



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

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

Regular Meeting

AGENDA

APPROVAL OF MINUTES

Approval of the September 9, 2024 minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 1) Consideration of minor Revisions to 4430 Permit Project Coordinator classification (Charter)
- 2) Consideration of Police Department classifications (Charter)
 - a) New Classification: Victim Services Senior Coordinator (3156)
 - b) Minor Revisions to Victim Services Coordinator (3155)
 - c) New Classification: Police Application Support Analyst (6275)
- 3) Consideration of Suspension of Probation for Transit Operator (Charter)

OTHER BUSINESS

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

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

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

JOINT MEETING – September 9, 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/Police and Fire Civil Service Commissioner Sean Worley, Charter Civil Service Commissioner Louisa Beckstrand, Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino, Police/Fire Civil Service Commissioner Camille Becker, and HR Services Administrator Gretchen Peterson-Lee. and Chief Examiner Debbie Korevaar was absent and excused.

Worley called the meeting to order.

APPROVAL OF MINUTES

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

NEW BUSINESS

1) Consideration of Revision to 5268 Lifeguard/Instructor classification (Charter)

Parks and Recreation Manager Ken Wilkinson requested to change the Water Safety Instructor (WSI) certification from “required” to a preferred qualification. Recreation Program Supervisor Jason Zeller added the WSI certification is for instructors teaching swim lessons and is desirable, but not a necessary requirement for lifeguards. It is also very difficult to find candidates who are WSI certified. Wilkinson commented Zeller does a great job of providing training and swim lesson instruction to lifeguard staff.

Worley inquired as to if there are current staff with this certification. Zeller confirmed a couple of instructors possess the certification.

Beckstrand **motioned** to approve proposed revisions to 5268 Lifeguard/Instructor. Worley **seconded**. Motion approved unanimously.

2) Consideration of Revision to 8213 Automotive Storekeeper classification (Charter)

On behalf of Fleet and Facilities Manager Kerry Jones, Peterson-Lee shared the minimum requirements are being updated to include a high school diploma or GED, and “related” to the experience requirement. The requirement of the Freon and Hazardous Material Handling Certification is being removed since this is not a duty this position performs. Other revisions to the classification are language updates and Major Worker Characteristic changes recently made in other classifications.

**CITY OF YAKIMA
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Trevino **motioned** to approve the proposed revisions to 8213 Automotive Storekeeper. Beckstrand **seconded**. Motion approved unanimously.

3) Consideration of Revision to 8225 Fire Mechanic I (Fire)

Fire Chief Aaron Markham, shared this classification was last updated in 2017, and the most significant change is adding the requirement to obtain a Commercial Driver's License (CDL). It was discovered the Emergency Vehicle Incident Prevention (EVIP) certification currently in the classification only pertains to firefighters operating fire apparatus. Therefore, since the mechanics are not firefighters, they must have a CDL to operate fire apparatus. There is currently one employee in this position who has already obtained the CDL permit and is working on the training through Public Works Department. He will have 11 months from approval of this revision to continue the training and obtain his certification. Other updates are consistent with language recently added to City classifications.

Markham pointed out the CDL requirement states "without air brake restriction", Through some research, Korevaar discovered CDL's don't receive endorsements, rather are issued exemptions or restrictions.

Trevino clarified we are extending this for the 11-month period to allow the employee to obtain the CDL. Markham confirmed.

Trevino **motioned** to approve the proposed revisions to 8225 Fire Mechanic I. Becker **seconded**. Motion approved unanimously.

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 October 7, 2024. Materials were to be submitted to the Chief Examiner by September 20, 2024.

There being no further business before the Commission, the meeting was adjourned at 3:42 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.



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: Julia Rosales, Supervising Code Inspector
Glenn Denman, Code Administration Manager
Bill Preston, Director of Community Development
DATE: October 28, 2024
SUBJECT: Revision Considerations to the Permit Project Coordinator position

Proposed revisions to the Permit Project Coordinator (PPC) job classification are being submitted for your consideration. The purpose of these revisions are to further clarify responsibilities of this position.

