedures and practices; and computerized budget management practices. Ability to operate standard office equipment including but not limited to: computer, copy/fax machine, telephone etc.

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

Must be able to communicate clearly and effectively, with employees, contractors, vendors, members of the public representing diverse education and background, and with individuals at all levels of government utilizing well developed communication skills, both written and oral, with appropriate use of business English, including but not limited to correct grammar, vocabulary, spelling, and punctuation. Must be able to interpret documents such as safety rules, regulations, operating and maintenance instructions and procedure manuals. Ability to read blueprints; compute material, labor and equipment requirements. Ability to write routine reports compose letters and other written documents as necessary.

Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail, formulate goals, and work under adverse or stressful conditions including but not limited to project timelines; prioritize and assign workloads; manage multiple tasks with competing deadlines. Ability to read, apply and explain codes, rules, regulations, policies, and procedures. Must possess ability to identify and

define problems, establish facts and render a timely, appropriate judgment or decision within broad or specific guidelines. 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 and contractors; to consistently and continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs. Must possess ability to interact in a diplomatic and confident manner to upset individuals. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to train, supervise, coach, mentor, plan, organize, assign and evaluate the work of subordinate staff; evaluate personnel performance; provide constructive feedback to subordinates; develop and implement accountability methods; utilize mathematical practices and skills; perform mathematical calculations; maintain files and records and prepare reports; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus. Ability to positively receive feedback and take direction is essential.

Ability to perform the essential physical requirements of the job. Ability to work extended hours as needed to carry out supervisory responsibilities.

~~Ability to communicate effectively orally and in writing with a diverse group representing all ethnic, social and economic backgrounds. Ability to establish effective working relationships with employees, supervisors, managers, contractors, representatives from local, state and federal agencies, elected officials and private citizens. Ability to use a personal computer and related software applications as required by the job. Ability to plan, teach, coach, monitor and evaluate work of staff. Ability to read blueprints; compute material, labor and equipment requirements; and to perform mathematical calculations. Ability to perform the essential physical requirements of the job.~~

PHYSICAL DEMANDS: Work is occasionally performed in an office environment while sitting at a desk or computer terminal for periods of time, or while standing for periods of time. **Majority of work is performed on job sites. W****Frequent to constant work outside in all weather extremes, be exposed to loud noises, stinging insects, animals, water, dirt, mud, dust, oil, smoke, asbestos cement pipe, extremely hot liquid or mixed asphalts, noxious odors, fumes, raw sewage, solvents, or chemicals, construction debris, electrical hazards, needles, drug paraphernalia, vibrations, and/or traffic hazards.** Continuous use of both hands in reaching/handling/grasping/fingering **keyboarding** while

performing duties and other fine motor skill manipulations, while performing repairs, maintenance activities, operating computers, and performing other duties. Occasional heavy work includes lifting and carrying up to 50 pounds and operating heavy vehicles, equipment and machinery. Occasionally ascends/descends stairs, ladders, and inclines while maintaining balance and stability. Physical strength and ability sufficient to perform heavy manual labor for extended periods. Frequent bending/twisting at knees/waist/neck while performing mechanical repairs, maintenance items and other duties as assigned. Occasional kneeling/crouching/crawling while making repairs in confined spaces and awkward positions. May work at heights, in confined areas, alone, or with others, on uneven terrace and/or slippery surfaces, or in noisy work areas. May require constant moving, sitting or standing for excessive periods of time. Continuous use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with co-workers, the general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory with ability to recall complex information. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: ~~Exposed to adverse weather conditions and traffic hazards including but not limited to loud noises, dust, fumes, toxic materials and extremely hot liquid or mixed asphalts.~~ May encounter angry, upset, or emotionally disturbed individuals. ~~Shift work may be required.~~ Required to work some weekends and holidays; may work extended hours and/or unusual shifts including evenings/nights. Required to carry a cell phone, and be available for on-call response to issues and/or emergency situations outside the normal work schedule, including weekends and holidays. ~~Will be required to be available for on-call response.~~ Subject to random controlled substance and alcohol testing pursuant to Department of Transportation regulations including 49 CFR Part 40 and Section 382 of the Federal Motor Carrier Safety Regulations if licensed as a Commercial Driver.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License within 30 days of employment and possess a basic first aid certificate and flagging card within 6 months of employment. Commercial Driver's license with either an A or B endorsement is ~~preferred~~ required.

MINIMUM CLASS REQUIREMENTS: High School Diploma or GED and N~~n~~ine (9) years of experience in street maintenance including four (4) in a supervisory capacity. Bachelor's degree in Construction Management or a related field may substitute for supervisory experience at 2two years of education for one year supervisory experience and year for year for overall experience. (A candidate

with a Bachelor's degree will require five **(5)** years of street maintenance experience of which **two (2)** years must be in a supervisory capacity.)

*Replaced **ds** Street Supervisor (Class Specification 13301) effective 4/02

FLSA STATUS: Exempt

ADOPTED DATE: 1978

REVISED DATES: 3/90; 6/91; 6/96; 7/98; 11/10; 9/13; 4/22

TITLE CHANGES: 4/02

UNION: Teamsters - Supervisors and Administrative

CIVIL SERVICE STATUS: CHARTER



YAKIMA FIRE DEPARTMENT
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Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Special Operations

MEMORANDUM

March 29, 2021

To: Fire and Police Civil Service Commissioners
From: Aaron Markham, Fire Chief
Re: Request for Leave of Absence for a SunComm Employee

SunComm has one Telecommunicator I who is requesting a leave of absence without pay from May 1st-June 30th. This request is being made due to excessive stress and mental fatigue. This situation is unique and has been evaluated in regards to staffing and multiple other factors.

It is not expected that this will become routine for this division. Mental fatigue and burnout are common in public safety and it is the goal of SunComm to ensure the overall wellness of their employees. We believe the authorization of this temporary leave of absence will allow the employee the necessary time away from the communication center to enable a return to duty without any restrictions. Longevity in this career is already challenging enough and your consideration of this request is greatly appreciated.

*We will provide all-risk emergency and non-emergency services to our community
We are committed to serving with courage and compassion as stewards of public trust
We shall leave a positive and genuine impact on all who call upon us*

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



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MEMORANDUM

March 25, 2022

TO: City of Yakima Civil Service Commission
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief
SUBJECT: March 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:

Nothing new to report.

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

Nothing new to report.

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

Nothing new to report.

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

Tom Schneider, Shift Commander – Service retirement, 33 years of service
Dan Mansfield, Firefighter – Service retirement, 26 years of service

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

March 31, 2022

To: Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: March 2022 – Status Report

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

1. Probational or temporary appointments made.

Name	Position	Date of Appointment
Brandon Lynn	Crime & Intelligence Analyst	3/1/22
Esmeralda Rivera	Police Services Specialist I	3/1/22

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.

Kevin Collins	3/8/22	Resignation
David Sevigny	3/11/22	Termination
James Fuehrer	3/18/22	Retirement
Sarah Dexter	3/20/22	Resignation
Raleigh Apol	3/31/22	Retirement

5. Every position created or abolished.

(none)