



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**

January 9, 2023 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

Approval of the November 7, 2022 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 1232 City Purchasing Manager classification (Charter)
- 3) Consideration of revisions to Irrigation Specialist classifications (Charter)
 - a) 8671 Irrigation Specialist I
 - b) 8672 Irrigation Specialist II
- 4) Consideration of revisions to Planning classifications (Charter)
 - a) 3311 - Assistant Planner
 - b) 3321 - Associate Planner
 - c) 3322 - Senior Planner
- 5) Consideration of Probation Suspension (Police)

OTHER BUSINESS

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

**Complete Packet available on 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 – November 7, 2022

MINUTES

The City of Yakima Charter Civil Service Commission and Police and Fire Civil Service Commission convened on this date at 3:30 PM. In attendance were: Charter Civil Service/Police and Fire Civil Service Commissioner Greg Lighty, Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino and Chief Examiner Debbie Korevaar. Charter Civil Service Commissioner Louisa Beckstrand was in attendance via Zoom. Police/Fire Civil Service Commissioner Camille Becker was absent.

Lighty called the meeting to order.

APPROVAL OF MINUTES

Approval of the September 12, 2022 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was moved by Trevino and seconded by Lighty to approve the minutes. Motion passed unanimously.

NEW BUSINESS

1. Consideration of new Economic Development classifications (Charter)

- a) **1276 Economic Development Services Manager**
- b) **11275 Economic Development Services Supervisor**

Assistant City Manager Rosylen Oglesby presented two new classifications. The Economic Development Services Manager is a higher-level classification combining the functions of the Economic Development Manager and the Neighborhood Development Services Manager. The department is combining the units to better coordinate and streamline the work and performance. The two lower level manager classification will remain active; however, they will go unfilled. After review by the Chief Examiner, it was proposed for the Economic Development Services Manager be allocated at paycode 968. Trevino addressed typo under Unusual Working Conditions “may be angry” is missing a space.

Lighty moved to approve the new classification 1276 Economic Development Services Manager at paycode 968. Beckstrand seconded. Motion passed unanimously.

A community member inquired as to what was going on in the meeting. Lighty informed him there is an agenda, which is published in advance including the topics for the

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meeting; and offered his copy of the materials to the gentleman. The man declined his offer.

Oglesby then addressed the new classification of Economic Development Services Supervisor which was created to mirror the recently updated Neighborhood Development Services Supervisor. This classification will be assigned projects related specifically to economic development and is recommended for allocation at paycode 973.

Lighty moved to approve the new classification 11275 Economic Development Services Supervisor at paycode 973. Trevino seconded. Motion passed unanimously.

2. Consideration of revisions to classification 6215 Community Services Officer (Charter)

Police Chief Matt Murray described struggles the police department has faced providing services to the public due to a number of vacancies. The department has researched a model in Bend, OR with a Community Services Officer (CSO) position that responds to lower level calls for service. Murray met with the City Manager and senior team to propose this model which will bring other City services (animal control and parking enforcement) into the police department, and allow for cross training of the different functions. The goal is to enable better provision of services to the community. Murray noted he then met with the Chief Examiner and union to discuss the proposed updates of duties and responsibilities in this model. The meetings and negotiations resulted in the current revision to the Community Services Officer classification. Lighty clarified consolidation of the duties is resulting in a proposed elevation in the paycode (from 14.0 to 15.0). Korevaar confirmed this was due to the inclusion of the higher-level duties of animal control. She added it is intended the CSO's will be part of a team, providing support for services that until now have been primarily siloed. She noted the department was told the model has been very successful in Bend.

Lighty moved to approve revisions to classification 6215 Community Services Officer reallocated at paycode 15.0. Trevino seconded. Motion passed unanimously.

3. Consideration of revisions to classification 6321 Firefighter (Fire)

Fire Chief Aaron Markham requested a modification to remove the requirement of EMT. Due to labor market and availability to obtain EMT certification, it is difficult to recruit. Additional updates to the classification included updating the Major Worker Characteristics to better identify the knowledge, skills and abilities necessary, as well as language regarding communication and teamwork.

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Lighty moved to approve revisions to classification 6321 Firefighter. Trevino seconded. Motion passed unanimously.

Other Business:

a) Public Comment – none, other than gentleman previously reference who had left the meeting at the time public comment occurred.

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

Next meeting is scheduled for January 9, 2023. Materials need to be submitted to the Chief Examiner by December 14, 2022.

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.



FINANCE DIVISION
129 North Second Street
Yakima, Washington 98901

Memorandum

Date: December 27, 2022

To: Civil Service Commissioners
Debbie Korevaar, Chief Examiner

From: Jennifer Ferrer-Santa Ines, Director of Finance & Budget

Subject: Purchasing Manager Position

The Finance Department is requesting your consideration of a modification to the City Purchasing Manager job classification.

The job description noted above was last revised in September 2020. Currently the City Purchasing Manager position requires a Certified Professional Purchasing Buyer (CPPB) designation as a minimum qualification in addition to the relevant education and experience. Professionals who hold this designation have completed essential skills, knowledge and abilities required for competent performance as a government buyer. While this is a highly regarded certification, I believe the City can benefit by an expanded pool of applicants who otherwise meet the requirements of the job description, but may not currently hold this specific certification.

Limited research shows while some municipalities and public agencies may highly recommend or “prefer” this designation, many do not “require” it. Additionally, some agencies do not even list this qualification. Given the competitive job market, the job responsibilities of the position, and the research performed by myself and the Chief Examiner, a modification to the minimum requirements seems prudent. This change will not compromise or limit the position, and it will allow consideration of additional qualified candidates.

The certification still provides significant value so it is not recommended to remove it completely; however, by allowing up to two years to obtain the certification, City will be able to expand its search and have a wider pool of applicants to select from for its next recruitment of City Purchasing Manager.

A few other minor language updates are being proposed to simply better define some responsibilities, knowledge, skills, and/or abilities.

