



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**

November 1, 2021 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

Approval of the September 20, 2021 minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 1) Consideration of new 4425 Code Compliance Project Coordinator (Charter)
- 2) Consideration of revisions to 2245 Community Relations Specialist Classification (Charter)
- 3) Consideration of revisions to 5210 Harman Center Building Attendant (Charter)
- 4) Request for suspension of probation for Police Officer – Entry Level (Police)

OTHER BUSINESS

- a) Status Report for the Fire and Police 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 – 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 3:35 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 August 2, 2021 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Becker and **seconded** by Lighty to approve the minutes. Motion **passed** unanimously.

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

Police Chief Matt Murray shared the PD is struggling to obtain enough staffing as it takes over a year for a new officer to be deployable. Hiring lateral candidates would expedite the training process and allow for “boots on the ground” within 4 months.

Murray highlighted several of the changes, which include updating the steps required in the hiring process for lateral candidates by removing the PAT; creating a new classification for candidates that have been to the police academy but don't have the experience to be considered a true lateral; and updating the Major Worker Characteristics in all three classifications.

Korevaar explained that with the addition of the new classification there is the possibility of 3 separate registers and this will allow YPD to pull candidates from the most experienced register and not always from the entry level register.

Lighty inquired about the pay code. The newly created classification has the same pay code (400) of the other two classifications. Korevaar clarified Entry Level officers are hired at Step A, Academy Graduate Entry officers will start at Step B, and Lateral Entry officers with two years' experience start at Step C.

Lighty **moved** to approve new classification 6120 Police Officer – Academy Graduate: Entry at Pay Code 400 Step B. Trevino **seconded**. Motion **passed** unanimously.

Lighty **moved** to approve revisions to 6121 Police Officer and 6122 Police Officer – Lateral Entry. Trevino **seconded**. Motion **passed** unanimously.

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

Human Resources Director Connie Mendoza shared that a recent retirement and vacancy has provided an opportunity to review the classifications before recruiting. The primary updates were made to the Essential Functions and Major Worker Characteristics to more accurately reflect the knowledge, skills, abilities, and expectations of the positions.

Lighty **moved** to approve revisions to 10104 Human Resources Assistant, 10103 Human Resources Specialist and 10105 Human Resources Senior Specialist. Beckstrand **seconded**. Motion **passed** unanimously.

Other Business:

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

Next meeting is scheduled for November 1, 2021. Materials need to be submitted to the Chief Examiner by October 14, 2021.

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

Chairman, Charter Civil Service Commission
Chairman, Police & Fire Civil Service Commissions

Chief Examiner

Date

- Meeting minutes are a summary of events and decisions made by the Civil Service Commissions. Civil Service Commission meetings can also be viewed via the City of Yakima website. Click on YPAC Schedule; "Show Search" Civil Service Commission; and submit dates.

MEMORANDUM

To: Charter Civil Service Commission
Debbie Korevaar, Chief Examiner

From: Tony Doan, Supervising Code Inspector

Date: October 12, 2021

RE: Proposal to Add a New Job Classification, Code Compliance Project Coordinator

The Code Administration Division is proposing a new job classification: Code Compliance Project Coordinator. The City of Yakima currently has 6 Code Compliance Officer positions budgeted. One position remains vacant from a retirement on July 31st of this year. The proposed position would be recruited for in lieu of the vacated position.

Over the past year, the Code Administration Division has been actively working to improve efficiency and processes among the Code Compliance Officers. This position will enable better Code Compliance oversight and coordination of effort, and will provide process improvement functions including, but not limited to:

- Organizing caseloads for officers, assigning cases as appropriate
- Tracking progress of open cases
- Working closely with the Legal Department on policies and procedures
- Reviewing violation notices in accordance with the Yakima Municipal Code
- Assuring policies and procedures are followed throughout the compliance case in an accurate and thorough manner
- Acting as the Filing Clerk for all notices filed at the County Assessor's Office

Code Compliance Officers respond to a wide array of case types, such as: weedy lots, junk vehicles, zoning violations, stop work orders, dangerous buildings, blight and trash, and encampments. These case types can have multiple enforcement methods governed by the Municipal Code; thus, case notices and processes can vary significantly. The Project Coordinator will enhance City service by streamlining this work through a participatory approach, allowing the officers to be more efficient with their cases.

