



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 6, 2023 at 3:30 p.m.**

**Regular Meeting**

**AGENDA**

**APPROVAL OF MINUTES**

- 1) Approval of the October 2, 2023 minutes for the regular Charter, Police and Fire Civil Service Meeting.

**NEW BUSINESS**

- 1) Consideration of revisions to 8331 Water Treatment Plant Operator-in-Training (Charter)
- 2) Consideration of new classification: 3155 Victim Services Coordinator (Charter)
- 3) Consideration of Firefighter Probation Suspension Firefighter (Fire)

**OLD BUSINESS**

- 1) Chief Examiner follow-up regarding added posting clarification of experience requirements for City classifications -

**OTHER BUSINESS**

- 2) Public Comment
- 3) Status Report for the Fire and Police Departments
- 4) Any other business before the Commission

**Complete Packet available on City of Yakima's website under Human Resources,  
or by prior request at Human Resources.  
Previous Month's Meeting Available to view on YPAC via City of Yakima Website**

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

**JOINT MEETING – October 2, 2023**

**MINUTES**

The City of Yakima Charter Civil Service Commission and Police and Fire Civil Service Commission convened on this date at 3:30 PM. In attendance were: Charter Civil Service/Police and Fire Civil Service Commissioner Sean Worley, Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino, Police/Fire Civil Service Commissioner Camille Becker and Chief Examiner Debbie Korevaar. Charter Civil Service Commissioner Louisa Beckstrand is absent and excused.

Worley called the meeting to order.

**APPROVAL OF MINUTES**

Approval of the September 11, 2023 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Becker and **seconded** by Trevino to approve the minutes. Motion **passed** unanimously.

**NEW BUSINESS**

**1. Consideration of revisions to 11401 - Senior Program Supervisor (Charter)**

Community Development Director Joan Davenport presented updates to the Senior Program Supervisor. The classification was last updated 13 years ago and the current revision is being prompted due to program changes which have occurred over the past few years. Based on some recommendations of the Community Integration Committee (CIC) to the City Council, the programs and services have been broadened to include single families, instead of just seniors. The Major Worker Characteristics have also been enhanced to better identify the necessary capabilities, with an emphasis on teamwork and the need for increased communication efforts within the programs, and with other city divisions and organizations.

Trevino **motioned** to approve revisions to 11401 Senior Program Supervisor. Worley **seconded**. Motion approved unanimously.

**2. Consideration of revisions to Wastewater classifications (Charter)**

- a) **8310 - WWTP Operator-in-Training**
- b) **8311 - WWTP Operator I**
- c) **8312 - WWTP Operator II**
- d) **8313 - WWTP Operator III**

Wastewater Manager Mike Price explained and update was made to these classifications in 2018 that included specific requirements for professional growth and certifications;

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however, during the past 5 years, it has been recognized that the City has been able to recruit qualified operators at varying levels of certification. In addition, the goals of continuing development and education have been able to be managed effectively through evaluation and goalsetting, without the need for required mandates within the classification.

Since required mandates could create issues for operators who are successfully performing their jobs with the appropriate certifications, the division is asking for those requirements to be removed.

Price noted the Operator-in-Training (OIT) is an exception to this request, as they do wish to maintain the requirement to obtain their certification within 9 months to ensure competence in the classification; therefore, there are no proposed modifications in this area. The OIT classification, as well as the others, was updated to reflect more comprehensive and current language consistent with other classifications across the City.

Trevino **motioned** to approve the revisions to wastewater classifications 8310, 8311, 8312, 8313. Worley **seconded**. Motion passed unanimously.

**Other Business:**

a) Public Comment

Blake Walker, a current City of Yakima employee, addressed the Commissioners. He shared with the Commissioners that he currently works as the Public Works Safety and Training Coordinator, and he has been hoping to request a demotion into one of the positions the Commissioners had just approved, the Wastewater Treatment Plant Operator II. He explained he has been receiving part-time training over the past two years at the Wastewater Treatment Plant, and he has obtained his grade II certification by the Department of Ecology (DOE) based on this training experience. He stated he reached out to Human Resources to verify his qualification for the Operator II position, but he was told the 18 months required experience is based on full-time employment, and therefore, he does not have the required experience. He expressed the classification does not spell out the equivalency requirement and the DOE does not require full-time hours to obtain the Operator II certification. He explained he did the training under the authority of Scott Schafer the Public Works Director and Mike Price the Wastewater Manager, believing once he had the certification, he would be qualified for the position. He requested the Commission provide their view of the minimum requirement.

