



CHARTER CIVIL SERVICE COMMISSION
POLICE & FIRE CIVIL SERVICE COMMISSION
129 North Second Street
Yakima, Washington 98901
Phone (509) 575-6090 Fax (509) 576-6358

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

September 20, 2021 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

Approval of the August 2, 2021 minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 1) Consideration of new and revised Police Officer classifications (Police)
 - A) New classification: 6120 Police Officer – Academy Graduate Entry
 - B) Revision to 6121 Police Officer
 - C) Revision to 6122 Police Officer – Lateral Entry

- 2) Consideration of revisions to Human Resources classifications (Charter)
 - A) Revision to 10104 Human Resources Assistant
 - B) Revision to 10103 Human Resources Specialist
 - C) Revision to 10105 Human Resources Senior Specialist

OTHER BUSINESS

- a) Status Report for the Fire Department
- 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 – August 2, 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/Police and Fire Civil Service Commissioner Sophia Trevino, Police/Fire Civil Service Commissioner Camille Becker, and Chief Examiner Debbie Korevaar. Charter Civil Service Commissioner Louisa Beckstrand was absent and excused.

Lighty called the meeting to order.

APPROVAL OF MINUTES

Approval of the June 28, 2021 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Lighty and **seconded** by Becker to approve the minutes. Motion **passed** unanimously.

NEW BUSINESS

1. Consideration of revisions to 6265 Crime and Intelligence Analyst (Charter)
2. Consideration of revisions to 11740 Crime and Intelligence Analyst Supervisor (Charter)

Yakima Police Department Captain Shawn Boyle, on behalf of Chief Murray, presented minor updates to the Crime Analyst classification. The revisions focused primarily on the minimum requirements. A recent recruitment was completed and unfortunately did not result in a successful hire; therefore, the intent is to broaden the minimum requirements to allow for a larger candidate pool when the position is re-opened.

Boyle shared it was recently approved by the City Council to fill the supervisor position. Since it has been a while since the position was filled, this was good opportunity to update the classification. The pay was also reviewed by the Chief Examiner and based on the duties and level of authority, it is recommended the position be reallocated to paycode 973SA.

Lighty clarified that the reason the only changes the analyst position were to the minimum requirements, was because the classification was recently updated earlier this year. Boyle confirmed.

Becker inquired about the title change to the supervisor position. Korevaar responded the intent was to shorten the title, but keep it in alphabetical alignment with the Crime Analyst in the pay ordinance.

Lighty **moved** to approve revisions to 6265 Crime and Intelligence Analyst. Trevino **seconded**. Motion **passed** unanimously.

Lighty **moved** to approve revisions to 11740 Crime and Intelligence Analyst Supervisor with the new title of Crime Analytics Supervisor at paycode 973SA. Trevino **seconded**. Motion **passed** unanimously.

3. Consideration of revisions to 3130 Development Engineer (Charter)

City Engineer Bill Preston presented proposed revisions to the Development Engineer classification. He expressed now that he has been here a little while, he has been able to more clearly identify specific job duties and update the classification to accurately represent the essential functions.

Trevino inquired about repetitive language in the Physical Demands regarding sitting and standing. Korevaar noted she would simplify the language.

Lighty **moved** to 3130 Development Engineer with the slight revision to Physical Demands section. Trevino **seconded**. Motion **passed** unanimously.

4. Consideration of revision to 8203 Fleet Maintenance Technician (Charter)

Fleet and Facilities Manager Kerry Jones presented proposed changes to the Fleet Maintenance Technician classification. This classification hasn't been updated in some time and the update was motivated by the lack of necessity of a passenger CDL endorsement. Currently other positions in the division do not require a passenger endorsement as the division does not transport passengers; therefore, removing it from the requirements is appropriate. Jones added another key update to the classification is the addition of a general tool list that a new employee would be required to possess.

Trevino addressed repetitive language in the Essential Functions. Korevaar noted that the language was deliberate related to inspecting vs adjusting as they are different tasks. Trevino requested the "that are" be removed from a sentence so it reflected simply "vehicles stuck in the snow" instead of "vehicles that are stuck in the snow". Korevaar agreed to make that change.

Lighty **moved** to approve revisions to 8203 Fleet Maintenance Technician with the deletion of "that are". Trevino **seconded**. Motion **passed** unanimously.

5. Consideration of revisions to 11615 Administrative Assistant for Wastewater (Charter)

Wastewater Manager Mike Price presented proposed changes to the Administrative Assistant to Wastewater which were motivated due to a long-time employee leaving the position. This employee was the first to hold the position, and at this time they have a better understanding of the needs and wants for the position. This vacancy has provided an opportunity to update and modernize the language, as well as to more accurately define the duties performed.

Trevino requested to condense wording on 3rd page, second paragraph; delete 2nd sentence of the paragraph beginning with “performs detailed work assignments,”.

Lighty moved to **approved** revisions to 11615 Administrative Assistant for Wastewater, deleting the language as requested by Trevino. Trevino **seconded**. Motion passed unanimously.

6. Consideration of revisions to 11501 Recreation Program Supervisor (Charter)

Parks and Recreation Manager Ken Wilkinson presented proposed general language updates to the classification that hasn't been updated since 2010.

In February, City Council directed Parks to manage Washington Fruit Community Center, which resulted in a need to hire a supervisor for this center. The proposed updates provide a little more flexibility and help expand candidate pool by providing an experience equivalency.

Trevino requested to compact the language in the Physical Demands, the 2nd sentence regarding sitting and standing.

Lighty moved to **approve** revisions to 11501 Recreation Program Supervisor with change to Physical Demands language. Trevino **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 September 20, 2021. Materials need to be submitted to the Chief Examiner by September 2, 2021.

There being no further business to come before the Commission, the meeting was adjourned at 3:58 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.

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: September 9, 2021
To: Yakima Police and Fire Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: Requested Changes to Attract Experienced Officers

The Yakima Police Department is budgeted for 143 Police Officers. Although the Civil Service team has done extremely well at hiring new officers to fill vacancies, we still fall far behind on “deployable” strength (the number of sworn Police Officers we can ‘deploy’ on a given day). As of this writing, we have 130 officers (with three new officers being hired within the next two weeks) but we can only deploy 106 officers (74% of budgeted strength).

The primary reasons for this challenge are the **thirteen** new officers who are in some phase of training and the **eleven** officers who are on injured/FMLA/ or military leave statuses. This creates a hardship shortage throughout the department.

As I mentioned above, the Yakima Civil Service team has been hard at work filling vacancies with high caliber candidates. We have hired 36 officers since I arrived in May of 2019. Unfortunately, as most of you know, the time it takes to train an inexperienced officer (before they can work solo) is often 12-18 months. Officers with prior experience, on the other hand, can often work solo within 4 months. This includes officers who have graduated from a recognized Training Academy elsewhere and who may have not completed their field training. This makes quality lateral candidates a high demand commodity and cities are in heated competition to hire them.

Yakima would like to increase our competitive edge in attracting these candidates. My recruiting team has been working with the Civil Service team to identify ways to enhance the candidate pool and streamline the hiring process for experienced officers. The requested changes are a result of this work.