The Chief Examiner has completed an internal position review and based on the duties and authority level of the new classification, it is recommended the position be allocated to pay code 16.0 (\$22.52-\$26.95). For informational purposes, this places it approximately 5% higher than the Code Compliance Officer which the Chief Examiner has determined is appropriate to the level of responsibility.

Thank you for your consideration in these matters.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 4425	TITLE: Code Compliance Project Coordinator	EST. 11/21
-------------------	---	-------------------

DEFINITION: Under general supervision of the Supervising Code Inspector this position is the City's primary contact for a wide variety of code compliance cases that may involve complex code issues. This position interacts with customers, city staff, other government agencies, and the general public to: inform and explain the city code requirements and processes, ensure code compliance cases are processed in accordance with the Yakima Municipal Code, gather additional information requested, resolve code compliance case issues and advise involved parties of decisions. Organizes caseloads for other officers, assigns cases as appropriate, and tracks the progress of open cases to ensure efficiency.

DUTIES

ESSENTIAL FUNCTIONS: Ensures and coordinates the timely abatement of code compliance cases and approvals by appropriate decision makers.

Compiles written materials for code compliance cases, prepares periodic reports or statistical information, reviews violation notices in accordance with the Yakima Municipal Code prior to issuance. Assists Code Compliance Officers in resolving complaints through enforcement of codes, mediation between parties involved, and/or legal action.

Receives and logs complaints from community members, assigns cases to Code Compliance Officers, prioritizes cases based on the type of complaint and the nature of the case, responds to community member inquiries regarding existing cases and code compliance questions.

Tracks and answers questions as to the status of code compliance cases. May contact property owners and interested parties to track the progress of ongoing cases.

Coordinates code compliance case issues with supervisor and staff.

Represents the City at meetings, and hearings.

Assures policies and procedures are followed throughout the code compliance case in an accurate, thorough and complete manner. Works closely with the Legal Department on policies and procedures. Provides direct assistance to City Legal Department as required

Acts as the filing clerk for all notices filed at the County Assessor's Office, reviews documentation before filing to ensure accuracy and correct format, tracks all costs and penalties for liens placed on tax rolls, responsible for following procedures for recording and certifying lien amounts.

May occasionally assist Code Compliance Officers in the field.

Recommends improvements to department operating systems and procedure.

Maintains follow-up system on reports or other matters requiring action on a regular basis.

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

Requires regular and reliable attendance.

Performs other duties as assigned.

MAJOR WORKER CHARACTERISTICS: Considerable knowledge of national, state and local zoning and related codes and regulations. Knowledge of applicable City of Yakima ordinances, policies and procedures.

Knowledge of: modern clerical principles, practices, and techniques; related City, department and division functions, terminology and current activities; practices and principles of effective leadership, work flow and system analysis; time management, planning and organizational practices and techniques; record keeping systems, processes, and practices; municipal records retention procedures, and techniques; and sound judgement with regard to public disclosure, and confidentiality standards.

Working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite and office equipment. Knowledge and adherence to professional office procedures and practices. Knowledge of basic arithmetic and basic principles of accounting/bookkeeping.

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

Must be able to communicate clearly and effectively, with employees, members of the public representing diverse education and background, and with officials at all levels of government utilizing well developed communication skills, both written and oral, with appropriate use of English, including but not limited to correct grammar, vocabulary, spelling, and punctuation.

Ability to: negotiate and present complex information clearly and concisely in both written and verbal formats; make informative and persuasive presentations to individuals and groups; and respond in a diplomatic and confident manner to angry or upset individuals. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to understand the obligations of the position as a duly sworn law enforcement officer with the authority to issue infractions for ordinance violations, and professionally and accurately testify in court for the City of Yakima.

