



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**

August 5, 2024 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

Approval of the July 8, 2024 minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 1) Consideration of Revision to 10301 Payroll Administrator classification (Charter)
- 2) Consideration of Revision to 4430 Permit Project Coordinator classification (Charter)

OTHER BUSINESS

- 3) Public Comment
- 4) Status Report for the Fire and Police Departments
- 5) 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 – July 8, 2024

MINUTES

The City of Yakima Charter Civil Service Commission and Police and Fire Civil Service Commission convened on this date at 3:35 PM. In attendance were: Charter Civil Service/Police and Fire Civil Service Commissioner Sean Worley, Charter Civil Service Commissioner Louisa Beckstrand (via Zoom), Police/Fire Civil Service Commissioner Camille Becker, and Chief Examiner Debbie Korevaar. Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino was absent and excused.

Worley called the meeting to order.

APPROVAL OF MINUTES

Approval of the June 3, 2024 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Becker and **seconded** by Beckstrand to approve the minutes. Motion **passed** unanimously.

NEW BUSINESS

1. Consideration of Police Officer Probation Suspension (Police)

Chief Examiner Debbie Korevaar, on behalf of the Police Department, presented a request of a suspension of probation for newly hired police officer who has already returned to work. The employee was out for 6 weeks on a medical leave. The suspension will delay his one-year probation end-date by an amount of time equal to his absence, resulting in a conclusion date of June 26, 2025. .

Becker **motioned** to approve suspension of Police Officer probation. Worley **seconded**. Motion approved unanimously.

2. Consideration of Firefighter Probation Suspension (Fire)

Fire Chief Aaron Markham presented a request to suspend the probation of a firefighter due to medical leave with an unexpected return to work date (exceeding 30 days). This will pause his probation period until he returns to full-duty.

Becker **motioned** to approve suspension of Firefighter probation. Worley **seconded**. Motion approved unanimously.

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

3. Notice of Substitute Senate Bill 6157 regarding Deferred Action for Childhood Arrivals (DACA) changes minimum requirements for police and fire positions to include: "must be a citizen of the United States of America, a lawful permanent resident, or a deferred action for childhood arrivals recipient."

Korevaar notified the commissions of a legislative change to the minimum requirements for police officers and firefighters, Candidates were initially required to be US citizens. A few years ago, the requirements were updated to include lawful permanent residents. In June 2024, the minimum requirements for firefighters and police officer personnel have been revised to also include DACA recipients. There is some special language included regarding restrictions and allowances of these candidates related to their employment. The appropriate police and fire classifications will be updated to reflect the change in the law.

Becker asked if this update only effected police and fire. Korevaar clarified a citizenship requirement is not required of our other classifications. They only need to be able to legally work in the United States.

Other Business:

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

Next meeting is scheduled for August 5, 2024. Materials were to be submitted to the Chief Examiner by July 18, 2024.

There being no further business before the Commission, the meeting was adjourned at 3:47 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.



HUMAN RESOURCES DIVISION
129 North Second Street
Yakima, Washington 98901
Phone (509) 575-6090 Fax (509) 576-6358

DATE: 07/29/2024
TO: Yakima Civil Service Commission
FROM: Connie Mendoza, Director of Human Resources (HR)
SUBJECT: Considerations of revisions to 10301 Payroll Administrator classification

The City has been working on implementing a new payroll system, and after initially being spearheaded by the Finance Department, the project implementation lead was assigned to the Human Resources Department. Through this process, it has been recognized that overall efficiency and effectiveness would be increased across the City if the Payroll Administrator position was to be housed within Human Resources (HR) Department instead of the Finance Department. The proposed update to the classification was prompted by this move.

Historically, as the Chief Negotiator, the Human Resources Director has worked closely with the Payroll Administrator to ensure the proper implementation and facilitation of labor contracts and all applicable federal and state payroll laws, rules, and regulations. The Payroll Administrator also works closely with other HR staff to verify employment information, and various City policies and procedures. Assigning this position, as well as the newly created Payroll Analyst classification, to the HR Department, will provide more seamless communication, decrease inefficiencies, and provide more consistency with processes and procedures.

This move has been approved by City management and the proposed changes reflect the new department hierarchy. Language has been added to better reflect the necessary knowledge, skills, abilities; the leadership responsibilities of the position; and to bring the classification up-to-date with other recent classification revisions across the City

The essential functions of the position are not being substantially changed and safeguards will remain in-place to consistently separate the duties and responsibilities of the payroll staff from other HR staff, such as those involved in recruitment and/or hiring activities, etc.