Thank you for your consideration on this matter.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 1232 9/201/23	TITLE: City Purchasing Manager	REV.:
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DEFINITION: Exercising considerable independence under the general supervision and direction of the Director of Finance and Budget, this is a management position responsible for the supervision and administrative functions of the Purchasing Division by planning, organizing, directing and supporting the work of the division's staff. This position is responsible for the administrative and technical oversight of all City purchasing work, The ~~M~~anager provides procurement leadership and expertise as well as asset recovery and disposal. This position is responsible for the implementation and oversight of ~~short~~—current and long-range purchasing/procurement programs and goal development within the division.

This position supervises the work of division personnel, a staff of professional, operational, technical and/or clerical personnel facilitating and coordinating the division's programs and projects.

DUTIES

ESSENTIAL FUNCTIONS: Supervises, coordinates, and participates in the work of the Purchasing Division, directing all aspects of the activities, daily operations and staffing. Oversees all activities required in the solicitation and execution of formal and informal procurement, contracting, and consultation required in the acquisition of purchase of goods, services, and limited construction, as well as asset recovery and disposal.

Coordinates organization-wide procurement processes for the City ~~that~~to ensures compliance with Federal, State and Local regulations.

Directs and coordinates the activities of the Purchasing Division staff; develops annual work program objectives; assigns projects, provides professional leadership and ongoing growth/development opportunities to staff; evaluates individual performance including recommending employment or disciplinary action as necessary. Provides assistance to staff in resolving difficult or unusual situations and problems. Responsible for performance of subordinates; ensures compliance with all applicable laws, State and Federal regulations, City ordinances, policies, procedures and sound financial practices. The ~~M~~anager is responsible for ~~annual~~the completion of timely, fair and objective performance evaluations for subordinate staff.

Interfaces at all organizational levels to accomplish City procurement and contracting objectives with the goal of recommending process improvements, initiating cost savings measures, and securing best value products, solutions and relationships

Develops, implements, and maintains procurement policies for the City that ensure best value is obtained for purchase of goods, services, and limited construction. Conducts life-cycle cost analyses and explores innovative contracting methods that provide best value, combining efforts from both entities.

Develops and implements customer-focused approaches to procurement and contracting activity with the various City Departments with continuous efforts toward efficiency and improvement to that decrease process cycle time, transaction costs, and minimized customer complaints.

Identifies potential risk areas and devises solutions for risk mitigation by developing a collaborative relationship with City ~~that to minimize mitigates~~ negative legal and business exposure. Works to negotiate by ~~negotiating~~ contractual terms and conditions for contracts ~~that with~~ clearly defined technical specifications and requirements, ~~and provides~~ including the best protection against vendor non-performance.

Interfaces with senior management for the City, City Council on a regular basis to accomplish the goals of the City.

Prepares, monitors, reviews and evaluates division documents for appropriateness, completeness, and accuracy. Prepares reports of project and program progress and presents information to City Manager, and/or City Council as required.

Responsible for ensuring record retention and maintenance of public records.

Analyzes and solves complex problems including thoroughly researching, proposing, developing, coordinating, writing and/or implementing guidelines, policies and procedures. Produces written and oral presentations for the purpose of making policy recommendations or developing enterprise-wide procedures.

Program Administrator for City procurement card program.

Liaison for City's Disadvantage Business Enterprise Program.

Participates in the preparation and administration of the purchasing budget; submits budget recommendations; monitors expenditures and revenues.

Serves as staff representative and liaison with government agencies, citizen and professional organizations as necessary. Occasional visits to other City work sites to provide direction and assist staff with problem resolution pertaining to area of responsibility.

Contributes to the effective administration of City government by exercising careful stewardship, communicating clearly, exemplifying trustworthiness and reliability.

Seeks to build and maintain the reputation of the division encouraging 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 quality exceptional customer service to internal and external customers.

Performs related duties as required.

Requires regular and reliable attendance.

MAJOR WORKER CHARACTERISTICS: Knowledge of federal, state and city laws and ordinances, City of Yakima policies and procedures. Knowledge of best principles and techniques of management, supervision and leadership; modern governmental purchasing principles and best practices; efficient practices and principles of work flow and systems analysis; record keeping systems, processes, and practices; best principles and practices for project and financial management; municipal records retention procedures, and techniques. Strong knowledge of various grades and qualities of merchandise, sources of supply, and price trends. 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; report-writing tools; and office equipment; professional office procedures and practices; and computerize municipal budgetary and fiscal management practices. Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone etc.

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

Must possess ability 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 and plain English, including but not limited to correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. Ability to negotiate and present complex information clearly and concisely in both written and verbal formats. Must possess the ability to make informative and persuasive presentations to individuals and groups, conduct public meetings, and participate in public forums. Must routinely and regularly maintain confidentiality and discretion through all forms of communication. Must be a leader, innovator/creator, initiator, and negotiator, committed, and focused with high integrity and ethics.

Ability to effectively, strategically, and collaboratively utilize economies of scale in order to maximize the City/County's ability to command the best services, the best prices, and the most cost effective, value-added solution. Must possess ability to quickly adjust to changing priorities and demands.

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

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

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

Ability to develop, present and gain acceptance for long-range programs and budgets. Must be able to locate grant resources and prepare grant proposals for projects.

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

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

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 management and supervisory responsibilities and functions for the division.

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

UNUSUAL WORKING CONDITIONS: May work with angry, irate or upset customers. May require some evening or weekend work to address workload and when meeting with the public. May be required to carry a cell phone or paging device and respond to issues and/or emergency situations outside the normal work schedule, including weekends and holidays.

LICENSES, REGISTRATION AND CERTIFICATE: Possess and maintain a valid Washington State Driver's License. **Must Possess and maintain Certified Professional Purchasing Buyer (CPPB) Certification or be able to attain and maintain within two (2) years of hire.**

MINIMUM CLASS REQUIREMENTS: Associates degree and five (5) years of progressively responsible experience in the public sector with an emphasis on procurement and contract development to include two (2) years lead or supervisory experience. Certified Professional Purchasing Buyer (CPPB) **upon hire is preferred. required.**

Bachelor degree from an accredited college or university in public administration, business, finance or closely related field from an accredited college or university is preferred and could substitute for two (2) years general experience. Two (2) years additional experience with a high school diploma may substitute for required education.