Ability to: collect and review information to make logical decisions and recommendations; apply extensive or obscure guidelines to a wide variety of work situations; identify and define complex problems, establish/gather facts, utilize sound judgement and decision-making skills, and draw valid conclusions. Ability to read, research, interpret, memorize, apply and explain complex laws, codes, rules, regulations, policies, and procedures.

Ability to: perform a variety of mathematical computations including statistical calculations and tabulations with ability to read, interpret and analyze complex and technical documents and to translate analysis into recommendations or reports; maintain records of monetary transactions and complex filing systems for other records and plans; operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone etc. Must be able to efficiently and effectively enter information into a computer system with speed and accuracy.

Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail and work under timeline pressures; lead and manage multiple tasks with competing deadlines. Excellent analytical and organizational skills are essential. Must possess ability quickly adapt to changing priorities and demands; take decisive and appropriate actions; and recommend and implement goals and objectives.

Ability to establish, facilitate, and maintain effective working relationships with other employees, builders, architects, developers, community organizations, government agencies, elected officials, and other members the public; to continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; train, plan, organize and prioritize the work of self and others to meet the division's

operational and production needs; provide constructive feedback; and develop/implement modern auditing and accountability methods or procedures.

Ability to work with frequent interruptions while maintaining a customer service focus, to positively receive feedback, and to take direction is essential.

PHYSICAL DEMANDS: Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time or while standing for a period of time. May require driving to meeting and inspection sites. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Continuous use of both hands in reaching/handling/grasping/keyboarding and other fine motor skill manipulation while operating computers and performing other duties. Occasional work includes lifting and carrying up to 25 pounds. Occasionally ascends/descends stairs, inclines and/or ladders while maintaining balance. Occasional stooping/bending/kneeling/crawling while performing duties. 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. Vision abilities required by this job include close and far vision, night vision, color distinctions, depth perception and ability to adjust focus. Must be able to maintain long-term and short-term memory. Work may include travel to a variety of locations. May work at heights, in confined spaces or awkward positions, remote locations or in noisy work areas. May work outside with all weather extremes, uneven terrain, be exposed to members of the public, insects, vermin, animals, pollen, dust, dirt, mud, water, poison ivy, smoke, electrical hazards, noxious odors, fumes, chemicals, solvents, construction debris, needles, drug paraphernalia, vibrations, traffic and other hazards. 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 encounter angry, upset and/or emotionally disturbed individuals. Subject to frequent interruptions and extensive contact with the public.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License. Possess and maintain International Code Council Certification as a Property Maintenance and Housing Inspector or Permit Technician, at time of application

MINIMUM CLASS REQUIREMENTS: High School Diploma or GED AND two (2) years' experience working within the City of Yakima Community Development Department.

FLSA STATUS: Non-Exempt

ADOPTED DATE: 11/1/21

REVISED DATES:

TITLE CHANGES:

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER

Memorandum

Date: October 21, 2021
To: Charter Civil Service Commission
From: Randy Beehler, Communications and Public Affairs Manager
Subject: Community Relations Specialist - 2245

We are asking the Charter Civil Service Commissioners to approve an update to the Community Relations Specialist classification. This position was established in November 2012.

It is being proposed the position be retitled to "Community Outreach Specialist" to better detail the interactive components of the position. As you can see from the classification "Definition", the overall function of the position, including the level of authority and scope of responsibility is not being changed; however, the classification is being updated to better define the two-way communication and community outreach expectations of the position.

The language revisions are being proposed at this time to assist with recruitment of the position and to add more clarity with regard to the responsibilities. The Major Worker Characteristics have been updated to add more transparency with regard to the required knowledge, skills and abilities, and to be consistent with other classification updates that have been performed across the City over the past three years.

The minimum requirements have been updated to allow for an education equivalency to expand the candidate pool.

The Chief Examiner has reviewed the proposed changes and conducted an internal salary audit. No change in salary allocation is recommended or required.

Thank you in advance for considering this matter.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 2245 **TITLE:** Community Relations Outreach Specialist Est.11/12 REV: 11/21

DEFINITION: Under general supervision of the Communications and Public Affairs Director, performs a variety of professional level community relations **and outreach** work in order to improve communication between the City and its various constituencies, to **increase visibility within the community**, provide better opportunities for public involvement, and to effectively convey **and collect** information about various City services, programs, and initiatives.

