



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**

March 4, 2024 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

- 1) Approval of the February 5, 2024 minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 2) Consideration of revisions to 4415 Code Compliance Assistant (Charter)
- 3) Consideration of revisions to 8711 Street Maintenance Specialist (Charter)

OTHER BUSINESS

- 4) Public Comment
- 5) Status Report for the Fire and Police Departments
- 6) 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 – February 5, 2024

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 Commissioner Louisa Beckstrand, Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino, Police/Fire Civil Service Commissioner Camille Becker, Charter Civil Service/Police and Fire Civil Service Commissioner Sean Worley via Zoom, and Chief Examiner Debbie Korevaar.

Worley called the meeting to order.

APPROVAL OF MINUTES

Approval of the November 6, 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. Election of Chairman for Charter, Police, and Fire Civil Service Commissions.

Becker **motioned** to to elect Sean Worley as Chairman. Beckstrand **seconded**. Motion approved unanimously.

2. Consideration of revisions to 11251 Supervising Code Inspector (Charter)

Codes Administration Manager Glenn Denman presented proposed revisions to update the Supervising Code Inspector classification including some technical and certification language. Some other language was generalized to broaden the coverage of the duties. Lead experience was also added to the minimum qualifications to expand the candidate pool.

Trevino **motioned** to approve new classification 11251 Supervising Code Inspector. Beckstrand **seconded**. Motion passed unanimously.

3. Consideration of revisions to 8817 Parks Maintenance Technician (Charter)

Parks Manager Ken Wilkinson presented proposed updates to the Parka Maintenance Technician classification including changing the pesticide license and flagging not always be required. The classification has not been updated since November 2010, so language has been added to better detail the knowledge, skills and abilities required to successfully perform the job. This includes changes to the minimum requirements to add clarity and specificity.

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

The proposed changes are consistent with other updates we have made to classifications over the past several years. No changes are being proposed to enhance or decrease the general authority or responsibility of the classification; therefore, no change in pay is warranted.

Beckstrand **motioned** to approve revisions to 8817 Parks Maintenance Technician. Trevino **seconded**. Motion passed unanimously.

4. Consideration of Utility Services Probation Suspension (Fire)

Utility Customer Service Manager Anabel Chavez requested suspension of probation for a Utility Services Representative who is currently out on a medical leave. The request was to suspend the probationary period until the time the employee can return to full duty, which is expected to be in 6-8 weeks.

Trevino **motioned** to approve suspension of probation. Beckstrand **seconded**. Motion passed unanimously.

Other Business:

5. Public Comment – There was no public comment.

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

Next meeting is scheduled for March 4, 2024. Materials were to be submitted to the Chief Examiner by February 15, 2024.

There being no further business before the Commission, the meeting was adjourned at 3:45 PM.

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

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

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
From: Joan Davenport, Community Development Director
Scott Schafer, Public Works Director
Date: February 26, 2024
RE: Modification of Code Compliance Assistant Classification

The Community Development Department is requesting your consideration of modifications to the job classification of Code Compliance Assistant to address the need to fill this position in both Community Development and Public Works Departments. Both departments have Code Compliance functions and existing staffing of Code Compliance Officers. The Assistant position is a support role.

The Code Administration Division began overseeing the Graffiti Abatement Program in May of 2020, as a result of moving this program from the Office of Neighborhood Development Services (ONDS). Since that time, the Code Compliance Assistant has primarily been responsible for graffiti abatement as well as assisting the Code Compliance Officers with cases on an as-needed bases. Graffiti clean-up/abatement is funded through the "Clean City Program" of Public Works and primarily from the Refuse Division.

The role of graffiti abatement is being moved from the Code Administration division to the Refuse Division of Public Works. This realignment of functions will allow for improved service, communication and facilities to support the graffiti abatement program.

To facilitate this realignment, we request consideration of a few edits to the job classification of the Code Compliance Assistant job classification:

1. Broaden duties and functions to identify either work in Public Works or Community Development departments;
2. Modify the reporting and supervisory roles to reflect both Departments;
3. Modify the minimum class specifications.

Thank you for your consideration in this matter.

