



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

September 11, 2023 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

- 1) Approval of the August 14, 2023 minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 1) Consideration of revision to classification 11105 – Water/Irrigation Engineer (Charter)
- 2) Consideration of Probation Suspension for Public Records Officer (Charter)

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 – August 14, 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, Charter Civil Service Commissioner Louisa Beckstrand and Chief Examiner Debbie Korevaar. Police/Fire Civil Service Commissioner Camille Becker was absent and excused.

Worley called the meeting to order.

APPROVAL OF MINUTES

Approval of the June 5, 2023 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was moved by Beckstrand and seconded by Trevino to approve the minutes. Motion passed unanimously.

NEW BUSINESS

1. Consideration of revision to classification 5268 – Lifeguard/Instructor (Charter)

Parks and Recreation Manager Ken Wilkinson presented a change to the Lifeguard/Instructor classification which included removal of the requirement: “Must possess and maintain a valid Washington State Driver’s License” under the Licenses, Registrations and/or Certificates section of the classification. Wilkinson explained that some younger individuals may meet the other requirements of the classification, but they are more frequently waiting to acquire a driver’s license. The division would like to avoid eliminating any potential candidates who are otherwise qualified, as driving is not a necessity for the position. Wilkinson added current language has also been updated similarly to other recent classifications.

Beckstrand motioned to approve revisions to 5268 Lifeguard/Instructor. Trevino seconded. Motion approved unanimously.

2. Consideration of one-time extension to obtain required Emergency Vehicle Technician (EVT) and Automotive Service Excellence (ASE) Certifications (Fire)

Fire Chief Aaron Markham requested an extension of one year for an employee to obtain the certifications required within the classification. Markham shared fire administration personnel bear the responsibility for not ensuring these certifications were obtained within the timeframe required. He stated this was due to a

**CITY OF YAKIMA
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misunderstanding of the certificates the employee possessed; therefore, the employee still needs to test for the required certifications. Markham is asking for an extension of one year to obtain the EVT certifications as there is a limitation in the number of tests he can take at one time. Additionally, Markham requested to push back the time requirement to obtain the ASE certifications, as he believed it would be impractical and unfair to require the employee to obtain both certifications within the one year. He explained there are 15 tests for the required ASE certifications. Markham noted that more information is provided in the memo, and the employee has signed up for some classes to get him started on obtaining the necessary certifications.

Beckstrand asked if there are any virtual classes available. Markham said there might be, however, all tests have to be proctored. One of the Fire Lieutenants might be able to assist with that, which could potentially speed up the process; but typically, the tests are usually hosted in other fire department mechanic shops or at the Fire Mechanic's Conference. Beckstrand inquired about the number of exams required for the certifications. Markham shared there are 15 exams total between the two ASE certifications. Beckstrand clarified this will take about 2 years total. Markham confirmed.

Beckstrand asked if there are steps in place to ensure this mistake doesn't happen again. Markham stated that when requiring certifications in a classification over a future timeframe, you are always subject to the requirements changing, class availability, etc., that are out of our control. For future employees, he will make sure they are on track from the beginning. Korevaar clarified the employee did not possess any certifications at time of hire; he had taken some training previously. Markham added he has pieces of the classes but never tested for the certifications. Korevaar shared the employee has a lot of experience and has been successful in other aspects of the position, hence the request for the one-time exception.

Markham clarified the employee is aware of the expectations.

Trevino moved to approve the one-time extension to obtain required Emergency Vehicle Technician (EVT) and Automotive Service Excellence (ASE) Certifications. Worley seconded. Motion passed unanimously.

Other Business:

a) Public Comment – none

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

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Next meeting is scheduled for September 11, 2023. Materials need to be submitted to the Chief Examiner by August 24, 2023.

There being no further business before the Commission, the meeting was adjourned at 3:43 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

Date: September 6, 2023
To: Charter Civil Service Commission
From: Mike Shane, Water/Irrigation Manager
Subject: Revised Classification – Water/Irrigation Engineer

Attached is a draft updating the Class Specification for the Water/Irrigation Engineer position. After a recent unsuccessful recruitment, it is our desire to update this classification to more accurately define the expectations of the job and broaden the minimum requirements to allow for more education/experience equivalents.

The language revisions being proposed are not changing the overall purpose or authority of the position, but rather the changes are necessary to clarify and update the responsibilities and tasks being performed. The Major Worker Characteristics 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: 11105
11/1009/23

TITLE: Water/Irrigation Engineer

Rev:

DEFINITION: Under general direction, supervises elements of the planning, development, design and construction of irrigation and domestic water supply improvements; assigns, schedules, coordinates and supervises design, construction inspection, ~~and survey units~~; and performs other related work as assigned.

DUTIES

ESSENTIAL FUNCTIONS: Assists in the management of irrigation and domestic water supply and related improvement projects involving the preparation **and review** of ~~prospecti for funding~~ **applications**; supervision, and participation in environmental impact analyses; **detailed review of project** design ~~of projects~~; scheduling and budgeting of projects; **Works closely with engineering consultant(s) in the preparation and review of plans and specifications for irrigation and domestic water main replacement/extensions**. ~~assists in preparing advanced three to five year planning programs.~~

Reviews design modifications to existing irrigation and domestic water pumping stations and treatment plant facilities. Investigates and coordinates contractor and/or departmental work in facilities improvement maintenance and repair. Investigates and provides recommendations regarding the condition, repair and improvement needs for irrigation and domestic water systems.

