



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**

June 5, 2023 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

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

NEW BUSINESS

- 1) Consideration of revision to classification 15104 - Pretreatment Supervisor and wastewater classification title changes (Charter)

8321 Laboratory Technician to Wastewater Laboratory Technician;
8322 Pretreatment Tech to Wastewater Pretreatment Tech;
8323 Pretreatment Crew Leader to Wastewater Pretreatment Crew Leader;
8324 Environmental Compliance Specialist
8326 Laboratory Chemist to Wastewater Laboratory Chemist;
15301 Lab Coordinator to Wastewater Lab Coordinator

- 2) Consideration of revision to classification 2125 IT Services Network Analyst (Charter)
- 3) Consideration of Probation Suspension for Utility Services Representative (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 – May 1, 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, Police/Fire Civil Service Commissioner Camille Becker, Charter Civil Service Commissioner Louisa Beckstrand (via Zoom) and Chief Examiner Debbie Korevaar.

Worley called the meeting to order.

APPROVAL OF MINUTES

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

NEW BUSINESS

1. Consideration of revision to classification 10303 Financial Services Officer (Charter)

Financial Services Manager Kimberly Domine requested revisions updating some language and clarifying the Essential Functions and Major Worker Characteristics. These changes better illustrate the necessary knowledge, skills and abilities required for the position.

Beckstrand noted a minor spelling typo on page 2. The word forecast was missing an “e”. corrected.

Beckstrand moved to approve revision to classification 10303 Financial Services Officer with corrected typo. Trevino seconded. Motion passed unanimously.

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

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

6380 – Deputy Fire Chief

1180 – Fire Chief

Fire Chief Aaron Markham proposed a revision to the requirement for a WA State Driver’s License. This issue was brought to his attention when a new firefighter was residing out of state. When initially testing for a firefighter position, Public Safety Testing (PST) requires candidates possess a state driver’s license. At the time of hire, the City of Yakima requires employees to: “Possess and maintain a valid WA State Driver License”.

Markham proposed to update the fire classifications to require candidates “Must possess and maintain a valid State Driver's License (United States)”. This would be applied to all related classifications in the Fire Department. Markham added the Deputy Fire Chief and Fire Chief classifications will be updated to allow candidates to “Must obtain and maintain a valid WA State Driver’s License”, rather than having to possess one at time of hire.

Korevaar clarified the reason the first grouping would be changed to possess and maintain a **state** driver’s licenses, and the Deputy Chief and Fire Chief language will reflect “obtain and maintain a valid **WA State** Driver’s License” is because their shifts are more typical and therefore, for practical reasons, they must live in state.

Worley inquired if there was consideration on a timeframe. Korevaar clarified the change is presented as must possess and maintain the state license at time of hire. Worley requested clarification on the verbiage of “State Driver’s License (USA)”. Korevaar clarified it’s a state license in a US state. Becker asked if this would prevent someone from living in another country from applying, such as in Canada or Mexico. Markham noted he wasn’t sure, but it would likely bring up the eligibility to work in the USA. Korevaar added we could address that situation on a case-by-case basis.

Becker moved to approve revision to the presented fire classifications. Trevino seconded. Motion passed unanimously.

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

Chief Examiner Debbie Korevaar, on behalf of Transit Manager Alvie Maxey, shared they are requesting the suspension of probation due to an employee being out on medical leave. This would pause their probation time, which would then restart to complete the probation period upon their return.

Trevino moved to approve Probation Suspension for Transit Operator. Worley seconded. The motion passed unanimously.

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

Other Business:

a) Public Comment – none

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

Next meeting is scheduled for June 5, 2023. Materials need to be submitted to the Chief Examiner by May 18, 2023.

There being no further business before the Commission, the meeting was adjourned at 3:43 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.



Wastewater / Stormwater Division

2220 E. Viola Avenue
Yakima, WA 98901

DATE: May 30, 2023
TO: Yakima Charter Civil Service Commission
FROM: Mike Price, Wastewater/Stormwater Manager
Scott Schafer, Public Works Director
RE: Revision of Pretreatment Supervisor 15104

The Wastewater/Stormwater Division is requesting your consideration of a revision to the Pretreatment Supervisor job classifications 15104.

