



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 28th, 2021 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

Approval of the May 3, 2021 minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 1) Consideration of new classification 2290 Grant Writer (Charter)
- 2) Consideration of revision to 4421 Code Inspector (Charter)
- 3) Consideration of new Fire Employee and Fire Management Rules Regarding Reemployment (Fire)

OTHER BUSINESS

- a) Status Reports for the Police and Fire Departments
- b) Any other business before the Commission

Complete Packet available on ICE 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 3, 2021

MINUTES

The City of Yakima Charter Civil Service Commission and Police and Fire Civil Service Commission convened on this date via Zoom video conference at 3:33 PM. In attendance were: Charter Civil Service/Police and Fire Civil Service Commissioner Greg Lighty; Charter Civil Service Commissioner Louisa Beckstrand; Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino, Police/Fire Civil Service Commissioner Camille Becker, and Chief Examiner Debbie Korevaar.

Lighty called the meeting to order.

APPROVAL OF MINUTES

Approval of the April 5, 2021 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Lighty and **seconded** by Becker to approve the minutes. Motion **passed** unanimously.

NEW BUSINESS

1) Consideration of revision to 6610 Parking Enforcement Officer (Charter)

Utility Services Manager James Dean requested minimal changes with some language added regarding customer service and working with the public. The primary change was updating the certification for software program they utilize.

Lighty clarified there is no recommended change in pay. Dean confirmed.

Trevino inquired about some repetitiveness in the major worker characteristics and requirements, for example “utilizing sound judgement”, and ‘organization skills are” mentioned a few different times. The Chief Examiner recognized the repetition and committed to removing the duplication.

Lighty **moved** to approve the revisions to 6610 Parking Enforcement Officer with clean-up of language as noted by Commissioner Trevino. Beckstrand **seconded**. Motion **passed** unanimously.

2) Consideration of new classification 8660 Traffic Signs and Markings Laborer (Charter)

Acting Traffic Manager Danny Nickoloff presented that for a long time they have used the Street Laborer classification for temporary positions. This new classification is specifically tailored to the duties needed in Traffic for temporary employees.

Lighty affirmed paycode is proposed at 9.0. Nickoloff confirmed.

Lighty **moved** to approve new classification 8660 Traffic Signs and Markings Laborer at paycode 9.0. Trevino **seconded**. Motion **passed** unanimously.

3) Request to suspend probation for Planning Technician (Charter)

Planning Manager Joseph Calhoun shared that a new employee is out on an extended medical leave. He is requesting to suspend her probation time until she returns to full duty.

Lighty confirmed the employee was approximately half way through her probation; therefore, it seems reasonable to suspend the probation and allow for the division to have the full amount of time to assess her performance.

Lighty **moved** to suspend probation period for Planning Technician. Beckstrand **seconded**. Motion **passed** unanimously.

Other Business:

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

Discussion was had regarding the next meeting. It was moved and scheduled for June 28, 2020 at 3:30 PM.

There being no further business to come before the Commission, the meeting was adjourned at 3:49 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.



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

DATE: 6/23/2021
TO: Charter Civil Service Commissioners
FROM: Robert Harrison, City Manager
SUBJECT: New Grant Writer Classification 2290

I am requesting your consideration of a new Grant Writer classification.

This position has been developed to enhance the City's ability to pursue grants and other similar funding sources, thereby increasing the City's capacity to fund new and existing projects and programs.

At this time, the Grant Writer will report to the City Manager, with the intention of the position eventually reporting to the Assistant City Manager. The position will support all City departments and divisions by researching, writing, developing, monitoring and assisting with the execution of federal, state, local and foundation grant proposals for the City of Yakima. The position will also work directly with outside stakeholders to support and enhance grant procurement, compliance and community partnerships.

The Chief Examiner has completed an internal and external review of the position and salary survey, and it is recommended the position be allocated to pay code 20.0 (\$26.95-\$32.39). This equates it laterally with several other City classifications holding similar levels of independence, authority and responsibility such as the Economic & Community Affairs Specialist and the Economic Development Assistant.

Thank you for your consideration!

CITY OF YAKIMA

CLASS SPECIFICATION

CODE: 2290	TITLE: Grant Writer	EST: 6/21
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DEFINITION: Under limited supervision and exercising considerable independent judgment, performs a variety of complex, analytical and administrative functions of a consequential nature to support City projects and programs through grants and other similar funding sources. Position is responsible for researching, writing, developing, monitoring and assisting with the execution of federal, state, local and foundation grant proposals for the City of Yakima.