Certified Public Purchasing Officer (CPPO), Certified Professional in Supply Management (CPSM), Certified Public Procurement Officer (CPP), or considerable work towards certification within past three years (3) is desired.

FLSA STATUS: EXEMPT

ADOPTED DATE: _____

REVISED DATES: 12/18; 9/20; 1/23

TITLE CHANGES: _____

UNION: NON-UNION

CIVIL SERVICE STATUS: CHARTER CIVIL SERVICE



Water / Irrigation Division
Working Together Toward Excellence in Service and Quality

2301 Fruitvale Blvd.
Yakima, WA 98902

DATE: January 3, 2023
TO: Yakima Charter Civil Service Commission
FROM: David Brown, Water/Irrigation Manager
RE: Revision of Irrigation Specialist I (8671) and Irrigation Specialist II (8672)

The Water/Irrigation Division is requesting your consideration of revisions to the Irrigation Specialist I (8671) and Irrigation Specialist II (8672) job classifications.

The proposed revisions 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 this classification in its entirety, and additional changes are being proposed at this time for consistency with other class revisions across the City, as well as to more accurately define the expectations of the job. The proposed revisions better identify and clarify the knowledge, skills and abilities necessary to perform the essential functions.

A change is also being proposed for both classifications to allow 9 months to acquire a Commercial Drivers License (CDL) as opposed to 6 months. This is due to continuing changes and scheduling delays with the Washington State Department of Licensing. This is also consistent with other classification updates proposed since the COVID pandemic.

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.

David E. Brown Assistant Public Works Director
(509) 575-6204
david.brown@yakimawa.gov

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 8671	TITLE: Irrigation Specialist I	Rev. 10/10
1/23		

DEFINITION: Under general supervision, participates in the activities of a field crew in the systematic preventative maintenance, inspecting, repair and installation of the irrigation river diversions, canals and distribution system. Performs related work as assigned.

DUTIES

ESSENTIAL FUNCTIONS: Performs a variety of duties and services within the Water/Irrigation division including, but not limited to:

Irrigation Services: Participates in making street cuts using concrete saw, asphalt grinder and/or jackhammer. ~~I~~**E**nsures proper safety measures are implemented such as traffic signing, flagging and proper trenching and shoring. Assembles materials for service connections. Participates in taping irrigation mains, heat fusion welding, laying service pipe and installing shut off valve and valve box. Participates in excavation, backfill and compaction operations using hand tools and/or powered compactors. Turns services on or off.

Irrigation Main Installation and Repair: Participates in making street cuts using concrete saw, asphalt grinder and/or jackhammer. ~~I~~**E**nsures proper safety measures are implemented such as traffic signing, flagging and proper trenching and shoring. Participates in taping irrigation mains, heat fusion welding, laying pipe and installing valves, tees, bends, crosses and thrust restraints. Cleans pipe and installs repair bands or sleeves and/or replaces broken sections of pipe. Participates in excavation, backfill and compaction operations using hand tools and/or powered compactors.

Irrigation System Operation: Operates river diversions by opening, closing or adjusting diversion gates; and/or installing check boards on diversion dam. Follows directions from the Department of Fish and Wildlife to ~~i~~**e**nsure proper operation of fish barrier systems. Maintains adequate water levels in canals by adjusting gates, valves and check boards. Participates in keeping canals, reservoir and pump screens clean by mowing weeds and/or removing debris from screening facilities. Adjusts flows from canals and overflows to other irrigation companies and pump stations. Operates, monitors and adjusts flow from pump stations.

Preventative Maintenance: Participates in valve maintenance program including valve box cleaning, adjusting valve boxes to grade and exercising valves. Inspects and services pumps and motors, fish screens and diversion gates, requiring use of

atmosphere testing equipment. Participates in irrigation system flushing program by opening and closing of valves. ~~I~~Ensures proper safety measures are implemented such as traffic signing, flagging, and proper trenching and shoring.

Contributes to the effectiveness of the Water/Irrigation Division 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.

Note: This position is designed to prepare individuals for career advancement to an Irrigation Specialist II with increasingly specialized knowledge and skill to meet the competencies and expectations of the higher-level position, including, but not limited to: proficiency of operations of backhoe/loader, front end loader, dump truck, equipment trailer, jackhammer, and in reading irrigation system related maps and charts.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of irrigation canals and distribution systems, including types of equipment and materials used; traffic control procedures; and safe techniques and procedures for the appropriate use of materials, hand tools, power tools, and equipment necessary.

Knowledge 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.

Ability to identify and analyze abnormal conditions and render a timely and appropriate course of action to correct; read and interpret maps of distribution systems; 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 use hand and power tools ~~Proficient operation of equipment such as~~including, but not limited to: a jackhammer, powered compactors and an air compressor; and operate medium to heavy equipment. Perform strenuous physical work ~~with ability to lift and carry 50 pounds~~and occasionally lift heavy equipment. ~~Read and interpret maps of distribution systems. Communicate effectively with people in a tactful and diplomatic manner.~~

Ability 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.

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.

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 as needed to carry out the responsibilities and functions of the position.

PHYSICAL DEMANDS: Work is frequently ~~primarily~~ performed outside. Continuous use of both hands in reaching/handling/ grasping/~~fingering~~ keyboarding and other fine motor skills manipulation while performing

duties operating on computers and other machinery. **Occasional heavy work includes lifting and carrying up to 50 pounds.** On rare occasions may be required to lift heavier weight with the assistance of others or mechanical devices up to 100 pounds. Regularly ascends/descends stairs and ladders while maintaining balance. Continuous use of all senses including feeling/talking/ hearing/seeing while performing duties and while communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. May work at heights, confined spaces, alone, with others, or in noisy work area. Frequent bending/twisting at knees/waist/neck while performing mechanical repairs and maintenance items. Occasional kneeling/crouching/crawling while making repairs in confined spaces and awkward positions. May require constant moving, sitting, kneeling or standing for excessive periods of time. May work outside with all weather extremes, be exposed to: **members of the public;** insects; pollen; **mud;** dust; smoke; electrical hazards; noxious odors; fumes; ~~or~~ chemicals; solvents; oil; ink; construction debris; **asbestos; cement pipe;** vibrations; **needles; drug paraphernalia;** ~~and/or~~ traffic; **and other hazards.** Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: ~~Exposure to extremes of weather, raw water, asbestos cement pipe, mud and dust at work site; and street traffic.~~ **May come in contact with upset, agitated or emotionally disturbed customers.** **May be required to work weekend, standby, or on-call assignments.** Shall be subject to random controlled substance and alcohol testing, pursuant to Department of Transportation (DOT) regulations, including 49 CFR Part 40 and Section 302 of the Federal Motor Carrier Safety Regulations.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License. Must possess and maintain a Basic First Aid/CPR Certificate, Traffic Flagging Certificate, and a valid Class A Commercial Driver's License (CDL) with an air brake endorsement within ~~six~~ **(6) nine (9)** months of appointment.

