



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**

July 11, 2022 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

Approval of the June 13, 2022 minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 1) Consideration of revisions to 2314 Budget Analyst classification (Charter)
- 2) Consideration of new classification 2121 GIS Specialist (Charter)
- 3) Consideration of Probation Suspension for Transit Operator (Charter)
- 4) Request for extension of Wastewater Treatment Plant (WWTP) Operator-in-Training (OIT) certification deadline (Charter)

OTHER BUSINESS

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

**Complete Packet available on the City of Yakima's website under Human Resources
or by prior request at Human Resources.
Recordings of prior meetings are 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 – June 13, 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 3:34 PM. In attendance were: Charter Civil Service/Police and Fire Civil Service Commissioner Greg Lighty; and Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino and Chief Examiner Debbie Korevaar. Charter Civil Service Commissioner Louisa Beckstrand and Police/Fire Civil Service Commissioner Camille Becker were absent and excused.

Lighty called the meeting to order.

APPROVAL OF MINUTES

Approval of the May 2, 2022 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was moved by Lighty and seconded by Trevino to approve the minutes. Motion passed unanimously.

NEW BUSINESS

1. Consideration of revisions to 6221 Corrections Officer/Corrections Lateral Officer classification (Charter)

Corrections Manager Maritza Davis with the Chief's support, requested to eliminate the physical ability test (PAT) currently required for lateral Corrections Officers. In the past couple of years the Criminal Justice Training Center (CJTC) has changed the requirements for the PAT and Davis believes it is less relevant than it used to be. By eliminating the PAT, Davis is hoping to attract more lateral candidates.

Lighty moved to approve the revisions to 6221 Corrections Officer/Corrections Lateral Officer classification. Trevino seconded. Motion passed unanimously.

2. Consideration of revisions to Wastewater Classifications (Charter):

- a) 8241 Industrial Maintenance Mechanic
- b) 8242 Preventative Maintenance Technician

Wastewater Manager Mike Price presented changes to the classifications to better reflect a career ladder and advancement opportunity between the positions. Updates to duties

**CITY OF YAKIMA
CHARTER CIVIL SERVICE COMMISSION
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and other modernization of language are also included in the revision. Korevaar added the title change is to more clearly identify the hierarchy.

Lighty **moved** to approve the revisions to 8241 Industrial Maintenance Mechanic and to 8242 Preventative Maintenance Technician, including the title change. Trevino **seconded**. Motion **passed** unanimously.

3. Consideration of Probation Suspension for Wastewater Facility Maintenance Specialist (Charter)

Mike Price requesting suspension of probation for a new employee who is off work due to an on the job injury.

Lighty **moved** to approve the suspension. Trevino **seconded**. Motion **passed** unanimously.

Other Business:

Lighty addressed new agenda item public comment. This has been an informal thing prior, but due to state law, it will be listed as a separate item on our agenda moving forward.

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

Next meeting is scheduled for July 11, 2022. Materials need to be submitted to the Chief Examiner by June 24, 2022.

There being no further business to come before the Commission, the meeting was adjourned at 3:40 PM.

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

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

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.

Memorandum

Date: July 5, 2022
To: Charter Civil Service Commission
From: Jennifer Ferrer-Santa Ines, Director of Finance and Budget
Subject: Revisions to classification 2314 Budget Analyst

I am requesting your consideration regarding a revision to the Budget Analyst classification. This revision and request are prompted by a third-party organizational analysis of the Finance Department completed in August 2021. One of the recommended steps in the action plan was to *“Create a financial analyst position in the Finance Department and fill this position”*.

After review of the department needs and the City’s classifications, the Chief Examiner worked with me to draft a revision to an inactive “Budget Analyst” classification. This classification was adopted in 1981 and last revised in 1987. While the Budget Analyst contained many of the essential functions and primary responsibilities, the classification with the current revisions, better defines the essential duties and functions of the position needed at this time.

The Physical Demands were added to all of the City’s classifications in 2010, however, the Budget Analyst was not an active classification and it was not submitted to the Commission. This is why the entire “Physical Demands” section is bolded at this time. In addition, significant changes are proposed for the Major Worker Characteristics. These are consistent with other classification changes made across the City over the past several years.