Korevaar shared that once this was brought to the attention of HR, the issue and classification was reviewed. She explained experience requirements across the City are based on full-time employment, further explaining one month of experience equates to 173.33 hours, one year equates to 2080 hours, etc. Korevaar also stated she did

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meet with Gretchen Peterson-Lee, Scott Schafer and Mike Price once this was brought to Gretchen's attention to discuss the issue, and review if the current minimum requirement of certification and 18 months experience should be retained. The determination was made to not propose any revisions lessen the minimums, which is why the drafts proposed earlier did not include such edits. The City wishes to retain the requirement of an Operator II certification AND 18 months experience.

Korevaar further explained this training was an exception to the City's general practice, and unfortunately HR was unaware it was occurring until Mr. Walker brought it forward recently. Had HR been consulted before the training began, this issue could have been addressed upfront. She stated this is being addressed with the department/division to prevent a similar situations in the future.

Mr. Walker asked that consideration be given to adding more clarification to the experience requirements.

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

Next meeting is scheduled for November 6, 2023. Materials need to be submitted to the Chief Examiner by October 20, 2023.

There being no further business before the Commission, the meeting was adjourned at 3:50 PM.

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

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Chief Examiner

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Date

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

- 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

Date: October 27, 2023

To: Charter Civil Service Commission

From: Mike Shane, Water/Irrigation Manager  
Scott Schafer, Director of Public Works

Subject: Proposed revision to 8331 Water Treatment Plant Operator-in-Training

Attached is a proposed update to the class specification for the Water Treatment Plant Operator-in-Training (8331). It is our desire to update this classification to more accurately define the position duties and expectations of the job and to expand the minimum requirements allowing for broader education/experience equivalents; thus, enhancing the candidate pool.

The language revisions being proposed are not changing the overall purpose or authority of the position, but rather the edits are necessary to clarify and update the responsibilities and tasks being performed; therefore, no salary allocation changes are required. The Major Worker Characteristics, Physical Demand and Unusual Working Conditions have also been updated to better reflect the necessary knowledge, skills and abilities required for the position and to be consistent with other classification updates.

Thank you in advance for considering this matter.

**CITY OF YAKIMA  
CLASS SPECIFICATION**

**CODE: 8331 TITLE: Water Treatment Plant Operator-in-Training ———Rev.  
10/1011/23**

**DEFINITION:** Under direct supervision, assists in the operations and operates and maintain maintenances of the water treatment plant, wells, pump stations and reservoirs, levees, and grounds. —and pPerforms other related work as required.

This is the entry level position in the Water Treatment Plant Operator series and is designed to provide the opportunity to acquire the skills and experience required for eligibility to receive certification to the State of Washington Water Treatment Plant Operator Group I certificate and to gain experience required to meet the minimum qualification for future potential promotion to an Operator I position.

Incumbents receive on-the-job training and experience while performing routine operational and maintenance duties under the supervision of a qualified operator. Positions at this level are expected to progressively accumulate and demonstrate working knowledge of the principles and practices utilized in the operation and maintenance of a water treatment facility.

**DUTIES**

**ESSENTIAL FUNCTIONS:** Works closely with water treatment plant staff to directly oObserve/monitors water ~~flows—demand and flows,~~ directly—and as indicated by instruments at the intake structure, booster pumping stations, reservoirs, wells and treatment plant. Maintains treatment plant protective levee, grounds at reservoir sites, pump stations, wells and intake structures, and the telemetry system, including antennas, troubleshooting, and adjustments. Maintains pressure transmitters, flow meters, valve position and limit switches, level transmitters, on-line water quality instruments such as fluoride, pH, temperature, chlorine, electrical charge, etc.

Bio-Terrorism, Security, Cyber Security and Federal Emergency Management: In accordance with the Bio-Terrorism lawAct, must be sensitive concerning the security of the water supply systems. Must also comply with the National Incident Management System.