The Civil Service Commission reviewed this position on August 5th of this year to consider expanding the minimum qualifications. After additional review of the needs of the division it has been determined that there is a need for a second PPC. Both PPC positions will be responsible for low level reviews and the coordination of permits and licenses. Licensing has always been under the prevue of the office of Code Administration. This classification has always participated in licensing and permitting duties within the division. These revisions simply add more specificity in regards to the duties of the position.

The proposed changes do not change overall experience level, general 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	TITLE: Permit Project Coordinator	REV: 811/24
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DEFINITION: Under general supervision of the Supervising Code Inspector this position is one of the City's contacts for a wide variety of development projects that may involve multiple or complex permits/licenses and approvals. This position interacts with customers, city staff, other government agencies, and the general public to: inform and explain the city permitting/licensing requirements and processes, ensure ~~that~~ projects are reviewed in accordance with operational design, gather additional information requested, resolve permitting/licensing issues and advise of permit/license decisions. This position requires attention to detail, organization, and accuracy and may be granted the authority to make permit/license decisions on behalf of other departments.

DUTIES

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

Receives, 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/licensing process with other City staff and ensures ~~that~~ appropriate approvals for the project are obtained. Gathers, reviews, and disperses the information necessary for decisions to be made.

Tracks and answers questions as to status of permit/license applications, follows up with other governmental entities and agencies as necessary, and contacts applicants when permits/licenses are ready for issuance.

Responds timely to inquiries regarding permitting/licensing processes, applications, and issues. Coordinates permit, license and/or application issues with supervisor and staff.

Represents the City at project meetings.

Assures ~~that~~ policies and procedures are followed in the receipt, routing, reviewing, and processing of permit/license applications as applicable.

Processes permit/license applications by accepting and/or reviewing the applications, checking for accuracy and completeness, receipting it in, and calculating fees.

Routes applications to appropriate review staff, monitors application progress for status reports, and prepares plans and permits/licenses for issuance. ;iIssues simple, routine permits and/or licenses within scope of authority and responsibility. ~~assigned.~~ May assist in the scheduling of requests for field inspections and may maintain tracking logs as necessary.

May provide general building and related code or application information/forms and application forms to permit/license applicants and the general public. ~~and p~~Provides guidance in filling out various permit/license applications and forms, making sure applicants understand the permitting/licensing processes 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 and punctual attendance.

Performs other duties as assigned.

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

Knowledge and understanding of city codes and local ordinances as they relate to area of assignment; 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/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. Subject to frequent interruptions and extensive contact with the public.

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, building project management, or related experience including a minimum of one (1) year office experience.

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;11/24

TITLE CHANGES:

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER



Memorandum

October 30, 2024

To: Charter Civil Service Commission

From: Shawn Boyle, Interim Chief of Police

Subject: Consideration of new classifications: Victim Services Senior Coordinator (3156) and Police Application Support Analyst (6275) and minor Revision of Victim Services Coordinator (3155).

We are submitting for your consideration and approval two new job classifications, the Victim Services Senior Coordinator, and Police Application Support Analyst, as well as some minor revisions for consistency to the Victim Services Coordinator classification.

The new classifications have been developed to require higher minimum qualifications while encompassing increased levels of authority and responsibility than existing classifications already housed within the Yakima Police Department (YPD). The creation of these positions elevates the experience and service levels, while providing long-term opportunities for growth, development and career advancement.

The Victim Services Senior Coordinator job classifications has been drafted to reflect a "senior" level, to our Victim Services Coordinator reflecting a hierarchy and internal structure for a newly developing division of services. The classification includes the duties of a Victim Services Coordinator, but focuses on an enhanced depth of knowledge and expertise gained through experience. It also includes some duties and responsibilities for leadership and guidance to the lower-level classification. The Victim Service Coordinator classification has been edited slightly for consistency.