Since this classification has been inactive, and therefore, has not been reviewed or evaluated in over 30 years, the Chief Examiner also reviewed the union representation and salary allocation. Due to the current community of interest and the responsibilities of the position, the position is being moved from AFSCME Municipal Employees representation to Teamsters Local 760, Supervisors and Administrators. A memo of understanding is being processed to formalize this change. Based on the revised hierarchy, duties and responsibilities of the position, and the change of unions, it is recommended by the Chief Examiner the classification be reallocated from the AFSCME pay code 20.0 (\$27.62-\$33.20) to the Teamster’s pay code 979SA (\$28.82-\$34.36).

Thank you for your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 2314 rev. <u>8/877/22</u>	TITLE: Budget-Finance Department Analyst
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DEFINITION: Under limited supervision and direction of the Director of Finance and Budget or their designee, independently conducts financial analyses and analytical studies, compiles and interprets data, evaluates impact of research, prepares reports and presents recommendations based upon the results of a study; ~~analyzes and to improves~~ accounting and ~~management~~ **financial** information systems. ~~Applies~~ **Work is performed with considerable latitude for** independent judgement and ~~discretion~~ **initiative to make** making complex decisions and recommendations, resolving problems, interpreting guidelines, regulations, and policies. **Work is reviewed through performance, user reports, observation and results achieved.**

May provide interpretation and training to staff regarding business data, policies and/or procedures.

DUTIES

ESSENTIAL FUNCTIONS: Performs a wide variety of complex financial analyses and ~~special management~~ studies to evaluate the economic or operational impact and feasibility of projects or policies. Performs statistical analyses on projects such as a ~~five-year~~ economic forecasting **of revenues and expenditures reviewing economic trends and recommending alternatives to minimize future financial difficulties. Collects and compiles financial or statistical data requiring a variety of calculations, and input from departments,** analyzes data, summarizes data into a meaningful format **and produces the City's Annual Comprehensive Financial Report and Biennial and Operating and Capital Budget.** Formulates recommendations based upon research results and prepares comprehensive, technical reports for management consideration. ~~May P~~resents recommendations orally and in writing to management staff, City Council, public officials, boards and the general public; develops graphics and other explanatory material as required. **Coordinates the development of the City's Capital Improvement budgets and ensures budgets are incorporated properly into the Biennial Budget document.** Reviews ~~departmental budget requests for accuracy and thoroughness.~~

Provides data extractions and analysis for business operations and financial reporting including but not limited to budget financial reporting, sales tax data, vendor verifications, 1099 issuance and reconciliation, and technical assistance for Finance Department City

Council agenda items. Provides maintenance of Finance Department pages on City website.

Maintains financial ledgers, journals and related documents; reviews, verifies, audits, corrects, balances and summarizes data as appropriate. Prepares reports on expenses, encumbrances, capital improvements, capital outlay, revenues, and disbursements Prepares quarterly financial statements.

Performs moderate to complex reconciliations involving a variety of accounts and documents; identifies conflicts and initiates corrective entries; reviews accounts for appropriateness of entries and required supporting documents; gathers financial data in various forms.

Researches and analyzes the effect of new or revised legislation. Interprets the intent of legislation and evaluates the impact of legislation on the City's financial systems, policies and/or operations. Evaluates the requirements imposed by the legislation on the City and recommends methods of compliance. Prepares reports indicating findings and recommendations; presents recommendations for management consideration. Assists City Finance management in establishing and defining City financial policy.

~~Responsible for the coordination of accounting system modifications for the City. Evaluates reporting needs and requirements, established new reporting systems and sets priorities for the modification of existing systems. Oversees the development of new data analysis and financial reporting systems for the Finance Department with data processing; explains the type of information to be automated, the information flow, reporting requirements and the desired output. Assists management in the review of computer software compatible to the City's systems and needs.~~

~~Advises Assists department directors and division managers regarding with budget preparation. Statistically and comparatively analyzes past and current year financial information forecasting future revenues and expenditures for various City operations. Assists management in presentation of proposed budgets to clarify reports and gain support for budget needs. Coordinates the assessment and implementation of departmental budgets with General Accounts, Information Systems, and top management. As requested, monitors implemented budgets to analyze trends affecting budget requirements and consults with Department Heads to recommend program changes which facilitate long-term planning.~~

May train new employees; monitors work performed; ensures accurate and timely completion of tasks; and makes corrections as needed. Operates varied office or specialized equipment in conjunction with work such as a computer, calculator, copy machine, fax machine, scanner and others.

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.

Requires regular and reliable attendance.

Performs other related duties as assigned.