Maintains structure and grounds as required to maintain the cleanliness and proper appearance of booster pumping stations, wells and water treatment facilities, by performing maintenance duties such as: painting, watering, weed/pest control, and making repairs to structures. Maintains and repairs the water treatment plant, wells, pump station buildings, and all systems including plumbing, heating and cooling system, carpentry, and other custodial duties.

~~Monitors~~ Assists by monitoring flows at the ~~W~~water ~~T~~treatment ~~P~~plant to meet the demand of the water users and reservoirs to maintain the reservoirs at an acceptable level to provide adequate water for fires or other emergencies and for scheduled maintenance such as flushing mains. May be directed to Manually adjusts valves and pump controls to regulate flow rates.

Maintains daily log on filters, chlorine residual, pressure, flows, reservoir levels, etc.; changes charts and enters information into the computerized data collection system. Maintains record of work through a computerized work order tracking system.

Adds correct amounts of several types of chemicals for disinfection, coagulation, filtration, taste and odor control and fluoridation. Monitors chemical feed rates manually or remotely to maintain proper treatment as prescribed in the Surface Water Treatment Rule and the Washington State Department of Health "Treatment Optimization Program." ~~Handles~~May handle, mixes and/or stores a variety of chemicals used for water treatment including, but not limited to: polymers, sodium hypochlorite, aluminum sulfate, ~~ply~~ poly aluminum chlorides, calcium hypochlorite, caustic soda and fluoride. ~~Receives chemicals from suppliers.~~

~~M~~Observes/monitors water quality ~~and at~~ many points in the treatment process and distribution system for turbidity, chlorine residual, pH, temperature, taste and odor, fluoride residual, calcium hardness and alkalinity. Operates water testing equipment such as turbidimeters, pH meters, color meters and several types of residual analyzers, hydrometers, and others.

Monitors dual-media sand filters during production and backwash cycles. Monitors chemical reactions, coagulation and polymer additions to observe and assure proper operation and production of water.

Maintains and repairs a variety of equipment such as chemical feeders, pumps and motors, air compressors, pneumatic valves and air cylinders.

~~Maintains structure and grounds as required to maintain the cleanliness and proper appearance of booster pumping stations, wells and water treatment facilities by performing janitorial duties such as: painting, watering, weed and pest control and making repairs to needed structures. maintains and repairs the Water Treatment~~



~~Plant, wells and pump station buildings and all systems including plumbing, heating and cooling system, carpentry and other custodial duties.~~

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

Requires regular and reliable attendance.

Performs other related duties as assigned.

**MAJOR WORKER CHARACTERISTICS: Working knowledge of applicable city, state and federal laws, rules and regulations. Knowledge of the Safe Drinking Water Act and the Surface Water Treatment Rule.**

~~Must possess motivation and mechanical/mental aptitude to Knowledge Interest and ability to learn the operation and equipment of a Water Treatment Plant, of the chemical processes of water treatment, of recording, measuring and testing instruments; ability to recognize abnormal conditions and make necessary adjustments; to perform semi-skilled mechanical repair, and to perform water quality tests, to maintain records and to perform moderately strenuous physical work; possession of mechanical aptitude. Experience with computers. Knowledge of the Safe Drinking Water Act and the Surface Water Treatment Rule.~~

Knowledge of time management and work flow practices, record keeping and retention processes, and practices. Knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Working knowledge of office equipment, such as: telephone, copier/fax machines, computers, and applicable computer programs, including, but not limited to: Microsoft Outlook, and basic internet access capabilities.

Must be able to communicate clearly and effectively, with employees, and members of the public representing diverse levels of education and background, utilizing effective communication skills, both written and oral, with appropriate use of English including correct grammar, letter composition, spelling, and punctuation. Must maintain appropriate levels of confidentiality and discretion through all forms of communication.

Must be dependable; able to work with supervision and independently with self-direction; and work under varying timeline pressures; prioritize; and manage tasks with potentially competing deadlines. Mechanical, analytical, and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands. Ability to positively receive feedback and take direction is essential.