The first is a proposed change in the hiring process of lateral candidates. WA State Criminal Justice Training Commission (WSCJTC) requires entry level candidates pass a Physical Agility Test (PAT) to qualify for enrollment. Because of this requirement, entry level candidates are tested twice in their hiring process to assure they are able to pass the exam when starting academy.

To date, for consistency, even though a PAT is not required by WSCJTC for lateral hires, the City of Yakima has required lateral candidates pass the PAT one time in their hiring process. In the past, this was because the PAT consisted of a sprint and a distance run, as well as push-ups and sit-ups. These components were very appropriate and relevant to the job; however, in the past year, the PAT has been modified by WSCJTC and there is no running requirement. The PAT now consists of modified "burpee's", push-ups and sit-ups. Since a PAT is not required by WACJTC for experienced candidates who have already passed academy, and the testing components appear less relevant to the actual duties of the position, it is the desire of the Police Department to remove this qualification from the testing process for experienced officers. This is consistent with many other agencies across the state.

All officers do complete a comprehensive medical examination during which time any significant physical limitations should be appropriately identified. We believe eliminating the PAT in the hiring process for experienced officers will decrease exam time, allow for a more efficient testing process for out of area candidates, and may increase the attraction of more tenured officers who are hesitant to take a PAT.

Another proposal to help attract experienced officers is the development of a new classification. Currently, the City of Yakima has two classifications, Police Officer and Police Officer-Lateral Entry. To qualify for Lateral Entry, an officer must have at least two years' experience. The Police Officer-Academy Graduate Entry is a new classification to recruit Police Officers who may not qualify for Lateral Entry, but who have passed the WA State Basic Law Enforcement Academy (WSCJTC) or another United States - State Certified Academy. The goal with this classification is to attract officers to the City with more education and experience than an entry level Police Officer. Similar to the Police Officer-Lateral Entry classification, since they have already passed academy, the PAT requirement has not been included in the Police Officer-Academy Grad Entry classifications minimum qualifications.

All three classifications have been updated for consistency, other than the minimum requirements. The language updates in the Police Officer and Police Officer-Lateral Entry classifications are primarily just updating the Major Worker Characteristics to be consistent with the updates that have been done in classifications across the City over the past several years. Some items were rearranged under Major Worker Characteristics to provide a better flow and additional clarifying language has been added to enhance transparency and specificity. The Physical Demands have also been updated to include some requirements that were missing.

The pay code for the Police Officer–Academy Graduate Entry will be set the same as the other two classifications: 400 (\$30.56-\$41.42). Entry level officers currently start at Step A, lateral hires begin at Step C, and hires under the new classification will start at Step B.

These changes and the new classification have been reviewed by the Yakima Police Patrolman's Association (YPPA), the union representing Police Officers, Corporals and Sergeants. They are in support of these changes.

Thank you for your consideration of these requests.

**CITY OF YAKIMA
CLASS SPECIFICATIONS**

CODE: 6120	TITLE: Police Officer (Academy Graduate Entry)	EST. 9/21
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DEFINITION: Under the general supervision of a commanding officer, Police Officers are sworn, general authority law enforcement officers who perform a wide variety of public safety and community care-taking duties including preserving the peace, protecting life and property, enforcing laws and ordinances, deterring and preventing crime, investigating criminal activity and providing public safety education.

DUTIES

ESSENTIAL FUNCTIONS: Enforces laws and ordinances and complies with guidelines established by applicable laws, regulations, directives and superiors.

Maintains current knowledge of circumstances, trends, practices, laws and legal decisions affecting the law enforcement profession and his or her area of responsibility; familiarizes self with current information relating to department operations and administration.

Patrols assigned areas in a police vehicle, by bicycle or on foot; responds to requests for police service; identifies conditions which present a hazard to public safety; observes and investigates suspicious persons, circumstances and activities; deters, detects and investigates crimes; identifies and apprehends criminals and traffic offenders; facilitates the flow of vehicular and pedestrian traffic; investigates traffic collisions; provides other assistance to the public consistent with the goals and objectives of the department.

Protects crime and accident scenes; identifies, documents, collects and safeguards evidence and stolen property; aids the injured; locates and interviews witnesses; interrogates, arrests and confines offenders; recommends measures to prevent victimization.

Investigates assigned cases; locates and interviews victims, suspects and witnesses; collects and submits evidence for analysis; prepares detailed investigative reports and submits cases for prosecution.

Prepares comprehensive, factual investigative reports for use by other officers, agencies and court officers; provides factual, unbiased testimony in court; maintains accurate notes and logs of activities; maintains confidentiality of information learned in the course of his or her duties.

Operates a variety of equipment including two-way radios, cameras, computers, printers, breathalyzer and emergency vehicle equipment; carries and maintains proficiency with firearms.

Establishes and maintains effective communications and working relationships with superiors, co-workers, other law enforcement officials and the public; cooperates with representatives of related public, private, federal, state and local service agencies; cooperates with representatives of the news media to the extent allowed by applicable laws and department directives.

Maintains personal discipline and complies with all applicable laws, policies, regulations, procedures and sound police practice; promotes discipline among co-workers.

Adheres to and actively promotes the goals, values and objectives of the department with citizens and co-workers; promotes a positive, constructive work atmosphere; maintains harmonious working relations with superiors and co-workers; supports organizational change.

Understands and actively employs the core values of Community Policing: maximum citizen involvement, total service orientation, and a pro-active, problem-solving approach to police service; supports and encourages department programs and volunteer groups.

Attends training; participates in specialized units and assignments; provides training to other department employees, volunteers and citizens.

Demonstrates and fosters an attitude that encourages cooperation and coordination of efforts and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide exceptional customer service to internal and external customers.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of federal, state and city laws and ordinances, and City of Yakima policies and procedures. Knowledge of municipal records retention procedures, and techniques. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Demonstrates the knowledge of and adherence to a high standard of personal and professional ethics.

Knowledge of statutory and case law and the ability to explain and apply complex laws, rules, policies, procedures and regulations; ability to obtain information through interview, interrogation and observation.

Ability to recognize, understand and apply the statutory and judicial limitations of police authority, and the rights of all persons under the constitution of the United States and the State of Washington.

Ability to learn and apply modern police methods and techniques. Ability to read, research, interpret, apply and explain codes, rules, regulations, policies, procedures, State, Federal and City laws and ordinances, and City and Department policies and procedures. Must possess ability to identify and define complex problems, establish facts and draw valid conclusions.

Ability to evaluate circumstances and make sound judgments and decisions in a timely manner, based on training and experience; analyze situations quickly and objectively, and to determine the proper course of action; ability to react quickly and calmly under emergency conditions; ability to cope with stressful situations and upset individuals, firmly, courteously, confidently, and tactfully.

Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail, and work under timeline pressures; 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, members of the public representing diverse education and background, and with government officials utilizing well developed communication skills, both written and oral, with appropriate use of English, including but not limited to correct grammar, vocabulary, composition, 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 positively receive feedback and take direction is essential.

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

Ability to confront and affect the apprehension of offenders by means of command presence, voice control and physical force, up to and including deadly force.

Ability to be innovative and flexible in approach to duties, and to readily adapt to changing community and department needs. Ability to work extended hours as needed

Ability to operate necessary equipment including but not limited to: computer, fax machine, copy machine, telephone, two-way radio, cameras, breathalyzer and emergency vehicle equipment.

Ability to carry, maintain, and proficiently use firearms.

