



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**

April 3, 2023 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

- 1) Approval of the March 13, 2023 minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 1) Election of Chairman for Charter, Police, and Fire Civil Service Commissions
- 2) Consideration of revision to 7111 Senior Center Assistant classification (Charter)
- 3) Consideration of revision to 18101 Communications Division Office Assistant (Fire)
- 4) Consideration of revision and new classification in IT Services (Charter)
 - a) 2127 – IT Services Jr. Full Stack Developer - New
 - b) 2125 – IT Services Telecommunications Network Analyst - Revision
- 5) Consideration of revisions to Wastewater classifications (Charter)
 - a) 8731 – Wastewater Maintenance Specialist I
 - b) 8732 – Wastewater Maintenance Specialist II
 - c) 15102 – Wastewater Treatment Plant (WWTP) Process Control Supervisor
- 6) Consideration of revisions to Legal Department classifications (Charter)
 - a) 10512 – Legal Assistant I
 - b) 10511 – Legal Assistant II
 - c) 10510 – Legal Assistant III
 - d) 11810 - Legal Department Office Supervisor

OTHER BUSINESS

- 2) Public Comment
- 3) Status Report for the Fire and Police Departments
- 4) Any other business before the Commission

**Complete Packet available on City of Yakima's website under Human Resources,
or by prior request at Human Resources.
Previous Month's Meeting Available to view on YPAC via City of Yakima Website**

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

JOINT MEETING – March 13, 2023

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, Police/Fire Civil Service Commissioner Camille Becker, Charter Civil Service Commissioner Louisa Beckstrand 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.

RECOGNITION

1. Recognition of Commissioner Lighty's 22 years of service on the Charter/Police/Fire Commissions.
2. Introduction of incoming Charter/Police/Fire Civil Service Commissioner Sean Worley.

APPROVAL OF MINUTES

3. Approval of the January 9, 2023 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Becker and **seconded** by Beckstrand to approve the minutes. Motion **passed** unanimously.

NEW BUSINESS

4. Consideration of revision to 7181 Economic Development Services Assistant (Charter)

Assistant City Manager Rosylen Oglesby requested minor language revisions in the Essential Functions section of the classification. The removal of these duties was missed when the classification was updated in the fall. The duties being removed are now being contracted out, rather than being performed by this position.

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

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

5. Consideration of Solid Waste classifications (Charter)

- a) 8430 – Solid Waste Lead – New
- b) 8434 – Solid Waste Code Compliance Officer - Revision
- c) 8433 – Solid Waste Collector Driver - Revision
- d) 8641 – Solid Waste Maintenance Worker – Revision

Solid Waste and Recycling Manager Trace Bradburn requested consideration of a new classification 8430 Solid Waste Lead to help the division create some succession planning between the Solid Waste Collector/Driver and the Solid Waste Supervisor classifications. The classification includes some higher-level responsibilities and leadership opportunities within the division, including the ability to support and fill in for the supervisor when needed.

Lighty moved to approve new classification 8430 Solid Waste Lead at paycode 18.5 (\$26.70-\$32.16). Beckstrand seconded. Motion passed unanimously.

Trace continued to address the other 3 classification revisions. The proposed updates included language to more accurately address the current scope of the duties and responsibilities in each position. The Minimum Requirements for the Solid Waste Code Compliance Officer classification were revised to allow for a broader candidate pool and to provide opportunities for internal promotion to the position within the division.

Beckstrand moved to approve revisions to classification 8434 Solid Waste Code Compliance Officer, 8433 Solid Waste Collector Driver, and 8641 Solid Waste Maintenance Worker. Lighty seconded, while noting a typo regarding the classification numbers on the agenda. The motion passed unanimously.

6. Consideration of Probation Suspension for two Lieutenants (Fire)

Fire Chief Aaron Markham requested probation suspensions due to medical reasons, one with an anticipated return date, and one unknown. Upon return the employees will continue their probation period where they left off.

Lighty explained this has become a more routine action in recent years. Lighty then moved to approve the suspension of probation. Becker seconded. Motion passed unanimously.

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

Other Business:

a) Public Comment – none

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

Next meeting is scheduled for April 3, 2023. Materials need to be submitted to the Chief Examiner by March 17, 2023.

There being no further business before the Commission, the meeting was adjourned at 3:50 PM.

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

Chief Examiner

Date

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

Memorandum

Date: March 22, 2023
To: Charter Civil Service Commission
From: Ken Wilkinson, Parks and Recreation Manager
Subject: Revision of classification 7111 - Senior Center Assistant

The Yakima City Council directed the Parks & Recreation Division to assume management of the Washington Fruit Community Center in April, 2021. Renovations were made to the facility and staff responsible for overseeing the after-school program and summer playground program were relocated to the Washington Fruit Community Center (WFCC). Many programs and events have been added to the center since that time, including, but not limited to: senior citizen classes, senior reduced fee lunches, immigration and naturalization classes, and events like Family Bingo Nights and Fall Harvest Festivals.

Due to the location changes of the youth programs, as well as the increase in overall programming and special events, there is a recently recognized need to provide the Recreation Program Supervisor at the WFCC with more clerical support, patron assistance, and facility oversight.

Currently, we have a Senior Center Assistant classification that performs clerical support, patron assistance, and facility oversight at the Harman Center. With minor revisions, this classification could adequately outline the types of duties we need performed at the WFCC as well; therefore, we are proposing to update this classification, including changing the title from "Senior Center Assistant" to "Community Center Assistant". This will generalize the classification for use at multiple City community centers, increase overall efficiency within the Parks and Recreation Division, and enable lateral movement between the centers as requested or needed.

There are no proposed changes to the level of authority or scope of responsibility for the classification. The Major Worker Characteristics have been enhanced to more specifically outline the knowledge, skills, and abilities necessary for the position. These changes are consistent with other updates that have been approved in classification across the City for the past 5 years.

It is our intention that approval of this classification revision will enable us to pursue having a Community Center Assistant assigned to each facility to support program expansion and effective facility supervision as we move forward.

Thank you in advance for considering this matter.

**CITY OF YAKIMA
CLASS SPECIFICATION**

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| CODE: 7111 Rev. 07/10 4/23 | TITLE: Community Senior Center Assistant |
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DEFINITION: Under general supervision, performs a variety of responsible, moderately difficult clerical and light maintenance tasks in the day-to-day operation of ~~the a~~ **Community**Senior Center. Typical duties include providing information and assistance to ~~senior citizen~~ patrons, providing physical assistance, opening and closing the center, general office support functions, development of newsletters, flyers, pamphlets and other informational items, working with volunteers, conducting registrations, receiving various payments, and ensuring the facility is clean, sanitary and stocked. Work is performed with considerable latitude for use of independent judgment in daily matters and is evaluated through direct observation, results achieved, annual performance evaluations and customer satisfaction.

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| DUTIES |
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ESSENTIAL FUNCTIONS: Receives screens and answers a wide variety of inquiries from the public by phone or in person relating to ~~the~~ **Community**Senior Center(s) and its programs, activities and facilities. Greets visitors and provides tours of the facility. Assists ~~seniors~~ patrons with information about referral services, meetings, health and fitness activities, field trips, programs, learning opportunities, special events and other activities. May guide patrons to locations within the center. Assists persons with varying ages and levels of physical and mental ability; requiring close physical contact with patrons who may be confrontational, forgetful, incontinent, disoriented and calls for medical assistance if as necessary. Arranges for transportation through Para-Transit, Yakima School District or other sources as needed. Confirms special program patron appointments, registrations and activities.

Reviews and analyzes programs and recommends changes to address patron interests. Responds to customer concerns or complaints within assigned areas. Advises supervisor of activities, problems and potentially controversial matters.

Opens center in the morning and closes in the evening ensuring facility is secure, appliances are turned off and dangers of fire are eliminated; sets and releases alarm system. Composes, types and distributes letters, memoranda and other correspondence. Updates and maintains information, files, policies, procedures and ~~senior~~ community center forms. Records daily attendance and maintains reports as required. Operates copy machine, fax machine, desktop computer, telephone and other types of office equipment.

Contributes to the effectiveness of the Parks Division and 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.

Writes the monthly newsletter, flyers, pamphlets and similar items using computer environment; prepares copy; designs and produces layout; selects artwork; and solicits and coordinates advertising and subscriptions. Maintains a current mailing list. Coordinates production and distribution with printer, volunteers and the post office.

Writes, edits, designs and produces informational pamphlets and fliers, public service announcements, news releases and other items to promote **community** ~~senior~~ center activities. Maintains bulletin board to ensure interest and relevance to activities and seasons. Designs logos and other materials as needed.

Coordinates specific programs with volunteers. Provides daily instruction to **temporary staff and** volunteers assisting at front desk and with other center activities. Monitors **temporary staff and** volunteer performance for accuracy and effectiveness. Organizes and produces annual volunteer recognition program.

Receives registrations, payments and deposits for center activities. Schedules facility activities and rentals as necessary. Sets rooms and facilities with tables, chairs or other accommodations depending on activities and needs; moves partitions and provides other related assistance. Cleans facilities between activities as needed. Sells a variety of concessions and other items, makes change and records sales. Completes daily cash out and daily cash transmittals in accordance with City policy; ensures a balanced till.

Advises center supervisor of situations that may affect the center. Fills in for supervisor during absences. Attends various related meetings as needed.

Assists at coffee bar, in kitchen and with preparations for special dinners.

Cleans center as necessary during the day; ensures supplies of towels and toilet supplies; removes tripping, slipping and other hazards as needed. Assists patrons with personal cleanliness and sanitation in urgent situations and cleans and sanitizes facilities as appropriate. Performs light maintenance such as snow removal or simple repairs as needed. Decorates center for various seasons and holidays.

OTHER FUNCTIONS: May monitor grant performance to ensure grant goals, timetables and stipulations are met.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: ~~Knowledge of: general office practices and procedures; desktop publishing and modern office programs such as Pagemaker 6.0 and later, MS Word, Excel, Photoshop and others. Ability to: operate a variety of modern office equipment such as multiple line telephones, copier, fax machine, scanner, desk top computer and others; accurately keyboard at an acceptable rate; produce newsletters, public service announcements, news releases and other items within strict timetables; creatively address tasks and challenges and to work on multiple tasks simultaneously and with interruption; create and maintain effective working relationships and to relate to and work with an aging clientele pleasantly and courteously and to adapt to mood and personality changes sometimes associated with medications; work with and supervise the work of volunteers; communicate effectively orally and in writing; lift up to 35 pounds and move partitions and tables and set up rooms for various activities; respond effectively in emergencies and to mediate disputes.~~

Knowledge of: City policies and procedures, applicable Federal, State and local laws, rules, and regulations; professional office practices and procedures; municipal records retention procedures, and techniques; research techniques and data compilation; business arithmetic; standard principles and practices of basic clerical accounting and bookkeeping.

Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

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 and members of the public.

Strong working knowledge of: professional office practices, procedures and equipment, including, but not limited to: computers; records and databases; spreadsheets; Microsoft Office Suite including Excel; desktop publishing and industry applications/programs such as Pagemaker 6.0 and later, Photoshop, and others.

Ability to: perform moderately difficult clerical duties; draft a wide variety of documents; efficiently and effectively enter data/information into a computer system with speed and accuracy, maintain records and prepare

reports. Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, scanner, multi-line telephone etc.

Must be able to professionally communicate clearly and effectively, with a wide variety of people, including, but not limited to: other employees and members of the public, representing diverse education and backgrounds, utilizing well-developed communication skills, both written and oral, with appropriate use of business English, including, but not limited to: correct grammar; vocabulary; letter composition; editing; spelling; and punctuation. Ability to produce newsletters, public service announcements, news releases and other items within strict timetables. Must be able to respond in a diplomatic and confident manner to upset individuals; handle sensitive material with a calm, professional, friendly and patient demeanor; and to understand, provide and follow instructions.

