



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

August 2, 2021 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

Approval of the June 28, 2021 minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 1) Consideration of revisions to 6265 Crime and Intelligence Analyst (Charter)
- 2) Consideration of revisions to 11740 Crime and Intelligence Analyst Supervisor (Charter)
- 3) Consideration of revisions to 3130 Development Engineer (Charter)
- 4) Consideration of revision to 8203 Fleet Maintenance Technician (Charter)
- 5) Consideration of revisions to 11615 Administrative Assistant for Wastewater (Charter)
- 6) Consideration of revisions to 11501 Recreation Program Supervisor (Charter)

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 – June 28, 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 3:34 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 May 3, 2021 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Lighty and **seconded** by Beckstrand to approve the minutes. Motion **passed** unanimously.

NEW BUSINESS

1. Consideration of new classification 2290 Grant Writer (Charter)

City Manager Bob Harrison requested consideration of a new position. This position will typically report to the Assistant City Manager, however, given the absence of this position currently, it will report to City Manager. Key to the position will be the ability to pursue grants and other funding sources and opportunities. This position is intended to support all departments and work with outside partnerships.

The Chief Examiner Debbie Korevaar completed an internal and external salary study, and is recommending the position be allocated at paycode 20.0. (\$26.95-\$32.39)

Lighty stated he was surprised the City hasn't had a position like this previously and inquired as to who has completed this task previously. Harrison responded the task has been completed by staff, and feels some opportunities may have been missed without a designated individual. Korevaar added there are several classifications that have the grant writing as a component, but not one solely designated to the duties.

Lighty **moved** to approve new classification 2290 Grant Writer at paycode 20.0. Trevino **seconded**. Motion **passed** unanimously.

2. Consideration of revision to 4421 Code Inspector (Charter)

Supervising Code Inspector Tony Doan shared that the knowledge, skills and abilities required for the position were updated just last year. This current request is simply to provide an alternative avenue to meet the minimum qualifications. He explained it can be difficult to find qualified candidates with the level of construction experience currently required. Revising the classification to allow the option of obtaining 2 certifications in addition to the Commercial Building Inspector certification and one year codes enforcement/inspection experience in lieu of the 2 years journey level experience would create a more viable career ladder for City employees, while expanding the overall candidate pool.

Lighty **moved** to approve revisions to 4421 Code Inspector. Beckstrand **seconded**. Motion **passed** unanimously.

3. Consideration of new Fire Employee and Fire Management Rules Regarding Reemployment (Fire)

Lighty introduced the item and explained how the Charter Civil Service Commission was faced with a similar request in 2016. He affirmed the commissions do not favor one-time exceptions, and therefore, the Chief Examiner had drafted a Charter Civil Service rule to address that issue, and others like it, moving forward. Now a similar situation has come up for the Fire Department. The circumstance concerns probationary employees, who lose their position through no fault of their own, and therefore, are removed from City service prior to having any Civil Service protections for rehire.

Fire Chief Aaron Markham presented the proposed language changes for the General Fire Personnel and the Fire Management rules. This language would provide an avenue for a new probationary employee who loses their employment due to no fault of their own (typically the result of a more tenured person bumping back) the potential to be rehired for up to 12 months without having to re-compete for the position.

Due to technical difficulties, Becker inquired via Zoom chat, if this is a current practice. Korevaar responded the current rules state if a person promotes and they are unsuccessful either by their choice or management's, they shall be returned to their previously held position. Therefore, the employee currently in that previously held position, gets separated or "bounced out". This rule would allow the person losing employment, to be considered for rehire for this classification if another opening occurs within 12 months. In addition, this rule will enable firefighters who leave the City in good standing, a similar opportunity to be considered for rehire within 12 months without having to re-compete. Without such a rule in place, the Commission has historically approved on a case by case basis, a leave of absence for firefighters leaving City employment to pursue other opportunities. These situations have been detrimental to the department because the vacancies have been held for up to a year to provide that "safety net" to the employee.

A lot of training and resources goes into hiring and employing fire employees, and the City would like to have the option to re-hire recently separated individuals at the Chief's option, without having the employee start from scratch with testing. Instead, the employee who leaves in good standing could skip the initial civil service testing process. If rehired, they would start over with their seniority status, which would likely deter many from leaving the City in the first place,

This proposed rule should result in a win-win situation for the employee and the City. Markham clarified that employees who did not finish their probationary period, would start their probations period over. Korevaar added this is consistent with the Charter rule added in 2016.

Becker also inquired via Zoom chat: "when a resignation is received, "performance" and pertinent information is forwarded to HR. Is this information that isn't regularly contained in a performance review? Just wondering if this happens at all resignations? (supplemental to performance reviews)". Korevaar responded that during probation, employees are evaluated at different standings depending on the position. Typically at the City, probation employees are evaluated every 3 months during the 12 month probation period. That information is documented and sent to HR. Regarding these rules, it is up to the appointing authority to decide if they want to re-hire the employee.

Lighty **moved** to approve new Fire Employee and Fire Management Rules Regarding Re-employment. Becker **seconded**. Motion **passed** unanimously.

Other Business:

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

Next meeting is scheduled for August 2, 2021. Materials need to be submitted to the Chief Examiner by July 16, 2021.

There being no further business to come before the Commission, the meeting was adjourned at 3:56 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.
- Chat from Zoom meeting attached

15:48:23 From Camille Becker to Everyone:
is this current practice?

15:51:24 From Camille Becker to Everyone:
when a resignation is received, "performance" and pertinent information is forwarded to HR. Is this information that isn't regularly contained in a performance review? Just wondering if this happens at all resignations? (supplemental to performance reviews) Wanted to understand how that was documented

15:52:43 From Camille Becker to Everyone:
2nd paragraph

15:52:53 From Camille Becker to Everyone:
under Rule xxIV

15:54:01 From Camille Becker to Everyone:
thank you!

15:54:29 From Camille Becker to Everyone:
2nd

15:54:32 From Camille Becker to Everyone:
:)

15:54:45 From Camille Becker to Everyone:
in favor

15:56:38 From Camille Becker to Everyone:
Thank you all for your patience. Have a wonderful day!

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

Date: July 22, 2021
To: Yakima Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: Proposed changes to the Crime & Intelligence Analyst and Crime Analyst Supervisor classifications

In March, we brought before you a revision to the Crime & Intelligence Analyst position. This revision was focused on the current overall employee competencies required to perform the duties of the position successfully. You approved our recommended changes.

Following your approval, a recruitment was performed, and a limited pool of candidates applied and tested for the position. Unfortunately, although a strong potential candidate was identified, the recruitment did not result in a hire.

Just recently the City Council has approved the additional crime analyst positions, including a supervisory position which the City has not staffed for many years.

Due to this change of events, we have now revised the Crime & Intelligence Analyst Supervisor classification. We have updated it to better define the responsibilities and competencies required by the position. We have also re-evaluated the minimums on the Crime & Intelligence Analyst classification to enable a larger candidate pool for our future recruitment.

The Chief Examiner has analyzed the current updates on the Crime & Intelligence Analyst Supervisor classification and is recommending it be reallocated based on the proposed authority and responsibility level. The pay code recommendation is pay code 973SA (\$37.52-\$45.63) It is also recommended we shorten the title to Crime Analytics Supervisor.