PHYSICAL DEMANDS: Work is performed in both indoor and outdoor environments, at times in adverse weather conditions. Extended periods of time spent within, and frequent operation of, motor vehicle and/or motorcycle. Occasionally needs to move inside the office to access file cabinets, office machinery, and department records. Constant use of senses for seeing, close vision, color perception, hearing/listening, speech, touching, dexterity, and smelling. Continuous use of both hands reaching/handling/grasping/keyboarding and other fine motor skill manipulation while performing duties and operating computers. Frequent lifting/carrying objects up to 25 pounds; grasping/pushing/pulling various objects or persons. Occasionally ascends/descends stairs, and other inclines while maintaining balance and stability. Occasional stooping, bending, twisting at knees, waist or neck, squatting, kneeling, climbing, crawling and/or reaching. Occasional exposure to chemicals, weapons, drugs, needles and other drug paraphernalia, blood, saliva and/or body fluids at accidents or crime scenes. Occasional lifting/carrying objects up to 50 pounds. Occasional running to apprehend a suspect. Must be able to distinguish color and maintain long-term and short-term memory to learn and remember simple to complex procedures. May work in remote locations or in noisy work areas. Must wear appropriate safety equipment as necessary.

UNUSUAL WORKING CONDITIONS: Working conditions include: rotating shift assignments, night hours, exposure to inclement weather, call-back on short notice, and working on weekends and holidays; stress associated with the necessity to make decisions affecting personal safety and the safety of the public with little or no time for reflection or consultation; overtime work caused by incidents in progress or the necessity to meet critical deadlines; life threatening situations requiring the use of deadly force; exposure to all of the hazards and conditions associated with the duties and responsibilities of a general authority law enforcement officer.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must obtain/possess and maintain a valid Washington State Driver's License. Applicants who have not graduated from Washington State Criminal Justice Training Commission Basic

Law Enforcement Academy (WSCJTC) must obtain certificate of completion within 15 months of hire date. Applicants eligible for WSCJTC equivalency training must receive certification of completion within 6 months of hire.

MINIMUM CLASS REQUIREMENTS: Applicants for Academy Graduate Entry into the Police Department must be one of the following:

- a) Graduate of the WSCJTC Basic Academy holding a current and valid certification through the WSCJTC;
- b) Graduate of a WSCJTC recognized equivalent training program as defined by WAC139-05-210 who meet the conditions established by WSCJTC at the time of hire;
- c) Graduate of the Washington State Patrol Training Academy;
- d) Graduate of any **US State Certified Basic Law Enforcement Academy.**

Experience as an officer is not required. If not currently working in law enforcement, applicant must have been separated from previous agency for less than two (2) years.

Applicants for this position must 21 years of age or older, a citizen of the United States or a lawful permanent resident, must be able to read and write the English language, must possess a high school diploma or equivalent, must be in good health and of good moral character. Applicants must pass a pre-selection interview, situational based assessment, pre-suitability testing, polygraph examination, psychological examination, medical examination, drug screening, and a comprehensive background investigation regarding applicant's aptitude, character, judgment, credit, driving record, criminal history and verification of immigrant or citizenship status as either a citizen of the United States of America or a lawful permanent resident. Applicant must possess normal color vision, and visual acuity of not less than 20/100 in each eye, corrected to 20/20 in the better eye and 20/30 in the lesser eye.

FLSA STATUS: NON-EXEMPT
ADOPTED DATE: 9/21
REVISED DATES: _____
TITLE CHANGES: _____
UNION: YPPA
CIVIL SERVICE STATUS: POLICE

**CITY OF YAKIMA
CLASS SPECIFICATIONS**

CODE: 6121

TITLE: Police Officer

Rev. 6/18 9/21

DEFINITION: Under the general supervision of a commanding officer, Police Officers are sworn, general authority law enforcement officers who perform a wide variety of public safety and community care-taking duties including preserving the peace, protecting life and property, enforcing laws and ordinances, deterring and preventing crime, investigating criminal activity and providing public safety education.

DUTIES

ESSENTIAL FUNCTIONS: Enforces laws and ordinances and complies with guidelines established by applicable laws, regulations, directives and superiors.

Maintains current knowledge of circumstances, trends, practices, laws and legal decisions affecting the law enforcement profession and his or her area of responsibility; familiarizes self with current information relating to department operations and administration.

Patrols assigned areas in a police vehicle, by bicycle or on foot; responds to requests for police service; identifies conditions which present a hazard to public safety; observes and investigates suspicious persons, circumstances and activities; deters, detects and investigates crimes; identifies and apprehends criminals and traffic offenders; facilitates the flow of vehicular and pedestrian traffic; investigates traffic collisions; provides other assistance to the public consistent with the goals and objectives of the department.

Protects crime and accident scenes; identifies, documents, collects and safeguards evidence and stolen property; aids the injured; locates and interviews witnesses; interrogates, arrests and confines offenders; recommends measures to prevent victimization.

Investigates assigned cases; locates and interviews victims, suspects and witnesses; collects and submits evidence for analysis; prepares detailed investigative reports and submits cases for prosecution.

Prepares comprehensive, factual investigative reports for use by other officers, agencies and court officers; provides factual, unbiased testimony in court; maintains accurate notes and logs of activities; maintains confidentiality of information learned in the course of his or her duties.

Operates a variety of equipment including two-way radios, cameras, computers, printers, terminals, word processor, breathalyzer and emergency vehicle equipment; carries and maintains proficiency with firearms.

Establishes and maintains effective communications and working relationships with superiors, co-workers, other law enforcement officials and the public; cooperates with representatives of related public, private, federal, state and local service agencies; cooperates with representatives of the news media to the extent allowed by applicable laws and department directives.

Maintains personal discipline and complies with all applicable laws, policies, regulations, procedures and sound police practice; promotes discipline among co-workers.

Adheres to and actively promotes the goals, values and objectives of the department with citizens and co-workers; promotes a positive, constructive work atmosphere; maintains harmonious working relations with superiors and co-workers; supports organizational change.

Understands and actively employs the core values of Community Policing: maximum citizen involvement, total service orientation, and a pro-active, problem-solving approach to police service; supports and encourages department programs and volunteer groups.

Attends training; participates in specialized units and assignments; provides training to other department employees, volunteers and citizens.

Demonstrates and fosters an attitude that encourages cooperation and coordination of efforts and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide exceptional customer service to internal and external customers.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Personnel filling this classification must: Knowledge of federal, state and city laws and ordinances, and City of Yakima policies and procedures. Knowledge of municipal records retention procedures, and techniques. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Demonstrates the knowledge of and adherence to a high standard of personal and professional ethics.

Knowledge of statutory and case law and the ability to explain and apply complex laws, rules, policies, procedures and regulations; ability to obtain information through interview, interrogation and observation.

~~Possess a~~Ability to recognize, understand and apply the statutory and judicial limitations of police authority, and the rights of all persons under the constitution of the United States and the State of Washington.

~~Possess a~~Ability to learn and apply modern police methods and techniques. Ability to read, research, interpret, apply and explain codes, rules, regulations, policies, procedures, State, Federal and City laws and ordinances, and City and Department policies and procedures. Must possess ability to identify and define complex problems, establish facts and draw valid conclusions.

