



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

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

May 1, 2023 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

- 1) Approval of the April 3, 2023 minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 1) Consideration of revision to classification 10303 Financial Services Officer (Charter)
- 2) Consideration of modifications to the license requirement: *"Must possess and maintain WA State Driver's License"* (Fire)

6321 – Firefighter
6323 – Fire Lieutenant
6352 – Fire Training Lieutenant
6325 – Fire Captain
6351 – Fire Training Captain
6330 – Fire Shift Commander

6380 – Deputy Fire Chief
1180 – Fire Chief

- 3) Consideration of Probation Suspension for Transit Operator (Charter)

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 – April 3, 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 Sean Worley, Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino (via Zoom), Police/Fire Civil Service Commissioner Camille Becker, Charter Civil Service Commissioner Louisa Beckstrand and Chief Examiner Debbie Korevaar.

Worley called the meeting to order.

APPROVAL OF MINUTES

Approval of the March 13, 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

1. Election of Chairman for Charter, Police, and Fire Civil Service Commissions

Korevaar opened the nominations for the Commission Chair. Becker nominated Worley. Beckstrand seconded. Motion passed unanimously.

2. Consideration of revision to 18101 Communications Division Office Assistant (Fire)

Erica McNamara, Director of SunComm, stated that since her hire 18 months ago, she has been performing a comprehensive review of the Communications Division Office Assistant classification. Two main updates to include overseeing a state contract and management of division software and reporting requirements. Additional updates have been included to better define the position, and language has been added to enhance the consistency with other classifications.

Becker inquired as to the type of software used. McNamara shared a number of different software used by the division in which the Communications Division Office Assistant helps support. Becker inquired as to the level of IT maintenance being performed by this position and McNamara clarified it is “user support” duties that are being performed.

Becker moved to approve revision to classification 18101 Communications Division Office Assistant. Worley seconded. Motion passed unanimously.

3. Consideration of revision to 7111 Senior Center Assistant classification (Charter)

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Park and Recreation Manager Ken Wilkinson presented proposed updates to the Senior Center Assistant classification, including a title change to Community Center Assistant. He shared that in April 2021, the City Council directed the Parks and Rec Division to take over management of the Washington Fruit Community Center. Since that time, a number of programs have been moved to that location and more continue to be added. There is currently one full-time staff person/supervisor and some temporary employees assigned to assist with the building and program administration. With the recent resignation of a permanent Recreation Leader, the current needs and structure were reviewed, and the conclusion was that it would be better to eliminate the Recreation Leader position and replace it with a Center Assistant, similar to that currently at the Harmon Center. The Senior Center Assistant classification utilized by the Harmon Center has many of the same responsibilities and oversight functions; therefore, it made sense to update this classification to be more generic to cover both locations, as well as any potential future sites.

Worley inquired if the date of the title change should be noted on the last page of the classification. Korevaar confirmed the oversight, and affirmed this should be updated.

Becker inquired if there will still be a Senior Center Assistant. Wilkinson stated the title will update, but the duties of that position at the Harmon Center would remain the consistent. They will be better outlined with the updated classification.

Beckstrand moved to approve revisions to classification 7111 Senior Center Assistant to include the title change to Community Center Assistant with the notation made on the last page. Worley seconded. The motion passed unanimously.

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

IT Services Manager John Carney explained he is requesting the new classification of 2127 Jr. Full Stack Developer as a result of previous unsuccessful recruitments for a Full Stack Developer. It has been created to be an entry-level position, which will allow consideration of candidates with less experience, who could receive the training and experience to later potentially qualify for the higher-level classification.

Carney explained the changes to the IT Telecommunications Network Analyst including the title change to IT Services Network Analyst are being proposed to update terminology and reflect current job duties. Korevaar added the telephone technology is not as much of a separate entity from regular IT services as it used to be. Carney explained the fields of technology have merged over time. This update will result in a more broad-based classification, rather than being focused heavily on telephones.

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Worley requested to add the date to for the title change to the last page, similar to the last item.