Thank you for your consideration of this request.

CITY OF YAKIMA
CLASS SPECIFICATION

CODE: 6265
03/218/21

TITLE: Crime and Intelligence Analyst

Rev:

DEFINITION: Under general direction, the Crime and Intelligence Analyst provides timely and pertinent information relevant to crime patterns, crime series, and crime trends. Assists operational and administrative personnel in planning the deployment of resources for the prevention and suppression of criminal activities, aiding the investigative process and providing timely information, which increases the apprehension of offenders and the clearance of cases. Performs technical work in the development and analysis of data related to various elements of criminal activity. Prepares and presents strategic intelligence assessments affecting departmental activity in criminal apprehension and prevention. Performs related work as required.

DUTIES

ESSENTIAL FUNCTIONS: Reviews, categorizes, and codes all crime reports, additional reports and field contact reports to extract modus operandi (MO), and suspect information.

Collects, collates, and analyses crime report data to identify crime patterns and crime series.

Prepares specific crime analysis reports when crime patterns, crime series, and crime trends are identified, and disseminates reports to appropriate users.

Prepares and regularly disseminates analyses on targeted crimes.

Using crime report, MO, and suspect description information, creates crime/suspect correlation analyses to provide suspect leads to officers and investigators.

Using suspect/arrest report, MO, and applicable field contact report information, creates suspect/crime correlation analyses to link known or suspected offenders to open or unsolved crime cases.

Utilizes statistical processes to generate crime trend and a variety of other such variable trend statistical summary reports.

Meets with officers, investigators, and administrators to identify the types of crime and intelligence products and services that would be of greatest assistance to the enhancement of crime suppression and criminal apprehension efforts.

Works with patrol supervisors to identify the need for and the most effective implementation of directed patrol responses to specified crime and disorder problems.

Performs standard searches to identify the links between suspects, vehicles, and MOs and to determine their connection to particular crime cases.

Develops and implements procedures to prevent loss of information.

Insures the monthly archiving of data on the first work day of each month.

Supports the investigative process through the preparation of event flow, link analysis, telephone toll, and other such diagrams and associative techniques.

Maintain organizational ties to local and national crime and intelligence analysis associations (e.g. International Association of Crime Analysts, International Association of Law Enforcement Intelligence Analysts, International Association of Law Enforcement Planners, Regional Crime Analysts Association, crime mapping and crime and intelligence analysis related list servers.)

Contributes to the effectiveness of the Yakima Police Department by demonstrating an attitude that encourages cooperation, coordination of efforts, efficient use of resources, and exceptional customer service. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality service. Develops innovative programs and projects and proactively introduces change to address emerging issues and opportunities.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of: Intelligence Led Policing, Problem-Oriented Policing, Community Policing, and CompStat Policing Models; law enforcement operations and procedures; related equipment, and their application; considerable knowledge of crime analysis methods, practices and procedures; methods of report presentation; Proficient in data-entry/formatting, database management, and software programs.

Knowledge of practices and principles of work flow and systems analysis; record keeping systems, processes, and practices; best principles and practices for project management; municipal records retention procedures, and techniques. Knowledge and sound judgement with regard to public disclosure, and confidentiality standards. Knowledge of and adherence to a high standard of personal and professional ethics.

Working knowledge of Microsoft Office Suite including Excel; mapping software, report writing tools; and office equipment including but not limited to 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, government officials, investigators, criminal justice professionals, and members of the public.

Ability to: understand and use statistical methods to predict the likelihood of future criminal occurrences; use crime and other such variable statistics to create trend analyses; read, research, interpret and apply federal, state and local policies, procedures, laws, rules, and regulations; translate jargon and technical language into layperson's terms; understand and extract pertinent information from relevant crime data; prepare clear, accurate and concise reports, records, graphs, maps, and charts; collect, evaluate and interpret varied information and data. Capable of logical thought patterns.

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. Must possess ability to identify and define complex problems, establish facts and draw valid conclusions. Ability to analyze service issues, evaluate alternatives, and make recommendations based on findings; compile technical information and review and maintain complete official records.

Ability to present complex information clearly and concisely in both written and verbal formats. Make informative and persuasive presentations to individuals and groups and participate in public forums.

Ability to establish, facilitate, and maintain effective working relationships with other employees, the public, investigators, criminal justice professionals, 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; develop and implement modern auditing and accountability methods, procedures, forms and records; facilitate and lead cohesive, positive and highly productive work teams with an outstanding customer service focus. Ability to positively receive feedback and take direction is essential.

Ability to work independently with self-direction and minimal oversight; use initiative and independent judgment within established procedural guidelines; 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 quickly adapt to changing priorities and demands.

Ability to operate personal computer, utilize specialized software, and enter information into a computer system within speed and accuracy; effectively use City programs including but not limited to records management and automated information systems.

Must communicate clearly and effectively, with employees, members of the public representing diverse education and background, and with officials at all levels of government utilizing well developed communication skills, both written and oral, with appropriate use of business English, including but not limited to correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. Must routinely and regularly maintain a high degree of confidentiality and discretion through all forms of communication.

PHYSICAL DEMANDS: Work is performed in an office environment, while sitting at a desk or computer terminal. May be required to sit, stand and walk for extended periods of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with co-workers, general public and completing all tasks as assigned. Constant use of both hands in reaching/handling/grasping/keyboarding and other fine skills manipulation while performing duties and operating computers. Occasionally ascends/descends stairs and inclines while maintaining balance. Occasional work includes bending, stooping, lifting and carrying up to 50 pounds. Must be able to distinguish color and maintain long-term and short-term memory. May work in remote locations or in noisy work area. Work will require occasional travel to a variety of locations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: May be required to wear a department uniform. Work with the public and employees, some of whom may be irate, upset or disturbed. May carry a communication device. Employee may have to work other than regular hours to provide continuity in communicating information to all department personnel. Work under stress with accuracy and efficiency.

LICENSES, REGISTRATION AND CERTIFICATE: Must obtain and maintain a valid Washington State Driver's License. Current Crime or Intelligence Analyst certification through a related organization is preferred (e.g. International Association of Crime Analyst (IACA), International Association of Law Enforcement Intelligence Analysts (IALEIA), etc.).

MINIMUM CLASS REQUIREMENTS: Two (2) years of college education with course work reflecting in law enforcement, criminal justice, business, statistics, computer science, ~~or~~ information systems, social sciences and/or research methods PLUS two (2) years of experience ~~in~~ working in roles that demonstrate skills on research, statistics, data management and/or ability to process data for reporting purposes ~~computerized statistical analysis, research, and trend identification required.~~ One (1) year experience in crime and

intelligence analysis or commissioned law enforcement may be substituted for one year of the education requirement.

Must pass an extensive background check, polygraph, and psychological evaluation prior to hiring.