DUTIES

ESSENTIAL FUNCTIONS: Performs a variety of complex and sophisticated professional level activities related to grant proposals and funding, program development and project administration. Researches and identifies funding prospects through private and public foundations, corporations, and government entities to generate revenue for City of Yakima programs and projects.

Monitors major economic trends on both the local and national level. Identifies funding opportunities and new program areas to match priorities, using well developed research practices, tools and resources. Researches, analyzes, and evaluates complex economic, social, demographic, and/or legal data from a variety of sources. Compiles research-based information, and prepares a variety of materials for City Manager, Assistant City Manager, management staff and/or other stakeholders related to project management, development and other department/division activities. Makes proposals for development solutions and innovations to promote the growth and success of the City's projects and initiatives.

Communicates and collaborates with City staff and community partners to conceptualize new projects and assist with funding of existing programs. Produces high quality letters of inquiry, grant proposals, grant applications, award nominations, and briefing papers within designated time constraints. Prepares reports, tables, letters, email correspondence or other written documentation as required.

Performs other administrative tasks including but not limited to: organizes and maintains grant related documentation/records of a complex and confidential nature; conducts detailed research based on general guidance and direction; assembles and validates supportive data to aid decision making; and independently performs follow-up action to assignments. Responds to public records requests as required.

Develops budget and financial report documents in collaboration with program and fiscal staff. Monitors and maintains government grant and contract documents. Provides technical assistance to city staff and outside contractors to ensure compliance with reporting requirements for existing grants. Monitors records and funds and makes recommendation for corrective action to the appropriate department when required. Coordinates with Finance Department to account for all grant funds.

Makes presentations and facilitates meetings with stakeholders and other interested parties. Attends City Council and other meetings as required including grant site visits and meetings with potential grant providers/funders.

Position contributes to the effective administration of City government by fostering an attitude that encourages cooperation and coordination of efforts and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide 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 ordinances, and state and federal regulations as they pertain to community development and research; government accounting principles as related to grants; up-to-date Federal, State, County, Foundational and private industry funding sources and requirements.

Knowledge of: modern clerical practices and office principles, practices and techniques; highly developed communication techniques, and mathematical skills; organizations, functions and activities to which the work relates; public relations techniques; best practices and procedures regarding project development and management; efficient and effective records management and retention practices.

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 staff, City Council, business owners, community groups and other members of the public. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Proficient knowledge of Microsoft Office Outlook, Word, and PowerPoint with a working knowledge of Excel. Knowledge of: grant availability, budget and budget monitoring processes, purchasing guidelines and procedures. Must actively pursue current knowledge of economic trends on both a local and national level.

Ability to: create a variety of written documents based on minimal guidelines; research and develop applicable grant related policies and procedures; understand

and execute complex oral and written instructions; apply extensive or obscure guidelines to a wide variety of work situations; express ideas clearly and concisely, orally and in writing with other employees; research, analyze, and evaluate complex economic, social, demographic, and/or legal data from a variety of sources to determine and recommend the most effective course of action for the city and members of the public representing diverse education, background and beliefs; research and analyze possible funding sources for existing or proposed programs to enhance the City's service base and better meets the needs of constituents; establish and maintain effective working relationships with other employees, the public, community organizations and government agencies

Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone etc. Must be able to perform typing, operate various computer systems and office equipment, prepare Power Point presentations, professional spreadsheet development and database work.

Must be able to communicate clearly and effectively, with employees, members of the public with varying education levels 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, and plain 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 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 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 positively receive feedback and take direction is essential.

PHYSICAL DEMANDS: Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time or while standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Constant use of both hands in reaching/handling/grasping/keyboarding and other fine motor skills while performing duties and operating on computers. Occasionally required to lift 25 pounds. Occasionally ascends/descends stairs while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory.

May at times work in remote locations or in noisy work area. Occasional trips to various project sites with related hazards such as adverse weather, construction conditions, environmental conditions and traffic. 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 have to travel for site visits or offsite meetings. May be required to extend work day to meet deadlines; frequent interruptions to concentration. May have to interact with irate, emotionally disturbed or agitated individuals. Work may include occasional evening work.

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

MINIMUM CLASS REQUIREMENTS: A Bachelor's Degree from an accredited college or university in business or public administration, urban planning, finance or a related field and three (3) years' experience in grant writing, administration, management, and coordination. Experience in program development or analysis, budget analysis, or revenue and financial analysis, may substitute for up to two (2) years of required grant writing experience.