The proposed revision was prompted by language within the classification under the Licenses, Registrations, and/or Certifications section which requires:

Must complete within one (1) year of appointment the Environmental Protection Agency (EPA) 40-hour Hazardous Materials Course.

There is no such a course offered at this time by the EPA, so this requirement is not appropriate.

Once this outdated requirement was identified, a need to review the classification in its entirety was recognized. Language has been added to increase uniformity with other classifications across the City, as well as consistency within the division (such as the title update). The changes under the Major Worker Characteristics better define the knowledge, skills and abilities necessary to perform the essential functions.

The minimum qualifications have been modified slightly to broaden the pool of potential candidates by allowing "lead" experience in addition to supervisory experience. This creates an easier path for internal promotions in the future.

As we are requesting only a minor change to the minimum requirements, and there is no change proposed for the overall authority or responsibility level of the position, no pay allocation change is required.

As a note: while revising this Pretreatment Supervisor classification, it was recognized several other Wastewater classifications do not have "Wastewater" included in the title. This is inconsistent with similar classifications within the division and makes review within the Master Pay Ordinance inefficient. Therefore, with your approval, in the next pay ordinance, the Chief Examiner intends to update the following classification titles:

8321 Laboratory Technician to Wastewater Laboratory Technician;
8322 Pretreatment Tech to Wastewater Pretreatment Tech;
8323 Pretreatment Crew Leader to Wastewater Pretreatment Crew Leader;
8324 Environmental Compliance Specialist
8326 Laboratory Chemist to Wastewater Laboratory Chemist;
15301 Lab Coordinator to Wastewater Lab Coordinator

Thank you for your consideration in these matters.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 15104 Rev. 11/156/23	TITLE: <u>Wastewater</u> Pretreatment Supervisor
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DEFINITION: Under the limited direction of the Wastewater Division Manager, monitors wastewater and stormwater discharge data; coordinate and plan industrial and commercial facility site inspections to monitor compliance with state, federal, and local regulations; coordinates pretreatment and pollution prevention program activities; monitors stormwater discharge data for compliance with State water quality standards; Supervises, leads, trains, and evaluates the work and performance of subordinate staff; ~~Pretreatment staff in the completion of their duties;~~ and, writes permits, discharge authorizations, compliance orders and compliance schedules.

DUTIES

ESSENTIAL FUNCTIONS: Plans, oversees, organizes, schedules, assigns and assists with projects and work assignments of Pretreatment staff. Supervises, trains, mentors, coaches and motivates staff. Makes recommendations to management regarding personnel matters such as hiring, evaluations, training, discipline and termination; evaluates performance and prepares probationary and annual evaluations timely, professionally and proficiently. Handles other related personnel matters as required. Reviews and approves leave requests.

Uses administrative skills in coordination, recordkeeping, permit writing, briefing, and enforcement of Pretreatment Program. Makes recommendations on pretreatment ordinances, enforcement of those ordinances and other state and federal laws. Assists in the development of ~~D~~division policies affecting the Pretreatment Program including capital expenditures, staffing, laboratory testing frequencies and expenditures, utilization of staff resources, and factors affecting business growth and regulatory oversight in the industrial community. Understands and uses the provisions of the City's Wastewater Discharge Permit.

Oversees on-site inspections of business and industrial sites for the purpose of determining appropriate level of pretreatment and stormwater compliance activities and compliance with local, state and federal pretreatment laws. Advises industry of pretreatment and stormwater compliance status, measures to be taken to remedy problems and the responsibility involved for non-compliance. Works closely with wastewater pPlant Llaboratory staff, contracted laboratories, and Wwastewater collection staff in the short- and long-term planning for testing, sampling, flow monitoring, and trouble-shooting to determine suspected sources of toxic or strong

waste discharges. Establishes and maintains cooperative effective working relationships using a diplomatic, but firm manner. Handles stressful situations when encountering individuals in the business community who may be upset or critical of city, state or federal policy.

Comprehends technical industrial manufacturing processes including chemicals utilized, waste by-products, spill prevention methods, chemical, biological, and physical treatment methods, and field testing and monitoring procedures. Reviews and approves proposed and existing pretreatment systems...