FLSA STATUS: NON-EXEMPT
ADOPTED DATE: 4/08
REVISED DATES: 03/2021; 8/21
TITLE CHANGES: _____
UNION: AFSCME
CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 11740 TITLE: Crime & Intelligence Analyst <u>Analytics Supervisor</u> Rev. 12/10 8/21
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DEFINITION: Under **limited** direction of the Chief of Police, **the supervisor** is responsible for tactical, strategic, operational and administrative crime analysis **and supervising the associated staff**. ~~Familiar with Intelligence Led Policing, Problem Oriented Policing, Community Policing, and CompStat Policing Models.~~ Develops and analyzes data related to various elements of criminal activity. Conducts, compiles, develops, and integrates research and analysis to provide timely and pertinent information relating to crime pattern and crime series detection, crime-suspect and suspect-crime correlations, target profile analyses, tactical crime forecasting, strategic crime trend and crime potential forecasting, and resource deployment. Participates in crime research and analysis activities with other local, state, and federal agencies. Work is performed with considerable independence and is reviewed through observation, **evaluations**, analysis reports and summaries relative to effectively accomplishing the City and Yakima Police Department goals and objectives. ~~Performs related work as required.~~

DUTIES

ESSENTIAL FUNCTIONS: ~~Develops and maintains Tactical, Strategic, Administrative and Operational analytical capabilities.~~

Plans, coordinates, assigns, directs and participates in the work of subordinate crime analysts engaged in reviewing, abstracting, classifying, coding, assembling, organizing, analyzing, correlating, and reporting crime data.

Oversees and reviews the work; trains, and develops staff providing ongoing leadership and learning opportunities; approves leave; evaluates individual performance including but not limited to providing mentoring, coaching, counseling and participates in progressive 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.

Reviews, evaluates, and provides appropriate guidance for subordinate crime analysts to ensure appropriate statistical methodologies and data management practices are being utilized in data analysis and reporting results. Acts as technical advisor to subordinate crime analysts and other units who provide data or use section reports.

Develops and maintains Tactical, Strategic, Administrative and Operational analytical capabilities.

Tactical Analysis: Internally identify emergent crime patterns and series. Analyzes these tactical activities and contributes to intervention efforts as well as supporting the investigative functions of the Yakima Police Department. Uses unrestricted access to information concerning police calls for service, crime reports, cases, arrest records, field interviews, citations, known offender files and other internal police data resources to identify, analyze and resolve criminal activity.

Strategic Analysis: Internally measures and forecasts long-term public safety related activity, and analyzes this activity for the purpose of contributing problem solving, intervention, and reduction efforts.

Operational Analysis: Supports specific police activities by providing information and analyses to which Police Officers, Sergeants, and other command staff have no other access and provides decision-supporting intelligence and information, which improves police awareness and judgment in a timely and reliable manner. Uses unrestricted access to information concerning police activity logs, surveillance logs, intelligence files, criminal histories, response plans, emergency operations directives and other internal police data resources.

Administrative Analysis: Supports general police activities by providing information and analysis on police resources and on police actions and their consequences, including manpower and resource allocation, redistricting, and requests of a political nature.

Researches, compiles, analyzes and interprets statistical data from a variety of sources, including offense and arrest reports, census, economic and demographic reports and related data. Uses quantitative and qualitative methodology. **Develops crime/suspect and suspect/crime correlations and target profile analyses.**

Researches and tracks modus operandi factors and discerns crime series or patterns by studying and linking common modus operandi, spatial and temporal factors. Provides forecasts and interpretations of future crime statistics. **Uses statistical methods to make predictions based on trend analyses, predicts the likelihood of future criminal occurrences.** Identifies and recommends methods to develop agency tactics, strategies, and long-range plans for crime control and prevention. **Interprets and applies federal, state and local policies,**

procedures, laws, and regulations as appropriate. Develops conclusions, projects trends, and makes recommendations.

Gathers and analyzes quantitative and qualitative crime-related information to generate materials such as investigative reports, charts, graphs, logs, flow charts, telephone toll analyses, financial/asset trace reports, tactical or strategic intelligence reports and recommendations. Uses graphing, scientific calculations and mapping methods to project and highlight criminal activities.

~~Presents at national, regional and local conferences on Crime and Intelligence Analysis related topics.~~ Presents information to patrol briefings, departments, command staff, city council and public forums. Provides training to officers and department personnel on the practice and purpose of Crime and Intelligence Analysis. Presents at conferences on Crime and Intelligence Analysis related topics as requested.

~~Develops crime/suspect and suspect/crime correlations and target profile analyses.~~

~~Conducts resource allocation studies for the purpose of personnel deployment, workload analysis and scheduling.~~

Uses integrated computer systems to create and access database files and to prepare statistical charts and exhibits. Project management includes making recommendations for the procurement, integration and implementation of systems analysis and design for new technologies.

Uses established protocol ~~that~~ to facilitate requests for support from sworn and civilian staff. The Crime and Intelligence Analyst Supervisor works closely with the Public Information Officer (Records) on requests from private citizens, media and other governmental agencies. Tracks and manages projects to ensure projects are handled in a timely and prioritized manner. Ensures appropriate record retention measures and methods are utilized by crime analysts. Provides information for public records requests as required.

Conducts resource allocation studies for personnel deployment, workload analysis budgeting and scheduling purposes. Assists Police Chief and others with the preparation of the annual budget as applicable. Provides detailed breakdowns of how time, materials and equipment were allocated. Proposes recommendations for annual and future expenditures. Conducts beat reconfiguration duties.

Participates in Intelligence Led Policing, Problem-Oriented Policing, Community Policing, and CompStat policing models. Consults with professional colleagues and maintains specialized skills through completion of appropriate training. Travels

and attends meetings with representatives from other municipalities, county, federal, and state agencies to include data collaboration and inter-agency cooperation.

Maintains currency and proficiency in requisite GIS and crime and intelligence analysis methods, tools, and procedures.

Maintains organizational ties to local and national crime and intelligence analysis associations (e.g., International Association of Crime Analysts, International Association of Law Enforcement Intelligence Analysts, International Association of Law Enforcement Planners, Regional Crime Analysts Association, crime mapping and crime and intelligence analysis related list servers).

~~Communicates effectively with individuals from diverse backgrounds clearly and concisely in both oral and written form and effectively disseminates information.~~

~~Provides crime and intelligence analysis training and presentations to police and City personnel, and outside groups.~~

~~Uses statistical methods to make predictions based on trend analyses, predicts the likelihood of future criminal occurrences, and interprets and applies federal, state and local policies, procedures, laws, and regulations.~~

~~Develops conclusions, projects trends and makes recommendations.~~

Conducts comprehensive research projects, including assisting with program evaluation studies and other administrative studies, as assigned.

Fosters an attitude among staff that encourages cooperation, coordination of efforts, efficient use of resources, and exceptional customer service. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality service. Develops innovative programs and projects and proactively introduces change to address emerging issues and opportunities.

Requires regular and reliable attendance.

Performs other related work as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of: Intelligence Led Policing, Problem-Oriented Policing, Community Policing, and CompStat models of policing, law enforcement operations and procedures; office software, such as Microsoft Office, AutoCAD, GIS software, computer data systems, statistical

analysis, related equipment and their application; CAD/RMS systems, Crime View software and processes for development of data interfaces; statistical analysis methods, practices and procedures; principles of statistics and quantitative analysis, and quantitative analysis of demographics and social variables affecting public safety; principles. Familiar with personal computer networks, data management software and experience with design and management of police databases. Practices of professional and technical writing; ~~English usage, spelling, grammar, and punctuation~~; theories, practices, methods and techniques of tracking and communicating crime statistical data; federal, state and local laws and regulations; information sources and trends in the field of statistical analysis.

