



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**

September 21, 2026 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

Approval of the August 10, 2026 minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 1) Consideration of revisions to Wastewater Classifications (Charter)
 - a. Wastewater Manager (1272)
 - b. Wastewater Operations Superintendent (15105)
- 2) Consideration of Human Resources Classifications (Charter)
 - a. Payroll Manager - New
 - b. Human Resources Manager - New
 - c. Revisions to Chief Examiner (10102)

OTHER BUSINESS

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

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

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

JOINT MEETING – August 10, 2026

MINUTES

The City of Yakima Charter Civil Service Commission and Police and Fire Civil Service Commission convened on this date at 3:33 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 (via Zoom), Police/Fire Civil Service Commissioner Camille Becker (via Zoom), Charter Civil Service Commissioner Louisa Beckstrand (via Zoom), and Chief Examiner Gretchen Peterson-Lee.

Worley called the meeting to order.

APPROVAL OF MINUTES

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

NEW BUSINESS

1. Consideration of Suspension of Probation for Transit Operator (Charter)

Transit Manager Jim Hogenson requested to suspend the probation of a transit operator who is out on medical leave, since they are unable to evaluate performance appropriately during that time.

Worley confirmed this has been a normal request for this type of situation.

Beckstrand **motioned** to approve the **Suspension of Probation for a Transit Operator**. Trevino **seconded**. Motion approved unanimously.

1. Public Comment

None

2. Fire and Police Department Status reports

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

Reports were reviewed and attached to the record.

The next meeting is scheduled for September 14, 2026. Items need to be submitted to the Chief Examiner by August 28, 2026.

There being no further business before the Commission, the meeting was adjourned at 3:37 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.

Memorandum

DATE: September 17, 2026

TO: Charter Civil Service Commissioners
Gretchen Peterson-Lee, Chief Examiner

FROM: Scott Schafer, Public Works Director

RE: Wastewater Manager and Wastewater Operations Superintendent Revisions

The Public Works Department respectfully requests Civil Service's consideration of proposed revisions to the class specifications for the Wastewater Manager and Wastewater Operations Superintendent positions.

The Wastewater Manager classification was last updated in 2018. The proposed changes are primarily housekeeping updates intended to modernize and clarify the existing specification. Additionally, the revisions are expected to strengthen recruitment efforts by broadening the license, registration, and certification requirements. Specifically, the proposal adjusts the required State of Washington Water Pollution Control Plant Operator Certificate from Group II to Group I and adds the Washington Wastewater Collection Personnel Association Wastewater Collection Specialist I credential as a qualification at the time of appointment. This expansion would enable applicants with wastewater collection experience and the appropriate credential to also qualify for the position, thereby increasing the pool of eligible candidates for this critical role.

The Wastewater Operations Superintendent classification was last updated in 2013. The proposed revisions for this specification are also housekeeping updates and are intended to align the Superintendent's qualifications more closely with those proposed for the Wastewater Manager, particularly with respect to license, registration, and certification requirements.

These revisions do not alter the duties or responsibilities of either position. As a result, no salary adjustments are recommended.

Thank you for your time and consideration of these updates.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 1272
Rev.: 12/18 9/26

TITLE: Wastewater/Stormwater Manager

DEFINITION: Exercising considerable independence under the general supervision and direction of the Director of Public Works, this is a division management position responsible for the management and administrative work of the wastewater and stormwater treatment, collection, pretreatment and biosolids programs by planning, organizing, directing and supporting the work of the division's staff.

The employee occupying this position directs and supervises the work of division personnel, facilitating and coordinating the division's programs and projects, assuring the safe and efficient operation in compliance with State and Federal environmental regulations. Position is responsible for planning, organizing, and directing the wastewater treatment facility and sewer collection operations and for assuring their efficient and safe operation in accordance with State and Federal requirements. Duties include but are not limited to: the oversight and guidance of procedures and schedules for operation and maintenance activities; the development and presentation of records and reports for City officials, consultants and other government agencies; the acceptance of new construction work; providing guidance to personnel on all aspects of the wastewater operations; and the requisitioning of new supplies and equipment. . Assures the Wastewater Division is in compliance with numerous federal and state regulations for all aspects of the Division's work/environmental safety. Responsible for implementing a Total Quality Management approach for all the Division's business.