Beckstrand moved to approve new classification 2127 IT Services Jr. Full Stack Developer at paycode 21.0. Worley seconded. Motion passed unanimously.

Beckstrand moved to approve revisions to classification 2125 IT Services Telecommunications Network Analyst with the title change and the notation. Worley seconded. Motion passed unanimously.

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

Mike Price presented changes to Wastewater Maintenance Specialist I and II classifications. He explained these updates were being proposed to remove the automatic promotion provision from a Wastewater Maintenance Specialist I to a Wastewater Maintenance II following the City Charter's requirement for open competition. The Wastewater Treatment Plant (WWTP) Process Control Supervisor updates are being proposed to include modernized language and some lead/supervisory experience. There are not any recommended changes to the overall job responsibilities or authority of the positions.

Worley inquired as to the change in representation status on the supervisor classification. Korevaar shared that several of the wastewater supervisors had recently petitioned to join the Teamsters Supervisors and Administrators group. Due to the community of interest, with the current vacancy, it was necessary to add this position to the contract.

Beckstrand moved to approve revisions to 8731 Wastewater Maintenance Specialist I, Trevino seconded. Motion passed unanimously.

Beckstrand moved to approve revisions 8732 Wastewater Maintenance Specialist II, Trevino seconded. Motion passed unanimously.

Beckstrand moved to approve 15102 Wastewater Treatment Plant (WWTP) Process Control Supervisor. Trevino seconded. Motion passed unanimously.

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

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City Attorney Sara Watkins presented proposed updates which were prompted by vacancies in a couple of the positions. The edits have been made to eliminate antiquated skills and language to more accurately reflect current needs. Updates are also being proposed to the minimum education requirements to allow for broader recruitment. Additional language has been added and clarified to more clearly define the differing levels of responsibility.

Beckstrand moved to approve revisions to classification 10512 Legal Assistant I, 10511 Legal Assistant II, 10510 Legal Assistant III, and 11810 Legal Department Office Supervisor. Trevino seconded. Motion passed unanimously.

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 May 1, 2023. Materials need to be submitted to the Chief Examiner by April 14, 2023.

There being no further business before the Commission, the meeting was adjourned at 4:00 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

April 21, 2023

To: Yakima Charter Civil Service Commission

From: Kimberly Dominé
Financial Services Manager

Subject: Financial Services Officer

The Financial Services Division would like the Charter Civil Service Commission to review and approve a few minor proposed changes to the Financial Services Officer class specification Code 10303.

The revisions include terminology updates throughout the job description to reflect 21st century accounting and office practices as well as the addition of clarifying language to the *Essential Job Functions* and *Major Job Characteristics*. These changes are all meant to better illustrate the necessary skill set for a Financial Services Officer.

Respectfully Submitted,

Kimberly Dominé,
Financial Services Manager

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 10303
11/105/23

TITLE: Financial Services Officer

Rev.

DEFINITION: Under limited supervision, performs a variety of complex, professional financial analysis, research and reporting functions. An employee in this classification identifies, researches, analyzes, monitors and reports on financial and economic trends affecting the City; on complex financial issues including revenues received, expenditures, internal financial practices and procedures; and on legislated, regulatory and/or financial programs available to or affecting the City. Interprets and implements existing, proposed and emerging accounting, auditing financial and disclosure requirements, rules, statutes and regulations. Assesses and analyzes financial strengths and risk assessments of various proposals. Performs complex accounting transactions; prepares financial statements; assists in the development, planning and administration of the annual budget; performs financial and operational audits; and recommends financial, accounting and auditing policies, practices and procedures. **Provides assistance, leadership, training, direction, and work assignments to subordinate staff as assigned. Work cohesively with other departments to address financial and budgetary issues.**

DUTIES

ESSENTIAL FUNCTIONS: Interprets, analyzes, monitors and advises on existing, emerging and enacted policies, procedures, processes, regulations and laws affecting City financial processes or programs including those of **the Budgeting, Accounting and Reporting System (BARS), Governmental Accounting Standards Board (GASB), the Internal Revenue Service (IRS)**, federal and state regulatory agencies, and **the State Auditor** as examples. Assesses financial impact or benefits and recommends approaches to implementation, communications, documentation, training, policies and procedures. ~~Prepares written reports of findings, conclusions and recommendations.~~

Analyzes and monitors financial status of the City and those with indebtedness to the City. Monitors regulatory and legislative requirements regarding investments, indebtedness, loans, grants, financing, financial statements and reporting requirements; interprets, implements and ensures compliance as appropriate.