MINIMUM CLASS REQUIREMENTS: High School diploma or GED and one **(1)** year experience in irrigation systems or related systems.

NOTE: ~~An Irrigation Specialist I may be promoted to an Irrigation Specialist II without further competition upon completion of a practical examination determining proficiency of operations of backhoe/loader, front end loader, dump truck, boom truck, equipment trailer, jackhammer, and in reading irrigation system related maps and charts.~~

FLSA STATUS: Non-Exempt
ADOPTED DATE: 1978
REVISED DATES: 10/07; 11/08; 10/10; 1/23
TITLE CHANGES: _____
UNION: AFSCME
CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 8672
~~10/101/23~~

TITLE: Irrigation Specialist II

Rev.

DEFINITION: Under limited supervision, participates in the activities of a field crew in the systematic preventative maintenance, inspecting, repair and installation of the irrigation river diversions, canals and distribution system. Performs other related duties as assigned.

DUTIES

ESSENTIAL FUNCTIONS: Performs a variety of skilled duties and services within the Water/Irrigation division including, but not limited to:

Irrigation Services: Participates in making street cuts using concrete saw, asphalt grinder and/or jackhammer. **E**nsures proper safety measures are implemented such as traffic signing, flagging and proper trenching and shoring. Determines tools and materials required for pre-assembly and assembles materials for service connections. Marks excavation and verifies location of other underground utilities. Participates in taping irrigation mains, heat fusion welding, laying service pipe and installing shut off valve and valve box. Participates in excavation, backfill and compaction operations using backhoe/loader, front-end loader, hand tools and/or powered compactors. Turns services on or off.

Irrigation Main Installation and Repair: Participates in making street cuts using concrete saw, asphalt grinder and/or jackhammer. **E**nsures proper safety measures are implemented such as traffic signing, flagging and proper trenching and shoring. Marks excavation and verifies location of other underground utilities. Participates in taping irrigation mains, laying pipe and installing valves, heat fusion welding, tees, bends, crosses and thrust restraints. Cleans pipe and installs repair bands or sleeves and/or replaces broken sections of pipe. Participates in excavation, backfill and compaction operations using backhoe/loader, front-end loader, hand tools and/or powered compactors.

Irrigation System Operation: Operate river diversions by opening, closing or adjusting diversion gates; and/or installing check boards on diversion dam or using backhoe to clean out diversion area in the river. **E**nsures adequate flows are maintained and within water rights. Coordinate with the Department of Fish and Wildlife to **e**nsure proper operation of fish barrier systems. Maintain adequate water levels in canals by adjusting gates, valves and check boards. Participate in keeping canals, reservoir and pump screens clean by mowing weeds and/or removing debris from screening facilities. Adjust flows from canals and overflows to

other irrigation companies and pump stations. Operate, monitor and adjust flow from pump stations.

Preventative Maintenance: Participates in valve maintenance program including valve box cleaning, adjusting valve boxes to grade and exercising valves. Inspect and service pumps and motors, fish screens and diversion gates, requires use of atmosphere testing equipment. Conduct infrared testing of electrical equipment and make corrections. Participates in irrigation system flushing program by opening and closing of valves. ~~Ensures~~ Ensures proper safety measures are implemented such as traffic signing, flagging, and proper trenching and shoring.

Contributes to the effectiveness of the Water/Irrigation Division 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.

Note: The significant difference between the Irrigation Specialist I and II is the higher-level of independence, decision-making responsibility, skill and experience, including but not limited to: proficiency of operations of backhoe/loader, front end loader, dump truck, equipment trailer, jackhammer, and in reading irrigation system related maps and charts.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of irrigation river diversions, canals and distribution systems, including types of equipment and materials used; **traffic control procedures; and safe techniques and procedures for the appropriate use of materials, hand tools, power tools, and equipment necessary.**

Knowledge 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; project planning; and organizational practices and techniques. Knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

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

Must possess proficiency of operations of backhoe/loader, front end loader, dump truck, equipment trailer, jackhammer, and in reading irrigation system related maps and charts.

Ability to identify and analyze abnormal conditions and render a timely and appropriate course of action to correct; read and interpret maps, blue prints, and charts related to river diversions, canals and distribution systems; 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 use hand and power tools ~~Proficient operation of equipment such as including, but not limited to: a jackhammer, tractor and mower, crane truck, and air compressor.;~~ **and operate medium to heavy equipment.** Perform strenuous physical work with ability to lift and carry 50 pounds. **and occasionally lift heavy equipment.** ~~Read and interpret maps, blue prints, and charts related to river diversions, canals and distribution systems. Accurately maintain records and reports. Communicate effectively with people in a tactful and diplomatic manner.~~

Ability 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.

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.

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 as needed to carry out the responsibilities and functions of the position.