Duties include the responsibility and oversight of the operational and technical functions within the division; Supervision is exercised over a staff of professional, operational, technical and/or clerical personnel.

DUTIES

ESSENTIAL FUNCTIONS: Directs and coordinates the activities of the Wastewater and Stormwater Divisions. Plans, directs, and inspects the work involved in the operation, construction and maintenance of the wastewater treatment and the wastewater and stormwater collection systems. Develops annual work program objectives; assigns planning projects.

Serves as administrator of the Wastewater and Stormwater Divisions with responsibility for maintenance of public records; preparation, presentation and management of the division budget; preparation of long range planning; and employee performance evaluations.

Submits cost estimates on projects within the scope of the responsibility; approves project and equipment specifications. Reviews, approves, and signs requisitions for new materials and equipment; assures proper inventory level of material and parts for maintenance and repair work.

Supervises and participates in the work of the division, providing guidance and direction to subordinate staff. Oversees and reviews the work of division; hires, trains, and develops staff providing professional leadership and ongoing development opportunities to staff; evaluates individual performance including taking or recommending disciplinary action as necessary. Provides assistance to staff in resolving and finding solutions to difficult or unusual situations and problems. Responsible for performance of subordinates; ensures compliance with all applicable laws, State and Federal regulations, City ordinances, policies, procedures and sound financial practices.

Prepares reports of project and program progress and presents reports to the City Manager, City Council and/or advisory committees as necessary. Analyzes operational data and develops various responses for City officials, other government agencies, and consulting engineers; coordinates divisional activities with other City departments.

Serves as staff representative and liaison with government agencies, citizen and professional organizations, and the public to provide continuing community involvement and input. Responds to concerns from City Manager, City Council, other City employees and/or the general public.

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.

Performs related work as required.

Requires regular and reliable attendance.

MAJOR WORKER CHARACTERISTICS: Knowledge of federal, state and city laws and ordinances, and City of Yakima policies and procedures. Knowledge of best principles and techniques of management, supervision and leadership; practices and principles of work flow 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 with regard to public disclosure, and confidentiality standards.

Knowledge of numerous Federal and State laws, regulations and mandates regarding wastewater and stormwater collection, treatment, biosolids and pretreatment programs.

Knowledge of wastewater and stormwater treatment systems, sewer maintenance practices, pretreatment and biosolids programs and working familiarity of testing procedures and chemicals used in testing and treating wastewater.

Knowledge of the theories and practices of wastewater and stormwater treatment and collection systems and the equipment used in the operation, maintenance, and repair of such systems and the occupational hazards and safety precautions applicable to all phases of the division.

Knowledge of Commercial Driver's License (CDL) testing and training requirements.

Strong working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite including Excel; report writing tools; professional office procedures and practices; and computerize municipal budgetary and fiscal management practices. Ability to operate standard office equipment including but not limited to: computer, fax machine, 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, City Council; government officials, and members of the public.

Must be able to communicate clearly and effectively, with employees, members of the public representing diverse education and background, and with officials at all levels of government utilizing well developed communication skills, both written and oral, with appropriate use of 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 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 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 work independently with self-direction and minimal direction or oversight; 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 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; train, supervise, plan, organize, and direct the work of a staff of technical, professional, operational and clerical personnel; evaluate personnel performance; provide constructive feedback to subordinates; develop and implement modern auditing and accountability methods, procedures, forms and records; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus. Ability to positively receive feedback and take direction is essential.

Ability to develop, present and gain acceptance for long-range programs and budgets. Must be able to locate grant resources and prepare grant proposals for projects.

Acts in a safe, efficient and responsible manner, legally adhering to traffic laws, rules and regulations when driving/operating City vehicles to perform required off-site duties.

Ability to work extended hours as needed to carry out the management and supervisory responsibilities and functions for the division.

