



CHARTER CIVIL SERVICE COMMISSION  
POLICE & FIRE CIVIL SERVICE COMMISSION  
129 North Second Street  
Yakima, Washington 98901  
Phone (509) 575-6090 Fax (509) 576-6358

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

**July 6, 2026 at 3:30 p.m.**

**Regular Meeting**

**AGENDA**

**APPROVAL OF MINUTES**

Approval of the June 1, 2026 minutes for the regular Charter, Police and Fire Civil Service Meeting.

**NEW BUSINESS**

- 1) Consideration of request to move classification 1274 Public Safety Communication Manager from Charter Civil Service to Fire Management Civil Service. (Charter/Fire)
- 2) Consideration of revisions to 3130 Development Engineer (Charter)
- 3) Consideration of revisions to 6410 Telecommunicator 1 and 6412 Telecommunicator (Fire)
- 4) Consideration of Suspension of Probation for Corrections Officer (Charter)
- 5) Introduction of new Chief Examiner, Gretchen Peterson-Lee effective July 8, 2026

**OTHER BUSINESS**

- 6) Public Comment
- 7) Status Report for the Fire and Police Departments
- 8) 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 1, 2026**

**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 Sophia Trevino, Police/Fire Civil Service Commissioner Camille Becker, Charter Civil Service Commissioner Louisa Beckstrand and Chief Examiner Debbie Korevaar. Charter Civil Service/Police and Fire Civil Service Commissioner Sean Worley was absent.

Becker called the meeting to order.

**APPROVAL OF MINUTES**

Approval of the April 6, 2026 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Beckstrand and **seconded** by Trevino to approve the minutes. Motion **passed** unanimously.

**NEW BUSINESS**

**1. Consideration of revisions to Fire classifications:**

- 8225 Fire Mechanic I
- 8230 Fire Mechanic II

Fire Chief Aaron Markham shared they have done a lot of revisions to these classifications over the years with different intents, and he is retiring soon, so he wants to get them resolved. The Fire Mechanic I includes some simple changes to the duties and Major Worker Characteristics, primarily to address the driving responsibilities. The most significant changes are under the License, Certification & Registration section. A forklift operator certification, and a MAC 609 certification have been added which allows them to perform the functions of the job, and specifically to purchase refrigerant to service AC units in apparatus. Previous changes have been already made to outline the Emergency Vehicle Technician I (EVTI) certification, so no changes are being proposed,

Fire Mechanic II updates include the driving responsibilities but also include more significant changes to the License, Registration and Certifications. The language has

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

been revised to more clearly outline the EVT courses and to focus on what is required within the first year. Markham explained they want the requirements to be obtainable and they will address any additional requirements through evaluations and goal setting. He shared they have removed a lot of ASC requirements as those are really for mechanics that work in a fleet repair center or a car dealership. The recommendation and proposed language is to limit the requirements in the classification to the CPR/AED, CDL, EVT Level 1 on the Fire Apparatus track, the Forklift, and MAC 609 certifications as these all are reasonable to obtain within 1 year and necessary to carry out the responsibilities of the position.

Markham stated the current Mechanic II has fulfilled the current requirements of the classifications, but this will alleviate the requirement to maintain all the ASC certs.

Trevino **motioned** to approve the revision to classification 8225 Fire Mechanic I and 8230 Fire Mechanic II as presented. Becker **seconded**. Motion approved unanimously.

**2. Consideration of revisions to 7155 Solid Waste Services Specialist (Charter)**

Solid Waste and Recycling Manager Michael Slack presented a minor revision to the Solid Waste Services Specialist classification. The primary revision is an update to the minimum requirements. The requirement to possess experience in a transportation service including routing experience is not essential, and therefore it has been changed to a preference. This update is intended to broaden the candidate pool, providing an opportunity to more internal and external candidates.

Beckstrand **motioned** to approve the revisions to 7155 Solid Waste Services Specialist with the modifications as presented. Trevino **seconded**. Motion approved unanimously.

**3. Public Comment**

**None**

Beckstrand shared her thanks to Chief Markham for his 35 years of service to the City of Yakima, Sunnyside, and the community. She also recognized him for his military service.

**4. Fire and Police Department Status reports**

Reports were reviewed and attached to the record.