Based on the current pay allocation and a recent salary survey, there is no recommended salary adjustment being made at this time; however, discussions are underway to remove this position from the Teamsters union, as the new lower level Payroll Analyst will be represented by Teamsters. This will be consistent with the HR Services Administrators, who are also supervisors with the department. With this change, the pay code will be reallocated from 975SA (\$38.27-\$46.52) to 975 (\$37.54-\$45.64).

Thank you for your consideration.

CITY OF YAKIMA
CLASS SPECIFICATION

CODE: 10301
02/188/24

TITLE: Payroll Administrator

REV:

DEFINITION: Under limited supervision **of the Director of Human Resources** ~~using independent judgement~~, is responsible for the complete operation of the payroll system for the City. Performs complex, highly responsible, ~~and independent~~ **and supervisory work, which is both general and specific, involving complex analytical and decision-making skills; research; consistent and objective judgement; and in-depth knowledge of City and department policies and practices. Applies substantial independent judgment and discretion in making responsible decisions, resolves problems, researches and interprets guidelines, regulations and policies.**

Serves as primary contact and provides lead direction for payroll related issues and to payroll support staff. With general direction, leads functions and activities of subordinate staff in areas in-of interpretation/implementation of labor contracts and Federal/State laws and regulations as related to payroll. Position may draft and execute subordinate employee performance evaluations, and manage special projects as assigned. ~~Serves as primary contact and provides lead direction for payroll related issues and to payroll support staff.~~

Coordinates with **other Human Resources staff Department** ~~regarding on-wage, salary and benefits administration. Makes responsible decisions, resolves problems, researches and interprets guidelines, regulations and policies.~~ Works efficiently and professionally with regulatory agencies, unions, and City employees and other individuals to address concerns; resolves issues; provides information; and prepares/presents documentation to report and support payroll activities. Requires initiative and self-management to meet all financial/payroll requirements, and/or deadlines.

DUTIES

ESSENTIAL FUNCTIONS: Administers payroll functions including but not limited to: organizing, maintaining and processing the payroll for the City. Ensures all contracts, pay ordinances, administrative guidelines, Federal and State laws are implemented and correctly adhered to as they pertain to employee compensation. Researches applicable regulations, codes or policies regarding questions, issues and circumstances as they arise in contractual arrangements, proposed compensation or benefit changes and other issues related to employee compensation. Processes personnel action forms, ensures the accuracy of information; adjusts payroll master

to reflect new hires, terminations, changes, transfers and other related changes. Responsible for withholding accurately on garnishments, excessive leave balances and other necessary adjustments or withholdings/deductions.

Reconciles all salary, wage and benefit components ensuring complete accuracy for all internal and external reporting. Prepares and submits a variety of quarterly and year-end reports to various regulatory agencies such as Internal Revenue Service, Employment Security Department, 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. Answers payroll questions regarding earnings and withholdings.

TSupervises, trains and mentors assigned staff in payroll procedures. Assigns, directs, and oversees daily work of support staff **while providing leadership, guidance and direction; provides assistance in resolving difficult or unusual issues.** Reviews subordinate work, ~~and performs quality assurance audits, and evaluates employee performance including recommending or taking disciplinary action as necessary.~~ Provides performance appraisal input ~~and recommendations.~~ Brings disciplinary problems to the attention of the ~~Financial Services Manager~~ **Director of Human Resources.** ~~PMay~~ participates in the hiring and selection of support staff.

May train and instruct City employees on payroll policies and procedures to ensure efficient, accurate timekeeping. Answers payroll inquiries on timekeeping, leave interpretations, pension provisions and payroll processing procedures. Regularly evaluates payroll policies and procedures, recommends and/or implements improvements. Coordinates payroll activities with other City divisions, employees, benefit administrators, union representatives and a variety of state and federal officials.

Performs as liaison between the third-party providers and the City. 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. Responds to inquiries from employees, pensioners, other agencies, etc. maintaining 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.

Works closely and in regular cooperation with other Human Resources staff regarding contract interpretations and implementation, salary changes, new hires, transfers and terminations; preparation of various personnel and financial reports, etc. Maintains all reports and payment of premiums for medical, dental and life insurances. Works closely with Information Technology (IT) Services Division and/or the Finance Department regarding changes affecting payroll. Ensures accuracy and confidentiality of payroll records/reports.