~~Work is not subject to specific checks and controls and if not detected, errors could cause serious interruptions, embarrassment, or financial loss to the City. Employee has frequent contact with both inside and outside sources to obtain or supply factual information.~~

MAJOR WORKER CHARACTERISTICS: Thorough knowledge of: City of Yakima financial systems policies and procedures; budgeting, accounting, modern governmental and accounting and management theory, principles and best practices; professional accounting industry standards; and fundamental enterprise software support practices. Considerable knowledge of statistical and research methods and procedures. Knowledge of and proficiency in efficient and effective office practices and procedures; moderately complex business arithmetic; standard clerical, accounting and bookkeeping principles and practices. Knowledge of interdepartmental structure and functions. Knowledge of department and City policies; Federal and State laws, regulations, ordinances, codes and requirements, applicable financial reporting, policies and procedures. Knowledge of State of Washington BARS accounting system, and records retention policies and procedures

Knowledge of techniques and strategies for communication and dissemination of moderately complex and/or technical written and verbal information to a wide range of individuals, including but not limited to City Staff, other governmental agencies, vendors, and members of the public. Knowledge and understanding of effective leadership principles, practices; practices and principles of work flow and systems analysis; record keeping systems, processes, and practices; principles and practices for project management; municipal records retention procedures, and techniques. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Working knowledge of: computer spreadsheets; industry and City databases, programs and applications including, but not limited to:

Cayenta, Workiva, TaxTools, Microsoft Office Suite Outlook, Word, and Excel; report writing tools and office equipment; and computerized municipal financial management practices.

Must be able to communicate clearly and effectively, with employees, members of the public representing diverse educational levels and backgrounds, and with officials at all levels of government utilizing well developed communication skills, both written and oral, with appropriate use of business English, and plain English, including but not limited to correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. Good writing composition and editing skills, as needed to support creation of documentation and other materials, as well as to communicate issues to management and providers. Excellent analytical and organizational skills, along with strong negotiation, communication and presentation skills.

Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone etc. Must be able to enter information into a computer system within speed and accuracy. Ability to: conduct complex management surveys and studies; analyze complex and technical financial documents and translate into recommendations or reports; communicate effectively, orally and in writing.

Ability to: maintain financial records; understand and apply moderately complex guidelines to varied operational situations and resolve issues using initiative and independent judgement.

Ability to analyze complex data and make logical conclusions; think creatively and make recommendations based on highly selective data, conduct audits; perform research and extract data from databases using appropriate querying tools and applications; analyze, document and understand complex business problems; build, analyze, and manipulate test plans to effectively evaluate new or enhanced application functions. Ability to read interpret, apply and explain practical procedures and/or regulations; and perform moderately complex mathematical calculations. Includes a good understanding of the database architecture, and a thorough understanding of how systems use and manage data.

Ability to work independently with self-direction under general instruction and broad work expectations; maintain sustained attention to detail; work under timeline pressures; prioritize workload; manage multiple diverse projects with competing deadlines and stressful conditions; train new and/or subordinate staff; effectively work in a team based approach to problem-solving and solution implementation; establish

and maintain effective working relationships with senior management, division managers, City employees, software providers and the public. Excellent analytical and organizational skills are essential.

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

Ability to troubleshoot system issues; document business and software operating procedures; and train software users as needed. Ability to develop and implement accountability methods, processes and procedures; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus.

Ability to consistently and continually provide excellent customer service to internal and external customers, and to establish, facilitate and maintain effective and courteous working relationships with employees and the public representing widely diverse opinions, beliefs, ethnic, economic and social backgrounds; communicate effectively, verbally and in writing; and recognize and treat information and data in a sensitive and confidential manner and within City and state guidelines on disclosure. Ability to positively receive feedback and take direction is essential.

