



CHARTER CIVIL SERVICE COMMISSION
POLICE & FIRE CIVIL SERVICE COMMISSION
129 North Second Street
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Phone (509) 575-6090 Fax (509) 576-6358

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

July 7, 2025 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

- 1) Approval of the June 2, 2025, minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 1) Consideration of Revisions to 11101 Construction Supervisor classification (Charter)
- 2) Consideration of Request for Suspension of Probation for Firefighter (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 – June 2, 2025

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, Police/Fire Civil Service Commissioner Camille Becker and Chief Examiner Debbie Korevaar.

Worley called the meeting to order.

APPROVAL OF MINUTES

Approval of the April 14, 2025 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Becker and **seconded** by Beckstrand to approve the minutes. Motion **passed** unanimously.

NEW BUSINESS

1. Consideration of Revisions to 7161 Public Records Officer classification (Charter)

Brandy Bradford the City Records Administrator, asked if anyone has any questions about the changes to the classification.

Worley noted, for confirmation, they were reviewing adjustments to the classification because the job description does not include specific training requirements outlined in RCW (42.56.152) for all Public Records Officers.

Brandy affirmed that was correct. She explained that within 90 days of hire, the Public Records Officers are required to have training in public records, records management, and open government. Also, they are required to take updated training every 4 years to stay in compliance. They have stayed up with those training requirements, even though they were not previously defined within the job description,

Worley commented on the fact the language does not denote specific training requirements, but rather denotes the training required by the RCW.

Brandy agreed the language is not very specific, even via the Attorney General's office. The Attorney General's office puts out generally accepted trainings. One of the two Public Records Offices are certified with WAPRO. Their newest PRO is working on obtaining the certification.

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Becker commented on the overall number of changes and additions to the job description. Korevaar explained that since the last update was in 2010, there were significant updates that needed to be made to better explain the expectations and to bring consistency with other classifications updated since December 2018.

Trevino **motioned** to approve revisions to classification Public Records Officer. Beckstrand **seconded**. Motion approved unanimously.

2. Consideration of Request for Exception for Hiring Process and Probation Time (Fire)

Erica McNamara, the Public Safety Communications Manager, explained she was requesting an exemption from SunComm's standard hiring/testing process for a previous employee who had been recently re-hired as a temporary employee. This employee had been an exceptional trainee. He left SunComm to join WSP, and within only a couple of weeks, decided WSP was not a good choice for him at this time. He had requested to come back to SunComm. Unfortunately, he had not completed his probation at the comm. center prior to his departure and following the rules that greatly limits the options for rehiring him without completely retesting. (Had he completed probation, he could return within a year without retesting.) The request before the commission was to allow him to be considered for permanent rehire without having to redo the pre-hire examinations typically required. The reasons behind this request are because the hiring process is lengthy and costly, which would require delays, administrative work, and unnecessary financial burdens. This candidate has met all of the qualifications previously, and they have hired him on as a temp so that he can continue his training until it was brought to civil service.

Worley had a couple questions. He asked if he resigned in March 2024, but McNamara said that was a typo he resigned in 2025 for only about 3 weeks. He has been back since April 2025 as a temporary employee. Worley asked if he had completed 8 months of probation prior to leaving his position at SunComm. McNamara confirmed that was correct.

Worley inquired if there being anything in the rules about them having the authority to make this exception and not follow the normal process/rules.

Korevaar explained that the commission has previously made one-time exceptions.

Worley stated he reviewed the rules and saw they have the authority to do investigate and to look into compliance with the rules. What he is not sure of, is if they have the authority to make exceptions to their rules.

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Korevaar explained the specific testing process isn't laid out in the rules. The testing process for each hire is unique to those recruitments. We aren't bypassing a rule that indicates a particular testing process. It is under the classification. This exception is simply waiving the employee redoing the civil services testing steps that he has already completed.

Worley inquired if the union is okay with this exception. Korevaar shared the union is in support of this exception as well as the Fire Chief and McNamara.

Worley said he is unsure if this is in compliance with the rules and is more comfortable "investigating" this request to make sure they are in compliance before approving this exception. He stated he was more comfortable with viewing it this way, as it is within the scope of the commission's authority to investigate the rules. Becker stated she thought this seemed like a reasonable approach to address the issue.

McNamara explained the minimum requirements for this position and explained the tests candidates need to pass for this position. She offered to provide them with more information about the hiring process for this position if necessary.

Worley inquired as to how much probation time the employee has completed. The candidate has completed 8 months.

Worley inquired regarding the likelihood there could have been any incident within the 3 weeks the candidate was away that could disqualify him for this position. McNamara said no due to the WSP having a more rigorous process than we do and he was a sworn peace officer during that time.