DUTIES

ESSENTIAL FUNCTIONS: Effectively conveys information **and solicits stakeholder input** about City services, programs, and initiatives through a variety of communications methods.

Researches, writes, ~~and edits~~ **and/or coordinates advertisements**, videos, speeches, newsletters, news releases, promotional **events/materials**, e-mails, website posts, social media posts, ~~etc.~~ **and other public information activities to provide community outreach**. Designs or identifies and incorporates original graphics, photographs, etc. for such materials.

Provides advice, direction, and assistance to other City staff in the development and dissemination of information regarding City programs, services, projects, and initiatives. Gathers relevant information from all City departments and divisions and prepares such information for dissemination through a variety of communications technologies available to the City.

Identifies, develops and coordinates community outreach opportunities to increase community partnering, integration and awareness of City programs, projects and services. Prospects, proposes, oversees and executes the planning, organizing, and coordination of activities including, but not limited to: special events; meetings; community forums; conferences; workshops; projects; exhibits; and other activities related to the City's programs and services.

Initiates, develops and maintains positive long-term relationships with local organizations, businesses, government agencies, community groups, and other interested parties.

Regularly monitors and evaluates social media posts related to City activities, policies, programs, etc. **Educates community stakeholders regarding the scope of services and programs offered by the City.**

In coordination with the Senior Community Relations Specialist and/or Communications and Public Affairs Manager, provides materials and information for publication on the City's social media platforms.

~~Provides advice, direction, and assistance to other City staff in the development and dissemination of information regarding City programs, services, projects, and initiatives.~~

~~Participates in the planning, organizing, and coordination of special events, meetings, community forums, conferences, training workshops, projects, exhibits, and other activities related to the City's community relations program.~~

Participates in making arrangements for news conferences, meetings, appearances, and speaking engagements for City staff, elected officials, and others as directed.

Observes, evaluates and reports in written and/or verbal formats success of outreach events, campaigns and/or programs; makes recommendations for improvements. Researches, collects, compiles, analyzes and provides data on local demographics and public input for strategic use. Conducts informational presentations as necessary.

Assists in the evaluation of and need for Community Relations Division equipment purchases, equipment uses, and equipment maintenance.

Requires regular and reliable attendance

Performs other duties as required.

MAJOR WORKER CHARACTERISTICS: Knowledge of and ability to use a variety of equipment (computers, software, still and video cameras, etc.) utilized in the creation of a variety of communications materials.

Knowledge of City organizational structure, operations, policies, procedures and objectives.

Knowledge of: related City, department and division functions, terminology and current activities; practices and principles of effective leadership, work flow and system analysis; time management, planning and organizational practices and techniques; record keeping systems, processes, and practices; municipal records retention procedures, and techniques; and sound judgement with regard to public disclosure, and confidentiality standards.

Working knowledge of: Microsoft Office Suite and office equipment, industry applications. Knowledge and adherence to professional office procedures and modern clerical practices. Knowledge of basic arithmetic and data analysis.

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. Knowledge and understanding of communications principles and practices including, but not limited to: effective techniques and strategies for public speaking; mass media sources and practices; emerging media trends and theory; techniques, and terminology common to the communications and community relations disciplines.

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

Ability to: negotiate and present complex information clearly and concisely in both written and verbal formats; make informative and persuasive presentations to individuals and groups; and respond in a diplomatic and confident manner to angry or upset individuals. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to: stay current with relevant technological advancements related to the communications and community relations disciplines; collect and review information to make logical decisions and recommendations; apply extensive or obscure guidelines to a wide variety of work situations; identify and define complex problems, establish/gather facts, utilize sound judgement and decision-making skills, and draw valid conclusions. Ability to read, research, interpret, and memorize written materials including, but not limited to regulations, policies, and procedures.

Ability to: perform a variety of mathematical computations including statistical calculations and tabulations, with ability to read, interpret and analyze complex information and to translate data into recommendations or reports; operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone etc. Must be able to efficiently and effectively enter information into a computer system with speed and accuracy.

