



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

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

November 7, 2022 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

Approval of the September 12, 2022 minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 1) Consideration of new economic development classifications (Charter)
 - a) 1276 Economic Development Services Manager
 - b) 11275 Economic Development Service Services Supervisor
- 2) Consideration of revisions to classification 6215 Community Services Officer (Charter)
- 3) Consideration of revisions to classification 6321 Firefighter (Fire)

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 – September 12, 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, Police/Fire Civil Service Commissioner Camille Becker, and Chief Examiner Debbie Korevaar. Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino was absent and excused.

Lighty called the meeting to order.

APPROVAL OF MINUTES

Approval of the August 8, 2022 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Beckstrand and **seconded** by Becker to approve the minutes. Motion **passed** unanimously.

NEW BUSINESS

1. Consideration of revisions to classification 4622 – Traffic Technician II (Charter)

Public Works Director Scott Schafer explained this position was eliminated several years ago, but there is a need to bring it back to address significant traffic issues. The revision includes basic housekeeping language to update terminology and essential duties. There is no salary adjustment recommended at this time. The position has previously been housed in the Traffic Division, and will now be relocated to the engineering division to create a bridge between traffic and engineering.

Beckstrand inquired if it is still under the same cost center? Korevaar clarified it will remain at they same pay code, but will be moving division locations.

Becker recommended using more specific language; rather than “accident”, replace it with collision or crash.

Lighty moved to approve the revisions to classification 4622 – Traffic Technician II with the extra letter “F” taken off the front of the word “work” on page 4, and changing the word “accident” to “crash” or “collision”. Beckstrand seconded. Motion passed unanimously.

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2. Consideration of revisions to classification 1305 – Financial Services Technician – Payroll (Charter)

Finance Manager Kimberly Domine requested updates to classification including removing the work “payroll” from the title, due to the position performing more duties than just payroll. Other language was added and revised to update it with the current duties and responsibilities.

Lighty moved to approve revisions to classification 1305 – Financial Services Technician – Payroll. Beckstrand seconded. Motion passed unanimously.

3. Consideration of revisions to classification 6412 – Telecommunicator (Fire)

Fire Chief Aaron Markham, presented this item on behalf of Public Safety Communications Manager, Erica McNamara. A year ago, the Public Safety Dispatcher classification was updated to better define the duties, and specifically outline the lower-level call-taker responsibilities. The classification title was updated to the current industry label of “Telecommunicator”. Shortly after, a new manager was hired, and since then, she has done a lot of research on how to make this position more successful. Markham explained it is difficult in a very competitive market, to fill these positions; therefore, the current revision is being proposed to update the minimums to broaden the applicant pool. Language has also been expanded to add a lateral-entry qualification.

Lighty moved to approve revisions to classification 6412 – Telecommunicator. Becker seconded via Zoom chat. Motion passed unanimously.

4. Consideration of revisions to classification 7181 – Economic Development Assistant (Charter)

Assistant City Manager, Rosylen Oglesby presented the proposed revision to update the duties and worker characteristics to better reflect the needs and direction of the division.

Beckstrand moved to approve revisions to classification 7181 – Economic Development Assistant. Lighty seconded. Motion passed unanimously.

5. Consideration of new classification 10115 HR Services Administrator (Charter)

HR Director Connie Mendoza shared the new HR Services Administrator classification was created in a continuous effort to improve customer services. This position provides a more defined career ladder within the department, adds the ability to have project management assistance, and provides supervisory assistance for programs and employees.

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Korevaar confirmed the pay code was compared to other positions in the city with similar levels of authority and responsibility.

Lighty moved to approve new classification 10115 HR Services Administrator at paycode 975SA. Beckstrand seconded. Motion passed unanimously.

6. Consideration of revisions to classification 10102 Chief Examiner (Charter)

HR Director Connie Mendoza explained due to the creation of the new position, the Chief Examiner classification was reviewed and minimum qualifications were increased to more appropriately align with the with the other HR classifications and career development ladder.

Korevaar added the minimums also needed to be upgraded to require at least an Associate's degree due to the amount of writing and analysis required for the position.

Lighty moved to approve revisions to classification 10102 Chief Examiner. Beckstrand 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 November 7, 2022. Materials need to be submitted to the Chief Examiner by October 20, 2022.

There being no further business before the Commission, the meeting was adjourned at 3:55 PM.

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

Chief Examiner

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CHARTER CIVIL SERVICE COMMISSION
AND POLICE & FIRE CIVIL SERVICE COMMISSION**

Date

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



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

DATE: November 1, 2022
TO: Charter Civil Service Commission
FROM: Rosylen Oglesby, Assistant City Manager
SUBJECT: Considerations of Two New Classifications: Economic Development Manager (1276) and Economic Development Services Supervisor (11275)

I am submitting two new job classifications within the Economic Development Division for your consideration.

The new Economic Development Services Manager (1276) classification is a higher-level manager classification to replace both the Economic Development Manager (1275) and the Neighborhood Development Services Manager (1253). This proposed classification has been developed to combine and oversee both divisions to better coordinate and streamline the work performed. Both lower-level managers' positions are vacant at this time.

The Chief Examiner reviewed the new manager classification based on increased authority, responsibility, and internal equity. It is recommended that the ED Services Manager be allocated to Pay Code 968 (\$46.05-\$55.98). The Economic Development Manager and the Neighborhood Development Services Manager classifications will be retained in the Master Pay Ordinance at Pay Code 971(\$42.14-\$51.23) to maintain long-term options and flexibility.

