



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**

June 3, 2024 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

- 1) Approval of the March 4, 2024 minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 2) Consideration of a new classification 10310 Payroll Analyst (Charter)
- 3) Consideration of revisions to classification 1232 Purchasing Manager (Charter)
- 4) Consideration of revisions to SunComm classifications (Fire):
 - a) 6415 Public Safety Telecommunicator Supervisor
 - b) 6416 Public Safety Training Supervisor

OTHER BUSINESS

- 5) Public Comment
- 6) Status Report for the Fire and Police Departments
- 7) 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 – March 4, 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 Sean Worley via Zoom, and Chief Examiner Debbie Korevaar. Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino and Police/Fire Civil Service Commissioner Camille Becker were absent and excused.

Worley called the meeting to order.

APPROVAL OF MINUTES

Approval of the February 5, 2024 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Beckstrand and **seconded** by Worley to approve the minutes. Motion **passed** unanimously.

NEW BUSINESS

1. Consideration of revisions to 4415 Code Compliance Assistant (Charter)

Public Works Director Scott Schafer requested an update to the classification due to a recent department change of the current position from Community Development to Public Works. The proposed revision broadened the duties and responsibilities, revised the minimums, and added flexibility to the classification to enable it to be utilized as needed and long term, by either department.

Beckstrand **motioned** to approve revisions to 4415 Code Compliance Assistant. Worley **seconded**. Motion approved unanimously.

2. Consideration of revisions to 8711 Street Maintenance Specialist (Charter)

Public Works Director Scott Schafer explained that since 2021 when the classification was last modified, the division has experienced a number of challenges in recruiting and retaining qualified CDL drivers. The proposed changes to the classification are primarily to broaden the minimum requirements to include individuals who possess a wider range of manual labor experience, rather than limiting it more directly to street maintenance and repair experience; thus allowing for a larger candidate pool.

Beckstrand **motioned** to approve revisions to 8711 Street Maintenance Specialist. Worley **seconded**. Motion passed unanimously.

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

Other Business:

3. Public Comment – There was no public comment.
4. Status reports for the Fire and Police Departments were reviewed and attached to the record.

Next meeting is scheduled for April 1, 2024. Materials were to be submitted to the Chief Examiner by March 15, 2024.

There being no further business before the Commission, the meeting was adjourned at 3:37 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.



OFFICE OF THE CITY MANAGER
*129 North Second Street
Yakima, Washington 98901
Phone (509) 575-6040*

Memorandum

DATE: May 15, 2024
TO: Charter Civil Service Commission
FROM: Rosylen Oglesby, Assistant City Manager
SUBJECT: Considerations for the creation of a Payroll Analyst Classification (10310)

I am submitting a request to create a new job classification within the Payroll Division for your consideration.

The City is in the process of updating its payroll system, which has brought to the forefront the need for a backup to aid in processing payroll to ensure stability. The development of a new Payroll Analyst classification is to assist the Payroll Administrator with daily work within the payroll division and bring needed continuity to an increasingly important area. The payroll division currently only has one full-time position. The approval of the classification would allow the City to add an additional position(s).

The Chief Examiner reviewed the proposed classification, and based on authority, responsibility, and internal equity, it is recommended the Payroll Analyst classification be allocated to Pay Code 979SA (\$31.48-\$38.27).

Your role in this decision is crucial, and I appreciate your thoughtful consideration of this request.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 10310

TITLE: Payroll Analyst

EST: 6/24

DEFINITION: Under limited supervision and direction of the Payroll Administrator, uses independent judgement to process payroll, and support the operation of the payroll system for the City. Performs complex, and highly responsible work involving the implementation and facilitation of labor contracts and all applicable federal and state payroll laws, rules, and regulations. Coordinates with various members of the Human Resources (HR) Department on wage, salary and benefits administration. Makes responsible decisions, resolves problems, researches and interprets laws, guidelines, regulations, policies and procedures. Works efficiently and professionally with regulatory agencies, unions, City employees, and other individuals to address concerns; resolve issues; provide information; and prepare/present documentation to report and support payroll activities. Requires confidentiality, discernment, and sound judgement, with initiative and self-management, to accurately and efficiently meet all financial/payroll requirements, and/or deadlines.

DUTIES

ESSENTIAL FUNCTIONS: Assists with and performs all payroll functions including, but not limited to: data review and entry; documentation and approval follow-up; organizing, maintaining and processing payroll for the City. Helps ensure all contracts, pay ordinances, administrative guidelines, federal and state laws are implemented, and correctly adhered to, as they pertain to employee compensation and reporting.

Researches applicable regulations, rules, codes, policies, and procedures regarding questions, issues, and circumstances, as they arise in contractual arrangements, proposed compensation or benefit changes, and other issues related to employee compensation. Audits and verifies information on personnel action (PA) forms; processes PA's to help ensure the accuracy of information; adjusts payroll master to reflect new hires, terminations, changes, transfers, and other related changes. Responsible for accurately withholding garnishments, addressing excessive leave balances, and applying other necessary adjustments or withholdings/deductions.

May prepare warrants for payroll contributions such as credit union, retirement, garnishments, union dues and others; monitors and instructs departmental timekeepers on payroll policies and procedures; reviews time sheets for accuracy; responds timely to written and verbal inquiries from employees and outside agencies a variety of payroll issues, including, but not limited to: earnings, withholdings, timekeeping, leave interpretations, pension provisions; payroll

processing procedures and other matters as required. Creates and/or distributes a variety of payroll reports to departments and City management as necessary for efficiency and review purposes.

Interacts and communicates in a positive, professional manner with employees, agencies, elected officials, and other external individuals by phone, in-person and in writing. Handles sensitive and confidential situations and employment information with tact and discretion, including, but not limited to: retirement, terminations, garnishments, wage assignments and payroll deductions. Maintains the highest level of confidentiality regarding use and disclosure of employment, management, and/or other privileged information 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.

Reconciles salary, wage and benefit components ensuring completeness and accuracy for all internal and external reporting. May prepare and submit a variety of quarterly and year-end reports to various regulatory agencies such as Internal Revenue Service (IRS), Employment Security Department (ESD), etc., in a timely, accurate manner to avoid financial and legal penalties. Advises staff regarding earnings registers for tax deposits, quarterly reports, yearly reports and W-2's.