Performs or leads complex accounting functions, processes and procedures including: preparation and review of the **Annual Comprehensive Annual Financial Report (ACFR)**; identifying and preparing financial disclosure requirements; and, preparing complex financial reports and schedules. Provides guidance and oversight in the use and maintenance of the general ledger system. Monitors and analyzes

economic trends and indicators; forecasts impact on the City and makes recommendations to senior management.

Researches and analyzes complex, sensitive and critical finance issues and recommends proactive and appropriate courses of action. Issues may include various financial and economic trends within the City and in related businesses and industries; the City's financial operating practices, policies and procedures; and, various matters regarding efficiency and cost effectiveness, attainment of goals, usefulness to the City, and adherence to laws, regulations and guidelines. May perform statistical, variance and trend analyses using a variety of techniques.

Manages daily cash flow. Plans, monitors and forecasts daily cash flows and transfers funds between accounts as appropriate to address needs. Establishes, monitors and maintains banking mechanisms to maximize benefits and minimize risk to the City including warrant accounts, checking accounts, electronic transfers, internet transfers, direct deposits, automatic withdrawals, credit cards, credit lines and others.

~~Assesses and analyzes various proposals and companies to determine financial strengths and risks in order to formulate recommendations to the City Council prior to the lending of public support or funding. Performs internal and/or external and financial analyses to assess the fiscal health of the City and entities utilizing City funds; performs other financial and operational audits as needed.~~

Uses a variety of computer applications such as Word, Excel, Power Point and others to prepare and present graphical depictions of results to City Management, the City Council, news media or the public as appropriate.

Ensures consistency and accuracy of budget information and provides city-wide support in the preparation of annual budgets and daily accounting activities. Prepares or leads preparation of a variety of internal and external reports ensuring timeliness and accuracy.

Creates and maintains effective internal and external working relationships including federal and state auditors, Dept. of Revenue, other state agencies and with City Management, Department Heads and other City employees. **Coordinates with departments to ensure understanding and compliance with the City's financial policies, practices and procedures. Works closely with local and regional financial institutions to create and maintain strong and effective working relationships.**

Assures accounting practices are consistent with applicable federal, state and local laws, regulations, ordinances and policies and those of **Generally Accepted Accounting Principles (GAAP)**, GASB and other regulatory agencies. Maintains

up-to-date knowledge of financial reporting and disclosure requirements related to all activities of this classification.

Works closely with the state auditors, providing information, records and trend analyst for various annual audits that may include the Federal Single Audit, Financial Audit and Accountability Audit. Following up on audit recommendations with the various departments that are impacted and working to remedy any findings and/or issues.

May serve as a lead worker in directing the work of others. Provides ongoing leadership, assistance, guidance, training, direction and support to subordinate staff members. Performs as a resource to other employees; possesses and demonstrates a high level of knowledge and skill concerning policies, procedures and techniques necessary to handle issues as they arise. Provides information and feedback to the Financial Services Manager on process improvements, policy issues, and/or subordinate performance and may contribute to the performance evaluation process.

Maintains a full, current and functional knowledge of the City's investment and debt portfolios and serves as the Treasury Services Officer as necessary and may serve as the Financial Services Manager as requested perform the duties of the Financial Services Manager during absences.

Contributes to the effectiveness of the Finance Department and City government, 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 and proficiency in financial analysis techniques and of relevant policies, regulations, methods with regard to governmental accounting principles, theories and concepts. Thorough knowledge of applicable federal, state and local laws and other processes and procedures including BARS, GAAP, GASB, SEC, IRS, and others.