The second classification being proposed is an Economic Development Services Supervisor classification. This classification was developed to mirror an operations supervisor classification in Neighborhood Development, the ND Services Operations Supervisor (11410), which was updated and approved in January 2022. This position will assist the Economic Development Services Manager with direct supervision and oversight of the economic development division. The work will also help with more complex projects and duties to bring needed continuity to an increasingly important area.

The Chief Examiner has reviewed the proposed classification for the Economic Development Services Supervisor and recommends that the position be allocated at a Pay Code 973 (\$37.84-\$46.05). This is at a lateral allocation to the ND Services Operations Supervisor, as the general duties, responsibilities, and supervisory authority has been set at an equivalent level.

I appreciate your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 1276	TITLE: Economic Development Services Manager	EST: 9/22
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DEFINITION: Exercising considerable independence, under the general supervision and direction of the City Manager, the Assistant City Manager, and/or the Director of Community Development, as assigned; this is a division management position responsible for the supervision and administrative functions of the Economic Development Services Division overseeing economic development and neighborhood development services staff and programs.

This position is responsible for the management of short and long-range programs and goals of the division by researching, initiating, planning, organizing, coordinating, directing, and supporting the work of division staff and their activities. The employee occupying the position directs and supervises the work of division personnel, facilitating and coordinating the division's programs and projects. This position is responsible for the coordination, development, and administration of plans, projects and programs designed to improve downtown development, neighborhood development, housing, and the overall economic conditions of the City of Yakima.

This position is responsible for the development, recommendation and implementation of policies, programs and procedures that accomplish the City's goals and objectives to ensure the economic health and vitality of the City. Work involves the use of initiative and independent judgment..

DUTIES

ESSENTIAL FUNCTIONS: Directs and coordinates the activities of the Economic Development Services Division; develops annual work program objectives; assigns planning projects and evaluates performance of the division.

Provides supervision to a staff involved in economic, housing and neighborhood development activities; directs and approves development and coordination of plans, projects, and programs carried out through grant funds and in accordance with City, State, and Federal regulations.

Supervises and participates in the work of the division, Oversees and reviews the work of division; hires, trains, guides and develops staff providing professional leadership, mentorship, supervision and ongoing development opportunities to staff; evaluates individual performance including annual/probationary performance evaluations and taking or recommending disciplinary action as necessary. Provides assistance to staff in resolving difficult or unusual situations and problems.

Responsible for performance of subordinates; ensures compliance with all applicable laws, State and Federal regulations, City ordinances, policies, procedures and sound financial practices.

Monitors legislation and regulations relating to economic development and report findings to appropriate impacted parties, i.e., the City Manager, Assistant City Manager, Director of Community Development, the City Council, etc.

Researches and becomes familiar with the existing inventory of available buildings and business and residential development sites within the community and urban growth area, to include both public and private buildings and land areas.

Provides complex, analytical assistance and support to the City Manager, Assistant City Manager and/or the Director of Community Development; investigates, analyzes and formulates strategies for resolution of issues; coordinates and participates in the development of strategies that maintain and enhance the short- and long-term plans to meet the goals and objectives toward economic vitality of the City; plans, organizes, coordinates, directs and evaluates economic development, downtown development, and neighborhood development activities within the City.

Analyzes and assists in prioritizing potential development projects and/or opportunities and assists in implementing those projects; compiles and evaluates information, researches and prepares reports, including progress and status reports concerning special projects, program activities and other issues; develops and/or fosters development plans that meets the needs and goals of the entire community.

Prepares the Economic Development Services budget; and ensures financial accountability and appropriate record keeping and internal controls; composes, explains, and presents effective correspondence independently including letters, memos, articles, commentary, reports, grant applications and amendments, policies, procedures, and related documents of a confidential nature; provides financial analysis and impact on the City of projects that involve City participation.

Coordinates public meetings with various business and community organizations and groups in developing new programs. Serves as staff representative and liaison with government agencies, citizen and professional organizations, and the public to provide continuing community involvement and input. Represents the City at community meetings and regional forums; researches and presents information on economic, housing, downtown and neighborhood development, market trends, proposals and programs; secures economic development grants and develops partnerships with institutions and the private sector; monitors City and departmental objectives and provides administrative guidance to ensure effectiveness of assigned projects; monitors federal, state, and other legislation which might affect the interest of the City. Assures the development of special

literature, documents, plans, and reports for publicizing the progress or development of new and existing programs.

Establishes, develops and maintains a cooperative working relationship with City personnel, City Council, the Chamber of Commerce, other economic and neighborhood development organizations, and public interest groups. Works closely with local housing providers for program partnerships; works with the private market citizens advisory committee and other community groups and organizations to develop plans; develop and process grant applications from a multitude of funding resources; and prepare reports for higher level officials, advisory groups and other government agencies on the program's progress.

Coordinates the City's legislative lobbying activities with state and federal legislators through phone calls, letters, reports, visits and other activities that inform Yakima's delegates of positive and negative impacts of legislation; directs the City's downtown programs to promote positive communication and progress between downtown businesses and City government.