The Police Application Support Analyst classification has similarly been developed to be at a higher level with more expansive duties than the existing Police Application Specialist. This classification was created utilizing a similar classification within our IT Services Division; the IT Services Application Support Analyst. The new classification provides more comprehensive language regarding broader program application duties and outlines support and guidance to the Police Applications Specialist.

The Chief Examiner reviewed the classifications within YPD, and across the City, as well as external salary information. It has been determined the newly developed the Victim Services Senior Coordinator classification should be allocated at pay grade 21.0 (\$31.03-\$37.27), and based on the authority, duties and responsibilities outlined, the new Police Application Support Analyst should be allocated at pay grade 23.5 (\$34.79-\$41.59). This aligns it equally to the IT Services Application Support Analyst.

Thank you for your consideration of our request to establish and revise these classifications.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 3156	TITLE: Victim Services Senior Coordinator	EST. 11/24
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DEFINITION: Under the direction and general supervision of the Chief of Police or designee, provides professional support and assistance to families and victims of violent and other related crimes. As a senior coordinator, provides a high level of outreach, education and support while conducting initial and/or follow-up assessment interviews with victims and witnesses of crimes under the investigation of the Yakima Police Department.

Provides victims with information about appropriate community resources and social service organizations including, but not limited to: crisis intervention, counseling, health and protective services, and Crime Victim's Compensation. Assesses and documents the reaction of the victim and the trauma impact associated with the crime. Acts as a liaison between victims/witnesses and the criminal justice system, including, but not limited to: police, courts, social services, medical providers, schools and community-based programs, to familiarize and educate them about the investigative and legal processes in an effort to increase victim/family safety, decrease reluctance, while building trust with the various criminal justice processes. Prepares information to aid law enforcement in making informed decisions about potential prosecutions, resources and case viability from a trauma informed lens.

Responsible for locating and maintaining contact with victims and witnesses as needed. Works with the Prosecutor's Office, and private or non-profit services related to crime victim advocacy. Provides support for victims and their families during court hearings, and for recruiting, screening and training volunteer victim advocates. Law enforcement victim-based advocates may be assigned to a wide variety of law enforcement-based incidents, both criminal and non-criminal, to include but not limited to domestic violence, homicide, suicide, gang incidents, mental health circumstances and property crimes. While a strong emphasis will be to support the domestic violence unit, advocate(s) will be utilized as a department resources in various circumstances.

May coordinate, facilitate, and/or assign work to subordinate staff and volunteers. Performs complex work applying independent judgement in making sound decisions and recommendation; evaluating and resolving difficult or unusual problems; providing advanced knowledge, support and guidance in interpreting rules, laws, guidelines and regulations; and in compliance and under the guidance of state law and City and department policies, procedures, rules and regulations.

DUTIES

ESSENTIAL FUNCTIONS: Provides ongoing assistance, guidance, training, feedback, oversight, and support to Victim Services Coordinators, volunteers and other staff members. May assist in assigning, prioritizing and monitoring work. Performs as a resource to other employees; possesses and demonstrates a high-level of knowledge and skill concerning policies, procedures and techniques necessary to handle issues as they arise.

Provides information and feedback to supervisory and management personnel on employee performance, process improvements, policy issues, and budget considerations. May review work of subordinates for quality and accuracy. Researches information as needed. Provides training and assists in developing and implementing procedures that encourage consistency and quality service delivery.

Provides professional assistance to victims of crime with priority given to the safety of victims, specifically in domestic violence and/or other violent incidents. Receives, screens, and answers a variety of inquiries from victims, witnesses, attorneys, and staff within scope of authority, by phone or in person, maintaining the highest level of confidentiality both within and outside the workplace. Guards all communication closely and treats information learned in the course of daily work as highly confidential, avoiding any manner of inappropriate and/or unintentional disclosure.

