



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

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

September 12, 2022 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

Approval of the August 8, 2022 minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 1) Consideration of revisions to classification 4622 – Traffic Technician II (Charter)
- 2) Consideration of revisions to classification 1305 – Financial Services Technician – Payroll (Charter)
- 3) Consideration of revisions to classification 6412 – Telecommunicator (Fire)
- 4) Consideration of revisions to classification 7181 – Economic Development Assistant (Charter)
- 5) Consideration of new classification 10115 HR Services Administrator (Charter)
- 6) Consideration of revisions to classification 10102 Chief Examiner (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 – August 8, 2022

MINUTES

The City of Yakima Charter Civil Service Commission and Police and Fire Civil Service Commission convened on this date 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 and Chief Examiner Debbie Korevaar. Police/Fire Civil Service Commissioner Camille Becker, was absent.

Lighty called the meeting to order.

APPROVAL OF MINUTES

Approval of the July 11, 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 5267 - Aquatic Leader classification (Charter)

Parks and Recreation Manager Ken Wilkinson presented revisions to the Aquatic leader. This position needs to be updated and utilized again since additional responsibilities are being requested of aquatics staff at Franklin Pool.

Lighty questioned if the title and pay code were new. Wilkinson responded it has been an inactive classification for many years, and they have used other more general classifications to fill this role. The updated language in this classification will provide them with the level of responsibility and supervision they need currently at the pool.

Lighty moved to approve the revisions to classification 5267 - Aquatic Leader. Beckstrand seconded. Motion passed unanimously.

2. Consideration of revisions to Solid Waste classifications

- a. 7155 - Solid Waste Services Specialist (Charter)
- b. 14101 - Solid Waste Supervisor (Charter)

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

Public Works Director Scott Schafer requested revisions to the classifications due to a change in the operations and technology utilized in the division. The duties and responsibilities remain the same, but some changes have occurred in how the operations are conducted which is requiring some housekeeping and language updates.

Beckstrand moved to approve revisions to classification 7155 - Solid Waste Services Specialist. Trevino seconded. Motion passed unanimously.

Beckstrand moved to approve revisions to classification 14101 - Solid Waste Supervisor. Trevino seconded. Motion passed unanimously.

Other Business:

a) Public Comment

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

Next meeting is scheduled for September 12, 2022. Materials need to be submitted to the Chief Examiner by August 25, 2022.

Korevaar inquired if the Commissions would like to have an October meeting due to Lighty being absent for that meeting, or if they would like to cancel it. It was the desire of the Commissioners to plan on canceling the meeting, but to re-evaluate and make a final decision at the September meeting.

There being no further business before the Commission, the meeting was adjourned at 3:39 PM.

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

Chief Examiner

Date

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

- 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
Phone (509) 575-6005

Memorandum

DATE: August 30, 2022
TO: Civil Service Commissioners
Debbie Korevaar, Chief Examiner
FROM: Scott Schafer, Public Works Director
RE: Traffic Technician II Revision

The Public Works Department is requesting consideration from Civil Service for revision of the Traffic Technician II job specification.

The Traffic Technician II position had been eliminated as a result of budget reductions several years ago. However, it is becoming increasingly apparent this position is vital in providing and analyzing data and performing various functions related to traffic safety.

General housekeeping of the job specification is necessary prior to posting the position to help cleanup and update the position since it had been vacant for years. Focus on the gathering and investigating of information as related to traffic safety were highlighted as priorities to the essential functions of this position to address the recognized safety issues. The duties and responsibilities are to assist with data collection and traffic studies regarding road conditions, safety requirements associated with elementary schools and traffic-calming measures within residential neighborhoods. The position originally resided within the Traffic Division, but will be relocated to the Engineering Division; reporting to the Supervising Traffic Engineer.

The revisions being proposed for the Traffic Technician II position do not change the overall duties or responsibilities. A salary adjustment is not recommended.

Thank you for your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 4622

TITLE: Traffic Technician II

Rev. 6/10 9/22

DEFINITION: Under general supervision, performs a variety of technical and administrative tasks in support of street and traffic programs. Supports the Supervising Traffic Engineer by Responding to resident citizen inquiries, complaints and reports of hazardous street conditions; monitoring and enforce a variety of City ordinances; inventories y the condition of streets noting distressed surfaces; conducts traffic volume and speed counts; supports and maintains data bases; analyzes collision data; assists in the preparation of grant applications; and provides assistance in a variety of other related areas. Work is performed with considerable independence within established guidelines, policies and schedules.

DUTIES

ESSENTIAL FUNCTIONS: Assists and advises the public with regard to traffic matters including traffic counts; collision data; street hazards such as potholes holes, snow removal, street construction complaints, parking issues, and neighborhood speed watch as example traffic-calming requests. Responds to requests orally and in writing; issues-generates road closure/restriction public service announcements; and provides information to City departments, municipal governments, state agencies and others. Creates and/or generates maps as necessary for public and technical use.

Investigates and monitors vegetation and other possible obstructions at intersections and driveways to provide safe sight distance for motorists. Contacts businesses, homeowners and/or City staff regarding trimming or removal of obstruction. Assists the public in complying with clear view and sidewalk ordinances; and explains Municipal Code provisions. ; achieves compliance solutions; and takes measures to enforce codes as needed. Assists the public and acts to ensure compliance with all applicable laws, State and Federal regulations, City Ordinances, policies and procedures and the Manual of Uniform Traffic Control Devices. May arrange for corrective work to be done and for appropriate parties to be invoiced billed as necessary.

Assists with conducting and analyzing traffic studies including traffic counts, accident records, signal timing records, signal progression records, lighting surveys, speed studies, traffic ordinances, pedestrian studies, delay studies, parking studies, before and after studies of improvements, etc. for the development of both short and long-range plans. Works with other divisions and private developers to administer application of City, State and Federal standards for both public and private projects as part of the City's Development Services Team (DST).

Assists with the City's Pavement Management Program; enters street data; updates and maintains street maintenance data. Provides input for the City's PCI (Pavement Condition Index). Inspects streets for distressed surfaces; enters information into data base; works with consultants and other City divisions for the tracking of accurate information. ~~conducs traffic volume and speed counts, turning movement, pedestrian and other studies and enters data into appropriate files; downloads data and makes appropriate reports as required.~~

Analyzes collision data to detect hazardous situations and accident patterns and generates appropriate diagrams, worksheets, ~~and charts~~ and reports. Monitors and investigates traffic accidents according to established procedures, and prepares appropriate records to help ensure the safety of the general public.

Conducts field and office inventories and analyses of sidewalks, crosswalks and traffic signals, makes reports to appropriate officials and enters into appropriate data bases.