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

ability quickly adapt to changing priorities and demands; take decisive and appropriate actions; and recommend and implement goals and objectives.

Ability to establish, facilitate, and maintain effective working relationships with other employees, community organizations, government agencies, elected officials, and other members the public; to continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; train, plan, organize and prioritize the work of self and others to meet the division's operational and production needs; provide constructive feedback; and develop/implement accountability methods or procedures.

Ability to work with frequent interruptions while maintaining a customer service focus, to positively receive feedback, and to take direction is essential.

~~Ability to remain current with relevant technological advancements related to the communications and community relations disciplines.~~

~~Ability to communicate effectively both orally and in writing.~~

~~Understanding of communications principles and practices including techniques and strategies for the dissemination of information, public speaking techniques, mass media sources and practices, emerging media trends, and theory, techniques, and terminology common to the communications and community relations disciplines.~~

~~Understanding of City organizational structure, operations, policies, and objectives.~~

~~Ability to establish and maintain effective working relationships with elected and/or appointed officials, citizen and/or community groups, government agencies, multi-cultural groups, other employees, and the general public.~~

~~Strong organizational, planning, and time management skills.~~

~~Ability to work independently with minimal direction.~~

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 extended periods of time. **Work may include travel to a variety of locations including occasional work outside or in public venues. May require driving to meetings or special events.** Constantly needs to move inside the office to access file cabinets, office machinery, etc. Constant use of both hands in reaching/handling/grasping/~~fingering~~**keyboarding and other fine motor skill manipulation** while performing duties ~~operating on computers~~ **and performing other duties. Occasional stooping/bending while performing duties.** Occasional heavy work includes lifting and carrying up to 50 pounds. Occasionally ascends/descends stairs and ladders while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and while

communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. May work in noisy work area or have exposure to electric hazards. May work outside with all weather extremes, uneven terrain, be exposed to members of the public, insects, animals, pollen, dust, dirt, water, smoke, fumes, construction debris, needles, drug paraphernalia, traffic and other hazards. 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 be required to work varied hours as necessary including weekend and/or holidays. Responds to alarm calls.

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

MINIMUM CLASS REQUIREMENTS: High school diploma or GED and five (5) years of professional experience in journalism, public relations, marketing, community relations, communications, or related fields is required. Two (2) years of college-level training in journalism, public relations, marketing, community relations, communications, or related fields is preferred. Bachelor's Degree in Marketing, Communications, Business or related may substitute for up to 3 years' professional experience.

FLSA STATUS: NON-EXEMPT

ADOPTED DATE: 11/5/12

REVISED DATES: 11/1/21

TITLE CHANGES: _____

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER

Memorandum

Date: November 1, 2021
To: Charter Civil Service Commission
From: Ken Wilkinson, Parks and Recreation Manager
Subject: Building Attendant – Harman Center, Class Code: 5210

In April of 2021, the Yakima City Council directed the Yakima Parks & Recreation Division to take over operation and programming at the Washington Fruit Community Center. The Yakima Parks & Recreation Division already operates the Harman Center.

The Building Attendant classification was developed specific to the Harman Center; however, with the Parks and Recreation Division assuming the responsibility for an additional facility, we would like to broaden this classification and make it more general and multi-functional, so it can be utilized for any center operated by the Parks and Recreation Division. The duties listed are representative of responsibilities at both facilities, as well as other future facilities. Revising this classification provides consistency among facilities and also enables the division to utilize staff at either location.

We are asking that the Building Attendant – Harman Center position job description be updated as proposed, and the title changed to from Building Attendant- Harman Center to Community Center Attendant. We also are asking the minimum age requirement be lowered from 18 to 16 years of age.

Since this classification is just being edited to reference more than one facility, and no changes in authority or responsibility are being implemented, no change in pay is warranted.