Ability to routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to understand and execute complex oral or written instructions; apply extensive or obscure guidelines to a wide variety of work situations; perform a variety of basic mathematical computations with ability to read, interpret and analyze documents and translate analyzed information into reports. Ability to read, research, interpret, apply and explain rules, regulations, policies, and procedures. Must possess ability to identify and define problems, establish facts and draw valid conclusions.

Ability to work with self-direction and limited direction or oversight; maintain sustained attention to detail, formulate goals, and work under timeline pressures; prioritize workload; manage multiple tasks with competing deadlines; handle stressful situations, and complete work quickly and accurately while managing multiple interruptions. Strong analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands, including, but not limited to, responding effectively in emergencies and to mediate disputes.

Ability to establish, facilitate, and maintain effective working relationships with other employees, community/educational organizations, and other members of the public; to consistently demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; to adapt to mood and personality changes sometimes associated with medications; to train, assist and/or oversee the work of subordinate and/or volunteer staff; demonstrate a willingness to complete a wide variety of

tasks as needed with minimal direction or oversight. Ability to positively receive feedback and take direction is essential.

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

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

Ability to move partitions and tables and set up rooms for various activities; and work extended hours as necessary. to carry out the responsibilities and functions of the position.

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. Frequently needs to move inside the office to access file cabinets, office machinery, etc. Constant use of both hands in reaching/handling/grasping/~~fingering~~**keyboarding or other fine motor skill manipulation** while performing duties operating on computers. Occasional heavy work includes lifting and carrying up to ~~20~~ **35** pounds. Occasionally ascends/descends stairs and ladders **and uneven terrain** while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. May work in remote locations or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: Works directly with ~~elderly people~~ **individuals** who may have various health issues. **May come in contact with individuals who are irate, upset, emotionally disturbed, or uncooperative.** ~~associated with aging.~~ May work evenings, weekends and/or split shifts.

LICENSES, REGISTRATION AND CERTIFICATE: Must possess and maintain a valid Washington State Driver's License. ~~Obtain~~ Possess and maintain a Basic First Aid/CPR certificate and Food Handler's Permit within six **(6)** months of employment.

MINIMUM CLASS REQUIREMENTS: ~~Any combination of education and experience equivalent to completion of high school~~ **High school diploma or GED** and two **(2)** years of general office/**clerical support** ~~experience including desktop~~

publishing. Experience working with the elderly, youths and/or volunteers is preferred. ~~highly desirable~~.

* Title change from Senior Center Assistant 4/23

* Replaces Senior Center Clerk - Class Code 7110

FLSA STATUS: Non-Exempt

ADOPTED DATE: 8/03

REVISED DATES: 7/10; 4/23

TITLE CHANGES: _____

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER



YAKIMA PUBLIC SAFETY COMMUNICATIONS CENTER

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

MEMORANDUM

August 29, 2022

To: Fire and Police Civil Service Commissioners

From: Erica McNamara, Public Safety Communications Manager

Re: Proposed Changes to the Communications Division Office Assistant

Due to recent revisions of job classifications within the SunComm division, a review of the Communications Division Office Assistant was also completed.

This review provided an opportunity to take a more critical look at the classification and revise it to define the duties and essential functions of the Communications Division Office Assistant more clearly. Many of the revisions pertain to the addition of duties for the State 911 contract. This position is required to prepare the State of Washington Coordinator Professional Development budget, submit the monthly reports for excise tax revenue and reports all travel and authorized travel for reimbursement. Additionally, this classification has taken on the role of assisting with updating user information for division software and providing data and reports as needed to fulfill requests.

This classification revision is solely to better define the responsibilities required by the position; 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**

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| CODE: 18101 TITLE: Communications Division Office Assistant Rev: <u>3/203/23</u> |
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DEFINITION: Under limited supervision, performs a variety of responsible, administrative-oriented office functions for the Public Safety Communications Division. Works in support of state and local government, public safety communications. Functions and as the custodial record keeper for the division, ~~the legal community~~ Work is of consequential nature involving complex procedural or specialized substantive tasks; operates one or more types of office or specialized equipment in conjunction with work; applies substantial independent judgment and discretion, and is provided considerable latitude in making responsible decisions, resolving unusual problems, and interpreting extensive federal, state, and local guidelines, regulations, and policies in order to complete the work; performs related work as required. ~~Shall learn~~ **Performs** highly specialized tasks, which are technical and confidential in nature. May monitor or coordinate the activities of board members, management staff, and employees.

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| DUTIES |
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ESSENTIAL FUNCTIONS: Using established operational guidelines, provides information on office policies and activities to the public and staff members on request; provides detailed responses to information requests about programs and activities of the division using available reference materials and personal knowledge. Schedules meetings, prepares agendas and takes minutes for distribution of public safety non-technical and technical meetings. **Assists in the preparation and administering the budget for the boards;** relays instructions and messages from a superior. **Facilitates the preparation of division contracts.**

Recommends new or revised departmental policies and procedures; coordinates and assists in policy implementation; updates affected policy and procedure manuals; supports, and monitors compliances of approved changes in policies and procedures, affecting public safety communication security assigned functions; collects, enters and reviews data as necessary to assist division in compliance with regulatory agencies **including the** Federal Criminal Justice Information (CJIS), Association of Public-Safety Communications Officials/National Emergency Numbering Association (APCO/NENA) recommendations, physical security policies, multiple budgets, agency billing, and complying with the use of E911 revenue. **Prepares the State of Washington Coordinator Professional Development (CPD) budget and contract; submits monthly reports for excise tax revenue, reports all approved travel and authorized travel for reimbursement.**

Performs varied office administrative tasks in relieving the division manager of important details; types a variety of materials, including detailed reports for internal and external reproduction and distribution; provides reports and support to user agencies, investigates complaints and provides statistical data as needed.— ~~is~~ Responsible for the development, organization and maintenance of division files and records of a complex and confidential nature, such as budget and financial records, personnel records, public and public safety databases; performs detailed research projects based on general data from a supervisor; compiles supportive data for projects to aid the manager in making decisions; assists with updating user information for division software. independently performs follow-up action to assignments.

Maintains a significant segment of office activity or function through independent responsibility; exercises considerable judgment and makes technical decisions in accordance with policies and procedures of the division.

Works closely with Public Records Officer regarding public disclosure requests. This position holds the primary responsibility for the coordination, distribution and completion of the division's public disclosure responsibilities; maintains a variety of public safety communications systems databases, prepares reports for distribution from these systems; assists with maintaining and recording the work activities of various units within the division; processes all expenditures, assists in preparation and monitors budget activity using the City's computerized system including checking and sorting invoices, receipts, warrants, etc., preparing data for budget, helping monitor budget., ~~is~~ may perform as the payroll timekeeper for the division.

Contributes to the effective administration of City government and the telecommunications center 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: modern clerical practices and office principles, practices and techniques; general accepted accounting principles (GAAP) and appropriate arithmetic functions; organization, functions and activities to which the work relates; and public relations techniques.

Thorough knowledge of department rules, regulations, policies and procedures. Knowledge and understanding of laws, codes, ordinances and regulations regularly utilized within a public safety environment including but not limited to Commission on Accreditation for Law Enforcement Agencies (CALEA).

Knowledge of techniques and strategies for the collection and/or dissemination of sensitive and/or complex 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.

Must have strong working knowledge of industry software and applications; Microsoft Office Suite including Excel.

Must possess well developed clerical skills including but not limited to: the effective use of business English, grammar, punctuation, composition, filing and records systems; and basic law enforcement terminology. Ability to obtain information, maintain and destroy records in accordance with public records retention schedules.

Ability to: understand and execute complex oral and written instructions; anticipate division requirements; interpret and apply basic to medium complexity laws, codes, policies and procedures related to work assignments; apply extensive or obscure guidelines to a wide variety of work situations; express ideas clearly and concisely, orally and in writing; and establish facilitate and maintain effective and courteous working relationships with employees, city officials, the public, other federal, state and local agencies, and others. Must be able to perform typing, database entry, research various public safety managerial information systems (MIS), Computer Aided Dispatch (CAD), logging recorder, and operate various secure and unsecured computer systems, word processing, spreadsheets and database work at an acceptable level of proficiency, as required by the position.

Ability to work independently with self-direction and limited instruction or oversight; use initiative and independent judgment within established procedural guidelines maintain sustained attention to detail and work under timeline pressures; prioritize workloads for self and subordinate staff as necessary to manage multiple tasks with competing deadlines. Ability to provide guidance or training to others. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

Ability to consistently and continually provide exceptional customer service including but not limited to demonstrating professionalism, tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards. Must

routinely and regularly maintain a high degree of confidentiality and discretion through all forms of communication. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service. Ability to positively receive feedback and take direction is essential.

Ability to, collect and review information and make logical decisions and recommendations. Must be able to efficiently and effectively enter information into a computer system with speed and accuracy. Ability to operate standard office equipment such as personal computers fax machine, copy machine, calculators, telephones, and various audio-visual equipment. Ability to effectively and efficiently work in various software programs, industry applications, and Microsoft Office Suite including Excel.

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

Ability to maintain annual training requirements of the position, including but not limited to City mandatory training requirements. 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/~~fingering~~**keyboarding and other fine motor skill manipulation** while performing duties and operating on computers. Occasional heavy work includes lifting and carrying up to 50 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. Must be able to distinguish color and maintain long-term and short-term memory at 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: May come in contact with individuals who are irate, upset or emotionally disturbed. Work is performed indoors and includes long periods in a seated position in a secured, windowless office. Frequent extension of work day to meet deadlines; works in a high stress environment of

emergency communications, at times may be required to work abnormal shifts because of the requirements in the 24-hour operation of the division.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License, First Aid/CPR Card and ACCESS certification to be obtained within six (6) months of hire and maintained thereafter.

MINIMUM CLASS REQUIREMENTS: High school diploma or equivalent plus three (3) years of progressively responsible office clerical experience. Associate degree, Vocational Certification or higher may substitute for up to two (2) years of required work experience. Experience in public safety or public safety communications is preferred. Must successfully pass applicable pre-suitability testing, background checks, security clearance, polygraph, and psychological evaluation.

FLSA STATUS: Non-Exempt

ADOPTED DATE: 2/01

REVISED DATES: 11/10; 12/14; 3/20; 3/23

TITLE CHANGES:

UNION: NON-UNION - IAFF PERS

CIVIL SERVICE STATUS: FIRE



**129 N Second Street
Yakima, WA 98901**



MEMORANDUM

To: Charter Civil Service Commission

From: John Carney, IT Services Manager

CC: Debbie Korevaar, Chief Examiner

Date: March 27, 2023

**Subject: Consideration of New Classification IT Services Jr. Full Stack Developer (2127)
and Revision of IT Services Telecommunications Network Analyst (2125)**

The IT Services Division has opened recruitments several times in an attempt to attract a Full Stack Developer to the City of Yakima. Unfortunately, these recruitments have been unsuccessful; therefore, we have worked with our Chief Examiner to create a lower-level classification. The IT Services Jr. Full Stack Developer classification will require less training and experience, thus qualifying a wider range of candidates. This position has been designed to provide support to the current Senior Full Stack Developer (and eventually a Full Stack Developer) while allowing a successful candidate the opportunity to gain experience within the City of Yakima. This additional experience and training will eventually allow for more successful recruitment efforts for the higher-level classifications. It is our intent that over the years this will offer a career ladder that will benefit both the City and its employees.

The Chief Examiner has performed an internal salary review and it is recommended this position be allocated to Pay Code 21.0 (\$29.97-\$36.00). This allocation places it laterally to the IT Services Senior Client Services Technician.

I am also proposing a revision to IT Services Telecommunications Network Analyst. Based on changes in technology, the attached updates and title change to IT Services Network Analyst more accurately reflect the current expectations of this position.

Thank you for your consideration.

Providing Information Services to the City of Yakima

Business Phone: 509.575.6098

Business Fax: 509.249.6835

**CITY OF YAKIMA
CLASS SPECIFICATION**

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|-------------------|--|------------------|
| CODE: 2127 | TITLE: IT Services Jr. Full Stack Developer | EST: 4/23 |
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DEFINITION: Under general supervision of the Information Technology (IT) Services Manager or designee, will assist in the development and maintenance of City web-based services; implements and analyzes program effectiveness; coordinates the collection and analysis of data and other information. Works to ensure website offers modern functionality and is esthetically pleasing and user friendly. Supports monitoring efforts and works in compliance with local, state and federal standards, rules, regulations and requirements.