Contributes to the effective administration of City government fostering an attitude among staff that encourages cooperation, effective time management, and coordination of efforts and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

Performs related duties as assigned by the City Manager, Assistant City Manager and/or Director of Community Development.

Performs related work as required.

Requires regular and reliable attendance.

MAJOR WORKER CHARACTERISTICS: Knowledge of: current social, political and economic trends and operating problems of municipal governments; economic analysis techniques related to market, feasibility and impact studies; federal, state, and local laws regarding the operation of City government; grant research and preparation; effective organizational and management principles and practices as applied to the analysis and evaluation of economic development programs, policies and operational needs; principles and practices of municipal government budget preparation and administration; sound principles and practices of public administration and policy development.

Knowledge of federal, state and city laws and ordinances pertaining to funding, (CBDG, Home, Section 108) accounting and financing practices, real estate laws and practices and City of Yakima planning and zoning requirements.

Strong working knowledge of City of Yakima 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 project and financial management; municipal records retention procedures, and techniques. Must demonstrate knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Knowledge of basic principles and practices related to construction activities; economic development; and community organizations, their functions and responsibilities.

Strong working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite including Excel; report writing tools; professional office procedures and practices; and computerized municipal budgetary and fiscal management practices. Ability to operate standard office equipment including, but not limited to: computer, fax machine, copy machine, telephone etc.

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

Must be able to communicate clearly and effectively with employees and 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, and plain English, including, but not limited to: correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. Ability to negotiate and present complex information clearly and concisely in both written and verbal formats. Must possess the ability to make informative and persuasive presentations to individuals and groups, conduct public meetings, and participate in public forums. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to prepare and analyze technical and administrative reports, statements and correspondence; interpret and apply City policies, procedures, laws and regulations relating to management and development activities; effectively prepare, administer, and review complex department and project budgets to determine financial impact on the city; effectively administer sound management principles, practices and methods.

Ability to perform a variety of mathematical computations with ability to read, interpret and analyze complex and technical documents and to translate analysis into recommendations or reports. Ability to analyze data, facts and figures

concerning housing, neighborhood, downtown, and economic development activities; develop long term planning documents. Must possess ability to identify and define complex problems, establish facts and draw valid conclusions.

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

Ability to establish, facilitate, and maintain effective working relationships with other employees, the public, community organizations and government agencies; to consistently demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; train, supervise, plan, organize, and direct the work of 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 establish goals and objectives, develop comprehensive plans, forecast program changes and adjust operations in response to changes in operations. Ability to develop, present and gain acceptance for long-range programs and budgets. Must be able to locate grant resources, design, write and prepare local, state and federal grant applications.

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

PHYSICAL DEMANDS: Work is performed primarily in an office environment while sitting at a desk or computer terminal for periods of time or while standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, and department records. Constant use of all senses including feeling/talking/hearing/seeing/listening/smelling while performing duties and while communicating with co-workers, general public and completing all tasks as assigned. Continuous use of both hands reaching/handling/grasping/keyboarding and other fine skills manipulation while performing duties and operating computers. Occasional lifting/carrying objects up to 25 pounds; occasionally ascends/descends stairs, and other inclines while maintaining balance and stability. Occasional bending, twisting at knees, waist, or neck and occasional stooping, bending, kneeling, climbing and/or crawling while performing duties. Must be able to distinguish color and maintain long-term and short-term memory to learn and remember simple to complex procedures. May work in remote locations or in noisy

work areas. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: Work with the public, some of whom may be angry, upset or emotionally disturbed. May frequently require some evening or weekend work to address workload and when meeting with the public. May be required to carry a cell phone or paging device and respond to technological or operating issues and/or emergency situations outside the normal work schedule, including weekends and holidays. May require occasional travel from site to site for attendance at meetings, including evening meetings.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: A valid Washington State Driver's License is required.

MINIMUM CLASS REQUIREMENTS: A Bachelor's degree from an accredited college or university with major coursework in public administration, economics, business administration, marketing, real estate, law, urban planning, finance, or a related field; five (5) years of progressively responsible management experience in the administration of federally-funded or other grant programs with an emphasis on state and federal community and economic development programs; economic development; neighborhood development; urban planning, downtown management; commercial real estate; or related fields, preferably including implementation of a significant public project intended to stimulate the local economy. Experience must include two (2) years in a lead or supervisory capacity. A Master's degree is preferred.

Must pass background investigation regarding applicant's aptitude, character, judgement, credit, driving record and criminal history.

FLSA STATUS: Exempt

ADOPTED DATE: 9/22

REVISED DATES: _____

TITLE CHANGES: _____

UNION: NON-UNION

CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 11275 TITLE: Economic Development Services Supervisor EST: 11/22

DEFINITION: Under limited direction coordinates, tracks, and facilitates multiple local, state, federal and private grants related to economic development. Monitors grant awards, subrecipient contracts and reviews records for compliance. Assists developers, subrecipients and other organizations with project funding. Supervises, trains, and evaluates work and performance of subordinate staff.

DUTIES

ESSENTIAL FUNCTIONS: Assist manager in developing and recommending overall economic development vision, goals, strategies, and policies. Coordinates economic development activities with other private and public sector agencies to promote financial health on a citywide basis; identifies and fosters partnering opportunities for various economic development programs and proposals. Provides written analysis, evaluation, and recommendations regarding economic development proposals. Identifies and implements strategic, short, and long-range planning and programmatic framework to achieve agency economic development goals. Defines accountability measures.