FLSA STATUS: Non-Exempt
ADOPTED DATE: 6/21
REVISED DATES: _____
TITLE CHANGES: _____
UNION: AFSCME
CIVIL SERVICE STATUS: CHARTER

MEMORANDUM

To: Charter Civil Service Commissioners
Debbie Korevaar, Chief Examiner

From: Tony Doan, Supervising Code Inspector

Date: June 16, 2021

RE: Code Inspector Job Description Update

The Code Administration Division would like to propose updates to the following job description:

- Code Inspector

Code Inspector

The proposed updates for the Code Inspector position are consistent with the City of Yakima's objective to recruit and retain well-qualified employees committed to providing outstanding customer service and ensuring public safety. The proposed additions to the job description includes additions to the minimum qualifications. Doing so allows us to broaden our pool of candidates while maintaining a good hiring foundation to ensure qualified individuals are being examined throughout the process. By providing alternative options to the current minimum qualifications, we are also able to have more internal candidates qualify who have already proven their value in a position with the City of Yakima.

The classification was reviewed and updated last year so most of the language regarding the knowledge, skills and abilities has been updated, as well as the overall responsibilities; however, with an upcoming retirement and the current challenges with recruiting qualified individuals, we believe this minor modification is warranted and will be very valuable to the City in the long run.

Thank you for your consideration in these matters.

Tony Doan

Supervising Code Inspector

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 4421

TITLE Code Inspector

Rev. 6/206/21

DEFINITION: Under general supervision, inspects buildings and construction projects to ensure compliance with mechanical, plumbing, zoning, and municipal codes, and state, federal and other laws, rules and regulations. Provides technical assistance on compliance; reviews plans and blueprints to ensure that utilization of sound and current engineering procedures have been followed and that work is performed in accordance with approved plans; represents the City in a variety of public meetings; performs other related duties. Work is performed with considerable latitude for exercising independent judgment in day-to-day matters. Work is reviewed through public comment, results achieved, conferences and formal evaluation.

DUTIES

ESSENTIAL FUNCTIONS: Inspects existing and construction/remodeling work in progress to ensure compliance with mechanical, plumbing and zoning codes, building and fire codes, the Municipal Code, Washington State amendments, Washington State Energy Code and accessibility codes.

Performs acceptance of alarm and sprinkler systems including testing all smoke and heat detectors, pull stations, hydro testing of sprinkler systems and fire lines. Inspects fire caulking of building walls; ensures proper installation and flushing fire sprinkler water lines connected to City water mains.

Advises property owners, contractors, installers and others of compliance issues; explains requirements to ensure compliance; issues Correction Notices, Stop Work Orders and Certificates of Occupancy as appropriate. Inspects oil tanks for proper abandonment or removal and explains requirements for compliance. Inspects new installations of, or alterations to fire prevention systems for compliance with approved plans, specifications and applicable standards.

Assists in assessing buildings to ensure compliance with housing and dangerous building codes and to determine usability and habitable status. Inspects buildings to be moved for compliance with adopted Building Codes, Fire Code, Energy Code, accessibility codes, and zoning ordinances. Also inspects buildings after movement to ensure code compliance. Responds to requests from Police and Fire Departments to determine if damaged structures are habitable in whole or in part or must be demolished in whole or in part. Coordinates with other city departments, state, local and other regulatory agencies regarding construction projects as necessary.

Reviews blueprints of proposed construction/remodeling projects to ensure seismic bracing, engineered systems, alternate bracing, engineered structural components and others satisfy current engineering practices. May perform plan reviews of proposed projects as requested.

Represents the division and City at Council meetings, community meetings, and various public meetings, meetings of special interest groups and pre-construction meetings. Explains codes and processes and approves matters involving code enforcement.

Conducts research and special studies as requested and prepares corresponding reports. Maintains records of inspections performed and prepares required reports. Operates a computer to prepare reports, correspondence, conduct research or searches and other authorized activities. May represent the City as a witness in court proceedings as necessary.

Contributes to the effectiveness of the Codes Administration Division by demonstrating an attitude that encourages cooperation and coordination of efforts and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and works cooperatively and jointly to consistently provide exceptional customer service to internal and external customers.

Requires regular and reliable attendance.

Performs other related duties as required.