~~Requires regular and reliable attendance.~~

~~Performs other related duties as assigned.~~

PHYSICAL DEMANDS: Work is frequently ~~primarily~~ performed outside. Continuous use of both hands in reaching/handling/ grasping/~~finger~~**ing keyboarding and other fine motor skills manipulation** while performing duties operating on computers and other machinery. **Occasional heavy work includes lifting and carrying up to 50 pounds.** On rare occasions may be required to lift heavier weight with the assistance of others or mechanical devices up to 100 pounds. Regularly ascends/descends stairs and ladders while maintaining balance. Continuous use of all senses including feeling/talking/ hearing/seeing while performing duties and while communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. May work at heights, confined spaces, alone, with others, or in noisy work area. Frequent bending/twisting at knees/waist/neck while performing mechanical repairs and maintenance items. Occasional kneeling/crouching/crawling while making repairs in confined spaces and awkward positions. May require constant moving, sitting, kneeling or standing for excessive periods of time. May work outside with all weather extremes, be exposed to: **members of the public;** insects; pollen; **mud;** dust; smoke; electrical hazards; noxious odors; fumes; ~~or~~ chemicals; solvents; oil; ink; construction debris; **asbestos; cement pipe;** vibrations; **needles; drug paraphernalia;** ~~and/or~~ traffic; **and other hazards.** Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: ~~Exposure to extremes of weather, raw water, asbestos cement pipe, mud and dust at work site; and street traffic.~~ **May come in contact with upset, agitated or emotionally disturbed customers. May be required to work weekend, standby, or on-call assignments.** Shall be subject to random controlled substance 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.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License. Must possess and maintain a Basic First Aid/CPR Certificate, Traffic Flagging Certificate, and a valid Class A Commercial Driver's License (CDL) with an air brake endorsement, within ~~six~~ **nine (9)** months of appointment.

MINIMUM CLASS REQUIREMENTS: High School Diploma or GED and two (2) years' experience in irrigation systems.

Candidates must successfully complete practical exam demonstrating proficiency of operations of backhoe/loader, front end loader, dump truck, equipment trailer, jackhammer, and in reading irrigation system related maps and charts.

NOTE: An Irrigation Specialist I may be promoted to an Irrigation Specialist II without further competition upon completion of a practical examination determining proficiency of operations of backhoe/loader, front end loader, dump truck, boom truck, equipment trailer, jackhammer, and in reading irrigation system related maps and charts.

FLSA STATUS: Non-Exempt
ADOPTED DATE: 1978
REVISED DATES: 10/07; 11/08; 10/10; 1/23
TITLE CHANGES: _____
UNION: AFSCME
CIVIL SERVICE STATUS: CHARTER



DEPARTMENT OF COMMUNITY DEVELOPMENT

Joan Davenport, AICP, Director

Planning Division

Joseph Calhoun, Manager

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MEMORANDUM

To: Charter Civil Service Commission
From: Joseph Calhoun, Planning Manager
Date: December 28, 2022
RE: Assistant, Associate, and Senior Planner Classifications

The Planning Division is proposing revisions to the Assistant, Associate, and Senior Planner classifications. The primary purpose of these edits is to provide consistency across the three classifications' minimum class requirements, provide additional clarification of hierarchy of the positions, and better define the authority, duties and responsibilities for each position.

For example, currently the Assistant and Associate Planner positions require a bachelor's degree (BA) in "Urban Planning, Public Administration or a closely related field" while the Senior Planner position only requires a BA in "Urban Planning or a closely related field." The Associate Planner position currently allows for a master's degree (MA) to substitute for 1 year of experience while the Senior Planner position does not. As degrees in Urban Planning are becoming less common, Geography and Architecture have been added to as qualifying degrees to attract additional candidates. AICP (American Institute of Certified Planners) certification has also been identified as a preference.

Additional language proposed include updates to the Major Worker Characteristics to increase consistency with other city job classifications and to better define the knowledge, skills and abilities necessary for these positions. Minor language revisions have also been made to includes typical terminology used in the Planning field.

Thank you for your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 3311
5/141/23

TITLE: Assistant Planner

Rev.

DEFINITION: Under general supervision performs entry-level planning processes. Duties include researching various public records; preparing charts, graphs, maps and other reference documents; preparing ~~various staff and planning reports;~~ ~~assisting customers with their~~ **processing land use permit and subdivision applications;** providing technical support; and conducting limited presentations at public meetings. Work is reviewed through direct observation, results achieved, finished work product, ~~and individual conferences~~ **and formal performance evaluations.**

DUTIES

ESSENTIAL FUNCTIONS: Researches federal, state and local statutes, **and** public records. Gathers pertinent data and solicits public input related to specialized assignments in areas such as policy development, housing, population projections, land use, development, zoning, City utility extensions, annexations, environmental considerations, transportation, urban design, legislation, road and easement vacations,- and/or other **related** subjects.

Receives defined assignments and assists in problem identification; research; data gathering; prepares graphics and maps; and prepares final products, staff reports, or decisions. Utilizes computer software programs including **geographic information system mapping (GIS)**, and internet applications. May be responsible for multiple **concurrent** projects.

Attends public hearings, community meetings, City Council meetings, and committee meetings, to present information in areas of expertise **during regular working hours or during evenings/weekends.** Occasionally makes formal presentations orally and in writing. Presents information to other professionals, government officials, **businesses, community groups, residents, and others.** lay persons.

Provides technical and planning assistance to customers; reviews applications to ensure compliance with permit application processes. Responds to customer inquiries regarding planning processes, zoning, timetables, and related rules, regulations and/or policies **efficiently and effectively with courtesy and respect.**

Contributes to the effective administration of 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.

Note: The significant differences between the Assistant Planner and Associate Planner ~~are~~ is the complexityies, responsibilityies and impacts of assignments on the City and community. This position is designed to prepares individuals for career advancement with increasingly specialized knowledge to meet the requirements and expectations of the more advanced position. ~~job duties.~~

OTHER FUNCTIONS:-

~~May make presentations before the Hearing Examiner, City Council, or at public and advisory committee meetings and hearings within assigned areas during regular working hours or during evenings or weekends.~~

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: General knowledge of: the principles and practices of urban planning, urban design, community development, housing and neighborhood conservation, environmental regulations, land use planning and growth management, and other relevant fields. Knowledge of federal and state guidelines, Growth Management Act, governmental processes, land development processes, environmental processes, techniques of work program design and scheduling; and methods of techniques of community involvement.

Knowledge of federal, state and city laws and ordinances, and City of Yakima policies and procedures. Knowledge of practices and principles 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.

GIS proficiency and strong working knowledge of: computer software systems; databases; industry applications; Microsoft Office Suite including Excel; report writing tools; and office equipment; and professional office procedures and practices. Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone etc.