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

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

Communicates with police officials, jail personnel, private treatment agencies, and other City legal and department personnel to obtain and relays information related to cases pending in court. Prepares correspondence and/or reports, tracks cases and

uses a computer database to obtain, collects and evaluates information. Researches, compiles and prepares reports for statistical data in an accurate and timely manner; performs case preparation and consults with the prosecutor on filing and prosecutorial decisions.

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

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

Assists law enforcement in providing medical advocacy, specifically with regard to violent crime. Learns, develops, and works with protocols to help ensure those with possible traumatic brain injuries, strangulation injuries and other violent crime injuries, receive medical referrals and specific information required by law, in addition to their crime victim compensation information.

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

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

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

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

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

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

May perform any and all duties of the Victim Services Coordinator classification.

Requires regular, reliable and punctual attendance.

Performs other duties as assigned.

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

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

Knowledge of available State and Federal social service agencies and local community resources, with understanding of the services provided. Knowledge of best principles and effective supervisory, leadership and mentorship practices, principles and techniques; time and project management; practices and principles of work flow and

systems 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, related to victim's rights, defendants, and service providers.

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

Knowledge of techniques and strategies for dissemination of complex and/or technical written and verbal information to a wide range of individuals, including but not limited to other employees, legal representatives, government or elected officials, and members of the public. Knowledge of State and Federal laws regarding dissemination of criminal and non-criminal and other confidential information; department policies and procedures.

Must be able to professionally communicate clearly and effectively with a wide variety of people, including, but not limited to: other employees, members of the public representing diverse levels of education and background, and with officials at all levels of government utilizing well-developed communication skills, both written and oral, with appropriate use of business English including, but not limited to: preparation and formatting of forms and documents; correct grammar, vocabulary, letter composition, editing, spelling, and punctuation.

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

Ability to coach, mentor, plan, organize, lead and evaluate the work of subordinate staff; evaluate personnel performance; provide constructive feedback to subordinates; develop and implement accountability methods; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus. Ability to train and educate volunteers or other employees in best practices of victim advocacy methods, processes and procedures. Ability to positively provide/receive feedback, and to take direction is essential.

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

Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail; formulate goals; work under timeline and other pressures; prioritize and assign work; manage multiple tasks with competing deadlines; handle stressful situations, and complete work quickly and accurately while dealing with multiple interruptions. Ability to appropriately seek guidance or assistance as needed. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

Ability to establish, facilitate, and maintain effective working relationships with other employees, the public, community organizations and service providers, members of the legal community, and government agencies; to consistently and continually demonstrate tact, diplomacy, discretion, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; and to demonstrate a willingness to complete a wide variety of tasks as required.

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

Ability to successfully work with people, some who may be upset, angry or frightened; make independent decisions regarding the disposition of calls for assistance. Ability to respond effectively in crisis and emergency situations and to exert a calming influence on, reassure and advise individuals in crisis. Ability to calmly and effectively provide support and guidance in a professional manner to subordinate staff and volunteers under stressful situations, within and outside of normal work hours.

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

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

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

PHYSICAL DEMANDS: Work is performed primarily in an office or courtroom setting with occasional traveling to different locations. While in the office, will be sitting at a desk or computer terminal for extended periods of time or standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Constant use of both hands in reaching/handling/grasping/keyboard and other fine skills manipulation while performing duties and operating computers. Occasional heavy work includes lifting and carrying up to 25 pounds. Occasionally ascends/descends stairs while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain/utilize long-term and short-term memory to retain complex information. May work in remote locations or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License. Will need to obtain and maintain necessary advocacy training as required. Must have the ability to become bonded as a notary public of the State of Washington.

MINIMUM CLASS REQUIREMENTS: Bachelor's degree in counseling, social work, nursing, or a related field plus three (3) year of experience providing direct services to victims and/or witnesses via social work; criminal, civil or municipal law; medical care; or related field. Masters degree is preferred.