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

The next meeting is scheduled for July 6, 2026. Items need to be submitted to the Chief Examiner by June 17, 2026.

There being no further business before the Commission, the meeting was adjourned at 3:48 PM.

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

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Chief Examiner

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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.



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POLICE & FIRE CIVIL SERVICE COMMISSION  
129 North Second Street  
Yakima, Washington 98901  
Phone (509) 575-6090 Fax (509) 576-6358**

DATE: 6/22/26  
TO: Charter and Fire/Police Civil Service Commissioners  
FROM: Debbie Korevaar, Civil Service Chief Examiner  
SUBJECT: Civil Service Coverage for Public Safety Communications Manager

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The City of Yakima Charter has specific language outlining positions which are excluded from coverage under its Civil Service Article. These positions include:

ARTICLE XV

Civil Service

SECTION 6. The classified civil service and provisions of this Article shall be applicable to and shall include all employees of the city except the following:

- (a) Officers elected by the people and persons appointed to fill vacancies in elective offices;
- (b) Members of boards and commissions and the City Manager;
- (c) Employees under civil service coverage within the police and fire departments;
- (d) All department heads; one confidential secretary and one administrative assistant for the City Manager;
- (e) Judges, City Attorney and all assistant city attorneys;
- (f) Persons employed in a professional or scientific capacity to make or conduct a temporary and special inquiry, investigation, or examination on behalf of the City Council or a committee thereof, or by authority of the City Manager.

When the Charter was originally adopted there were no Division Managers. This level of authority began with the creation of several positions in the 1960's and 1970's. When these positions were added to the Pay Ordinance, they were excluded from civil service coverage. In 1977 the Charter Civil Service Rules were amended to address this exclusion. The rules regarding this matter have remained consistent since that time. The language reads:

CLASSIFIED SERVICE: All persons regularly employed by the City either on a part time, seasonal, limited duration, or full time basis with the exception of:

- (a) Officers elected by the people and persons appointed to fill vacancies in elected offices.
- (b) Members of Boards and Commissions and the City Manager.
- (c) Employees under Civil Service coverage within the Police and Fire Departments.
- (d) All department heads and division heads, one confidential secretary and one administrative assistant for the City Manager.
- (e) Judges, City Attorneys, and all Assistant City Attorneys.

- (f) Persons employed in a professional or scientific capacity to make or conduct a temporary and special inquiry, investigation, or examination, on behalf of the City Council or a committee thereof, or by authority of the City Manager.
- (g) Temporary, emergency, and provisional employees.

Prior to December 2018, the City of Yakima division managers were excluded from Civil Service; however after the City received a legal opinion which provided that excluding division managers from Civil Service was not consistent with the City Charter, the following manager classifications were brought before the Commission and approved for adoption under Charter Civil Service. The Master Pay Ordinance was updated to reflect the changes which was approved by the City Council, effective January 1, 2019.

Below is a list of the classifications that were included.

1212 – Airport Operations and Maintenance Manager  
1232 – City-County Procurement Manager  
1233 – IT Services Manager  
1234 – City Clerk  
1236 – Gang Free Initiative (GFI) Program Manager  
1239 – Strategic Project Manager  
1241 – Financial Services Manager  
1242 – Utility Customer Service Manager  
1252 – Code Administration Manager  
1253 – Neighborhood Development Services Manager  
1254 – Planning Manager  
1255 – Communications and Public Affairs Manager  
1261 – Street and Traffic Operations Manager  
1262 – Transit Manager  
1263 – Fleet and Facilities Manager  
1266 – Solid Waste and Recycling Manager  
1267 – Parks and Recreation Manager  
1271 – City Engineer  
1272 – Wastewater Manager  
1273 – Water and Irrigation Manager  
1274 – Public Safety Communications Manager  
1275 – Economic Development Manager  
1291 – Communications and Technology Manager  
1295 – Police Services Manager

Recently with the resignation of the City's Public Safety Communication Manager, it was recognized that the Public Safety **Assistant** Communication Manager has been covered under the Fire Civil Service Rules since its adoption in 1997. The position became covered under the Fire Management Rules when the title was changed from a supervisor to assistant manager in November 2008. Other classification covered under the Fire Management Rules include the Fire Administrative Assistant and the Fire Deputy Chiefs. Similar to the Public Safety Communications Manager, the Deputy Chiefs hold division manager responsibilities within the Fire Department. It has been identified that in December 2018 when the majority of the division managers were added to Civil Service, the Public Safety Communications Manager should have been placed under **Fire Civil Service, not under Charter Civil Service Rules.**

I am asking both commissions to vote to correct this error and place the Public Safety Communications Manager classification under the Fire Management Rules.