Assists with review and evaluation of payroll policies and procedures; recommends and/or implements improvements. May coordinates payroll activities with other City divisions, and train employees, benefit administrators, union representatives and/or state/federal officials on payroll policies and procedures to ensure efficient, accurate timekeeping.

Works closely and in regular cooperation with various HR staff regarding contract interpretations and implementation, salary changes, new hires, transfers and terminations; preparation of various personnel and financial reports, etc. Assists with the creation and maintenance of reports and payment of premiums for medical, dental and life insurances. May interact with Information Technology (IT) Services Division regarding changes affecting payroll. Work to ensures accuracy and confidentiality of payroll records/reports.

May conduct, or participate in, payroll audits and routine checks to ensure accuracy and validity of payroll records. Creates and maintains accurate documentation to support and/or explain any adjustments. Represents City interest with outside auditors and provides required education or information as necessary. Works with Payroll Administrator to ensure compliance with local/state/federal regulation standards, City policies, etc.

Maintains knowledge of and implements legal, regulatory or contracted changes affecting the payroll system. Troubleshoots and solves problems by identifying possible errors or negative consequences of system modifications.

Attends and participates in various planning and evaluation meetings concerning the payroll system and other compensation related matters.

May provide staff support for the negotiation of collective bargaining agreements by researching, testing, analyzing and/or preparing data and other necessary materials for contract negotiations as needed. May prepares a variety of spreadsheets to enable analysis of proposals and for use in collective bargaining.

Positively mentors and provides guidance, training or assistance to new employees as needed. Contributes to and fosters an attitude among staff 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.

Completes mandatory and otherwise assigned trainings as required.

Provides ongoing support to Payroll Administrator and actively pursues expanding knowledge and understanding of the payroll system. In the absence of the Payroll Administrator, processes payroll in compliance with current laws, rules, regulations, City policies, and collective bargaining agreements.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of: applicable technical, financial, legal and other payroll principles/regulations, theories and concepts; departmental policies, practices and procedures, related to processing and recording financial transactions, accounting and payroll information; accounting codes, classifications and terminology; and federal and state reporting requirements pertaining to payroll and pensions.

Knowledge of: professional accounting industry standards; fundamental enterprise software support practices; State of Washington BARS accounting system; records retentions policies and procedures; and, City, state and federal laws, statutes, guidelines and policies related to municipal accounting and payroll practices and procedures. Knowledge of: collective bargaining processes and the use of payroll and other information in the bargaining process; collective bargaining agreements;

Knowledge of and proficiency in efficient and effective office practices and procedures; moderately complex business arithmetic; standard clerical, accounting and bookkeeping principles and practices.

Knowledge of techniques and strategies for communication and dissemination of moderately complex and/or technical written and verbal information to a wide range of individuals, including but not limited to City staff, other governmental agencies, and members of the public.

Knowledge of interdepartmental structure and functions. Knowledge and understanding of effective leadership principles, practices; practices and principles of work flow analysis; record keeping systems, processes, and practices; and, principles and practices for project management. Must demonstrate knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Working knowledge of: computer spreadsheets; industry and City databases, programs and applications such as: Cayenta, Workiva, TaxTools, Microsoft Office Suite Outlook, Word, and Excel; report writing tools and office equipment; and computerized municipal financial management practices.

Ability to: maintain established financial and payroll records; prepare reports and statements; understand relationships between payroll records and reports; and, apply guidelines to a variety of situations.

Must be able to communicate clearly and effectively with employees and members of the public, representing diverse educational levels 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. Must routinely and regularly maintain confidentiality and discretion through all forms of communication. Excellent analytical and organizational skills, along with strong negotiation, communication and presentation skills.

Ability to operate standard office equipment including but not limited to: computer, fax/copy machine, telephone etc. Must be able to enter information into a computer system within speed and accuracy. Ability to: analyze complex and technical financial documents and translate into recommendations or reports.

Ability to: maintain financial records; understand and apply moderately complex guidelines to varied operational situations; use initiative and independent judgement to efficiently analyze complex information, situations, and resources, to make logical conclusions; make recommendations based on data, policies and procedures; conduct audits; perform research and extract data from databases using appropriate querying tools and applications

Ability to: read interpret, apply and explain practical procedures and/or regulations; and perform moderately complex mathematical calculations; effectively utilize the City's financial/payroll applications and/or databases, including assisting with and testing system changes; suggest and/or adopt an effective course of action; prepare and maintain a variety of records.

Ability to conduct audits; perform research, extract and test data from databases using appropriate querying tools and applications; analyze, document, and understand complex business problems and/or processes.

Ability to research, read, interpret, apply and explain laws, codes, rules, regulations, policies and procedures in a clear and concise manner; work independently with self-direction under general instruction and broad work expectations; maintain sustained attention to detail; work under timeline pressures; prioritize workload; manage multiple diverse projects with competing deadlines and stressful conditions; be accurate and thorough; train new and/or subordinate staff; effectively work in a team based approach to problem-solving and solution implementation. Excellent analytical and organizational skills are essential.

Ability to consistently and continually provide excellent customer service to internal and external customers, and to establish, facilitate and maintain effective and courteous working relationships with senior management, division managers, other City employees, employees of state and federal agencies, and the public representing widely diverse opinions, beliefs, ethnic, economic and social backgrounds; communicate effectively, verbally and in writing; and recognize and treat information and data in a sensitive and confidential manner and within City and state guidelines on disclosure. Ability to positively receive feedback and take direction is essential.

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

Ability to work extended hours as needed to carry out responsibilities of the position.

PHYSICAL DEMANDS: Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time or while standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Continual use of both hands in reaching/handling/grasping/ keyboarding and other fine motor skills manipulation while performing duties and operating computers. Occasional 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 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 come in contact with angry, upset, or emotionally disturbed customers. May have extension of work day before and after normal working hours to meet deadlines or to address issues, potentially including evenings, weekends and/or holidays.