Researches available sources for grant or other funding sources for pavement management, neighborhood traffic management and other traffic related purposes. Reports information as needed for the development of the department's annual budget.

Assists in receiving and processing applications for right of way use and street closure applications; meets with contractors as needed; and inspects and verifies proper traffic control in accordance with established guidelines. Assists in monitoring ~~applying striping material on newly laid street surfaces;~~ assists in ~~logging and reporting non-functioning street lights.~~

Investigates and gathers information for traffic-calming requests. Observes, monitors, and collects traffic counts and speed data. Provides information to determine next steps in the process. May meet with residents onsite and/or at public meetings.

Assists the Supervising Traffic Engineer by working closely with school officials in identifying and prioritizing sidewalk installation and/or repairs. Assists in the evaluation of school traffic safety plans to enhance the safety of children walking to and from schools as well as those being picked up and dropped off.

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.

MAJOR WORKER CHARACTERISTICS: Knowledge of: basic analytical, organizational, communication and computer skills as required; current computer mapping and inventory maintenance systems; applicable local **codes and ordinances,** federal and state laws, rules, regulations and guidelines **pertaining to traffic and the Manual of Uniform Traffic Control Devices (MUTCD);** pavement and concrete distress rating procedures; and traffic engineering practices as related to the job. **Knowledge of City of Yakima policies and procedures.**

Knowledge of practices and principles of work flow, project management 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; and office equipment; and 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 written and verbal information to a wide range of individuals, including but not limited to City employees, government officials, public and private interest groups, contractors, and other members of the public.

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

Ability to fwork 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. Ability to collect, correlate, analyze, and interpret a variety of complex data; and to prepare and present clear, concise easy to understand reports. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

Ability to negotiate, and clearly and concisely present complex information in both written and verbal formats; 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 provide constructive feedback to subordinates; develop and implement accountability methods; utilize mathematical practices and skills; maintain files 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 communicate effectively orally and in writing, and to effectively address discontented citizens. Ability to establish and maintain effective working relationships with other employees, governmental agencies, City departments and the public. Able to work independently with limited supervision. Able to lift and carry up to 40 pounds and be able to safely walk long distances and safely handle the demands of a traffic environment.~~

~~Ability~~ to perform the essential physical elements of the job.

PHSYICAL DEMANDS: Work is primarily conducted out in the field, sitting, standing and/or walking for long periods of time, while observing and gathering data. ~~Often, work is also performed in an office environment while sitting at a desk or computer terminal for periods of time or while standing for a an excessive~~ extended period of time. Constant use of both hands in reaching/handling/grasping/ ~~fingering~~ keyboarding and other fine motor skill manipulation while performing duties operating on computers and other

machinery. Occasional heavy work includes lifting and carrying up to ~~40-50~~ pounds. Occasionally ascends/descends stairs, ladders and other inclines while maintaining balance and stability. Occasional bending/twisting at knees/waist/ neck. Occasional stooping/bending/kneeling/ crawling while performing duties. 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 at heights, confined spaces or awkward positions, alone and, with others, remote locations or in noisy work area. Work will require ~~occasional~~ travel to a variety of locations. May require to operate medium duty truck, light equipment, or machinery. Will frequently spend extended amounts of time May working outside with all weather extremes, be exposed to insects, animals, vermin, water, dirt, pollen, dust, poison ivy, smoke, power tools, electrical hazards, noxious odors, exhaust, fumes, or chemicals, paint, solvents, oil, ink, construction debris, vibrations, needles/drug paraphernalia, and/or traffic, loud noises, and/or rough and uneven terrain. Frequent kneeling/bending/crouching/reaching/hammering/shoveling/digging on hard or uneven surfaces. May work at heights, in confined spaces or awkward positions, remote locations or in noisy work area. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: May encounter hostile, upset and/or emotionally disturbed individuals. ~~Exposure to hazards and conditions related to field work such as working in close proximity to moving traffic, noise, severe weather conditions, flying debris, paints, solvents, power tools, exhaust fumes, insects and dogs.~~ Must be able to sit in a vehicle or at a computer terminal for up to four hours continuously.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must obtain/possess and maintain a valid Washington State Driver's License. Requires a first aid/CPR certificate and flagger ~~card~~ certificate within six **(6)** months of hire.

MINIMUM CLASS REQUIREMENTS: ~~Any combination of education and experience equivalent to completion of h~~High school diploma or GED and two **(2)** years' of professional work experience related to the work of the class which must include: interpreting, auditing, and/or analyzing, data; preferably in the field of traffic or engineering. BA in data analytics, information technology, engineering or related may substitute for required experience. AA or Technical Certification in the same fields may substitute for one (1) year of required experience. Civil Engineering Technology degree or related post high school education may substitute for the experience requirement.

FLSA STATUS: NON-EMEMPT

ADOPTED DATE: 4/91

REVISED DATES: 7/01; 6/10; 9/22

TITLE CHANGES:

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER



*DEPARTMENT OF FINANCE AND BUDGET
129 N. Second Street., Yakima, Washington 98901*

September 6, 2022

To: Charter Civil Service Commission
From: Kimberly Dominé, Financial Services Manager
Subject: Update of the Financial Services Technician - Payroll Job Classification

The Financial Services Division is requesting your consideration of an update to the Financial Services Technician job class specification.

The existing job class specification was established in 2001 and last updated in 2010 when the Physical Demands were added. I believe with the current structure and duties being performed, it is important to bring it more current.

Revisions to the proposed classification provide updated language to better define the required knowledge, skills and abilities required for this position. The title has been changed slightly to reflect the classification is broader and more inclusive than just payroll.

The recommended updates do not change the overall duties and responsibilities nor the authority level of the position; the Essential Functions and Major Worker Characteristics have simply been updated to more accurately reflect the current priorities within the position; therefore, no change in pay allocation is recommended.

Thank you for your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 10305 **TITLE:** Financial Services Technician-Payroll **Rev:** 11/109/22

DEFINITION: Under general to limited supervision performs responsible and varied technical ~~non~~sub-professional payroll, accounting and financial record keeping, and payroll work. Prepares and maintains a variety of accounting records, journals, ledgers, statements and reports through verification, reconciliation, balancing and correction. Uses considerable independent judgment in resolving problems and interpreting related guidelines, regulations and policies relative to basic accounting principles. May Participates in and provides advice in payroll and other matters in support of the collective bargaining process.