Knowledge of techniques and strategies for dissemination of detailed and/or technical written and verbal information to a wide range of

individuals, including but not limited to managers, staff, City Council, government officials, and members of the public.

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

Ability to negotiate and clearly and concisely present detailed information 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 perform a variety of mathematical computations with ability to read, interpret and analyze complex and technical documents and to translate analysis into recommendations or reports. Ability to read, research, interpret, apply and explain codes, rules, regulations, policies, and procedures.

Ability to: perform technical review of projects and development permit applications; apply policies and codes to zoning, architecture and site design, housing and other issues; collect, organize and analyze numerical and qualitative data to support recommendations; think conceptually, draw logical conclusions, make sound decisions, prepare reports and findings; and make recommendations.

Ability to: perform research and assemble findings, draw conclusions, and make decisions and/or recommendations in support of regarding land use decisions.

Ability to: effectively utilize GIS; perform field investigations and gather, analyze, interpret, evaluate and report on various land use and characteristic data related to developmental proposals. Coordinate with other City ~~d~~Departments and governmental agencies to ensure that their input is incorporated into reports, plans, and projects. ; work effectively with others. Ability to: ~~work independently and as part of a team of professional and technical staff; operate and effectively use personal computers and other pertinent office machinery; communicate in English effectively orally and in writing; establish and maintain effective working relationships with other employees, representatives of other governmental agencies, representatives from community and special interest groups, citizen committees, builders, developers and property owners. Experience with: computer software programs, including proficiency in GIS.~~

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

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

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

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 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 and other fine motor skill manipulations, while performing duties operating on computers and other machinery. Occasional heavy work includes lifting and carrying up to 250 pounds. Occasionally ascends/descends stairs and ladders or walking on 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 alone, with others, or in noisy work area. May work outside with all weather extremes, be exposed to pollen and dust, and will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: May work extended hours and attend evening and weekend meetings. May be exposed to angry, ~~or upset~~ **mentally disturbed or agitated** individuals or groups. **May require occasional travel from site to site for attendance at meetings.**

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

MINIMUM CLASS REQUIREMENTS: Bachelor's degree in Urban Planning, Public Administration, **Geography, Architecture** or related field, ~~PLUS a related position or~~ **A Masters degree and/or an** internship with a municipal or private planning organization ~~of no less than three months (480 hours)~~ **is preferred.** Four (4) years of progressively responsible ~~job~~ **land use planning** experience with a municipal or private land use planning organization may be substituted for the above required BA degree. ~~Masters degree may substitute for the three month internship.~~

FLSA STATUS: NON-EXEMPT

ADOPTED DATE: 3/71

REVISED DATES: 6/04; 6/10; 5/14; 1/23

TITLE CHANGES: _____

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATIONS**

CODE: 3321

TITLE: Associate Planner

Rev. 1/16/23

DEFINITION: Under general direction, performs complex and highly responsible professional current and long-range planning assignments requiring a thorough knowledge of zoning, subdivision and site planning activities and their relationship to planning principles. Incumbents conduct research and analysis of a variety of planning issues such as housing, population projection, land use, zoning, annexations, environmental impact, transportation, comprehensive planning and others; preparation of graphics, maps and reports; and make presentations in various public forums. Work is performed with considerable latitude for use of independent judgment and is reviewed through public comment, results achieved, direct observation, ~~and conferences~~ **and formal performance evaluations.**

DUTIES

ESSENTIAL FUNCTIONS: Researches federal, state and local statutes, ~~and public records,~~ ~~g~~Gathers pertinent data and solicits public input related to specialized assignments in areas such as policy development, housing, population projections, land use and development, zoning, City utility extensions, annexations, environmental considerations, transportation, urban design, legislation road and easement vacations, comprehensive plan amendments, ~~and/or other~~ **related** subjects.

Receives broadly defined assignments and assists in problem identification; development of goals and objectives; determines primary and secondary data requirements; develops work programs; performs **expansive and detailed** research, data gathering and analysis; prepares graphics and maps; and prepares final products, staff reports, or decisions. May be responsible for multiple **concurrent** projects and be designated as lead on a particular project.

Attends public hearings, community meetings, City Council meetings, and committee meetings and presents information in areas of expertise **during regular working hours or during evenings/weekends,** ~~and in~~ **Makes formal presentations orally and in writing. Presents information to other professionals, government officials, businesses, community groups, residents, and others.** ~~and lay persons.~~

Provides **advanced** technical and planning assistance and assistance to customers; reviews applications related to planning processes and issues to ensure compliance with permit application processes. Responds to customer inquiries regarding planning processes, zoning, timetables, and related rules, regulations and policies

efficiently and effectively with courtesy and respect. Provides assistance, guidance, and/or training to Assistant Planners as appropriate and necessary.

Contributes to the effective administration of 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.

OTHER FUNCTIONS:

Note: The significant differences between the Assistant Planner and Associate Planner are is the complexity, responsibility and impact of assignments on the City and community.

Requires regular and reliable attendance.

Performs other duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of: the principles and practices of urban planning; community development; housing and neighborhood conservation; urban economics; political science; architecture; landscape architecture; environmental regulations; land use planning and growth management; or other relevant fields. Knowledge of : federal and state guidelines, Growth Management Act; governmental processes; economics, government finance; land development processes; environmental processes; techniques of work program design and scheduling; and methods of techniques of community involvement.

Knowledge of federal, state and city laws and ordinances, and City of Yakima policies and procedures. Knowledge of practices and principles 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.

GIS proficiency and strong working knowledge of: computer software systems; databases; industry applications; Microsoft Office Suite including Excel; report writing tools; and office equipment; and professional office procedures and practices. and Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone etc.

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

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

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

Ability to perform a variety of mathematical computations with ability to read, interpret and analyze complex and technical documents and to translate analysis into recommendations or reports. Ability to read, research, interpret, apply and explain codes, rules, regulations, policies, and procedures.

Ability to: perform technical review of projects and development permit applications; apply policies and codes to zoning, architecture and site design, housing and other issues; collect, organize and analyze numerical and qualitative data to support recommendations; think conceptually; observe and evaluate trends; analyze **complex** data; draw logical conclusions; make sound decisions; prepare reports and findings and make recommendations.