Must possess ability for sustained attention to functioning machinery and equipment, and computerized monitor system; good sensory perception to monitor plant machinery and operations visually, audibly, by smell, and by touch (for temperature and vibration) on an ongoing basis. Ability to make rapid and sound decisions in the event of extraordinary situations such as equipment malfunctions, rapid deterioration of raw water quality, or power outages, to ensure the quality of finished water and protect public health.

Ability to perform manual labor and operate basic hand and power tools; perform basic mathematical calculations efficiently and accurately; recognize abnormal operational and mechanical conditions through direct observations; read, research, understand and utilize equipment repair resources; and render a timely and appropriate corrective actions; accurately read meters and gauges and detect faulty characteristics; keep logs and records of operations and input into the computer; conduct preventative and corrective maintenance on plant equipment.

Ability to understand and execute oral or written instructions and apply to a variety of work situations; read, interpret and analyze information. Ability to read, research, interpret, apply codes, rules, regulations, policies, and procedures. Must possess ability to identify and define problems, establish facts and draw valid conclusions.

Ability to operate a personal computer, necessary mobile devices and other standard office equipment. Must possess sufficient physical ability to work in both plant and field settings and to operated assigned equipment. Must be able to complete a variety of routine and repetitive tasks, absorb new instructions and information, and perform strenuous physical work and occasionally lift heavy equipment.

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

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

Ability to maintain annual training requirements of the position, including but not limited to City mandatory training requirements. Ability to work extended hours, and standby, on-call, night and weekend hours, as needed to carry out the responsibilities and functions of the position.

**PHYSICAL DEMANDS:** Capacity for sustained attention to functioning machinery and equipment, and computerized monitor system. Good sensory perception to monitor plant machinery and operations visually, audibly, by smell, and by touch (for temperature and vibration) on an ongoing basis. Ability to make rapid and sound decisions in the event of extraordinary situations such as equipment malfunctions, rapid deterioration of raw water quality, or power outages, to ensure the quality of finished water and protect public health. Frequently required to exercise this judgment while unsupervised. Work is performed both inside buildings and outdoor plant areas and collateral facilities. Physical strength and ability sufficient to perform heavy manual labor for extended periods under wet, cold, and generally unpleasant conditions. Frequent work outside in all weather extremes; walking and maintaining balance on even/uneven terrains; and may be exposed to dust, dirt, smoke, electrical hazards, noxious odors, fumes, or chemicals, raw sewage, waterborne disease, animals, rodents, insects, needles, drug paraphernalia, and/or noxious and combustible gases. Frequent climbing and balancing while on stairs or ladders. Frequent bending/twisting at knees/waist/neck while performing mechanical repairs and maintenance items. Occasional kneeling/crouching/crawling while making repairs in confined spaces and awkward positions. May be required to frequently lift up to 25 pounds and occasional heavy work includes lifting and carrying up to fifty (50) pounds. Continuous use of both hands and arms in reaching/handling/grasping/keyboarding and other fine motor skill manipulation fingering while operating computers and/or performing mechanical repairs and maintenance activities. Continuous use of all senses, including feeling, talking, hearing, smelling and seeing ~~vision~~ while performing mechanical repairs and while communicating with coworkers and general public. Must not be color blind and must possess good field of vision. Must be able to maintain, access and utilize long-term and short-term memory for recalling and completing complex matters. Must be able to distinguish color and see in the normal visual range with or without correction. Must be able to hear in the normal audio range with or without correction. 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:** ~~Shift work, adverse weather conditions, heights and possibility of exposure to hazardous chemicals. Due to the safety requirement to wear protective masks, incumbents may be required to remove facial hair or take other actions as necessary to obtain a proper seal between masks and face. Ability to lift and carry 50 lbs.~~ **May come in contact with irate, upset, emotionally disturbed and/or uncooperative individuals. Subject to shift work, 24-hour emergency callbacks and standby and requires working varying hours, overtime, weekends, and holidays.**