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; best principles and practices for project and financial management; municipal records retention procedures, and techniques. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards. Knowledge of and adherence to a high standard of personal and professional ethics.

Knowledge of budget preparation and administration; purchasing; inventory control and equipment management; possess techniques for effective, efficient, and cost-effective management of allocated resources. Ability to develop, present and gain acceptance for short and long-range programs and budgets.

Advanced knowledge of police policies and procedures; skill in organization and time management; in operating a variety of computer systems and reporting systems including data entry, storage and retrieval.

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, investigators, criminal justice professionals, and members of the public.

Ability to: identify, interpret and organize data for analytical purposes and present data in detailed statistical reports or other methods; make predictions based on trend analyses, including the ability to predict the likelihood of future crime occurrences; interpret and apply federal, state and local polices, procedures, laws, and regulations; ~~analyze a variety of information, interpret results, and make recommendations based on these results; communicate effectively, both orally and in writing; work effectively with elected officials, department heads, representatives with other agencies, other city employees and the general public; schedule work for~~

~~timely completion; exercise good judgment at all times; maintain a positive working relationship with co-workers and managers; demonstrate honest and ethical behaviors; work under stress with accuracy and efficiency; maintain confidentiality of information; understand and extract pertinent information from data relevant to crime and intelligence analysis; analyze, interpret and summarize criminal intelligence data; plan, organize and coordinate work assignments; develop conclusions, project trends and make recommendations; communicate effectively with individuals from diverse backgrounds; work with mathematical concepts such as probability and statistical inference; apply concepts such as fractions, percentages, ratios and proportions to practical situations dealing with crime statistics; write reports, correspondence and crime bulletins; define problems, collect data, establish and draw valid conclusions; interpret a variety of instructions furnished in written or oral form.; work independently and practice good time management and organizational skills.~~

Ability to develop, implement, and revise policies and procedures. Ability to read, research, interpret, apply and explain codes, rules, regulations, policies, and procedures. Must possess ability to identify and define complex problems, establish facts and draw valid conclusions. Ability to analyze service issues, evaluate alternatives, and make recommendations based on findings; compile technical information and review and maintain complete official records.

Ability to train, supervise, plan, organize, assign and evaluate the work of subordinate staff; evaluate personnel performance; provide constructive feedback to subordinates; develop and implement accountability methods; maintain files and records and prepare reports; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus. Ability and willingness to institutionalize the concepts of continuous quality improvement, essential elements of outstanding customer service delivery, performance measurement and management, benchmarking, and innovation. Ability to positively receive feedback and take direction is essential.

Must 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. Must routinely and regularly maintain a high degree of confidentiality and discretion through all forms of communication.

Ability to present complex information clearly and concisely in both written and verbal formats. Make informative and persuasive presentations to individuals and groups, conduct public meetings, and participate in public forums. The ability to testify in court and qualify as an expert witness.

Ability to establish, facilitate, and maintain effective working relationships with other employees, the public, investigators, criminal justice professionals, community organizations and government agencies; to consistently and continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs.

Ability to work independently with self-direction and minimal oversight; use initiative and independent judgment within established procedural guidelines 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 operate standard office equipment including but not limited to a personal computer, utilize specialized software, and enter information into a computer system within speed and accuracy; effectively use City programs including but not limited to records management and automated information systems. Must have strong working knowledge of computer spreadsheets; databases; industry applications; Microsoft Office Suite including Excel; report writing tools; and office equipment including but not limited to computer, fax machine, copy machine, telephone etc.; professional office procedures and practices; and computerize municipal budgetary and fiscal management practices. Ability to develop, present and gain acceptance for long-range programs and budgets.

Ability to work extended hours as needed to carry out the supervisory responsibilities and functions for the department.

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. Vision abilities required for this job include close vision and the ability to adjust focus. May be required to sit, stand and walk for extended periods 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 skills manipulation ^{fingering} while performing duties and operating on computers. ~~Exerts up to 50 pounds of force~~

~~occasionally, and/or up to 20 pounds of force frequently, and /or up to 10 pounds of force constantly to move objects. Occasionally **lifting/carrying objects up to 25 pounds and** ascends/descends stairs while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory **to learn and remember simple to complex procedures. Must have capacity for sustained attention to detail for long periods of time while subject to many interruptions.** May work in remote locations or in noisy work area. **Work will require occasional travel to a variety of locations.** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

UNUSUAL WORKING CONDITIONS: ~~May be required to wear a department uniform. Work with the public and employees, some of whom may be irate, upset or disturbed. May carry a communication device. Employee may have to work other than regular hours to provide continuity in communicating information to all department personnel. **May require some evening or weekend work to address workload and when meeting with City Council, the public or other groups.** Must be a United States Citizen at time of appointment. Must pass an extensive background check, polygraph, physical exam and psychological evaluation prior to hiring. No prior felony convictions and/or recent excessive drug use history.~~

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: ~~Must possess-obtain and maintain a valid Washington State Driver's License. A California Department of Justice Crime and Intelligence Analyst Certification, IACA (International Association of Crime Analysis) Certification, or IALEIA (International Association of Crime and Intelligence Analysis) Certification as a Crime and Intelligence Analyst must be obtained within eighteen months of appointment.~~

MINIMUM CLASS REQUIREMENTS: ~~A ~~b~~Bachelor's ~~d~~Degree in business, public information, law enforcement, criminology, criminal justice, statistical analysis, mathematical modeling, computer science or records management, **criminal justice, computer science, sociology, research methodology, public administration, other social sciences (e.g., psychology), social justice or systems, urban planning and/or political sciences** PLUS four (4) years of progressively responsible **experience in** wide-ranging statistical analysis, administrative crime analyst, or social research experience **statistical research and data analysis in a law enforcement agency, military, business administration, or other intelligence-related field** PLUS **including** two (2) years of **lead or** supervisory experience is required. ~~Experience in crime and intelligence analysis or commissioned law enforcement may be substituted for the education requirement on a year for year basis for up to two years.~~ **High School**~~

Diploma or GED and four (4) years additional experience with the various types of crime analysis including tactical, strategic, operational, and/or crime intelligence may sub for bachelor's degree. Master's Degree preferred.

Experience analyzing crime data, supporting criminal investigations, as well as a comprehensive understanding of crime analysis techniques and methodologies, including tactical, strategic, operational, and crime intelligence, is preferred.

Must pass an extensive background check, polygraph, and psychological evaluation prior to hiring.

FLSA STATUS: EXEMPT

ADOPTED DATE: 1978

REVISED DATES: 5/08; 12/10; 8/21

TITLE CHANGES:

UNION: NON-UNION TEAMSTERS

CIVIL SERVICE STATUS: CHARTER



DEPARTMENT OF PUBLIC WORKS
Scott Schafer, Director

Engineering Division
129 North Second Street
Yakima, Washington 98901
(509) 575-6111 • Fax (509) 576-6305

Memorandum

July 27, 2021

To: Charter Civil Service Commission
From: Bill Preston, Engineering Division Manager
Re: Update to Development Engineer Job Specification

Enclosed is our proposed updated Development Engineer Job Class Specification – Code 3130, last revised 09/10.

This update was motivated by a recent vacancy and our desire to more accurately define the expectations of the job to replacement candidates. The proposed revisions better identify the job duties by more clearly defining development duties. This is a significant rewrite to the position and should provide more clarity regarding specific duties.