Thank you!



**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: Robert Washabaugh, City Engineer  
Bill Preston, Community Development Director  
DATE: June 25, 2026  
SUBJECT: Revision Considerations to the Development Engineer (3130)

Submitted for your consideration is a proposed update to the Development Engineer (3130) job classification. This classification was last updated August 2021 so only minor revisions are recommended.

The primary change is to the Minimum Requirements section which has been revised to require a couple years less work experience and to include additional education/experience equivalents. The Major Worker Characteristics have been updated to be consistent with other classification revisions across the City, and the driver's license requirement has been removed based on the essential functions of the position.

The proposed revision does not change the overall purpose, general authority, or the responsibilities of the position. After review of the classification and an internal salary audit by the Chief Examiner, no change in pay allocation is recommended at this time.

Thank you in advance for your consideration.

**CITY OF YAKIMA  
CLASS SPECIFICATION**

|                   |                                    |             |
|-------------------|------------------------------------|-------------|
| <b>CODE:</b> 3130 | <b>TITLE:</b> Development Engineer | <b>Rev.</b> |
| <b>08/217/26</b>  |                                    |             |

**DEFINITION:** Under general direction of the City Engineer, **Chief Engineer or designee** reviews land use actions and developer projects for compliance with the Yakima Municipal Codes (YMC). Assists in the processing of public information and other development services relative to engineering functions. Performs a variety of professional engineering duties.

|               |
|---------------|
| <b>DUTIES</b> |
|---------------|

**ESSENTIAL FUNCTIONS:** Coordinates with other divisions in the establishment of development standards within the function of the engineering division. Develops and maintains current YMC development standards and policies. Performs lead function in the development review of private project design and construction of public facilities. Provides information to and coordinates with other divisions and departments.

Acts as the point of contact for all development related public improvements and questions regarding those improvements (streets, storm water, water, sewer, other utilities inside and outside the city). Reviews preliminary projects/concepts and assesses probable YMC requirements from Title 8, 12, and 15. Ensures division comments are addressed and applicable fees are paid by the developer, then stamps, signs, and approves the plans.

**Acts as the point of contact for the intaking of engineering (ENG), excavation (EXC) and right-of-way (ROW) use permits. Leads and/or assists in the review, processing and issuance of permits.**

Coordinates the review, comments and revisions to public improvement civil plans with other City divisions and the engineer of record.

Provides final approval for all development related public improvement civil plans, including associated permit fees.

Works with City of Yakima inspectors throughout construction and obtains all required documents for project completion (Certificate of Completion, record drawings, ect.). Attends meetings and site visits as necessary.

Keeps project files up to date and organized in SmartGov or other online application/software working with Codes, building inspectors, and Planning.

Attends weekly planning meetings with other City divisions. Reviews agenda items, prepares comments prior to each meeting and submits them in SmartGov or other online application/software as applicable.

Works with the Planning Division and developers to obtain final plat approval including project bond development and approval.

Completes Traffic Concurrency (TCO) on required developments when determined by Planning.

Reviews private development right-of-way and easement documents for recording.

Administers the processing of Local Improvement Districts (LID's) from initial contact through preliminary assessment.

May assist the ~~Design Engineer and/or Senior Engineer~~ **engineering project management staff** in the development of City project plans, specifications, and estimates, coordinating maintenance of right-of-way and easement maps of public facilities.

**May require travel to a variety of worksite locations and/or to attend off-site meetings.**

**Keeps any applicable licenses and/or certifications up-to-date and completes mandatory and otherwise assigned trainings as required.**

Contributes to the effective administration of 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, ~~and reliable~~ **and punctual** attendance.

Performs other related duties as assigned.

**MAJOR WORKER CHARACTERISTIC:** Knowledge of: federal, state and city laws and ordinances, and City of Yakima policies and procedures; civil engineering principles and practices; law and procedure for developing private projects and local

improvement districts; construction methods and materials; contract and property instruments and office management principles.