**LICENSES, REGISTRATIONS AND/OR CERTIFICATES:** Possess/**obtain** and maintain a State of Washington Water Treatment Plant Operator I Certificate of Competency within 12 months of appointment. Obtain and maintain a Basic First Aid and CPR certificate within 6 months of appointment. Possess/**obtain** and maintain a valid State of Washington Driver's License. ~~Must meet minimum education and experience requirements in the State of Washington Waterworks Operator Certification Program Guidelines for a Water Treatment Plant Operator I Certificate of Competency. Obtaining a State of Washington Water Treatment Plant Operator I (OIT) Certificate as soon as practicable is encouraged.~~

**MINIMUM CLASS REQUIREMENTS:** High School graduation or GED and three (3) months' ~~operating experience performing water system, mechanical, and/or electrical maintenance and/or repair duties. (related to the operation of a water treatment facility or drinking water distribution system).~~ Three (3) relevant college/**vocational school** credits and/or Continuing Education Units (CEU's) may be substituted for the three months of ~~operating~~ experience.

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**FLSA STATUS:** Non-Exempt

**ADOPTED DATE:** 2/09

**REVISED DATES:** 10/10; 11/23

**TITLE CHANGES:** \_\_\_\_\_

**UNION:** AFSCME

**CIVIL SERVICE STATUS:** CHARTER



## Memorandum

October 31st, 2023

To: Yakima Charter Civil Service Commission

From: Chad Janis, Lieutenant Yakima Police Department  
Matthew Murray, Chief of Police

Subject: New Classification: 3155 Victim Service Coordinator

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We are submitting for your approval a new class specification: law enforcement-based Victim Services Coordinator. This position was proposed by the Yakima Police Department, through a grant offered and received by the International Association of Chiefs of Police (IACP) in 2023.

The Yakima Police Department Intimate Partner Violence Initiative (IPVI), has spent the last two and half years building a community-based response to domestic violence, specifically IPV. Domestic violence is a pervasive and violent issue in our community. Over the previous five years, domestic violence has consistently resulted in 35% of all arrests made by Yakima Police Officers. In 2020, four (4) of our 12 homicides resulted from domestic violence. Again in 2021, four (4) of our 14 homicides resulted from domestic violence, with one occurring on the front steps of the local domestic violence shelter. Compared with other jurisdictions of similar size, the City of Yakima experiences 30% – 50% more crimes of domestic violence.

This position will serve as a Victim Services Coordinator engaging with victims of crimes associated to law enforcement incidents committed within the City of Yakima, specifically domestic violence related offenses. The coordinator position will organize and liaison between the police department, courts, prosecutors, victim service organizations and various other public service providers that may intersect in the criminal justice process.

We will use this funding to establish a Law Enforcement Based Victim Service Unit (LEVSU) and propose future funding to continue this program. This type of unit has never existed within the Yakima Police Department; additionally, this will be the first of its kind in our region which will directly serve victims of crime within the City of Yakima.

A salary analysis was conducted by the Chief Examiner during the development of this class specification to establish an appropriate compensation level for the position. Based on the responsibilities and level of authority, it is recommended the position be allocated at Pay Code 19.0 (\$27.65-\$33.18).

Thank you for your consideration.



**CITY OF YAKIMA  
CLASS SPECIFICATION**

<b>CODE:</b> 3155	<b>TITLE:</b> Victim Services Coordinator	<b>EST.</b> 11/23
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**DEFINITION:** Under the direction and limited supervision of the Chief of Police or designee, provides support and assistance to families and victims of violent and other related crimes. Provides outreach and conducts initial assessment interviews with victims and witnesses of crimes under the investigation of the Yakima Police Department. Assesses and documents the reaction of the victim and the trauma impact associated with the crime. Acts as a liaison between victims/witnesses and the criminal justice system, including but not limited to police, courts, social services, medical providers, schools and community-based programs, to familiarize and educate them about the investigative and legal processes in an effort to increase victim/family safety, decrease reluctance, while building trust with the various criminal justice processes. Prepares information to aid law enforcement in making informed decisions about potential prosecutions, resources and case viability from a trauma informed lens. Provides victims with information about appropriate community resources and social service organizations including but not limited to crisis intervention, counseling, health and protective services, and Crime Victim's Compensation. Responsible for locating and maintaining contact with victims and witnesses as needed. Works with the Prosecutor's Office, and private or non-profit services related to crime victim advocacy. Provides support for victims and their families during court hearings, and for recruiting, screening and training volunteer victim advocates. Law enforcement victim-based advocates could be assigned to a wide variety of law enforcement-based incidents, both criminal and non-criminal, to include but not limited to domestic violence, homicide, suicide, gang incidents, mental health circumstances and property crimes. While a strong emphasis will be to support the domestic violence unit, advocate(s) will be utilized as a department resources in various circumstances.