PHYSICAL DEMANDS: Work is performed primarily in an office environment 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. Frequently needs to drive to other locations to perform duties or attend meetings. Frequent use of both hands in reaching/handling/grasping/~~fingering~~ while performing duties and operating computers ~~other fine motor skills manipulation while driving and/or performing duties and operating computers, various vehicles, and/or equipment.~~ Occasional heavy work includes lifting and carrying up to 50 pounds. Occasionally ascends/descends stairs, ladders and other inclines while maintaining balance. Occasional bending/twisting at knees/waist/neck. Occasional stooping/bending/ kneeling/crawling while performing duties. Continuous 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. May work outside in all weather extremes and be exposed to insects, water, slippery surfaces, dirt, dust, noxious odors, fumes, or chemicals, solvents, oil, vibrations, and/or 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 work with angry, irate or upset 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. May be required to carry a cell phone or paging device and respond to technological or operating issues and/or emergency situations outside the normal work schedule, including weekends and holidays. Exposure to toxic gases, heights, chemicals, unsanitary, and slippery conditions.

LICENSE, REGISTRATION & CERTIFICATIONS: Possess and maintain a Group III State of Washington Water Pollution Control Plant Operators Certificate or a Washington Wastewater Collection Personnel Association Wastewater Collection Specialist I credential or higher at the time of appointment. Obtain and maintain a Basic First Aid Certificate within 6 months of appointment. Possess or obtain and maintain a valid Washington State Driver's License.

MINIMUM CLASS REQUIREMENTS: Associates Degree and five (5) years of increasingly responsible experience in an activated sludge wastewater treatment plant and collection system, including at least two (2) years of experience in a lead or supervisory role. Bachelor's degree from an accredited college or university in environmental science, engineering, business administration or related field is preferred and may substitute for one (1) year of the general experience. Two (2) years additional experience with a High School Diploma, GED or equivalent may substitute for required education.

FLSA STATUS: EXEMPT

ADOPTED DATE: _____

REVISED DATES: 12/18 9/26

TITLE CHANGES: _____

UNION: NON-UNION

CIVIL SERVICE STATUS: CHARTER CIVIL SERVICE

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 15105 TITLE: Wastewater/ <u>Stormwater</u> Operations Superintendent <u>Est. 12/2013</u> <u>Rev: 9/26</u>
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DEFINITION: Under ~~the direction~~ general supervision of the Division Wastewater/Stormwater Manager, plans, organizes, directs and coordinates the operations and maintenance activities through the supervisors of operational work units. Operation work units ~~consist of treatment facility equipment~~ wastewater and stormwater treatment facilities, collection systems, ~~and~~ lift stations ~~and associated infrastructure~~ owned and maintained by the City's Wastewater Division.

DUTIES

ESSENTIAL FUNCTIONS: Plans, prioritizes assigns, and supervises the work of wastewater treatment plant, collection system, lift stations and stormwater treatment, and collection systems ~~and lift stations~~ through work unit supervisors.

Ability to read construction drawings, ~~construction~~ as-builts ~~drawing~~, and schematics for wastewater ~~operation and stormwater~~ facilities.

Oversees work units; interprets and evaluates operational data and implements changes to comply with established standards.

Ensures staff activities comply with State and Federal regulatory requirements, NPDES permit conditions, safety standards, and City policies.

Investigates and resolves customer service requests and prepares reports on actions taken or recommended.

Maintains an effective rapport with the Department of Ecology; ensures the timely submittal of required reports and verbal communications to meet all compliance requirements by subordinate employees.

Notifies appropriate employees ~~of apparent and management whenever~~ unsafe or noncompliant operating conditions arise, ~~typically the supervisor of the work units.~~

Assists with preparation of division budget based on anticipated needs of operation work units; monitors work unit expenditures to assure conformance with approved budget allocation.

Keeps abreast of new technologies and safety measures used in wastewater and stormwater treatment and collection.

Oversees the development and implementation of operational and emergency manuals by unit supervisors. Ensures work unit supervisors maintain wastewater operational information systems for data collection, reporting and communication.

Attends meetings as necessary to render professional advice.

Meets with vendors and consultants regarding special maintenance projects.