Korevaar explained if an employee comes back within 3 months, we do not have to redo the background process. Also, if he had completed his probation, per the rules, he would have the option of requesting to come back without redoing most of the testing.

It was explained that if the employee had left and come back in the same month, he would have simply been able to withdraw his resignation, but because his departure and return spanned payroll, his termination was finalized. The City did bring the employee back as a temporary employee, to keep his training/experience current.

Worley asked if anyone had other thoughts or questions. No one had any other questions or comments.

Becker **motioned** to approve an exception for hiring process and probation time. Trevino **seconded**. Motion approved unanimously.

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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 July 7, 2025. Materials were to be submitted to the Chief Examiner by June 18, 2025.

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

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

Chief Examiner

Date

- Meeting minutes are a summary of events and decisions made by the Civil Service Commissions. Civil Service Commission meetings can also be viewed via the City of Yakima website. Click on YPAC Schedule; “Show Search” Civil Service Commission; and submit dates.



COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

Engineering Division
129 North Second Street
Yakima, Washington 98901
(509) 575-6111 Fax (509) 576-6305

Memorandum

TO: Charter Civil Service Commission
FROM: Bill Preston, Community Development Director
DATE: June 23, 2025
SUBJECT: Revision Considerations to the Construction Supervisor (11101)

Submitted for your consideration is the attached proposed update for the Construction Supervisor (11101) job classification. Like the Chief Engineer classification I presented to you this past March, this classification was last updated November 2010 when the Physical Demands section was added to all City's classifications.

The purposes of the proposed revisions are to better align the classification with the needs of the City; better provide potential promotional opportunities for City employees; clarify the expectations and responsibilities of the classification; and broaden the candidate pool by expanding the minimum requirements to allow for additional education/experience equivalents.

The Major Worker Characteristics have been updated to be consistent with other classification updates across the City, and to better reflect the essential knowledge, skills and abilities required for the position.

The proposed revision does not change the overall purpose, general authority, or the responsibilities of the position. No change in pay allocation is warranted or recommended.

Thank you in advance for your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 11101 11/107/25	TITLE: Construction Supervisor	Rev.
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DEFINITION: Under general direction of the City Engineer, Chief Engineer, or designee, supervises, assigns and coordinates the inspection of contracted Public Works construction projects and/or private developments requiring construction improvements in City right of way for compliance to plans, specifications and applicable laws; and performs related work as required.

May assist in preparation of division budget and activity reports; project budgets/funding; coordinates with contract personnel; and supervises Construction Inspectors and other subordinate technical personnel as assigned.

This is a professional position requiring considerable contact with a wide range of individuals or groups involved in the maintenance, design, construction, repair, and operation of necessary municipal projects for the safety, efficiency and/or convenience of City residents. Work is performed with considerable independence and is reviewed in relationship to the successful achievement of city goals, objectives and outcomes through observation, performance evaluations, meetings, and reports.

DUTIES

ESSENTIAL FUNCTIONS: Supervises the inspection of contracted public and/or private improvement construction projects for compliance ~~to~~with plans, specifications and applicable law;

Supervises and participates in the engineering and construction work of the division; assigns tasks, schedules, and supervises construction inspectors and other assigned subordinate staff; establishes and coordinates construction inspectors/staff work schedules; provides guidance, direction and support to City personnel and stakeholders. Oversees, reviews and assesses work; trains, and develops subordinate staff in City standards and other related work; provides professional leadership, mentoring, and ongoing growth/development opportunities to staff; fairly and objectively evaluates individual performance including, but not limited to, completing employee evaluations in a timely manner and recommending employment or disciplinary action as necessary. Provides guidance to staff in resolving difficult or unusual situations and problems. Responsible for the performance of subordinates; ensures compliance with all applicable laws,

state and federal regulations, City ordinances, policies, procedures and sound financial practices.

~~and survey crew; r~~Reviews construction submittals, materials testing reports and contract documents for compliance to~~with~~ applicable standards; develops quantity and cost estimates;~~maintains bridge file records and reports and coordinates bridge inspections.~~

~~Coordinates with other city departments, contractors, architects, developers, utility companies, and other agencies on project and construction related problems. Provides information to the public.~~Keeps the Chief Engineer and Engineering staff advised of critical issues, decisions and actions. Maintains quality customer service relationships with residents, community leaders, businesses and professional groups impacted by, or in contact with, construction projects, actions or personnel. Communicates, coordinates and meets with a variety of city departments, contractors, architects, developers, utility companies and other agencies in formal and informal forums to schedule, facilitate and complete activities, exchange information, and resolve issues, concerns and questions.

May serve as staff representative and liaison with government agencies, residential and professional organizations, and the general public, to provide continuous community involvement and input. May attend hearings, meetings, bid-openings and other activities as a spokesperson for the Engineering Division as designated. May confer with elected officials, other division supervisors, officials of local, state and federal agencies; and respond to resident concerns and complaints. May make presentations to City Council, Hearing Examiner, public agencies and/or civic groups.