DUTIES

ESSENTIAL FUNCTIONS: ~~Audits and verifies information on personnel action forms; updates the payroll master file reflecting hires, terminations, transfers and other related payroll changes; verifies accuracy of garnishment withholdings; and audits; verifies excess leave balances; and makes authorized adjustments and payroll deductions. Prepares warrants for payroll contributions such as credit union, retirement, garnishments, union dues and others; monitors and instructs departmental timekeepers on payroll policies and procedures; reviews time sheets for accuracy; answers timekeeping, leave interpretations, payroll processing procedures and other inquiries. Responds to inquiries from employees and outside agencies; distributes a variety of payroll reports to departments and City management. In the absence of the Payroll Officer, processes the payroll as instructed.~~

~~Participates in preparations for collective bargaining by providing input on impact of or conflict created by proposed collective bargaining agreement changes. Retrieves and configures payroll and other data and prepares a variety of spreadsheets to enable analysis of proposals and for use in collective bargaining. Processes highly sensitive, confidential and private information relating to employees and employment actions including hires, terminations, garnishments, wage assignments and payroll deductions. Coordinates with Human Resources to implement provisions of collective bargaining agreements.~~

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, reconciliations, receivables, revenues, disbursements, and journals for internal and external use. 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; posts journal entries for closing monthly transactions; gathers financial data in various forms. Provides information to auditors regarding record keeping processes and procedures.

Prepares unclaimed property records; contacts holders of unclaimed property; reports and remits necessary information and funds to appropriate agencies as required. Calculates quarterly and monthly taxes and ensures timely payment. Researches and implements change to taxable amounts or rates. Monitors property tax payments; reviews tax statements and requests exempt status as appropriate. Audits charges and reconciles errors.

Performs the payment of claims, processes invoices, receipts, purchase orders, disbursement requests, statements or other documents; verifies receipt of merchandise, verifies computation totals and entries for accuracy; charges and posts expenditures to proper budget account number.

Prepares monthly bank reconciliations, runs various daily banking reports, clears checks and enters automated clearing house network transactions. (ACH's). Prepares regular and special billings as required.

Retrieves and configures payroll and other data and prepares a variety of spreadsheets to enable analysis of proposals and for use in collective bargaining. Processes highly sensitive, confidential and private information relating to employees and employment actions including hires, terminations, garnishments, wage assignments and payroll deductions.

As necessary, audits and verifies information on personnel action forms; updates the payroll master file reflecting hires, terminations, transfers and other related payroll changes; verifies accuracy of garnishment withholdings; and audits; verifies excess leave balances; and makes authorized adjustments and payroll deductions. May prepare warrants for payroll contributions such as credit union, retirement, garnishments, union dues and others; monitors and instructs departmental timekeepers on payroll policies and procedures; reviews time sheets for accuracy; answers timekeeping, leave interpretations, payroll processing procedures and other inquiries as required. Responds to inquiries from employees and outside agencies; distributes a variety of payroll reports to departments and City management.

When directed, in the absence of the Payroll Officer, processes the payroll in compliance with current laws, rules, regulations, City policies, and collective bargaining agreements.

May participate in preparations for collective bargaining by providing input on impact of or conflict created by proposed collective bargaining agreement changes. Retrieves and configures payroll and other data and prepares a variety of spreadsheets to enable analysis of proposals and for use in collective bargaining. Processes highly sensitive, confidential and private information relating to employees and employment actions including hires, terminations, garnishments, wage assignments and payroll deductions. Coordinates with Human Resources as necessary to implement provisions of collective bargaining agreements.

Positively mentors and provides guidance, training or assistance to new employees as needed. 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.

Completes mandatory and otherwise assigned trainings as required.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of: technical accounting, budgeting and payroll principles, theories and concepts; departmental policies, finance practices and procedures relating to processing and recording transactions, ~~and~~ accounting and payroll information; and, accounting codes, classifications and terminology related to job duties.

Knowledge of: professional accounting industry standards; fundamental enterprise software support practices; State of Washington BARS accounting system; records retentions policies and procedures; and, City, ~~and~~ state and federal laws, statutes, guidelines and policies related to municipal accounting and payroll practices and procedures. ~~regarding the dissemination of information.~~ Knowledge of: collective bargaining processes and the use of payroll and other information in the bargaining process; collective bargaining agreements; payroll related Finance Division programs and data processing applications; and, City payroll practices.

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 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, and members of the public.

Knowledge of interdepartmental structure and functions. Knowledge and understanding of effective leadership principles, practices; practices and principles of work flow analysis; record keeping systems, processes, and practices; and, principles and practices for project management. Must demonstrate 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.

Ability to: maintain established financial and payroll records; prepare accounting reports and statements; understand relationships between accounting records and reports; and, apply guidelines to a variety of situations.

Must be able to communicate clearly and effectively with employees and members of the public, representing diverse educational levels and backgrounds, and with officials at all levels of government utilizing well-developed communication skills, both written and oral, with appropriate use of business English including, but not limited to: correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. 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/copy machine, telephone etc. Must be able to enter information into a computer system within speed and accuracy. Ability to: analyze complex and technical financial documents and translate into recommendations or reports.

Ability to: maintain financial records; understand and apply moderately complex guidelines to varied operational situations; use initiative and independent judgement to efficiently analyze complex information and make logical conclusions; make recommendations based on data, policies

and procedures; conduct audits; perform research and extract data from databases using appropriate querying tools and applications

Ability to read interpret, apply and explain practical procedures and/or regulations; and perform moderately complex mathematical calculations. Includes a good understanding of the City's financial databases utilized, including how the 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, 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 effective, positive communication; and work in a punctual, regular and reliable manner.

Ability to document business operating procedures; 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.

Ability to work extended hours as needed to carry out responsibilities of the position.

Ability to: communicate effectively verbally and in writing; establish effective working relationships with employees, representative of labor unions, and the public from widely diverse ethnic, economic and social backgrounds. Ability to recognize and treat information and data in a sensitive and confidential manner

~~and within established guidelines. Skill in the use of a variety of office machines and a personal computer utilizing MS Word, Excel and other specialized financial programs.~~

PHYSICAL DEMANDS: Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time or while standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. ~~Constant~~ **Continual** use of both hands in reaching/handling/grasping/~~fingering~~ **keyboarding and other fine motor skills manipulation** while performing duties and operating computers. Occasional heavy work includes lifting and carrying up to ~~50~~**25** pounds. Occasionally ascends/descends stairs while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory **to retain complex information**. May work in remote locations or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: ~~Works with the public and employees who may be upset or irate. 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. Occasional extension of the workday or work week to meet required deadlines.~~

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

MINIMUM CLASS REQUIREMENTS: High school diploma or equivalent plus ~~any combination of education and experience equivalent to two~~ **(2)** years of progressively responsible accounts maintenance, bookkeeping, payroll or closely related experience. **Completion of Technical/Vocational, Associate's or Bachelor's degree in accounting, business, or related may substitute for one (1) year work experience. Prior experience including at least one year experience with a computerized payroll system including multi-union labor agreements and/or post high school education in accounting, finance, business or related is preferred.**