Inspects work to ensure quality; corrects work in progress and upon completion.

Assists with hiring and training of division employees; evaluates work unit supervisors; provides or coordinates staff training; advises subordinates of performance standards; observes and documents performance; prepares performance evaluations; and works with employees to correct deficiencies; may recommend disciplinary action in accord with City policies and procedures.

May act in Wastewater/Stormwater Manager's absence or in his/her stead as Wastewater/Stormwater Manager assigns.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS

Knowledge of federal, state and city laws and ordinances, and City of Yakima policies and procedures. Knowledge of best principles and techniques of supervision and leadership; practices and principles of work flow 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 with regard to public disclosure, and confidentiality standards.

Knowledge of numerous Federal and State laws, regulations and mandates regarding wastewater and stormwater collection, treatment, biosolids and pretreatment programs.

Knowledge of wastewater and stormwater treatment systems, sewer maintenance practices, pretreatment and biosolids programs and working familiarity of testing procedures and chemicals used in testing and treating wastewater.

Knowledge of the theories and practices of wastewater and stormwater treatment and collection systems and the equipment used in the operation, maintenance, and repair of such systems and the occupational hazards and safety precautions applicable to all phases of the division.

Strong working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite including Excel; report writing tools;

professional office procedures and practices; and computerize municipal budgetary and fiscal management practices. Ability to operate standard office equipment including but not limited to: computer, fax machine, 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, City Council; government officials, and members of the public.

Must be able to communicate clearly and effectively, with employees, members of the public representing diverse education and background, and with officials at all levels of government utilizing well developed communication skills, both written and oral, with appropriate use of 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 possess the ability to make informative and persuasive presentations to individuals and groups, and participate in public forums. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

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 work independently with self-direction and minimal direction or oversight; 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 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; train, supervise, plan, organize, and direct the work of a staff of technical, professional, operational and clerical personnel; evaluate personnel performance; provide constructive feedback to subordinates; develop and implement modern auditing and accountability methods, procedures, forms and records; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus. Ability to positively receive feedback and take direction is essential.

Acts in a safe, efficient and responsible manner, legally adhering to traffic laws, rules and regulations when driving/operating City vehicles to perform required off-site duties.

Ability to work extended hours as needed to respond to operational emergencies, call-outs, and urgent issues.

Knowledge of:

~~Division policies and procedures.~~

~~Treatment and collection system operations.~~

~~Principles of supervision, operation and scheduling of personnel and work.~~

~~English usage, spelling, grammar and punctuation at an advanced level.~~

~~Report writing and presentation skills.~~

~~Accurate record keeping methods using computer based information systems, log books and filing as appropriate.~~

~~Applicable safety precautions and procedures.~~

~~Units of measure and mathematical practices and equations~~

~~Union contracts and regulations~~

~~Ability to:~~

~~Recognize unusual or dangerous operating conditions and take rapid appropriate action.~~

~~Analyze plant and collection data, recognize trends and anomalies and take appropriate action.~~

~~Perform mathematical computations~~

~~Read, understand and interprets moderate to difficult technical materials.~~

~~Respond to common inquiries or complaints from customers, regulatory agencies, or members of the community.~~

~~Plan and schedule work assignments, set priorities for training, evaluating, selecting and recommending recognition and /or discipline of subordinates.~~

- Assist with preparation and administer division budget and allocate limited resources in a cost-effective manner.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Communicate in English both clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with division personnel, other departments, outside agencies and the public.
- Keep accurate records and prepare concise and meaningful reports.
- Prepare and present oral and written reports regarding collection and treatment status.
- Be available outside of normal business hours.