Advanced knowledge of: professional industry standards regarding methods and techniques of public administration and governmental accounting, auditing, and financial systems; principles, theories and techniques of cash and accrual accounting; fiscal policy development;

fiscal forecasting and budgeting; best practices regarding record keeping systems, processes, and practices; principles and techniques of supervision and leadership; principles and practices of work flow and systems analysis; best principles and practices for project management and financial oversight; municipal records retention procedures, and techniques.

Knowledge of basic computer fundamentals and systems logic. Strong working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite including Excel; report writing tools; automated financial software systems for general and governmental accounting; effective and efficient municipal budgeting and fiscal management practices and reporting processes and procedures; principles and methods of data processing; professional office procedures and practices; and computerize accounting and budgetary practices. Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone etc.

Knowledge of Federal and State laws and regulations, local ordinances, and City policies. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

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

Must be able to communicate clearly and effectively sharing technical and non-technical information 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, and plain English, including but not limited to correct grammar, vocabulary, letter composition, editing, spelling, and punctuation.

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

Ability to compose complete and effective reports; modify, develop and implement internal controls, accounting systems, and procedures in accordance with State and Local laws; classify accounting transactions,

maintain and reconcile accounts, close accounts, prepare and interpret accounting reports and statements; develop and implement modern auditing and accounting methods, procedures, forms and records; develop or analyze new fiscal management ordinances or legislation to prepare and analyze financial reports and statement.

Ability to perform a variety of mathematical computations with ability to examine, analyze, interpret, and verify complex and technical financial documents and reports; to recognize irregularities and recommend effective remedial action; identify, troubleshoot and solve highly technical problems; establish facts and draw valid conclusions; and translate analysis into recommendations or reports.

Ability to read, research, interpret, apply and explain complex laws, codes, rules, regulations, policies, and procedures to varied audiences. Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail, formulate goals, and work under timeline pressures; prioritize workload; manage multiple tasks with competing deadlines; handle stressful situations calmly; 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 and continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs.

Ability to mentor, train, supervise, plan, organize, and assist subordinate staff; demonstrate a willingness to complete a wide variety of tasks as needed with minimal direction or oversight; evaluate program and personnel performance; provide constructive feedback to subordinates; develop, implement and execute modern auditing and accountability methods, procedures, forms, manuals and records; plan, organize, prioritize and address multiple projects simultaneously; 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.

~~Knowledge of current developments and trends in the accounting field and of modern principles and practices of public administration, accounting, auditing and financial systems. Knowledge of basic computer fundamentals and systems logic. Ability to perform complex financial analysis; to identify, troubleshoot and solve highly technical problems. Ability to communicate effectively orally and in writing to technical and non technical audiences and the ability to establish effective working relationships. Ability to plan, organize, prioritize and address multiple projects simultaneously. Ability to develop and execute modern auditing and accounting methods, procedures, forms, manuals and records. Ability to read, interpret, apply and explain codes, rules, regulations, policies and procedures to varied audiences. Ability to examine, analyze, interpret, and verify financial documents and reports and to recognize irregularities and recommend effective remedial action. Skill in persuasively communicating ideas and in exhibiting and promoting strong customer relations. Skill in the use of a personal computer including MS Word, Excel, Power Point and other related applications.~~

PHYSICAL DEMANDS: Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time or while standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Constant use of both hands in reaching/handling/grasping/~~fingering~~**keyboarding and other fine motor skills manipulation** while performing duties and operating computers. Occasional heavy work includes lifting and carrying up to 50 pounds. Occasionally ascends/descends stairs while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term **memory to process and recall complex issues**. 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. Frequent extension of work day, with short notice, before and after normal working hours, to meet deadlines or to address issues, potentially including weekends, extended hours with short notice; sSome out of town travel.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington Driver's License. **Certified Public Accountant (CPA) and/or Certified Public Finance Officers (CPFO)**A credentials preferred.