OR

Associate degree in paralegal studies, criminal justice, social work, nursing, or related field, and five (5) years' experience providing direct services to victims and/or witnesses via social work; criminal, civil or municipal law; medical care; or related field.

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

Prior experience and/or training in domestic violence, victim advocacy and/or direct patient care is strongly preferred.

FLSA STATUS: Non-Exempt

ADOPTED DATE: 11/23

REVISED DATES: _____

TITLE CHANGES _____

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 3155	TITLE: Victim Services Coordinator	EST. 11/23 <u>24</u>
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DEFINITION: Under the direction and limited supervision of the Chief of Police or designee, provides support and assistance to families and victims of violent and other related crimes. Provides outreach and conducts initial assessment interviews with victims and witnesses of crimes under the investigation of the Yakima Police Department.

Provides victims with information about appropriate community resources and social service organizations including, but not limited to: crisis intervention, counseling, health and protective services, and Crime Victim's Compensation. Assesses and documents the reaction of the victim and the trauma impact associated with the crime. Acts as a liaison between victims/witnesses and the criminal justice system, including, but not limited to: police, courts, social services, medical providers, schools and community-based programs, to familiarize and educate them about the investigative and legal processes in an effort to increase victim/family safety, decrease reluctance, while building trust with the various criminal justice processes. Prepares information to aid law enforcement in making informed decisions about potential prosecutions, resources and case viability from a trauma informed lens. ~~Provides victims with information about appropriate community resources and social service organizations including but not limited to crisis intervention, counseling, health and protective services, and Crime Victim's Compensation.~~

Responsible for locating and maintaining contact with victims and witnesses as needed. Works with the Prosecutor's Office, and private or non-profit services related to crime victim advocacy. Provides support for victims and their families during court hearings, and for recruiting, screening and training volunteer victim advocates. Law enforcement victim-based advocates ~~could~~ may be assigned to a wide variety of law enforcement-based incidents, both criminal and non-criminal, to include but not limited to domestic violence, homicide, suicide, gang incidents, mental health circumstances and property crimes. While a strong emphasis will be to support the domestic violence unit, advocate(s) will be utilized as a department resources in various circumstances.

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

DUTIES

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

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

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

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

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

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

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

Assists law enforcement in providing medical advocacy, specifically with regard to violent crime. Learns, develops, and works with protocols to help ensure those with possible traumatic brain injuries, strangulation injuries and other violent crime injuries, receive medical referrals and specific information required by law, in addition to their crime victim compensation information.

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

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

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

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

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

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

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

Performs other duties as assigned.

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

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

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

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

Knowledge of techniques and strategies for dissemination of complex and/or technical written and verbal information to a wide range of individuals, including but not limited to other employees, legal representatives, government or elected officials, and members of the public. Knowledge of State and Federal laws regarding dissemination

of criminal and non-criminal and other confidential information; department policies and procedures.

Must be able to professionally communicate clearly and effectively with a wide variety of people, including, but not limited to: other employees, members of the public representing diverse levels of education and background, and with officials at all levels of government utilizing well-developed communication skills, both written and oral, with appropriate use of business English including, but not limited to: preparation and formatting of forms and documents; correct grammar, vocabulary, letter composition, editing, spelling, and punctuation.

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

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

Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail; formulate goals; work under timeline pressures; prioritize workloads; manage multiple tasks with competing deadlines; handle stressful situations, and complete work quickly and accurately while dealing with multiple interruptions. **Ability to appropriately seek guidance or assistance as needed.** Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

Ability to establish, facilitate, and maintain effective working relationships with other employees, the public, community organizations and service providers, members of the legal community, and government agencies; to consistently and continually demonstrate tact, diplomacy, discretion, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; and to demonstrate a willingness to complete a wide variety of tasks as required. Ability to positively **provide**/receive feedback, and take direction is essential.