PHYSICAL DEMANDS: Work is performed primarily in an office environment. 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. Frequently needs to drive to other locations to perform duties or attend meetings. Frequent use of both hands in reaching/handling/grasping/fingering other fine motor skills manipulation while driving and/or while performing duties operating on various vehicles, equipment and machinery. Occasional heavy work includes lifting and carrying up to 50 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, and generally unpleasant conditions. Occasional bending and seldom twisting at knees/waist/neck while performing related activities. Seldom kneeling/crouching/crawling while making repairs in confined spaces and awkward positions. May work at heights, alone, with others, or in noisy work area. May require frequent moving, sitting or standing for extended periods of time. May work outside with all weather extremes, be exposed to dust, smoke, electrical hazards, noxious odors, fumes, or chemicals, raw sewage, waterborne disease and toxic and combustible gases. Constant use of all senses including feeling/talking/ hearing/seeing while performing duties and while communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. 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 customers. Will require travel to a variety of locations. Exposed to adverse weather conditions, confined spaces, raw sewage, toxic and combustible gas, other chemical hazards, and traffic. ~~Required to lift objects such as manhole lids and rings weighing up to 100 pounds. Shall be subject to random controlled substances and alcohol testing, pursuant to Department of Transportation (DOT) regulations, including 49 CFR Part 40 and Section 382 of the Federal Motor Carrier Safety Regulations.~~ Exposure to raw sewage, methane, chlorine, sulfur dioxide and ammonia gases; caustic materials, dust, unpleasant odors, extremes of weather and potential exposure to waterborne diseases. May involve night and weekend work.

LICENSE, REGISTRATION & CERTIFICATIONS: Must possess or obtain and maintain a Washington State Driver's License. Possess and maintain valid Washington State Commercial Driver's License (CDL) with Class B endorsement; Must possess a Washington Wastewater Collection Personnel Association (WWCPA) Collection Specialist I Level 3 certification or Class ~~III~~ I State of Washington Water Pollution Control Plant Operators Certificate or higher at time of appointment. Obtain and maintain a Basic First Aid/CPR and Washington State Flagging Certificate within 6 months of appointment.

MINIMUM CLASS REQUIREMENTS High school diploma, GED or equivalent and Aa minimum of six (6) years increasingly responsible experience in the construction, operation and/or maintenance of either wastewater/stormwater collection or wastewater treatment facilities. Three (3) years lead or supervisory experience in construction, system maintenance, operations or related field is required.

FLSA STATUS: EXEMPT

ADOPTED DATE: _____

REVISED DATES: 9/26

TITLE CHANGES: _____

UNION: NON-UNION

CIVIL SERVICE STATUS: CHARTER CIVIL SERVICE



Human Resources Department

129 N. Second Street, Yakima, WA 98901 (509) 575-6090 Fax: (509) 576-6358

MEMORANDUM

TO: City of Yakima Civil Service Commission

FROM: Lisa Garcia, Director of Human Resources

DATE: September 15, 2026

RE: Establishment and Revision of Human Resources Department Class Specifications — Human Resources Manager, Payroll Manager, and Chief Examiner

PURPOSE

This memorandum is submitted to the Civil Service Commission for review and consideration of three class specifications within the Human Resources Department: the creation of a Human Resources Manager classification, the creation of a new Payroll Manager classification, and the revision of the Chief Examiner classification. These changes are being brought forward to align the Department's organizational structure, reporting relationships, and delegated authority with the current scope and complexity of its operations.

BACKGROUND AND IMPETUS FOR CHANGE

Over time, the responsibilities carried by the Human Resources Department have grown substantially in scope, complexity, and regulatory exposure, including expanded obligations related to labor relations, leave administration, workplace investigations, payroll compliance, and Civil Service administration. The Department's current classification structure has not kept pace with this growth, resulting in management-level work being performed without classifications that reflect the corresponding level of authority, independent judgment, and accountability the work requires.

The changes described below are intended to correct that structural gap. They do not add new positions to address any individual's circumstances; rather, they restructure how existing management functions are organized and classified so that authority, supervisory responsibility, and accountability are clearly and appropriately assigned at the division-manager level throughout the Department. Establishing this structure now also strengthens continuity of operations and succession planning within the Department going forward.

SUMMARY OF PROPOSED CLASSIFICATION CHANGES

1. Human Resources Manager – New Classification

In 2013 the Human Resources Manager classification and position was replaced with the Director of Human Resources classification after identifying the higher level of authority and decision making necessary for the position. A new Human Resources Manager classification is being requested to serve as a key advisor and strategic partner to the Director of Human Resources, exercises independent judgment and delegated authority over day-to-day HR operations, and is designated to serve as Acting Director of Human Resources during the Director's absence.