MINIMUM CLASS REQUIREMENTS: **High School diploma or GED and** Graduation from an accredited four-year college or university with major course work in Accounting, Finance or a closely related field, plus five **(5)** years of experience in accounting, technical complex financial analysis, and/or financial auditing. ~~with overall responsibility for preparation of external statements preferably in the public sector. Additional education or experience may substitute for the class requirements.~~**Municipal or local government experience preferred.**

FLSA STATUS: EXEMPT
ADOPTED DATE: 10/01
REVISED DATES: 11/10; 5/23
TITLE CHANGES: _____
UNION: TEAMSTERS
CIVIL SERVICE STATUS: CHARTER



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Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Special Operations

MEMORANDUM

April 20, 2023

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

FROM: Aaron J. Markham, Fire Chief

SUBJECT: Qualifications for Entry Level Firefighter

Fire/Police Civil Service Commissioners,

Classification 6321 Firefighter was just updated in November 2022, when we removed the requirement for an EMT certification at the time of hire. Unfortunately, we did not recognize another minor change that we believe would enhance our candidate pool.

It has been brought to our attention that we require entry level Firefighter applicants to possess and maintain a valid Washington State Driver's License. This inhibits our ability to recruit individuals from out of state and also creates an issue when employees move to another state, but wish to continue employment with Yakima. (This is possible due to their schedule of 48 hours on shift; followed by 96 hours off.)

Applicants apply for firefighter positions via Public Safety Testing (PST), the company we contract with for the written examination and the Candidate Physical Ability Test (CPAT). We currently have the position advertised as requiring a current state driver's license by time of the initial test, and a Washington State Driver's license by time of hire. The issue is that the key to the ability of obtaining a Washington State Driver's license is proof of residency in Washington State.

RCW 41.08.075 address residency requirements for City firefighters.

Residency as condition of employment—Discrimination because of lack of residency—Prohibited states:

No city, town, or municipality shall require any person applying for or holding an office, place, position, or employment under the provisions of this chapter or under any local charter or other regulations described in RCW 41.08.010 to reside within the limits of such municipal corporation as a condition of employment, or to discriminate in any manner against any such person because of his or her residence outside of the limits of such city, town, or municipality.

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

While the Yakima Fire Department (YFD) does not utilize residency as a screening factor in its hiring processes, we do feel the defined requirement of a Washington State Driver's License within the classification is contradictory to the YFD's practices. It creates an unintentional barrier for candidates who have not yet moved to Washington and a compliance issue for employees that reside outside the state.

Our proposal is to change the licensing requirement for classification 6321 Firefighter to state:

"Must possess and maintain a valid State Driver's License (United States)."

For promotional consistency, we are requesting to make the same change to the classifications of:

6323 – Fire Lieutenant

6352 – Fire Training Lieutenant

6325 – Fire Captain

6351 – Fire Training Captain

6330 – Fire Shift Commander

For the positions of 6380 Deputy Fire Chief and 1180 Fire Chief we would like to change the language from *"Must possess and maintain a valid Washington State Driver's License."* to *"Must obtain/possess and maintain a valid Washington State Driver's License."* This will allow time for out of state hires to obtain a new license after hire and not impede out of state applicants.

Thank you for your consideration on this matter.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 6321

TITLE: Firefighter

Rev. 11/22

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

DUTIES

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

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

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

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

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

Contributes to the effective administration of the Yakima Fire Department and City government by fostering an attitude among staff that encourages cooperation and coordination of efforts, productive time management, and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times,

streamline work processes, and work cooperatively and jointly to provide exceptional customer service to internal and external customers.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of the street system and physical layout of the City and location of major buildings. Knowledge of applicable federal, state and city laws and ordinances, and City of Yakima policies and procedures; City reporting and record keeping systems, processes, and practices; and municipal records retention procedures, and techniques. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards. Knowledge and understanding of safety practices and procedures.

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

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

Ability to learn a wide variety of fire fighting duties and methods within a reasonable working test period. Ability to perform the mechanical work involved in operating and maintaining fire fighting apparatus, equipment and tools. Skill in operating automotive equipment.