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| DUTIES |
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Assists in creation and documentation of procedures and protocols for the ongoing development and maintenance of the City website, web-related services and Intranet. Consults with departments, divisions, consumers and users to troubleshoots issues, concerns and requests. Provides technical support and training on web development, privacy and security. Assists in planning, designing, development and consistency of website and its content.

Supports other IT employees in identifying website consumer and user needs; develops, prioritizes, plans, facilitates and evaluates projects and related work activities to address needs. Prepares plans and/or presents materials of a technical nature at meetings that include personnel unfamiliar with technical processes, procedures and jargon. Contributes to ensuring user groups are updated timely on projects, timelines, budget status and changes.

Coordinates data content to web-compatible format including maps, photographs and images. Works to ensure ease of website navigation through web architectural design.

Troubleshoots problems with servers and software; coordinates with network personnel on hardware and software issues affecting website functionality. Acts as a resource and provides guidance/information to other staff on web-related issues and service; provides technical support or direction; facilitates problem resolution. May assist, train, mentor and/or oversee work of team members and subordinate staff as appropriate.

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

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

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

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

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

Assists with creating, updating, and communicating policies, tasks, workflows and systems as assigned.

May provide back-up for and/or assist other IT Services personnel.

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

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of: organizational needs; services; website design and management; development software including PHP, Wordpress, JavaScript and others as may be needed; principles of project planning coordination and leadership; time management; project coordination; coaching, counseling and motivation; group dynamics; and, program and process evaluation.

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

Knowledge of applicable federal, state and city laws and ordinances, and City of Yakima policies and procedures. Knowledge of best principles and techniques of work flow and systems analysis; record keeping systems, processes, and practices; municipal records retention procedures, and techniques. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

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

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

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

Ability to understand and execute complex oral or written instructions; apply extensive or obscure guidelines to a wide variety of work situations; lead and coordinate the development, coordination and completion of plans, programs and initiatives; clearly and concisely present complex information in both written and verbal formats to people with different technical knowledge and expertise. Must possess the ability to make informative and persuasive presentations to individuals and groups, and participate in public meetings. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

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

complex problems and data; establish facts; draw valid conclusions; and implement solutions.

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

Ability to establish, facilitate, and maintain effective working relationships with vendors, grantors, other employees, public officials, other government agencies, and members of the public; to consistently demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; train, coach, mentor, plan, organize, and evaluate the work of subordinate staff; provide leadership and constructive feedback to subordinates; develop and implement modern auditing and accountability methods, procedures, forms and records; demonstrate a willingness to complete a wide variety of tasks as needed with minimal direction or oversight; 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 cooperatively as a supportive team member and adhere to the department's values including, but not limited to: customer focused, teamwork, positive communication, and accountability in a punctual, regular and reliable manner.

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

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

PHYSICAL DEMANDS: Work is primarily performed in an office environment while sitting or standing at a desk or computer terminal for extended periods of time. Constant use of both hands in reaching/handling/grasping/ keyboarding and other fine motor skills manipulation while performing duties operating computers, objects, tools or controls and while reaching with hands and arms. Occasionally may lift and carry items weighing up to 25 pounds. Occasionally needs to move around office to access file cabinets, office machinery, to consult or assist others, or other reasons. Occasionally ascends/descends stairs and ladders while maintaining balance. Continuous use of senses including: feeling; talking; hearing; and, seeing while performing duties and communicating with co-workers, general public, and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory to retain and utilize complex/detailed information. Requires stooping, bending, reaching, pulling, lifting, sitting and driving a motor vehicle. May work outside, in remote locations or in noisy work

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

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

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

MINIMUM CLASS REQUIREMENTS: High school diploma or GED and two (2) years progressively responsible experience in business/corporate website development. Vocational, Associate, Bachelor's degree or education towards a degree/certification in computer science, application development, or a related field from an accredited college or university may substitute for the required experience on a month to month basis. Bachelor's degree in business, public administration, or a related field from an accredited college or university may substitute for one (1) year of experience.

Experience with websites within the State of Washington is preferred.

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

FLSA STATUS: NON-EXEMPT
ADOPTED DATE: 4/23
REVISED DATES: _____
TITLE CHANGES: _____
UNION: AFSCME
CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATION**

| |
|---|
| CODE: 2125 TITLE: IT Services Telecommunications Network Analyst ESTREV. 2/20174/23 |
|---|

DEFINITION: Under general supervision, is responsible for the design, implementation, maintenance, documentation and management of the City's ~~voice telecommunication~~ networks and systems. Performs routine installation, troubleshooting, maintenance and repair on various telecommunications and network equipment to coincide with requirements from all City facilities, ~~telephone, voice mail and data communications equipment as needed~~. Works with and provides backup as needed for the City's Network Services Engineer in maintaining, planning, coordinating and implementing the City data network infrastructure. Work may be highly confidential and is performed with considerable latitude for independent judgment and decision making and is reviewed through performance evaluations, user comments, observation, and results achieved.

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| DUTIES |
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ESSENTIAL FUNCTIONS: Performs all tasks associated with maintaining the City's ~~voice~~ telecommunications infrastructure. Provides technical evaluation and recommendations on changes, upgrades and enhancements to the City's ~~telephone network~~ systems.

Work with the Network Services Engineer and IT Services Systems Administrator on the maintenance and administration of security systems; diagnose, upgrade and replace equipment; add services; troubleshoot and relieve network and connectivity problems; design, develop, install and maintain the City's network infrastructure; design and implement network security systems; analyze service and application needs; manage and monitor work performed by contractors; provide staff and user training on a variety of networking, security and technical topics;. Provides coverage for the Network Services Engineer and IT Services Systems Administrator in his/her absence.

Maintains the City's telephone call accounting system. Provides reports and research as required. Maintains the 911 database to ensure City's phone numbers provide correct information during emergency calls.

Constantly reviews the City's teleco provided services to ensure the most cost effective solution are employed and unused or unneeded services are discontinued.

Consults with users on their voice communications needs and telephone system configuration. Researches available telecommunications services to meet the needs/requests of the City's users.

Assists in departmental planning, budgeting, scheduling, and development of short and long range goals. Performs such functions within assigned scope of responsibilities including a yearly plan which identifies potential projects, suggested priorities, and implementation plans. Participates in development of new procedures and makes recommendations which could result in City policy changes.

Assesses applicability of new technology to City's systems and makes recommendations regarding the adoption or rejection of new technologies supporting the City's technological plans. Reviews requests for telephonic equipment and services, makes purchasing recommendations. Works closely with management and other technical staff in developing new technological and operational procedures.

Provides on-going, day-to-day support of operations by being a resource to other employees; provides a high level of knowledge and skill of the equipment, policies, procedures and techniques to handle issues as they arise.

May need to perform any/all duties of the Telephone Technician classification. Serves as a lead by providing direction and leadership to the Telephone Technicians. May assign, prioritize and monitor work. Provide training and assist in developing and implementing procedures ~~that to~~ encourage consistency and ensure the smooth operation of the Division. Provides information and feedback to Supervisor and/or Manager on subordinate performance and contributes to performance evaluation process.

Works closely with all Information Systems staff and users in planning, implementing, and maintaining ~~telephone and networking~~ **and other telecommunication** activities. Ensures essential communications are provided in scheduling maintenance and upgrades including any necessary system downtimes, both anticipated and unanticipated.

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

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of: ~~telephone and network~~ infrastructure in an enterprise level environment including cabling, equipment, services, and network; current industry standards and best practices; **applicable federal, state and city laws and ordinances;** City policies and procedures.

Knowledge of effective leadership and supervisory practices, principles and techniques; best principles and techniques of time management, work flow and systems analysis; record keeping systems, processes, and practices; municipal records retention procedures, and techniques. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

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

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

Ability to: answer inquiries by telephone, computer or in person. Must be able to communicate clearly and effectively, with employees, vendors 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 including but not limited to correct grammar, vocabulary, letter composition, editing, spelling, and punctuation.

Ability to analyze and identify ~~user telephonic and network~~ requirements and select appropriate hardware, software, and services to meet those requirements. Ability to identify and resolve ~~telephone and network~~ **and other telecommunication** related problems.

Ability to lead and coordinate the development, coordination and completion of plans, programs and initiatives; clearly and concisely present complex information in both written and verbal formats to people with different technical knowledge and expertise. Must possess the ability to make informative and persuasive presentations to individuals and groups,

and participate in public meetings. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

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

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

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

Ability to: understand and execute complex oral or written instructions; apply extensive or obscure guidelines to a wide variety of work situations; ~~express ideas clearly and concisely, verbally and in writing;~~ organize and set priorities for work in a public environment with frequent interruptions while providing excellent customer service.; ~~establish and maintain effective working relationships; coordinate efforts among the various divisions.~~

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

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

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

~~Ability to: answer inquiries by telephone, computer or in person; communicate effectively with all levels of staff as well as City officials, employees, vendors and the public, and to establish and maintain effective working relationships with persons from widely diverse backgrounds; operate a variety of office machines and other equipment including but not limited to personal computer and various computer systems, telephone, radio, copy and fax machines.~~

~~Ability to: work independently with minimal direction; maintain sustained attention to detail and work under timeline pressures; prioritize workload; manage multiple tasks with competing deadlines. Excellent analytical and organizational skills are essential.~~

PHYSICAL DEMANDS: Work is primarily performed in an office environment while standing or sitting at a desk or computer terminal for periods of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Occasionally needs to position self to maintain computers, including under the desks and server closet. Constant use of both hands in reaching/handling/grasping/~~fingering~~ **keyboarding and other fine motor skills manipulation** while performing duties and operating on computers. Heavy work includes lifting 50 pounds occasionally and/or 25 pounds frequently to move objects. Occasionally ascends/descends stairs and ladders while maintaining balance. May work alone, with other, in remote locations or in noisy work area. Work may require working in restricted places and may be exposed to weather extremes, dust, dirt, bugs, spiders, vermin, **animals, insects,** and/or electrical hazards. Constant use of all senses including feeling/talking/ hearing/seeing while performing duties and while communicating with co-workers, general public, and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. May work outside, in remote locations or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: ~~Duties may require working in restricted places and include exposure to weather extremes, dust, dirt, bugs, spiders and vermin.~~ May **come in contact with irate, upset, emotionally disturbed or uncooperative individuals.** May be required to carry a cell phone or paging device and respond to technological or operating problems during after-work time, on weekends or on holidays. May be required to be in an ~~On-Call~~ status with limits

on travel and social activities. May work closely with the Public Safety Departments and, thereby, be exposed to highly confidential and, sometimes, disturbing information. ~~Must pass a background investigation.~~

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

MINIMUM CLASS REQUIREMENTS: High school diploma or GED and Graduate of an accredited two (2) college or technical/vocational school with major in telecommunications or other related information technology degree. Must have a minimum of five (5) years of telecommunications experience to include analog/digital and IP telephony and voice over data networking. A Bachelor's Degree in a related information technology subject may substitute for education and two (2) years of the required experience. Two (2) years of additional experience in an enterprise level IT environment (similar to the City's) with network and telephone responsibilities may substitute for advanced educational requirements.

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

FLSA STATUS: NON-EXEMPT
ADOPTED DATE: 02/2017
REVISED DATES: 4/23
TITLE CHANGES: _____
UNION: AFSCME
CIVIL SERVICE STATUS: CHARTER

*Previously Telecommunications Network Analyst



Wastewater / Stormwater Division

2220 E. Viola Avenue
Yakima, WA 98901

DATE: March 28, 2023
TO: Yakima Charter Civil Service Commission
FROM: Mike Price, Wastewater/Stormwater Manager
RE: Revision of Wastewater Maintenance Specialist I (8731), Wastewater Maintenance Specialist II (8732), and WWTP Process Control Supervisor (15102)

The Wastewater/Stormwater Division is requesting your consideration of revisions to the Wastewater Maintenance Specialist I (8731), Wastewater Maintenance Specialist II (8732), and the WWTP Process Control Supervisor (15102) job classifications.