The new specification also enhances the role's responsibility for department technology systems, budget administration within delegated authority, and supervision of assigned staff. This restores management depth to the Department at a level commensurate with the scope of HR operations it oversees.

Pay Grade: The Department recommends establishing this position to Paycode 968 (\$54.19–\$65.85 per hour), consistent with classifications such as Finance Manager, Purchasing Manager, Wastewater Manager, and IT Services Supervisor, reflecting the technical knowledge and expertise in City, State, and Federal regulations and compliance required of the position

2. Payroll Manager — New Classification

The Payroll Manager is a newly established classification at the division-manager level, created to consolidate full accountability for the City's payroll operations — including compliance, staffing, internal controls, and quality assurance — under a single classification with clearly defined authority. Currently, payroll functions of this scope and consequence are not matched by a classification carrying commensurate independent judgment, decision-making authority, and supervisory responsibility. The new classification establishes that authority directly, including responsibility for interpreting and implementing labor contracts and applicable law as they relate to payroll, serving as a working member of the City's negotiating team on payroll-related matters, and exercising independent judgment within broad policy guidelines to resolve payroll issues and ensure regulatory compliance.

Pay Grade: The Department recommends establishing the Payroll Manager at Paycode 968 (\$54.19–\$65.85 per hour), consistent with classifications such as Finance Manager, Purchasing Manager, Wastewater Manager, and IT Services Supervisor, reflecting the technical knowledge and expertise in City, State, and Federal regulations and compliance required of the position.

3. Chief Examiner (Class Code 10102) — Revision

The Chief Examiner classification is being revised to reflect its standing as a division-manager-level position and to align its knowledge, ability, and minimum qualification requirements with that level of responsibility. Key changes include:

- Addition of division-level management knowledge requirements, including budget development and administration and strategic planning, consistent with the position's role in leading Civil Service operations and advising the HR Director on department priorities and direction.
- Consolidation of supervisory language to describe leadership and supervision of assigned staff in terms consistent with other division-manager classifications, rather than enumerating specific subordinate positions, so the classification reflects the position's ongoing management authority independent of current staffing arrangements.
- Addition of responsibility for oversight of the administration of the City's performance evaluation program, consistent with the Charter, Civil Service Rules, and applicable collective bargaining agreements.
- Increases to the minimum qualifying experience requirements (from two years to three years with a Bachelor's degree, or five years with an Associate's degree, in each case including at least two years of lead or supervisory experience), removing the prior alternative experience substitution for the degree requirement, to ensure incoming Chief Examiners bring experience commensurate with the position's elevated scope.

These revisions do not change the Chief Examiner's reporting relationship to the Civil Service Commissions or its statutory responsibilities under the Yakima City Charter, RCW 41.08, and RCW 41.12; they clarify and update the classification to reflect the management level at which the position already operates and is expected to continue operating.

Pay Grade: The Chief Examiner is currently classified at Paycode 973 (\$44.52–\$54.19 per hour), a range shared with classifications such as Supervising Planner, Supervising Code Inspector, Economic Development Services and Supervisor. The Department recommends reallocating this position to Paycode 968 (\$54.19–\$65.85 per hour), consistent with classifications such as Finance Manager, Purchasing Manager, Wastewater Manager, and IT Services Supervisor, reflecting the technical knowledge and expertise in City, State, and Federal regulations and compliance required of the position.

PAY GRADE RECOMMENDATION SUMMARY

The Department recommends that all three classifications addressed in this memorandum — Human Resources Manager, Payroll Manager, and Chief Examiner — be established or reclassified at Paycode 968 (\$54.19–\$65.85 per hour). This represents an approximate 5% increase between pay steps, reflecting the technical knowledge and expertise in City, State, and Federal regulations and compliance required of the position.