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

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

Ability to: establish and maintain paper and electronic control systems; review and monitor a project from its inception to construction including: interpreting land and construction survey notes; read, interpret, analyze and explain engineering design/construction plans and specifications; compute survey control, alignments and gravity hydraulic design; coordinates work of subordinate;

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, and plain English, including but not limited to correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. Ability to negotiate and present complex information clearly and concisely in both written and verbal formats. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to work independently with self-direction; maintain sustained attention to detail and work under timeline pressures; prioritize workloads; 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 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 positively receive feedback and take direction is essential.

Ability to work cooperatively as a member of a team and adhere to the department's values including, but not limited to: 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.

**PHYSICAL DEMANDS:** Work is mainly performed in an office environment, while sitting or standing at a desk or computer terminal for long periods of time. May be required to walk or bend for extended periods of time. Work may require occasional travel to a variety of locations and may be exposed to heavy equipment, noise, varying weather conditions including varying temperatures, various types of precipitation, wind, blowing dust, varying/uneven terrain, and/or traffic. Occasional lifting and carrying up to 20 pounds. Continual use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. May be exposed to insects, construction debris, smoke, electrical hazards, noxious odors, fumes, or chemicals, solvents, oil, and/or vibrations. May work at heights, in confined spaces or awkward positions, in 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 job functions.

**UNUSUAL WORKING CONDITIONS:** May work with angry, ~~irate or upset~~ **or emotionally distressed** customers. Will require travel to a variety of locations. May require some evening or weekend work to address workload and when meeting with the public. Will be required to carry a cell phone and respond to technological or operating issues and/or emergency situations outside the normal work schedule, including weekends and holidays.-

**LICENSES, REGISTRATION AND/OR CERTIFICATES:** ~~Must obtain and maintain a valid Washington State Driver's License.~~

**MINIMUM CLASS REQUIREMENTS:** ~~Bachelor's~~ **Master's** Degree in Engineering, Construction Management or a related field and **one (1) four (4)** years of civil engineering related experience.

**OR**

**Bachelor's Degree in Engineering, Construction Management or a related field and two (2) ) years of civil engineering related experience.**

**OR**

High School Diploma or GED and ~~four (4) additional~~ **six (6)** years of **civil engineering related experience.** ~~work experience may sub for the Bachelor's Degree.~~

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**\*Replaced Office Engineer Class Specification**

**FLSA STATUS:** Non-Exempt

**ADOPTED DATE:** 1978

**REVISED DATES:** 8/92; 12/96; 09/10; 08/21; 7/26

**TITLE CHANGES:** 12/96

**UNION:** AFSCME

**CIVIL SERVICE STATUS:** CHARTER



# **YAKIMA PUBLIC SAFETY COMMUNICATIONS CENTER**

**2403 S 18<sup>th</sup> Street Suite: 400  
Yakima, Washington 98903**

## **MEMORANDUM**

**June 25, 2026**

**To: Fire and Police Civil Service Commissioners**

**From: Angela Brown, Acting Public Safety Communications Manager**

**Re: Minor Proposed Changes to the Telecommunicator Classifications**

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The Telecommunicator I and Telecommunicator classifications were updated in 2021 and 2022 respectively; however, since then the specific requirement to obtain the Telecommunicator I and II certifications has been lifted by the State of Washington. There are now several alternative options to meet the requirements for a Washington State Public Safety Telecommunicator Certification. Consequently, we are requesting to broaden the certification language within the classifications.

Only a couple of other slight language modifications are included, to maintain consistency with other classification updates. No elevation of authority or responsibility is proposed, and thus no salary adjustment is recommended.

Thank you for your consideration of this request.

**CITY OF YAKIMA  
CLASS SPECIFICATION**

|                                      |                                 |             |
|--------------------------------------|---------------------------------|-------------|
| <b>CODE:</b> 6410<br><b>4/217/26</b> | <b>TITLE</b> Telecommunicator I | <b>Rev.</b> |
|--------------------------------------|---------------------------------|-------------|

**DEFINITION:** Under general supervision, receives, prioritizes, transfers, and enters emergency and non-emergency calls from the public. Performs a variety of responsible, moderately difficult data entry duties; operates one or more types of office or specialized equipment in conjunction with the work; applies independent judgment in making decisions, resolving problems, interpreting laws, ordinances and other guidelines and regulations. Performs other SunComm 9-1-1 Communications work as assigned. Work is reviewed through evaluations, consultations, observation and results achieved.

