



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**

April 14, 2025 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

- 1) Approval of the March 10, 2025 minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 1) Consideration of new classification Community Services Specialist 3163 (Charter)
- 2) Consideration of Revisions to Corrections Office classification 6221 (Charter)
- 3) Consideration of Revisions to Victim Services Coordinator 3155 and Victim Services Senior Coordinator 3156 (Charter)
- 4) Consideration of Revisions to Fire Mechanic I 8225 (Fire)

OTHER BUSINESS

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

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

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

JOINT MEETING – March 10, 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/Police and Fire Civil Service Commissioner Sophia Trevino, Charter Civil Service Commissioner Louisa Beckstrand (via Zoom), Police/Fire Civil Service Commissioner Camille Becker, and Chief Examiner Debbie Korevaar. Worley called the meeting to order.

APPROVAL OF MINUTES

Approval of the November 4, 2024 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Becker and **seconded** by Trevino to approve the minutes. Motion **passed** unanimously.

NEW BUSINESS

1. Election of Chairman for Charter, Police, and Fire Civil Service Commissions

Worley opened nominations for the 2025 chairman.

Becker **motioned** for Sean Worley to continue as the Chairman. Trevino **seconded**. Motion approved unanimously.

2. Consideration of revisions to 11107 Chief Engineer (Charter)

Director of Community Development Bill Preston shared the Engineering Division used to perform more “in-house” engineering projects/duties in the past. Currently, most projects are facilitated utilizing outside contractors. The proposed update to the classification expands opportunities for internal promotions by changing the PE certification to preferred; provides a more accurate reflection on how business is being conducted; and it better defines the duties and responsibilities required.

Worley inquired if eliminating the requirement of the PE is due to not performing as much in-house engineering. Preston confirmed. He asserted the City needs the position to be more focused on plan review and project management.

Worley inquired about the hierarchy of City Engineer then Chief Engineer. Preston confirmed the City Engineer is the higher-level position.

**CITY OF YAKIMA
CHARTER CIVIL SERVICE COMMISSION
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Worley asked if the City Engineer required a PE. Preston confirmed. Worley inquired if it needed to identify which director it reports to. Korevaar explained it has changed several times over the years, so she left as vague. This will prevent it needing to be brought back to Civil Service for simply a change in directors.

Becker and Worley confirmed if you have a PE, you are qualified for the position without the years of experience, otherwise a PE certification is a preferred requirement. Korevaar confirmed and explained to test for a PE, applicants must have required years of service and pass the exam.

Trevino **motioned** to approve revisions to 11107 Chief Engineer. Beckstrand **seconded**. Motion approved unanimously.

3. Consideration of Suspension of Probation for Police Sergeant (Police)

Lieutenant Jim Moore requested suspending the probation for a Sergeant due to a protected leave period.

Trevino **motioned** to approve the Suspension of Probation for Police Sergeant. 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 April 14, 2025. Materials were to be submitted to the Chief Examiner by March 29, 2025.

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.



Memorandum

April 8, 2025

To: Yakima Civil Service Commission

From: Chief Shawn Boyle
Yakima Police Department

Subject: New Classification – Community Services Specialist

The Yakima Police Department (YPD) is requesting your consideration of a new job classification, Community Services Specialist.

The YPD has been short one Community Services Officer (CSO) for several months. The CSOs perform wide variety of routine police services-related tasks in support of departmental operations, including, but not limited to: animal control, parking enforcement, evidence collection, minor criminal investigation, review and approval of online reports, and providing assistance to patrol and/or records sections, as assigned.

During the past months, the needs of the unit have been re-evaluated. This evaluation has shown the current CSOs spend a large amount of time in the office completing clerical functions instead of performing higher-level tasks in the field. It has been determined hiring a full-time lower-level position to assist the CSO's with these clerical duties would greatly improve efficiency, and better utilize our current resources.

The Chief Examiner assisted in the creation of the new Community Services Specialist classification and she assessed the responsibilities and level of authority in relation to the Community Service Officers, and Police Service Specialists, in addition to other classifications across the City. Based on this evaluation, it is recommended the position be allocated at Pay Code 12.0 (\$21.13-\$25.35) which is equivalent to the Police Service Specialist 1 classification. Allocating the position at this level is appropriate for the duties being performed, and may also provide potential lateral opportunities within the department.

Thank you for your consideration.

CITY OF YAKIMA
CLASS SPECIFICATIONS

CODE: 3163 4/25	TITLE: Community Service Specialist	EST.
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DEFINITION: Under general supervision; receives emergency and police calls, obtains pertinent information from the caller and routes calls and electronic data as appropriate for response; provides assistance to the public on processes and information relating to police, criminal, and a variety of licensing issues; transcribes, transfers, and/or responds to voicemails related to parking enforcement, animal control and other administrative duties to support the work of the Community Service Officers (CSO).