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

MINIMUM CLASS REQUIREMENTS: Bachelor's degree in Accounting, Finance, Public/Business Administration or related field plus one (1) year experience with complex payroll and/or accounting responsibilities.

OR

Certified Payroll Professional (CPP) certification, Associate's Degree or Vocational Certification in Accounting, Finance, Public/Business Administration or related field, plus 3 years' complex payroll and/or accounting experience.

OR

High school diploma or GED plus 5 years' complex payroll and/or accounting experience.

Prior experience with a computerized payroll system including multi-union labor agreements and working knowledge of collective bargaining, and/or public sector financial experience is preferred.

FLSA STATUS: NON-EXEMPT
ADOPTED DATE: 6/3/24
REVISED DATES: _____
TITLE CHANGES: _____
UNION: TEAMSTERS
CIVIL SERVICE STATUS: CHARTER



OFFICE OF THE CITY MANAGER
*129 North Second Street
Yakima, Washington 98901
Phone (509) 575-6040*

Memorandum

DATE: May 22, 2024
TO: Charter Civil Service Commission
FROM: Rosylen Oglesby, Assistant City Manager
SUBJECT: Considerations for the revision of a Purchasing Manager Position (1232)

I am submitting proposed revisions to the Purchasing Manager job classification for your consideration. The minimum requirements have been updated, reducing the required number of years of public sector purchasing experience.

This proposed modification follows several unsuccessful recruitment attempts, and a serious review of the qualification requirements. The intent of this modification is to allow consideration of candidates who may have extensive applicable purchasing experience within the private sector, in addition to a minimal amount of public sector experience. The experience and education equivalents have been better defined to add clarity, while expanding the candidate pool.

The City Manager and Chief Examiner reviewed the proposed update. As this update does not change the overall experience level, the level of authority or overall responsibility of the position, no change in pay allocation is recommended.

I appreciate your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 1232

TITLE: Purchasing Manager

REV.: 1/23/24

DEFINITION: Exercising considerable independence under the general supervision and direction of the Director of Finance and Budget, this is a management position responsible for the supervision and administrative functions of the Purchasing Division by planning, organizing, directing and supporting the work of the division's staff. This position is responsible for the administrative and technical oversight of all City purchasing work, The manager provides procurement leadership and expertise as well as asset recovery and disposal. This position is responsible for the implementation and oversight of current and long-range purchasing/procurement programs and goal development within the division.

This position supervises the work of division personnel, a staff of professional, operational, technical and/or clerical personnel facilitating and coordinating the division's programs and projects.

DUTIES

ESSENTIAL FUNCTIONS: Supervises, coordinates, and participates in the work of the Purchasing Division, directing all aspects of the activities, daily operations and staffing. Oversees all activities required in the solicitation and execution of formal and informal procurement, contracting, and consultation required in the acquisition of purchase of goods, services, and limited construction, as well as asset recovery and disposal.

Coordinates organization-wide procurement processes for the City to ensure compliance with Federal, State and Local regulations.

Directs and coordinates the activities of the Purchasing Division staff; develops annual work program objectives; assigns projects, provides professional leadership and ongoing growth/development opportunities to staff; evaluates individual performance including recommending employment or disciplinary action as necessary. Provides assistance to staff in resolving difficult or unusual situations and problems. Responsible for performance of subordinates; ensures compliance with all applicable laws, State and Federal regulations, City ordinances, policies, procedures and sound financial practices. The manager is responsible for the completion of timely, fair and objective performance evaluations for subordinate staff.

Interfaces at all organizational levels to accomplish City procurement and contracting objectives with the goal of recommending process improvements,

initiating cost savings measures, and securing best value products, solutions and relationships

Develops, implements, and maintains procurement policies for the City that ensure best value is obtained for purchase of goods, services, and limited construction. Conducts life-cycle cost analyses and explores innovative contracting methods that provide best value, combining efforts from both entities.

Develops and implements customer-focused approaches to procurement and contracting activity with the various City Departments with continuous efforts toward efficiency and improvement to decrease process cycle time, transaction costs, and minimized customer complaints.

Identifies potential risk areas and devises solutions for risk mitigation by developing a collaborative relationship with City to minimize negative legal and business exposure. Works to negotiate contractual terms and conditions for contracts with clearly defined technical specifications and requirements, including the best protection against vendor non-performance.

Interfaces with senior management for the City, City Council on a regular basis to accomplish the goals of the City.

Prepares, monitors, reviews and evaluates division documents for appropriateness, completeness, and accuracy. Prepares reports of project and program progress and presents information to City Manager, and/or City Council as required.

Responsible for ensuring record retention and maintenance of public records.

Analyzes and solves complex problems including thoroughly researching, proposing, developing, coordinating, writing and/or implementing guidelines, policies and procedures. Produces written and oral presentations for the purpose of making policy recommendations or developing enterprise-wide procedures.

Program Administrator for City procurement card program.

Liaison for City's Disadvantage Business Enterprise Program.

Participates in the preparation and administration of the purchasing budget; submits budget recommendations; monitors expenditures and revenues.

Serves as staff representative and liaison with government agencies, citizen and professional organizations as necessary. Occasional visits to other City work sites to provide direction and assist staff with problem resolution pertaining to area of responsibility.

Contributes to the effective administration of City government by exercising careful stewardship, communicating clearly, exemplifying trustworthiness and reliability.

Seeks to build and maintain the reputation of the division encouraging 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.

Performs related duties as required.

Requires regular and reliable attendance.

MAJOR WORKER CHARACTERISTICS: Knowledge of federal, state and city laws and ordinances, City of Yakima policies and procedures. Knowledge of best principles and techniques of management, supervision and leadership; modern governmental purchasing principles and best practices; efficient 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. Strong knowledge of various grades and qualities of merchandise, sources of supply, and price trends. 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 machine, 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, City Council, government officials, and members of the public.

Must possess ability to communicate clearly and effectively, with employees, members of the public representing diverse education and background, and with officials at all levels of government utilizing well developed communication skills, both written and oral, with appropriate use of business English and plain English, including but not limited to correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. Ability to negotiate and 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. Must be a leader, innovator/creator, initiator, and negotiator, committed, and focused with high integrity and ethics.