~~Possess knowledge of statutory and case law and has the ability explain and apply complex laws, rules, policies, procedures and regulations; ability to obtain information through interview, interrogation and observation.~~

~~Possess a~~Ability to evaluate circumstances and make sound judgments and decisions in a timely manner, based on training and experience; analyze situations quickly and objectively, and to determine the proper course of action; ability to react quickly and calmly under emergency conditions; ability to cope with stressful situations and upset individuals, firmly, courteously, confidently, and tactfully.

~~Possess the ability to communicate clearly and effectively, both verbally and in writing with other employees and members of the public representing diverse education and background.~~

Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail, and work under timeline pressures; 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, members of the public representing diverse education and background, and with government officials utilizing well developed communication skills, both written and oral, with appropriate use of English, including but not limited to correct grammar, vocabulary, composition, 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 positively receive feedback and take direction is essential.

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

~~Possess a~~Ability to confront and affect the apprehension of offenders by means of command presence, voice control and physical force, up to and including deadly force.

~~Demonstrate the knowledge of and adherence to a high standard of personal and professional ethics.~~

~~Be~~Ability to be innovative and flexible in approach to duties, and possess ability to readily adapt to changing community and department needs. Ability to work extended hours as needed

~~Possess tact, diplomacy, and the ability to meet and deal effectively with individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs.~~

Ability to operate necessary equipment including but not limited to: computer, fax machine, copy machine, telephone, two-way radio, cameras, breathalyzer and emergency vehicle equipment.

Ability to carry, maintain, and proficiently use firearms.

PHYSICAL DEMANDS: Work is performed in both indoor and outdoor environments, at times in adverse weather conditions. Extended periods of time spent within, and frequent operation of, motor vehicle and/or motorcycle. Occasionally needs to move inside the office to access file cabinets, office machinery, and department records. Constant use of senses for seeing, close vision, color perception, hearing/listening, speech, touching, dexterity, and smelling. Continuous use of both hands reaching/handling/grasping/keyboarding and other fine motor skill manipulation while performing duties and operating computers. Frequent lifting/carrying objects up to 25 pounds; grasping/pushing/pulling various objects or persons. Occasionally ascends/descends stairs, and other inclines while maintaining balance and stability. Occasional stooping, bending, twisting at knees, waist or neck, squatting, kneeling, climbing, crawling and/or reaching. Occasional exposure to chemicals, weapons, drugs, needles and other drug paraphernalia, blood,

saliva and/or body fluids at accidents or crime scenes. Occasional lifting/carrying objects up to 50 pounds. Occasional running to apprehend a suspect. Must be able to distinguish color and maintain long-term and short-term memory to learn and remember simple to complex procedures. May work in remote locations or in noisy work areas. Must wear appropriate safety equipment as necessary.

UNUSUAL WORKING CONDITIONS: Working conditions include: rotating shift assignments, night hours, exposure to inclement weather, call-back on short notice, and working on weekends and holidays; stress associated with the necessity to make decisions affecting personal safety and the safety of the public with little or no time for reflection or consultation; overtime work caused by incidents in progress or the necessity to meet critical deadlines; life threatening situations requiring the use of deadly force; exposure to all of the hazards and conditions associated with the duties and responsibilities of a general authority law enforcement officer.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must **obtain**/possess and maintain a valid Washington State Driver's License. Must obtain a certificate of successful completion of the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy within 15 months of hire date.

MINIMUM CLASS REQUIREMENTS: Applicants for this position must 21 years of age or older, a citizen of the United States or a lawful permanent resident, must be able to read and write the English language, must possess a high school diploma or equivalent, must be in good health and of good moral character. Applicants must pass a written examination, physical ability/performance test, pre-selection interview, pre-suitability testing, polygraph examination, psychological examination, medical examination, drug screening, and a comprehensive background investigation regarding applicant's aptitude, character, judgment, credit, driving record, criminal history and verification of immigrant or citizenship status as either a citizen of the United States of America or a lawful permanent resident,. Applicant must possess normal color vision, and visual acuity of not less than 20/100 in each eye, corrected to 20/20 in the better eye and 20/30 in the lesser eye.

FLSA STATUS: NON-EXEMPT
ADOPTED DATE: _____
REVISED DATES: 2/95; 9/10; 6/18; 9/21
TITLE CHANGES: _____
UNION: YPPA
CIVIL SERVICE STATUS: POLICE

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 6122	TITLE: Police Officer (Lateral Entry)	Rev.
<u>6/189/21</u>		

DEFINITION: Under the general supervision of a commanding officer, Police Officers are sworn, general authority law enforcement officers who perform a wide variety of public safety and community care-taking duties including preserving the peace, protecting life and property, enforcing laws and ordinances, deterring and preventing crime, investigating criminal activity and providing public safety education.

DUTIES

ESSENTIAL FUNCTIONS: Enforces laws and ordinances and complies with guidelines established by applicable laws, regulations, directives and superiors.

Maintains current knowledge of circumstances, trends, practices, laws and legal decisions affecting the law enforcement profession and his or her area of responsibility; familiarizes self with current information relating to department operations and administration.

Patrols assigned areas in a police vehicle, by bicycle or on foot; responds to requests for police service; identifies conditions which present a hazard to public safety; observes and investigates suspicious persons, circumstances and activities; deters, detects and investigates crimes; identifies and apprehends criminals and traffic offenders; facilitates the flow of vehicular and pedestrian traffic; investigates traffic collisions; provides other assistance to the public consistent with the goals and objectives of the department.

Protects crime and accident scenes; identifies, documents, collects and safeguards evidence and stolen property; aids the injured; locates and interviews witnesses; interrogates, arrests and confines offenders; recommends measures to prevent victimization.

Investigates assigned cases; locates and interviews victims, suspects and witnesses; collects and submits evidence for analysis; prepares detailed investigative reports and submits cases for prosecution.

Prepares comprehensive, factual investigative reports for use by other officers, agencies and court officers; provides factual, unbiased testimony in court; maintains accurate notes and logs of activities; maintains confidentiality of information learned in the course of his or her duties.

Operates a variety of equipment including two-way radios, cameras, computers ~~terminals, word processor,~~ breathalyzer and emergency vehicle equipment; carries and maintains proficiency with firearms.

Establishes and maintains effective communications and working relationships with superiors, co-workers, other law enforcement officials and the public; cooperates with representatives of related public, private, federal, state and local service agencies; cooperates with representatives of the news media to the extent allowed by applicable laws and department directives.

Maintains personal discipline and complies with all applicable laws, policies, regulations, procedures and sound police practice; promotes discipline among co-workers.

Adheres to and actively promotes the goals, values and objectives of the department with citizens and co-workers; promotes a positive, constructive work atmosphere; maintains harmonious working relations with superiors and co-workers; supports organizational change.

Understands and actively employs the core values of Community Policing: maximum citizen involvement, total service orientation, and a pro-active, problem-solving approach to police service; supports and encourages department programs and volunteer groups.

Attends training; participates in specialized units and assignments; provides training to other department employees, volunteers and citizens.

Demonstrates and fosters an attitude that encourages cooperation and coordination of efforts and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide exceptional customer service to internal and external customers.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Personnel filling this classification ~~must:~~ **Knowledge of federal, state and city laws and ordinances, and City of Yakima policies and procedures. Knowledge of municipal records retention procedures, and techniques. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.**

Demonstrates the knowledge of and adherence to a high standard of personal and professional ethics.