The proposed revisions to the Wastewater Maintenance Specialist classifications are prompted by language within the classifications allowing for promotions to occur "without further competition". This language and process is not consistent with the Yakima City Charter which states: "**All appointments to and promotions to positions in the classified civil service of the City of Yakima shall be made solely on merit, efficiency, and fitness, which shall be ascertained by open competitive examination and impartial investigation.**"

This necessary update has provided an opportunity to review all three of these classifications in their entirety, and additional changes are being proposed in each classification at this time for consistency with other class revisions across the City, as well as to more accurately define the expectations of the jobs. The proposed revisions better identify and clarify the knowledge, skills and abilities necessary to perform the essential functions.

There are no proposed changes to the pay allocations, as there are no substantial changes to the minimum requirements, nor the authority and responsibility levels of the positions.

Thank you for your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 8731 **TITLE:** Wastewater Maintenance Specialist I **Rev.** 11/104/23

DEFINITION: Under close supervision, performs work in the maintenance and repair of the City wastewater and stormwater collection systems. **This is an entry level position in the Wastewater Maintenance work group. Employees are expected to proactively seek the knowledge, experience, and certifications required to advance to the Wastewater Maintenance II classification.**

DUTIES

ESSENTIAL FUNCTIONS: Under close supervision, assists in the systematic checking, **repairing** and cleaning of wastewater and stormwater collection systems.

Assists in response to emergency blockages and takes corrective action to reduce blockages. ~~May o~~**Operates a variety of hand tools,** construction equipment, inspection equipment, hydro-cleaning equipment, mechanical cleaning equipment, pumps, lift stations and diagnostic equipment.

Assists in construction, ~~and repairs~~ **and improvements** made to ~~drain conveyance piping, raising or lowering manholes, lift stations to street grade, and inspecting~~ wastewater and stormwater ~~facilities lines. Makes street cuts using concrete saw, asphalt grinder and/or jackhammer.~~ **Assists with installing shoring devices or other safety measures to comply with trench safety procedures and Best Management Practices (BMP's).** Selects tools and gathers materials ~~for to complete work assignments~~**work at hand. Enters confined spaces and assists with the proper installation of confined space entry equipment and procedures.**

~~Assists with i~~**Installs** traffic signing and control devices; may flag traffic through work zone.

Contributes to the effectiveness of the Wastewater Division and the City of Yakima, by exhibiting 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 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: ~~Some~~ Knowledge of wastewater and stormwater collection systems operations, maintenance and rehabilitation including types of departmental equipment and materials used; and safe techniques and procedures for the appropriate use of materials, hand tools, power tools, and equipment necessary. Able to perform hard physical work, and deal tactfully with the public, coworkers and supervisors. Ability to read wastewater and stormwater maps and charts.

Knowledge of city, state and federal traffic laws, rules and regulations with ability to direct traffic utilizing proper flagging processes and procedures. Ability to recognize traffic hazards and other potential safety concerns.

Knowledge of time management and work flow practices, record keeping and retention processes, and practices. Knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Working knowledge of office equipment and applicable computer programs, including but not limited to: Microsoft Outlook, and basic internet access capabilities.

Must be able to communicate clearly and effectively, with employees, and members of the public representing diverse levels of education and background, utilizing effective communication skills, both written and oral, with appropriate use of English. Must maintain appropriate levels of confidentiality and discretion through all forms of communication.

Must be dependable; able to work independently with self-direction; maintain sustained attention to detail and work under timeline pressures; prioritize; manage multiple tasks with competing deadlines. Strong mechanical 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.

Ability to use hand and power tools including, but not limited to: a jackhammer, powered compactors and an air compressor; and operate medium to heavy equipment. Perform strenuous physical work and occasionally lift heavy equipment.

Ability to identify and analyze abnormal conditions and render a timely and appropriate course of action to correct; operate a personal computer, necessary mobile devices and other standard office equipment; read, research, understand and utilize equipment repair resources. Must

maintain accurate logs and/or records; perform basic mathematical calculations efficiently and accurately; and troubleshoot and resolve issues effectively.

Ability to establish, facilitate, and maintain effective working relationships with other employees, other departments, and members of the public, continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs.

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

Ability to maintain annual training requirements of the position, including but not limited to City mandatory training requirements. Ability to work extended hours, and standby, on-call, night and weekend hours, as needed to carry out the responsibilities and functions of the position.

PHYSICAL DEMANDS: Work is performed outside in all weather extremes and may be exposed to water, mud, dust, smoke, asbestos cement pipe, noxious odors, fumes, or chemicals, raw sewage, animals, rodents, insects, needles, drug paraphernalia, and/or traffic. Continuous use of both hands in reaching/handling/grasping/~~fingering~~ keyboarding and other fine motor skills manipulation while performing duties operating computers and other machinery. May be required to lift up to 50 pounds frequently and up to 100 pounds occasionally with the assistance of others or mechanical devices. Operates heavy vehicles, equipment and machinery. Occasionally ascends/descends stairs, ladders, uneven terrains, and inclines while maintaining balance. Physical strength and ability sufficient to perform heavy manual labor for extended periods. Frequent bending/twisting at knees/waist/neck while performing mechanical repairs, maintenance items and other duties as assigned. Frequent kneeling/crouching/crawling while making repairs in confined spaces and awkward positions. Must be able to wear safety harness and be lowered and raised with cable wench in confined spaces. May work at heights, alone, with others, or in noisy work area. May require continuous moving, sitting or standing for excessive 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. 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: ~~Exposed to adverse weather conditions, confined spaces, raw sewage, toxic and combustible gas, other chemical hazards, and traffic.~~ May come in contact with irate, upset, emotionally disturbed and/or uncooperative individuals. Required to lift objects such as manhole lids and rings weighing up to 100 pounds. Shall be subject to random controlled substances and alcohol testing, pursuant to Department of Transportation (DOT) regulations, including 49 CFR Part 40 and Section 382 of the Federal Motor Carrier Safety Regulations. May involve require standby, on-call, night and weekend work.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License. Must obtain and maintain a Basic First Aid Certificate and Traffic Flagging Certificate within (six) 6 months of hire. Must obtain/possess and maintain a valid Commercial Driver's License (CDL) with either an A or B endorsement with Air-Brake and Tank Vehicle endorsements as required by the State regulations within nine (9) months of appointment. ~~or obtain CDL permit within 30 days of hire and obtain CDL through City of Yakima training program within 90 days.~~ Must obtain Washington Wastewater Collection (WWC) I Certification from the Washington Wastewater Collections Personnel Association (WWCPA) within twenty-four (24) months of hire.

MINIMUM CLASS REQUIREMENTS: High Sschool diploma or equivalent (GED); and six three (36) month's experience in wastewater maintenance or related field such as water; irrigation; trenches; in-ground pipe operations and maintenance; pumps; lift stations, etc. Certification by the Washington Wastewater Collection Personnel Association (WWCPA) at a Specialist I level is preferred.

NOTE: ~~Upon successfully completing probation, a Wastewater Maintenance Specialist I may be promoted to Wastewater Maintenance Specialist II without further competition by obtaining certification from the Washington Wastewater Collection Personnel Association (WWCPA) at a Specialist II level or better.~~

*Replaced Sewer Maintenance Specialist I

FLSA STATUS: Non-Exempt
ADOPTED DATE: 1982
REVISED DATES: 3/90; 6/96; 2/08; 11/10; 04/13; 4/23
TITLE CHANGES: 2/08
UNION: AFSCME
CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATION**

| | | |
|-------------------|--|-------------|
| CODE: 8732 | TITLE: Wastewater Maintenance Specialist II | Rev. |
| 04/134/23 | | |

DEFINITION: Under general supervision, performs skilled work in the systematic preventative maintenance, inspection, rehabilitation and cleaning of wastewater and stormwater facilities to assure properly operating systems. Maintains records and reports, inspects and maintains lift station equipment.

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| DUTIES |
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ESSENTIAL FUNCTIONS: Under general supervision, performs ongoing preventative maintenance and rehabilitation of wastewater and stormwater pipelines and related systems to assure proper operation and flow.

Communicates technical and complex issues clearly and concisely, both orally and in writing to supervisor, co-workers, other divisions and agencies. Responds to customer inquiries and complaints regarding wastewater or stormwater overflows and stoppages.

Performs construction activities in repairing system components and may perform crew leadership and/or oversight in absence of the crew leader.

Installs safety equipment and complies with trench safety best management practices.

Performs work in confined spaces and maintains compliance with confined space entry safety requirements and permits.

Performs standard mathematical calculations necessary for evaluating ratios, volumes and efficiencies.

Responds to questions from customers, engineers and other utilities regarding wastewater and stormwater collections and distribution problems or other related issues. ~~In addition will have the ability to~~

May provide guidance, leadership, and/or assistance to, and perform any and all duties listed in-of, the Wastewater Maintenance Specialist I position. Class Specification.

Contributes to the effectiveness of the Wastewater Division and the City of Yakima, by exhibiting 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 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: wastewater and stormwater collection systems operations, maintenance and rehabilitation **including types of equipment and materials used; and safe techniques and procedures for the appropriate use of materials, hand tools, power tools, and equipment necessary.** ~~Able to record and report work performed; recognize abnormal operating conditions and select appropriate maintenance action;~~ **Ability to read wastewater and stormwater maps and charts. Able to perform hard physical work and deal tactfully with the public, coworkers and supervisors.**

Knowledge of city, state and federal traffic laws, rules and regulations with ability to direct traffic utilizing proper flagging processes and procedures. Ability to recognize traffic hazards and other potential safety concerns.

Knowledge of effective leadership practices, time management and work flow practices, record keeping and retention processes, and practices. Knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Working knowledge of office equipment and applicable computer programs, including but not limited to: Microsoft Outlook, and basic internet access capabilities.

Must be able to communicate clearly and effectively, with employees, and members of the public representing diverse levels of education and background, utilizing effective communication skills, both written and oral, with appropriate use of English. Must maintain appropriate levels of confidentiality and discretion through all forms of communication

Must be dependable; able to work independently with self-direction; maintain sustained attention to detail and work under timeline pressures; prioritize; manage multiple tasks with competing deadlines. Strong mechanical 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.

Ability to use hand and power tools including, but not limited to: a jackhammer, powered compactors and an air compressor; and operate medium to heavy equipment. Perform strenuous physical work and occasionally lift heavy equipment.

Ability to identify and analyze abnormal conditions and render a timely and appropriate course of action to correct; operate a personal computer, necessary mobile devices and other standard office equipment; read, research, understand and utilize equipment repair resources. Must maintain accurate logs and/or records; perform basic mathematical calculations efficiently and accurately; and troubleshoot and resolve issues effectively.

Ability to establish, facilitate, and maintain effective working relationships with other employees, other departments, and members of the public, continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs.

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

Ability to maintain annual training requirements of the position, including but not limited to City mandatory training requirements. Ability to work extended hours, and standby, on-call, night and weekend hours, as needed to carry out the responsibilities and functions of the position.

PHYSICAL DEMANDS: Work is performed outside in all weather extremes and may be exposed to water, mud, dust, smoke, asbestos cement pipe, noxious odors, fumes, or chemicals, raw sewage animals, rodents, insects, needles, drug paraphernalia, -and/or traffic. Continuous use of both hands in reaching/handling/grasping/~~fingering~~ keyboarding and other fine motor skills while performing duties operating computers and other machinery. May be required to lift up to 50 pounds frequently, and up to 100 pounds occasionally with the assistance of others and/or mechanical devices.—Operates heavy vehicles, equipment and machinery. Occasionally ascends/descends stairs, ladders, uneven terrains, and inclines while maintaining balance. Physical strength and ability sufficient to perform heavy manual labor for extended periods. Frequent bending/twisting at knees/waist/neck while performing mechanical repairs, maintenance items and other duties as assigned. Occasional kneeling/crouching/crawling while making repairs in confined spaces and awkward positions. Must be able to wear safety harness and be lowered and raised with cable winch in confined spaces. May work at heights, alone, with

others, or in noisy work area. May require continuous moving, sitting or standing for excessive periods of time. Continuous use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with co-workers, 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 job functions.