Oversees 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. Ensures compliance with local/state/federal regulation standards, City policies, etc.

Exercises independent judgment within broad policy guidelines; monitors compliance with, and changes in, state and federal regulations, standards and legislation. Maintains knowledge of and implements legal, regulatory or contracted changes affecting the payroll system. Provides leadership, guidance, feedback and oversight to subordinant staff and researches additional information as needed. 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.

Provides staff support for and participates in the negotiation of collective bargaining agreements; researches, tests, analyzes and prepares data and other necessary materials for contract negotiations as needed.

Supports the relationship between the City of Yakima and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; enthusiastically promotes the City goals and priorities in compliance with all policies and procedures.

Compiles and analyzes data, develops recommendations, prepares reports based on the findings and results, and takes other appropriate action(s) when necessary. May assist management in setting policies and procedures, and problem-solving issues on both individual and departmental levels.

Contributes to the effectiveness of the HR Department and City government by demonstrating and fostering an attitude that encourages cooperation and coordination of efforts, effective time management, and efficient use of resources. Provides continuous effort to improve

operations, decrease turnaround times, streamline work processes, and work cooperatively to provide exceptional customer service to internal and external customers.

May perform any/all duties of the Payroll Analyst classification.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of: technical, financial, legal and/or payroll principles/regulations, theories and concepts; reporting requirements of Federal and State governments pertaining to payroll and pensions; departmental principles, practices, policies and procedures; Civil Service; the City of Yakima's collective bargaining agreements; and applicable federal, state and city laws and ordinances; applicable collective bargaining agreements; computerized applications pertaining to payroll system. Knowledge and understanding of the operational functions and responsibilities of the Human Resources Department, City Council and the Civil Service Commissions.

Knowledge of best principles and techniques of personnel supervision; project management; leadership and mentorship practices; employee recruitment, training and development practices and techniques; principles and practices of work flow analysis; record keeping systems, processes, and practices; and municipal records retention procedures, and techniques. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Working knowledge of computer spreadsheets; databases; industry applications; Microsoft Office Suite including Excel; report writing tools; and office equipment.

Strong working knowledge of: computer programs and industry applications; Microsoft Office Suite; office equipment; professional office procedures and practices; and computerized municipal budgetary practices. Ability to operate standard office equipment including, but not limited to: computer, fax/copy machine, telephone etc.

Knowledge of techniques and strategies for dissemination of written and verbal information to a wide range of individuals, including, but not limited to: managers, staff, other businesses or agencies, and members of the public.

Must be able to communicate clearly and effectively, with employees, members of the public representing diverse education and backgrounds, and with officials at all levels of government utilizing well-developed communication skills, both written and oral, with appropriate use of business English including, but not limited to: correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. Must routinely and regularly maintain a high level of confidentiality and discretion through all forms of communication, with ability to respond in a diplomatic and confident manner to upset individuals. Ability to positively receive feedback and take direction is essential.

Ability to: efficiently and effectively enter information into computer system with speed and accuracy; research, read, interpret and analyze documents and make recommendations based on facts; produce and maintain accurate records and reports; research, read, interpret, apply and explain laws, codes, rules, regulations, policies and procedures; identify and define compound problems, establish facts and draw valid conclusions; facilitate small or large group meetings; make informative and persuasive presentations to individuals and groups; to work independently with self-direction or minimal direction and oversight; interact courteously, efficiently and effectively with persons from diverse occupational and socio-economic backgrounds; establish and maintain cooperative, effective working relationships with City employees, public and employees of State and Federal agencies; plan, organize, and prioritize time and work; manage multiple diverse issues with competing deadlines; provide and maintain sustained attention to details, be accurate and thorough; work under timeline and other pressures; prioritize and assign workloads; operate computer terminals and related office equipment; perform moderately complex mathematical calculations; supervise and train staff; analyze situations, resource materials and data; assists with and tests system changes; suggest and/or adopt an effective course of action; prepare and maintain a variety of records; coordinate activities of other work groups to provide comprehensive service; work in a punctual, regular and reliable manner. Must possess ability to quickly adapt to changing priorities and demands.

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 read interpret, apply and explain complex procedures and/or regulations in a clear and concise manner.

Ability to establish, facilitate, and maintain effective working relationships with other employees, State and Federal agencies and the public; to consistently demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of

ethnicities, cultures, opinions, and beliefs; supervise, plan, organize, and direct the work of a subordinate personnel; evaluate personnel performance; provide constructive feedback to subordinates; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus.