Thorough knowledge of: budgeting, accounting, governmental and accounting and management theory, principles and practices; professional accounting industry standards. Considerable knowledge of statistical and research methods and procedures. Considerable knowledge of public administration, modern office practices, procedures and equipment. Knowledge of interdepartmental structure and functions. Knowledge of: department and City policies; Federal and State laws, regulations, codes and requirements, applicable financial reporting and policy. Knowledge of financial software systems; electronic spreadsheets and graphic generation equipment. Ability to analyze complex data and make logical conclusions; think creatively and make recommendations based on highly selective data. Ability to: conduct complex management surveys and studies; analyze complex and technical financial documents and translate into recommendations or reports; communicate effectively, orally and in writing using correct grammar, spelling, punctuation and vocabulary. Ability to establish and maintain cooperative and effective working relationships with City employees, the public and employees of State and Federal agencies. Ability to work independently and establish own methods of accomplishing assigned projects. Ability to read, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

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

UNUSUAL WORKING CONDITIONS: May come in contact with irate, upset, or disturbed customers. May have extension of work day before and after normal working hours to meet deadlines or to address issues, potentially including evenings and/or weekends. Duties are sedentary in nature, performed under normal work conditions, but do require sustained periods of concentrated mental effort.

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

MINIMUM CLASS REQUIREMENTS: Graduation from an accredited four-year college or university with a Bachelor's Degree in Public Administration, Accounting, Finance or closely related field, and three **(3)** years' experience in budgeting, management, analysis, financial research or auditing. Additional higher education or professional experience as stated in this specification may be substituted for minimum qualifications on a month-to-month basis.

FLSA STATUS: NON-EXEMPT
ADOPTED DATE: 2/81
REVISED DATES: 8/87; 7/22
TITLE CHANGES: _____
UNION: AFSCMETEAMSTERS
CIVIL SERVICE STATUS: CHARTER

MEMORANDUM

Date: July 1, 2022
To: Charter Civil Service Commission
From: John Carney, IT Services Manager
Subject: New classification: 2121 GIS Specialist

Attached is the proposed classification for the GIS Specialist.

GIS (Geographic Information System) technology and specifically, the City of Yakima's GIS needs, have changed considerably over the last several years. ESRI (Environmental Systems Research Institute) Enterprise, the backbone of our current GIS environment, has shifted to a different approach with new licensing models (e.g. software as a service) which has created many new capabilities not possible with their earlier software.

This evolution has shifted the City's needs of GIS professionals. Traditionally, our software solution required a lower-level GIS Technician to perform all of the GIS data editing for the City's various departments; however, the City of Yakima has now shifted to the GIS industry standard of designing systems which enable employees to execute these changes "in the field". This provides much higher level of productivity and efficiency.

With earlier versions of software, centralized data editing made sense. The learning curve for using GIS software and editing tasks was cumbersome and having a centralized GIS Technician familiar with the software perform all the edits was practical. Now instead of complex applications like ArcMap or ArcGIS Pro, more focused web applications can be utilized for updates, thus allowing these edits to be made via a simple, streamlined process. Utilizing current GIS technology and modeling, the mapping layers currently used by the City can be maintained using real-time editing by field employees.

As a result of decentralization, the need for Technician level tasks has decreased; however, the need for a GIS professional with a higher-level skillset and knowledge base of the processes used in building GIS data, services and applications, has significantly increased.

Some examples of the specific types of higher-level tasks, advanced knowledge, skills and abilities include:

- Create apps built on the Enterprise Portal or ArcGIS Online (AGOL), they can be used for display, editing, story maps, or dashboards
- Use modern scripting languages like Arcade, Python, HTML, CSS and JavaScript to automate workflows, build applications and customize data visualizations
- Create data connections or use APIs with Spillman and Cayenta for analyzing and visualizing information
- Develops reports and dashboards for management/supervisor on key GIS metrics.
- Ability to create GIS data structures including feature classes, tables and domains
- Consume GIS data in ArcGIS Pro map projects, do cartographic production to make map layers that are appropriate for presentation in a web or printable context
- Create web maps of service content with appropriate popups for each map layer
- Share web maps and create appropriate apps of map layers or tables
- Follows best practices for creating editing workflows for city departments with web apps and ArcGIS Field maps. Trains team members in app use
- Defines scope and specifications for GIS projects, plans, documents, and coordinates.
- Assists with the creation of documents and presentations to convey recommendations, division/departmental communication initiatives, and GIS-related technical/business documentation. Works with department stakeholders to evaluate business needs in developing work orders, service request workflows.
- Evaluates departments' needs for physical or geospatial asset types, attributes, and inventory controls.
- Develops standard operating procedures for departments end-users to ensure all work orders and processes are maintained and accurate.
- Manages user access and security roles to ensure employees have access to only to the areas to carry out their assigned duties.

It is for these primary reasons, we are proposing this new higher-level GIS Specialist classification.