DUTIES

ESSENTIAL FUNCTIONS: Receives and monitors multi-line phone system. Identifies caller's concerns; determines if Community Service Officer response and/or follow-up is necessary. Prioritizes calls and processes emergency calls using judgment based on policies, procedures, and related training. Maintains a calm and professional demeanor with callers and community members. Remains on the line with the caller while relaying ongoing information to dispatch center to ensure the safety of officers and involved parties. May provide emergency information to the community members during natural disasters or inclement weather.

Provides customer service to community members. Gather pertinent information from community members to assist in writing incident reports, and processing paperwork. Completes/tracks data entry of reports, supplements to reports, and a variety of correspondence. Updates SMARTGOV and tracks timing of letters and responses. Monitors YAKBAK complaints/concern and may assign or respond to complainants. Provides CSO with location details and/or history as necessary for efficient and effective response.

Works closely and communicates regularly with Community Service Officers, law enforcement personnel, Code Enforcement Officers, Humane Society personnel, and other City departments/divisions, to achieve consistent and coordinated enforcement activities. Performs various duties related to parking citations and impounds, including, but not limited to: auditing parking citations for correct plate information, notifying registered owners of impounds, confirming impound hearing information, maintaining photos, files and other records. Works with IPS (Intrusion Prevention Systems) and Motorola on program issues.

Processes notifications for CSOs regarding animal citations. Gathers information on property and licensing history. Searches in JABS (Judicial Access Brower System) to determine status. May meet with pet owners. May accept payments for

a variety of impounded animals, citations etc. as assigned. Processes requests from municipal court and/or police services regarding parking infractions, and animal control citations.

Perform mail distribution duties as required, to include receiving, processing, and distribution of mail and parcels delivered by US mail service and other parcel carriers. May distribute interoffice mail as needed.

Receives and ensures proper handling/processing of property obtained from the community. Receives monthly reports on stolen items and missing or wanted persons; reviews computer data, and updates information as necessary. Maintains accurate criminal history records. Provides police reports and summation of officer report to interested parties. Receive and processes court orders, including no contact, anti-harassment, and protection orders; enters data into police and state computer systems.

Assists with coordination and maintenance of CSO calendars. May assist with vehicle transport for vehicle maintenance.

As assigned, may provide administrative assistance with a variety of support duties for patrol, or other police department divisions/programs including but not limited to: responding to program inquiries; entering and/or auditing data; billing; and/or collection of fees, performing basic community outreach; and assisting with account reconciliations.

Required to wear an established department uniform. Subject to being subpoenaed to testify in court.

Attends training as directed by the Yakima Police Department.

Contributes to the effectiveness of the Yakima Police Department by demonstrating 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 works cooperatively and jointly to consistently provide exceptional customer service to internal and external customers.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of City, State and Federal laws and ordinances regarding dissemination of criminal and non-criminal and other confidential information. Working knowledge of City of Yakima's geography. and basic law enforcement and court terminology.

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; filing and 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, and software programs; Microsoft Office Suite and office equipment. Knowledge and adherence to professional office procedures and practices. Knowledge of basic arithmetic. Must be able to enter information into a computer system within speed and accuracy.

Knowledge of techniques and strategies for dissemination of complex and/or sensitive written and verbal information to a wide range of individuals, including but not limited to City staff, 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 follow detailed instructions, both orally and in writing

Ability to: present information clearly and concisely in both written and verbal formats; 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: to make logical decisions and recommendations; identify and define problems, establish/gather facts, utilize sound judgement and decision-making skills, and draw valid conclusions. Ability to read, research, interpret, memorize, apply and explain laws, codes, rules, regulations, policies, and procedures.

Ability to: perform a variety of basic mathematical computations and tabulations with ability to read and interpret documents; maintain records and files; track monetary transactions; operate standard office equipment including but not limited to: computers with various software programs, fax/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; 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, community members/organizations, government agencies, other federal, state and local law enforcement agencies, crime victims, court personnel, etc.; to continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs Ability to work with frequent interruptions while maintaining a customer service focus. Ability 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 maintain annual training requirements of the position, including but not limited to City mandatory training requirements, and any position specific training/certifications. Ability to work extended hours as needed to carry out responsibilities of the position.

PHYSICAL DEMANDS: Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time or while standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Constant use of both hands in reaching/handling/grasping/fingering while performing duties operating on computers. Occasional heavy work includes lifting and carrying up to 50 pounds. Occasionally ascends/descends stairs and ladders 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. May be exposed to insects, noxious odors, fumes, or chemicals, solvents, bio-hazards and/or bloodborne pathogens, needles, drug paraphernalia, and property which may be odorous, dirty, soiled from crime, bug infestation, or other contaminants. Frequent kneeling/bending/ crouching/crawling/reaching/walking. May work in remote locations or in noisy work area. Must be able to distinguish color and maintain long-term and short-term memory to recall complex or detailed information. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: Must work with the individuals who may be irate, upset or emotionally disturbed. Work schedules may occasionally include shift work, including weekends and/or holidays. Occasional extension of the work day to meet deadlines or demands of the position.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License; WACIC/NCIC Level I Certification (bi-annual) within 6 months of hire.