Knowledge of statutory and case law and the ability to explain and apply complex laws, rules, policies, procedures and regulations; ability to obtain information through interview, interrogation and observation.

~~Possess a~~Ability to recognize, understand and apply the statutory and judicial limitations of police authority, and the rights of all persons under the constitution of the United States and the State of Washington.

~~Possess a~~Ability to learn and apply modern police methods and techniques.; **Ability to read, research, interpret, apply and explain codes, rules, regulations, policies, procedures,** State, Federal and City laws and ordinances, and City and Department policies and procedures. Must possess ability to identify and define complex problems, establish facts and draw valid conclusions.

~~Possess knowledge of statutory and case law and has the ability explain and apply complex laws, rules, policies, procedures and regulations; ability to obtain information through interview, interrogation and observation.~~

~~Possess a~~Ability to evaluate circumstances and make sound judgments and decisions in a timely manner, based on training and experience; analyze situations quickly and objectively, and to determine the proper course of action; ability to react quickly and calmly under emergency conditions; ability to cope with stressful situations and upset individuals, firmly, courteously, confidently, and tactfully.

~~Possess the ability to communicate clearly and effectively, both verbally and in writing with other employees and members of the public representing diverse education and background.~~

Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail, and work under timeline pressures; 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, members of the public representing diverse education and background, and with government officials utilizing well developed communication skills, both written and oral, with appropriate use of English, including but not limited to correct grammar, vocabulary, composition, 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 positively receive feedback and take direction is essential.

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

~~Possess a~~Ability to confront and affect the apprehension of offenders by means of command presence, voice control and physical force, up to and including deadly force.

~~Demonstrate the knowledge of and adherence to a high standard of personal and professional ethics.~~

~~Be~~Ability to be innovative and flexible in approach to duties, and possess ability to readily adapt to changing community and department needs. Ability to work extended hours as needed

~~Possess tact, diplomacy, and the ability to meet and deal effectively with individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs.~~

Ability to operate necessary equipment including but not limited to: computer, fax machine, copy machine, telephone, two-way radio, cameras, breathalyzer and emergency vehicle equipment.

Ability to carry, maintain, and proficiently use firearms.

PHYSICAL DEMANDS: Work is performed in both indoor and outdoor environments, at times in adverse weather conditions. Extended periods of time spent within, and frequent operation of, motor vehicle and/or motorcycle. Occasionally needs to move inside the office to access file cabinets, office machinery, and department records. Constant use of senses for seeing, close vision, color perception, hearing/listening, speech, touching, dexterity, and smelling. Continuous use of both hands reaching/handling/grasping/keyboarding and other fine motor skill manipulation while performing duties and operating computers. Frequent lifting/carrying objects up to 25 pounds; grasping/pushing/pulling various objects or persons. Occasionally ascends/descends stairs, and other inclines while maintaining balance and stability. Occasional stooping, bending, twisting at knees, waist or neck,

squatting, kneeling, climbing, crawling and/or reaching. Occasional exposure to chemicals, weapons, drugs, needles and other drug paraphernalia, blood, saliva and/or body fluids at accidents or crime scenes. Occasional lifting/carrying objects up to 50 pounds. Occasional running to apprehend a suspect. Must be able to distinguish color and maintain long-term and short-term memory to learn and remember simple to complex procedures. May work in remote locations or in noisy work areas. Must wear appropriate safety equipment as necessary.

UNUSUAL WORKING CONDITIONS: Working conditions include: rotating shift assignments, night hours, exposure to inclement weather, call-back on short notice, and working on weekends and holidays; stress associated with the necessity to make decisions affecting personal safety and the safety of the public with little or no time for reflection or consultation; overtime work caused by incidents in progress or the necessity to meet critical deadlines; life threatening situations requiring the use of deadly force; exposure to all of the hazards and conditions associated with the duties and responsibilities of a general authority law enforcement officer.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must obtain/possess and maintain a valid Washington State Driver's License. Washington State applicants must possess and maintain a Washington State Peace Officer's Certification. Out-of-state applicants must be a currently certified police officer in their home state of employment.

MINIMUM CLASS REQUIREMENTS: Washington State applicants for this position must have served two (2) years' of continuous full time law enforcement service, with a Washington State civilian law enforcement agency, within the last three years. Out of state applicants must have a minimum two of the last three years continuous full-time law enforcement service with a civilian law enforcement agency AND must be able to successfully complete the Washington State Criminal Justice Training Commission Equivalency Examination within one (1) year after employment. Out-of-state applicants must possess the necessary training and experience to become certified in accordance with Washington State Criminal Justice Training Commission standards. Applicants for this position must be a citizen of the United States or a lawful permanent resident, must be able to read and write the English language, must possess a high school diploma or equivalent, must be in good health and of good moral character. Applicants must pass a written examination, physical ability/performance test, pre-selection interview, situational based assessment, pre-suitability testing, polygraph examination, psychological examination, medical examination, drug screening, and a comprehensive background investigation regarding applicant's aptitude, character, judgment, credit, driving record, criminal history and verification of immigrant or citizenship status as either a citizen of the United States of America or a lawful permanent resident,.. Applicant must possess normal color vision, and visual acuity

of not less than 20/100 in each eye, corrected to 20/20 in the better eye and 20/30 in the lesser eye.

FLSA STATUS: NON-EXEMPT

ADOPTED DATE: 7/02

REVISED DATES: 4/04; 9/10; 6/18; 9/21

TITLE CHANGES:

UNION: YPPA

CIVIL SERVICE STATUS: POLICE



HUMAN RESOURCES DIVISION
129 North Second Street
Yakima, Washington 98901
Phone (509) 575-6090 Fax (509) 576-6358

DATE: 09/13/2021
TO: Yakima Civil Service Commission
FROM: Connie Mendoza, Director of Human Resources (HR)
SUBJECT: Considerations of Revision to Human Resources Assistant (10104), Human Resources Specialist (10103) and Senior Human Resources Specialist (10105) Classifications

I am submitting proposed revisions to the existing Human Resources Assistant, Human Resources Specialist and Senior Human Resources Specialist job classifications for your consideration.

The proposed revisions were inspired by a recent retirement and promotion within the HR Department creating a vacancy. It is our desire to update these classifications for consistency with other updates that have been done across the City, as well as to more accurately define the expectations of the job prior to running a recruitment. The proposed revisions better identify and clarify the job expectations.

There are no proposed changes to the pay allocations, as there are no substantial changes to the minimum requirements, nor the authority and responsibility levels of the positions. These revisions are specifically focused on updating and clarifying the current duties, as well as the required knowledge, skills and abilities.

Thank you for your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 10104

TITLE: Human Resources Assistant

Rev: 9/1321

DEFINITION: Under limited supervision,; performs a variety of responsible, moderately complex clerical, accounting and/or ~~secretarial~~ **administrative support** tasks within Human Resources; applies considerable independent judgment in making responsible decisions, resolving unusual problems, and interpreting moderately complex guidelines and regulations in order to complete the work; and operates several types of office or specialized equipment in conjunction with the work.