Has a working knowledge of sampler and flow monitoring equipment maintenance, troubleshooting, installation, and the application to various wastewater and stormwater conditions. Recognizes abnormal conditions in industrial waste streams where special equipment or material may be required to obtain representative flow and sampling data. Uses and understands safety regulations and procedures for confined space entry, flagging and traffic safety, and toxic/hazardous materials handling.

Works cooperatively with Federal, State and local agencies in managing pollution prevention and emergency response programs. Establishes and maintains programs to ensure environmental compliance for the Wastewater Division, except in areas specifically assigned to others, including such acts as: Federal Superfund Amendments and Reauthorization Act (SARA III), Toxic Substance Control Act (TSCA), Hazardous Substance Act (HSA), Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), Resource Conservation and Recovery Act (RCRA), Comprehensive Environmental, Response, Compensation and Liability Act (CERCLA), Clean Water Act (CWA), Pollution Prevention Act, Clean Air Act, Washington Community Right-to-Know Act, Hazardous Waste Management Act, Pesticide Control Act, Model Toxics Control Act, Water Pollution Control Act, and Hazardous Waste Reduction Act. Carries out responsibility of environmental reporting to Federal, State, Local and Tribal agencies.

Develops concise reports, documenting a broad area of pretreatment and stormwater issues; including compliance reports, local industry databases, waste strength and characteristic comparison studies, waste allocation studies, Industrial Waste surveys and specific effluent limitations.

Interprets laboratory data and correctly applies data to determine when an industry may be contributing strong or toxic waste which could be deleterious to the collection system, interfere with plant operation or residuals handling and disposal, or pass through the treatment plant.

Uses standard formats to apply numerical limits established by Federal, State, and Local regulations.

Develops with industry and civic organizations at the local level an increased level of awareness concerning pretreatment requirements, toxic and strong waste reduction methods, new regulation development, public comment and related environmental issues. Presents new ideas and educates the public on a variety of scientific and environmental issues.

~~Supervises Pretreatment staff. Plans, organizes, schedules and assigns projects and work assignments. Reviews and approves leave requests. Trains, coaches and motivates staff; conducts performance evaluations. Handles other related personnel matters.~~

Contributes to the effectiveness of the Wastewater Division, and the City of Yakima, by exhibiting actions and an attitude to project, encourage and reinforce cooperation and coordination of efforts, productive time management, and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide exceptional customer service to internal and external customers.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of: **City policies, rules, regulations and procedures;** measuring, collection, and analysis of wastewater and stormwater; recordkeeping (manual and computer); local ordinances; State and Federal environmental regulations and programs affecting the Wastewater Treatment Plant and collection system; the hydraulics as related to wastewater systems and chemistry, biology and mathematics.

Knowledge of best principles and techniques of supervision and leadership; work flow practices; 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.

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

Strong working knowledge of: professional office practices, procedures and equipment, including, but not limited to: computers; industry

applications, records, and databases; spreadsheets; and Microsoft Office Suite.

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

Ability to: coordinate laboratory analysis of wastewater and stormwater; effectively enter complex data/information into a computer system with speed and accuracy; maintain records and prepare reports; interpret, follow and enforce regulations; investigate accidents and injuries, identify appropriate remedial action, and correct unsafe acts or practices; perform the physical aspects of the job including, but not limited to the ability to descend into manholes approximately 20 feet deep; read and understand operations manuals, ordinances, regulations, contracts and procedures. Ability to operate standard office equipment including but not limited to: computer, fax/copy machine, scanner, telephone etc.

Ability to coach, mentor, plan, organize, assign and evaluate the work of subordinate staff; identify training needs and provide necessary training; mentor and assist subordinate staff; demonstrate a willingness to complete a wide variety of tasks as needed with minimal direction or oversight; evaluate personnel performance; provide constructive feedback to subordinates; develop and implement accountability methods; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus. Ability to positively receive feedback and take direction is essential.

Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail, formulate goals, and work under adverse or stressful conditions including but not limited to project timelines; prioritize and assign workloads; manage multiple tasks with competing deadlines; handle stressful situations, and complete work quickly and accurately while managing multiple interruptions.

Ability maintain files and records and prepare reports. Must possess ability to identify and define problems, establish facts and render a timely, appropriate judgment or decision within broad or specific guidelines.

Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

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

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

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

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

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

Ability to: work independently; ~~coordinate laboratory analysis of wastewater and stormwater~~; establish and maintain cooperative, effective working relationships with City employees, the public and agencies; communicate well orally and in writing; read, interpret, apply and explain policies, procedures, regulations and laws; maintain records and databases; develop and prepare reports; sort, store and analyze data using a computer.

PHYSICAL DEMANDS: Work is performed primarily in an office environment with occasional traveling to different locations. While in the office, will be sitting at a desk or computer terminal for extended periods of time or standing for a period of time. Continuous use of both hands in reaching/handling/grasping/~~finger~~ing **keyboarding and other fine motor skill manipulation** while performing duties

and operating computers. Occasional heavy work includes lifting and carrying up to 50 pounds. Occasionally ascends/descends manholes, stairs, ladders and other inclines while maintaining balance. Occasional bending/twisting at knees/waist/neck. Occasional stooping/bending/ kneeling/crawling while performing duties. Continuous use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. May work outside in all weather extremes and be exposed to insects, rodents, animals, people, raw sewage, water, dirt, dust, construction debris, smoke, electrical hazards, noxious odors, toxic materials, fumes, or chemicals, needles, drug paraphernalia, solvents, oil, vibrations, traffic hazards, and/or rough and uneven terrain. May work at heights, in confined spaces or awkward positions, remote locations or in noisy work area. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: May be in contact with irate, upset, emotionally disturbed or uncooperative people. ~~May be exposed to raw sewage, toxic materials or fumes, unpleasant odors, adverse weather conditions and traffic hazards.~~ Must be able to descend into manholes approximately 20 feet deep. Must be able to work extended work days, weekends or irregular hours on occasion. ~~May be required to perform strenuous physical work for short periods.~~

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: At time of appointment must possess and maintain a valid Washington State Driver's License. Must possess or obtain within six (6) months of appointment a Basic First Aid/CPR Certificate. ~~Must complete within one (1) year of appointment the Environmental Protection Agency 40-hour Hazardous Materials Course.~~ A Washington Operators Certification level II or higher is preferable.

MINIMUM CLASS REQUIREMENTS: High school diploma or GED and S ~~s~~ six (6) years' experience in Wastewater, Pretreatment, or permitting including two (2) years lead or supervisory experience is required. Supervisory/lead experience must include the supervision/oversight of field crews. Successful completion of college level course work in Chemistry, Biology, Environmental Science or related field, may substitute for the desirable experience up to a maximum of twenty-four (24) months. Course work cannot substitute for lead/supervisory experience.

Previously replaced: Environmental Analyst which replaced Pretreatment Specialist

FLSA STATUS: Exempt

ADOPTED DATE: 2/90
REVISED DATES: 2/90; 9/95; 4/08; 11/15; 6/23
TITLE CHANGES: 9/95; 4/08
UNION: TEAMSTERS
CIVIL SERVICE STATUS: CHARTER



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



MEMORANDUM

To: Charter Civil Service Commission

From: John Carney, IT Services Manager

CC: Debbie Korevaar, Chief Examiner

Date: May 30, 2023

Subject: Consideration of Revision of IT Services Network Analyst (2125)

The IT Services Division is proposing a minor revision to IT Services Network Analyst.

The Charter Civil Service Commission approved updates to the classification 2125 IT Services Telecommunications Network Analyst in April 2023. The revision included a title change to IT Services Network Analyst. The purpose of the classification modification was to better define the current duties and update terminology. The attached classification reflects the previously approved changes.

It has recently been recognized that additional changes should have been proposed in the Minimum Class Qualification section. This was inadvertently missed. As such, I am requesting the Minimum Class Qualifications be updated to better reflect the experience necessary for the position through more appropriate terminology.

We apologize for the oversight, and thank you for your reconsideration of this classification.

Providing Information Services to the City of Yakima

Business Phone: 509.575.6098

Business Fax: 509.249.6835

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 2125

TITLE: IT Services Network Analyst

REV. 4/236/23

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

DUTIES

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

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

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

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

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

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

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

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

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

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

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

Requires regular and reliable attendance.

Performs other related duties as assigned.