Oversees implementation of economic development assistance and incentive programs. Manages the planning for major development projects, including coordinating and overseeing the preparation of appraisals, economic feasibility plans, financing plans, environmental documents, design plans, and other technical studies required for the planning, design, and development of commercial and industrial improvement projects.

Provides assistance to developers, subrecipients and other organizations with economic development projects. Serves as liaison and interacts with professional associations, businesses, non-profit agencies, governmental agencies, members of the public, other City departments and divisions; prepares reports and makes educational presentations on programs and requirements as necessary. Coordinates public meetings with various business and community organizations and groups in developing new programs. May serve as staff representative and liaison with government agencies, citizen and professional organizations, and the public to provide continuing community involvement and input.

Monitors subrecipient contracts and maintains compliance requirements, reporting and recordkeeping requirements, and performance; audits files; performs on-site audits; interprets governing regulations. Monitors contractor and sub-contractor

procurement procedures. Monitors documents for various funding programs for compliance.

Supervises Economic Development Assistant and other subordinate staff as assigned. Participates in the work of the division; evaluates employee performance including taking or recommending disciplinary action as necessary; assigns, oversees and directs work while providing leadership, guidance and direction to subordinate staff; provides ongoing development opportunities to staff; provides guidance and assistance in resolving difficult or unusual issues. Monitors, implements and informs staff on required safety measures and related requirements. Works to ensure compliance with all applicable laws, State and Federal regulations, City ordinances, policies, procedures and sound financial practices.

Assists manager with various community and programmatic functions. May act in the manager's absence as requested.

Contributes to the effectiveness of City government by demonstrating and fostering an attitude that encourages cooperation and coordination of efforts, 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.

May perform any/all duties of the Economic Development Assistant classifications.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Extensive knowledge of relevant accounting and financing practices; federal, state, and city laws ordinances and guidelines; City of Yakima policies and procedures. Knowledge of effective principles, practices and techniques of: supervision, leadership, and work flow analysis; fiscal management; record keeping systems, processes, and practices; best practices and procedures regarding project development and management; and efficient and effective municipal records management and retention. Must demonstrate knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

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

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

Must be able to communicate clearly and effectively with employees, 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, including, but not limited to: correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. Must be able to respond in a diplomatic and confident manner to upset individuals.

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

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

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

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

Must be able to research grant resources, prepare grant proposals, monitor and facilitate grants.

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

PHYSICAL DEMANDS: Work is performed in an office environment while sitting at a desk or computer terminal for extended periods of time or while standing for a period of time. Continuous use of both hands in reaching/handling/grasping/keyboarding and other fine motor skill manipulation while performing duties and operating computers. Work may require occasional travel to a variety of locations. May work outside in all weather extremes and be exposed to members of the public, insects, vermin, animals, pollen, water, dirt, dust, construction debris, smoke, electrical hazards, noxious odors, fumes, or chemicals, solvents, oil, needles, drug paraphernalia, vibrations, traffic and rough and uneven terrain. May work at heights, in confined spaces or awkward positions, remote locations or in noisy work area. Occasional heavy work includes lifting and carrying up to 50 pounds. Occasionally ascends/descends stairs, ladders and other inclines while maintaining balance. Occasional bending/twisting at knees/waist/neck. Occasional stooping/bending/ kneeling/crawling while performing duties. Continuous use of all senses including feeling/talking/ hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

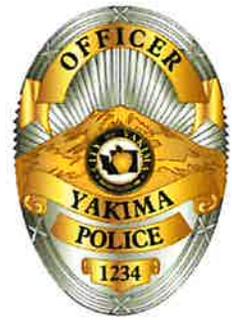
UNUSUAL WORKING CONDITIONS: May encounter angry, upset and/or emotionally disturbed individuals. Frequently attends meetings before or after regular office hours.

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

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. Experience as a City of Yakima Economic Development Assistant, Community Development Specialist and/or experience in a lead/supervisory capacity is preferred.

FLSA STATUS: Exempt
ADOPTED DATE: 11/22
REVISED DATES: _____
TITLE CHANGES: _____

UNION: NON-UNION
CIVIL SERVICE STATUS: CHARTER



Memorandum

11/1/2022

To: Charter Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: Community Service Officer Revision

The Yakima Police Department is requesting consideration from the Charter Civil Service Commission for revision of the Community Service Officer job specification.

In a multi-department effort between the Utilities Division, Codes Division, and the Yakima Police Department, we have identified an opportunity to improve services within the City of Yakima. During this evaluation, the proposed revisions were identified, and as a result, we are requesting the Community Service Officer classification be broadened to encompass the duties of parking enforcement, animal control, and assisting with other police-related services. This will expand the response time for requests from the public and allow for a more comprehensive approach to these services.

The proposed changes will transfer the current Parking Enforcement and Animal Control Officer duties into the Community Service Officer role and therefore, shift the responsibilities to the Yakima Police Department. We believe these changes will not only increase efficiency, but will create an introductory pathway for those interested in pursuing a career in law enforcement.

The Community Service Officer is currently allocated to pay code 14.0 ((\$21.23-\$25.50). The Parking Enforcement classification is at the lower pay code of 13.0 (\$20.45-\$24.33). Animal Control duties are at a higher level, allocated to pay code 15.0 (\$22.29-\$26,71). Due to the proposed absorption of higher-level duties, a salary adjustment is warranted. The Chief Examiner has reviewed the classification with the revisions, and recommends the Community Service Officer position be reallocated to pay code 15.0 (\$22.29-\$26,71).