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

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

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

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

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

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

PHYSICAL DEMANDS: Work is performed primarily in an office or courtroom setting with occasional traveling to different locations. While in the office, will be sitting at a desk or computer terminal for extended periods of time or standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Constant use of both hands in reaching/handling/grasping/keyboard and other fine skills manipulation while performing duties and operating computers. Occasional heavy work includes lifting and carrying up to 25 pounds. Occasionally ascends/descends stairs while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain/utilize long-term and short-term memory to retain complex information. May work in remote locations or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: May be in contact with angry, irate, upset emotionally disturbed, or uncooperative people in high stress situations. Occasional extension of work day to meet deadlines. May require travel from site to site to meet

with victims or witnesses, or for attendance at meetings, including evening meetings. May be asked to attend remote training for specialized operations and skills, and/or occasionally extend the work day to meet deadlines.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License. Will need to obtain and maintain necessary advocacy training as required. Must have the ability to become bonded as a notary public of the State of Washington.

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

OR

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

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

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

FLSA STATUS: Non-Exempt

ADOPTED DATE: 11/23; 11/24

REVISED DATES: _____

TITLE CHANGES _____

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 6275	TITLE: Police Application Support Analyst	EST. 11/24
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DEFINITION: Under general to limited supervision maintains and supports in-house and vendor supported computer application programs; troubleshoots and analyzes operational problems; develops and/or recommends solutions; implements security procedures for application access; develops lesson plans; trains users; and performs or manages special projects. Work is performed with considerable latitude for the use of independent judgment and initiative.

Performs in an application support analyst capacity at the Yakima Police Department and may provide work direction to subordinate Police Applications staff. Performs complex work making sound decisions and recommendation; evaluating and resolving difficult or unusual problems; providing advanced knowledge, support and guidance, and training to program users and Police Applications Specialists. Work is evaluated through performance evaluations, conferences, observation, user satisfaction and results achieved.

DUTIES

ESSENTIAL FUNCTIONS: Provides ongoing assistance, guidance, training, feedback, oversight, and support to Police Application Specialists, and performing duties responsible for the overall application system administration activities, such as development, installations, removals, upgrades, modifications, troubleshooting, data integrity, and security. Implements and maintains databases and input/output protocols, standards, and reports.

Manages and supports major applications and systems; identifies and corrects application problems; coordinates specialty reporting systems; and manages special projects designed to improve user productivity.

Consults with users to determine business needs. Designs, and develops and implements minor in-house web applications and/or recommends and supports vendor supported solutions to efficiently and effectively fulfill user specifications and business need. Works with users, vendors and other City staff to address user concerns and resolve issues. Performs application upgrades, manages configuration and security. Analyzes existing reports and rewrites or recreates programs using updated and modern languages or tools and web technologies. Cooperatively coordinates and participates with users, vendors, ITS staff and other stakeholders in the feasibility of applications and recommends software and/or hardware solutions.

Meets with management, supervisory, and other staff regarding application usage, improvements, modifications, upgrades, maintenance and training needs for users. Researches regulations, processes, procedures and/or technical reference materials as necessary. Provides recommendations; develops and/or modifies applications as necessary; assists with implementation; and provides necessary leadership and training to assist users.

Troubleshoots, identifies and corrects problems occurring within systems, databases or programs. Ensures system operations procedures are followed and system integrity is maintained. Determines feasibility of systems, recommends improves and updates systems documentation.

Develops training processes to familiarize users with newly created application processes and programs. Instructs how new applications relate to previously used applications. Training includes how the application works, what the applications includes how to obtain the information sought and how to print the results. Implements and maintains security systems restricting entrance/access to programs and reports, restricting the amount of disk space available and the types of operations that can be performed. Appropriately documents all procedures.

May perform any and all duties of the Police Application Specialist classification.

Requires regular, reliable and punctual attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of applicable federal, state and city laws and ordinances; City of Yakima policies and procedures; methods and techniques of computer programming; data processing theory; operating systems; modern relational database systems and operations; methods and techniques of systems analysis; modern computer languages and systems; networking and computer hardware and peripheral equipment; police business processes; and workflow.