CITY OF YAKIMA
CLASS SPECIFICATION

CODE: 4415	TITLE: Code Compliance Assistant -	EST 2/213/24
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DEFINITION: Under limited supervision, supports the graffiti abatement program, ~~and assists Code Compliance Officers with code compliance cases.~~ Performs duties to include unskilled to semi-skilled tasks **including: but not limited to, utilizing small hand tools, paint supplies and other equipment necessary for graffiti abatement.** ~~- Position may assist Code Compliance Officers and/or Solid Waste Code Compliance Officers with responding to complaints from the general public related to graffiti abatement.~~ Work is reviewed through direct observation, **performance evaluations,** public comment and results achieved. Performs related work as required.

DUTIES

ESSENTIAL FUNCTIONS: ~~As assigned,~~ Operates and maintains a City vehicle; ~~specifically assigned to the graffiti abatement program;~~ schedules vehicle **and /or equipment** maintenance; operates and maintains airless paint sprayers, rollers, brushes and other equipment. Coordinates graffiti abatement work with volunteers including scheduling work, contacting property owners for permission prior to performing work and maintains permission slips and permission slip map using City of Yakima GIS; maintains daily log of quantity of paint used and locations painted. Oversees work performed to ensure paint is applied in accordance with safety and appropriate industry standards.

Advises supervisor of equipment failures, supplies needed, safety concerns and other matters. Maintains paint supply, mixes paint, transports paint to worksites and cleans equipment as needed. Performs maintenance on painting equipment and tools; schedules vehicle repair as needed; maintains and performs minor repairs of graffiti equipment storage area.

~~Assists~~ **May assist** Code Compliance Officers, **Solid Waste Code Compliance Officers,** or other personnel ~~in responding to complaints from the general public pertaining to potential violations of the Yakima Municipal Code.~~ Assists in the retrieval of complaints from the general public via phone messages and other complaint mediums and **inputting** complaint data in the city's computer-based case management system. Prepares and maintains records/reports related to graffiti abatement and/or **other related** ~~code compliance~~ issues **as assigned.** May organize, file and otherwise compile, documentation related to ~~code compliance cases~~ **graffiti abatement.** Maintains follow-up system on reports or other matters requiring action on a regular basis.

~~Provides assistance and support to Code Compliance Officers on an “as needed” basis in the conducting of field investigations of violations; may assist in gathering evidence.~~

May accompany and assist Code Compliance Officers and/or Solid Waste Code Compliance Officers as needed, ~~in inspecting businesses for compliance with City business license regulations or other City licensing requirements as directed.~~ Provides observational feedback as appropriate.

~~May assist Code Compliance Officers in cases as follows:~~ collect, sort and compile data from various sources. May perform basic calculations, tabulations, and/or summation of data. May ~~Assists~~ with preparation of summary reports as necessary. Promotes open and constructive communications with property owners and other appropriate parties. Obtains appropriate documentation & permissions from community members to complete graffiti abatement and other job functions as needed.

Utilizes small hand tools, paint supplies and other equipment necessary for graffiti abatement. Observes, performs and promotes safety practices and procedures.

Contributes to the effectiveness of the ~~Codes Administration Division~~ City of Yakima 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.

Regular, ~~and reliable~~ and punctual attendance is required.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: General knowledge of procedures, materials, tools, and equipment used in hand and power painting tools and equipment. ~~General knowledge of recordkeeping methods.~~ **Knowledge and understanding of safe techniques for the appropriate use of materials, tools, and equipment necessary.**

Working knowledge of record keeping systems, processes, and practices; municipal records retention procedures, and sound judgement with regard to public disclosure, and confidentiality standards. Ability to maintain records and filing systems for other records and plans.

Working knowledge of and ability to operate personal computer, necessary mobile devices, and other office equipment. Knowledge and ability to utilize applicable computer programs, including, but not limited to: routing programs and basic internet access capabilities. ~~Working knowledge of Microsoft Office Suite and office equipment. Knowledge and adherence to professional office procedures and practices. Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone etc.~~

Must be able to communicate clearly and effectively, with employees 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, vocabulary, spelling and punctuation. Ability to respond in a diplomatic and confident manner to upset individuals. Must routinely and regularly maintain confidentiality and discretion through all forms of communication. Ability to efficiently follow verbal and written instruction.