FLSA STATUS: NON-EXEMPT
ADOPTED DATE: 10/01
REVISED DATES: 11/10; 9/22
TITLE CHANGES: _____

UNION: TEAMSTERS
CIVIL SERVICE STATUS: CHARTER



YAKIMA PUBLIC SAFETY COMMUNICATIONS CENTER

2403 S 18th Street Suite: 400
Yakima, Washington 98903

MEMORANDUM

August 24, 2022

To: Fire and Police Civil Service Commissioners

From: Erica McNamara, Public Safety Communications Manager

Re: Proposed Changes to the Telecommunicator Classification

There is currently a well-recognized, nationwide shortage of telecommunicator candidates. In an effort to attract more applicants and broaden the candidate pool, an evaluation of the current minimum qualifications for Telecommunicator at SunComm, Yakima's 9-1-1 Communications Center, was performed. This included a review of similar classifications at comparable communications centers throughout Washington.

This classification review provided an opportunity to evaluate the minimum qualifications of twenty-nine emergency communications centers throughout the state. As a result of this evaluation, the proposed revisions were identified. We believe these changes will allow for more candidates to qualify for the Civil Service testing process, while maintaining key overall employee competencies required to perform the duties of the position successfully.

The other change to the minimums is to add separate minimum requirements for lateral candidates. This will allow for separate advertising, posting, screening processes, and registers to expedite the hiring of candidates with experience. If a candidate is hired as a lateral hire, they would start at step C of the pay scale. This is consistent with other lateral positions such as Police Officer and Corrections Officers.

The Telecommunicator classification was updated last year, so this revision is solely to better define and broaden the minimum qualifications required by the position. Only a couple of other slight modifications are included. No elevation of authority or responsibility is proposed, and thus no salary adjustment is recommended.

Thank you for your consideration of this request.

Erica McNamara
Public Safety Communications Manager

Providing Emergency Communication Services to Yakima County

Business Phone: 509.248.9911

Business Fax: 509.576.6555

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 6412

TITLE: Telecommunicator

Rev. 4/219/22

DEFINITION: Under general supervision receives emergency and non-emergency requests for fire, emergency medical and law enforcement assistance via multiple communications systems. Evaluates the information provided to determine the appropriate jurisdiction, equipment and personnel to be dispatched. Operates a variety of electronic equipment to successfully dispatch the appropriate emergency response. Performs related work as required.

DUTIES

The following duties are illustrative only and not all encompassing. Other related duties may be required as a function of this position.

ESSENTIAL FUNCTIONS: Receives, transmits and records requests for emergency and non-emergency responses via Enhanced 9-1-1 (E9-1-1) telephone, text messages and TDD (Telecommunication Device for the Deaf), non-emergency telephone, radio, alarm and Computer Aided Dispatch (CAD) systems. Uses maps, addresses and other pertinent information to dispatch the appropriate jurisdiction, equipment and personnel.

Receives incoming emergency and non-emergency E9-1-1 calls; determines the location, nature of the situation and/or medical condition of persons involved; evaluates and prioritizes need; and when necessary transfers to appropriate response agency.

Receives, screens and answers a variety of inquiries by telephone or text and provides information on the purpose and functions of emergency services. Provides information and/or emergency medical dispatch (EMD) instruction under stressful conditions, calmly, clearly and distinctly, until situation is resolved and/or emergency assistance has arrived.

Accurately and comprehensively enters and retrieves information into computer aided dispatch (CAD) system or other data storage and record keeping system.

Monitors and transmits on a variety of radio channels. Assists in testing radio frequencies, periodically makes routine announcements and relays information via radio and/or paging systems.

Monitors and maintains the position and status of the units in the field. Directs the movement of units to other response areas, fire stations and/or jurisdictions so that

adequate coverage is provided to all areas during day-to-day and major emergency operations.

May maintain the Master Street Address Guide (MSAG) and related data; obtains, verifies and reports new addresses, street additions and other information to facilitate enhanced 9-1-1 call origination information.

Operates a variety of equipment including but not limited to: E9-1-1 telephone system, radio console, CAD system, computer terminals, TDD, alarm systems, recording devices, security devices and other related equipment.

Monitors alarm receiving equipment and processes the information received, taking the appropriate actions; dispatch of emergency units or notifying responsible parties of malfunction or equipment out of service. Informs supervisors of situations that require their attention and notifies the appropriate personnel for repair and testing of the communication center equipment.

Performs a variety of center functions; maintains operational and confidential department records and files; composes routine or recurring correspondence; assists the operation by performing routine administrative details; relays information using appropriate communications systems.

Operates E9-1-1 telephone system, CAD system, TDD, Fax machine, computer terminal, copy machine, printers, recorders and other equipment as required. May update and clear data regarding warrants, court orders, vehicles and stolen articles. Shall be required to operate the ACCESS computer interface with requests for warrants, license checks, etc.

Receives National Warning System information and disseminates appropriate tests and warnings of County, State and National emergencies to various other agencies according to State and Federal regulations.

Supports EMD quality assurance and control requirement tasks. .

Under direction of a supervisor or SunComm management may process requests for confidential information in accordance with state and federal disclosure laws; makes recording of incidents from the Center's recording equipment in support of public disclosure requests, incident follow-up investigations or court ordered requirements. May provide information regarding emergency call history by address and/or phone number to law enforcement or other entitled agencies.

Maintains records of construction, repairs and changes in availability of streets, hydrants and sprinkler systems for notifications to the Public Safety departments.

Maintains awareness of and complies with Division, Departmental and City policies, procedures and directives.

Assists in maintaining the cleanliness of the communications center and updates the Center's reference materials.

May participate in public education events.

May be required to appear in court when subpoenaed.

Position requires rotating shift work including day, swing or night and work all days of the week including weekends and holidays; and overtime as needed.

Mentors and provides guidance, training or assistance to new employees as needed. Contributes to the effectiveness of SunComm and the City by demonstrating an attitude that encourages cooperation, coordination of efforts, **effective time management**, efficient use of resources, and exceptional customer service. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide quality service. Develops innovative programs and projects and proactively introduces change to address emerging issues and opportunities.

Completes mandatory and otherwise assigned trainings as required.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTIC: Knowledge of emergency services operations and emergency service providers in Yakima County. Knowledge of applicable laws, rules, regulations, policies and procedures. Have a working knowledge of the type and uses of the emergency equipment dispatched by the Center.

Knowledge of: modern office practices, procedures and techniques. Strong knowledge of related City, department and division functions, terminology and current activities; time management, planning and organizational practices, municipal records retention procedures, processes and techniques. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards. Knowledge of and adherence to a high standard of personal and professional ethics.