DUTIES

ESSENTIAL FUNCTIONS: Receives, screens, and answers a wide range of inquiries from the public or staff, by phone, or in person; provides technical information on all aspects of the purpose and functions of Human Resources; routes calls and visitors; takes messages and complaints and conveys to appropriate staff.

Reviews personnel action forms for accuracy and completeness; maintains a variety of personnel records and files; provides information on job opportunities. May prepare and distribute job announcements; may score and prepare class register; may assist in the coordination of examination activities. Prepares, distributes and processes employee evaluation forms and merit increase Personnel Action forms for all City staff. **Conducts or acquires background checks and employee eligibility verifications.**

Processes applications for employee benefits such as, but not limited to, deferred compensation, health insurance, life and disability insurance and unemployment compensation. Provides employees and retirees with information and materials on benefit programs. Prepares reports, processes billings and verifies accuracy of billing statements and corrected statements for benefit programs.

Calculates deferred compensation payroll deductions for participants in deferred compensation programs. Adjusts deferred compensation contributions as required by collective bargaining agreements. Prepares and maintains required reports and documentation for payroll processing for deferred compensation program. Schedules and coordinates employee meetings on deferred compensation programs.

May assist in conducting or independently conducting new employees orientations.

Maintains ~~BARS (Budgeting, Accounting and Reporting System)~~ **budget** accounts within a department; monitors expenditures to budget; processes invoices, receipts,

purchase orders, statements, or other documents; verifies appropriateness of, and processes purchase orders and division billings and related control documents for ordering or payment; verifies computations and totals for accuracy; reconciles billing statements prior to payment. Maintains associated files. Inputs billings into computerized financial systems for payment. Maintains time, attendance and related payroll records; may distribute payroll checks; ~~maintains petty cash fund.~~

Responds to a wide variety of salary and benefit surveys from other agencies and private employers locally and statewide.

Provides office support functions for Human Resources' managerial positions; composes routine or recurring correspondence; assists supervisors by performing routine administrative details; types from rough drafts, a variety of letters, memoranda, reports, requisitions, forms or official documents. May take meeting minutes and transcribe into finished form; proofreads and corrects grammar, spelling, punctuation, and other errors; maintains operational and confidential departmental records and files; prepares reports or meeting agendas.

~~Maintains files and records and p~~Prepares documents requiring knowledge of regulatory requirements, content of documents, and processing requirements; assembles new employee paperwork as necessary. ~~handbooks for monthly orientation meetings; customizes handbooks by bargaining unit.~~

Works closely with Public Records Officer and Legal Department regarding public records/disclosure requests. Functions as primary contact and holds responsibility for the coordination, distribution and completion of the department's public records requests.

~~Prepares, distributes and processes service award information packets annually. Orders service awards and distributes to respective departments for presentation. Prepares and distributes service award certificates for employees.~~

Indexes and codes applications, correspondence, records, reports, and data for manual and computerized files; inputs and retrieves data and documents on request; prepares reports of summarized data.

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: **personnel and city-wide programs policies and procedures, terminology and related regulations; professional office practices and procedures; municipal records retention procedures, and techniques; municipal government and public personnel operations; research techniques and data compilation;** of business arithmetic; of standard principles and practices of clerical accounting and bookkeeping.; appropriate use of business English including correct grammar, letter and other written document composition, spelling, and punctuation. Proficient knowledge of Microsoft Office Outlook and Word, with a working knowledge of Excel and an ability to accurately type 35 wpm. Ability to: understand and follow oral and written instructions of a complex nature; reprioritize moment by moment to adapt to shifting priorities; perform a variety of mathematical computations; perform a variety of moderately complex clerical tasks; meet and deal with the public in a pleasant and courteous manner, and at times, under stress situations; understand and apply moderately complex guidelines to varied operational requirements; and operate equipment, associated with the position, in a proper manner.—

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

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

Strong working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite; and Outlook.

Ability to efficiently and effectively enter moderately complex data/information into a computer system with speed and accuracy. Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone etc.

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

Ability to routinely and regularly maintain confidentiality and discretion through all forms of communication.

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

Ability to work with self-direction and limited direction or oversight; maintain sustained attention to detail, formulate goals, and work under timeline pressures; prioritize workload; 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 demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; train, plan, organize, and direct the work of subordinate staff. Ability to positively receive feedback and take direction is essential.

Ability to accurately type 35 wpm.

PHYSICAL DEMANDS: Work is performed primarily in an office environment with occasional traveling to different locations. While in the office, will be sitting at a desk or computer terminal for extended periods of time or standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Constant use of both hands in reaching/handling/grasping/fingeringkeyboarding and other fine motor manipulation while performing duties and operating computers. Occasional heavy work includes lifting and carrying up to 50 pounds. Occasionally ascends/descends stairs while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Occasional bending, twisting at knees, waist, or neck and occasional stooping, bending, kneeling, and climbing while performing duties. Must be able to maintain long-term and short-term memory. May work in remote locations or in noisy work areas. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: Works with the public and employees, some who may be irate, upset, or disturbed. ~~May be required to lift boxes and~~

supplies. ~~Frequent~~ **Occasional** extension of work day to meet deadlines. May require occasional travel from site to site for attendance at meetings.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: ~~None~~ A valid Washington State Driver's License. is desirable.

MINIMUM CLASS REQUIREMENT: High School Diploma or equivalent and two (2) years progressively responsible experience in human resource administration OR BA in Human Resources Management; Psychology; Industrial Relations; Public Administration or closely related field with one (1) year customer service experience in a fast-paced, multi-tasking environment. ~~Proficiency in Microsoft Office Outlook and Word, with a working knowledge of Excel and an~~ Ability to accurately type 35 wpm.

FLSA STATUS: Non-Exempt

ADOPTED DATE: 7/98

REVISED DATES: 11/10; 9/13; 9/21

TITLE CHANGES: _____

UNION: TEAMSTERS

CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 10103	TITLE: Human Resources Specialist	Rev. 9/13/21
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DEFINITION: Under ~~limited~~ **administrative** supervision, works independently within established procedures, performs a variety of **complex** personnel functions which require a knowledge of City and department policies and practices. Performs responsible administrative support work. Compiles and analyzes data and makes recommendations. Applies independent judgment in making decisions and resolving ~~P~~personnel related problems.

DUTIES

ESSENTIAL FUNCTIONS: Performs a variety of daily tasks required to facilitate, administer, and execute human resources functions including, but not limited to: screening, testing, orienting and on-boarding of staff; coordination of compensation, benefits, and leave; proactive performance and talent management; support of productivity, recognition and morale building activities; occupational health, safety and wellness programs; training and development; regulatory requirement compliance and enforcement of policies and procedures.

Responds to employment-related inquiries from applicants, employees, and supervisors. Refers highly complex and/or sensitive matters to the appropriate staff as necessary.

Assists in the administration of the City's return-to-work and self-insured Worker's Compensation programs. Collects, analyzes and interprets risk and accident data; recommends appropriate measures. Reviews accident reports and examines data concerning occupational injuries; processes claims in compliance with Department of Labor and Industries regulations; may interpret safety codes and regulations. Acts as direct liaison between the Worker's Compensation third-party claims administrator, City personnel, and/or related providers. Assists in the preparation and distribution of monthly safety meeting agenda packets. Inspects accident scenes, investigates, makes recommendations, and maintains occupational injury logs. Coordinates independent medical examinations; maintains liaison with physicians.