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

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

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

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

Must possess physical strength, agility, and freedom from serious physical defects to perform essential functions of the position as indicated by a physical examination.

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

PHYSICAL DEMANDS: Must certify ability to meet and/or pass testing of all required physical ability and medical standards. Work is occasionally performed in an office environment while sitting or standing for periods of time. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with co-workers, general public and completing all tasks as assigned. Constant use of both hands in reaching/handling/grasping/pushing/pulling/keyboarding and other gross and fine motor skills manipulation while performing duties. Work will require frequent travel to a variety of situations, locations and trainings. Work is frequently performed outside with all weather extremes and may be exposed to extreme heat, insects, animals, rodents, pollen, dust, water, grease, dirt, fire, smoke, hot metal, asbestos, loud noises including, but not limited to: motor and siren noises, electrical hazards, bio-hazardous materials, needles, drug paraphernalia, noxious odors, fumes, gases, solvents or other hazardous materials, violence, unpleasant working conditions, and/or traffic. May be exposed to physical and emotional hazards affiliated with providing emergency services and care. Frequent kneeling/bending/crouching/stooping/ reaching/walking/running and may be done on uneven or rough terrain. May work at heights on elevated platforms. Emergency situations may require lifting and carrying 100 pounds or more. Occasional heavy work includes operating heavy vehicles, equipment, and machinery. Occasionally ascends/descends stairs, ladders and inclines while maintaining balance. May work at heights, confined spaces, with others, or in noisy work area. Must be able to

distinguish color and maintain long-term and short-term memory. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: Subject to stressful tension due to the nature of the work. May come in contact with angry, irate or emotionally upset customers. Performs Emergency Medical care on patients with major trauma and life-threatening diseases. Required to travel from site to site to respond to emergencies, meetings and performing other duties. May need to report to work outside the normal work schedule, including weekends and holidays. Routinely works extended hours in close proximity with team members.

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

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

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

FLSA STATUS: NON-EXEMPT
ADOPTED DATE: 1978
REVISED DATES: 4/13; 6/18; 9/18;11/22; 5/23
TITLE CHANGES: _____
UNION: IAFF
CIVIL SERVICE STATUS: FIRE



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

MEMORANDUM

Date: April 20, 2023

To: Yakima Charter Civil Service Commission

From: Alvie Maxey
Yakima Transit Manager

Subject: Request for suspension of Probation due to Medical Leave

The Yakima Transit Division is respectfully requesting to suspend the probation of a Transit Operator. This Yakima Transit Operator has been on medical leave as of March 25, 2023 and it is currently unknown when they will return to duty.

Due to this extended absence, Yakima Transit supervisory staff are unable to evaluate the progress of this employee's performance to determine a successful completion of probation.

Our request, which follows the past practice of the Commission and Yakima Transit, is to allow the Transit Operator to resume probation once the employee returns to full duty, crediting them for the probationary period they have completed prior to their medical leave.

Thank you for your consideration.

Alvie L. Maxey, Yakima Transit Manager

Approved:

Scott Schafer, Public Works Director

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

April 24, 2023

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

Nothing new to report.

New Hires:

Robert Jarrard – Firefighter
Chloe Gordon – Firefighter
Mitchell Corwin – Firefighter
Jakob Stone – Firefighter
Kaimana Makalii – Firefighter
Steve Douglas – Firefighter

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

Nothing new to report.

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

Nothing new to report.

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

Nothing new to report.

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

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5. Positions created or abolished.

Nothing new to report.

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



Memorandum

April 30th, 2023

To: Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: April 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 |
|--------------|----------------|---------------------|
| Justin James | Police Officer | 4/4/22 |

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

(none)

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

(none)

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

| | | |
|---|---------|-------------|
| Brandin Wolcott, Police Officer | 4/14/23 | resignation |
| Dustin Soptich, Police Sergeant | 4/30/23 | resignation |
| Charity Johnson, Corrections Admin Specialist | 4/30/23 | resignation |

5. Every position created or abolished.

(none)