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 coworkers, emergency personnel, government officials, and members of the public.

Strong working knowledge of: computer operations, databases and industry applications including but not limited to CAD system; Microsoft Office Suite, and office equipment. Knowledge of basic arithmetic. Ability to use a variety of computer software systems/applications proficiently.

Must have the ability to interpret maps and to learn the roads, streets and major geographic features of the Communications Center's operational area. Ability to: receive, comprehend and rapidly relay accurate information; control telephone conversations to obtain accurate information; listen attentively and question for necessary information, provide correct, understandable instructions; perform duties during periods of extreme stress and time limitations; and, learn and apply information, laws, codes, guidelines, directives, policies and procedures related to the job.

Ability to: collect, review and organize information quickly and logically; think clearly and make quick and accurate judgements, decisions and recommendations. Must be able to efficiently and effectively enter information into a CAD systems and computer programs with speed and accuracy, to speak English clearly at sustained rapid rates in order to transmit information and locations to responding units during emergency situations. Ability to operate standard office equipment including but not limited to: computer with touch keyboarding, fax machine, copy machine, telephone etc. Ability to perform and understand basic mathematical computations.

Must be able to communicate clearly, concisely and effectively, with employees and , members of the public, representing diverse educational levels and backgrounds, and with individuals at all levels of government and/or -public safety, 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. Ability to compose correspondence; produce and maintain accurate and timely records and reports. Must routinely and regularly maintain a high degree of confidentiality and discretion through all forms of communication.

Ability to establish, facilitate, and maintain effective working relationships with other employees, the public, community organizations, public safety entities and government agencies; to consistently and continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs.

Ability to work independently in isolated environment with self-direction and minimal direction or oversight for long periods of time; 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 effectively deal with own and others' daily stress situations, and to respond promptly, calmly and effectively to emergency situations.

Must be able to work rotating shifts including day, swing or night and work all days of the week including weekends and holidays; and overtime as needed.

PHYSICAL DEMANDS: Work is performed in an office environment while sitting at a desk or computer terminal for extended periods of time or while standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Occasional walking, ascending/descending stairs while maintaining balance. Occasional stooping/bending/kneeling while performing duties. Constant use of both hands with repetitive motions in reaching, handling, grasping, keyboarding, and other fine skills manipulation, while performing duties and operating computers. Constant use of all senses including feeling/talking/hearing/listening/seeing/observing while performing duties and communicating with co-workers, general public and completing all assigned tasks. Must have the ability to hear, with or without a hearing aids, and speak well enough to converse on the telephone. Vision abilities required for this job include close vision and the ability to adjust focus; have the ability to see, with or without corrective lenses well enough to read standard text and text displayed on a video display terminal. Must be able to distinguish color and maintain long-term and short-term memory. May require constant focus on a computer screen for 2 or more hours at a time. The employee may be required to push, pull, lift and/or occasionally carry up to 25 pounds; Must have the tolerance and temperment to work effectively under pressure and in emergency situations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: Will have frequent contact with angry, irate, panicked, emotionally disturbed and/or upset customers. May be subjected to offensive or abusive language from public. Subject to mental and physical stress due to the nature and urgency of the emergency services provided. Work is performed indoors and includes long periods in a seated position in a secured location with specialized low-light system. . There is limited opportunity for physical movement; rest and/or meal periods are dependent on workload. May be required to work extended hours outside the normal work schedule. Shift work includes evenings, nights, weekends, holidays and overtime as needed. Must wear a department uniform.

LICENSE, REGISTRATIONS AND/OR CERTIFICATES: Obtain and maintain Telecommunicator I and II training; ACCESS (Retrieve and Delete Criminal Information Training) training, Emergency Medical Dispatch (EMD) training, and

First Aid/CPR/AED certification within one year of employment. within one (1) year of employment.

MINIMUM CLASS REQUIREMENTS:

Currently employed as a Telecommunicator I with Yakima Public Safety Communications Center (SunComm)

OR meet the following minimum class requirements:

- High school diploma or GED.
- ~~One (1) year~~ **Six (6) months'** work experience **providing direct customer service** in a fast paced and multi-tasked public contact environment (e.g. bank teller, waiter) or a public safety communications environment.
- Must have computer and telephone work-experience.
- Able to accurately type at a sustained minimum of 30 words per minute.

Associate or Bachelor of Arts degree may substitute for 6 months customer service experience requirement. Experience in a public safety communications or dispatch facility is preferred.

OR

MINIMUM CLASS REQUIREMENTS FOR LATERAL APPLICANTS TO THE CLASS: 18 months successful employment as a telecommunicator/dispatcher at SunComm or another high-volume police, fire or emergency medical dispatch facility with enhanced 911 and computer-aided dispatch.

~~Must~~ **ENTRY-LEVEL AND LATERAL CANDIDATES MUST:** sSuccessfully pass presuitability testing, comprehensive background check (assessing applicant's aptitude, character, judgment, credit, driving record and criminal history), drug screening, hearing exam, polygraph and psychological evaluation.

***Title change from Public Safety Dispatcher to Telecommunicator 4/21**

FLSA STATUS: NON-EXEMPT

ADOPTED DATE: 1/97

REVISED DATES: 1/02; 11/05; 7/07; 6/09; 11/10; 02/11; 05/11; 4/21; 9/22

TITLE CHANGES: 4/21

UNION: IAFF

CIVIL SERVICE STATUS: FIRE



*OFFICE OF THE CITY MANAGER
129 North Second Street
Yakima, Washington 98901
Phone (509) 575-6040*

Memorandum

DATE: August 23, 2022
TO: Charter Civil Service Commission
FROM: Rosylen Oglesby, Assistant City Manager
SUBJECT: Considerations of Revisions to Economic Development Assistant (7181)

I am submitting proposed revisions to one job classification within the Economic Development Division for your consideration.

The proposed revisions include the title change of Economic Development Assistant (7181) to Economic Development Services Assistant. The proposed update will better outline the work performed. The most significant change is adding language to define the classification duties more clearly and clarify the job expectations.

The Chief Examiner reviewed the classification. Based on the authority, responsibility, and internal equity, there are no recommended changes to the payment allocation or the position's authority and responsibility levels. The revisions focus on updating and clarifying the current duties and the required knowledge, skills, and abilities.

I appreciate your consideration.

CITY OF YAKIMA

CLASS SPECIFICATION

CODE: 7181 **TITLE:** Economic Development Services Assistant
ESTREV: 12/149/22

DEFINITION: Under limited supervision and exercising considerable independent judgment, performs a variety of complex, analytical and administrative functions of a consequential nature to support programs, policies and procedures **focused on community and economic development.** ~~in the Economic Development Division.~~ Position provides specified professional guidance and leadership in the facilitation, development, and implementation of assigned programs, projects and/or grant preparation.