MINIMUM CLASS REQUIREMENTS: High School diploma or equivalent (GED) and one (1) year general office work experience providing direct customer service. Related college/vocational coursework may substitute for up to 6 months (1040 hours) of office experience.

Must successfully pass pre-suitability testing, background investigation including but not limited to criminal history check, polygraph, and psychological evaluation.

FLSA STATUS: NON-EXEMPT
ADOPTED DATE: 4/14/25
REVISED DATES: _____
TITLE CHANGES: _____
UNION: AFSCME
CIVIL SERVICE STATUS: CHARTER



Memorandum

April 8, 2025

To: Yakima Charter Civil Service Commission

From: Chief Shawn Boyle
Yakima Police Department

Subject: Revision to Classification – 6221 Corrections Officer – Lateral Minimums

The Yakima Police Department (YPD) is requesting your consideration of a minor revision to the Corrections Officer Classification, specifically to the minimum requirements for a Lateral Corrections Officer.

The Police Department has been struggling for quite some time to hire Corrections Officers to work in the City Jail. As such, a targeting hiring campaign has been enacted including a signing bonus for new and lateral officers.

As hoped, this has resulted in some increased interest in positions with YPD and it has simultaneously highlighted an opportunity to broaden the qualifications for Lateral Officers. This is what is prompting our modification request.

Some correctional facilities are administered by WA State and as such, their Corrections Officers do not attend the Washington State Criminal Justice Training Commission (WSCJTC) but rather they receive their training directly under the Department of Corrections; however, with a training review and evaluation, these officers may qualify for the equivalency academy through WSCJTC which is a significant benefit to our agency as it only requires a couple of weeks of training vs a couple of months. This equivalency training is a similar process to that of an out-of-state officer hiring on as a Lateral Police Officer with YPD.

Given the difficulty in recruiting Corrections Officers, and especially officers with experience and training, we believe it is prudent and beneficial to broaden the minimum requirements to allow for candidates either certified through WACJTC as a Corrections Officer, or those qualified by WACJTC to attend their equivalency academy, to be considered for employment as Lateral Corrections Officers.

Thank you for your consideration.

CITY OF YAKIMA
CLASS SPECIFICATION

CODE: 6221	TITLE: Corrections Officer	Rev. <u>6/22</u> <u>4/25</u>
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DEFINITION: Under the general supervision of a Corrections Sergeant, performs specialized duties involving the control and management of detainees in the City Jail, and supervises detainee work crews in the maintenance of public facilities and equipment. Ensures safety and proper treatment of detainees, in accordance with department directives and applicable law. Work is performed in accordance with established procedures, but employees are expected to apply independent judgment in making routine and emergency decisions.

DUTIES

ESSENTIAL FUNCTIONS: Receives detainees, and conducts body searches. Maintains physical control of detainees using minimum force required. Obtains required information from detainees; inventories and properly stores detainees' valuables and other personal property; issues uniforms and other items per directive. Supervises and guards detainee work crews, both within and outside the detention facility; escorts, transports and guards prisoners in non-secure areas, including court, hospital, and work sites. Coordinates and supervises City Jail detainees assigned to custodial and exterior building maintenance duties; obtains and provides necessary equipment; monitors detainee activity; inspects and directs work; identifies needed facility repairs; and coordinates with the Building Superintendent.

Assists other Corrections Officers and other department employees; performs court security duties; operates electronically-controlled access doors; summons assistance when necessary; communicates with other personnel by means of intercom and two-way radio.

Monitors activities of detainees within jail facility, both visually and by means of closed-circuit television; communicates with detainees directly or by means of intercom.

Performs and/or supervises preparation and delivery of meals, laundry, and housekeeping within the facility.

Works continuously to maintain safety of employees, detainees and other members of the public by adhering to safety procedures and protocols at all times. Provides first-aid to detainees and assists medical personnel as required.

Coordinates and monitors visitation of detainees with family members, friends, attorneys, and members of other criminal justice agencies.

Maintains appropriate records of booking, detention and release of detainees; operates computerized records management system; enters and maintains computerized data regarding warrants, arrests, convictions and sentences.

Accepts and accounts for detainees' money and handles commissary transactions; accepts deliveries and assists with ordering and inventory of jail supplies; accounts for inventory and control of department equipment and supplies.

Operates City-owned vehicles when required to transport detainees, travel to training, or perform other department business.