There are currently two employees holding the position of Community Service Officer that will be reallocated, and one employee in the Animal Control classification, who can request a lateral transfer. It is not anticipated any employees will be displaced by this consolidation.

Thank you for your consideration of this request.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 6215	TITLE: Community Services Officer	Est.
11/2012REV 11/22		

DEFINITION: Under general supervision of a Yakima Police Department commanding officer, independently performs a wide variety of routine police services-related tasks, in support of departmental operations, in one or more of these areas: animal control, parking enforcement, evidence collection, minor criminal investigation, review and approval of online reports, and providing assistance to patrol and/or records sections as assigned. ~~attends classes applicable to the criminal justice system as approved by the Police Department~~

DUTIES

ESSENTIAL FUNCTIONS: ~~Assists with community services projects and with Yakima Police Athletic League (YPAL); provides crime prevention information to the public; compiles crime-related data and prepares statistical reports; speaks at community events; organizes and facilitates Block Watch activities; takes crime reports in the field; performs basic crime scene investigations to include taking~~ with collection, preservation, and transportation of evidence including, but not limited to: photos, securing fingerprint evidence and preserving DNA evidence; directs traffic and assists with parades; assists at major crime scenes and ongoing incidents.

Responds to questions, complaints and suggestions from the general public and business district patrons and business owners. Triage and addresses issues within span of control. Refers or reports information about unusual activities or situations outside level of responsibility to proper authorities.

Patrols within the City limits and picks up injured or dead animal; impounds strays, abandoned, and unlicensed animals; performs a variety of animal capture techniques, including chemical capture. Enforces City ordinances related to animal control and responds to resident requests for information, assistance, or complaints concerning domestic and other types of animals running at large, animal licensing, animal control. Performs animal apprehension, transport, and rescue. Researches owner records and complaint records; enters and updates a variety of data as required. Issues citations as necessary for ordinance violations and/or resolves complaints through mediation between parties involved; creates and compiles related reports and additional documentation as necessary.

Works closely and communicates regularly with law enforcement agencies, code enforcement officers, and/or Humane Society personnel, to achieve consistent and coordinated enforcement activities. Provides education and training for the general public; explains dog safety, codes, rules, regulations, laws as identified under Title 6 of the Yakima Municipal Code (YMC), victim advocacy programs, crime prevention programs, citizen responsibilities etc. Works continuously to maintain safety of self, City employees, and other members of the public by adhering to safety procedures and protocols at all times.

Provides 24-hour emergency call-out as assigned for injuries, vicious animals and assistance to Yakima Police Department, including securing animals involved in a police action.

Supports and enforces non-moving traffic ordinances and laws in the City of Yakima. Investigates and responds to associated inquiries, providing information, education, and appropriate follow-up to public. Issues citations and reminders for overtime parking, abandoned vehicles, hulk vehicles, illegal parking and other non-moving traffic violations in the City of Yakima where parking enforcement is needed. Enforcement action may include issuing a written citation or warning sending certified letters to registered owners, placing impound notices and towing violator vehicles.

Responds to parking concerns and abandoned vehicles. Enforces related city codes and ordinances as defined by Title 6 YMC; issues citations as appropriate. Assists with investigation of "cold" crimes, misdemeanors, theft of service complaints and civil infractions; online report review; prepares accurate records and reports to document incidents.

May drive a City vehicle and uses various devices, technology, and industry applications to look up and review various records. Performs data entry and retrieval regarding citation records, vehicle, animal and/or person records.

Responds to inquiries from residents who may be irate, upset or disturbed about citations issued; explains the nature of citations by referring to and interpreting the City ordinances violated. Answers inquiries regarding citation appeal procedures.

Prepares information and testifies in court as needed. Under oath, must answers questions regarding the circumstances surrounding a citation and the ordinance violated.

May perform various other duties including, but not limited to: Park and Greenway Bicycle Patrol; cold call investigations; assisting the special projects officer with issues related to homelessness; illegal dumping investigations; non-red flag civil service; etc.

Attends training as directed by the Yakima Police Department.

Contributes to the effectiveness of the Yakima Police Department by demonstrating 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 works cooperatively and jointly to consistently provide exceptional customer service to internal and external customers.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge and understanding of Police Department operations, including, but not limited to: modern police methods and investigation techniques; latent print processing; organizational structure, policies and procedures; training; and department/City objectives. Knowledge of City, State and Federal laws and ordinances regarding dissemination of criminal and non-criminal and other confidential information. Knowledge of City's geography.

Knowledge of: related City, and department terminology and current activities; practices and principles of effective leadership, work flow and system analysis; time management, planning and organizational practices and techniques; record keeping systems, processes, and practices; municipal records retention procedures, and techniques; and sound judgement with regard to public disclosure, and confidentiality standards.

Knowledge of national, state and local regulations and ordinances pertaining to humane treatment of animals, protection of the public and recognition of owners' rights. Knowledge of the characteristics and appearances of common breeds of dogs, cats, and other domestic animals. Skill in handling and care of animals. Knowledge and understanding of appropriate care and handling of animals and related safety practices and procedures

Working knowledge of: Microsoft Office Suite including Excel. industry applications and office equipment. Knowledge and adherence to

professional office procedures and practices. Knowledge of basic arithmetic and data analysis.