DUTIES

ESSENTIAL FUNCTIONS: Performs a variety of complex and sophisticated professional level activities supporting ~~the Economic Development Division~~ **community and economic development** and city-wide programs/projects.

Acts as liaison with community groups, business groups, associations, and City divisions and departments by attending meetings, coordinating and facilitating projects. Assists in the implementation of City's retail recruitment and development efforts. Researches local data as it relates to **community and Economic Development** in key economic driver areas including vacancy / occupancy issues, and sales tax growth. Tracks, analyzes and presents trend information related to businesses, residents, and overall development.

This position acts as the focus for obtaining **community and Economic Development** related grants from the state and federal governments and other sources. Responsible for grant writing, and submission of completed applications. Will identify, develop, and define funding sources to support existing and planned programs as well as develop, write and submit grant proposals. Responsible for collecting, analyzing and reporting data on the performance of programs or activities funded by public and private sources as assigned.

Researches major economic trends on both the local and national level. Provides research based information to ~~Economic Development Manager~~ **the division manager, City Manager, Assistant City Manager and/or other** stakeholders. Makes proposals for development solutions and innovations to promote the growth and success of the City's projects and initiatives.

Performs lead role in issuing Special Events Permits for city wide events and activities. Works with a wide variety of event organizers, community leaders and City personnel to ensure successful event planning. Provides notification to affected residents or businesses, works with City divisions and/or departments to ensure safety and coordination methods are in place.

Prepares reports, tables, letters, email correspondence or other written documentation as necessary. Makes presentations and facilitates meetings with stakeholders and other interested parties.

Maintains up to date databases including but not limited to City development projects, available office and retail space, and inventory of existing tenants and buildings

Leads implementation and partnership efforts for City Sponsored Special Events programs such as Downtown Summer Nights, Lunchtime Live, Yakima Blues and Local Brews, County Americana Festival, Windows Alive and development of new events and activities.

Ensures information updates are made via social media, the City's website
~~Updates the City's Economic Development Webpage, downtownyakima.com, social media components and~~ **utilizing** other business related communication ~~aspects~~**methods as appropriate.**

Works with Downtown Yakima Business Improvement District by assisting in the administration of the Cleaning Ambassador Program, Landscaping Program and other special projects as needed.

Compiles information and prepares a variety of reports for **Division Manager**~~Economic Development Manager~~, City Manager or City Council related to project management, development and other community and division activities. Attends City Council or other management meetings as required.

Composes and prepares news releases on City or department activities. Coordinates press conference arrangements, including contacting appropriate media.

Position is responsible for ~~the varied~~ **a variety of** office administrative tasks of ~~Economic Development Division~~ **related to community and economic development** and relieving the ~~Economic Development Manager~~ of important details; creates, types and/or processes a variety of materials, including meeting announcements, bill payment, meeting minutes and daily public correspondence; produces reports for reproduction and distribution; organizes and maintains division files and records of a complex and confidential nature; performs detailed research projects based on general data; compiles supportive data for projects to aid decision making; independently performs follow-up action to assignments.

Position contributes to the effective administration of City government by fostering an attitude that encourages cooperation and coordination of efforts and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively 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: modern clerical practices and office principles, practices and techniques; highly developed communication techniques, both written and oral with appropriate use of business English including correct grammar, letter composition, spelling, punctuation; and mathematical skills; organizations, functions and activities to which the work relates; public relations techniques; best practices and procedures regarding data, filing and project development and management; efficient and effective records management and retention practices. keeping systems.

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: staff, City Council, business owners, community groups and other members of the public. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Proficient knowledge of Microsoft Office Outlook, Word, and PowerPoint with a working knowledge of Excel. Knowledge of: grant availability, budget and budget monitoring processes, purchasing guidelines and procedures. Must actively pursue current knowledge of economic trends on both a local and national level.

Ability to: create a variety of written documents based on minimal guidelines; research and create programs, policies and procedures; understand and execute complex oral and written instructions; anticipate division needs and requirements; apply extensive or obscure guidelines to a wide variety of work situations; express ideas clearly and concisely, orally and in writing with other employees; research, analyze, and evaluate complex economic, social, demographic, and/or legal data from a variety of sources to determine and recommend the most effective course of action for the city and members of the public representing diverse education, background and beliefs; research and analyze possible funding sources for existing or proposed programs to enhance the City's service base and better meets the needs of citizens residents; and establish and maintain effective working relationships with other employees, the public, community organizations and government agencies;

to consistently and continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs sometimes under difficult or stressful situations.

Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone etc. Must be able to perform typing, operate various computer systems and office equipment, word processing, spreadsheet development and database work.

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

Ability to make informative and persuasive presentations to individuals and groups, facilitate public meetings, and participate in public forums. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail, formulate goals, and work under timeline pressures; prioritize and assign workloads; manage multiple tasks with competing deadlines. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands. Ability to positively receive feedback and take direction is essential.

PHYSICAL DEMANDS:

Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time or while standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Constant use of both hands in reaching/handling/grasping/~~fingering~~keyboarding and other fine motor skills while performing duties and operating on computers. Occasional heavy work includes lifting and carrying up to 40 pounds. Occasionally ascends/descends stairs while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. May at times work

in remote locations or in noisy work area. May work outside with all weather extremes, be exposed to pollen and dust and other environmental hazards, and will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: Frequent extension of work day to meet deadlines; frequent interruptions to concentration. May have to interact with irate, emotionally disturbed or agitated individuals. Work includes night and weekend work.

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

MINIMUM CLASS REQUIREMENTS: A Bachelor's Degree from an accredited college or university in business or public administration, urban planning, finance, marketing or a related field and three (3) years working experience in those fields. Additional qualifying experience related to program development, program analysis, budget analysis, or revenue and financial analysis may be substituted for the required education on a ~~year for year~~ month for month basis.

*Previous title: Economic Development Assistant

FLSA STATUS: Non-Exempt
ADOPTED DATE: 12/14
REVISED DATES: 9/22
TITLE CHANGES: _____
UNION: AFSCME
CIVIL SERVICE STATUS: CHARTER



*HUMAN RESOURCES DIVISION
129 North Second Street
Yakima, Washington 98901
Phone (509) 575-6090 Fax (509) 576-6358*

DATE: 08/29/2022
TO: Yakima Civil Service Commission
FROM: Connie Mendoza, Director of Human Resources (HR)
SUBJECT: Considerations of new classification 10115 HR Services Administrator and revisions to 10102 Chief Examiner classifications

Last September, you approved revisions to the Human Resources Assistant (10104), Human Resources Specialist (10103) and Senior Human Resources Specialist (10105) classifications. These updates were prompted by a vacancy and upcoming promotional process. At that time, we needed to make changes to those classifications for consistency with other classification updates made across the City since 2018, as well as, to more accurately define the expectations prior to posting the position.