Thank you in advance for considering these matters.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 2121	TITLE: IT Services GIS Specialist	EST 7/22
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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 Geographic Information System (GIS) services; implements and analyzes program effectiveness; coordinates the collection and analysis of data and other information. Provides leadership, guidance and technical expertise for City of Yakima GIS. Monitors, delegates and follows-up on assignments to assigned staff. Ensures compliance with local, state and federal standards, rules, regulations and requirements.

DUTIES

Maintains and analyzes complex geographic data. Provides GIS database editing, geocoding, geoprocessing, data conversion, workflow management, spatial analysis, and quality control processes in desktop and web-based environments. Publishes GIS data, maps, analysis, reports, charts, and graphs in the form of static and online content. Researches, creates, and produces spatial layers, analysis, maps, regulatory map reports, charts, and cartographic displays. Manages user access and security roles to ensure employees have appropriate access, limited to areas required to perform their assigned duties.

Trains, troubleshoots and provides user support for city applications. Updates user access rights for data and/or applications. Supports and maintains software integration between city applications. Provides timely response to user requests for assistance. Works to identify user needs and assists with implementations required for city applications systems. Coordinates and acts as a lead for multiple concurrent GIS and other IT Services projects and/or programs as assigned.

Documents activities and resource demands; researches, analyzes and makes recommendation regarding website design, upgrades and/or security. Researches, retrieves, updates and analyzes complex information and data. Formulates related reports, including current analysis, recommendations, conclusions and possible ramifications. Communicates research findings and proposes solutions as needed.

Completes required documents to procure contract services. Researches, identifies, prepares, submits, facilitates 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.

Works efficiently, professionally and cooperatively with internal and/or external customers, including but not limited to, finance, legal, human resources and community relations personnel regarding GIS services such as grant compliance, website financial transactions, internal control issues, records retention and other legal requirements. Initiates, develops and maintains positive long-term working relationships with grantors, vendors, contractors, regulatory agencies, co-workers and other members of the public.

Works to facilitate consumer understanding of municipal processes, and may discuss GIS functionality with community users. Provides training and assistance to internal and external users to ease accessibility and utilization of GIS applications.

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 IT Services 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: ESRI (Environmental Systems Research Institute) Enterprise and ArcGIS Pro software. The ability to create GIS datasets, publish them and create applications using ArcGIS Enterprise tools. Knowledge of leveraging ArcGIS Dashboards to do real time display of data for City departments. Adequate knowledge of using ArcGIS Field Maps for supporting field crews using that technology. General understanding of GPS technology for field use and location tracking. Use of python, arcade and JavaScript to further customize solutions for city departments.

Must have a good understanding of GIS best practices, techniques, systems architecture to manage a complex project and develop tools and solutions that integrate with ArcGIS and other City enterprise applications. Must be able to manage/administer, design databases, data modeling, and web mapping services.

Advanced 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 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, prioritize and assign workloads, and work under timeline pressures. Must possess strong organizational skills to juggle multiple tasks within the constraints of timelines and budgets with business acumen. Excellent analytical 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.

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/ 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 move 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. 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 obtain/possess and maintain a valid Washington State Driver's License.

MINIMUM CLASS REQUIREMENTS: High school diploma or GED and four (4) years progressively responsible experience as a GIS Specialist or GIS Analyst. A GISP (Certified Geographic Information Systems Professional) or Bachelor's degree in GIS, geography or 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.

FLSA STATUS: NON-EXEMPT

ADOPTED DATE: 7/22

REVISED DATES: _____

TITLE CHANGES: _____

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER



City of Yakima, Transit Division
2301 Fruitvale Blvd.
Main Office Phone: 575-6175

MEMORANDUM

July 5, 2022

To: Yakima Charter Civil Service Commission

From: Alvie Maxey
Yakima Transit Manager

Subject: Request for suspension of Probation due to Medical Leave

The Yakima Transit Division would like the Charter Civil Service Commission to review and approve a request for suspension of probation due to medical leave. The Yakima Transit Division has an Extra Board Transit Operator on medical leave as of July 5, 2022. The employee is currently on probation.

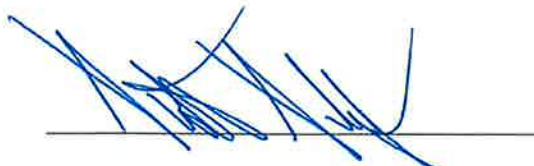
We are respectfully requesting to suspend this employee's probationary period until said time that the employee returns to full duty. It is our recommendation and would follow past practice of the Commission to resume her probation period upon her return, crediting her for the probationary time she completed prior to her medical leave.