Must be dependable; able to work independently utilizing sound judgement with limited supervision and as a team player; be self-directed, highly motivated, organized and skilled at meeting deadlines; have a sense of urgency to complete tasks in a timely manner. Must possess ability to maintain sustained attention to detail and work under timeline pressures; prioritize workloads; manage multiple tasks; make rapid, sound decisions quickly; and adapt to changing priorities and demands. Excellent organizational skills are essential.

Ability to: perform a variety of unskilled to semi-skilled tasks related to the abatement, administration, and clerical duties of graffiti abatement, as well as assist ~~the Code Administration Department in code compliance cases~~ **with other related issues** as needed. Ability to: **recognize safety concerns; operate equipment and tools with precision, speed, and safety;** have sustained attention to functioning machinery and equipment, and computerized monitor system. **Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone etc.**

Must possess motivation, and problem-solving ability to seek training and guidance as appropriate; maintain accurate logs and/or records; perform basic mathematical calculations efficiently and accurately; and troubleshoot and resolve routine maintenance issues effectively.

Ability to establish, facilitate, and maintain effective working relationships with other employees, contractors and other members of the public, and 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

demonstrate an attitude of cooperation and coordination of division efforts and efficient use of resources.

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

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

Ability to work extended hours including, but not limited to: weekend and holiday work, and to work extended hours as necessary. to carry out the responsibilities and functions of the position.

PHYSICAL DEMANDS: Work requires travel to a variety of locations. Continuous use of both hands in reaching/handling/ grasping/keyboarding and other fine motor skills while performing duties. Regularly ascends/descends stairs, ladders, and inclines while maintaining balance. Requires work outside in all weather extremes and with potential exposure to: biting or stinging insects, vermin, animals; pollen, dirt, dust, poison ivy, smoke; electrical hazards; noxious odors, fumes, or chemicals; solvents, oil, ink; vibrations; construction debris; drug paraphernalia, needles and/or traffic. Physical strength and ability sufficient to perform heavy manual labor for extended periods under heat, wet, cold, and generally unpleasant conditions. May work at heights, alone, with others, or in noisy work areas and/or confined areas; dirty/dusty alleyways or private property; trash and unkempt locations, and hazards associated with the operation of power tools. Frequent kneeling/crouching/crawling while making repairs in confined spaces and awkward positions. May require constant moving, sitting or standing for extensive periods of time. Routine heavy work includes lifting and carrying up to 50 pounds. Constant use of all senses, including feeling/ talking/hearing/smell/vision while performing mechanical repairs and while communicating with coworkers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. Some work is performed 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. Frequently needs to move inside the office to access file cabinets, office machinery, etc. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: May encounter upset, angry or emotionally disturbed community members and may work in areas frequented by street gangs and taggers.

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

MINIMUM CLASS REQUIREMENTS: HS Diploma/GED. One (1) year experience in construction or related service oriented environment is required. Experience working with paint and painting equipment is preferred. Prior clerical experience and/or experience related to code compliance/enforcement is a plus.

~~Must pass a background investigation regarding applicant's aptitude, character, and judgment; credit, driving record and criminal history.~~

FLSA STATUS: NON-EXEMPT

ADOPTED DATE: 2/1/21

REVISED DATES: 3/24

TITLE CHANGES: _____

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER



*DEPARTMENT OF PUBLIC WORKS
2301 Fruitvale Blvd., Yakima, Washington 98902*

February 26, 2024

To: Charter Civil Service Commission
From: Scott Schafer, Public Works Director
Subject: Update of the Street Maintenance Specialist Job Classification

The Streets Division is requesting your consideration of an update to the Street Maintenance Specialist classification.

This classification was most recently updated in February 2021. Since that time the City has experienced increased challenges with recruiting and retaining new staff. This has prompted another review of the current minimum requirements, and in an attempt to expand our candidate pool, we are requesting a minor change to the minimums to allow for broader experience

The majority of the other proposed revisions are updates to the Major Worker Characteristics, to better define the knowledge, skills and abilities required. These changes are consistent with other classification updates approved by the commission over the past several years.