Ability to effectively, strategically, and collaboratively utilize economies of scale in order to maximize the City's ability to command the best services, the best prices, and the most cost effective, value-added solution. Must possess ability to quickly adjust to changing priorities and demands.

Ability to perform a variety of mathematical computations with ability to read, interpret and analyze complex and technical documents and to translate analysis into recommendations or reports. Ability to compute facts and figures accurately, and read, research, interpret, apply and explain complex laws, codes, rules, regulations, policies, and procedures. 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 and work under timeline pressures; prioritize and assign workloads; manage multiple tasks with competing deadlines. Excellent analytical and organizational skills are essential.

Ability to establish, facilitate, and maintain effective working relationships with senior management, other employees, vendors, the public, community organizations and government agencies; to consistently and continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; train, supervise, plan, organize, program, and direct the work of a staff of technical, operational, professional and clerical personnel; evaluate personnel performance; 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 develop, present and gain acceptance for long-range programs and budgets. Must be able to locate grant resources and prepare grant proposals for projects.

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, professionalism, 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 management and supervisory responsibilities and functions for the division.

PHYSICAL DEMANDS: Work is performed primarily in an office environment while sitting at a desk or computer terminal for periods of time or while standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, and department records. Constant use of all senses including feeling/talking/hearing/seeing/listening/smelling while performing duties and while communicating with co-workers, general public and completing all tasks as assigned. Continuous use of both hands reaching/handling/grasping/keyboarding and other fine skills manipulation while performing duties and operating computers. Occasional lifting/carrying objects up to 25 pounds; occasionally ascends/descends stairs, and other inclines while maintaining balance and stability. Occasional bending, twisting at knees, waist, or neck and occasional stooping, bending, kneeling, climbing and/or crawling while performing duties. Must be able to distinguish color, perform work at close vision and be able to adjust focus. Must be able to maintain long-term and short-term memory to learn and remember simple to complex procedures. Work may require occasional travel to a variety of locations for appointments, meetings and trainings. May work in remote locations or in noisy work areas. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: May work with angry, irate or upset customers. 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 issues and/or emergency situations outside the normal work schedule, including weekends and holidays.

LICENSES, REGISTRATION AND CERTIFICATE: Possess and maintain a valid Washington State Driver's License. Must possess and maintain Certified Professional Purchasing Buyer (CPPB) Certification or be able to attain and maintain within two (2) years of hire.

MINIMUM CLASS REQUIREMENTS: ~~Associates degree and five (5) years of progressively responsible experience in the public sector with an emphasis on procurement and contract development to include~~ All qualifying candidates must have at least 3 years progressively responsible public sector purchasing experience with an emphasis on procurement and contract oversight AND meet one of the qualifications below:

- Bachelor's degree from an accredited college or university.
- An Associate's degree with an additional 2 years of public or private procurement and contract experience.

- High school diploma/GED with an additional 4 years of public or private procurement and contract experience.

~~Two (2) years lead or supervisory experience.~~ Certified Professional Purchasing Buyer (CPPB) upon hire is preferred.

~~Bachelor degree from an accredited college or university in public administration, business, finance or closely related field is preferred and could substitute for two (2) years general experience. Two (2) years additional experience with a high school diploma may substitute for required education.~~

Two (2) years supervisory experience and/or the following is desired: Certified Professional Purchasing Buyer (CPPB) Certified Public Purchasing Officer (CPPO), Certified Professional in Supply Management (CPSM), Certified Public Procurement Officer (CPP), or considerable work towards certification within past three years (3) is desired.

FLSA STATUS: EXEMPT

ADOPTED DATE: _____

REVISED DATES: 12/18; 9/20; 1/23; 6/24

TITLE CHANGES: _____

UNION: NON-UNION

CIVIL SERVICE STATUS: CHARTER CIVIL SERVICE



May 22, 2024

To: Fire and Police Civil Service Commissioners
Cc: Debbie Korevaar, Chief Examiner

From: Erica McNamara, SunComm Public Safety Communications Manager
Aaron Markham, Fire Chief

Re: Proposed Changes to the Supervisor Telecommunicator Classification

Greetings Commissioners -

A review of the Public Safety Telecommunicator Supervisor classification was completed in anticipation of a recruitment. This included a review of similar classifications at comparable communications centers throughout Washington, focusing on job duties and the experience required to fulfill this role.

This classification review provided an opportunity to evaluate the minimum qualifications at several centers. As a result of this evaluation, the proposed revisions were identified. We believe these changes will allow for more candidates to qualify for the Civil Service testing process, while maintaining the key overall employee competencies required to successfully perform the duties of the position.

The Training Supervisor was created and the Public Safety Telecommunicator Supervisor classification was updated in 2021; therefore, this revision is being recommended solely to better define and broaden the minimum qualifications required by the position. A few other slight modifications are included for consistency with other supervisor classification updates across the City.

The Chief Examiner reviewed these modifications, and as no elevation or reduction of authority or overall responsibility is proposed, and the minimum requirements remain consistent with other similarly compensated supervisory classifications across the City, no salary adjustment is recommended.

Thank you for your consideration of this request.

Providing Emergency Communication Services to Yakima County

Business Phone: 509.248.9911

Business Fax: 509.576.6555

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 6415 **TITLE:** Public Safety Telecommunicator Supervisor

Rev. 4/21-6/24

DEFINITION: Under limited to general supervision receives and dispatches emergency and non-emergency requests for fire, emergency medical and law enforcement assistance and leads the work of a shift. Duties involve confidential, time-sensitive work in assigning and directing employee work; receiving, evaluating, and determining jurisdiction, equipment and personnel to be dispatched. Operates a variety of electronic dispatching equipment, computers and electronic data storage systems; provides training to employees; and coordinates dispatching and communications operations with other agencies and departments.