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

Must demonstrate the knowledge of and adherence to a high standard of ethics; be innovative and flexible in approach to duties; and possess ability to readily adapt to changing community and department needs.

Must be able to communicate clearly and effectively with employees, 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 English, including, but not limited to: correct grammar, vocabulary, spelling, punctuation, and letter composition.

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

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

Ability to: collect and review information to make logical decisions and recommendations; apply laws, rules, regulations and guidelines to a wide variety of work situations; identify and define complex problems, establish/gather facts, utilize sound judgement and decision-making skills, and draw valid conclusions. Ability to read, research, interpret, and memorize written materials including, but not limited to regulations, policies, and procedures.

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

Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail and work under timeline pressures; lead and manage multiple tasks with competing deadlines. Excellent analytical and organizational skills are essential. Must possess ability quickly adapt to changing priorities and demands; take decisive and appropriate actions; and recommend and implement goals and objectives. Ability to provide credible testimony in court.

Ability to establish, facilitate, and maintain effective working relationships with other employees, community organizations, government agencies, elected officials, other federal, state and local law enforcement agencies, courts, local businesses and community leaders, victims of crimes, and other members the public; to continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; train, plan, organize and prioritize the work to meet the division's operational needs; provide constructive feedback; and meet accountability methods or procedures.

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

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

Must be able to obtain Limited Commission designation and to retain and recall information including, but not limited to, circumstances surrounding citations and provide detailed testimony in court as necessary

Ability to maintain annual training requirements of the position, including but not limited to City mandatory training requirements, and

any position specific training/certifications. Ability to work extended hours as needed to carry out responsibilities of the position.

~~Possess the ability to communicate clearly and effectively with tact and diplomacy, both verbally and in writing with other employees and members of the public representing diverse education, background and beliefs.~~

~~Ability to read and comprehend complex written material; ability to learn and participate in Police activities; ability to preserve a confidential trust; and the ability to establish effective working relationships with fellow employees and the general public.~~

~~Possess ability to evaluate circumstances and make sound judgments and decisions in a timely manner, based on training and experience; analyze situations quickly and objectively, and to determine the proper course of action.~~

PHYSICAL DEMANDS: Work will require travel to a variety of locations and is performed both indoors and outside with exposure to all weather extremes; be exposed to members of the public, insects, vermin, animals, feces, noise, moving objects, dust, dirt, mud, water, fumes/noxious odors, pollen, needles, drug paraphernalia, rough and uneven terrain, traffic, and/or toxic chemicals. Occasional exposure to chemicals, blood, saliva and/or body fluids. Work involves walking or sitting for extended periods of time; frequent operation of motor vehicle, bicycle, and/or motorcycle; running, talking, hearing, using hands to handle, feel or operate objects, or tools and reaching with hands and arms. Work includes operation of a vehicle and light equipment. Frequent walking, bending, stooping, kneeling, twisting, climbing, crawling and squatting. Occasionally ascends/descends stairs while maintaining balance. Frequently lifting/carrying/pushing/pulling up to 50 pounds. On occasion may be required to lift heavier weight with the assistance of others or mechanical devices. Constant use of all senses including feeling/talking/hearing/smelling/seeing/touching, dexterity (hand and finger) while performing duties and while communicating with co-workers, general public and completing all tasks as assigned. May work alone, with others, or around others. Vision abilities required by this job include close and far vision, night vision, color distinctions, depth perception and ability to adjust focus. Must be able to maintain long-term and short-term memory. Occasional work at a computer and keyboard, use of maintenance tools and equipment and safety equipment. Will be subject to frequent repetition and occasional hazards. 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.

~~Work is performed in both indoor and outdoor environments, at times in adverse weather conditions. Frequent operation of motor vehicle and/or motorcycle. Constant use of senses for seeing, close vision, color perception, hearing/listening, speech, touching, dexterity, and smelling. Frequent lifting/carrying objects up to 25 pounds; grasping/pushing/pulling various objects or persons. Occasional stooping, bending, squatting, kneeling, climbing and reaching. Occasional exposure to chemicals, blood, saliva and/or body fluids at accidents or crime scenes. Occasional lifting/carrying objects up to 50 pounds.~~

UNUSUAL WORKING CONDITIONS:

May come in contact with angry, upset or emotionally disturbed individuals. Subject to frequent interruptions and extensive contact with the public. Susceptible to injuries inflicted by various types of animals which are impounded. Required to pick up sick or dead animals. Susceptible to contamination from manure and urine, blood, open wounds, saliva or other bodily fluids when handling animals or evidence. May be required to handle property and evidence that may be odorous, dirty, soiled from crime, bug infested or other contaminants. Exposure to bio-hazardous materials, needles, drug paraphernalia, and other unpleasant working conditions. May be required to carry a cell phone or paging device and respond to issues and/or emergency situations outside the normal work schedule, including evenings, weekends and holidays. May be required to testify in court.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License. **First Aid/CPR Certification within six (6) months of employment Must attend Washington State Criminal Justice Training Center (WSCJTC) Animal Control Officer Academy and self-defense training including, but not limited to: OC (oleoresin capsicum/pepper spray), Taser and Baton within one (1) year of hire.**

MINIMUM CLASS REQUIREMENTS: One-year customer service experience; high school diploma or GED; ~~able to read and write the English language;~~ must be at least ~~21~~18 years of age at the time of application ~~the first examination;~~ must be a U.S. citizen; and of good moral character. **Previous experience or education in criminal justice, law enforcement or related is preferred.** Must possess normal color vision and uncorrected visual acuity of not less than 20/100 in each eye, corrected to 20/20 in the better eye and 20/30 in the lesser eye. and have hearing consistent with a normal audiogram (<25db throughout the thresholds 500-6000hz). Must be able to pass stringent pre-hire suitability exam, physical, polygraph and psychological examinations and comprehensive background

investigation regarding applicant's aptitude, character, judgment, credit, driving record and criminal history.