Thank you for your consideration.

 7-5-22

Alvie L. Maxey, Yakima Transit Manager

Approved:



Scott Schafer, Public Works Director



Memorandum

TO: Yakima Charter Civil Service Commission
FROM: Mike Price, Wastewater/Stormwater Division Manager
Scott Schafer, Director of Public Works
DATE: July 11, 2022
Subject: Request for extension of Wastewater Treatment Plant (WWTP) Operator-in-Training (OIT) certification deadline

The Wastewater Division is requesting that the Civil Service Commission approve this request for a one-time extension to the 9-month deadline for an occupant of the WWTP OIT position to pass the Department of Ecology's OIT certification exam. A current probationary WWTP OIT has not obtained the required certification within the 9 months' time-frame.

The COVID-19 pandemic has complicated an already rigorous process in applying for and scheduling certification tests through third-party entities. The employee was able to test on June 30, 2022, within the required 9-month period. He came within 2% of passing the 100-question test. The employee's nine-month deadline for passing the test was July 5, 2022.

Through his first nine months in the position, this probationary OIT has been a productive and reliable employee. His supervisors have rated his performance as outstanding and he has otherwise successfully fulfilled all other probationary requirements. Due to test scheduling circumstances beyond his control, we respectfully request that the Commission extend the 9-month deadline for this employee to gain his certification to August 31, 2022.

Thank you for your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 8310 TITLE: Wastewater Treatment Plant Operator-In-Training (OIT) EST 05/18

DEFINITION: Under general supervision, operates and maintains a wastewater treatment plant and associated sanitary, industrial, and storm water lift stations. Routine and repetitive assignments, once learned, may be performed under general supervision.

DUTIES

ESSENTIAL FUNCTIONS: Performs operational duties required to maintain effective preliminary and primary wastewater and biosolids treatment.

Uses direct observation and the plant Supervisory Control and Data Acquisition (SCADA) system to monitor and control the levels, flows, and pressures of biogas, wastewater, storm water, re-use water and sludge at the treatment plant and at lift stations.

Monitors preliminary, primary, and solids treatment processes by collecting biogas, sludge, wastewater, and re-use water samples at multiple treatment plant process units and by performing physical and chemical field and laboratory sample analyses in accordance with Standard Methods for the Examination of Water and Wastewater.

Monitors and adjusts chemical feed rates directly or remotely through SCADA. Handles, mixes and stores a variety of chemicals used for wastewater and sludge treatment including polymers, sodium hypochlorite, calcium thiophosphate, and sodium hydroxide.

Monitors and operates hot water boilers and hot water heating ancillary systems including boiler fuel sources, heat exchangers, and hot water mixing valves to maintain correct temperatures for anaerobic sludge and industrial wastewater digestion.

Monitors, adjusts, and performs minor repairs on mechanical equipment including air compressors, valves, gates, pumps, and motors to maintain proper flows and pressures for treatment processes.

Bio-Terrorism, Security, and Federal Emergency Management: In accordance with the Bio-Terrorism laws, must be sensitive concerning the security of the wastewater treatment plant and wastewater collections system. Must also comply with the National Incident Management System.

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Monitors sensors for temperature, carbon dioxide, hydrogen sulfide, lower explosive limit, pH, oxidation-reduction potential, turbidity, level, and pressure.

Provides verbal and written status reports concerning plant operations. Enters information into daily logs and computer system; records meter readings and laboratory test data; prepares computerized time sheets.

Performs routine maintenance and makes repairs to mechanical systems, fences, pipes, and sprinklers.

Cleans and maintains buildings, planted areas, piping, wet wells, bar screens, grit chambers, shredding devices, clarifiers, digesters, tanks, chemical feed equipment, lagoons, and sludge drying beds.

Operates trucks, truck and trailer combinations, backhoe, tractor, and forklift.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

This is the entry level position in the Wastewater Treatment Plant Operator series and is designed to provide the skills and experience required for eligibility to upgrade certification to the State of Washington Wastewater Treatment Plant Operator Group I certificate and advancement to the Operator I position. Incumbents receive on-the-job training and experience while performing routine operational and maintenance duties on an assigned shift under the supervision of a qualified operator. Positions at this level are expected to progressively accumulate and demonstrate working knowledge of the principles and practices utilized in the operation and maintenance of a major wastewater treatment facility.