MAJOR WORKER CHARACTERISTICS: Extensive knowledge of: mechanical, plumbing, zoning, building and fire codes, Municipal Code, accessibility codes, and local, state, and federal laws, rules, and regulations pertaining to building construction, building occupancy, hazardous materials storage, and modern engineering practices related to building construction and remodeling. Knowledge of: City plat and section maps and related records; building construction processes, procedures and techniques.

Knowledge of record keeping systems, processes, and practices; municipal records retention procedures, and techniques; and sound judgement with regard to public disclosure, and confidentiality standards. Ability to maintain complex filing systems for other records and plans.

Working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite including but not limited to Outlook and Word with a working knowledge of Excel and office equipment. Knowledge and adherence to professional office procedures and practices. Ability to operate standard office

equipment including but not limited to: computer, fax machine, copy machine, telephone etc.

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

Ability to read and interpret comprehensive plans, specifications and blueprints and relate them to codes and work in progress.

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, memorize, apply and explain codes, rules, regulations, policies, and procedures. Must possess ability to identify and define complex problems, establish facts and draw valid conclusions.

Ability to work independently with self-direction and minimal direction or oversight and make technical decisions in the field; maintain sustained attention to detail and work under timeline pressures; prioritize workloads; manage multiple tasks with competing deadlines. Excellent analytical and organizational skills are essential. Must possess ability to gather facts; utilize sound judgement and decision-making skills; quickly adapt to changing priorities and demands; form conclusions and take decisive and appropriate actions to ensure safety.

Ability to establish, facilitate, and maintain effective working relationships with other city employees, federal, state and local regulatory agencies; community and special interest groups, builders, contractors, property owners, elected officials, and other members the public; to consistently and continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs. Ability to work with a customer service focus, to positively receive feedback, and to take direction is essential.

PHYSICAL DEMANDS: Work is frequently performed outside and occasionally inside. Continuous use of both hands in reaching/handling/grasping/ keyboarding and other fine motor skill manipulation while performing duties operating

computers and other machinery. Occasional work includes lifting and carrying up to 25 pounds. Occasionally ascends/descends stairs and ladders while maintaining balance. Continuous use of all senses including feeling/talking/hearing/seeing while performing inspection 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. Occasional work at heights, confined spaces, alone, with others, or in noisy work area. Frequent travel to a variety of locations. May work outside with all weather extremes, uneven terrain, be exposed to members of the public, insects, vermin, animals, pollen, dust, dirt, mud, water, poison ivy, smoke, electrical hazards, noxious odors, fumes, chemicals, solvents, construction debris, needles, drug paraphernalia, vibrations, traffic. 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 may be performed in tight spaces, attics and crawl spaces which may cause exposure to dogs, snakes, spiders and flying insects while performing inspections at construction sites. Work with the general public and employees, some of whom may be angry, upset, or disturbed.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess a valid eCommercial bBuilding iInspector eCertificate from the International Conference of Building Officials (**ICBO**) or the International Code Council (**ICC**), at time of application. Must possess and maintain a valid Washington State Driver's License and possess a First Aid/CPR certificate within six (6) months of appointment.

MINIMUM CLASS REQUIREMENTS: High school diploma or GED and any combination of education and experience equivalent to two (2) years of journey level building construction experience.

One (1) year of code enforcement or code inspection experience plus two additional certifications may substitute for the two (2) years of journey level building construction experience. Added certifications to include: a ICC Residential Building Inspector Certification AND ICC Mechanical Inspector, ICC Building Plans Examiner or International Association of Plumbing and Mechanical Officials (IAPMO) Uniform Plumbing Code Inspector.

FLSA STATUS: Non-Exempt
ADOPTED DATE: 1978
REVISED DATES: 10/02; 09/10; 7/17; 6/20;6/21
TITLE CHANGES: _____

UNION: AFSCME
CIVIL SERVICE STATUS: CHARTER



YAKIMA FIRE DEPARTMENT
401 North Front Street
Yakima, Washington 98901
Phone (509) 575-6060
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Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Special Operations

MEMORANDUM

June 7, 2021

To: Fire and Police Civil Service Commissioners

From: Aaron Markham, Fire Chief

Re: Request Additional Rule for Fire Management and General Fire Employee Rules

To provide a little history, this is an excerpt from minutes of the January 4, 2016 joint Civil Service Meeting:

Proposed Charter Civil Service Rule change (Chapter XI, Separation from Service, B. Resignations) to allow reinstatement of employees who are removed from a position due to a reduction in force prior to completing probation. (Charter)

“At the last meeting, the Streets Division had requested approval from the Commission to reinstate an employee who had been RIF’ed due to budget cuts after just 5 months of employment. Since this person had not completed his probationary period, and the current register had expired, there was not a mechanism to reinstate this individual without a new recruitment and testing process. After consideration, the Charter Civil Service Commission approved the Division’s request, with the provision that the Chief Examiner work to create a new rule to avoid making this a “one-time exception”.