There is no proposed change to the pay allocation, as the authority and responsibility level of the position have not changed. We are not proposing to increase the minimum qualifications, however, we have added an experience equivalence to hopefully reach more qualified candidates.

Thank you for your consideration and please contact me if you have any questions.

Thank you,

Bill Preston, City Engineer
509-576-6754
Bill.preston@yakimawa.gov

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 3130 09/1008/21	TITLE: Development Engineer	Rev.
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DEFINITION: Under ~~limited~~ general direction of the City Engineer, reviews land use actions and developer projects for compliance with the Yakima Municipal Codes (YMC). ~~assists~~ Assists in the processing of public information and other development services relative to engineering functions. Performs a variety of professional engineering duties.

DUTIES

ESSENTIAL FUNCTIONS: Coordinates with other divisions in the establishment of development standards within the function of the engineering division. Develops and maintains current YMC development standards and policies, ~~specifications and details for all city involved projects. Coordinates with other city divisions in the establishment of development standards within the function of the engineering division.~~ Performs lead function in the development review of private project design and construction of public facilities. Provides information to and coordinates with other divisions and departments.

Acts as the point of contact for all development related public improvements and questions regarding those improvements (streets, storm water, water, sewer, other utilities inside and outside the city). Reviews preliminary projects/concepts and assesses probable YMC requirements from Title 8, 12, and 15. Ensures division comments are addressed and applicable fees are paid by the developer, then stamps, signs, and approves the plans.

Coordinates the review, comments and revisions to public improvement civil plans with other City divisions and the engineer of record.

Provides final approval for all development related public improvement civil plans, including associated permit fees.

Works with City of Yakima inspectors throughout construction and obtains all required documents for project completion (Certificate of Completion, record drawings, ect.). Attends meetings and site visits as necessary.

Keeps project files up to date and organized in SmartGov or other online application/software working with Codes, building inspectors, and Planning.

Attends weekly planning meetings with other City divisions. Reviews agenda items, prepares comments prior to each meeting and submits them in SmartGov or other online application/software as applicable.

Works with the Planning Division and developers to obtain final plat approval including project bond development and approval.

Completes Traffic Concurrency (TCO) on required developments when determined by Planning.

Reviews private development right-of-way and easement documents for recording.

~~Coordinates maintenance of right-of-way and easement maps of public facilities. Maintains maps and descriptions of city owned facilities and properties.~~

~~Receives inquiries and makes responses regarding utility connections, drainage and other public improvements.~~

Administers the processing of Local Improvement Districts (LID's) from initial contact through preliminary assessment.

May assist the Design Engineer and/or Senior Engineer in the development of City project plans, specifications, and estimates, coordinating maintenance of right-of-way and easement maps of public facilities.

Contributes to the effective administration of City government by fostering an attitude among staff 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 quality customer service.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTIC: Knowledge of: **federal, state and city laws and ordinances, and City of Yakima policies and procedures;** civil engineering **principles and** practices; law and procedure for developing private projects and local improvement districts; **construction methods and materials;** contract and property instruments and office management principles.

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

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 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: establish and maintain paper **and electronic** control systems; **review and monitor** ~~develop and engineer~~ a project from its inception to construction **including;** interpreting land and construction survey notes; read, interpret, **analyze** and explain engineering design/construction plans and specifications; compute survey control, alignments and gravity hydraulic design; coordinates work of subordinate; ~~communicate effectively, both orally and in writing;~~ establish and maintains effective and courteous relationships with public and employees.—

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

Ability to work independently with self-direction; 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 quickly adapt to changing priorities and demands.

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

PHYSICAL DEMANDS: Work is mainly performed in an office environment, while sitting or standing at a desk or computer terminal for long periods of time~~or standing at a drafting table~~. May be required to sit, stand, walk or bend for extended periods of time. Work may require occasional travel to a variety of locations and may be exposed to heavy equipment, noise, varying weather conditions including varying temperatures, various types of precipitation, wind, blowing dust, varying/uneven terrain, and/or traffic. Occasional lifting and carrying up to 20 pounds. Continual 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 be exposed to insects, construction debris, smoke, electrical hazards, noxious odors, fumes, or chemicals, solvents, oil, and/or vibrations. May work at heights, in confined spaces or awkward positions, in 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 job functions.

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

~~Occasional trips to various project sites with related hazards such as adverse weather, construction conditions, environmental conditions and traffic.~~

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

MINIMUM CLASS REQUIREMENTS: ~~Any combination of education or experience equivalent to a Bachelor's Degree in Engineering, Construction Management or a related field and four (4) years of civil engineering related experience. (eight years total).~~ High School Diploma or GED and four (4) additional years of work experience may sub for the Bachelor's Degree.

***Replaced Office Engineer Class Specification**

FLSA STATUS: Non-Exempt

ADOPTED DATE: 1978

REVISED DATES: 8/92; 12/96; 09/10; 08/21

TITLE CHANGES: 12/96

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER



*DEPARTMENT OF PUBLIC WORKS
2301 Fruitvale Blvd., Yakima, Washington 98902
Phone (509) 575-6005*

To: Civil Service Commission
From: Kerry Jones, Fleet and Facilities Manager
Date: July 21, 2021
Subject: Fleet Maintenance Technician Updates

I am requesting your consideration of an update to the Fleet Maintenance Technician position for the City of Yakima.

The reason for this request is that the current classification lists some duties that are no longer the responsibility of the Equipment Rental Division. Additionally, under the License/Certification requirements, the requirement for a commercial driver's license (CDL) "passenger endorsement" has been removed, as this position does not ever transport individuals in a commercial vehicle. A valid Class A or B CDL is required for the position, but the additional endorsement is unnecessary and overly burdensome.

The classification is also being updated to include the tool list historically required for the position. While this has been a standard expectation, this requirement has never been addressed in the classification like it has in the City's Mechanic series. It is routine within our shop and the industry as a whole, that every tech is required to provide their own basic tool set. We believe not having it listed in the classification is an oversight that needs corrected.

The proposed changes in the classification are intended solely as an update to add clarity and transparency. No changes are being made to the authority or scope of responsibility, so there is no recommendation to adjust the pay allocation. (Pay Code 14.5 - \$21.05-\$25.16)

Thank you for your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 8203	TITLE: Fleet Maintenance Technician	rev 6/11 8/21
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DEFINITION: Under general supervision, services and maintains City vehicles and equipment; provides written information which is input to the computer information system; diagnoses malfunctions; performs minor mechanical and electrical repairs; assists mechanics as requested, and performs related work as required.

DUTIES

ESSENTIAL FUNCTIONS: ~~Dispenses gas and diesel fuel, e~~Changes oil and lubricates City vehicles and equipment, cleans vehicles, steam cleans engines and chassis.

Performs preventive maintenance and safety services such as: inspecting brakes, steering, lights, clutches, generators and other items for proper operation; adjusts ~~clutches and~~brakes, may assist mechanic in electrical repairs or over hauls.

~~Checks tires and repairs flats, checks tires to identify recapping needed, schedules equipment for tire services.~~ **Adjusts Tire Pressure, Measure Tread Depth, Inspect During Service For Replacement Needs and Report to Supervisor.**

Transports vehicles to vendors to obtain necessary bids when body and frame work is necessary. Removes unsafe vehicles from service as directed by the Supervisor. Using computer, writes stock issue request or a stock requisition if the stock is not available in current inventory.