DUTIES

ESSENTIAL DUTIES: Monitors, participates in and supervises the shift operations of SunComm 9-1-1 Communications Center; assigns tasks; prioritizes and assigns work; monitors work performed and directs employee work and behavior; provides direction to Center employees; ensures minimum staffing requirements are met, and reports activities to the Assistant Communications Manager. Researches inquiries and complaints, responds as appropriate and notifies the Assistant Communications Manager of action taken.

Participates in and supervises the leadership, training and mentoring of employees on their shift. Evaluates, corrects, and supports performance of subordinate staff; prepares and conducts timely performance evaluations on assigned personnel; and provides on-going feedback to the ~~M~~anager and ~~A~~ssistant ~~M~~anager regarding overall performance and Center objectives. Provides training through on-the-job training assigned personnel as needed. May be assigned one or more specialized training disciplines or duties.

Provides information to Telecommunicators on technical issues, equipment operations, operational procedures, rules and regulations, and other areas as assigned.

Assumes operational control of the Communications Center in the absence of both the Assistant Communications Manager and Public Safety Communication Manager. Operates a variety of equipment including but not limited to: ~~Enhanced 9-1-1 (E9-1-1)~~ 911 telephone system, radio console, computer aided dispatch (CAD) system, computer terminals, Telecommunication Device for the Deaf (TDD), alarm systems, recording devices, security devices, industry software and other related equipment. Performs any/all duties of the Telecommuter classification as required, including but not limited to:

Receives incoming emergency and non-emergency ~~Enhanced 9-1-1 (E9-1-1)~~ calls, text messages and TDD (Telecommunication Device for the Deaf), determines the location, nature of the situation and/or medical condition of persons involved; evaluates and prioritizes need; and when necessary transfers to appropriate response agency. Provides emergency medical (EMD) instruction until sufficient emergency assistance has been provided. ~~arrived.~~— Accurately and comprehensively enters call information into computer aided dispatch (CAD) system or other data storage system. Receives, screens and answers a variety of inquiries by telephone and provides information on the purpose and functions of emergency services.

-Identifies units available for response and dispatches to appropriate response agency. Uses maps, addresses and other pertinent information to dispatch the appropriate jurisdiction, equipment, and personnel. Monitors and transmits on a variety of radio channels. Assists in testing radio frequencies, periodically makes routine announcements, and relays information via radio and/or paging systems.

Monitors and maintains the position and status of the units in the field. Directs the movement of units to other response areas, fire stations and/or jurisdictions so that adequate coverage is provided to all areas during day-to-day and major emergency operations.

Monitors alarm receiving equipment and processes the information received, taking the appropriate actions; dispatch of emergency units or notifying responsible parties of malfunction or equipment out of service.

Shall be required to operate the ACCESS computer interface with requests for warrants, license checks, etc. Performs data entry of reports, statistics, etc. as needed and as time allows. Provides input on the maintenance of databases and systems used in the Center as needed.

May ~~M~~akes recordings of incidents from the Center's recording equipment in support of public disclosure requests, incident follow-up investigations or court ordered requirements.

Receives National Warning System information and disseminates appropriate tests and warnings of County, State and National emergencies to various other agencies according to State and Federal regulations.

Coordinates with User Agencies with regard to dispatching and communications issues; attends meetings as directed and shares information of importance and interest to the Center and User Agencies. Assists in maintaining Communications Center security.

Assists in maintaining the cleanliness of the communications center and updates the Center's reference materials.

Maintains awareness of and complies with division, department and City policies, procedures and directives. **Recommends improvements to department operating systems, policies and/or procedure. Observes, promotes, trains and enforces appropriate safety practices and procedures.**

May be required to appear in court when subpoenaed.

Contributes to the effectiveness of SunComm and the City by demonstrating an attitude that encourages cooperation, coordination of efforts, efficient use of resources, and exceptional customer service. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide quality service. Develops innovative programs and projects and proactively introduces change to address emerging issues and opportunities.

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

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

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 training, mentoring and project management; municipal records retention procedures, and techniques. Strong knowledge of related City, department and division functions, terminology and current activities; time management, planning and organizational practices. Knowledge and sound judgement with regard to public disclosure, and confidentiality standards. Knowledge of and adherence to a high standard of personal and professional ethics.

Knowledge of: modern office practices; current training practices in communication centers; call receiving and dispatching techniques; practices, procedures and equipment used in responding to law enforcement and fire/EMS incidents; protocols, practices and procedures of public safety emergency operations. Knowledge of cities and jurisdictional boundaries, emergency services operations and emergency service providers in Yakima County. Knowledge of applicable laws, rules, regulations, policies and procedures.

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 coworkers, emergency personnel, government officials, and members of the public.

Strong working knowledge of: computer operations, databases and industry applications; Microsoft Office Suite, and office equipment. Knowledge of basic arithmetic. Ability to use a variety of computer software systems/applications proficiently.

Ability to: logically identify, organize, process and disseminate thorough and accurate information; listen attentively and question for needed information; receive, comprehend and rapidly relay accurate information; read and discern visual images and sound stimuli accurately in a variety of media; collect, review and organize details quickly, accurately and logically; think clearly; recall details and essential information; make quick, logical and precise decisions and recommendations; control telephone conversations to obtain accurate information; provide correct, understandable, concise and accurate instructions; perform duties during periods of extreme stress and time limitations; and, learn and apply information, laws, codes, guidelines, directives, policies and procedures related to the job.

Must be able to efficiently and effectively enter information into CAD systems and other computer programs with speed and accuracy. Ability to operate standard office equipment including but not limited to: computer with touch keyboarding, fax machine, copy machine, telephone etc. Ability to perform and understand basic mathematical computations.

Ability to negotiate and elicit the cooperation of others. Must be able to communicate clearly, concisely and effectively, with employees, members of the public representing diverse educational levels and backgrounds, and with individuals at all levels of government and/or public safety utilizing well-developed communication skills, both written and oral, with appropriate use of business English, and plain English, including but not limited to correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. Ability to compose correspondence; produce and maintain accurate and timely records and reports. Must routinely and regularly maintain a high degree of confidentiality and discretion through all forms of communication.

Ability to establish, facilitate, and maintain effective working relationships with other employees, the public, community organizations, public safety entities and government agencies; to demonstrate tact, diplomacy, and respect consistently and continually to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs.