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| <b>DUTIES</b> |
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**Duties listed are representative of the types of tasks and functions performed by positions in this class of work.**

**ESSENTIAL FUNCTIONS:** Receives incoming emergency and non-emergency Enhanced 9-1-1 (E9-1-1) calls, text messages and TDD (Telecommunication Device for the Deaf); determines the location, nature of the situation and/or medical condition of persons involved; evaluates and prioritizes need; and when necessary transfers to appropriate response agency.

Receives, screens and answers a variety of inquiries by telephone or text and provides information on the purpose and functions of emergency services. Provides information and/or emergency medical dispatch (EMD) instruction under stressful conditions, calmly, clearly and distinctly, until situation is resolved and/or emergency assistance has arrived.

Accurately and comprehensively enters and retrieves information into computer aided dispatch (CAD) system or other data storage and record keeping system.

May maintain the Master Street Address Guide (MSAG) and related data; obtains, verifies and reports new addresses, street additions and other information to facilitate enhanced 9-1-1 call origination information.

Supports EMD quality assurance and control requirement tasks.

Under direction of a supervisor or SunComm management, may process requests for confidential information in accordance with state and federal disclosure laws.

Monitors alarm receiving equipment and processes the information received, taking the appropriate actions; dispatch of emergency units or notifying responsible parties of malfunction or equipment out of service. Informs supervisors of situations that require their attention and notifies the appropriate personnel for repair and testing of the communication center equipment.

May provide information regarding emergency call history by address and/or phone number to law enforcement or other entitled agencies.

Participates in public education events.

Operates E9-1-1 telephone system, CAD system, TDD, Fax machine, computer terminal, copy machine, printers, recorders and other equipment as required.

May be required to appear in court when subpoenaed.

Maintains awareness of and complies with Division, Departmental and City policies, procedures and directives.

May participate in the training and/or mentoring of new employees.

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

Position requires rotating shift work including day, swing or night and work all days of the week including weekends and holidays; and overtime as needed.

Performs a variety of center functions; maintains operational and confidential department records and files; composes routine or recurring correspondence; assists the operation by performing routine administrative details; and relays information using appropriate communications systems.

Mentors and provides guidance, training or assistance to new employees as needed.

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

**Keeps licenses and certifications up-to-date and completes mandatory and otherwise assigned trainings as required.**

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

Performs other related duties as assigned.

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

Knowledge of emergency services operations and emergency service providers in Yakima County. Knowledge of applicable laws, rules, regulations, policies and procedures.

Knowledge of techniques and strategies for dissemination of complex and/or technical written and verbal information to a wide range of individuals, including but not limited to coworkers, emergency personnel, government officials, and members of the public.

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

Must be able to listen attentively and question for needed information, organize details quickly and logically, think clearly, make quick and accurate judgments, and articulate instructions clearly, under stressful conditions.

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

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

compose correspondence. Must routinely and regularly maintain a high degree of confidentiality and discretion through all forms of communication.

Ability to: receive, comprehend and rapidly relay accurate information; control telephone conversations to obtain accurate information; provide correct, understandable instructions; perform duties during periods of extreme stress and time limitations; and, learn and apply information, laws, codes, guidelines, directives, policies and procedures related to the job.

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

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

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

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

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

**PHYSICAL DEMANDS:** Work is performed in an office environment while sitting at a desk or computer terminal for extended periods of time or while standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Occasional walking, ascending/descending stairs while maintaining balance. Occasional stooping/bending/kneeling while performing duties. Constant use of both hands with repetitive motions in reaching, handling, grasping, keyboarding, and other fine skills manipulation, while performing duties and operating computers. Constant use of all senses including feeling/talking/hearing/listening/seeing/observing while performing duties and communicating with co-workers, general public and completing all assigned tasks.