Makes road calls when city vehicles break down; assists in getting city vehicles that are stuck in snow back on the road. Perform on-site safety inspections on city vehicles that have been in an accident; inspect the damage and release the vehicle for service, drive back to the shop for repairs, or call a tow truck.

Ensures individual work area is clean and organized to maintain accessibility and prevent accidents and unsafe conditions.

Demonstrates 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 assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of tools and methods used in the repair of vehicles and equipment. Perform proper lubrication for all types of equipment and vehicles. Ability to: follow written and oral instructions; do strenuous work; occasionally lift up to 25lbs.; identify servicing needs and adjustments; use a variety of hand tools; operates a computer and inputs data into the database management system.

Ability to: use hand and power tools; diagnose problems, perform routine and preventive maintenance; and operate manual and computerized diagnostic and related test equipment; perform strenuous work and occasionally lift heavy objects; operate a personal computer and other standard office equipment; read, research, understand and utilize equipment repair resources to include instruction manuals, applicable websites and other sources of information. Must maintain accurate records; perform basic mathematical calculations efficiently and accurately; and troubleshoot and resolve issues effectively.

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

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

Ability to establish, facilitate, and maintain effective working relationships with other employees, other departments, outside vendors and other 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 positively receive feedback and take direction is essential

PHYSICAL DEMANDS: Work is performed primarily inside and occasionally outside. Continuous use of both hands in reaching/handling/grasping/fingering while performing **fine motor skills including computer keyboarding and** duties operating/**working** on various vehicles, equipment and machinery. Occasional heavy work includes lifting and carrying up to **2550** pounds. Frequently ascends/descends stairs, ladders, and inclines while maintaining balance. Physical strength and ability sufficient to perform heavy manual labor for extended periods. Frequent bending/twisting at knees/waist/neck while performing mechanical repairs and maintenance items. Occasional kneeling/crouching/crawling while making repairs in confined spaces and awkward positions. May work at heights, alone, with others, or in noisy work area. Work will require occasional travel to a variety of locations. May require constant moving, sitting or standing for excessive periods of time. Occasional work outside with all weather extremes, be exposed to **heat, cold, dust, dirt, insects,** smoke, electrical hazards, **loud equipment and motor noise,** noxious odors, fumes,

vapors, chemicals, solvents, oil, and/or vibrations. Continuous use of all senses including feeling/talking/hearing/seeing/**smelling** while performing duties and while communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. Will be required to wear safety protective gear continuously. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: Exposure to extremes of weather, fumes and odors, engine noise, unsanitary conditions on refuse and sewer equipment. **May perform shift work and overtime may be required including but not limited to extension of the work day. Must provide and maintain in the workplace a set of tools as required.**

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess/obtain and maintain a valid a Basic First Aid, including CPR and AED, a valid Class A or B Commercial Driver's License (CDL) ~~with a passenger endorsement~~ within 6 months of employment.

MINIMUM CLASS REQUIREMENTS: **High School Diploma or equivalent and** ~~Any combination of education or experience equivalent to completion of high school plus one year previous~~ **work experience in an automotive shop environment servicing and/or repairing automobile vehicles and other motorized equipment, or in work related to the class.** **Completion of an apprenticeship or trade/technical school program in automotive and/or diesel equipment repair may substitute for the required work experience.** Possession of mechanical aptitude is required.

Shall be subject to drug and alcohol testing, pursuant to Department of Transportation (DOT) regulations (49 CFR Part 40) and either the Federal Motor Carrier Safety Regulations (49 CFR Part 382) or the Federal Transit Administration's Regulations (49 CFR Part 655), as applicable.

FLSA STATUS: Non-Exempt
ADOPTED DATE: 1978
REVISED DATES: 6/96; 6/00; 2/09; 9/10; 6/11; 8/21
TITLE CHANGES: FLEET MAINT ATTENDANT
UNION: AFSCME
CIVIL SERVICE STATUS: CHARTER

ATTENTION FLEET MAINTANANCE TECHNICIAN APPLICANTS: YOU MUST HAVE ALL THE TOOLS LISTED BELOW AT THE TIME OF APPOINTMENT. YOU DO NOT HAVE TO HAVE THESE TOOLS TO APPLY, BUT YOU MUST HAVE THEM IN ORDER TO BEGIN THE FLEET MAINTANANCE TECHNICIAN POSITION.

PUBLIC WORKS

TOOLS REQUIRED FOR GENERAL FLEET MAINTENANCE TECHNICIAN

- **6" Diagonal Cutting Pliers**
- **6" #1 Phillips Screwdriver**
- **5" Needle Nose Pliers with Side Cutter**
- **6" #2 Phillips Screwdriver**
- **6" Slip Joint Pliers**
- **6" #3 Phillips Screwdriver**
- **6" Multi-purpose Pliers (Water Pump)**
- **3/8" Drive Socket Set 3/8" to 3/4"**
- **7" Vise Grip Pliers**
- **8" Adjustable Wrench**
- **1/4" to 1 1/4" Combination Wrench Set**
- **3/8" Drive Ratchet**
- **12 oz. Machinist Ball Peen Hammer**
- **3/8" Drive 3" Extension**
- **3/8" Drive 10" Extension**
- **6" Flat Blade Screwdriver**
- **3" Flat Blade Screwdriver**
- **Set 3/8" Drive Univ. Sockets - 7/16" to 5/8"**
- **Set Punch and Chisels**
- **Flashlight**
- **Brake Adjusting Tool (Star Nut Adjustment)**
- **Rolling Cabinet (3 drawer chest)**
- **Metric Allen Wrench Set**
- **Test Light**
- **3/8" Drive Metric Sockets 9mm-19mm**
- **5/8" Spark Plug Socket**
- **13/16" Spark Plug Socket**
- **6mm-19mm Combination Wrench Set**
- **12" Adjustable Wrench**
- **Retrieval Tool (Magnetic or Mechanical)**



Wastewater/Stormwater Division

2220 E. Viola
Yakima, WA 98901

To: Charter Civil Service Commissioners
Debbie Korevaar, Chief Examiner

From: Mike Price, Wastewater/Stormwater Division Manager

Date: July 20, 2021

RE: Administrative Assistant for Wastewater Class Update

Attached is our proposed updated Administrative Assistant for Wastewater Job Class Specification – Code 11615, established December 2013.

This update was motivated by a recent vacancy and our desire to more accurately define the expectations of the job to replacement candidates. The proposed revisions better identify the job duties by removing unnecessary functions and modifying other functions to accurately reflect job responsibilities.

There is no proposed change to the pay allocation, as the authority and responsibility level of the position have not changed, nor is there any proposed change to the minimum qualifications. This revision is specifically focused on updating and clarifying the current duties, as well as the required knowledge, skills and abilities.