Performs work of moderate complexity applying independent judgement in making sound decisions; evaluating and resolving problems; interpreting rules, laws, guidelines and regulations; and in compliance and under the guidance of state law and City and department policies, procedures, rules and regulations.

<b>DUTIES</b>
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**ESSENTIAL FUNCTIONS:** Provides assistance to victims of crime with priority given to the safety of victims, specifically in domestic violence and/or other violent incidents.

Receives, screens, and answers a variety of inquiries from victims, witnesses, attorneys, and staff within scope of authority, by phone or in person, maintaining the highest level of confidentiality both within and outside the workplace. Guards all communication closely and treats information learned in the course of daily work as highly confidential, avoiding any manner of inappropriate and/or unintentional disclosure.

Makes or arranges direct contact with victims and witnesses of assigned crimes, with an emphasis on violent and domestic violence crimes to provide assessment, support, referral, and comprehensive information regarding victim's rights, available options, community resources and the legal system. Maintains ongoing contact with victims and witnesses in order to provide information. Assists in arranging their attendance at investigative interviews, court hearings, and assists in their preparation as witnesses. Explains process of criminal investigation to victims. Locates witnesses who may be reluctant to cooperate and maintains contact. Works to ensure the victim's access and attendance to the court. May be required to testify in court.

Conducts victim assessment interviews to collect and analyze the information involving the immediate crime and any prior history of domestic violence. Effectively documents observations and may collect evidence including, but not limited to: victim narratives, photographs of injuries, medical records, 9-1-1 tapes, police reports, or documentation regarding prior history. Makes recommendations for further reference, preparing and maintain intake forms and activity logs. Provides information and feedback to law enforcement and prosecutors regarding the ability of victims and witnesses to assist with the prosecution.

Communicates with police officials, jail personnel, private treatment agencies, and other City legal and department personnel to obtain and relays information related to cases pending in court. Prepares correspondence and/or reports, tracks cases and uses a computer database to obtain, collect and evaluates information. Researches, compiles and prepares reports for statistical data in an accurate and timely manner; performs case preparation and consults with the prosecutor on filing and prosecutorial decisions.

Facilitates the entry and rescission of no contact orders, restraining orders, extreme risk protection orders or other similar legal instruments designed to protect victims or witnesses as appropriate. Makes recommendations to the court as appropriate.

Assists law enforcement in establishing lethality assessments in cases where risk factors may impact investigation and prosecution. Convenes multi-disciplinary team meetings, in cases where significant risk factors exist, using evidence-based methods.

Assists law enforcement in providing medical advocacy, specifically with regard to violent crime. Learns, develops, and works with protocols to help ensure those with

possible traumatic brain injuries, strangulation injuries and other violent crime injuries, receive medical referrals and specific information required by law, in addition to their crime victim compensation information.

Assists in training law enforcement professionals on best practices when working with system-based advocates, community-based advocates, trauma-informed responses, medical advocacy and other critical topics.

May coordinate and/or organize the regular meetings of the Community Coordinated Response Team (CCRT). Completes inventory of current responses and compares inventory to model response; identifies evaluates and works to resolve gaps in response; and makes recommendations for long-term response changes. Measures and reports response success as directed.

Recruits, screens and trains volunteer advocates to provide advocacy services to victims and witnesses, and to accompany victims to court. Conducts outreach to community members and organizations as needed. Serves as a liaison with community organizations and other governmental agencies regarding crime and advocacy issues as assigned. May coordinate activities of the City and County Attorney's Office related to domestic violence identification and prevention and/or serve on committees to combat domestic violence within the community. Provides professional customer service while performing all duties. Interacts and communicates in a positive, professional manner with other employees, agencies, elected officials, and other external individuals by phone, in-person and in writing. Maintains calm and reassuring manner with others at all times even during emergencies. Handles sensitive and confidential situations with tact and discretion.