In an ongoing effort to improve efficiency and effectiveness within the HR Department, I am requesting your consideration of a new job classification. The HR Services Administrator (10115) has been developed to create a more defined career ladder within the department by assigning higher level responsibilities and duties, including, program and/or employee supervision. This is necessary for several reasons, first and foremost, as employment laws become more complex, an advanced level of discernment and expertise is needed to triage and resolve complex issues. This position will provide growth and development opportunities not currently available, add guidance and more consistent oversight for subordinate staff, as well as, provide increased administrative support to the HR Director and Chief Examiner.

After a review of the level of responsibility and authority, it is recommended this position be allocated to pay code 975SA (\$35.33-\$42.95)

With the development of this new classification, it became evident we also needed to revise the minimum qualifications for the Chief Examiner classification based on the essential functions of the position. The attached draft includes this update as well as more global edits to make it more consistent with other City classifications, and to better identify and clarify the job expectations, responsibilities and level of authority.

Currently, a City salary survey is in process so there are no proposed changes to the pay allocation for this position. These revisions are specifically focused on updating the minimum qualifications, and clarifying the current duties, knowledge, skills and abilities.

Thank you for your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 10115	TITLE: HR Services Administrator	EST. 9/22
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DEFINITION: Under limited supervision of the Director of Human Resources, performs a variety of high-level Human Resources (HR) administrative and supervisory work, which is both general and specific, involving complex analytical and decision making skills; research; consistent and objective judgement; and in-depth knowledge of City and department policies and practices. Applies substantial independent judgment and discretion in making responsible decisions, resolving unusual problems, and interpreting guidelines, regulations, and policies. With general direction, leads functions and activities of subordinate staff in areas such as: office administration, benefit administration, payroll support, training and development, policy and procedures; contract compliance and facilitation; investigations; worker's compensation and employee leave programs. Works in support of civil service and may perform responsibilities under direction of the Chief Examiner.

Position may coordinate new employee training activities, draft and execute subordinate employee performance evaluations, and manage special projects as assigned. Compiles and analyzes data, taking appropriate action(s) when necessary. May assist management in setting policies and procedures, and problem-solving personnel issues on both individual and departmental levels.

DUTIES

ESSENTIAL FUNCTIONS: Performs and supervises multiple complex functions required to facilitate, administer, and execute human resources and/or civil service activities and support efficiency within the Human Resources Department.

Communicates with staff and employees when the explanation or interpretation of facts are crucial to gaining their concurrence, understanding, and cooperation. Interprets, advises, and makes recommendations on HR issues, policies, and procedures; assists with the interpretation and application of City and Charter Civil Service rules, policies, procedures, and programs while exercising the highest degree of confidentiality and professionalism. Resolves a variety of employee relations issues.

Supervises operational staff and participates in the work of the department; evaluates employee performance including recommending or taking disciplinary action as necessary; assigns, oversees and directs work while providing leadership, guidance and direction to subordinate staff; provides assistance in resolving difficult or unusual issues. Works to ensure compliance with all applicable laws, state and

federal regulations; City of Yakima ordinances, policies, procedures; and sound financial practices.

Performs administrator duties for electronic programs as applicable and assigned. Consults with City department directors, managers, supervisors, and employees to analyze, facilitate, and resolve HR issues. Provides guidance to managers and supervisors on employee performance issues and assists with performance development plans. Routinely updates employee information, position information, training and development needs, and/or supervisory status in computer programs including, but not limited to: Perform, Onboard, Learn, and the City's payroll and time keeping systems.

Responds to requests for information as authorized. Educates employees on City benefit programs, and provides instruction and assistance for enrollment. May provide recommendations for enhancements to benefit plan and/or wellness program administration.

Interprets and explains federal and state rules and regulations; conducts studies, provides training and resolves compliance issues pertaining to Family Medical Leave Act (FMLA), Paid Family and Medical Leave (PFML), Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), and other state and federal laws and leave programs.

Supervises assigned projects which may include: worker's compensation, unemployment claims, benefit plan administration, safety training, accident investigations or other employee-related programs. Exercises independent judgment within broad policy guidelines; monitors compliance with, and changes in, state and federal HR regulations, standards and legislation. Performs as liaison between the third-party providers and the City. Provides leadership, guidance, feedback and oversight to HR Specialists and researches additional information as needed.

Researches a variety of HR topics; collects, compiles, and analyzes data and information; develops recommendations and prepares reports based on the findings and results. May assign and provide leadership, direction and supervision to HR subordinate staff for development and implementation.

Provides training to City staff and cross-training of department staff. Assesses training needs, including City employee annual training requirements, and analyzes the results; develops training programs to align with training needs; coordinates and consults with management and supervisory staff about the specific training needed. Provides guidance and oversight to the Training Program Coordinator(s) to carry out training objectives. Oversees the design, implementation and coordination of professional and personal development, and City compliance on a department and city-wide basis; identifies and evaluates training needs to ensure

training programs are aligned with department/city goals and objectives.

Works in support of the City Charter, the Civil Service provisions and governing rules. Under direction of the Chief Examiner, may perform complex recruitments and/or testing processes, including but not limited to public safety assessment center examinations. May propose and prepare updates to job classification, and perform salary surveys. May analyze compensation data and assists with labor negotiations via research, documentation, and performance of other support tasks as designated.

Supports the relationship between the City of Yakima and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures. Maintains absolute confidentiality of work-related issues, client records, and City information; enforces compliance with state and federal confidentiality standards.

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

May perform any/all duties of the Senior Human Resources Specialist or Senior Training Coordinator classifications.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of: principles and practices of municipal human resources administration; the City of Yakima policies and procedures; Civil Service; the City of Yakima's collective bargaining agreements; and applicable federal, state and city laws and ordinances. Knowledge and understanding of the operational functions and responsibilities of the Human Resources Department, City Council and the Civil Service Commissions.