Develops plans for major projects, supervises and participates in project design and specifications preparation. Inspects to determine progress of construction as scheduled and performance of work according to plans and specifications.

Assists in preparing short and long-term capital planning programs. Prepares, negotiates, and administers contracts with consulting engineers. Assists in the preparation of annual operating and capital improvement budgets.

Makes recommendations for progress payments for contractors and consultants. Analyzes bids and proposals for construction and provides recommendations. Prepares standards and specifications for use in City constructional and purchasing contracts. Participates in the preparation of ordinances, resolutions, and other legal documents for assessment and

utility rate purposes. Monitors project costs and provides recommendations regarding budget adequacy.

Plans, schedules, and assigns work to professional and para-professional staff or consultants engaged in designing, inspecting, and surveying for construction projects and other engineering work. Reviews work ~~of subordinates~~ for adequacy and accuracy. Directs and participates in utilization of computerized data processing equipment for modern and cost-effective performance of assigned duties. Provides interdepartmental engineering support as required.

~~Assists in the preparation of annual operating and capital improvement budgets;~~
~~p~~Prepares reports and graphics, and assists in presentations at public meetings reviews; provides performs as a liaison to other public agencies, engineering consultants, public utilities and developers on ~~major~~ all public improvement projects relating to water and/or irrigation systems. Represents the City at various community boards, advisory groups as assigned.

Utilizes water distribution system hydraulics computer model to review proposals for watermain extensions to determine adequacy for fire flows. Makes adjustments to the computer model to simulate different watermain alignment scenarios to determine watermain sizing and looping requirements. Updates computer model to reflect as-built additions to the distribution system. Coordinates and completes updates ~~with to~~ the geo-coded Geographic Information System (GIS) database ~~mapping system~~ to maintain accuracy of water system maps.

Assists in troubleshooting, operating and maintaining the telemetry and supervisory control and data acquisition system of the Water Treatment Plant and related facilities.

Contributes to the effective administration of City government by fostering an attitude among staff that encourages cooperation and coordination of efforts and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide exceptional customer service to internal and external customers.

Typical Duties

- ~~1. Prepares plans and specifications for irrigation and domestic water main replacement/extensions.~~
- ~~2. Designs modifications to existing irrigation and domestic water pumping stations and treatment plant facilities.~~
- ~~3. Investigates and coordinates contractor or departmental work in facilities improvement maintenance and repair.~~

4. Investigates and provides recommendations regarding the condition and improvement needs for irrigation and domestic water systems.
5. Develops plans for major projects, supervises and participates in project design and specifications preparation.
6. Reviews plans and specifications prepared by consulting engineers.
7. Prepares, negotiates, and administers contracts with consulting engineers.
8. Inspects to determine progress of construction as scheduled and performance of work according to plans and specifications.
9. Makes recommendations for progress payments for contractors and consultants.
10. Provides interdepartmental engineering support as required.
11. Represents the City at various community boards, advisory groups as assigned.
12. Analyzes bids and proposals for construction and provides recommendations.
13. Prepares standards and special specifications for use in City constructional and purchasing contracts.
14. Participates in the preparation of ordinances, resolutions, and other legal documents for assessment and utility rate purposes.
15. Monitors project costs and provides recommendations regarding budget adequacy.
16. Directs and participates in utilization of computerized data processing equipment for modern and cost effective performance of assigned duties.

Requires regular and reliable attendance.

Performs other related duties as assigned.

QUALIFICATION GUIDELINES MAJOR WORKER CHARACTERISTICS:

Must have thorough knowledge of irrigation and domestic water supply civil engineering principles and practices, state and federal rules and laws regarding funding and management of local projects; public works design, construction and surveying materials and techniques, organization and management principles. Ability to administer and coordinate irrigation and domestic supply improvement projects; prepare and administer budgets; assign and supervise the work of professional and para-professional staff; do research and prepare technical reports; work effectively with property owners, contractors, consultants, and the general public.

Knowledge of federal, state and city laws and ordinances, and City of Yakima policies and procedures. Knowledge of best principles and techniques of supervision and leadership; practices and principles of work flow and systems analysis; record keeping systems, processes, and practices; best principles and practices for project and financial management; municipal records retention procedures, and techniques. Demonstrates

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

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

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

Ability to: administer and coordinate irrigation and domestic supply improvement projects; prepare and administer budgets; do research and prepare technical reports; plan and direct the work of others; apply relevant laws, ordinances, standards and specifications to the work of the department; establish and maintain effective working relationships with other City officials, contractors, consultants, property owners and the general public; communicate clearly and effectively, with employees, members of the public representing diverse education and backgrounds, and with officials at all levels of government, utilizing well developed communication skills, both written and oral, with appropriate use of business English, including, but not limited to: correct grammar, vocabulary, letter composition, editing, spelling, and punctuation.