Ability to work independently with self-direction and minimal direction or oversight in isolated environment for long periods of time; maintain sustained attention to detail and work under timeline pressures; prioritize and assign workloads; manage

multiple tasks with competing deadlines; and understand multiple concurrent conversations under stressful conditions. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands. Ability to effectively deal with own and others' daily stress situations, maintain self-control, and to respond promptly, calmly and effectively to emergency situations.

Ability to train, supervise, **coach, mentor,** plan, organize, assign and evaluate the work of subordinate staff; evaluate **ongoing personnel performance and complete performance timely and objective performance evaluations;** provide constructive feedback to subordinates; develop and implement accountability methods; utilize mathematical practices and skills; maintain files and records and prepare reports; 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.

Must be able to work any assigned/rotating shift, including day, swing or night shifts (or a combination of such) and work all days of the week including weekends and holidays; and overtime as needed.

PHYSICAL DEMANDS: Work is performed in an office environment while sitting or standing at a desk or computer terminal for extended periods of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Occasional walking, ascending/descending stairs while maintaining balance. Occasional stooping/bending/kneeling while performing duties. Constant use of both hands with repetitive precise motions in reaching, handling, grasping, keyboarding, and other fine skills manipulation, while performing duties and operating computers. Constant use of all senses including feeling/talking/hearing/listening/seeing/observing while performing duties and communicating with co-workers, general public and completing all assigned tasks. Must have the ability to hear, with or without a hearing aids, and speak well enough to converse on the telephone. Vision abilities required for this job include close vision and the ability to adjust focus; have the ability to see, with or without corrective lenses, well enough to read standard text and text displayed on a video display terminal. Must be able to distinguish color and maintain long-term and short-term memory. May require constant focus on a computer screen for 2 or more hours at a time. The employee may be required to push, pull, lift and/or

occasionally carry up to 25 pounds. Must have the tolerance to work under pressure and in emergency situations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: May have contact with angry, irate, panicked, emotionally disturbed and/or upset customers. May be subjected to offensive or abusive language from public. Subject to stressful working conditions due to the nature and urgency of emergency services provided. Work is performed in a secured environment with specialized low-light system. Duties are generally performed while seated with limited opportunity for physical movement and rest and/or meal periods are dependent on work assignment and load. May be required to work extended hours outside the normal work schedules with short notice. Mental and physical stress may occur due to the nature and urgency of the services provided. May be required to wear a department uniform. Subject to immediate callback and must have an active telephone service at residence.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: At time of appointment: Must possess and maintain all licenses, registrations and/or certificates required for a SunComm Telecommunicator, I.

Within one (1) year of appointment: Must obtain/possess and maintain otherwise necessary licenses, registrations and/or certifications necessary to successfully perform the duties of the SunComm Telecommunicator position, including, but not limited to: ACCESS (Retrieve and Delete Criminal Information Training), Emergency Medical Dispatch (EMD) training and First Aid/CPR certifications, and Telecommunicator II-training.

MINIMUM CLASS REQUIREMENTS: High school diploma or GED. Must have a combined minimum of ~~three (3)~~ years' experience (or two (2) years of experience with six (6) months of training experience) with Suncomm as a 911 Call-taker, Dispatcher, Telecommunicator I, and/or Telecommunicator

OR

~~Three (3) years' telecommunication experience~~ 4 years Public Safety Communications experience in a communications center of comparable size with a high-volume or highly critical dispatch or emergency services operation required. Must be able to type accurately at a minimum of 30 words per minute.

PREFER: Minimum 6 months lead or supervisory experience in a computer-aided dispatch environment and candidates who have completed 911, Dispatcher, ~~Telecommunicator I~~ and/or Telecommunicator training at SunComm

Must successfully pass a pre-suitability testing, comprehensive background check (assessing applicant's aptitude, character, judgment, credit, driving record and

criminal history), polygraph, hearing exam and psychological evaluation if not a current SunComm 911 Call-taker, Dispatcher or Telecommunicator.

*Title change from Public Safety Lead Dispatcher

* Title change from Public Safety Communications Supervisor 4/21

FLSA STATUS: NON-EXEMPT

ADOPTED DATE: 6/99

REVISED DATES: 1/02; 11/05; 11/08; 11/10; 2/11; 05/11; 3/12; 4/21; 6/24

TITLE CHANGES: 11/08; 4/21; 6/24

UNION: IAFF

CIVIL SERVICE STATUS: FIRE

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 6416	TITLE:	Public Safety Training Supervisor
EST. 4/21REV 6/24		

DEFINITION: Under limited to general supervision of the Public Safety Communications Manager and/or the Assistant Communication Manager as assigned, supervises, coordinates and participates in the training programs for SunComm 911 Communications Center. Supervisory duties include but are not limited to: the creation, maintenance and application of training curriculum for new employees and continuing education for current employees. Routinely supervises new employees during their training and until released for permanent duties to include participating as either the evaluator or first level supervisor in employee evaluations and progress reports. Either alone or with others, performs numerous functions related to the overall training and performance of SunComm personnel. To maintain certifications and proficiency shall perform the duties of Telecommunicator as required and/or assigned by the manager. Performs other supervisory duties as assigned.

DUTIES

ESSENTIAL DUTIES: Oversees, participates in and coordinates the training of all new employees to ensure minimum training requirements are met to include the basic academy portion and if necessary, the floor training.

Provides first level supervision of new employees during training and until released for permanent duty. Prioritizes and assigns work; monitors work performed and evaluates performance. Completes all probationary evaluations of new employees as either the evaluator or first level supervisor **as required**. Works with SunComm management on performance improvement plans when needed.

Monitors and advises the actions of the Communications Training Officers (CTO) when actively training new employees. Recruits, trains and conducts regular meetings with CTO's.

Creates, develops, delivers and enhances the training curriculum and ensures milestones and benchmarks are addressed. Develops, updates and facilitates a mentoring program to assist new employees acclimating to the center

Works with supervisors and SunComm management on scheduling the outside training requirements for all employees as needed; Telecommunicator, EMD, Access Certification, CTO, etc.