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

Knowledge of: programs policies and procedures such as worker accident prevention, safety, civil service recruitment, examination and selection procedures; office organization and administration; municipal government and public personnel operations; research techniques and data compilation; state industrial insurance claims processing, regulations and procedures, health benefit programs and claims processing

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

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

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

Ability to efficiently and effectively enter information into computer system with speed and accuracy; research, read, interpret and analyze documents and make recommendations based on facts; produce and maintain accurate records and reports; develop and conduct training needs assessments and analyze the results; use multiple types of visual aids and training equipment; administer a variety of training and organizational development activities; facilitate small or large group meetings; make informative and persuasive presentations to individuals and groups; read, research, interpret, apply and explain codes, rules, regulations, policies, and procedures; develop training program curriculum aligned with department goals and objectives; perform a variety of basic mathematical calculations; and identify and define compound problems, establish facts and draw valid conclusions.

Ability to maintain regular, reliable, and punctual attendance; work independently with self-direction or minimal direction and 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, government agencies and the public; to consistently demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; supervise, plan, organize, and direct the work of a subordinate personnel; evaluate personnel performance; provide constructive feedback to subordinates; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus.

Ability to work extended hours as needed to carry out the responsibilities and functions of the position.

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

UNUSUAL WORKING CONDITIONS: Works closely with employees and the public, some of whom may be irate, upset, or emotionally disturbed. Frequent extension of work day to meet deadlines. May require occasional travel from site to site for attendance at meetings.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Possess and maintain a valid Washington State Driver's License and Society for Human Resources Management Certified Professional Certification (SHRM-CP). Senior Certified Professional Certification (SHRM-SCP) is preferred.

MINIMUM CLASS REQUIREMENTS: BA in Human Resources Management; Psychology; Industrial Relations; Public Administration; or related, and at least two (2) years experience working within the City of Yakima Human Resources Department as an HR Specialist, HR Senior Specialist, Training Coordinator or HR

Senior Training Coordinator. Previous lead or supervisory experience is preferred. High School Diploma or equivalent and an additional four (4) years progressively responsible experience in human resource administration may substitute for education.

FLSA STATUS: Exempt
ADOPTED DATE: 9/22
REVISED DATES: _____
TITLE CHANGES: _____
UNION: TEAMSTERS
CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE : 10102

TITLE: Chief Examiner

Rev. 9/139/22

DEFINITION: Under the authority and direction of the City of Yakima Civil Service Commissions (Police/Fire and Charter Civil Service), ~~including day-to-day with routine engagement and~~ reporting to the Human Resources (HR) Manager ~~Director or Deputy Human Resources Manager; this division manager level position~~ independently performs professional and technical work to oversee and/or carry-out the Civil Service provisions and responsibilities outlined within the Yakima City Charter, RCW 41.08 and RCW 41.12. in the-

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

DUTIES

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

Performs or oversees the accomplishment of the following duties:

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

evaluations, including training, development and/or disciplinary actions as required.

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

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

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

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

~~Performs as System Administrator for electronic application tracking and processing system.~~

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

Interprets and applies knowledge of labor contracts as related to Civil Service matters. Provides education, guidance and instruction to ensure City management and staff consistently perform in accordance to the rules, City policies and collective bargaining agreements as they relate to Civil Service and personnel management. The Examiner works with management, unions and legal counsel as applicable to negotiate and draft new or revised Civil Service rules for Commission approval. Provides clarification and/or enforcement of rules to City staff as necessary.

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

~~Interprets and applies knowledge of labor contracts as related to civil service matters.~~

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

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

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

Tracks Civil Service budget expenditures and makes budget recommendations.

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

~~Assist HR management with strategic planning of HR/Civil Service priorities and direction including service levels, performance and operations. May assign and review work activities of support staff and assist in hiring and evaluations.~~

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

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

Requires regular and reliable attendance.

Performs other related duties as assigned.

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

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

Knowledge of research methods, data collection and sampling techniques, and statistical analysis. ~~Excellent writing and oral communication skills.~~

Strong working knowledge of: computer programs and industry applications; Microsoft Office Suite; office equipment; professional office

procedures and practices; and computerize municipal budgetary practices. Ability to operate standard office equipment including, but not limited to: computer, fax/copy machine, telephone etc.

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

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

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

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

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

Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail, formulate goals, and work under timeline pressures; prioritize and assign workloads; manage multiple tasks with competing deadlines. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

Ability to establish, facilitate, and maintain effective working relationships with other employees, the public, community organizations and government

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

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

~~Ability to: establish and maintain effective working relationships with department managers, the Civil Service Commission, public officials, employees and their representatives, job applicants, and the general public; analyze and resolve problems, plan and organize work, make effective decisions; collect, compile and analyze information and data; compose and edit written correspondence and documentation using appropriate business English including correct spelling, grammar and punctuation; effectively coordinate activities with other City departments and with outside agencies; provide judgment and expertise; balance conflicting demands.~~

PHYSICAL DEMANDS: Work is performed primarily in an office environment with occasional traveling to different locations. While in the office, will be sitting at a desk or computer terminal for extended periods of time or standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Constant use of both hands in reaching/handling/grasping/fingering keyboarding and other fine motor skill manipulations while performing duties and operating computers. Occasional heavy work includes lifting and carrying up to ~~50~~ 25 pounds. Occasionally ascends/descends stairs while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to maintain long-term and short-term memory. May work in remote locations or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: Reports to two three-member Commissions. (Charter, Police/Fire) Works with the public and employees, some of whom may be irate, upset or emotionally disturbed. Frequent extension of work day to meet deadlines.

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

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

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

Associate's Degree in Business, Liberal Arts, General Studies or related field and two (2) additional years' experience, (as previously defined) may substitute for Bachelor's degree.

~~four years of increasingly responsible human resources work experience with emphasis in selection and recruitment. A Bachelor's Degree in Personnel Management, Industrial Relations, Psychology, Public Administration, Business Administration, Education or a closely related field is preferred may be substituted for up to two years of required experience.~~

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

FLSA STATUS: Exempt
ADOPTED DATE: 7/90
REVISED DATES: 7/98; 11/10; 12/10; 9/13; 9/22
TITLE CHANGES: 1/82; 9/83; 7/90
UNION: TEAMSTERS
CIVIL SERVICE STATUS: CHARTER

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



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MEMORANDUM

August 23, 2022

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

Jenyne Wells, Telecommunicator I – resignation
Cameron Haubrich, Community Risk Reduction Specialist – resignation
Cynthia Mulligan, Telecommunicator – resignation
Brian Salazar, Telecommunicator I – resignation
Kyle Knapp, Public Safety Telecommunicator Supervisor - resignation

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

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



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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

August 31, 2022

To: Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: August 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
Joshua Viveros	Police Officer	8/1/22

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.

Police Services Lead	written reprimand	8/1/22
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4. Every separation from service, and whether the separation was caused by death, dismissal, resignation, or retirement.

Elizabeth Doan, intern	end of internship	8/19/22
Misael Garcia Tellez, intern	end of internship	8/17/22

5. Every position created or abolished.
(none)