~~Must possess well developed communication skills, both written and oral, with appropriate use of business English including correct grammar, letter composition, spelling, and punctuation; and excellent analytical and organizational skills, along with strong negotiation, and presentation skills. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.~~

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 payroll and/or supervisory responsibilities.

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. Constant use of both hands in reaching/handling/grasping/~~fingering~~ keyboarding and other fine motor skill manipulation while performing duties and operating computers. Occasional heavy work includes lifting and carrying up to 30 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 process and recall 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: Work with the public and employees, some of whom may be angry, upset, ~~irate~~ or emotionally elevated, ~~disturbed~~. Frequent extension of work day to meet required deadlines or to address issues, including weekends and holidays. May require occasional travel from site to site for attendance at meetings.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License. **Certified Payroll Professional (CPP), Society for Human Resources Management Certified Professional Certification (SHRM-CP) or Senior Certified Professional Certification (SHRM-SCP) is preferred.**

MINIMUM CLASS REQUIREMENTS: Bachelor's degree in Accounting, Finance, Public/Business Administration or related field plus two (2) years' experience with complex payroll responsibility.

Administrative experience and working knowledge of collective bargaining, and/or public sector financial experience is preferred.

Certified Payroll Professional (CPP) certification, Associate's Degree or Vocational Certification in Accounting, Finance, Public/Business Administration or related field, plus two (2) additional years' complex payroll experience may substitute for related Bachelor's degree.

*Replaced Financial Coordinator 10/80

*Renamed from Payroll Officer 02/18

FLSA STATUS: Exempt

ADOPTED DATE: 1/91

REVISED DATES: 6/91; 7/98; 11/10, 02/18, 8/24

TITLE CHANGES: 1/91

UNION: **TEAMSTERS NON REPRESENTED**

CIVIL SERVICE STATUS: CHARTER



COMMUNITY DEVELOPMENT DEPARTMENT

Code Administration Division

129 North Second Street, 2nd Floor Yakima, Washington 98901

(509) 575-6126 • Fax (509) 576-6576

codes@yakimawa.gov • www.buildingyakima.com

Memorandum

TO: Charter Civil Service Commission
FROM: Glenn Denman, Code Administration Manager
DATE: July 29, 2024
SUBJECT: Considerations for the revision to the Permit Project Coordinator position

I am submitting proposed revisions to the Permit Project Coordinator job classification for your consideration.

The purpose of these revisions is to further clarify responsibilities, add customary information in relation to the tasks of this position, and to add to the minimum qualification requirements.

This position has been vacant since March 7, 2024. We have had two unsuccessful recruitment attempts. We've determined that it is necessary to alter the minimum qualifications in order to clarify, expand the candidate pool, and to attract qualified candidates to compete for this position.

The proposed changes do not change overall experience level, authority or responsibility of the position. No change in pay allocation is recommended at this time.

Thank you for your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 4430
11/128/24

TITLE: Permit Project Coordinator

Est.

DEFINITION: Under general supervision of the Supervising Code Inspector this position is one of the City's ~~primary~~ contacts for a wide variety of development projects that may involve multiple or complex permits and approvals. This position interacts with customers, city staff, other government agencies, and the general public to: inform and explain the city permitting requirements and processes, ensure that projects are reviewed in accordance with operational design, gather additional information requested, resolve permitting issues and advise of permit decisions. This position requires attention to detail, organization, and accuracy and may be granted the authority to make permit decisions on behalf of other departments.

DUTIES

ESSENTIAL FUNCTIONS: Ensures and coordinates the timely review of projects and approvals by appropriate decision makers.

Receives, ~~and~~ -distributes, and assigns development and construction plans for review.

Compiles written materials for project records, scans and/or ~~/copies~~ necessary project elements for dissemination to other divisions or agencies, prepares periodic reports or statistical information, reviews prior agreements and decisions to determine that all project requirements and approvals have been identified and met.

Assists in coordinating the permitting process with other City staff and ensures that appropriate approvals for the project are obtained. Gathers and disperses the information necessary for decisions to be made.

Tracks and answers questions as to status of permit applications, contacts applicants when permits are ready for issuance.

Coordinates permit and application issues with supervisor and staff.

Represents the City at project meetings, ~~and hearings.~~

Assures that policies and procedures are followed in the receipt, routing and processing of permit applications.

Processes permit applications by accepting the application, checking for accuracy and completeness, receipting it in, and calculating fees.