Contributes to the effective administration of the City Jail and the Yakima Police Department by demonstrating an attitude that encourages cooperation, coordination of efforts, productive time management, efficient use of resources, and exceptional customer service. Provides continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality services. Proactively introduces suggestions for change to address emerging issues and opportunities.

Requires regular and reliable attendance.

Performs other duties as required or assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge/understanding of and ability to apply statutory and judicial limitations on prisoner confinement, and the rights of all persons under the constitution of the United States and the State of Washington. Knowledge and understanding of safety practices and procedures.

Knowledge and understanding of the strategic objectives of City Council as they relate to the Police Department. Knowledge of, and clear commitment to, the principles of 21st Century Policing.

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

Knowledge and understanding of the concept of exceptional customer service. Models this behavior and encourages it from other employees.

Knowledge and understanding of policies, procedures, laws, rules and regulations related to Corrections operations and staff, in accordance with policies and procedures of the department and the City of Yakima.

Ability to read, research, interpret, learn, explain and apply: modern prisoner detention methods and techniques; State, Federal and City laws, regulations, codes, rules, and ordinances; and City and Department policies and procedures. Ability to understand and apply the rules of evidence and to obtain information through interview, interrogation and observation.

Must possess ability to identify and define complex problems, establish facts and draw valid conclusions. Ability to evaluate circumstances and make sound judgments and decisions in a timely manner, based on training and experience, to analyze situations quickly and objectively, and to determine the proper course of action; ability to react quickly and calmly under emergency conditions; ability to cope with stressful situations firmly, courteously and tactfully; ability to do strenuous physical work.

Ability to handle concerns or complaints skillfully and respectfully, and to communicate and negotiate clearly and effectively, with employees, members of the public representing diverse educational and cultural backgrounds, and with officials at all levels of government utilizing well developed communication skills, both written and oral, with appropriate use of business English, and plain English, including but not limited to correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. Must prepare a variety of records and reports; and answer inquiries by telephone, e-mail, or in person while routinely and regularly maintaining a high degree of confidentiality and discretion through all forms of communication.

Ability to effectively work in a team-based approach to problem-solving and solution implementation, and to establish, facilitate, and maintain effective working relationships with other employees, the public, community organizations and government agencies; to consistently and continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs;

Ability to perform the essential physical requirements of the job, including but not limited to ability to confront and affect the apprehension of prisoners by means of command presence, voice control and physical force, up to and including deadly force, if necessary.

Demonstrates knowledge of and adherence to a high standard of personal and professional ethics. Ability to positively receive feedback and take direction is essential.

Ability to work independently with self-direction and minimal supervision or oversight; use initiative and independent judgment within established procedural guidelines; maintain sustained attention to detail and work under timeline pressures; prioritize and assign workloads; manage multiple tasks with competing deadlines. Excellent analytical and organizational skills are essential. Must be innovative and flexible with ability to quickly adapt to changing priorities and demands. Requires ability to perform effectively and efficiently with frequent interruptions with competing deadlines, priorities and objectives in a calm and professional manner.

Ability to operate standard office equipment including but not limited to a personal computer, utilize specialized software, and enter information into a computer system with speed and accuracy; effectively use City programs including but not limited to records management and automated information systems. Must have strong working knowledge of Microsoft Office Suite and office equipment including but not limited to computer, fax machine, copy machine, telephone etc.

Ability to maintain annual training and credit requirements of the position, including but not limited to City mandatory training requirements, and position specific training. Ability to work extended hours as needed to carry out responsibilities of the position.

PHYSICAL DEMANDS: Work is normally performed in a confined indoor environment while sitting, standing and/or walking for an extended period of time. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with inmates, co-workers, general public and completing all tasks as assigned, including operating a motor vehicle. Constant use of both hands in reaching/handling/grasping/keyboarding and other fine motor skills while performing duties. May be exposed to bio-hazardous materials, slippery surfaces, dirt, and unpleasant working conditions. Frequent kneeling/bending/crouching/ crawling/reaching/walking. Occasional heavy work includes lifting and carrying up to 50 pounds. Occasionally ascends/descends stairs and inclines while maintaining balance. May work outdoors, at heights, confined spaces, alone, with others, or in noisy work area. Must be able to distinguish color and maintain long-term and short-term memory. Will be required to wear safety protective gear when necessary.

UNUSUAL WORKING CONDITIONS: Working conditions include: working nights, weekends, holidays and rotating shifts; carrying and qualifying with a firearm; overtime and callback; contact with violent, intoxicated and/or mentally ill criminal offenders; possibility of exposure to bloodborne pathogens, drug paraphernalia and other health hazards.

LICENSES, REGISTRATIONS AND/OR CERTIFICATIONS: Must possess a valid Washington State Driver's License. Must be able to satisfactorily complete

the course of study prescribed for Correction Officers by the Washington State Criminal Justice Training Commission.