Must have the ability to hear, with or without a hearing aids, and speak well enough to converse on the telephone. Vision abilities required for this job include close vision and the ability to adjust focus; have the ability to see, with or without corrective lenses, well enough to read standard text and text displayed on a video display terminal. Must be able to distinguish color and maintain long-term and short-term memory. May require constant focus on a computer screen for 2 or more hours at a time. The employee may be required to push, pull, lift and/or occasionally carry up to 25 pounds. Must have the tolerance and temperament to work effectively under pressure and in emergency situations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**UNUSUAL WORKING CONDITIONS:** Will have frequent contact with angry, irate, panicked, emotionally disturbed and/or upset customers. May be subjected to offensive or abusive language from public. Subject to stress due to the nature and urgency of the emergency services provided. Work is performed indoors and includes long periods in a seated position in a secured, location with a specialized low-light system. There is limited opportunity for physical movement and rest and/or meal periods are dependent on workload. May be required to work extended hours outside the normal work schedules with short notice. Shift work includes evenings, nights, weekends, holidays and overtime as needed. Mental and physical stress may occur due to the nature and urgency of the services provided. Must wear a department uniform.

**LICENSES, REGISTRATIONS AND/OR CERTIFICATES:** Obtain and maintain—Telecommunicator I Training Washington State Public Safety Telecommunicator Certification, First Aid/CPR/AED certification and training in: ACCESS (Retrieve and Delete Criminal Information Training); and Emergency Medical Dispatch (EMD), - within one (1) year of employment.

**MINIMUM CLASS REQUIREMENTS:** High school diploma or GED and one (1) year work experience in a fast-paced and multi-tasked public contact environment (e.g. bank teller, waiter) or a public safety communications environment. Able to accurately type at a sustained minimum of 30 words per minute. Experience in a public safety communications or dispatch facility is preferred.

Must successfully pass presuitability testing, comprehensive background check (assessing applicant's aptitude, character, judgment, credit, driving record and criminal history), polygraph, hearing exam and psychological evaluation.

**\*Replaced Class Code 6255**

**\*Title change from 9-1-1 Calltaker 4/21**

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**FLSA STATUS:** NON-EXEMPT

**ADOPTED DATE:** 5/96

**REVISED DATES:** 01/02; 11/10; 02/11; 05/11; 09/12; 4/21; 7/26

**TITLE CHANGES:** 4/21

**UNION:** IAFF

**CIVIL SERVICE STATUS:** FIRE

**CITY OF YAKIMA  
CLASS SPECIFICATION**

**CODE:** 6412

**TITLE:** Telecommunicator

**Rev. 9/22/26**

**DEFINITION:** Under general supervision receives emergency and non-emergency requests for fire, emergency medical and law enforcement assistance via multiple communications systems. Evaluates the information provided to determine the appropriate jurisdiction, equipment and personnel to be dispatched. Operates a variety of electronic equipment to successfully dispatch the appropriate emergency response. Performs related work as required.

**DUTIES**

The following duties are illustrative only and not all encompassing. Other related duties may be required as a function of this position.

**ESSENTIAL FUNCTIONS:** Receives, transmits and records requests for emergency and non-emergency responses via Enhanced 9-1-1 (E9-1-1) telephone, text messages and TDD (Telecommunication Device for the Deaf), non-emergency telephone, radio, alarm and Computer Aided Dispatch (CAD) systems. Uses maps, addresses and other pertinent information to dispatch the appropriate jurisdiction, equipment and personnel.

Receives incoming emergency and non-emergency E9-1-1 calls; determines the location, nature of the situation and/or medical condition of persons involved; evaluates and prioritizes need; and when necessary transfers to appropriate response agency.

Receives, screens and answers a variety of inquiries by telephone or text and provides information on the purpose and functions of emergency services. Provides information and/or emergency medical dispatch (EMD) instruction under stressful conditions, calmly, clearly and distinctly, until situation is resolved and/or emergency assistance has arrived.

Accurately and comprehensively enters and retrieves information into computer aided dispatch (CAD) system or other data storage and record keeping system.

Monitors and transmits on a variety of radio channels. Assists in testing radio frequencies, periodically makes routine announcements and relays information via radio and/or paging systems.

Monitors and maintains the position and status of the units in the field. Directs the movement of units to other response areas, fire stations and/or jurisdictions so that

adequate coverage is provided to all areas during day-to-day and major emergency operations.

May maintain the Master Street Address Guide (MSAG) and related data; obtains, verifies and reports new addresses, street additions and other information to facilitate enhanced 9-1-1 call origination information.