UNUSUAL WORKING CONDITIONS: ~~Exposed to adverse weather conditions, confined spaces, raw sewage, toxic and combustible gas, other chemical hazards, and traffic.~~ **May come in contact with irate, upset, emotionally disturbed or uncooperative individuals.** Required to lift objects such as manhole lids and rings weighing up to 100 pounds. Shall be subject to random controlled substances and alcohol testing, pursuant to Department of Transportation (DOT) regulations, including 49 CFR Part 40 and Section 382 of the Federal Motor Carrier Safety Regulations. **Requires standby, on-call** night and weekend work.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License. Must possess and maintain a Basic First Aid Certificate and Traffic Flagging Certificate. Must possess and maintain a valid Commercial Driver's License (CDL) with either an A or B endorsement with Air-Brake and Tank Vehicle as required by the State regulations. Shall possess certification by the Washington Wastewater Collection Personnel Association (WWCPA) at a Specialist II level or better at time of appointment. ~~Certification at a Specialist II level is preferred.~~

MINIMUM CLASS REQUIREMENTS: High school diploma or equivalent (GED) and one (1) year wastewater maintenance experience in a community with a minimum service population of 20,000.

*Replaced Sewer Maintenance Specialist II

FLSA STATUS: Non-Exempt
ADOPTED DATE: 2/82
REVISED DATES: 3/90; 11/95; 6/96; 2/08; 11/10; 04/13; 4/23
TITLE CHANGES: 2/08
UNION: AFSCME
CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATION**

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| CODE: 15102 TITLE: Wastewater Treatment Plant Process Control Supervisor Rev. 11/104/23 |
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DEFINITION: Under ~~general-limited~~ direction, analyzes complex data, spreadsheets, information logs, processes, lab results, and various forms and documentation; creates reports; and leads coordinated efforts of subordinate staff to adjust, operate, and maintain appropriate levels of process control. ~~coordinates wastewater treatment plant operations as the designated operator-in-charge~~ Coordinates maintenance activities with Plant Maintenance Supervisor. Supervises, leads, trains, and evaluates the work and performance of subordinate staff. Work is evaluated through direct observation, regular review, and annual performance evaluations.

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|---------------|
| DUTIES |
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ESSENTIAL FUNCTIONS: Supervises the operations of a wastewater treatment plant; helps evaluate, plan, prioritize and coordinate maintenance of plant equipment and process structures; prepares and maintains reports, logs and files necessary for plant operations and as required by regulations; assures compliance with State and Federal regulations; establishes employee work schedules; recommends laboratory test schedules to meet National Pollutant Discharge Elimination Systems (NPDES) permit requirements and requests laboratory tests to guide process control strategy and diagnose process difficulty; monitors and analyzes lab test results; leads the operator process control team's efforts in process analysis, forecasting trends, observing anomalies, troubleshooting problems and directing process improvements; ~~requirements, troubleshooting problems and making appropriate adjustments;~~ ~~e~~Conducts weekly process team meetings; prepares and distributes minutes; maintains and analyzes historical process data and researches technical literature to help guide process strategy; assures compliance with NPDES permit and prepares necessary reports and other written correspondence; completes and signs the monthly Discharge Monitoring Report as required by the Environmental Protection Agency and the Washington State Department of Ecology.

Assures ~~that~~adequate staff training is received on equipment and related control system operation; safety, regulatory issues, process control, supervisory practices and principles and other ~~interpersonal~~performance related issues.

Participates as member of Division Safety Committee; investigates accidents and responds to employee safety and health concerns; assures compliance with

Washington Industrial Safety and Health Act -(WISHA), and other regulatory agency rules, helps Assists with developing written policies and/or procedures as described by regulations.

Responsible for addressing safety concerns related to bio-terrorism, security, and federal emergency management. In accordance with the Bio-Terrorism law, actively monitors for and works to ensure the security of the wastewater treatment plant and wastewater collection system. Complies with the National Incident Management System.

Conducts staff meetings with operations group; works to maintain positive, two-way communication process and strives to achieve consensus on important organizational issues; facilitates teamwork between work groups.

~~Leads or participates in new employee hiring and promotional processes including testing, interviewing and orientation;~~ Makes recommendations to management regarding personnel matters such as hiring, evaluations, training, discipline and termination; evaluates performance and prepares probationary and annual evaluations timely, professionally and proficiently; provides evaluations and supervision, leadership and guidance for Chief Operators,; ~~implements disciplinary procedures as appropriate; Oversees vocational rehabilitation and Opportunities Industrialization Center (OIC) job training programs.~~

With Assistant Superintendent, directs the biosolids management program through the activities of the Biosolids Chief Operator, including, but not limited to, fulfilling biosolids laboratory testing, record keeping, reporting, and other requirements to maintain compliance with the Department of Ecology General Biosolids Permit. particularly in regards to agricultural site evaluation and biosolids application, interaction with farmers, regulators and interested citizens, and biosolids quality issues.

Maintains and archives a variety of records.

Coordinates plant operations with construction activities; recommends future capital improvements to facilities; provides budgetary input; interviews vendors regarding equipment and materials; reviews purchase orders for proper cost accounting; conducts tours of facilities; participates in public relations programs.

Contributes to the effectiveness of the Wastewater Division, and the City of Yakima, by exhibiting actions and an attitude to project, encourages and reinforce 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: Must possess knowledge of: City of Yakima policies, rules and regulations; State and Federal regulations pertaining to wastewater treatment; the operation and maintenance associated with secondary wastewater treatment systems; telemetering systems; Training/education in various scientific fields is desirable.

Knowledge of Bio-Terrorism, Security and Federal Emergency Management risks, rules, guidelines and laws. Knowledge and understanding of National Incident Management System.

Knowledge of best principles and techniques of supervision and leadership; 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.

~~documentation of records and reports; supervisory principles and techniques associated with personnel supervision and work scheduling. Skill in facilitating and coordinating team based efforts. Training/education in various scientific fields is desirable. Ability to persuasively present ideas.~~

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

Must be able to communicate clearly and effectively, with employees, contractors, vendors, members of the public representing diverse education and background, and with individuals at all levels of government utilizing well developed communication skills, both written and oral, with appropriate use of business English, including but not limited to correct grammar, vocabulary, spelling, and punctuation. Ability to write routine reports compose letters and other written documents as necessary.

Ability to effectively supervise assigned work groups; identify training needs and provide necessary training; interpret, follow and enforce regulations; investigate accidents and injuries, identify appropriate

remedial action, and correct unsafe acts or practices; perform the physical aspects of the job; operate equipment, radios, cellular telephones, computers and other job-related equipment; read and understand operations manuals, ordinances, regulations, contracts and procedures.

Ability to coach, mentor, plan, organize, assign and evaluate the work of subordinate staff; evaluate personnel performance; provide constructive feedback to subordinates; develop and implement accountability methods; 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 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 maintain files and records and prepare reports. Must possess ability to identify and define problems, establish facts and render a timely, appropriate judgment or decision within broad or specific guidelines. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

Ability to understand and execute oral or written instructions; apply extensive or obscure guidelines to a wide variety of work situations; 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 operating and maintenance instructions and procedure manuals. Must possess ability to identify and define complex problems, establish facts and draw valid conclusions.

Ability to establish, facilitate, and maintain effective working relationships with other employees, the public and contractors; to consistently and continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs. Must possess ability to interact in a diplomatic and confident manner to upset individuals. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to work cooperatively as a supportive team member and adhere to the department's values including, but not limited to: customer focused,

teamwork, positive communication, and accountability in a punctual, regular and reliable manner.

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

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

PHYSICAL DEMANDS: Work is occasionally performed in an office environment while sitting at a desk or computer terminal for periods of time or while standing for a period of time. Continuous use of both hands in reaching/handling/grasping/~~fingering~~ **keyboarding and other fine motor skill manipulation** while performing duties and operating computers. 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. May work outside in all weather extremes and be exposed to insects, **animals, rodents, needles, drug paraphernalia,** raw sewage, water, dirt, dust, noxious odors, fumes, or chemicals, solvents, oil, vibrations, and/or rough and uneven terrain. 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 functions.

UNUSUAL WORKING CONDITIONS: May encounter irate, upset, emotionally disturbed or uncooperative individuals. May be required to work some evenings, weekends and/or holidays. ~~Exposure to raw sewage, methane, chlorine, sulfur dioxide and ammonia gases; caustic materials, dust, unpleasant odors and extremes of weather. May come in contact with irate or difficult people.~~

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and **maintain** a Class IV State of Washington Water Pollution Control Plant Operators Certificate ~~at time of appointment.~~ Must possess **and maintain** a Basic First Aid Certificate **and a** ~~Must possess and maintain a valid~~ Washington State Driver's License.

MINIMUM CLASS REQUIREMENTS: Five **(5)** years of experience in a Grade III or IV Activated Sludge Water Pollution Control Plant. **Experience must include two (2) years' lead or supervisory experience** Supervisory experience is preferred.

FLSA STATUS: Exempt

ADOPTED DATE: 1979

REVISED DATES: 4/90; 7/98; 4/07; 11/10; 4/23

TITLE CHANGES:

UNION: NON-UNION TEAMSTERS

CIVIL SERVICE STATUS: CHARTER



**Office of the City Attorney
City of Yakima**

MEMORANDUM

March 28, 2023

TO: Charter Civil Service Commission
Debbie Korevaar, Chief Examiner

FROM: Sara Watkins, City Attorney

SUBJECT: Job Classification Revisions of: Legal Assistant I (10512), Legal Assistant II (10511), Legal Assistant III (10510), and Legal Department Office Supervisor (11810)

The Legal Department is requesting your consideration of proposed revisions to the Legal Assistant I (10512), Legal Assistant II (10511), Legal Assistant III (10510), and Legal Department Office Supervisor (11810) Classifications.

The Legal Assistant I and II job classifications were last updated in November 2010. The Legal Assistant III job classification was updated in August 2015. And the Legal Department Office Supervisor classification was established in January 2014 and has not been revised since that date.

The proposed revisions focus on updating the minimum qualifications, removing outdated requirements, and clarifying the duties, knowledge, skills and abilities.

The legal assistant series differ from general clerical and secretarial classes in that legal assistants support the work of attorneys, judges or equivalent. Legal assistants perform legal support functions such as: prepare legal pleadings, forms; navigate legal databases in order to meet legal deadlines; create and maintain legal files; review and identify relevant information for docketing; coordinate, schedule and calendar time sensitive dates for hearings, conferences, depositions and meetings.

The revisions to the legal assistant I and II duties reflect and define the classification duties more accurately, which are more complex in nature, and require additional education or experience in

Civil Service Commissioners
Debbie Korevaar, Chief Examiner
March 28, 2023
Page 2

a legal or judicial office environment. The previous classification for legal assistant I was based on duties performed by department assistants.

The Legal Assistant III is the highest level in the legal assistant series. Staff in this position are expected to be fully experienced in all legal office support functions and demonstrate advanced and specialized knowledge about case preparation and management needed to provide legal assistance to attorneys. Additionally, the understanding and involvement in technical aspects of procedural law, court procedures and department policy are greater for the legal assistant III. Positions at the legal assistant III level will exercise greater independent judgment and discretion in obtaining effective results and overcoming unusual problems than the legal assistant I or II.

The proposed revisions to the Legal Department Office Supervisor include the duties, responsibilities, and class requirements. Since the establishment of the Legal Department Office Supervisor in 2014, the Legal Department's staff has expanded, including the hiring of two full-time victim advocacy coordinators.

This position supervises all administrative functions of the City's Legal Department, and in coordination with the City Attorney, implements policies and procedures to provide efficient and effective overall law office management and leadership.

The classification revisions have been reviewed by the Chief Examiner. There are no recommendations for any salary changes at this time.