MINIMUM CLASS REQUIREMENTS: For entry to the class: must be 20 years of age or older at time of appointment (19½ at time of application) and a U. S. citizen or a lawful permanent resident. Must have a good command of the English language, both written and verbal, and be a high school graduate or equivalent. Must be in good physical condition, good moral character, and capable of performing the full range of required duties, including physical control of violent offenders. Meet State and Federal laws to possess and carry a firearm and must be able to meet and maintain the department standards for firearm qualification. Applicants must pass a written examination, oral board, physical agility examination, pre-selection interview, polygraph examination, psychological examination, medical examination, drug screening, and a comprehensive background investigation regarding applicant's aptitude, character, judgment, credit, driving record and criminal history.

OR

ADDITIONAL MINIMUM CLASS REQUIREMENTS FOR LATERAL TRANSFERS TO THE CLASS: Must have successfully completed the course of study prescribed **and/or approved** for Correction Officers by the Washington State Criminal Justice Training Commission (**to qualify for the WSCJTC Corrections Officer equivalency academy**) and have two (2) years continuous experience as a Correction/Detention Officer within the last five (5) years. Must be 20 years of age or older and be lawfully employable in the U. S. Must have a good command of the English language, both written and verbal, and be a high school graduate or equivalent. Must be in good physical condition, good moral character, and capable of performing the full range of required duties, including physical control of violent offenders. Meet State and Federal laws to possess and carry a firearm and must be able to meet and maintain the department standards for firearm qualification. Applicants must pass a oral and written examinations, pre-suitability testing and interviews, polygraph examination, psychological examination, medical examination, drug screening, and a comprehensive background investigation regarding applicant's aptitude, character, judgment, credit, driving record and criminal history.

*Title Change from Police Support Officer

FLSA STATUS: NON-EXEMPT

ADOPTED DATE: 11/95

REVISED DATES: 12/95; 4/00; 11/10; 10/11; 9/19; 6/22; 4/25

TITLE CHANGES: 4/00

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER



***CHARTER CIVIL SERVICE COMMISSION
POLICE & FIRE CIVIL SERVICE COMMISSION
129 North Second Street
Yakima, Washington 98901
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DATE: 4/8/25
TO: Charter Civil Service Commissioners
FROM: Debbie Korevaar, Civil Service Chief Examiner
SUBJECT: Minimum Requirements – Pre-suitability, Background, Polygraph and Psychological exams

In November, the Victim Services Coordinator and Victim Services Senior Coordinator classifications were brought to you in November for approval and a revision update. At that time, I missed adding into the minimum qualifications the language outlining the pre-suitability, background polygraph and psychological exams. These exams are required of all positions working at the Yakima Police Department for multiple safety and emotional reasons.

Several other departments/divisions within the City similarly require these testing steps, particularly within public safety, to include employees of our 9-1-1 Communications Center and the Fire Department (excluding the polygraph for Fire). Classifications within the City of Yakima that have background or other additional testing steps identify these requirements under the minimum qualifications; therefore, I am bringing these two classifications to modify the minimum requirements to clearly identify these testing steps.

This oversight was recognized prior to posting these positions for recruitment. These testing steps/requirements were added to the postings, so no employees have been hired without going through the required processes. I am bringing these updates forward to simply correct the correct the classifications.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 3155	TITLE: Victim Services Coordinator	EST. 11/24 REV: 4/25
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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.

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.

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, 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.

Must be able to pass pre-hire suitability exam, polygraph and psychological examinations and comprehensive background investigation regarding applicant's aptitude, character, judgment, credit, driving record and criminal history.

FLSA STATUS: Non-Exempt

ADOPTED DATE: 11/23;

REVISED DATES: 11/24; 4/25

TITLE CHANGES

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 3156	TITLE: Victim Services Senior Coordinator	EST. 11/24
REV. 4/25		

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/keyboarding 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.

Must be able to pass pre-hire suitability exam, polygraph and psychological examinations and comprehensive background investigation regarding applicant's aptitude, character, judgment, credit, driving record and criminal history.

FLSA STATUS: Non-Exempt

ADOPTED DATE: 11/24

REVISED DATES: 4/25

TITLE CHANGES

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER



YAKIMA FIRE DEPARTMENT
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Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Special Operations

MEMORANDUM

March 31, 2025

To: Fire and Police Civil Service Commissioners

From: Aaron Markham, Fire Chief

Re: Revision to Fire Mechanic I Classification

Yakima Fire Department Administration respectfully requests an update to the Fire Mechanic I class specification.

As you are aware we have made modifications to this position in the recent past and are recommending the following changes prior to recruiting to fill this vacancy. The most recent amendment was related to having or obtaining a valid Class A or B Commercial Driver's License (CDL) without airbrake restriction within eleven (11) months of an appointment. This requirement replaced obtaining Emergency Vehicle Incident Prevention (EVIP) Certification, as this certification is not appropriate for non-firefighting positions.