FLSA STATUS: Non-exempt

ADOPTED DATE: 11/5/12

REVISED DATES: 11/22

TITLE CHANGES: _____

UNION: AFSCME

CIVIL SERVICE STATUS: Charter



YAKIMA FIRE DEPARTMENT
401 North Front Street
Yakima, Washington 98901
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www.yakimafire.com

*Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Special Operations*

MEMORANDUM

October 31, 2022

TO: City of Yakima Police and Fire Civil Service Commission
Debbie Korevaar, Chief Examiner

FROM: Aaron J. Markham, Fire Chief

SUBJECT: Qualifications for Entry Level Firefighter

I am requesting a change to the minimum qualifications for the position of Entry Level Firefighter by removing the Emergency Medical Technician Basic (EMT-B) requirement. The other changes are being merely proposed to update the classification language and add consistency across the City classifications.

In 2018, the Civil Service Commissioners approved my request to add the requirement of EMT-B to the minimum qualifications. The intent at that time, was to attract applicants who had already completed their basic EMT training prior to hire. This was desired because possession of this certification prior to attending the Yakima Fire Department Recruit Academy, allowed newly hired firefighters to participate on medical calls at a more “hands-on” level once they are assigned to the floor.

Times have changed dramatically since 2018 due to COVID-19. Now we are competing with departments across the state for firefighter positions with a significant worker shortage, and although this certification is still a great benefit to have when obtaining employment with any fire department, it does limit our ability to a broader applicant pool and to recruit applicants at a more local level. This is because, to become certified as an EMT, you must be affiliated with an agency that provides an emergency medical service, such as an ambulance company or a fire department. The only other option is for student to take a college course offered at some community colleges. After successfully passing the course, the students are eligible to take the national registry exam; however, if they do not become affiliated with an agency providing emergency medical services with one year of passing the National Registry Exam, they have to re-take the course.

It is our hope that returning to our previous qualifications, and offering new firefighter applicants the basic training necessary to be a full-time firefighter with our academy, followed by EMT training, will spark interest of local applicants who would otherwise not be eligible to apply.

IAFF has reviewed this revision and is in support of the change to the minimum requirements. As a note: we are not the only department that is considering this change; the City of Spokane just recently removed its EMT requirement for entry level firefighter.

Thank you for your consideration in this matter.

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

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 6321

TITLE: Firefighter

Rev. 9/1811/22

DEFINITION: Under supervision of a commanding officer, receives training and performs fire fighting activities and operates fire fighting equipment including combating, extinguishing, and preventing fires; answering emergency calls; emergency medical and rescue activities and operation and maintenance of fire department equipment, apparatus, and facilities.

DUTIES

ESSENTIAL FUNCTIONS: Responds to fire alarms with a company; drives fire apparatus, operates pumps, aerial ladders, articulated platforms, and auxiliary equipment, lays and connects hose, holds nozzles, directs fog and other water streams, raises and climbs ladders, uses chemical extinguishers, bars, hooks, lines, and other equipment. Ventilates burning buildings by opening windows and skylights or by cutting holes in roofs and floors to rid the building of smoke and heated gases. Removes persons from danger; administers first aid to injured persons.

Provides basic life support and intermediary techniques in emergency medical situations. ~~Emergency Medical Services (EMS)~~. Performs CPR, trauma care and illness assessments. Assists Certified Paramedics in providing Advanced Life Support (ALS) care.

Participates in drills and attends classes in fire fighting procedures and techniques, pre-fire planning, first aid and related subjects. Performs general maintenance work in the upkeep of fire department property; cleans and washes walls and floors; makes minor repairs to property and equipment; washes, hangs, and dries hoses; washes, cleans, polishes and tests apparatus.

Performs pre-emergency fire inspections with a fire company; checks fire escapes, building exits, and related structures and appurtenances. Relays instructions, orders, and information; gives location of alarms received from alarm operators. Writes reports and operates first aid equipment. ~~Performs other related work as required.~~

Works continuously to maintain safety of employees and other members of the public by adhering to safety procedures and protocols at all times.

Contributes to the effective administration of the Yakima Fire Department and City government by fostering 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 the street system and physical layout of the City and location of major buildings. **Knowledge of applicable federal, state and city laws and ordinances, and City of Yakima policies and procedures; City reporting and 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 and understanding of safety practices and procedures.**

Working knowledge of: Microsoft Office Suite; report writing tools; and office equipment; and professional conduct, procedures and practices. Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone etc.