Assists in the preparation of the long-range construction projects and/or programs. Writes, edits, reviews and evaluates various reports, correspondence, policies, procedures and may assist with the preparation and completion of the division budget, state and federal grants and other funding matters as necessary. Tracks and records various documents and corresponding information including but not limited to: time, equipment, materials, public meeting attendance, and any other reports reflecting status of projects. May recommend future capital improvements, requisitions, equipment and supplies. Monitors budget expenditures. May be responsible for or assist with identifying and applying for grants and other funding opportunities as necessary. Prepares various reports or documents for management staff and presents to City Council as required.

Contributes to the effective administration of the Engineering Division and City government by fostering an attitude among staff that encourages

cooperation and coordination of efforts and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

Requires regular, punctual and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of: City/Federal/State ordinances and regulations concerning public works construction principles, materials and techniques, materials testing principles and methods, including civil engineering principles and methods; design techniques and methods; laws codes, ordinances and procedures for developing private and public projects and local improvement districts. Knowledge of City of Yakima policies and procedures.

Knowledge of best principles and techniques of supervision and leadership; practices and principles of workflow and systems analysis; record keeping systems, processes, and practices; best principles and practices for project and financial management; municipal records retention procedures, and techniques. Demonstrates knowledge and sound judgement regarding public disclosure, and confidentiality standards.

Strong working knowledge of: computer spreadsheets/databases/industry applications and software; Microsoft Office Suite including Excel; applicable report writing tools; and office equipment; professional office procedures and practices; and familiarity with computerize municipal budgetary and fiscal management practices to optimize work processes and maintain records. Ability to operate standard office equipment including but not limited to: computer, fax/copy machine, telephone etc.

Knowledge of techniques and strategies for dissemination of complex and/or technical written and verbal information to a wide range of individuals, including but not limited to managers, staff, government officials, contractors, public and private interest groups, 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 business English, including, but not limited to: correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. Must respond in a diplomatic and confident manner to upset individuals.

Ability to: apply relevant laws, ordinances, codes, standards and specifications to the construction work of the division; establish, facilitate, and maintain collaborative and effective working relationships with a wide range of stakeholders, including City Engineering staff, other City employees, consulting engineers, designers, contractors, property owners, utility companies, the general public, and to consistently demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs.

Ability to develop, present and gain acceptance for long-range projects and budgets. Ability to oversee assigned capital projects, including design, implementation, and resource management. Ability to research, locate, or identify resources and funding through federal, state and/or local grants, review/prepare grant proposals, secure funding, allocate resources, and monitor to ensure compliance with funding requirements.

Ability to negotiate, and clearly and concisely present technical and non-technical information in both written and verbal formats to individuals with varying levels of expertise. 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; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus.

Ability to coach, train, supervise, plan, organize, and direct the work of others; evaluate personnel performance with completion of timely and objective performance evaluations; provide constructive feedback; develop and implement effective and efficient auditing and accountability measures/methods. Ability to positively receive feedback and take direction.

Ability to perform a variety of mathematical computations with ability to read, research, interpret, apply, explain and analyze various engineering/construction codes, rules, regulations, policies, procedures and other complex documents, and to translate analysis into recommendations or reports. Must possess the ability to identify and define complex problems, establish facts and render a timely, appropriate judgment or decision within broad or specific guidelines.

Ability to work independently with self-direction and/or minimal direction or oversight; maintain sustained attention to detail and work under timeline pressures; prioritize and assign workloads; manage multiple tasks with appropriate urgency and in compliance with competing deadlines.

Maintains high availability and responsiveness during critical incidents or time-sensitive projects. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

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 needed to meet city or project deadlines, handle urgent issues, and carry out supervisory responsibilities and functions.

- ~~Knowledge of: Federal/State ordinances and regulations concerning ; public works construction principles, materials and techniques, materials testing principles and methods, including civil engineering principles and methods; design techniques and methods.—~~

— Ability to: ~~plan, schedule and supervise construction inspection work; investigate and solve construction problems; read and interpret complex plans and specifications; deal effectively with the public and other City staff and departments.~~