Utilizes computer software, including word processing, spreadsheets, and databases to prepare letters, documents and graphics to revise drafts and charts into business quality formats; and to compose letters. May perform routine clerical support within the police department as necessary.

Engages in ongoing reading, research and professional networking to keep up with legal developments and available community resources pertinent to area of assignment. May pursue and submit grant applications and/or other sources of funding. Tracks data and statistics as required by grant awards.

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



Requires regular and reliable attendance.

Performs other duties as assigned.

**MAJOR WORKER CHARACTERISTICS:** Knowledge of federal, state and city laws, codes, regulations and ordinances associated with various crimes, and City of Yakima policies and procedures. Knowledge of basic counseling and crisis intervention techniques; victim advocacy; investigatory and trial processes related to domestic violence and other criminal cases including methods, procedures, practices and techniques for interviewing and assessment, court rules and procedures; dynamics of domestic violence and community protocols developed for domestic violence cases; safety and sensitivity concerns, precautions, practices and procedures applicable to assigned area.

Knowledge of the organization, function and activities of municipal government, Police Department and criminal justice system including court and law enforcement procedures; legal and law enforcement terminology; and legal instruments designed to protect victims and witnesses, including but not limited to no contact orders, restraining orders, and protection orders.

Knowledge of available State and Federal social service agencies and local community resources, with understanding of the services provided. Knowledge of best principles and techniques of leadership; time management; practices and principles of work flow and systems analysis. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards, related to victim's rights, defendants, and service providers.

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

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 other employees, legal representatives, government or elected officials, and members of the public. Knowledge of State and Federal laws regarding dissemination of criminal and non-criminal and other confidential information; department policies and procedures.

Must be able to professionally communicate clearly and effectively with a wide variety of people, including, but not limited to: other employees, members of the public representing diverse levels of 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: preparation and formatting of forms and documents; correct grammar, vocabulary, letter composition, editing, spelling, and punctuation.

Ability to communicate sensitive and graphically explicit information on abuse effectively, both orally and in writing, in clear, concise language appropriate for the purpose and parties addressed, including correspondence, reports, and verbal testimony. Ability to present complex information clearly and concisely in both written and verbal formats. Must possess the ability to make informative and persuasive presentations to individuals and groups, conduct public meetings, and participate in public forums. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to understand and execute oral or written instructions; apply routine guidelines to a wide variety of work situations; 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, understand, research, interpret, apply and explain laws, codes, rules, regulations, policies, procedures and/or protocols. Must possess ability to identify and define complex problems, establish facts and draw valid conclusions.

Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail; formulate goals; work under timeline pressures; prioritize workloads; manage multiple tasks with competing deadlines; handle stressful situations, and complete work quickly and accurately while dealing with multiple interruptions. 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 service providers, members of the legal community, and government agencies; to consistently and continually demonstrate tact, diplomacy, discretion, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; and to demonstrate a willingness to complete a wide variety of tasks as required. Ability to positively receive feedback and take direction is essential.

Ability to empathize and respond sensitively to cultural differences, and to listen well, be attentive to detail, ask pertinent questions and think logically to obtain and provide necessary information and assist in the solution of problems. Ability to demonstrate appropriate initiative and use sound judgment in referring matters beyond the scope of knowledge and authority.

Ability to train and educate volunteers or other employees in best practices of victim advocacy methods, processes and procedures.

Ability to successfully work with people, some who may be upset, angry or frightened; make independent decisions regarding the disposition of calls for assistance. Ability to respond effectively in crisis and emergency situations and to exert a calming influence on, reassure and advise individuals in crisis.

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

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

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

**PHYSICAL DEMANDS:** Work is performed primarily in an office or courtroom setting 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/keyboarding and other fine skills manipulation while performing duties and operating computers. Occasional heavy work includes lifting and carrying up to 25 pounds. Occasionally ascends/descends stairs while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain/utilize long-term and short-term memory to retain complex information. May work in remote locations or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**UNUSUAL WORKING CONDITIONS:** May be in contact with angry, irate, upset emotionally disturbed, or uncooperative people in high stress situations. Occasional extension of work day to meet deadlines. May require travel from site to site to meet with victims or witnesses, or for attendance at meetings, including evening meetings. May be asked to attend remote training for specialized operations and skills, and/or occasionally extend the work day to meet deadlines.