Thank you for your consideration.

SW/pm

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 10512
11/104/23

TITLE: Legal Assistant I

Rev.

DEFINITION: Under general supervision,; performs a variety of routine, and responsible administrative and clerical duties, providing legal support and assistance to staff members of the City Attorney's Office. Applies considerable a variety of responsible, moderately difficult clerical, accounting, or secretarial tasks within a City department; operates one or more types of office or specialized equipment in conjunction with the work; applies some independent judgment in making routine decisions, resolving normal problems, and interpreting standard guidelines and regulations in order to complete the work –

DUTIES

(Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not limited since both will vary by position and work location.)

ESSENTIAL FUNCTIONS: Receives, screens, and answers a variety of inquiries from the public, defendants, victims, witnesses, attorneys, and staff within scope of authority, by phone and in person; provides a variety of non-technical information on all aspects of the purpose and functions of the work unit of general or limited technical nature; routes calls and visitors; takes messages and complaints, and conveys them to appropriate staff. Updates library and reference material; maintains office supplies. Prepares, sorts, and distributes mail and faxes.

Types from rough drafts, assorted items, or dictating equipment, or shorthand notes a variety of letters, memoranda, reports, requisitions, forms, and other official documents; composes and types routine correspondence; proofreads and corrects grammar, spelling, punctuation, and other errors.

Performs data entry, and processes notices of designation, referrals, no charges filed (NCF's), disposition reports, address checks, and other clerical support duties as assigned.

Checks and sorts invoices, receipts, warrants, and related documents; posts data to records, or other documents; verifies posted entries, totals, or computations for accuracy; processes invoices, receipts, purchase orders, statements, claims or other documents; updates library and reference material; maintains office supplies.

~~Indexes, codes and scans applications, correspondence, records, reports, and data using a predetermined guide to identify data and documents for manual and computerized files; inputs and retrieves data and documents on request; prepares reports of summarized data.~~

Provides legal office support functions for a department or work unit serving one or more supervisory or managerial positions; takes and transcribes dictation manually or by machine; the Civil and/or Prosecution divisions; types correspondence or other official documents legal pleadings; maintains operational and confidential departmental records and files, including updating litigation files and Municipal Code books; prepares drafts reports and/or meeting agendas; composes routine or recurring correspondence; prepares and scans a wide range of documents; assists an office superior legal staff including, but not limited to: attorneys, the office supervisor and other legal assistants by performing routine administrative details duties; relays information in person, by phone, fax, or computer or other communications system; may run performs a variety of office support errands as necessary; such as for mail, books or supplies; serves and/or files court documents on attorneys or courts; serves as notary public when required.

Trains temporary office assistants in answering phone, filing, mail pickup and delivery or other duties as ~~may be~~ required.

~~Verifies appropriateness of, and processes purchase orders and related control documents for ordering or payment; maintains associated files; posts data to single entry books or ledgers by hand or machine.~~

Operates standard office equipment, including, but not limited to: a typewriter, computer, calculator, ~~billing machine~~, dictating equipment, cash register, teletype, computer terminal, two-way radio, copy/fax/scan machine, or other similar equipment in performing the duties of the position.

Contributes to the effectiveness of the Legal Department and 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, and punctual attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: ~~Knowledge of general office practices and procedures; of modern secretarial practices, as required by the position; of basic arithmetic; of the basic principles and practices of clerical accounting and bookkeeping as required by the position. Ability to perform basic arithmetical computations; to perform varied clerical tasks; to perform typing or stenographic work at an acceptable level, as required by the position; to meet and deal with the public in a pleasant and courteous manner, and at times, under stress situations; to understand and apply readily available guidelines to varied operational requirements; to operate equipment associated with the position, in a proper manner.~~

Knowledge of: City policies and procedures, legal terminology and formats, applicable Federal, State and local laws, rules, regulations and processing requirements; professional office practices and procedures; municipal records retention procedures, and techniques; research techniques and data compilation; and basic arithmetic.

Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Knowledge of techniques and strategies for dissemination of written and verbal information to a wide range of individuals, including but not limited to Judges; court personnel; attorneys; victims; pro se litigants, managers, staff, City Council, government officials, and members of the public.

Strong working knowledge of: professional office practices, procedures and equipment, including, but not limited to: computers; electronic case management systems, records and databases; spreadsheets; industry applications; Microsoft Office Suite; and Outlook.

Ability to: perform paraprofessional duties in support of attorneys; draft, process, and prepare a wide variety of legal documents; efficiently and effectively enter data/information into a computer system with speed and accuracy; maintain records and prepare reports. Ability to operate standard office equipment including, but not limited to: computer, fax machine, copy machine, scanner, telephone etc.

Must be able to communicate professionally, clearly, and effectively, with a wide variety of people, including, but not limited to: other employees, legal representatives, and members of the public representing diverse education and backgrounds; as well as 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: preparation and formatting of legal forms and documents; correct grammar; vocabulary; letter composition; editing; spelling; and

punctuation. Must be able to respond in a diplomatic and confident manner to upset individuals; handle sensitive material with a calm, professional, friendly and patient demeanor; and to understand and follow instructions.

Ability to routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to understand and execute oral or written instructions; apply routine guidelines to a wide variety of work situations perform a variety of basic mathematical computations with ability to read, and understand documents and to create reports. Ability to read, research, apply and explain basic codes, rules, regulations, policies, and procedures. Must possess ability to identify and define problems, establish facts and draw valid conclusions.

Ability to work with self-direction and limited direction or oversight; maintain sustained attention to detail, formulate goals, and work under legally mandated timeline pressures; prioritize workload; manage multiple tasks with competing deadlines; handle stressful situations, and complete work quickly and accurately while managing multiple interruptions. Strong analytical and organizational skills are essential. Must possess ability to 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 and assist subordinate staff; demonstrate a willingness to complete a wide variety of tasks as needed with minimal direction or oversight. Ability to positively receive feedback and take direction is essential.

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

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

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

PHYSICAL DEMANDS: Work is performed primarily in an office and/or legal 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 manipulation** while performing duties and operating 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 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: ~~Some positions come in contact with the public who may be irate, upset, or disturbed. Some positions may assist with moving file boxes, etc. up to 40 pounds.~~ **May come in contact with individuals who are irate, upset, emotionally disturbed, or uncooperative. Occasional extension of work day to meet deadlines.**

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License. May require the ability to become bonded as a Notary Public for the State of Washington.

MINIMUM CLASS REQUIREMENTS: ~~Any combination of education and experience equivalent to one year general office work experience.~~ **High School diploma or equivalent AND**

One (1) year of legal assistant experience in civil/criminal litigation, municipal law, and/or in direct support of an attorney or judicial officer;

OR

Legal certification(s) to include: Professional Legal Assistant (PLS); Legal Studies; Accredited Legal Professional (ALP); Certified Paralegal; or directly related.

OR

Two (2) years of professional clerical support experience;

OR

Bachelor's degree from an accredited college or university.

*Replaces Department Assistant II - 1998

FLSA STATUS: Non-Exempt

ADOPTED DATE: 1978

REVISED DATES: 7/98; 11/10; 4/23

TITLE CHANGES: 7/98

UNION: TEAMSTERS

CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATION**

| | | |
|--------------------|----------------------------------|-----------------------|
| CODE: 10511 | TITLE: Legal Assistant II | Rev. 11/104/23 |
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DEFINITION: Under limited supervision, ~~provides a variety of legal assistant support services~~ **performs moderately complex civil or prosecution legal support** to staff members of the City Attorney's Office. **Applies independent judgment in making sound decisions; evaluating and resolving problems; and interpreting rules, laws, guidelines and regulations to complete the work.**

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| DUTIES |
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ESSENTIAL FUNCTIONS: ~~Writes, prepares, proofreads various legal documents, reports, summaries, legislation, etc., demonstrating highly proficient knowledge and use of English language, grammar, spelling, and excellent writing skills; types material from oral communication, dictating equipment, and written notes; produces typed copies of such documents as letters, jury instructions and other legal documents from sample documents and general guides; answers inquiries and writes routine letters; uses computer word processing equipment.~~

Routinely perform the duties of a Legal Assistant I and must possess a moderately higher level of operational knowledge and experience in formatting and filing pleadings in municipal or superior court or higher.

Prepares, organizes, reviews, and files a variety of legal pleadings such as trial briefs, motions and orders, judgments, notices of appearance, answers to summons and complaints, depositions, affidavits, interrogatories, and subpoenas.

Maintains records and files of Municipal Court cases and appeals to Superior Court; checks for and secures records and other materials required for evidence; prepares dockets for daily court cases; works closely with Yakima Municipal Court and the Yakima Police Department notifying officers of trials and preparing subpoenas for witnesses.

~~Performs a variety of other office support duties for the City's Legal Department such as answering the telephone; answering information requests; explains general legal procedures to the public on request and directs inquirers to appropriate information sources; makes appointments for staff attorneys; routes inquiries to the appropriate staff attorney; prepares requisitions for supplies and services needed; maintains an adequate filing system; maintains the Legal Department Library; and keeps records for monthly reports and other departmental information as assigned; may process claims for damages, bankruptcies, and garnishments. Summarizes medical records in personal injury cases.~~

Receives, screens, and answers a variety of inquiries from the public, defendants, victims, witnesses, attorneys, and staff within scope of authority, by phone or in person, regarding pending prosecution cases, claims, or litigation, and address issues that do not require attorney attention; explains policies and regulations; refers to other offices and agencies as appropriate.

Organizes, drafts, prepares, types and processes a variety of legal forms and documents such as ordinances, resolutions, legislation, leases, agreements, contracts, easements, legal descriptions, jury instructions, memoranda, and briefs for trial and appellate advocacy; submits to attorneys for approval, revision or signature; ensures proper completion within legally mandated time frames. Responsible for completed work being neat, orderly and professionally presented without requiring oversight. Drafts, prepares, and types correspondence and other written materials independently or from a rough draft, notes or verbal instructions. Proofreads and edits legal documents and other written materials to ensure accuracy and completeness; corrects errors and omissions.-

May provide guidance and/or assistance to Legal Assistant I's.

Contributes to the effectiveness of the Legal Department and 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, ~~and~~ punctual attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: ~~Highly proficient knowledge of: correct English usage, spelling, punctuation, and grammar; legal terminology and legal format; preparation and correct formatting of legal documents; legal office practices and procedures. Knowledge of Municipal and Superior Court Systems.~~

Knowledge of: Municipal and Superior Court systems, City policies and procedures, legal terminology and formats, applicable Federal, State and local laws, rules, regulations and processing requirements; legal office practices and procedures; municipal records retention procedures, and techniques; research techniques and data compilation; business

arithmetic; standard principles and practices of clerical accounting and bookkeeping.

Knowledge and practice of effective leadership practices, principles and techniques; time management and work flow practices. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Knowledge of techniques and strategies for dissemination of written and verbal information to a wide range of individuals, including, but not limited to: Judges; court personnel; attorneys; victims; pro se litigants, managers, staff, City Council, government officials, and members of the public.

Strong working knowledge of: professional office practices, procedures and equipment, including, but not limited to: computers; electronic case management systems, records and databases; spreadsheets; industry applications; Microsoft Office Suite; and Outlook.

Ability to: perform moderately complex paraprofessional duties in support of attorneys; draft, process, and prepare a wide variety of legal documents; efficiently and effectively enter moderately complex data/information into a computer system with speed and accuracy; maintain records and prepare reports. Ability to operate standard office equipment including but not limited to: computer, fax/scan/copy machine, telephone etc.

Must be able to professionally communicate clearly and effectively, with a wide variety of people, including, but not limited to: other employees, legal representatives, and members of the public representing diverse education and backgrounds; as well as officials at all levels of government; utilizing well-developed communication skills, both written and oral, with highly proficient use of business English, including, but not limited to: preparation and formatting of legal forms and documents; correct grammar; vocabulary; letter composition; editing; spelling; and punctuation. Must be able to respond in a diplomatic and confident manner to upset individuals; handle sensitive material with a calm, professional, friendly and patient demeanor; and to understand and follow complex instructions.