Thank you in advance for considering this matter.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 5210 TITLE: Harman <u>Community Center Building Attendant</u> EST.: 06/19 REV: 11/21
--

DEFINITION: Under the general supervision and direction of ~~the~~ a Recreation Program Supervisor, this position oversees classes and/or events held during evenings and Saturdays at the ~~Harman~~ Community Centers/Parks and Recreation Facilities. Performs building maintenance; provides customer service and responds to and resolves complaints and problems as needed.

DUTIES

ESSENTIAL FUNCTIONS: Closes and secures the ~~Harman Center~~ Community Centers/Parks and Recreation Facilities on a daily basis. Opens and closes on Saturdays (and Sundays when needed). Keeps Recreation Program Supervisor, ~~Recreation Leader, and Senior Center Assistant~~ and/or other staff apprised of activities or problems at the center. Provides coverage at the front desk.

Serves as liaisons for the City of Yakima and the ~~Harman Center~~ center/facility and upholds the standards set forth. Assures order and safety at the center at all times. Receives complaints, investigates as appropriate and resolves problems whenever possible and appropriate. May eject guests damaging property or causing safety hazards for other guests. Involves supervisory personnel or local law enforcement as necessary. Issues emergency closures, clears the building and contacts proper authority when necessary.

Maintains building by cleaning and stocking areas in center when needed and ensures adequate supplies of restroom materials. Picks up litter and general clean-up of exterior when needed. Sets up tables and chairs for events and activities.

Directs guests to events/classes/activities as needed. Answers questions pertaining to classes, events, and/or ~~trips~~ other activities or directs them to the phone number of the person(s) in charge of that program. Ensures guests needs and interests are addressed courteously, politely, and professionally. Evaluates program and services effectiveness and may suggest improvements.

Demonstrates 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.

Assists ~~Senior Center Assistant~~ with ~~keeping inventories~~ maintenance by listing items when they become low.

Provides excellent internal and external customer service. Creates a positive experience for customers through professional and courteous behavior.

Practices safe work habits and contributes to the safety of self, co-workers and the general public.

Performs other related work as required.

Requires regular and reliable attendance.

MAJOR WORKER CHARACTERISTICS: Knowledge of applicable state and city laws and ordinances, and City of Yakima policies and procedures.

Knowledge of: principles and practices of leadership and communication, in order to supervise events/activities and address conflicts as they arise; principles of group dynamics and group interaction; emergency procedures and accident site management.

Knowledge of safety practices and procedures. **Must be able to interpret documents such as safety rules, regulations, operating and maintenance instructions and procedure manuals.** ~~Ability to enforce various rules, regulations, and procedures; work with the public in a pleasant and courteous manner; work independently with limited on-site supervision;~~

Demonstrates professional behavior and positive communication through words and actions. Must be able to communicate clearly and effectively, with employees and members of the public representing diverse education and background, utilizing well developed communication skills, both written and oral, with appropriate use of English, including but not limited to correct grammar and vocabulary.

Ability to: interpret, explain, follow, ~~and~~ apply **and enforce** City policies and sport rules **utilizing sound judgement and diplomacy;** identify and prevent hazards, implement solutions, maintain safe environments; work independently with minimal supervision; maintain a neat, professional appearance; communicate courteously and cooperatively with other staff and the general public, on the telephone or in person, including handling difficult or irate people; establish and maintain effective working relationships with supervisor, other staff members, program participants and the general public.

Ability to oversee and evaluate recreational programs and activities; adhere to event/activity schedules, promote citizen participation, and estimate equipment needs.

Ability 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.

Must possess ability to **prioritize and** quickly adapt to changing **priorities situations** and demands.

PHYSICAL DEMANDS: Work will be performed outside or within city facility. ~~Work involves using hands to handle, feel or operate objects, or controls and reaching with hands and arms.~~ **Continuous use of both hands in reaching/handling/feeling/grasping/keyboarding and other fine motor skill manipulation while performing duties operating on computers and performing other duties.** Frequent walking, standing or sitting for excessive periods, occasionally on rough terrains. Occasional bending/stooping/kneeling. Occasional heavy work includes lifting and carrying up to 50 pounds. On rare occasions may be required to lift heavier weight with the assistance of others or mechanical devices. Occasionally ascends/descends stairs while maintaining balance. May work outside with all weather extremes, be exposed to members of the public, animals, insects, pollen, dust, dirt, water, needles, drug paraphernalia, -rough terrain and other weather conditions. Work may include operation of vehicle and/or light equipment. 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. May work alone, with others, or in remote locations. Will be required to wear safety protective gear when necessary. Must be able to distinguish color and maintain long-term and short-term memory. 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. May require evening, ~~or~~ weekend, **or holiday** work. May require occasional travel from site to site. May be available to respond to emergencies with minimal notice. Will be required to take coffee and lunch breaks on site. May be the only employee on-site.