The recommended updates do not include any changes to the authority level, or significant modifications to the overall responsibilities or functions of the position; therefore, no change in pay allocation is required or recommended.

Thank you for your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 8711	TITLE: Street Maintenance Specialist	Rev.: 2/213/24
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DEFINITION: Under general supervision, maintains streets, sidewalks, alleys, drainage systems and vegetation using light to medium, and heavy construction equipment and hand and power tools; performs related work as required.

DUTIES

ESSENTIAL FUNCTIONS: Breaks concrete and asphalt during the construction and repair of streets, sidewalks, drains, etc. Cleans and assists in the reconstruction of drains and siphons Uses jackhammer, hand tools and trucks to remove and replace asphalt, concrete and drainage system components; operates dump truck with chip spreader and paver to apply sealcoat chips and asphalt at specified rates; spreads gravel, sand and/or salt to snow and/or ice on streets at specified rates; collects and hauls leaves, snow, and other debris; operates street flusher, street sweeper, mower, and other equipment appropriate to the class as assigned. Compacts asphalt using vibrator roller, hand lute and other hand tools to contour, and level hot mix or other compact asphalt materials. Uses steel wheel and rubber tire roller to compact and prepare base for streets and operates the same during placing and finishing asphalt, chip seals and gravel streets or cleans streets using mechanized sweeper.

May **mentor, guide and instruct subordinate employees.** May lead small crews in **leaf removal, litter pick up, vandalism repairs,** repairing cracks and holes in the street and sidewalks, or similar duties. ~~May lead small crews in leaf removal litter pick up or vandalism repairs.~~

Controls traffic at work site using cones, barrels, barricades, signs, flags and hand signals.

Prunes vegetation in accordance with accepted pruning practice using chain saw pruning tools; removes trees and uses brush hog to grind pruning into chips; removes vegetation to correct clear view triangle problems, and vegetation affecting public facilities. Empties and cleans litter containers; removes litter, debris and dirt from sidewalks and curbs and responds to police calls to clean accident scenes.

~~Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.~~

~~May assign and monitor work of a small crew.~~

Shift work may be required periodically or as a regular schedule.

Contributes to the effectiveness of the Streets Division and the City of Yakima, by exhibiting 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 and jointly to provide exceptional customer service to internal and external customers.

Requires regular, ~~and~~ reliable and punctual attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of materials; pruning procedures; construction methods; traffic control procedures; and equipment capabilities used in street and related maintenance operations. Knowledge of safe techniques and procedures for the appropriate use of materials, hand tools, power tools, and equipment necessary for street repair and maintenance.

Knowledge **of city, state and federal traffic laws, rules and regulations with** ~~and~~ ability to direct traffic utilizing proper flagging processes and procedures. Ability to recognize traffic hazards and other potential safety concerns.

Ability to operate vehicles and attachments; equipment and tools with precision, speed, and safety. Ability to perform strenuous physical work.

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 follow verbal and written instruction. **Must maintain appropriate levels of confidentiality and discretion through all forms of communication.**

Working knowledge of office equipment and applicable computer programs, including but not limited to: Microsoft Outlook, and basic internet access capabilities.

Must be dependable; able to work independently with limited supervision and as a team player; be self-directed, highly motivated, organized and skilled at meeting deadlines; **maintain sustained attention to detail and work under timeline pressures; prioritize;** have a sense of urgency to complete tasks in a timely manner. Must possess ability to quickly adapt to changing priorities and demands. **Strong mechanical and organizational skills are essential.**

Ability to identify and analyze abnormal conditions and render a timely and appropriate course of action to correct; operate a personal computer, necessary mobile devices and other standard office equipment; read, research, understand and utilize equipment repair resources. Must maintain accurate logs and/or records; perform basic mathematical calculations efficiently and accurately; and troubleshoot and resolve issues effectively.