Operates a variety of equipment including but not limited to: E9-1-1 telephone system, radio console, CAD system, computer terminals, TDD, alarm systems, recording devices, security devices and other related equipment.

Monitors alarm receiving equipment and processes the information received, taking the appropriate actions; dispatch of emergency units or notifying responsible parties of malfunction or equipment out of service. Informs supervisors of situations that require their attention and notifies the appropriate personnel for repair and testing of the communication center equipment.

Performs a variety of center functions; maintains operational and confidential department records and files; composes routine or recurring correspondence; assists the operation by performing routine administrative details; relays information using appropriate communications systems.

Operates E9-1-1 telephone system, CAD system, TDD, Fax machine, computer terminal, copy machine, printers, recorders and other equipment as required. May update and clear data regarding warrants, court orders, vehicles and stolen articles. Shall be required to operate the ACCESS computer interface with requests for warrants, license checks, etc.

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

Supports EMD quality assurance and control requirement tasks. .

Under direction of a supervisor or SunComm management may process requests for confidential information in accordance with state and federal disclosure laws; makes recording of incidents from the Center's recording equipment in support of public disclosure requests, incident follow-up investigations or court ordered requirements. May provide information regarding emergency call history by address and/or phone number to law enforcement or other entitled agencies.

Maintains records of construction, repairs and changes in availability of streets, hydrants and sprinkler systems for notifications to the Public Safety departments.

Maintains awareness of and complies with Division, Departmental and City policies, procedures and directives.

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

May participate in public education events.

May be required to appear in court when subpoenaed.

Position requires rotating shift work including day, swing or night and work all days of the week including weekends and holidays; and overtime as needed.

Mentors and provides guidance, training or assistance to new employees as needed.

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

**Keeps licenses and certifications up-to-date and** ~~C~~ompletes mandatory and otherwise assigned trainings as required.

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

Performs other related duties as assigned.

**MAJOR WORKER CHARACTERISTIC:** Knowledge of emergency services operations and emergency service providers in Yakima County. Knowledge of applicable laws, rules, regulations, policies and procedures. Have a working knowledge of the type and uses of the emergency equipment dispatched by the Center.

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

Knowledge of techniques and strategies for dissemination of complex and/or technical written and verbal information to a wide range of individuals, including but not limited to coworkers, emergency personnel, government officials, and members of the public.

Strong working knowledge of: computer operations, databases and industry applications including but not limited to CAD system; Microsoft Office Suite, and office equipment. Knowledge of basic arithmetic. Ability to use a variety of computer software systems/applications proficiently.

Must have the ability to interpret maps and to learn the roads, streets and major geographic features of the Communications Center's operational area. Ability to: receive, comprehend and rapidly relay accurate information; control telephone conversations to obtain accurate information; listen attentively and question for necessary information, provide correct, understandable instructions; perform duties during periods of extreme stress and time limitations; and, learn and apply information, laws, codes, guidelines, directives, policies and procedures related to the job.

Ability to: collect, review and organize information quickly and logically; think clearly and make quick and accurate judgements, decisions and recommendations. Must be able to efficiently and effectively enter information into a CAD systems and computer programs with speed and accuracy, to speak English clearly at sustained rapid rates in order to transmit information and locations to responding units during emergency situations. Ability to operate standard office equipment including but not limited to: computer with touch keyboarding, fax machine, copy machine, telephone etc. Ability to perform and understand basic mathematical computations.

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

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

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

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

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

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

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

**UNUSUAL WORKING CONDITIONS:** Will have frequent contact with angry, irate, panicked, emotionally disturbed and/or upset customers. May be subjected to offensive or abusive language from public. Subject to mental and physical stress due

to the nature and urgency of the emergency services provided. Work is performed indoors and includes long periods in a seated position in a secured location with specialized low-light system. . There is limited opportunity for physical movement; rest and/or meal periods are dependent on workload. May be required to work extended hours outside the normal work schedule. Shift work includes evenings, nights, weekends, holidays and overtime as needed. Must wear a department uniform.

**LICENSE, REGISTRATIONS AND/OR CERTIFICATES:** Obtain and maintain ~~Telecommunicator I and II training;~~ Washington State Public Safety Telecommunicator Certification, ACCESS (Retrieve and Delete Criminal Information Training) training, Emergency Medical Dispatch (EMD) training, and First Aid/CPR/AED certification within one (1) year of employment.