Ability to: perform research and recommend revisions to regulations and/or policies as solutions to difficult community planning problems; ~~locate grant resources and prepare grants for projects;~~ assist with the maintenance of various plans and ordinances of the City related to Community Development interest. Ability to develop, present and gain acceptance for short and long-range programs and budgets. Must be able to locate grant resources and prepare grant proposals for projects.

Ability to: **effectively utilize GIS;** perform field investigations and gather, analyze, interpret, evaluate and report on various land use and land and community characteristic data related to developmental proposals; coordinates with other City

~~Departments and governmental agencies to ensure that their input is incorporated into reports, plans, and projects; work effectively with others. Ability to: work independently and as part of a team of professional and technical staff; operate and effectively use personal computers and other pertinent office machinery; communicate effectively orally and in writing; and, to establish and maintain effective working relationships with other employees, representatives of other governmental agencies, representatives from community and special interest groups, citizen committees, builders, developers and property owners.~~

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

Ability to establish, facilitate, and maintain effective working relationships with other employees, community and special interest groups/committees, government agencies, builders, developers, property owners and other members of the public; train, lead, organize, and assist with the work of subordinates; consistently and continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions. Ability to positively receive feedback and take direction is essential.

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

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 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 and other fine motor skill manipulations,** while performing duties operating on computers and other machinery. Occasional heavy work includes lifting and carrying up to 250 pounds. Occasionally ascends/descends stairs and ladders, **or walking on 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 to learn and remember simple to complex policies and procedures. May work, in remote locations or in noisy work area. May work outside with all weather extremes, be exposed to pollen and dust, and will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: Work in this classification requires attendance at evening, night and weekend meetings and frequent extended hours. Exposed to unhappy, angry or hostile individuals and groups. Frequent work under rigid deadlines with multiple assignments.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License. Obtain and maintain a First Aid/CPR card within six (6) months of employment.

MINIMUM CLASS REQUIREMENTS: Bachelor's degree in Urban Planning, Public Administration, Geography, Architecture or a related field, plus three (3) years' professional land use -planning experience, ~~related to the classification.~~ A Master's Degree in a related field may substitute for one (1) year of professional planning experience, American Institute of Certified Planners (AICP) certification is preferred.

FLSA STATUS: NON-EXEMPT

ADOPTED DATE: 1/83

REVISED DATES: 6/04; 6/10; 8/13; 1/16; 1/23

TITLE CHANGES: _____

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 3322

TITLE: Senior Planner

Rev. 6/10-1/23

DEFINITION: This position performs with considerable independence under the limited direction of the ~~Division Manager~~ and requires frequent contact with the City Council, boards and commissions, other City departments and divisions, and the general public. This position performs professional Urban/Land Use Planning work focusing on **both** current ~~planning~~ and long-range (~~Comprehensive~~) planning. In addition, the Senior Planner is ~~may be~~ responsible for coordinating activities of the planning staff, ~~and reporting to the Division Manager.~~ The position performs other related ~~complex~~ planning work **to support the Supervising Planner and Division Manager** as required.

DUTIES

ESSENTIAL FUNCTIONS:

Performs lead role (Project Management) for the preparation, review, and adoption of:

- A. Zoning Ordinance Amendments
- B. ~~Urban Area~~ Subdivision Ordinance ~~and Revisions~~ **Amendments**
- C. Development Standards and Regulations
- D. Neighborhood and Sub-area Plans
- E. Special Studies and Reports

Responsible for the preparation ~~and presentation~~ of special studies and **detailed** reports to the management staff, boards and commissions, and the City Council on planning policy issues and related matters. **Attends public hearings, community meetings, City Council meetings, and committee meetings and presents information during regular working hours or during evenings/weekends. Makes formal presentations orally and in writing. Presents information to other professionals, government officials, businesses, community groups, residents, and others.**

Provides planning staff support and direction to the Yakima ~~Urban Area~~ Planning Commission. **Provides assistance, guidance, direction, training and constructive feedback to subordinate planning staff on other issues and topics as assigned and/or appropriate.**

Short-Range: May Assigns files to planners and assists in **processing** permit applications ~~reviews~~; reviews and investigates applications for annexation, subdivision, right-of-way vacation, zoning and city utility extensions; provides policy

guidance on staff recommendations. Conducts thorough research, prepares graphics, maps, reports and recommendations for presentation to various government officials. Works with other governmental agencies and city departments in a support role. Provides advanced technical planning assistance to the public on request and assists subordinate planning staff respond to difficult questions, issues or situations. Answers planning questions posed by the general public efficiently and effectively with courtesy and respect.

Long-Range: Assists in problem identification and development of Comprehensive Plan goals and objectives. Designs programs necessary to meet assigned planning objectives. Develops methodology; performs in-depth research, data gathering and applies complex statistical techniques. Performs lead role in zoning and subdivision amendments and other regulatory programs. May Coordinate land use programs. Researches grant opportunities. Writes planning-related grant applications; develops RFP/RFQ, and contract documents for consultants when appropriate. Manages grant programs/projects through to completion.

Contributes to the effective administration of 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: Extensive knowledge of modern urban planning principles and practices; understanding of land use concepts and the impact of sociological, demographic, economic, environmental and other factors influencing land use and development. ~~;- knowledge of project management principles and methods. Ability to: systematically gather, organize and analyze data; write reports clearly and convey technical information to lay persons; to plan work, think conceptually, observe and evaluate trends, analyze data, and draw logical conclusions. Demonstrate well developed and effective communications and interpersonal relations skills leading to effective programs and policies.~~

Knowledge of federal, state and city laws and ordinances, and City of Yakima policies and procedures. Knowledge of best principles and techniques of supervision and leadership; practices and principles 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.

GIS proficiency and advanced knowledge of: computer software systems; databases; industry applications; Microsoft Office Suite including Excel; report writing tools; and office equipment; and professional office procedures and practices. and Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone etc.

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

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

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

Ability to perform a variety of mathematical computations with ability to read, interpret and analyze complex and technical documents and to translate analysis into recommendations or reports. Ability to read, research, interpret, apply and explain codes, rules, regulations, policies, and procedures.