At this time, we are proposing changes to the Emergency Vehicle Technician Certification requirement, as this is very general language. There are three levels of EVT Certification, EVT-I, EVT-II, EVT-III (Master). Each level requires specific EVT exams and ASE heavy-duty truck exams. It is our recommendation an employee possess or obtain a Level I, EVT certification on the Fire Apparatus track within the first twelve (12) months of employment. This required training is similar to another fire mechanic job description from a comparable fire department and falls within a standard practice.

Our goal is to provide an applicant who may not have these certifications the ability to obtain them within their first 12 months of employment. The opportunity to take EVT exams is limited to twice a year in Washington State. We believe making these changes will allow the appropriate timeframe to obtain the certifications necessary to pass their one-year probationary period.

The proposed changes do not affect the overall scope of responsibility or level of authority for the classification; therefore, no salary allocation adjustment is warranted by this modification.

Thank you for your consideration of this matter.

*We will provide all-risk emergency and non-emergency services to our community
We are committed to serving with courage and compassion as stewards of public trust
We shall leave a positive and genuine impact on all who call upon us*

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 8225

TITLE: Fire Mechanic I

Est. 9/244/25

DEFINITION: Under general direction, leadership and oversight of the Mechanic II, performs semi-skilled, skilled, and specialized mechanical work to repair and maintain the Fire Department apparatus, vehicles and equipment in a state of readiness. Work is performed with considerable latitude for independent judgment and decision-making. Performance is ~~evaluated~~ assessed by conferences, observation, performance evaluations, and results achieved.

DUTIES

ESSENTIAL FUNCTIONS: Performs repairs and preventive maintenance on fire department apparatus, vehicles and equipment.

Diagnoses, troubleshoots, repairs or coordinates repairs performed by vendors. Prepares estimates of the cost of maintenance and repair work. Repairs range from scheduled preventive maintenance to overhaul of diesel engines, transmissions, drive lines, hydraulic pumps, generators, gasoline engines, small two and four-stroke engines, breathing apparatus, high-pressure air compressors, and other equipment components.

Performs testing of repair work, component functionality, as well as, manufacturer and National Fire Protection Association (NFPA) required testing to include: fire pumps, ground ladders, aerial devices, extrication equipment and engine emissions. Inspects assigned equipment, diagnoses electrical, mechanical and hydraulic problems and determines the extent of repairs.

Responds to fires or emergencies as directed; assists emergency crews with on-site mechanical difficulties; transports equipment and materials to and from stations or fire scenes as required. Performs performance and safety tests as required.

Installs equipment necessary to prepare new vehicles to go into service and facilitates needed equipment changes or additions.

Performs safety inspections of vehicles and equipment; identifies safety hazards and makes necessary repairs and adjustments to assure safe operation of vehicles and equipment.

Operates and maintains a variety of tools (small and large, manual and powered) and diagnostic/testing equipment.

Tunes and adjusts a variety of diesel and gas engines, transmissions, pumps, valves and drive trains of assigned equipment.

Designs, fabricates or modifies body, engine and other parts, pneumatics, hydraulics, mounts and other components. Fabricates from wood, metal, aluminum or steel from plates, extrusions, tubing and other materials using saws, cutters, shears, metal lathe, brakes, cutters including plasma torch. Welds and cuts using oxy-acetylene, MIG, tungsten inert gas (TIG); aluminum spool, and arc welders

Schedules and performs preventive maintenance for vehicles and apparatus; communicates with the Mechanic II to maintain an inventory of often used spare parts; procures additional repair parts as needed. Maintains electronic maintenance reports and records for vehicles and equipment including manufacturer-required preventive maintenance work. May assist in: preparing bid specifications for new equipment; writing detailed specifications for new apparatus; conducting on-site inspections of manufacturers and assembler's businesses to ensure equipment is prepared in accordance with specifications. Coordinates with vendors to obtain warranty work or obtains clearance to perform the work and receive reimbursement from the vendor or manufacturer.

Performs mechanical maintenance functions at Fire Department facilities such as the training burn room and standby generators; and, may make building modifications and emergency repairs. Maintains records of work performed. May provides information in preparation of the annual budget.

May be required to attend factory/certification training for apparatus and equipment.

Completes mandatory and otherwise assigned trainings as required and/or assigned.

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

Requires regular, reliable and punctual attendance.

Performs other related duties as required.

MAJOR WORKER CHARACTERISTICS: Knowledge of: City of Yakima policies and procedures; practices and principles of work flow and systems analysis; record

keeping systems, processes, and practices; 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: methods and tools used in repairing and maintaining pumper and aerial-type fire apparatus, Aircraft Rescue & Firefighting (ARFF) vehicles, passenger trucks and automobiles; principles of internal combustion engines, pumps and hydraulics; air compressors, occupational hazards and safety precautions of the mechanical trade; local, state and federal laws, rules and regulations, and safety requirements relating to vehicle and equipment repair; manufacturers or suppliers of repair parts, equipment and materials to maintain emergency apparatus. Requires working knowledge of Haz/Mat regulations, SDS sheets, personal protective equipment requirements.