Korevaar shared that there is currently a rule (Chapter XI; B) in the Charter Civil Service Rules which allows a hiring authority to reinstate a previous permanent employee that has left the City in good standing, into the previously held classification, within a year of departure, without going through a new competitive process. She felt it was appropriate to add the new provision to this same section, and had drafted a copy for the Commissioners to review. Lighty reiterated and Korevaar confirmed that this rule does not guarantee that the employee is entitled to a position, but it just allows a candidate to be considered for reappointment if a vacancy exists. The rule specifies that their seniority and accruals would start over as a new employee.

Gilmore reaffirmed from the last meeting that the Commission does not like to make one-time exceptions to the rules, which is why they requested making this a permanent change.

Korevaar reassured Warren that this rule would not create a bumping situation as the rule outlines that the employee may be reinstated to the same classification, “if a vacancy exist”.

*After discussion, Lighty **moved** to approve the Proposed Charter Civil Service Rule change (Chapter XI, Separation from Service, B. Resignations) to allow reinstatement of employees who are removed from a position due to a reduction in force prior to completing probation. (Charter). Warren **seconded**. Motion passed unanimously.”*

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

The Fire Department is currently experiencing a similar situation in that a newly hired employee is being "bumped" out of a position because of the following situation: an individual who was promoted to a higher-level position in the department last year was not successful completing their probation and is returning to their previous position; therefore, the least senior person in that classification is now being displaced from their position. This person has only been with the City since March, and therefore has not completed their one-year probation.

This action is in adherence to the General Rules and Regulations of the Civil Service Commission for Fire Department Employees of the City of Yakima:

RULE XVII. PROBATIONARY PERIOD, EMPLOYMENT, PROMOTION - INSPECTION OF EXAMINATION RECORDS

Sec. 1. The probationary period for a new employee shall not be considered complete until after the expiration of one year of satisfactory service, during which time such new employee shall be terminated if found unfit or unsatisfactory for service for any reason.

Sec. 2. The probationary period for a promotion shall be considered complete after twelve months' satisfactory service. **If the appointing authority deems the person promoted as unfit or unsatisfactory for service for any reason, that individual shall be returned to the previous classification.**

Sec. 3. In terminating the employment of any probationary employee, or for failure of promotional appointment the appointing authority shall fully and fairly consider the public interest; and shall, in writing, notify the Examiner of such termination, and shall specifically set forth therein the reasons for such action.

After reviewing the Civil Service Rules for Fire Employees and a meeting with the affected employee; Fire Management Staff, the Chief Examiner, the Human Resources Director and IAFF (the union that represents this position for permanent employees) agree it would be beneficial to all involved to add a rule mirroring the Charter Civil Service Rule adopted in 2016. This would allow someone who is terminated during probation through no fault of their own, the opportunity, at the discretion of the appointing authority, to be rehired without having to re-compete for the position. This is efficient, fair and expedient, as the individuals have recently passed an open competitive screening and hiring process, and have been functioning at an adequate level of performance.

In reviewing placement of this clause, it was determined the entire Charter "Resignation" section should be added. The City already has policies requiring 2 weeks' notice, and currently the Fire Civil Service Rules are the only rules which do not have an allowance for the possible rehire a permanent employee who has left the City in good standing, to return to the City within a year without having to re-compete for the position. The lack of such rule has caused challenges in the past, and the Fire Department has been forced to request extended "leaves of absence" for individuals who are wanting to try another opportunity, but who desire a "safety net" to come back to the City. These items have been brought to the Police and Fire Commission several times on a case by case basis, and have been approved; however, a leave of absence is difficult for the department, as the position cannot be filled until the leave has expired. The requests have typically been for one year.

The proposed rules have already been approved under the City of Yakima's Charter Civil Service Rules and the General Rules for Police Officers, Corporals and Sergeants have similar reinstatement procedures but with additional restrictions, partially due to RCW's for Law Enforcement Officer. We believe this rule change makes sense due to the City's investment in training individuals and it is beneficial to employees who have worked diligently for the City and who, for whatever reason, wish to return within a year of their departure.