**MINIMUM CLASS REQUIREMENTS:**

Currently employed as a Telecommunicator I with Yakima Public Safety Communications Center (SunComm)

**OR** meet the following minimum class requirements:

- High school diploma or GED.
- Six (6) months' work experience providing direct customer service (e.g. bank teller, waiter) or a public safety communications environment.
- Must have computer and telephone experience.
- Able to accurately type at a sustained minimum of 30 words per minute.

Associate or Bachelor of Arts degree may substitute for 6 months customer service experience requirement. Experience in a public safety communications or dispatch facility is preferred.

**OR**

**MINIMUM CLASS REQUIREMENTS FOR LATERAL APPLICANTS TO THE CLASS:** 18 months successful employment as a telecommunicator/dispatcher at SunComm or another high-volume police, fire or emergency medical dispatch facility with enhanced 911 and computer-aided dispatch.

**ENTRY-LEVEL AND LATERAL CANDIDATES MUST:** Successfully pass presuitability testing, comprehensive background check (assessing applicant's aptitude, character, judgment, credit, driving record and criminal history), drug screening, hearing exam, polygraph and psychological evaluation.

**\*Title change from Public Safety Dispatcher to Telecommunicator 4/21**

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**FLSA STATUS:** NON-EXEMPT

**ADOPTED DATE:** 1/97

**REVISED DATES:** 1/02; 11/05; 7/07; 6/09; 11/10; 02/11; 05/11; 4/21; 9/22; 7/26

**TITLE CHANGES:** 4/21

**UNION:** IAFF

**CIVIL SERVICE STATUS:** FIRE



## Memorandum

June 29, 2026

To: Charter Civil Service Commission

From: Police Chief Shawn Boyle; Corrections  
Correction Manager Maritza Davis

Subject: Request for Suspension of Probationary Corrections Officer

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The Yakima Police Department requests the Charter Civil Service Commission approve a temporary suspension of the one-year probation for a Probationary Corrections Officer.

The Corrections Officer was hired 10/01/25. Probationary Corrections Officers are subject to a 12-month probationary period and his probation is currently scheduled to end 10/01/26.

This employee recently was approved for protected leave effective 07/2/2026. The anticipated date of return is 08/17/26.

Since this absence will exceed 30 days, during which the officer's performance cannot be observed and evaluated, and training cannot occur, consistent with previous requests, we ask the employee's probation be suspended effective upon his leave. With your approval, the probation period will resume once the employee returns to full duty, and the employee shall be credited for all probationary time achieved prior to their leave.

Thank you for your consideration.

Administration  
Fire Suppression  
Fire Investigation  
Fire Training  
Fire Prevention  
Public Education



**401 North Front Street, Yakima, WA 98901**

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**www.yakimafire.com**

**MEMORANDUM**

June 30, 2026

TO: City of Yakima Fire Civil Service Commission

FROM: Susan Madrigal, Administrative Assistant to the Fire Chief

SUBJECT: June 2026 – 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:**

(none)

**2. Promotional or provisional/acting appointments:**

Michael Wagner – promoted to Fire Shift Commander

**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):**

Erica McNamara – Public Safety Communications Manager, resignation

Larry Bird – Firefighter, retirement after 30 years of service

Brent Bauer – Fire Lieutenant, retirement after over 30 years of service

Kory Simmons – Firefighter, retirement after over 32 years of service

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



## Memorandum

June 30, 2026

To: Civil Service Commission  
From: Shawn Boyle, Chief of Police  
Subject: June 2026 – Status Report

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*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 |
|--------------|------------------------------|---------------------|
| Dalia Chavez | Crime & Intelligence Analyst | 06/02/2026          |

**2. Promotional or Provisional/Acting appointments: None.**

**3. Failure(s) to pass probation:**

| Name          | Position       | Date       |
|---------------|----------------|------------|
| Tyler Merritt | Police Officer | 06/18/2026 |

**4. Written reprimands, suspensions, demotions, or other disciplinary actions made of any Police Department employee with action taken: None.**

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

| Name       | Position       | Date       | Type        |
|------------|----------------|------------|-------------|
| Eric Perez | Police Officer | 05/19/2026 | Resignation |