Processes and assists in various phases of personnel selection, such as preparing job announcements and ~~newspaper advertising; ads;~~ recruitment **activities such as job fairs and school presentations;** application screening for minimum requirements; coordinating, scheduling and notification of applicants for examinations and oral boards; scoring and proctoring of examinations; **preparing**

registers for certification; and coordination of printing and forms maintenance. Conducts or acquires background information, records checks and employee eligibility verifications. Arranges necessary follow-up testing as required, including but not limited to polygraphs, medical and psychological exams. Communicates with hiring managers as necessary to facilitate hire.

~~Coordinates City-wide worker's compensation safety training.~~

Assists in the administration of the City's self-insured medical, dental, life insurance and other employee benefit programs. Assists in notifying retired and terminated employees when coverage changes occur. Answers inquiries and assists employees in resolving problems with plan coverage. Reports ~~medical~~ coverage changes to the State Retirement Systems.

Assists employees, former employees and retirees with various questions of ~~plans~~ such as the State Retirement System and deferred compensation plans. Assists with the deferred compensation program. Assists employees with the completion of application forms ~~and questions~~; distributes information; and logs data.

Trains and acts as lead worker to the Department Assistants; assigns work, resolves operational problems and reviews the work of ~~other~~ Department Assistants. Performs detailed work assignments; coordinates projects; researches information and completes routine reports. Relays information in person, by phone or other communication systems. Arranges and schedules meetings and conferences, as necessary using discretion and tact. Maintains confidentiality of information.

~~Receipts~~ Receives and tracks Personnel Action forms; ensures accuracy of information; inputs computer changes for the payroll master; and institutes follow-up reports.

Prepares or A~~assists with the affirmative action programs, including recruitment and meeting agendas, and EEOC reports, as needed.~~

Assists ~~in some phases of~~ with classification studies such as salary and benefit surveys, research, and preparation of charts, graphs and reports. Works with division managers and Chief Examiner to develop or revise classifications. Attends Civil Service meetings; ~~takes, transcribes~~ documents and maintains minutes of Civil Service meetings.

May ~~Assists in coordinating~~ coordinate training sessions, workshops and classes for individual and employee groups. ~~Maintains city-wide training program overview for regulatory compliance.~~ Coordinates on-boarding/off-boarding with employees. Schedules orientations and gathers information; reviews with

~~employee contents of handbook~~ **policies and procedures**; answers questions; and assists with forms.

Processes unemployment claims; acts as liaison between the provider and eCity; researches additional information as needed.

Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.

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.

May perform any/all duties of the Human Resources Assistant classification.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of: personnel and city-wide programs policies and procedures, terminology and related regulations such as worker accident prevention, safety, and/or civil service examination and selection; **modern clerical and professional office organization and administration, practices and procedures; municipal records retention procedures, and techniques;** municipal government and public personnel operations; research techniques and data compilation; **project planning and development;** recruitment and selection procedures; state industrial insurance claims processing, regulations and procedures; health benefit programs and claims processing. ; ~~appropriate use of business English including correct grammar, letter composition, spelling, punctuation and mathematical skills; filing and records systems. Proficient knowledge of Microsoft Office Outlook and Word, with a working knowledge of Excel.~~

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

Knowledge of techniques and strategies for dissemination of complex 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; and Outlook. Knowledge of basic arithmetic and basic principles of accounting/bookkeeping.

Ability to efficiently and effectively enter data/information into a computer system with speed and accuracy. Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone etc.

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

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

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

Ability to work with self-direction and minimal oversight; maintain sustained attention to detail, formulate goals, 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 demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; train, plan, organize, and direct the work of subordinate staff. Ability to positively receive feedback and take direction is essential.

Skill in: planning, organizing, problem-solving, time management.

~~Ability to: understand and follow oral and written instructions of a complex nature; organize and work independently; perform research and analysis; produce and maintain accurate records and reports; compose correspondence; statistical analyses; perform research and data gathering; make appropriate decisions; establish and maintain effective and courteous relationships with the public, city officials and employees; operate standard office equipment such as: typewriter, word processor, adding machine and computer; communicate effectively, both orally and in writing; prioritize workload to meet production needs; maintain a high degree of confidentiality regarding medical records and/or employee selection materials.~~

Ability to accurately type 35 wpm.

PHYSICAL DEMANDS: Work is performed primarily in an office environment with occasional traveling to different locations. While in the office, will be sitting at a desk or computer terminal for extended periods of time or standing for a period of time. 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 motor skill manipulation**—while performing duties and operating computers. Occasional heavy work includes lifting and carrying up to 50 pounds. Occasionally ascends/descends stairs while maintaining balance. 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. **Occasional bending, twisting at knees, waist, or neck and occasional stooping, bending, kneeling, and climbing while performing duties.** Must be able to **distinguish color and** maintain long-term and short-term memory. May work in remote locations or ~~in~~ noisy work areas. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: Works with the public, some of whom may be irate, upset or disturbed. Frequent extension of work day to meet deadlines. ~~May be required to lift boxes and supplies.~~ **May require occasional travel from site to site for attendance at meetings.**

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: **Possess and maintain** Aa valid Washington State Driver's License, ~~is desirable.~~

MINIMUM CLASS REQUIREMENTS: High School diploma or equivalent and **four** (4) years progressively responsible experience in human resource administration OR BA in Human Resources Management; Psychology; Industrial Relations; Public Administration or closely related field with one **(1)** year customer service experience in a fast-paced, multi-tasking environment. ~~Proficiency in Microsoft Office Outlook and Word, with a working knowledge of Exeel and an~~ **a**Ability to accurately type 35 wpm.

Society for Human Resources Management (SHRM) Certification SHRM-CP or SHRM-SCP and at least one (1) year of human resource management experience is preferred.

*Replaces Personnel Technician - 1998

FLSA STATUS: Non-Exempt

ADOPTED DATE: 7/98

REVISED DATES: 4/89; 11/96; 7/98; 11/10; 9/13; 9/21

TITLE CHANGES: 7/98

UNION: TEAMSTERS

CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 10105	TITLE: Senior Human Resource Specialist	Rev. <u>9/21</u>
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DEFINITION: With minimal supervision works using independent judgement within established procedures. Performs a variety of **complex** personnel functions which requires indepth of knowledge of City and department policies and practices. Performs high level administrative work which is both general and specific in nature. Compiles and analyzes data and takes appropriate action(s) when necessary. Assists management in setting policies, procedures and problem-solving personnel issues on both individual and departmental levels.

DISTINGUISHING CHARACTERISTICS: The Senior HR Specialist is the advanced level classification with responsibility for performing professional and analytical human resources duties. Employees within this classification are distinguished by performing a broad range of complex duties as well as providing work direction to assigned personnel.

DUTIES

ESSENTIAL FUNCTIONS: Performs a variety of complex functions required to facilitate, administer, and execute human resources programs and support efficiency within the Human Resources Department.

Interprets, advises, and makes recommendations on HR issues, policies, and procedures; assists with the interpretation and application of City **rules**, policies, procedures, and programs while exercising the highest degree of confidentiality and professionalism.

Consults with City department **directors**, managers, **supervisors**, and employees to analyze, facilitate, and resolve HR issues; ~~p~~**Provides guidance to managers and supervisors** on employee performance issues and assists with performance ~~management~~ **development** plans.