Ability to: perform technical review of projects and development permit applications; apply policies and codes to zoning, architecture and site design, housing and other issues; collect, organize and analyze numerical and qualitative data to support recommendations; think conceptually; observe and evaluate trends; gather, organize and analyze complex data; draw logical conclusions; make sound decisions; write and prepare reports and findings and make recommendations.

Ability to: perform comprehensive research and recommend revisions to regulations and/or policies as solutions to difficult community planning problems; assist with the maintenance of various plans and ordinances of the City related to Community Development interest. Ability to develop, present and gain acceptance for short and long-range programs, policies and budgets. Must be able to locate/identify grant resources and prepare grant proposals for projects.

Ability to: effectively utilize GIS; perform field investigations and gather, analyze, interpret, evaluate and report on various land use and land and community characteristic data related to developmental proposals; coordinates with other City departments and governmental agencies to ensure their input is incorporated into reports, plans, and projects; work effectively with others.

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

Ability to establish, facilitate, and maintain effective working relationships with other employees, community and special interest groups/committees, government agencies, builders, developers, property owners and other members of the public; train, lead, organize, and direct with the work of subordinates; evaluate personnel performance; provide constructive feedback to subordinates; develop and implement modern auditing and accountability methods, procedures, forms and records; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus. consistently and continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions. Ability to positively receive feedback and take direction is essential.

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

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 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 and other fine motor skill manipulations,** while performing duties operating on computers and other machinery. Occasional heavy work includes lifting and carrying up to 250 pounds. Occasionally ascends/descends stairs and ladders **or walking on 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 **to learn and remember simple to complex policies and procedures.** May work, in remote locations or in noisy work area. May work outside with all weather extremes, be exposed to pollen and dust, and will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: Work with the public and employees, some of whom may be irate, ~~or~~ ~~upset,~~ **or emotionally disturbed.** Frequent extension of workday to meet deadlines. **May require occasional travel from site to site for attendance at meetings, including evening meetings.**

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

MINIMUM CLASS REQUIREMENTS: A Bachelor Degree in Urban Planning, **Public Administration, Geography, Architecture** or a closely related field and three **(3)** years of progressively responsible and directly relevant planning experience is required. **Experience must include work as a project manager (lead role) or lead** in a planning project or program, ~~is preferred.~~ **A Master's Degree in a related field may substitute for one (1) year of professional Planning experience. American Institute of Certified Planners (AICP) certification is preferred.**

**Title change from Senior Project Planner*

FLSA STATUS: NON-EXEMPT
ADOPTED DATE: 1/91
REVISED DATES: 11/00; 6/10; 1/23
TITLE CHANGES: 11/00
UNION: AFSCME
CIVIL SERVICE STATUS: CHARTER

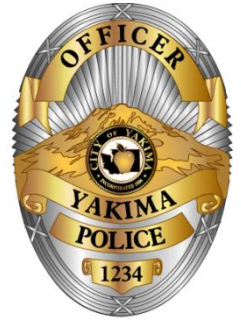
City of Yakima

Police Department

Matthew Murray, Chief of Police

200 S. 3rd Street
Yakima, Washington 98901

Telephone (509) 575-6200 Fax (509) 575-6007



Memorandum

1/4/2023

To: Yakima Police/Fire Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: Request for Suspension of Probation for Police Officer

The Yakima Police Department is requesting the Police/Fire Civil Service Commission to approve a request for suspension of the one-year probation for an entry-level Police Officer due to an extended medical leave, which began December 13, 2022. The individual is expected to be out for several more weeks. The field training program is unable to evaluate progress for a successful completion of probation during the medical leave for the employee.

We are respectfully requesting to suspend this employee's probationary period until said time that the employee returns to full duty.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Murray".

Chief Murray

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

January 3, 2023

TO: City of Yakima Civil Service Commission
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief
SUBJECT: November 2022 – YFD Monthly Report

In accordance with the City of Yakima’s Civil Service Rules, Article as follows: *For the purposes of certification to the city authorities for the payment of salaries and in order that the Commission may keep proper record of changes in the classified service, the appointing authority shall immediately report in writing to the Commission;*, the following information is for your review:

1. Probational or temporary appointments made.

Promotions:

Mark Ancira, Fire Training Assistant
Chad Williams, Fire Lieutenant

New Hires:

Nothing new to report.

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

Nothing new to report.

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

Nothing new to report.

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

Joseph Burbank, Fire Training Assistant – resignation

5. Positions created or abolished.

Nothing new to report.

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



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MEMORANDUM

January 3, 2023

TO: City of Yakima Civil Service Commission
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief
SUBJECT: December 2022 – YFD Monthly Report

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1. Probational or temporary appointments made.

Promotions:

Nothing new to report.

New Hires:

Nothing new to report.

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

Nothing new to report.

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

Nothing new to report.

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

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

November 30, 2022

To: Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: November 2022 – Status Report

In accordance with the City of Yakima's Civil Service Rules the department is to supply the following report to the Civil Service Commission. The report format is as follows: For the purposes of certification to the city authorities for the payment of salaries and in order that the Commission may keep proper record of changes in the classified service, the appointing authority shall immediately report in writing to the Commission; the following information is for your review:

1. Probational or temporary appointments made.

Name	Position	Date of Appointment
Nelly Villalpando	Police Officer	11/8/22

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

(none)

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

Police Officer one day suspension

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

(none)

5. Every position created or abolished.

(none)



Memorandum

December 31, 2022

To: Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: December 2022 – Status Report

In accordance with the City of Yakima's Civil Service Rules the department is to supply the following report to the Civil Service Commission. The report format is as follows: For the purposes of certification to the city authorities for the payment of salaries and in order that the Commission may keep proper record of changes in the classified service, the appointing authority shall immediately report in writing to the Commission; the following information is for your review:

1. Probational or temporary appointments made.

Name	Position	Date of Appointment
Aureliano Rivera	Police Officer	12/7/22
Kylie Swift	Lateral Police Officer	12/19/22

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

(none)

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

(none)

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

Bryce Hodson, Police Officer	resignation	12/1/22
Gabriel Ramos, Police Officer	disability separation	12/14/22

5. Every position created or abolished.

(none)