Ability to understand and execute complex oral or written instructions; apply extensive or obscure guidelines to a wide variety of work situations; perform a variety of mathematical computations with ability to read, interpret and analyze technical documents and to translate analysis into reports. Ability to read, research, interpret, apply and explain codes, rules, regulations, policies, and procedures. Must possess ability to identify and define problems, establish facts and draw valid conclusions.

Ability to negotiate, and clearly and concisely present complex information in both written and verbal formats. Must possess the ability to make informative and persuasive presentations to individuals and groups, and participate in public forums. Must routinely and regularly maintain confidentiality and discretion through all forms of communication; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus.

Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail, formulate goals, and work under timeline pressures; prioritize and assign workloads; manage multiple tasks with competing deadlines, handle stressful situations, and complete work quickly and accurately while managing 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 government agencies; to consistently and continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide variety of ethnicities, cultures, opinions, and beliefs.

Ability to coach, mentor, train, supervise, plan, organize, direct and evaluate the work of a staff of technical, professional, operational and clerical personnel; complete performance timely and objective performance evaluations; provide constructive feedback to subordinates; develop and implement modern auditing and accountability methods, procedures, forms and records; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus. Ability to positively receive feedback and take direction is essential.

Ability to work 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 needed to carry out the supervisory responsibilities of the position.

PHYSICAL DEMANDS: Work is performed occasionally—mostly in an office environment while sitting at a desk or computer terminal for periods of time or while standing for a period of time. Constant use of both hands in reaching/handling/grasping/~~fingering~~ **keyboarding and other fine motor skill manipulation** while performing duties and operating computers. Occasional heavy work includes lifting and carrying up to ~~20~~**25** pounds. Occasionally ascends/descends stairs, ladders and other inclines while maintaining balance **and stability**. Occasional bending/twisting at knees/waist/neck. Occasional stooping/bending/kneeling/crawling while performing duties. 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-effectively utilize both long-term and short-term memory to accurately recall complex information. ~~Work may require occasional travel to a variety of locations.~~ May work outside in all weather extremes and be exposed to stinging or biting insects, aggressive animals, vermin, water, dirt, dust, construction debris, smoke, electrical hazards, noxious odors, fumes, or chemicals, solvents, oil, vibrations, needles/drug paraphernalia, traffic hazards, and rough and uneven terrain. May work at heights, in confined spaces or awkward positions, remote locations or in noisy work area. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

None

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess/obtain and maintain a valid Washington State Driver's License. Certification in the state of Washington as an Engineer in Training (EIT) or Professional Engineer (PE)'s license in Civil Engineering or related engineering field, or a State of Washington Water Distribution or Water Treatment Manager level 3 or 4 certification is preferred. desirable.

MINIMUM CLASS REQUIREMENTS: Requires a

Bachelor of Science Degree in Civil Engineering or related engineering field or equivalent knowledge, plus sufficient experience of and three (3) or more years in similar engineering positions to prove independent competency at the supervisory project level. water related engineering experience.

OR

Associate's Degree in Engineering or related and five (5) years water related engineering experience.

OR

High school diploma or GED and seven (7) years water related engineering experience.

Experience must include at least one (1) year of lead, supervisory or project management experience.

FLSA STATUS: EXEMPT

ADOPTED DATE: 1978

REVISED DATES: 8/92; 11/10; 9/23

TITLE CHANGES:

UNION: NON-UNION

CIVIL SERVICE STATUS: CHARTER



OFFICE OF THE CITY CLERK
129 North Second Street
Yakima, Washington 98901
Phone (509) 575-6037 • Fax (509) 576-6614

MEMORANDUM

DATE: September 6, 2023

TO: Charter Civil Service Commission

FROM: Rosalinda Ibarra, City Clerk *RI*

SUBJECT: Request to suspend the probationary period for an employee

The City Clerk's Office is requesting to suspend the probation of a Public Records Officer who is currently on an extended leave. This position is under the AFSCME Municipal bargaining unit contract and as it was a voluntary demotion, the employee is only subject to a six-month probationary period. The employee was appointed to the Public Records Officer position effective July 1, 2023 and the leave status became effective July 27, 2023. The specific return to work date is unknown at this time.

In order to allow appropriate evaluation time to assess the performance of the employee, we respectfully request a temporary suspension of the probationary period until the time the employee returns to full duty. Following standard practice, the probationary period would then resume.

Thank you for your consideration.

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



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MEMORANDUM
September 7, 2023

TO: City of Yakima Civil Service Commission
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief
SUBJECT: August 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. Probational or temporary appointments made.

Promotions:

Jason Horton, Fire Lieutenant

New Hires:

Jacob Charlet, Firefighter
Lucas Orthmann, Firefighter
Nicholas Venema, Firefighter
Erik Paulson, Firefighter
John March, Firefighter

2. Failure to pass probation.

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.

Charles Derrick, Firefighter – medical separation

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, 2023

To: Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: August 2023 – 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.

None

2. Failure to Complete Probation

Moraima Verstrate, Police Services Supervisor

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

None

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

None

5. Every position created or abolished.

None