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

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

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

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

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

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

Ability to lead and coordinate the development, coordination and completion of plans, programs and initiatives; clearly and concisely present complex information in both written and verbal formats to people with different technical knowledge and expertise. Must possess the ability to make informative and persuasive presentations to individuals and groups, and participate in public meetings. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

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

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

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

Ability to: understand and execute complex oral or written instructions; apply extensive or obscure guidelines to a wide variety of work situations; organize and set priorities for work in a public environment with frequent interruptions while providing excellent customer service.

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

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

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

PHYSICAL DEMANDS: Work is primarily performed in an office environment while standing or sitting at a desk or computer terminal for periods of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Occasionally needs to position self to maintain computers, including under the desks and server closet. Constant use of both hands in reaching/handling/grasping/keyboarding and other fine motor skills manipulation while performing duties and operating on computers. Heavy work includes lifting 50 pounds occasionally and/or 25 pounds frequently to move objects. Occasionally ascends/descends stairs and ladders while maintaining balance. May work alone, with other, in remote locations or in noisy work area. Work may require working in restricted places and may be exposed to weather extremes, dust, dirt, bugs, spiders, vermin, animals, insects, and/or electrical hazards. Constant use of all senses including feeling/talking/

hearing/seeing while performing duties and while communicating with co-workers, general public, and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. May work outside, in remote locations or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: May come in contact with irate, upset, emotionally disturbed or uncooperative individuals. May be required to carry a cell phone or paging device and respond to technological or operating problems during after-work time, on weekends or on holidays. May be required to be in an on-call status with limits on travel and social activities. May work closely with the Public Safety Departments and, thereby, be exposed to highly confidential and, sometimes, disturbing information.

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

MINIMUM CLASS REQUIREMENTS: **Bachelor's Degree with a major in information technology or related field and AND three (3) years of networking experience.**

OR

~~High school diploma or GED and graduate of an accredited two (2) year college~~
Associate degree or equivalent certificate of completion from an accredited technical/vocational school with a major in telecommunications or other related information technology related field, AND degree. ~~Must have a minimum of five (5) years of telecommunications networking experience, to include analog/digital and IP telephony and voice over data networking~~

~~A Bachelor's Degree in a related information technology subject may substitute for education and two (2) years of the required experience.~~

OR

High school diploma or GED AND 7 years networking experience.

A qualified candidate experience must include at least Two (2) years' of additional experience in an enterprise level IT environment (similar to the City's) with network and telephone responsibilities, may substitute for advanced educational requirements.

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

FLSA STATUS: NON-EXEMPT
ADOPTED DATE: 02/2017
REVISED DATES: 4/23;6/23
TITLE CHANGES: 4/23
UNION: AFSCME
CIVIL SERVICE STATUS: CHARTER

*Previously Telecommunications Network Analyst

*Title Change from IT Services Telecommunications Network Analyst 4/3/23



CITY OF YAKIMA
UTILITY SERVICES DIVISION
129 North Second Street
Yakima, Washington 98901
Phone (509) 575-6080 Fax (509) 576-6649

MEMORANDUM

TO: Civil Service Commission
CC: Debbie Korevaar, Jennifer Ferrer-Santa Ines, Vanesa Sanchez
FROM: James Dean, Utility Services Manager
DATE: May 02, 2023
SUBJECT: Request to suspend the probationary period for a probationary employee

A probationary employee was hired as a Utility Service Representative on 08/01/2022. This position is under the AFSCME Municipal bargaining unit contract and is subject to a one-year probationary period.

On March 28, 2023 the employee was put into a leave without pay status due to for medical reasons.

In order to allow appropriate evaluation time, we respectfully request a temporary suspension of the probationary period equivalent to the time taken for the leave. The employee will retain credit for the probationary time already accrued prior to her medical leave.

Thank you for your consideration.

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:

Brian Kneisler, Fire Captain
Patch Lewis, Fire Lieutenant
Ty Brown, Fire Lieutenant

New Hires:

Yamilet Araujo, Telecommunicator
Miriam Ruiz, Telecommunicator

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

Nothing new to report.

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

Nothing new to report.

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

Brandon Dorenbush, Fire Captain – resignation
Jason Ray, Fire Lieutenant – resignation
Tyler Edwards – resignation (beginning of March)

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



Memorandum

May 31st, 2023

To: Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: May 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
Carmen Muniz	Community Services Officer	5/8/23
Morgana Holman	Community Services Officer	5/8/23

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

(none)

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

(none)

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)