LICENSES, REGISTRATION AND CERTIFICATE: Must possess and maintain a valid Washington State Driver's License, and **obtain/possess** a Basic First Aid/CPR certificate within six **(6)** months of employment.

MINIMUM CLASS REQUIREMENTS: Must be at least **sixteen (1816)** years of age and have six (6) months experience with facility, park or event management or maintenance. Must pass background investigation regarding applicant's aptitude, character, judgement, credit, driving record and criminal history.

FLSA STATUS: NON-EXEMPT

ADOPTED DATE: 06/19

REVISED DATES: 11/21

TITLE CHANGES: _____

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER



Memorandum

August 26, 2021

To: City of Yakima
Civil Service Commission

From: Shawn Boyle
Commander, Patrol Division

Subject: Request for probationary adjustment for Probationary Officer, Jeffrey Benefiel

The purpose of this memorandum is to request the suspension of Officer Jeffrey Benefiel's current probation and a 90-day extension of his probation period from a date to be determined.

Officer Benefiel's scheduled probationary period is due to expire on December 16, 2021. I am requesting his probationary period be suspended and then extended for 90 days for the following reason. Officer Benefiel is scheduled to be absent due to military deployment for one year beginning in October of 2021. Officer Benefiel is currently away at military training to prepare him for his upcoming deployment. In total, Officer Benefiel will miss approximately 90 days during his probationary period with the Yakima Police Department.

Probation is the period in time during which the police department has to evaluate an employee prior to becoming permanently employed. As such, I would like the entire one-year probationary period allotted to ensure Officer Benefiel is performing and likely to continue to perform in an acceptable manner. I have no reason to believe Officer Benefiel will not successfully pass his probationary period and is currently performing to standard.

I am requesting when Officer Benefiel returns to duty from his military deployment in late 2022, his probationary status be reinstated for 90 days from the date of his return to duty.

Shawn Boyle, Captain

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



401 North Front Street, Yakima, WA 98901

(509) 575-6060
Fax (509) 576-6356
www.yakimafire.com

MEMORANDUM
October 20, 2021

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

David Lindseth, Mechanic II – resignation

5. Positions created or abolished.

Nothing new to report.

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



Memorandum

August 31, 2021

To: Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: August 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
Courtney Zesbaugh	8/12/21	Police Officer
Cameron Akana	8/16/21	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.

Joe Deccio	Sergeant	8/3/21	death
Mike Henne	Sergeant	8/31/21	retirement
Kevin Lee	Officer	8/31/21	retirement
Elvia Castaneda	Police Services Specialist I	8/31/21	Legal Dept. hire

5. Every position created or abolished.

(none)



Memorandum

September 30, 2021

To: Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: September 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
Eric Jones	9/1/21	Sergeant
Walter Bullock	9/13/21	Police Officer
Timothy Brandsma	9/14/21	Police Officer
Tyler Merrit	9/15/21	Corrections Officer
Jason Marcellus	9/20/21	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.

Alma Santiago	Police Services Specialist I	9/15/21	resignation
Julia Tobiness	Police Services Specialist II	9/30/21	resignation
Angela Nielsen	Officer	9/30/21	retirement

5. Every position created or abolished.

(none)



Memorandum

October 31, 2021

To: Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: October 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
Noah Johnson	10/1/21	Sergeant
Alex Jimenez	10/4/21	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.

Police Officer 10/15/21 suspension from off-duty employment

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

Isaac Hernandez 10/21/21 resignation

5. Every position created or abolished.

(none)