Ensures all employees remain current with City of Yakima required training.

Maintains records of and ensure compliance with State 911 training requirements and any other required certification for all employees.

Maintains APCO training certification and seeks personal development options in training methodology and industry standards.

Assists all SunComm employees with desired or needed continuing education.

Acts as a liaison between SunComm and any outside provider of Quality Assurance/Quality Improvement (QA/QI) services, ensuring oversight and regular updates to management. Creates, develops and implements in-house QA/QI programs following industry best practices as necessary.

Participates as the Training Coordinator for the Center to comply with the Washington State E911 contractual obligations. May be required to perform as the Public Education Coordinator for the Center to comply with the Washington State E911 contractual obligations.

Performs as primary liaison with the Human Resources Department for recruitment events which may include public appearances alone or with others.

Regularly reports to SunComm management on the Training Program's status. Assists in developing a Training budget. Assists in developing, reviewing and maintaining policies and procedures

May be required to appear in court when subpoenaed.

Will be required to perform as a Telecommunicator I—as required/assigned upon appointment. Within one (1) year of appointment, must be able to perform all duties of a SunComm Telecommunicator including, but not limited to:

Receives incoming emergency and non-emergency ~~Enhanced 9-1-1 (E9-1-1)~~ calls; determines the location, nature of the situation and/or medical condition of persons involved; evaluates and prioritizes need; and when necessary transfers to appropriate response agency. Provides emergency medical (EMD) instruction until sufficient emergency assistance has been provided ~~arrived~~. Accurately and comprehensively enters call information into computer aided dispatch (CAD) system or other data storage system. Receives, screens and answers a variety of inquiries by telephone and provides information on the purpose and functions of emergency services.

Identifies units available for response and dispatches to appropriate response agency. Uses maps, addresses and other pertinent information to dispatch the appropriate jurisdiction, equipment and personnel. Monitors and transmits on a variety of radio channels. Assists in testing radio frequencies, periodically makes routine announcements and relays information via radio and/or paging systems.

Monitors and maintains the position and status of the units in the field. Directs the movement of units to other response areas, fire stations and/or jurisdictions so that adequate coverage is provided to all areas during day-to-day and major emergency operations.

Maintains awareness of and complies with division, department and City policies, procedures and directives. **Recommends improvements to department operating systems, policies and/or procedure. Observes, promotes, trains and enforces appropriate safety practices and procedures.**

Assists in maintaining the cleanliness of the communications center and updates the Center's reference materials.

Mentors and provides guidance, training or assistance to employees as needed. Contributes to the effectiveness of SunComm and the City by demonstrating an attitude that encourages cooperation, coordination of efforts, efficient use of resources, and exceptional customer service. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide quality service. Develops innovative programs and projects and proactively introduces change to address emerging issues and opportunities.

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

May perform duties as listed in the Public Safety Telecommunicator Supervisor classification and/or other related duties as assigned.

~~Performs other related duties as assigned.~~

MAJOR WORKER CHARACTERISTICS: 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 training, mentoring and project management; municipal records retention procedures, and techniques. Strong knowledge of related City, department and division functions, terminology and current activities; time management, planning and organizational practices. Knowledge and sound judgement with regard to public disclosure, and confidentiality standards. Knowledge of and adherence to a high standard of personal and professional ethics.

Knowledge of: modern office practices; current training practices in communication centers; call receiving and dispatching techniques; practices, procedures and equipment used in responding to law enforcement and fire/EMS incidents; protocols, practices and procedures of public safety emergency operations. Knowledge of cities and jurisdictional boundaries, emergency services operations and emergency service providers in Yakima County. Knowledge of applicable laws, rules, regulations, policies and procedures.

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 coworkers, emergency personnel, government officials, and members of the public.

Strong working knowledge of: computer operations, databases and industry applications; Microsoft Office Suite, and office equipment. Knowledge of basic arithmetic. Ability to use a variety of computer software systems/applications proficiently.

Ability to: logically identify, organize, process and disseminate thorough and accurate information; listen attentively and question for needed information; receive, comprehend, record, and rapidly relay accurate information in a time sensitive manner; read and discern visual images and sound stimuli accurately in a variety of media; collect, review and organize details quickly, accurately and logically; think clearly; recall details and essential information; make quick, logical and precise decisions and recommendations; control telephone conversations to obtain accurate information; provide correct, understandable, concise and accurate instructions; perform duties during periods of extreme stress and time limitations; and, learn and apply information, laws, codes, guidelines, directives, policies and procedures related to the job.

Must be able to efficiently and effectively enter information into CAD systems and other computer programs with speed and accuracy. Ability to operate standard office equipment including but not limited to: computer with touch keyboarding, fax machine, copy machine, telephone etc. Ability to perform and understand basic mathematical computations.

Ability to negotiate and elicit the cooperation of others. Must be able to communicate clearly, concisely and effectively, with employees, members of the public representing diverse educational levels and backgrounds, and with individuals at all levels of government and/or public safety utilizing well developed communication skills, both written and oral, with appropriate use of business English, and plain English, including but not limited to correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. Ability to compose correspondence; produce and maintain

accurate and timely records and reports. Must routinely and regularly maintain a high degree of confidentiality and discretion through all forms of communication.

Ability to establish, facilitate, and maintain effective working relationships with other employees, the public, community organizations, public safety entities and government agencies; to consistently and continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs.

Ability to work independently with self-direction and minimal direction or oversight in isolated environment for long periods of time; maintain sustained attention to detail and work under timeline pressures; prioritize and assign workloads; manage multiple tasks with competing deadlines; and understand multiple concurrent conversations under stressful conditions. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands. Ability to effectively deal with own and others' daily stress situations, maintain self-control, and to respond promptly, calmly and effectively to emergency situations.

Ability to train, supervise, **coach, mentor,** plan, organize, assign and evaluate the work of subordinate staff; evaluate **ongoing** personnel performance **and complete performance timely and objective performance evaluations;** provide constructive feedback to subordinates; develop and implement accountability methods; utilize mathematical practices and skills; maintain files and records and prepare reports; 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.