Ability to routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to understand and execute oral or written instructions; apply routine guidelines to a wide variety of work situations; perform a variety

of mathematical computations with ability to read, interpret and analyze technical documents and to translate analysis into reports. 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 limited direction or oversight; maintain sustained attention to detail, formulate goals, and work under legally mandated timeline pressures; prioritize workload; manage multiple tasks with competing deadlines; handle stressful situations, and complete work quickly and accurately while managing multiple interruptions. 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 and assist subordinate staff; demonstrate a willingness to complete a wide variety of tasks as needed with minimal direction or oversight. Ability to positively receive feedback and take direction is essential.

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

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

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

~~Ability to: understand and follow moderately complex oral and written instructions; to compose, edit and proofread letters and memoranda; communicate clearly and effectively, both orally and in writing; organize files and materials; operate office equipment including personal computers, printers, and word process from a dictaphone; establish and maintain effective working relationships with other City employees, Court personnel and the public.~~

PHYSICAL DEMANDS: Work is performed primarily in an office or legal 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 skill manipulation** while performing duties and operating 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 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: May ~~be~~ **come** in contact with **individuals who are irate, upset, emotionally disturbed,** or uncooperative people. May assist with moving boxes of documents up to 40 pounds. ~~Occasional extension of work day -to meet deadlines.~~

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License. Must have the ability to become bonded as a notary public of the State of Washington.

MINIMUM CLASS REQUIREMENTS: ~~Two years of legal assistant/secretarial experience in civil or criminal litigation or municipal law; OR one year of secretarial experience with emphasis on typing or preparing documents and written records, plus successful completion of American Bar Association approved legal assistant/paralegal course of study. Successful completion of more than two years of college level course work which relates to the required knowledge, skills, and duties may be substituted for the paralegal course.~~

High School diploma or equivalent AND: -

Two (2) years of paralegal and/or legal assistant experience in civil/criminal litigation, municipal law, or in direct support of an attorney or judicial officer;

OR

One (1) year of paralegal, legal assistant and/or legal administrative support experience PLUS legal certification(s) to include: Professional Legal Assistant (PLS); Legal Studies; Accredited Legal Professional (ALP); Certified Paralegal; or directly related;

OR

Bachelor's degree from an accredited college or university PLUS one (1) year professional clerical support experience.

*Replaces Legal Assistant - 1998

FLSA STATUS: Non-Exempt

ADOPTED DATE: 1978

REVISED DATES: 9/86; 4/89; 11/96; 7/98; 11/10; 4/23

TITLE CHANGES: 7/98

UNION: TEAMSTERS

CIVIL SERVICE STATUS: CHARTER

CITY OF YAKIMA
CLASS SPECIFICATION

| | | |
|--------------------|-----------------------------------|----------------------|
| CODE: 10510 | TITLE: Legal Assistant III | Rev. 8/154/23 |
|--------------------|-----------------------------------|----------------------|

DEFINITION: Under limited supervision, independently performs a variety of case management and administrative support work involving complex paraprofessional, research and documentation support to attorneys civil or prosecution legal support staff and members of the City Attorney's Office. Applies substantial independent judgment and discretion, makes responsible decisions, resolves unusual problems and interprets guidelines, regulations and policies. May ~~Coordinates~~ office support and office functions within the Legal Department. Assists supervisor with various other leadership responsibilities.

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| DUTIES |
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(Duties listed are representative of the types of tasks and functions performed by the position of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position).

ESSENTIAL FUNCTIONS: ~~A Legal Assistant III will routinely p~~Performs the duties of either a Legal Assistant I or II, and must possess while applying a higher level of operational knowledge ~~in all work aspects assigned to the Division. The Legal Assistant III must elicit the cooperation of others and communicate in a tactful and effective manner. —~~ and experience in drafting, formatting, and filing pleadings in municipal or superior court or higher. The Legal Assistant III reports to the Legal Department Office Supervisor.

Provides ongoing leadership, assistance, guidance, training, direction and support to subordinate staff members. ~~on-going, day-to-day lead support for Legal Department operations by being~~ Performs as a resource to other employees; possesses and demonstrates a high level of knowledge and skill concerning ~~the equipment,~~ policies, procedures and techniques necessary to handle issues as they arise. Provides information and feedback to the ~~Legal Department Office~~ office supervisor or City ~~Attorney~~ attorneys on process improvements, policy issues, and/or subordinate performance and may contribute to the performance evaluation process.

Prepares, organizes, reviews, and files a variety of legal pleadings such as trial briefs, motions and orders, judgments, notices of appearance, answers to summons and complaints, depositions, affidavits, interrogatories, and subpoenas, ~~and others.~~

Organizes, drafts, prepares, types and processes a variety of legal forms and documents such as ordinances, resolutions, legislation, leases, agreements, contracts, easements, legal descriptions, jury instructions, memoranda, and briefs for trial and appellate advocacy; submits documents to attorneys for approval, revision or signature; ensures proper completion of projects within legally-mandated time frames. Is responsible for completed work being neat, orderly and professionally presented without requiring oversight. Drafts, prepares, and types correspondence and other written materials independently or from a rough draft, notes or verbal instructions. Proofreads and edits legal documents and other written materials to ensure accuracy and completeness; corrects errors and omissions.

Assists with a variety of complex, technical, and administrative duties for the Risk Management division; intakes, tracks and prepares contracts for attorney review, approval, signature, and routing; administers and tracks claims against the City; performs case management for the Civil division.

Assists attorney in reviewing and redacting documents subject to public disclosure, assesses and applies exemptions from disclosure pursuant to case law and RCWs, and responds to such requests as needed; stays current with public record laws and best practices to ensure compliance; and works closely with the City Clerk's office.

Performs legal research to ascertain most current decisions by state and federal courts; searches for documents in the computer data base; retrieves, stores, edits, and prints documents as needed. Assists attorneys in preparation for trial or other court proceedings by contacting and ~~marshaling~~ preparing subpoenas for witnesses.

Maintains records and files of Municipal Court cases and appeals to Superior Court and Court of Appeals; checks for and secures records and other materials required for evidence; prepares dockets for daily court cases; works closely with Yakima Municipal Court and the Yakima Police Department notifying officers of trials and preparing subpoenas for witnesses.

Receives, screens, and answers a variety of inquiries from the public, defendants, victims, witnesses, attorneys, and staff within scope of authority, by phone or in person, regarding pending prosecution cases, claims, or litigation, and address issues that do not require attorney attention; explains policies and regulations; refers to other offices and agencies as appropriate.

May assist in supervising the organization and maintenance of complex and confidential departmental files and records; pulls files and makes appropriate notations regarding legal actions.

~~Responsible for fielding general telephone or walk-in inquiries from interested parties to pending prosecutions, claims, or litigation, with a goal toward identifying and addressing issues that do not require attorney attention; explains policies and regulations; refers to other offices and agencies as appropriate.~~

May assist in assigning, prioritizing and monitoring work. Provides training and assists in developing and implementing procedures that encourage consistency and ensure the smooth operation of the ~~D~~division.

May assist in coordinating the preparation of division and departmental budgets; ~~to assist the supervisor~~ may act as liaison with the Department of Finance and Budget. May be asked to review operational and budget reports and assist in setting priorities and scheduling reports to the City Manager and City Council. Attends department staff meetings and may attend City Council meetings and other public forums on behalf of the ~~D~~department at times to make presentations.

May ~~supervise~~ **lead, oversee** and coordinate office support activities; may train and provide work direction to ~~clerical~~ **subordinate** employees. May assist in ~~D~~department clerical hiring and personnel procedures to ensure compliance with established policies and procedures.

May perform the duties of the Legal Department Office Supervisor during absences. ~~May be assigned as the back-up to the Office Supervisor at times when the Supervisor is not available in the office.~~

Contributes to the effectiveness of the Legal Department and 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, **and punctual** attendance.

Perform other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of: **applicable Federal, State and local laws, rules, regulations and processing requirements; City policies and procedures;** legal terminology, forms, and procedures; Municipal,

District, and Superior, Federal Court, and appellate proceedings; legal research techniques, materials, and methods and data compilation; procedures for filing and serving legal process; City Council rules and agenda requirements; forms and formats for documents used in municipal litigation; principles and modern supervisory practices; the Washington State Public Records retention and storage guidelines; basic knowledge of budgets and budget preparation; business arithmetic; standard principles and practices of clerical accounting and bookkeeping; municipal records retention procedures, and techniques, modern office practices, procedures, and equipment; recordkeeping techniques; oral and written communications skills; telephone techniques and etiquette; correct English usage, grammar, spelling, punctuation, and vocabulary; City organization, operations, policies, and objectives; operation of a computer and telecommunications equipment.

Knowledge and practice of effective leadership practices, principles and techniques; time management and work flow practices. Demonstrates advanced knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Knowledge of techniques and strategies for dissemination of complex written and verbal information to a wide range of individuals, including, but not limited to: Judges; court personnel; attorneys; victims; pro se litigants, managers, staff, City Council, government officials, and members of the public.

Strong working knowledge of: professional office practices, procedures and equipment, including, but not limited to: computers; electronic case management systems, records and databases; spreadsheets; industry applications; Microsoft Office Suite; and Outlook.

Ability to: perform complex paraprofessional duties in support of attorneys; draft, process, and prepare a wide variety of legal documents; efficiently and effectively enter complex data/information into a computer system with speed and accuracy; maintain records and prepare reports. Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, scanner, telephone etc.

Must be able to professionally communicate clearly and effectively, with a wide variety of people, including, but not limited to: other employees, legal representatives, and members of the public representing diverse education and backgrounds; as well as officials at all levels of government; utilizing well-developed communication skills, both written and oral, with highly proficient use of business English, including, but not limited to: preparation and formatting of legal forms and documents; correct grammar; vocabulary;

letter composition; editing; spelling; and punctuation. Must be able to respond in a diplomatic and confident manner to upset individuals; handle sensitive material with a calm, professional, friendly and patient demeanor; and to understand and follow complex instructions.

Ability to routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to understand and execute complex oral or written instructions; apply extensive or obscure guidelines to a wide variety of work situations; perform a variety of mathematical computations with ability to read, interpret and analyze technical documents and to translate analysis into reports. 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 limited direction or oversight; maintain sustained attention to detail, formulate goals, and work under legally mandated timeline pressures; prioritize workload; manage multiple tasks with competing deadlines; handle stressful situations, and complete work quickly and accurately while managing multiple interruptions. 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 and assist subordinate staff; demonstrate a willingness to complete a wide variety of tasks as needed with minimal direction or oversight.

Ability to coach, mentor, plan, organize, lead and evaluate the work of subordinate staff; evaluate personnel performance; provide constructive feedback to subordinates; develop and implement accountability methods; 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 cooperatively as a supportive team member and adhere to the department's values including, but not limited to: customer focused, teamwork, positive communication, and accountability in a punctual, regular and reliable manner.

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

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

Ability to: perform complex paraprofessional duties in support of attorneys; establish priorities for a multiplicity of tasks and work within legally mandated time frames; draft, process, and prepare a wide variety of legal documents and instruments; word process/type at 65+ words per minute from a dictaphone; operate a variety of office equipment including typewriter, dictaphone, word processor, computer, ~~scanner~~, fax machines, telecommunications equipment, and duplicating equipment; communicate effectively both orally and in writing; read, interpret, apply and explain codes, rules, regulations, policies, and procedures; maintain records and prepare reports; work quickly, accurately, independently and with little direction or oversight; establish and maintain cooperative and effective working relationships with others.

PHYSICAL DEMANDS: Work is performed primarily in an legal office or legal 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 manipulation** while performing duties and operating 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 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: May be come in contact with irate, upset emotionally disturbed, or uncooperative people. Occasional extension of work day to meet deadlines. ~~May assist with moving boxes of documents up to 40 pounds.~~

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License. Must have the ability to become bonded as a notary public of the State of Washington. May be asked to attend remote training for specialized operations and skills.