Thank you for your consideration and please contact me at 249-6815 if you have any questions.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 11615 TITLE: Administrative Assistant For Wastewater Est: 12/13 REV: 8/21
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DEFINITION: Under limited supervision works independently within established procedures, performing a variety of responsible ~~secretarial~~ clerical, accounting and administrative tasks within the Wastewater Division. Applies considerable independent judgment and discretion in making decisions, resolving unusual problems, interpreting extensive guidelines, regulations and policies, dealing with the public and working on special reports and projects. Maintains various data bases for purchasing, project tracking, and tracking revenues and expenditures, ~~industry inspections and testing, and process flow trending.~~

DUTIES

ESSENTIAL FUNCTIONS: Organizes and coordinates office functions, activities and communications; assures efficient work flow and office operations; ~~serves as Administrative Assistant to the Wastewater Manager,~~ relieving the manager of a variety of administrative and technical duties; answers and screens phone calls, relays messages or redirects callers, and provides answers when possible; as assigned: reviews, sorts and re-directs, as appropriate, manager's mail; schedules meetings and conferences; composes and prepares correspondence and letters on a variety of routine and specialized matters; ~~prepares~~ Assists manager in the preparation of City Council agenda items and background materials; maintains the division's administrative filing system; and coordinates travel and training plans.-

~~Resolves any complaints possible by utilizing working knowledge of the operations of the division to resolve the problems and/or~~ Redirects the customer inquiries and complaints to the appropriate staff; processes administrative details not requiring immediate attention by the ~~M~~manager. Composes and prepares news releases on division activities.

~~Coordinates, develops and monitors division budget in accordance with established parameters;~~ Assists manager in performing cost analysis, trend analysis and projections; assists manager in preparing expenditure and revenue narratives, composes justifications, budget analysis, summaries, account balance and related budget documents. ~~Attends budget meetings with the City Manager and assists the manager with budget presentations to Council members.~~ Monitors budget expenditures; maintains accurate current budget records; prepares worksheets reflecting estimated expenses for the current year as well as anticipated expenses for the coming year.

Prepares and coordinates all ~~major~~ **assigned** purchases, ~~including all capital outlay purchases for the department~~; obtains quotes, monitors and reviews all **assigned division** purchases for conformance with policies or procedures; processes payments for all **assigned division** expenditures made; orders equipment, supplies, and other items for the ~~department~~**division**. Maintains files of all disbursement requests and purchase orders. Ensures compliance of Purchasing Guidelines for division are met and that any changes in purchasing procedures are relayed to appropriate staff.

Responsible for ~~supervision~~**administration** of centralized timekeeping for the entire ~~department~~**division** which includes:

- Maintenance of a timekeeping system for division;
- Receiving and distributing monthly payroll checks as necessary; **coordinates with Human Resources and/or Payroll to** resolving questions from employees regarding payroll.

Researches and prepares a variety of statistical, financial and narrative reports and documents; ~~supervises, coordinates and reviews sick leave accrual, military leave, disability and~~ **may assist with** accident reports for the ~~department~~**division**; Sanitary Sewer Overflow reports; claims filed against the division; researches permit status to determine private or public construction that may impact division; ensures that payments are received for various division billings; ensures compliance with policies and procedures; maintains state requirements; OSHA documentation, compliance and posting/reporting requirements. ~~Initiates and prepares both service and medical retirement documentation.~~

Assists the ~~M~~**m**anager with the coordination of hiring ~~department~~**division** personnel including: prepares letters of notification to applicants; processes all newly hired personnel for the division; ensures that Personnel Action Forms and **other personnel** documentation is completed and properly submitted. ~~Indoctrinates new employees regarding insurance, benefits, bargaining units and deferred compensation; assists employees with insurance questions and claims.~~

Provides staff support to division management and administrative assistance to Utility Engineers **and project managers** by answering questions, preparing reports, agenda statements, correspondence and other materials as appropriate.

~~Acts as supervisor~~**Acts as a lead** and trains ~~Department Assistants~~ **other office clerical staff**; assigns work, resolves operational problems and reviews the

work. **Performs and oversees the operation of a variety of modern office equipment including but not limited to: personal computer, printers, copiers, fax machines, scanners, and calculators.**

Develops new and improves upon **existing** programs, systems and procedures as a result of new policies or directives or routine research and analysis; assists with implementation after securing approval.

Performs detailed work assignments; coordinates projects; researches information and completes routine and special reports; maintains confidentiality of information. Undertakes a variety of special projects as assigned. Performs as a committee or designated representative at meetings which may entail taking and transcribing minutes, presenting information, and follow-up reporting; acts as liaison with various City departments **and divisions**.

Assist in monitoring/billing of strong waste accounts. Maintains working knowledge of division databases and assists in training on said systems.

Responsible for organization and maintenance of division's records to ensure compliance with State Retention Guidelines.

May serve as safety **committee** representative for division and assist in scheduling/teaching required staff training.

Contributes to the effectiveness of City government by demonstrating and 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 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: division and city-wide programs, operations, policies and procedures, terminology and related regulations; **modern clerical and** office organization and administration; practices, procedures and equipment; research techniques and data compilation; project planning and development; **and** budget preparation; ~~correct grammar, letter composition, spelling, punctuation and mathematical skills, filing and records systems; good human relations practices and public relations techniques.~~

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

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

Strong working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite Outlook, Word, PowerPoint and Excel; Adobe Acrobat Pro and other report writing tools; and office equipment; professional office procedures and practices; and computerized municipal budgetary and fiscal management practices. Knowledge of basic arithmetic and basic principles of accounting/bookkeeping.

Ability to: perform complex office and administrative assistant duties; evaluate and recommend improvements in operations, systems, **practices** and ~~methods~~**procedures**; ~~organize and work independently~~; produce and maintain accurate records and reports; ~~compose correspondence~~; conduct research studies including collection organization, analysis and development of **logical decisions and recommendations**; **utilize good judgement in applying guidelines to a wide variety of work situations**; prepare written analysis, recommendations and reports; ~~make appropriate decisions~~; ~~establish and maintain effective and courteous relationships with the public, city officials and employees~~; operate standard office equipment such as computer and applicable programs; communicate effectively, both orally and in writing; **anticipate division's needs and proactively addresses to** ~~prioritize workload to meet production needs~~; read, interpret, apply and explain codes, rules, regulations, policies and procedures, work confidentially, with discretion; prepare monitor and control assigned budgets.

Must be able to efficiently and effectively enter data/information into a computer system with speed and accuracy. Ability to operate standard office equipment and applicable software/applications/programs including but not limited to: computer, fax machine, copy machine, telephone etc. Ability to perform and understand basic mathematical computations.

Must be able to communicate clearly and effectively, with employees, members of the public representing diverse educational 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, including but not limited to correct grammar, vocabulary, letter composition, editing, spelling, and punctuation.

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

Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail and work under timeline pressures with frequent interruptions; 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.

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. Continuous use of both hands in reaching/handling/grasping/fingering—keyboarding and other fine manipulation skills while performing duties and operating computers. Occasional heavy work includes lifting and carrying up to 50 pounds. Occasionally ascends/descends stairs while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. Occasional traveling to different locations. May work in remote locations and/or in noisy work areas with exposure to frequent noise and/or exhaust fumes. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: Frequent extension of work day to meet deadlines. ~~;~~ frequent interruptions to concentration, work with May come in contact with individuals who are the public, some of whom may be irate, upset, mentally or emotionally disturbed. Employee may be required to travel to meetings in or out of town. Employee may be required to provide his/her own transportation to meetings held offsite.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Obtaining and maintaining a valid Washington State Drivers License, ~~is highly desirable.~~

MINIMUM CLASS REQUIREMENTS: High School Diploma or equivalent ~~GED~~ and three (3) years of progressively responsible clerical experience including administrative support or office management experience. Ability to type 50 wpm and working knowledge of internet and various software programs to include but not limited to MS Office Suite.