Working knowledge of: computers including Microsoft Office Suite; industry applications; standard office procedures and practices. Ability to operate standard office equipment including but not limited to: computer, fax/copy machine, telephone etc.

Knowledge of techniques and strategies for communicating complex and/or technical information to a wide range of individuals, including but not limited to other employees, vendors and/or members of the public.

Ability to: work independently with general supervision or direction; maintain sustained attention to detail and work under timeline pressures; troubleshoot issues; prioritize, maintain records; and manage multiple tasks with competing deadlines. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

Ability to: use machine tools to fabricate parts and components; use a wide variety of hand and fixed power tools and equipment; diagnose and fix mechanical and electrical problems; weld, fabricate and modify equipment; use test equipment; perform strenuous work and lift heavy objects with and without assistance;

Ability to perform a variety of mathematical computations with ability to read, interpret and analyze complex or technical information and provide recommendations. Ability to read, research, interpret, apply and explain codes, rules, regulations, policies, and procedures. Must possess ability to identify and define complex problems, establish facts and draw valid conclusions.

Ability to: establish, facilitate and maintain effective working relationships with department employees, employees of other City departments, vendors, manufacturers, sales persons and other members of the public, continually demonstrate tact, diplomacy and respect to individuals, groups and organizations

representing a wide diversity of ethnicities, cultures, opinions, and beliefs. Ability to positively receive feedback and take direction is essential.

Must 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; read and comprehend complex diagrams, blueprints, technical manuals and other written materials; perform typing and operate various computer systems, record management systems, word processing, spreadsheets and database work with working knowledge of Microsoft Office Suite; prepare a variety of records and reports; and answer inquiries by telephone, e-mail, or in person. Must adhere to a high level of non-disclosure standards and maintain confidentiality boundaries.

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

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

Ability to respond to emergency calls and call-back, and/or work extended hours as needed to carry out the responsibilities and functions of the position.

PHYSICAL DEMANDS: Work is performed frequently inside and occasionally outside. This position requires significant physical ability and hand/eye/foot coordination and dexterity including: frequent sitting, standing and walking for prolonged periods on concrete surfaces; lifting and carrying parts, tools and equipment; pushing/pulling or forcibly moving heavy parts and equipment. Continuous use of both hands in reaching/handling/grasping/ keyboarding and other fine motor skills manipulation while operating a computer and performing duties on various vehicles, equipment, and machinery. Occasional heavy work includes lifting and carrying up to 50 pounds. May be required to lift heavier weight with assistance of others or mechanical devices up to 100 pounds. Occasionally ascends/descends stairs, ladders, and inclines while maintaining balance. Physical strength and ability sufficient to perform heavy manual labor for extended periods under wet, cold, heat and generally unpleasant conditions. Frequent bending/twisting at knees/waist/neck while performing mechanical repairs and maintenance items. Frequent kneeling/crouching/crawling while making repairs. May work at heights, alone, with others, or in noisy work area. Occasional travel to a variety of locations. Continuous moving, sitting or standing for excessive periods of time. May work outside with all weather extremes, be exposed to motor and siren

noise, insects, animals, pollen, dust, dirt, mud, grease, smoke, electrical hazards, noxious odors, fumes, chemicals, oil, construction debris, vibrations, water, hot metals, high pressure hydraulic or water lines/hoses; -and/or traffic. Continuous use of all senses including feeling/talking/hearing/seeing while performing duties; 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 process and recall complex information. Will be required to wear safety protective gear. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: May come in contact with stressed, angry, or emotionally upset customers. Subject to 24-hour emergency call back. Must provide own hand tools as required. Shall be subject to random controlled substance and alcohol testing, pursuant to Department of Transportation (DOT) regulations (49 CFR Part 40), and the Federal Motor Carrier Safety Regulations (49 CFR Part 382).

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License. Must obtain and maintain: Basic First Aid card including CPR and AED within six (6) months of appointment; a valid Class A or B Commercial Driver's License (CDL) without airbrake restriction, within 11 months of appointment; ~~Certification to service air brakes and air systems, and~~ Emergency Vehicle Technician I (EVTI) ~~Certification on the Fire Apparatus Track,~~ within one (1) year of appointment; and ~~Automotive Service Excellence (ASE) Master Certification in Automobile and Light Truck and Medium/Heavy Truck within two (2) years.~~

MINIMUM CLASS REQUIREMENTS: High school diploma/GED or equivalent plus five (5) years' experience in the automotive repair and maintenance of gas and diesel engines in commercial (medium to heavy) trucks, and/or heavy equipment. Certificate of completion from a trade or vocational school with emphasis on diesel engines or heavy equipment may substitute for up to two (2) years of the required experience. Building maintenance experience and/or previous current Automotive Service Excellence (ASE) or Emergency Vehicle Technician (EVT) certification(s) ~~is—are~~ desirable. Must successfully pass pre-employment physical and/or drug screening.