We are requesting the Police and Fire Civil Service Commission approve the additional rules and language as presented. - Rule XXII in the General Rules for Fire Management and XXIV in the General Rules for Fire Employees.

Thank you for your consideration.

Aaron J. Markham
Fire Chief

GENERAL RULES FOR FIRE EMPLOYEES

RULE XXIV. RESIGNATIONS

To resign in good standing an employee must give the appointing authority at least fourteen calendar days prior notice unless the appointing authority, because of extenuating circumstances, agrees to permit a shorter period of notice. A written resignation shall be supplied by the employee to the appointing authority. Failure to comply with this rule may be cause for denying future employment by the City.

The resignation shall be forwarded to the Human Resources Department with a statement as to the resigned employee's service performance and any pertinent information concerning the cause for resignation. The resignation of any employee who fails to give notice shall be immediately reported to the Chief Examiner by the department head.

Any permanent employee who resigns in good standing or any employee who is the subject of a reduction in force before completing probation, may at the option of the appointing authority be rehired to a position of the same classification if a vacancy exists without further examination within one year of the date of the resignation or position elimination. Employees who are rehired with the City do not retain their seniority status. Employees who have not completed probation will be required to restart their 12-month probation without credit for the previous probationary time. Prior time-in-grade and time-in-service will apply toward promotional eligibility for rehired employees.

Candidates eligible for rehire will need to successfully pass an updated background investigation and any applicable physical examinations prior to rehire.

RULE XXIV-XXV. SEVERABILITY

If any provision of these rules or the application thereof to any person or circumstance be held invalid, the invalidity shall not affect other provisions and applications of these rules which can be given effect within the invalid provision or application and to this end these rules are severable.

GENERAL RULES FOR FIRE MANAGEMENT EMPLOYEES

RULE XXIII. RESIGNATIONS

To resign in good standing an employee must give the appointing authority at least fourteen calendar days prior notice unless the appointing authority, because of extenuating circumstances, agrees to permit a shorter period of notice. A written resignation shall be supplied by the employee to the appointing authority. Failure to comply with this rule may be cause for denying future employment by the City.

The resignation shall be forwarded to the Human Resources Department with a statement as to the resigned employee's service performance and any pertinent information concerning the cause for resignation. The resignation of any employee who fails to give notice shall be immediately reported to the Chief Examiner by the department head.

Any permanent employee who resigns in good standing or any employee who is the subject of a reduction in force before completing probation, may at the option of the appointing authority be rehired to a position of the same classification if a vacancy exists without further examination within one year of the date of the resignation or position elimination. Employees who are rehired with the City do not retain their seniority status; Employees who have not completed probation will be required to restart their 12 month probation without credit for the previous probationary time. Prior time-in-grade and time-in-service will apply toward promotional eligibility for rehired employees.

Candidates eligible for reemployment will need to successfully pass an updated background investigation and any applicable physical examinations prior to rehire.

RULE ~~XXIII~~XXIV. SEVERABILITY

If any provision of these rules or the application thereof to any person or circumstance be held invalid, the invalidity shall not affect other provisions and applications of these rules which can be given effect within the invalid provision or application and to this end these rules are severable.



Memorandum

May 31, 2021

To: Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: May 2021 – 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	Date of Appointment	Position
Ilifonso Garcia	5/3/2021	Police Sergeant
Dylan Alte	5/3/2021	Police Officer
Amador Sanchez	5/3/2021	Corrections Officer
Moraima Verstrate	5/3/2021	Interim Police Services Supervisor
Diego Reyes	5/10/2021	Police Officer
Fabricio Larios	5/11/2021	Police Officer

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

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

Police Officer	Written Reprimand	4/28/21
Police Officer	Written Reprimand	4/28/21

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

Michael Cramer	Police Officer	5/7/21	resignation
Darryl Henning	Police Officer	5/19/21	retirement

5. Every position created or abolished.
(none)

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



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MEMORANDUM

May 24, 2021

TO: City of Yakima Civil Service Commission
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief
SUBJECT: May 2021 – YFD Monthly Report

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

1. Probational or temporary appointments made.

Promotions:

Nothing new to report.

New Hires:

Nothing new to report.

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

Nothing new to report.

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

Nothing new to report.

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

Chris Casey, Firefighter – Service retirement after 29 years

5. Positions created or abolished.

Nothing new to report.

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