FLSA STATUS: Non-Exempt
ADOPTED DATE: 12/2/2013
REVISED DATES: 8/21
TITLE CHANGES:
UNION: TEAMSTERS
CIVIL SERVICE STATUS: CHARTER

Memorandum

Date: July 26, 2021
To: Charter Civil Service Commission
From: Ken Wilkinson, Parks and Recreation Manager
Subject: Recreation Program Supervisor - 11501

We are asking the Charter Civil Service Commissioners to approve an update to the Recreation Program Supervisor position job description. This position was last revised in November 2010 when the Physical Demands were added to the classifications.

The impetus for this update is that in early 2021, the City Council directed a move of the City's "Beyond the Bell" afterschool program from the previous home at Roosevelt Elementary School to the Washington Fruit Community Center. The Council also identified the desire for additional programming to be added based on community interest and needs, and they approved a Recreation Program Supervisor be added to oversee the activities, similar to the Harman Center.

The City currently has three other Recreation Program Supervisors. One oversees the Aquatics programming and another the ballfield activities. The updates that have been made to the classification have been made to enhance the clarity of the responsibilities, authority and the skillset desired. No significant changes to the overall responsibilities are being made, so no change in paygrade is recommended.

A slight change to the minimum requirements is being recommended by the Chief Examiner. Similar to reviews and changes conducted on many classifications over the past five years, additional experience is being equated to substitute for the education requirement. The reasoning behind this recommendation is to enlarge the candidate pool by allowing other skilled candidates to apply who may not have formal education, but who have knowledge, skills and abilities to successfully perform the functions of the position. It has been identified that these competencies can be adequately achieved through applicable work experience. In addition to broadening the applicant pool longer term, this change strengthens the career ladder within the Parks and Recreation Division by potentially eliminating an unnecessary "glass ceiling" for internal candidates who start in an entry level position, and desire to create a career within the division.

Thank you in advance for considering this matter.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 11501 <u>11/1008/21</u>	TITLE: Recreation - Program Supervisor	Rev.
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DEFINITION: Under the administrative direction of the Parks & Recreation Manager, is responsible for supervision of one or more of the City-wide recreation programs, ~~and services~~ **and/or facilities**, which may include aquatics, adult and youth sports, community enrichment programs for youth and adults, special community events, golf course, **ballfields** and/or ~~senior~~ **community centers**.

DUTIES

ESSENTIAL FUNCTIONS: Plans, organizes, and directs a comprehensive City-wide recreation programs for all age levels in parks, playgrounds, **community** recreation centers, pools, ~~senior center~~ and/or **the** golf course; develops and recommends the implementation of new programs; and reviews and evaluates present program offerings.

Assists in the selection of subordinate staff and volunteers and ~~Selects,~~ assigns, trains and supervises their work, ~~of full and part time paid and volunteer personnel.~~

Coordinates and promotes community awareness of programs through local newspapers, ~~news~~ **press** releases, brochures, flyers, talk shows and other media to assure community participation in programs and services.

Schedules, assigns and determines facility usage for programs which may involve working with schools and interest groups. Responsible for facility concerns such as safety, security, maintenance, and staffing. May be responsible for the daily maintenance needs of parks and recreation facilities.

Responds to customer concerns/complaints involving program area. Prepares and maintains records and reports.

Assists with budget preparation. Monitors program expenditures and revenues. ~~Establishes~~ **Assists with exstablishing** fees for community recreation program offerings.

May monitor grants, assist in fund raising, develop sponsorships and seek donations for programs.

Contributes to and fosters an attitude among staff 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 as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of: the principles, practices, and philosophy of public recreation;. ~~Knowledge of the methods, techniques, materials, equipment, and safety precautions used in planning and organizing recreational programs and facilities. Ability to plan, organize, and evaluate recreational programs. Ability to select, assign, train and supervise the work of employees engaged in recreational program activities. Ability to coordinate various aspects of a recreational program, schedule events, promote citizen participation, and estimate equipment needs. Ability to express ideas effectively, both orally and in writing.~~

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; best principles and practices for project and financial management; 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; and computerized budget 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 written and verbal information to a wide range of individuals, including but not limited to City employees and members of the public.

Ability to plan, organize, and evaluate recreational programs; coordinate various aspects of a recreational program, schedule events, promote citizen participation, and estimate equipment needs.

Must be able to communicate clearly and effectively, with employees, 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. Must be able to interpret documents such as safety rules, regulations, operating and maintenance instructions and procedure manuals. Ability to write routine reports compose letters and other written documents as necessary.

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 timeline and/or emotional pressures; prioritize and assign workloads; manage multiple tasks with competing deadlines. Ability to read, apply and explain codes, rules, regulations, policies, and procedures. 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 establish, facilitate, and maintain effective working relationships with other employees and 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. 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 train, supervise, plan, organize, assign and evaluate the work of subordinate staff; evaluate personnel performance; provide constructive feedback to subordinates; develop and implement accountability methods; utilize mathematical practices and skills; maintain files and records and prepare reports; 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 extended hours as needed to carry out supervisory responsibilities.

PHYSICAL DEMANDS: Work is performed ~~primarily~~ often 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/~~fingering~~ keyboarding and other fine skills manipulation while performing duties and operating computers. Occasional

heavy work includes lifting and carrying up to 50 pounds. Occasionally ascends/descends stairs and other inclines while maintaining balance. Occasional bending/twisting as knees/waist/ neck. 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. Work may require occasional travel to a variety of locations. May work outside in all weather extremes and be exposed to insects, dirt, dust, construction debris, and rough and uneven terrain. May work at heights, in confined spaces, 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: Frequent extension of work day or varying hours worked to meet deadlines. May work split shift, evenings and/or weekends. **May come in contact with angry, upset or emotionally disturbed individuals.**

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

MINIMUM CLASS REQUIREMENTS: A Bachelor's Degree in Leisure Services and/or related field and two **(2)** years of progressively responsible experience as a recreation leader and/or coordinator or a related position in a public or private recreation program involving the planning and scheduling of recreational activities; ~~or a~~ **Additional four (4) years of work experience in recreation, physical education, or a related field and a High School Diploma or equivalent may substitute** ~~be substituted on a month-for-month basis for the education Bachelor's Degree. , to a maximum of twenty four months.~~

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

FLSA STATUS: Non-Exempt
ADOPTED DATE: 6/91
REVISED DATES: 7/98; 11/10; 8/21
TITLE CHANGES: _____
UNION: PW SUPERVISORS
CIVIL SERVICE STATUS: CHARTER



Memorandum

June 30, 2021

To: Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: June 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
Trevor Rice	6/14/21	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.

(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)

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MEMORANDUM

July 20, 2021

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

Firefighter Andrew Morales promoted to Fire Lieutenant 7-1-2021
Fire Lieutenant Jonathan Hood promoted to Fire Captain 7-1-2021

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.

Alex Langbell, Fire Training Captain – Service retirement after 25 years
Megan Fraley – Separated from service

5. Positions created or abolished.

Nothing new to report.

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