Must possess the following tools at the time of appointment:

6" Diagonal Cutting Plier
5" Needle Nose Pliers with Side Cutter
6" Slip Joint Pliers

6" #1 Phillips Screwdriver
6" #2 Phillips Screwdriver
6" #3 Phillips Screwdriver

12" Multi-purpose Plier (Water Pump)	3/8" Drive Deep Socket Set 1/4" to 7/8"
1/2" Capacity Ignition Plier	1/2" Drive Socket Set 3/8" to 1-1/4"
14" Pipe Wrench	3/8" Drive Socket Set 1/4" to 3/4"
7" Vise Grip Plier	1/4" Drive Socket Set 3/16" to 1/2"
8" Adjustable Wrench	1/2" Drive Ratchet
12" Adjustable Wrench	1/2" Drive Flex Handle
1/4" to 1-1/4" Combination Wrench Set	1/2" Drive 3" Extension
Allen Wrench Set with Sizes .050" to 9/16"	1/2" Drive 6" Extension
8 Piece Basic Ignition Wrench	1/2" Drive 10" Extension
Flare Nut Wrench Set with Sizes 1/4" to 7/8"	3/8" Drive Ratchet
8 oz. Machinist Ball Peen Hammer	3/8" Drive Flex Handle
12 oz. Machinist Ball Peen Hammer	3/8" Drive 3" Extension
16 oz. Machinist Ball Peen Hammer	
8 oz. Plastic Tip Hammer	3/8" Drive 6" Extension
4" Flat Blade Screwdriver	3/8" Drive 10" Extension
6" Flat Blade Screwdriver	1/4" Drive Ratchet
3" Flat Blade Screwdriver	1/4" Drive Flex Handle
Set 3/8" Drive Univ. Sockets 3/8" to 3/4"	1/4" Drive 3" Extension
Set Overhead Valve Feeler Gauges -	1/4" Drive 6" Extension
Blades from .0015 to .035	Hacksaw Frame and Blades
Set Punch and Chisels	Flashlight
Brake Adjusting Tool (Star Nut Adjustment)	1" x 7" Putty Knife
16" Lady Foot Pry Bar	Rolling Cabinet (5 drawer chest)
Metric Allen Wrench Set 1.5 to 10mm	12 volt Test Light
3/8 Drive Metric Sockets 7mm-19mm	5/8" Spark Plug Socket
1/2 Drive Metric Sockets 10mm-24mm	13/16" Spark Plug Socket
6mm-23mm Combination Wrench Set	Inspection Mirror
Brass Drift	Retrieval Tool, Magnetic or Mechanical
3 Pt. File	"O"-Ring Pick Set
10" Rd. Bastard File	Pocket Knife
10" Flat Bastard File	Special Fastener Tools as Required
Brass Feeder Gauges .0015 to .030	Wire Strip/Crimp Pliers
1/2" Air Impact Wrench	1/2" Impact Drive Socket Set
1/2" Drive Metric Socket Set 10mm to 24mm 3/8"to 1-1/4"	Mechanics Creeper
Internal Torx T-10 to T-55	External Torx E-6 to E-16
Set Internal / External Snap Ring Pliers	15" Tool Bag

FLSA STATUS: Non-Exempt

ADOPTED DATE: 2/2017

REVISED DATES: 9/24; 4/25

TITLE CHANGES:

UNION: FIRE PERS

CIVIL SERVICE STATUS: FIRE

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



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MEMORANDUM

April 8, 2025

TO: City of Yakima Fire Civil Service Commission

FROM: Susan Madrigal, Administrative Assistant to the Fire Chief

SUBJECT: March 2025 – 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:

Kameron Cayce – Community Risk Reduction Specialist

2. Promotional or provisional/acting appointments:

Brent Bauer – Fire Captain (Shift)

Kelley Melcher – Fire Lieutenant (Shift)

Patrick Golie – Fire Lieutenant (Shift)

Mark Ancira – Fire Captain (Shift)

Nick Sloan – Fire Captain (Shift)

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):

Jeffrey Pfaff – Fire Captain (Day), Disability Separation

Jesus Arceo – Telecommunicator, Resignation

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



Memorandum

March 31, 2025

To: Civil Service Commission
From: Shawn Boyle, Chief of Police
Subject: March 2025 – 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
Joy Potter	Police Officer (Academy Graduate Entry)	3/3/2025

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

Travis Shephard	03/10/2025	Termination
Charter Lantrip	02/28/2025	Resignation