MINIMUM CLASS REQUIREMENTS: High school diploma or equivalent
AND:

~~Five~~**Four (4)** years of increasingly responsible legal-~~paralegal~~-professional, legal assistant and/or legal administrative work experience in civil/~~or prosecution~~-**criminal** litigation, ~~or~~ municipal law **and/or in direct support of an attorney or judicial officer;**

OR

Two (2) years of paralegal, legal assistant and/or legal administrative work experience PLUS legal certification(s) to include: Professional Legal Assistant (PLS); Legal Studies; Accredited Legal Professional (ALP); Certified Paralegal; or directly related.

A Bachelor's degree from an accredited college or university may substitute for the legal certification.

Previous experience in a municipal legal department or private law firm with a focus on municipal law, civil or criminal litigation, is preferred.

~~;~~ ~~OR a Bachelor's degree in a law-related field, plus two years of legal assistant and/or legal administrative work experience in civil or prosecution litigation or municipal law. Relevant paralegal/paraprofessional courses may substitute for experience on a one-for-one basis for up to 12 months of experience. Previous experience in a~~ **municipal law office is highly desirable.**

*Replaces ~~the~~ Paralegal

FLSA STATUS: Non-exempt

ADOPTED DATE: 3/95

REVISED DATES: 7/95; 8/97; 7/98; 11/10; 8/15; 4/23

TITLE CHANGES 8/98

UNION: TEAMSTERS

CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATION**

| | | |
|--------------------|--|------------------|
| CODE: 11810 | TITLE: Legal Department Office Supervisor | REV. 4/23 |
|--------------------|--|------------------|

DEFINITION: Under limited supervision of the City Attorney, performs a variety of supervisory and administrative ~~support~~ work involving complex, ~~paraprofessional,~~ **professional level duties in** research, ~~and documentation support to attorneys in preparation of~~ **writing, reviewing and preparing** legal documents, ~~and proceedings.~~ Applies substantial independent judgment and discretion in making responsible decisions, resolving unusual problems, and interpreting guidelines, regulations, and policies. **Performs technical and administrative duties to support the operations and supervision of the Legal Department, including, but not limited to: office equipment and facilities; contracts, public records; budget development and administration. Coordinates with other departments for necessary services.** and sSupervises office staff (including full and part-time legal assistants) **providing assistance, leadership, training, direction, and work assignments.** ~~Assists in the drafting and execution of division~~ **Conducts subordinate** employee's performance evaluations **as assigned.** and eCoordinates all hiring **recruitment efforts**, and new employee training activities.

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| DUTIES |
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ESSENTIAL FUNCTIONS: Relieves City Attorney of a variety of administrative, operational, supervisory, and technical duties. **Drafts confidential documents for the City Attorney and Assistant City Attorneys.** Maintains City Attorney's appointment calendar, schedules appointments, and makes related changes. **Implements policies and procedures to provide efficient and effective overall law office management and leadership.**

Improves and develops new programs, systems, and procedures for office practices independent of direction. Approves **assigned** staff leaves of absence, authorizes staff **applicable** overtime work.

Supervises and coordinates office support activities independently and with limited direction; **assists,** trains and provides work direction to legal assistants and other clerical support employees. Coordinates department ~~clerical hiring~~ **recruitment** and personnel procedures to ensure compliance with established policies and procedures. Conducts performance evaluations of ~~clerical~~ **assigned subordinate** personnel. Independently performs follow-up action to assignments.

Responsible for the supervision, organization and maintenance of complex and confidential departmental files and records; pulls files and makes appropriate notations regarding legal actions.

Prepares, organizes, reviews, and files a variety of legal pleadings such as trial briefs, motions and orders, judgments, notices of appearance, answers to summons and complaints, depositions, affidavits, interrogatories, and subpoenas, ~~and others.~~

Performs legal research to ascertain most current decisions by state and federal courts; searches for documents in the computer data base; retrieves, stores, edits, and prints documents as needed. Assists attorneys in preparation for trial or other court proceedings by contacting and ~~marshaling~~ preparing subpoenas for witnesses.

Maintains confidentiality of department operations and information, including all labor-management affairs, collective bargaining negotiations, grievances, and disciplinary matters.

Fields complex telephone or walk-in inquiries from interested parties to pending prosecutions, claims, or litigation, with a goal toward identifying and addressing issues that do not require attorney attention; explains policies and regulations; refers to other offices and agencies as appropriate.

Assists in the preparation of division and departmental budgets; acts as liaison with the Department of Finance and Budget; responsible for oversight, maintenance and processing of departmental payroll information. Reviews operational and budget reports and assists in setting priorities and scheduling reports to the City Manager and City Council. Reviews purchases for conformance to policy and purchasing guidelines. Plans, conducts or coordinates department staff meetings; attends City Council meetings as needed; and makes presentations at Council meetings and in other public forums.

Organizes, drafts, prepares, types, and processes a variety of legal forms and documents such as ordinances, resolutions, legislation, leases, agreements, contracts, easements, legal descriptions, jury instructions, memoranda, and briefs for trial and appellate advocacy; submits to attorneys for approval, revision or signature; ensures proper completion within legally mandated time frames. Drafts, prepares, and types correspondence and other written materials independently or from a ~~dictaphone~~, rough draft, notes or verbal instructions. Proofreads and edits legal documents and other written materials to ensure accuracy and completeness; corrects errors and omissions.

May perform any/all duties of the Legal Assistant III classification.

Contributes to the effectiveness of the Legal Department and 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, and punctual attendance.

Perform other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Thorough ~~K~~knowledge of: applicable Federal, State and local laws, rules, regulations and processing requirements; City policies and procedures; legal terminology, forms, and procedures; Municipal, District, ~~and~~ Superior, Federal Court, and appellate proceedings; legal research techniques, materials, and ~~methods~~ and data compilation; procedures for filing and serving legal process; City Council rules and agenda requirements; forms and formats for documents used in municipal litigation; ~~principles and modern supervisory practices;~~ the Washington State Public Records retention and storage guidelines; effective office management, mentorship, and supervisory techniques and practices; project management; basic knowledge of budgets and budget preparation business arithmetic; standard principles and practices of clerical accounting and bookkeeping; municipal records retention procedures, and techniques; modern office practices, procedures, and equipment; recordkeeping techniques; Microsoft Office Suite, electronic case management systems, records and databases; oral and written communications skills; telephone techniques and etiquette; correct English usage, grammar, spelling, punctuation, and vocabulary; City organization, operations, policies, and objectives; operation of a computer and telecommunications equipment.

Knowledge of effective leadership practices, principles and techniques; time management and work flow practices. Demonstrates advanced knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Knowledge of techniques and strategies for dissemination of complex written and verbal information to a wide range of individuals, including, but not limited to: Judges; court personnel; attorneys; victims; pro se litigants, managers, staff, City Council, government officials, and members of the public.

Strong working knowledge of: professional office practices, procedures and equipment, including, but not limited to: computers; electronic case management systems, records and databases; spreadsheets; industry applications; Microsoft Office Suite; and Outlook.

Ability to: perform complex paraprofessional duties in support of attorneys; draft, process, and prepare a wide variety of legal documents; efficiently and effectively enter complex data/information into a computer system with speed and accuracy; maintain records and prepare reports. Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, scanner, telephone etc.

Must be able to professionally communicate clearly and effectively, with a wide variety of people, including, but not limited to: other employees, legal representatives, and members of the public representing diverse education and backgrounds; as well as officials at all levels of government; utilizing well-developed communication skills, both written and oral, with highly proficient use of business English, including, but not limited to: preparation and formatting of legal forms and documents; correct grammar; vocabulary; letter composition; editing; spelling; and punctuation. Must be able to respond in a diplomatic and confident manner to upset individuals; handle sensitive material with a calm, professional, friendly and patient demeanor; and to understand and follow complex instructions.

Ability to routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to understand and execute complex oral or written instructions; apply extensive or obscure guidelines to a wide variety of work situations; perform a variety of mathematical computations with ability to read, interpret and analyze technical documents and to translate analysis into 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 self-direction and limited direction or oversight; maintain sustained attention to detail, formulate goals, and work under legally mandated timeline pressures; prioritize workload; manage multiple tasks with competing deadlines; handle stressful situations, and complete work quickly and accurately while managing multiple interruptions. 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; identify training needs and provide necessary training; mentor and assist subordinate staff; demonstrate a willingness to complete a wide variety of tasks as needed with minimal direction or oversight.

Ability to coach, mentor, plan, organize, assign and evaluate the work of subordinate staff; evaluate personnel performance; provide constructive feedback to subordinates; develop and implement accountability methods; 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 cooperatively as a supportive team member and adhere to the department's values including, but not limited to: customer focused, teamwork, positive communication, and accountability in a punctual, regular and reliable manner.

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

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

~~Ability to: perform complex paraprofessional duties in support of attorneys; establish priorities for a multiplicity of tasks and work within legally mandated time frames; draft, process, and prepare a wide variety of legal documents and instruments; word process/type at 65+ words per minute from a dictaphone; operate a variety of office equipment including typewriter, dictaphone, word processor, computer, **scanner**, fax machines, telecommunications equipment, and duplicating equipment; communicate effectively both orally and in writing; read, interpret, apply and explain codes, rules, regulations, policies, and procedures; maintain records and prepare reports; establish and maintain cooperative and effective working relationships with others; supervise, manage, and discipline others, and regularly work independently without oversight or direction.~~

PHYSICAL DEMANDS: Work is performed primarily in an legal 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 manipulation** while performing duties and operating 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 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: May be in contact with irate, **upset, emotionally disturbed** or uncooperative people. Occasional extension of work day to meet deadlines. ~~May be involved in progressive disciplinary process to include possible termination of staff employees. May assist with moving boxes of documents up to 40 pounds.~~

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License. Must be bonded as a notary public of the State of Washington or able to be bonded as a notary public of the State of Washington.

MINIMUM CLASS REQUIREMENTS: ~~Three years lead or supervisor experience in a law office is required, with municipal office experience preferred. High school diploma or equivalent~~ **AND:**

Five **(5)** years of increasingly responsible **paralegal, para-professional, legal assistant and/or legal administrative/legal office management** work experience in civil/~~or~~ criminal litigation, ~~or~~ municipal law, **and/or in direct support of an attorney or judicial officer;**

OR

Three (3) years of paralegal, legal assistant and/or legal administrative work experience PLUS legal certification(s) to include: Professional Legal Assistant (PLS); Legal Studies; Accredited Legal Professional (ALP); Certified Paralegal; or directly related.

A Bachelor's degree from an accredited college or university may substitute for the legal certification.

Prior lead or supervisory experience in a municipal law office or office management experience in a legal office or law firm is preferred.

~~Bachelor's degree in a law related field, plus three years of legal assistant and/or legal administrative work experience in civil or criminal litigation or municipal law. Relevant paralegal/paraprofessional courses may substitute for experience on a one for one basis for up to 12 months of experience.~~

FLSA STATUS: Exempt

ADOPTED DATE: 1/6/2014

REVISED DATES: 4/23

TITLE CHANGES: _____

UNION: NON-UNION

CIVIL SERVICE STATUS: CHARTER

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



401 North Front Street, Yakima, WA 98901

(509) 575-6060
Fax (509) 576-6356
www.yakimafire.com

MEMORANDUM

March 29, 2023

TO: City of Yakima Civil Service Commission
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief
SUBJECT: March 2023 – 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:

Kenneth Johnston – Fire Lieutenant

New Hires:

Caroline Risley – Telecommunicator

Sara Himes – Telecommunicator

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

Nothing new to report.

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

Nothing new to report.

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

Nothing new to report.

5. Positions created or abolished.

Nothing new to report.

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



Memorandum

March 31, 2023

To: Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: March 2023 – 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 |
|----------------|----------------------------|---------------------|
| Harry Peterson | Community Services Officer | 3/6/23 |

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 Officer written reprimand (February)

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

| | | |
|--------------|---------|-------------|
| Efren Morfin | 3/13/23 | Resignation |
| Austen Cagle | 3/28/23 | Resignation |

5. Every position created or abolished.
(none)