Knowledge of best principles and techniques of project/program leadership; practices and principles of work flow and systems analysis; record keeping systems, processes, and practices; best principles and practices for municipal records retention procedures, and techniques. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite including Excel; and office equipment; professional office procedures and practices. Advanced knowledge of Spillman and other common database programs such as Structured Query Language (SQL), Oracle and Open Database

Connectivity (ODBC) at an application level and knowledge of WordPress, Hypertext Preprocessor (PHP), Hypertext Markup Language (HTML), JavaScript, Cascading Style Sheets (CSS), Representational State Transfer (REST) and other web technologies.

Knowledge of training techniques and strategies for dissemination of complex written and verbal information to a wide range of individuals. 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 and/or law enforcement, utilizing possess well-developed communication skills, both written and oral, with appropriate use of business English including but not limited to correct grammar, vocabulary, spelling, and punctuation with ability to express ideas clearly and concisely.

Ability to present complex information in both written and verbal formats to people with different technical knowledge and expertise. Must possess the ability to make informative and persuasive presentations to individuals and groups by effectively orally and in writing in a manner understandable to non-technical personnel. Ability to understand and execute complex oral or written instructions; apply professional, independent judgment and discretion in making responsible decisions and resolving unusual problems. Must possess ability to identify and define multi-faceted problems, establish facts and draw valid conclusions

Ability to establish and maintain effective working relationships with technical and non-technical personnel including, but not limited to: city employees, elected officials, vendors, 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; train application specialists and other City employees in a variety of processes, procedures and methods; plan, organize, and direct the work of subordinate personnel; coach, mentor, lead and assist in evaluating the work of others; provide constructive feedback and leadership to subordinates or application users; 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 provide/receive feedback and take direction is essential.

Ability to operate standard office equipment including, but not limited to: computer, copy/fax machine, telephone Ability to identify, analyze, troubleshoot, and/or assess user needs or problems, and develop appropriate solutions utilizing applications or third-party software. Ability to form complex database queries, create views, and other related tasks to perform data analysis, create support call investigations and to interact with a variety of vendor's technical support. Must possess technical aptitude to work in a complex, enterprise level application and produce the desired results for the department.

Ability to perform typing and operate various computer systems, record management systems, word processing, spreadsheets/databases and other programs utilized by the City; prepare a variety of records and reports; and answer inquiries by telephone, e-mail, or in person. Must be able to adhere to a high level of non-disclosure standards and maintain confidentiality boundaries.

Ability to maintain composure in a public safety environment; work independently with self-direction and minimal direction or oversight; lead team projects; prioritize and assign workloads; maintain sustained attention to detail and work under timeline pressures; manage multiple tasks with competing deadlines; handle stressful situations and potentially upsetting data/information; and complete work quickly and accurately while dealing with multiple interruptions. Ability to appropriately seek guidance or assistance as needed. Must possess ability to quickly adapt to changing priorities and demands. Excellent analytical, problem-solving, troubleshooting) and organizational skills are 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 calmly and effectively provide support and guidance in a professional manner to staff and/or volunteers under stressful situations, within and outside of normal work hours. Ability to work extended hours as needed to carry out the responsibilities of the position.

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

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/keyboarding other fine skills manipulation while performing duties and operating computers/electrical devices. Occasionally may exert 50 pounds of force and/or 25 pounds to move objects. Occasionally ascends/descends stairs and ladders or walking on uneven terrain 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/utilize long-term and short-term memory to retain and recall complex information. May work outside, in remote locations or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to

perform the essential job functions.

UNUSUAL WORKING CONDITIONS: May be required to carry a cell phone or paging device and respond to technological or operating problems during after-work time, on weekends or on holidays. May be required to be in an On-Call status with limits on travel and social activities. This position will work closely with the Police Department and, thereby, be exposed to highly confidential and, sometimes, disturbing information.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License. WACIC/NCIC (Washington Crime Information Center/National Crime Information Center) Level II Certification will be required within 6 months after appointment.