Demonstrate the ability to learn and apply the principles of wastewater treatment processes including preliminary and primary treatment units, solids digestion, biogas handling systems, sludge handling and plant-wide air, water, electrical and hydraulic support systems; mathematics and chemistry; basic hydraulic, mechanical, and electrical theory; flow, pressure, and level control equipment; recording, measuring and testing instruments; biogas, water, wastewater, and sludge sampling and quality tests; basic industrial safety procedures and practices. Acquire knowledge pertaining to the federal Clean Water Act, the Biosolids Rule, and the Standard Methods for the Examination of Water and Wastewater.

Ability to operate basic hand and power tools; recognize abnormal operational and mechanical conditions through direct observations and through interpretation of SCADA and laboratory data; accurately read meters and gauges and detect faulty

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characteristics; keep logs and records of operations and input into the computer; collect samples and set up and perform laboratory and field analysis of wastewater and sludge samples; conduct preventative and corrective maintenance on plant equipment; establish and maintain effective working relationships; follow oral and written instructions; communicate effectively, both orally and in writing; perform moderately strenuous work.

Must possess well developed communication skills, both written and oral, with appropriate use of business English including correct grammar, letter composition, spelling, and punctuation; and excellent analytical and organizational skills.

PHYSICAL DEMANDS: Sufficient physical ability to work in both plant and field settings and to operate assigned equipment. Frequent use of both hands in reaching/handling/grasping/fingering while performing duties operating on various vehicles, equipment and machinery. Occasional bending/twisting at knees/waist/neck while performing related activities. Occasional kneeling/crouching/crawling while making repairs in confined spaces and awkward positions. Occasional heavy work includes lifting and carrying up to fifty (50) pounds. Occasionally ascends/descends stairs, ladders and inclines while maintaining balance. Physical strength and ability sufficient to perform manual labor for extended periods under wet, cold, and generally unpleasant conditions. May require continuous moving, sitting or standing for extended 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 maintain long-term and short-term memory. Must be able to see in the normal visual range with or without correction. Must be able to hear in the normal audio range with or without correction. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: May work outside in all weather extremes and be exposed to dust, smoke, electrical hazards, noxious odors, fumes, or chemicals, raw sewage, waterborne disease and noxious and combustible gases. May work at heights, alone, with others, or in noisy work area. Work and/or walk for long periods of time on various types of surfaces including slippery or uneven surfaces and rough terrain. Subject to 24-hour emergency callbacks and standby and requires working varying hours, overtime, weekends, and holidays. Work environment is team-oriented, having both routine and variable tasks with variable pace and pressure. Work is performed both inside buildings and in outdoor plant areas and collateral facilities.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Possess and maintain a valid State of Washington Driver's License. Obtain and maintain a Basic First Aid and CPR certificate within six (6) months of appointment. **Possess a**

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Washington State Department of Ecology Wastewater Treatment Plant Operator-In-Training certificate within nine (9) months of appointment. Possess and maintain a Washington State Department of Ecology Wastewater Treatment Plant Operator Group I certificate within twelve (12) months of appointment. Possession of a Class A CDL license with air brake endorsement is desirable.

MINIMUM CLASS REQUIREMENTS: High school graduation or equivalent and three (3) months of relevant experience is required. (e.g. drinking, waste, or agricultural water systems, etc.) Experience at the Yakima Wastewater Treatment Plant is preferred. Three (3) relevant college credits and/or Continuing Education Units (CEUs) may be substituted for the three months of relevant experience.

FLSA STATUS: Non- Exempt
ADOPTED DATE: 2018
REVISED DATES: _____
TITLE CHANGES: _____
UNION: AFSCME
CIVIL SERVICE STATUS: CHARTER

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



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MEMORANDUM

July 6, 2022

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

Connor Plett, Firefighter
Ruvim Stepanyuk, Firefighter
Steven Babcock, Firefighter

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.

Kevin Durand, Firefighter – resignation
Tayler Shohan, Telecommunicator – dismissal

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

June 30, 2022

To: Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: June 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
Kaerli Gray	Police Officer	6/1/22
Yvette Inzunza	Police Information Specialist	6/8/22
Drew Kornegay	Police Officer	6/21/22

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.

Marc Scherzinger, Police Officer	Resignation	6/3/22
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5. Every position created or abolished.

(none)