Ability to establish, facilitate, and maintain effective working relationships with other employees, contractors and other members of the public, and 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 mentor, guide, instruct and assist subordinate staff; demonstrate a willingness to complete a wide variety of tasks as needed with minimal direction or oversight.** Ability to positively receive feedback and take direction is essential. Must demonstrate an attitude of cooperation and coordination of division efforts and efficient use of resources.

Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards.

~~Ability to respond to emergency calls, diverse work shifts, weekend and holiday work, and to work extended hours as necessary.~~

Ability to work cooperatively as a member of a team 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. A

Ability to respond to emergency calls, diverse work shifts, 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: Work is primarily outside. Continuous use of both hands in reaching/handling/ grasping/keyboarding and other fine motor skills while performing duties. Occasional heavy work includes lifting and carrying up to 50 pounds. On rare occasions will be required to lift heavier weight with the assistance of others or mechanical devices up to 100 pounds; operating heavy vehicles, equipment and machinery. Occasionally ascends/descends stairs, ladders, and inclines while maintaining balance. Physical strength and ability sufficient to perform heavy manual labor for extended periods. Frequent bending/twisting at knees/waist/neck while performing mechanical repairs, maintenance items and other

duties as assigned. Occasional kneeling/crouching/crawling while making repairs in confined spaces and awkward positions. May work at heights, alone, with others, or in noisy work area. May require constant moving, sitting or standing for extensive periods of time. May work outside in all weather extremes, be exposed to liquid or mixed asphalts at high temperatures, water, mud, dust, smoke, asbestos cement pipe, noxious odors, fumes, 7 chemicals, raw sewage and/or traffic hazards. Exposure to needles and drug paraphernalia may occur through the course of normally assigned work duties. Continuous 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. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: ~~Exposure to adverse and extreme weather conditions for extended periods of time.~~ Shift work, emergency standby, standby or on-call assignments may be required. Shall be subject to random controlled substance and alcohol testing, pursuant to Department of Transportation (DOT) regulations, including 49 CFR Part 40 and Section 382 of the Federal Motor Carrier Safety Regulations. May come in contact with angry, upset or emotionally disturbed **and/or uncooperative** individuals.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License. Must possess and maintain a valid Commercial Driver's License (CDL) with a Class A endorsement as required by State regulations at the time of application. Must possess and maintain a Basic First Aid CPR Certificate, Traffic Flagging Certificate, forklift operator certification, and CDL Tanker endorsement within six (6) months of appointment.

MINIMUM CLASS REQUIREMENTS: High school diploma, GED, or equivalent and two (2) years' experience in street/highway construction, maintenance, and/or repair; heavy construction; ~~or~~ related commercial concrete/paving experience, **or other related manual labor experience.** – One (1) year experience as a Street Maintenance Worker for the City of Yakima may substitute for the required two (2) years' experience.

Note: Combines Street Maintenance Specialist I (8711) and II (8712).

FLSA STATUS: Non-Exempt

ADOPTED DATE: 1978

REVISED DATES: 9/89; 1/90; 9/96; 11/10; 04/19; 2/21; 3/24

TITLE CHANGES: 4/00

UNION: AFSCME
CIVIL SERVICE STATUS: CHARTER

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



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MEMORANDUM
February 26, 2024

TO: City of Yakima Fire Civil Service Commission
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief
SUBJECT: February 2024 – 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:**
Caroline Risley – Telecommunicator
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):**
Previously missed:
Brooklyn Wolcott – resignation 10/31/23
Destiny Buchanan – resignation 11/2/23

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



Memorandum

February 29, 2024

To: Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: February 2024 – 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. New Hires – permanent or temporary appointments:

Name	Position	Date of Appointment
Miranda Wilske	Police Services Specialist I	2/1/24
Amie Taylor	Police Services Specialist I	2/15/24

2. Promotional or Provisional/Acting appointments:

Jeremy Soptich	Police Sergeant	2/1/24
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3. Failure(s) to pass probation:

Harry Peterson, Community Services Officer	12/28/23
Josh Viveros, Police Officer	2/6/24

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):

Matthew Drumheller, Police Officer	resignation	2/29/24
Roberto Amesquita, Corrections Officer	resignation	2/28/24