~~May~~ Routes applications ~~ing~~ to appropriate review staff, ~~monitoring~~s application progress for status reports, and ~~preparing~~s plans and permits for issuance; issues simple, routine permits within scope of authority and responsibility assigned. May ~~a~~Assists in the scheduling of requests for field inspections and may maintains ~~an~~ inspection activity tracking logs as necessary.

May ~~p~~Provides general building and related code information and application forms to permit applicants and the general public, and provides guidance in filling out various permit applications and forms, making sure applicants understand the permitting process and the necessary information and attachments required to submit an accurate and complete application.

Recommends improvements regarding division's work flow/organization, operating systems, policies and/or procedure as applicable.

Maintains follow-up records on projects/reports or other matters requiring action on a regular basis.

Completes mandatory and otherwise assigned trainings as required.

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

Requires regular and reliable attendance.

Performs other duties as assigned.

MAJOR WORKER CHARACTERISTICS: Basic knowledge of: architectural and civil plan identification; building codes; general land use development, ~~and~~ zoning regulations and related codes and regulations; the permitting process; construction materials and methods; and basic engineering principles and plans.

Knowledge and ~~U~~nderstanding of city codes and local ordinances as they relate to area of assignment; ~~record and bookkeeping systems; modern office practices and procedures;~~ mapping and legal descriptions.

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

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

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

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

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

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

Ability to: perform a variety of mathematical computations and tabulations with ability to read, interpret and analyze complex and technical

documents and to translate analysis into recommendations or reports; maintain records of monetary transactions and complex filing systems for other records and plans; operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone etc. Must be able to efficiently and effectively enter information into a computer system with speed and accuracy.

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

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

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

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, but may require driving to meeting and inspection sites. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Constant use of both hands in reaching/handling/grasping/~~fingering~~ **keyboarding and other fine motor skills manipulation** while performing duties operating on computers. Occasional heavy work includes lifting and carrying up to 25 pounds. Occasionally ascends/descends stairs and inclines while maintaining

balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory to retain complex information. May work in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: May encounter angry, irritated, or upset customers when conducting office and fieldwork.—hostile citizens. Subject to frequent interruptions and extensive contact with the public. ~~May be exposed to angry people when conducting office and fieldwork.~~

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License. International Code Council Certification related to permits or building codes is preferred.

MINIMUM CLASS REQUIREMENTS: High School diploma or GED plus two (2) years office/clerical experience performing records and/or project management, credentialing, and/or regulatory/legal compliance responsibilities for a business, agency or corporation. A Bachelor's Degree in construction management, building technology, architecture, engineering or related may substitute for 1 year of experience.

Experience related to building/land use codes, regulatory duties and/or enforcement is preferred.

OR

High School diploma or GED plus two (2) years of building construction and/or contracting, codes, permits building project management, or related experience including a minimum of one (1) year office experience. Courses in building technology or architecture may substitute for 1 year of the required work experience. International Code Council Certification related to permits or building codes is preferred.

OR

Eighteen (18) months experience working as a Permit Technician, Code Compliance Officer, Planning Technician or Planning Specialist for the City of Yakima. (Candidates with at least 12 months experience in these City of Yakima positions may supplement with up to 6 months experience as office/clerical experience performing records and/or project management, credentialing, and/or regulatory/legal compliance as initially defined above.)

FLSA STATUS: Non-Exempt
ADOPTED DATE: 11/5/12
REVISED DATES: 8/24
TITLE CHANGES:
UNION: AFSCME
CIVIL SERVICE STATUS: CHARTER

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



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MEMORANDUM

July 31, 2024

TO: City of Yakima Fire Civil Service Commission

FROM: Susan Madrigal, Administrative Assistant to the Fire Chief

SUBJECT: July 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:

Jesus Arceo – Telecommunicator
Karli Rasgorshek – Telecommunicator
Yulisa Apodaca – Telecommunicator
Lucia Treyes - Telecommunicator

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):

Chris Manion – Firefighter, retirement after 27 years of service

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



Memorandum

July 31, 2024

To: Civil Service Commission

From: Shawn Boyle, Interim Chief of Police

Subject: July 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
Carlos Correa	Services Specialist 1	7/1/24
Michael Kent	Police Officer	7/2/24
Francisco Santos-Monroy	Police Officer	7/3/24

2. Promotional or Provisional/Acting appointments:

Shawn Boyle	Chief of Police	7/1/24
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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):

(none)