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

maintain necessary advocacy training as required. Must have the ability to become bonded as a notary public of the State of Washington.

**MINIMUM CLASS REQUIREMENTS:** Bachelor degree in counseling, social work, nursing, or a related field plus one (1) year of experience providing direct services to victims and/or witnesses via social work; criminal, civil or municipal law; medical care; or related field.

OR

Associate degree in, paralegal studies, criminal justice, social work, nursing, or related field, and three (3) years' experience providing direct services to victims and/or witnesses via social work; criminal, civil or municipal law; medical care; or related field.

- Two (2) years' additional experience may substitute for Associate degree.

Must be able to type at least 35WPM. Prior experience and/or training in domestic violence, victim advocacy and/or direct patient care is strongly preferred.

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**FLSA STATUS:** Non-Exempt  
**ADOPTED DATE:** 11/23  
**REVISED DATES:** \_\_\_\_\_  
**TITLE CHANGES** \_\_\_\_\_  
**UNION:** AFSCME  
**CIVIL SERVICE STATUS:** CHARTER

Administration  
Fire Suppression  
Fire Investigation  
Fire Training  
Fire Prevention  
Public Education



**401 North Front Street, Yakima, WA 98901**

**(509) 575-6060**  
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**MEMORANDUM**

DATE: November 6, 2023  
TO: City of Yakima Police and Fire Civil Service Commission  
FROM: Aaron Markham, Fire Chief  
CC: DJ Goldsmith, Deputy Fire Chief  
SUBJECT: Request for Probation Suspension of a Firefighter

The Yakima Fire Department is respectfully requesting to suspend the probation of a firefighter who is in their sixth month. This firefighter is off duty as the result of sustaining an injury that occurred during the performance of their duties. This Firefighter went into Kept on Salary (off-duty) status on October 4, 2023.

Our request, which follows past practice of the Commission and the Yakima Fire Department, is to allow them to resume probation once the employee returns to full duty, crediting them for the probationary period they have completed prior to their medical and injury leave.

Thank you for your attention to this matter.

Respectfully submitted,

Aaron J. Markham  
Fire Chief

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

**Information added for candidates on the top of each posting:**

*Initial candidate eligibility is based on the job application and any accompanying documentation. It is the responsibility of the applicant to provide sufficient information and details within the body of the application (education and work experience sections) to permit the City of Yakima to properly evaluate the candidate's qualification, abilities and experience as it relates to the requirements of the position. For calculation of experience, one year of experience equals 12 months with a minimum of 173.33 hours per month. Additional required documents must be attached. Resumes are not accepted in lieu of application fields.*

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**MEMORANDUM**

October 27, 2023

TO: City of Yakima Fire Civil Service Commission  
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief  
SUBJECT: October 2023 – YFD Monthly Report

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

1. **New Hires - permanent or temporary appointments:**  
(none)
2. **Promotional or provisional/acting appointments:**  
(none)
3. **Failure(s) to pass probation:**  
(none)
4. **Written reprimands, suspensions, demotions, or other disciplinary actions made of any Fire Department employee with action taken:**  
(none)
5. **Separation from service, and reason (e.g. termination, medical separation, resignation, retirement or death):**  
(none)

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



## Memorandum

October 31, 2023

To: Civil Service Commission  
From: Matthew Murray, Chief of Police  
Subject: October 2023 – Status Report

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*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. New Hires – permanent or temporary appointments:**

Name	Position	Date of Appointment
Reece Hubbard	Police Officer	10/10/23

**2. Promotional or Provisional/Acting appointments:**  
(none)

**3. Failure(s) to pass probation:**  
(none)

**4. Written reprimands, suspensions, demotions, or other disciplinary actions made of any Police Department employee with action taken:**  
(none)

**5. Separation from service, and reason (e.g. termination, medical separation, resignation, retirement, or death):**  
(none)