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

Ability to learn a wide variety of fire fighting duties and methods within a reasonable working test period. Ability to perform the mechanical work involved in operating and maintaining fire fighting apparatus, equipment and tools. Skill in operating automotive equipment. ~~Ability to understand and follow oral and written instructions. Ability to establish and maintain effective working relationships with other employees and the general public.~~

Ability to negotiate and clearly and concisely present information in both written and verbal formats. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

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

Ability to work independently with self-direction, and at times minimal direction or direct oversight; maintain sustained attention to detail, work under timeline pressures; and manage multiple tasks with competing deadlines. Excellent 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. Ability to positively receive feedback and take direction is essential.

Must possess physical strength, agility, and freedom from serious physical defects to perform essential functions of the position as indicated by a physical examination. ~~Must be a certified Emergency Medical Technician and maintain that certification.~~

Ability to maintain annual training requirements of the position, including but not limited to City mandatory training requirements and position specific training. Ability to work extended hours as needed to carry out the responsibilities and functions of the position.

PHYSICAL DEMANDS: Must certify ability to meet and/or pass testing of all required physical ability and medical standards. Work is occasionally performed in an office environment while sitting or standing for periods of time. 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. Constant use of both hands in reaching/handling/grasping/**pushing/pulling/keyboarding and other gross and fine motor skills manipulation while performing duties.** ~~fingering/pushing/pulling while performing duties.~~ Work will require frequent travel to a variety of situations, locations and trainings. Work is frequently performed outside with all weather extremes and may be exposed to **extreme heat,** insects, animals, **rodents,** pollen, dust, water, **grease,** dirt, fire, smoke, hot metal, **asbestos,** loud noises **including, but not limited to: motor and siren noises,** electrical hazards, bio-hazardous materials, **needles, drug paraphernalia,** noxious odors, fumes, **gases,** ~~or~~ chemicals, solvents **or other hazardous materials,** violence, unpleasant working conditions, and/or traffic. May be exposed to **physical and emotional** hazards

affiliated with providing emergency services and care. Frequent kneeling/bending/crouching/stooping/ reaching/walking/running and may be done on uneven or rough terrain. May work at heights on elevated platforms. Emergency situations may require lifting and carrying 100 pounds or more. Occasional heavy work includes operating heavy vehicles, equipment, and machinery. Occasionally ascends/descends stairs, ladders and inclines while maintaining balance. May work at heights, confined spaces, with others, or in noisy work area. Must be able to distinguish color and maintain long-term and short-term memory. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: Subject to occasional stressful tension due to the nature of the work. May come in contact with angry, irate or emotionally upset customers. ~~May be exposed to heat, fumes, gases, smoke, motor and siren noises, grease, dirt, hot metal, and adverse weather conditions.~~ ~~May possibly work at heights on elevated platforms.~~ Performs Emergency Medical care on patients with major trauma and life-threatening diseases. Required to travel from site to site to respond to emergencies, meetings and performing other duties. May need to report to work outside the normal work schedule, including weekends and holidays. Routinely works extended hours in close proximity with team members.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License. ~~Must possess and maintain Washington State or National Registry Emergency Medical Technician (EMT) Certification~~ must be obtained within two (2) years of hire and be maintained thereafter.

MINIMUM CLASS REQUIREMENTS: Applicants for this position must be a citizen of the United States or a lawful permanent resident; have a good command of reading and writing in the English language and be a high school graduate or the equivalent. Must be in excellent physical condition and be able to perform the required duties. Must have attained their 18th birthday at the time the first examination is administered.

Applicants must pass a written examination, physical ability/performance test, and pre-selection interview. Applicants may also be required to pass a psychological examination, medical examination, drug screening, background investigation regarding applicant's aptitude, character, judgment, credit, driving record and criminal history and verification of immigrant or citizenship status as either a citizen of the United States of America or a lawful permanent resident.

FLSA STATUS: NON-EXEMPT
ADOPTED DATE: 1978
REVISED DATES: 4/13; 6/18; 9/18;11/22
TITLE CHANGES: _____
UNION: IAFF
CIVIL SERVICE STATUS: FIRE

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



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MEMORANDUM
September 23, 2022

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

Gabriel Wagner, Firefighter - resignation
Kyley Flory, Telecommunicator I – resignation
Belen Lopez, Telecommunicator I – resignation

5. Positions created or abolished.

Nothing new to report.

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

Administration
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MEMORANDUM

October 31, 2022

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

Travis Heather, Electronics Technician

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.

Nothing new to report.

5. Positions created or abolished.

Electronics Technician I, abolished

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



Memorandum

October 31, 2022

To: Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: October 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
Melinda Logan	Police Services Specialist I	10/10/22
Carmen Muniz	Police Services Specialist I	10/11/22
Mariana Gutierrez	Police Services Specialist I	10/19/22

2. Every refusal or neglect to accept an appointment by a person who has been duly certified.
(none)

3. Every suspension or other disciplinary action made of any officer or employee with the reasons therefore.
(none)

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

Cameron Akana, Police Officer	failure of probation	10/24/22
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5. Every position created or abolished.
(none)



Memorandum

September 30, 2022

To: Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: September 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
Moraima Verstrate	Police Services Supervisor	9/1/22
Teresa Von Essen	Police Fleet Specialist	9/1/22

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

(none)

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

(none)

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

Stephanie Hubert, PSS II	resignation	9/20/22
Mark Andrews, Police Officer	retirement	9/12/22

5. Every position created or abolished.

(none)