Must be able to work rotating shifts including day, swing or night (or a combination of such) and work all days of the week including weekends and holidays; and overtime as needed.

PHYSICAL DEMANDS: Work is performed in an office environment while sitting or standing at a desk or computer terminal for extended periods of time or while standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Occasional walking, ascending/descending stairs

while maintaining balance. Occasional stooping/bending/kneeling while performing duties. Constant use of both hands with repetitive precise motions in reaching, handling, grasping, keyboarding, and other fine skills manipulation, while performing duties and operating computers. Constant use of all senses including feeling/talking/hearing/listening/seeing/observing while performing duties and communicating with co-workers, general public and completing all assigned tasks. Must have the ability to hear, with or without a hearing aids, and speak well enough to converse on the telephone. Vision abilities required for this job include close vision and the ability to adjust focus; have the ability to see, with or without corrective lenses, well enough to read standard text and text displayed on a video display terminal. Must be able to distinguish color and maintain long-term and short-term memory. May require constant focus on a computer screen for 2 or more hours at a time. The employee may be required to push, pull, lift and/or occasionally carry up to 25 pounds. Must have the tolerance and temperament to work effectively under pressure and in emergency situations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: May have contact with angry, irate, panicked, emotionally disturbed and/or upset customers. May be subjected to offensive or abusive language from public. Subject to stressful working conditions due to the nature and urgency of emergency services provided. Work is performed in a secured environment with specialized low-light system. There may be limited opportunity for physical movement and rest and/or meal periods are dependent on work assignment and load. May be required to work extended hours outside the normal work schedule with short notice. Shift work includes evenings, nights, weekends, holidays and overtime as needed. Mental and physical stress may occur due to the nature and urgency of the services provided. May be required to wear a department uniform. Subject to immediate callback and must have an active telephone service at residence.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: At time of appointment: Must possess and maintain all licenses, registrations and/or certificates required for a SunComm Telecommunicator-I.

Within one (1) year of appointment: Must obtain/possess and maintain otherwise necessary licenses, registrations and/or certifications necessary to successfully perform the duties of the SunComm Telecommunicator position, including, but not limited to: ACCESS (Retrieve and Delete Criminal Information Training), Emergency Medical Dispatch (EMD) training and First Aid/CPR certifications, Communications Training Officer (CTO) certification, and Telecommunicator II training.

MINIMUM CLASS REQUIREMENTS: High school diploma or GED. Must have a combined minimum of ~~four (4)~~ **three (3)** years' experience **(or two (2) years'**

experience which includes at least six (6) months' experience as a trainer)
with Suncomm as a 911 Calltaker Dispatcher, Telecommunicator I and/or
Telecommunicator. ~~Must accurately type at a sustained minimum of 30 words per~~
~~minute.~~

OR

Three (3) years' telecommunication experience in a communications center
of comparable size with a high-volume of highly critical dispatch or
emergency services operation required. Experience must include at least 1
year experience with SunComm as a Supervisor, and/or Telecommunicator.

Must accurately type at a sustained minimum of 30 words per minute.

Must successfully pass a pre-suitability testing, comprehensive background check
(assessing applicant's aptitude, character, judgment, credit, driving record and
criminal history), polygraph, hearing exam and psychological evaluation if not a
current SunComm 911 Calltaker, Dispatcher or Telecommunicator.

FLSA STATUS: NON-EXEMPT

ADOPTED DATE: 4/21; 6/24

REVISED DATES:

TITLE CHANGES: _____

UNION: IAFF

CIVIL SERVICE STATUS: FIRE



401 North Front Street, Yakima, WA 98901

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

MEMORANDUM

March 21, 2024

TO: City of Yakima Fire Civil Service Commission

FROM: Susan Madrigal, Administrative Assistant to the Fire Chief

SUBJECT: March 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:

Christian Casey – Firefighter

Matthew Horsley – Firefighter

2. Promotional or provisional/acting appointments:

Michael Wagner – Acting Shift Commander

Brent Bauer – Acting Captain

3. Failure(s) to pass probation:

Robert Jarrard - Firefighter

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."



401 North Front Street, Yakima, WA 98901

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MEMORANDUM

April 26, 2024

TO: City of Yakima Fire Civil Service Commission

FROM: Susan Madrigal, Administrative Assistant to the Fire Chief

SUBJECT: April 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:

Matthew Schoos – Firefighter
Mason Marengo – Firefighter
Angelica Bettancourt-Sali – Telecommunicator

2. Promotional or provisional/acting appointments:

Michael Wagner – Acting Shift Commander
Steven Lockwood – Training Captain
Brian Williams – Acting Captain
Brian Robertson – Acting Captain

3. Failure(s) to pass probation:

Kaimana Makalii – Firefighter

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."



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MEMORANDUM

May 28, 2024

TO: City of Yakima Fire Civil Service Commission

FROM: Susan Madrigal, Administrative Assistant to the Fire Chief

SUBJECT: May 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:

Christopher Hutsell – Deputy Fire Chief

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):

Albert Miranda – Public Safety Telecommunicator Supervisor, resignation



Memorandum

March 31, 2024

To: Civil Service Commission

From: Matthew Murray, Chief of Police

Subject: March 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
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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):

Amy Hayes, Community Service Officer	resignation	3/15/24
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Memorandum

April 30, 2024

To: Civil Service Commission

From: Matthew Murray, Chief of Police

Subject: April 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
Anna Olson	Victim Services Coordinator	4/1/24
Daniel Riordan	Crime & Intelligence Analyst	4/8/24
Mateo Rodriguez	Police Officer	4/19/24

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):

Juan Laredo, Police Officer	resignation	4/3/24
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Memorandum

May 31, 2024

To: Civil Service Commission

From: Matthew Murray, Chief of Police

Subject: May 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
Kyle Molineux	Police Officer	5/1/24
Jorge Mendoza	Police Officer	5/13/24
Francisco Garcia Brito	Police Officer	5/14/24

2. Promotional or Provisional/Acting appointments:

Erineo Hernandez	Police Officer	5/1/24
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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):

Amie Taylor, Police Services Specialist I	resignation	5/8/24
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