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PHYSICAL DEMANDS: Work is occasionally performed in an office environment while sitting at a desk or computer terminal for periods of time or while standing for a period of time. **May need to move about the office to access office machinery, May be required to stand, walk or bend for extended periods of time.** Constant use of both hands in reaching/handling/grasping/~~fingering~~**keyboarding and other fine motor skill manipulation** while performing duties and operating on computers. Occasional heavy work includes lifting and carrying up to 50 pounds. Occasionally ascends/descends stairs, ladders and other inclines while maintaining balance **and stability**. Occasional bending/twisting at knees/waist/neck. Occasional stooping/bending/ kneeling/crawling while performing duties. Constant use of all senses including feeling/talking/ hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory **to process and recall complex information**. Work will require travel to a variety of locations. May work outside in all weather extremes and be exposed to

stinging/biting insects, animals, rodents/vermin, water, pollen, dirt, dust, construction debris and noise, smoke, electrical hazards, noxious odors, fumes, or chemicals, solvents, oil, vibrations, traffic, heavy machinery, needles and/or drug paraphernalia, and rough and uneven terrain. May work at heights, in confined spaces or awkward positions, remote locations or in noisy work area. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: ~~May encounter~~ Works with members of the public, employees, contractors, government officials and others, some of whom may be emotionally distressed, upset, or angry. ~~adverse weather and environmental conditions. Construction conditions including dirt, odors of asphalt, hazardous street conditions may be present in field inspection situations.~~ Will require travel to a variety of locations. Occasional extension of the workday to meet deadlines, project goals or attend meetings. ~~Must be able to deal with irate citizens.~~ Will be required to carry a cell phone or paging device and respond to active construction project issues and/or emergency situations outside the normal work schedule, including weekends and holidays.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a current Washington State Driver's License. Obtain a Basic First Aid/CPR certification within six (6) months of appointment. Certification as an Engineer in Training (EIT) or Professional Engineer (PE) in the State of Washington is a plus.

MINIMUM CLASS REQUIREMENTS: ~~Any combination of education and experience equivalent to a Bachelor's Degree in Civil Engineering,~~ Construction Management, or related field ~~and PLUS four (4) years of increasingly responsible Civil Engineering experience that relates directly related to design or construction of capital improvement/Public Works projects.~~

The required Civil Engineering experience must include at least two (2) years of lead/supervisory/project management experience or two (2) years' experience as a Construction Inspector.

Other qualifying experience:

- Candidates without a degree may qualify with a high school diploma or GED and four (4) years' additional Civil Engineering experience to substitute for the Bachelor's Degree. Experience must still include 2 years' lead/supervisory/project management experience or 2 years' experience working as a Construction Inspector.

City of Yakima Construction Inspectors may also qualify with:

- Bachelors' Degree and two (2) years' City of Yakima Construction Inspector experience.

OR

- Five (5) years' experience as a Construction Inspector with the City of Yakima.

*Title Change from Construction Engineer

FLSA STATUS: NON-EXEMPT

ADOPTED DATE: 6/82

REVISED DATES: 7/98; 6/00; 11/10; 7/25

TITLE CHANGES: 6/00

UNION: TEAMSTERS

CIVIL SERVICE STATUS: CHARTER



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

MEMORANDUM

DATE: June 17, 2025
TO: City of Yakima Police and Fire Civil Service Commission
FROM: Aaron Markham, Fire Chief
SUBJECT: Request for Probation Suspension of a Probationary Firefighter

The Yakima Fire Department is respectfully requesting to suspend the probation of a Firefighter. This Probationary Firefighter was on medical leave from May 24, 2025 to June 11, 2025, and is currently in a modified (light-duty) status pending potential further treatment as the result of sustaining an injury that occurred while on-duty.

Due to the absence and modified duty status, the Shift Commander has not been able to evaluate the employee's probationary progress for nearly 30 days. It is undetermined at this time when the Probationary Firefighter will be able to return to full duty.

Our request, which follows past practice of the Commission and the Yakima Fire Department is to allow the Probationary Firefighter to resume probation once the employee returns to full duty; crediting the employee for the probationary time completed prior to the medical leave and modified duty status.

Thank you for your consideration.

Sincerely,

Aaron J. Markham, Fire Chief

*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*



Memorandum

June 23, 2025

To: Civil Service Commission
From: Shawn Boyle, Chief of Police
Subject: June 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
Jalyn Nash	Corrections Officer	06/04/2025

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 Services Specialist I	8-hour suspension from duty
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5. Separation from service, and reason (e.g. termination, medical separation, resignation, retirement, or death): None

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



401 North Front Street, Yakima, WA 98901

(509) 575-6060
Fax (509) 576-6356
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MEMORANDUM

June 18, 2025

TO: City of Yakima Fire Civil Service Commission

FROM: Susan Madrigal, Administrative Assistant to the Fire Chief

SUBJECT: June 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:

Beatriz Toscano – Telecommunicator

2. Promotional or provisional/acting appointments:

(none)

3. Failure(s) to pass probation:

(none)

4. Written reprimands, suspensions, demotions, or other disciplinary actions made of any Fire Department employee with action taken:

(none)

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

Janet Hede – Telecommunicator, Resignation

Travis Heether – Electronics Technician, Resignation

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