Communicates with staff and employees ~~where~~ **when** the explanation or interpretation of facts are crucial to gaining their concurrence, understanding, and cooperation. Assists with the interpretation and application of ~~HR~~ **City policies, and Civil Service Rules** and assists with employee relations issues.

Updates job descriptions and recommends compensation; compiles and analyzes compensation data and assists with labor negotiations.

Responds to requests for information as authorized; educates employees on City benefit programs, and provides instruction and assistance for enrollment; recommends enhancements to benefit plans.

Interprets and explains federal and state rules and regulations; conducts studies, provides training and resolves compliance issues pertaining to FMLA, **PMFL**, ADA, FLSA, and other state and federal laws **and programs**; authorizes FMLA leave status changes.

Oversees assigned projects which may include worker's compensation, benefit plan administration, safety training, accident investigations or other employee-related programs. Exercises independent judgment within broad policy guidelines; monitors compliance with, and changes in, state and federal HR regulations, standards and legislation.

Researches a variety of HR projects; collects, compiles, and analyzes data and information; develops recommendations and prepares reports based on the findings and results.

Assists with the training of City staff and cross-training of department staff. **May coordinate daily workflow of subordinate staff in the department.**

Supports the relationship between the City of Yakima and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; enthusiastically promotes the City goals and priorities in compliance with all policies and procedures.

Maintains absolute confidentiality of work-related issues, client records, and City information; enforces compliance with state and federal confidentiality standards.

Processes unemployment claims; acts as liaison between the provider and the City; researches additional information as needed.

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.

May perform any/all duties of the Human Resources Specialist classification.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Detailed working knowledge of: personnel and city-wide programs policies and procedures for regulating items such as worker accident prevention, safety, and/or civil service examination and selection; office organization and administration, practices and procedures; municipal government and public personnel operations; research techniques and data compilation; recruitment and selection procedures; state industrial insurance claims processing, regulations and procedures, health benefit programs and claims processing; highly developed communication skills, both written and oral with appropriate use of business English including correct grammar, letter composition, spelling, **and** punctuation ~~and mathematical skills~~; mathematical skills; filing and records systems. ~~Proficient knowledge of Microsoft Office Outlook and Word, with a working knowledge of Excel.~~

~~Skills in: Planning, Organizing, Problem Solving, Time Management.~~

Knowledge of:

- City of Yakima Human Resources ~~P~~policies and ~~p~~Procedures
- Principles and practices of municipal human resources administration
- Federal, state and local laws, rules, regulations and court rulings affecting public sector personnel administration
- Employment and collective bargaining laws; agreements and contracts; City Charter; and Civil Service Rules and Regulations
- Analytical functions and operations of Human Resources Office, City Council and the Civil Service Commission
- Supervisory best practices including coordination of multiple work tasks and projects
- Training and development principles, practices, and techniques
- Recruitment and selection procedures as well as interviewing techniques
- Computer **spreadsheets, databases, industry applications, Microsoft Office Suite, Outlook** -and ~~uses~~-**programs** for personnel administration activities
- Techniques and strategies for dissemination of complex 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.
- Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Ability to:

- ~~Perform~~ **Administer and/or support** a variety of professional and analytical human resources programs and projects
- Provide effective leadership in the development and maintenance of a human resource programs
- **Receive feedback, understand, and follow oral and written instructions of a complex nature**
- Analyze situations accurately, **establish facts, draw valid conclusions,** and adopt an effective course of action
- ~~Gather,~~ analyze, **organize,** and interpret **complex data and technical information and translate analysis into recommendations or reports**
- **Read, research, interpret, apply and explain codes, rules, regulations, policies, and procedures**
- **Perform a variety of mathematical computations**
- **Efficiently and effectively enter information into computer system with speed and accuracy;** ~~Produce~~ and maintain accurate records and reports
- Develop and administer human resource plans, policies, and procedures
- ~~Establish and maintain effective and courteous relationships with city officials, employees, and the public~~
- **Establish, facilitate, and maintain effective working relationships with other employees, the public, community organizations and government agencies; consistently demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; train, plan, organize, and direct the work of subordinate staff**
- ~~Work independently with self direction and minimal oversight and make decisions within broad guidelines~~
- **Maintain sustained attention to detail**
- **Formulate goals**
- **Work under timelines pressure, prioritizing and organizing workloads, adapting to changing demands and managing multiple tasks with competing deadlines**
- ~~Understand and follow oral and written instructions of a complex nature~~
- ~~Communicate effectively, both orally and in writing~~
- **Negotiate and communicate clearly and effectively, with employees, members of the public representing diverse education and background, and with officials at all levels of government** ~~Prioritize workload to meet production needs~~
- ~~Maintain a high degree of confidentiality~~ **and discretion through all forms of communication especially** regarding medical records and/or employee selection materials
- Operate standard office equipment **including but not limited to computer, fax, copy machine, telephone, etc.**

- Maintain regular, reliable, and punctual attendance

PHYSICAL DEMANDS: Work is performed primarily in an office environment with occasional traveling to different locations. While in the office, will be sitting at a desk or computer terminal for extended periods of time or standing for a period of time. 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 motor skill manipulation** while performing duties and operating computers. Occasional heavy work includes lifting and carrying up to 50 pounds. Occasionally ascends/descends stairs while maintaining balance. 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. **Occasional bending, twisting at knees, waist, or neck and occasional stooping, bending, kneeling, and climbing while performing duties.** Must be able to **distinguish color and** maintain long-term and short-term memory. May work in remote locations or ~~in~~ noisy work areas. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: Works with the public, some of whom may be irate, upset or disturbed. Frequent extension of work day to meet deadlines. ~~May be required to lift boxes and supplies.~~ **May require occasional travel from site to site for attendance at meetings.**

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: ~~A Possess and maintain a valid Washington State Driver's License, is desirable.~~ **Society for Human Resources Management (SHRM) Certification: SHRM-CP or SHRM-SCP is preferred.**

MINIMUM CLASS REQUIREMENTS: BA in Human Resources Management; Psychology; Industrial Relations; Public Administration or closely related field with one year customer service experience in a fast-paced, multi-tasking environment equivalent OR **High School Diploma or equivalent and five (5) years progressively responsible experience in human resource administration.**

Experience must include at least two **(2)** years experience working within the City of Yakima Human Resources Department as an HR Specialist. ~~Proficiency in Microsoft Office Outlook and Word, with a working knowledge of Excel and an~~ **Ability to accurately type 35 wpm.**

FLSA STATUS: Non-Exempt
ADOPTED DATE: 1/2014
REVISED DATES: 9/21

TITLE CHANGES: _____
UNION: TEAMSTERS
CIVIL SERVICE STATUS: CHARTER

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



401 North Front Street, Yakima, WA 98901

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MEMORANDUM
September 14, 2021

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

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

1. Probational or temporary appointments made.

Promotions:
Nothing new to report.

New Hires:
Nothing new to report.

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

Nothing new to report.

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

Nothing new to report.

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

Nothing new to report.

5. Positions created or abolished.

Nothing new to report.

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

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Kristi Castillo, Public Safety Telecommunicator Supervisor – resignation

5. Positions created or abolished.

Nothing new to report.

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