MINIMUM CLASS REQUIREMENTS: High school diploma plus five (5) years progressively responsible experience in developing, managing and/or maintaining complex computerized business application systems; OR two (2) year certification/AA degree in computer science, data processing or a highly related discipline from an accredited college, university or vocational school plus three (3) years of experience listed above. Preferred qualifications: experience working in a public safety environment utilizing Spillman and a bachelor's degree plus two (2) years' applicable experience. Must pass a background investigation regarding applicant's aptitude, character, judgment, credit, driving record and criminal history.

FLSA STATUS: NON-EXEMPT
ADOPTED DATE: 11/24
REVISED DATES: _____
TITLE CHANGES: _____
UNION: AFSCME
CIVIL SERVICE STATUS: CHARTER



Yakima Transit
2301 Fruitvale Blvd.
Yakima, WA 98901
509 575-6054

MEMORANDUM

DATE: October 11, 2024
TO: Charter Civil Service Commission
CC: Debbie Korevaar, Chief Examiner
FROM: Jim Hogenson, Interim Transit Manager
Scott Schafer, Director of Public Works
SUBJECT: Request to suspend the probationary period for a probationary employee

A probationary employee was hired as a Transit Operator on June 5th, 2024. This position is under the AFSCME Transit bargaining unit contract and is subject to a one-year probationary period.

On October 16th, 2024 the employee will put into a leave without pay status for medical reasons, and at this time is expected to be out 3-4 months.

In order to allow appropriate evaluation time, we respectfully request a temporary suspension of the probationary period until the time the employee can return to full duty. The probation period will then resume, to include time equivalent to the time taken for the leave.

The employee will retain credit for the probationary time already accrued prior to the medical leave.

Thank you for your consideration.

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



401 North Front Street, Yakima, WA 98901

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

MEMORANDUM

October 30, 2024

TO: City of Yakima Fire Civil Service Commission

FROM: Susan Madrigal, Administrative Assistant to the Fire Chief

SUBJECT: September 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:

David Oleynik – Firefighter

2. Promotional or provisional/acting appointments:

Brittney Niblett – Public Safety Telecommunicator Supervisor (8/1/2024)

Jessica Finnell – Public Safety Telecommunicator Supervisor (8/2/2024)

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):

Daniel Apodaca – Firefighter, retirement with 28+ years of service

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

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



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MEMORANDUM
October 30, 2024

TO: City of Yakima Fire Civil Service Commission

FROM: Susan Madrigal, Administrative Assistant to the Fire Chief

SUBJECT: October 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:**
Stephanie Lamoureux – Fire Office Assistant
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):**
Ryan Hatfield – Firefighter, resignation

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



Memorandum

September 30, 2024

To: Civil Service Commission

From: Shawn Boyle, Interim Chief of Police

Subject: September 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
Caden Frank	Police Officer	9/10/24

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:

Police Sergeant	Written Reprimand
-----------------	-------------------

5. Separation from service, and reason (e.g. termination, medical separation, resignation, retirement, or death):

Miranda Wilske, Police Services Specialist 1	Resignation	9/10/2024
Chad Stephens, Lieutenant	Retirement	9/30/2024



Memorandum

October 31, 2024

To: Civil Service Commission
From: Shawn Boyle, Interim Chief of Police
Subject: October 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
Maximilian Woroniecki	Corrections Officer	10/01/24

2. Promotional or Provisional/Acting appointments:

Moraima Verstrate	Police Services Supervisor	10/01/24
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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:

Police Officer	8 - Hour Suspension
Corrections Officer	Verbal Reprimand

5. Separation from service, and reason (e.g. termination, medical separation, resignation, retirement, or death):

Anna Olson	Resignation	10/07/2024
Mark Dole	Retirement	10/21/2024