Classification	Current Pay Grade	Recommended Pay Grade
Human Resources Manager	N/A – new classification	Paycode 968 (\$54.19–\$65.85)
Payroll Manager	N/A — new classification	Paycode 968 (\$54.19–\$65.85)
Chief Examiner	Paycode 973 (\$44.52–\$54.19)	Paycode 968 (\$54.19–\$65.85)

REQUESTED ACTION

The Human Resources Department respectfully requests that the Civil Service Commission review the attached class specifications and act to approve: (1) the new Human Resources Manager classification, (2) the new Payroll Manager classification, and (3) the revised Chief Examiner classification. Copies of the proposed class specifications are attached for the Commission's reference.

Please let me know if the Commission would like additional information or a presentation on these proposed changes prior to or during its next scheduled meeting.

Respectfully submitted,

Lisa Garcia,

Director of Human Resources

CITY OF YAKIMA
CLASS SPECIFICATION

CODE:	TITLE: Human Resources Manager	Est. 9/26
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DEFINITION: Under limited supervision of the Director of Human Resources, independently performs complex and highly responsible work in labor relations, workplace counseling, problem solving, compensation, benefits administration, training, safety administration, and other human resources functions, while serving as a key advisor and strategic partner to the Director of Human Resources. Exercises independent judgment and delegated authority over day-to-day HR operations and serves as Acting Director of Human Resources during the Director's absence, as assigned.

DUTIES

ESSENTIAL FUNCTIONS: Advises on labor relations, supporting collective bargaining, preparing materials, and participating as part of the City's negotiating team.

Independently conducts and oversees workplace investigations involving misconduct, harassment, discrimination, retaliation, and other sensitive personnel matters, preparing findings and recommendations and consulting with the Director of Human Resources on complex cases.

Assists in administering the City's self-insured Workers' Compensation program by evaluating injury reports, determining investigation needs, and interpreting applicable safety codes and regulations.

Oversees the day-to-day administration of City, State, and/or Federal leave programs, including but not limited to Family Medical Leave Act (FMLA), Paid Family Medical Leave(PFML), Americans with Disabilities Act (ADA) accommodations, and return-to-work processes, ensuring compliance with laws and policies and coordinating with third-party administrators when needed.

Assists with budget development for the Human Resources Department, monitors expenditures within approved authority, and ensures fiscally responsible delivery of HR services.

Identifies organizational training needs; develops, coordinates, and conducts training programs, workshops, and classes; and provides career and education counseling. Serves as the system administrator of the electronic training program/application.

May assist in the research, revisions of and/or creation of City of Yakima policies.

Provides guidance to employees and managers on employee relations, labor contract issues, benefits, and sound workplace practices. Prepares a variety of reports and research studies; analyzes data and information related to HR operations; develops and recommends policies and procedures; and performs special projects as assigned.

Serves as the department's IT liaison, ensuring HR systems and processes remain secure, efficient, and aligned with organizational technology standards. Collaborates closely with the Information Technology Department to maintain security and data integrity of the HRIS and other internal applications; identifies opportunities to automate workflows and improve service delivery. Leads efforts to evaluate and implement technology solutions that enhance operational efficiency, support compliance requirements, and strengthen the department's overall digital capability.

Consults with the Chief Examiner on compensation matters and may present HR-related issues, policies, or practices to the Civil Service Commission. Assists departments with EEO-related information, training, and compliance.

May assist in the administration of the City's self-insured medical, vision, dental and life insurance and other employee benefit programs.

Provides leadership and supervision to assigned staff, including scheduling, assigning and reviewing work; evaluating performance; coordinating training; applying corrective action; and participating in hiring and selection processes.

Attends division manager meetings and provides information/updates on HR Department. Participates in other supervisory/management trainings/meetings/forums as applicable and appropriate to the position.

May need to drive/travel to various City of Yakima facilities/locations to attend meetings, training or testing. May occasionally need to drive/travel out of town/state for conferences and/or training.

Acts in a safe, efficient and responsible manner, legally adhering to traffic laws, rules and regulations when driving/operating vehicles to perform required off-site duties.

Contributes to the effectiveness of 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 serve as Acting Director of Human Resources during the director's absence, as assigned.

Requires regular, reliable and punctual attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Strong working knowledge of the principles, practices, and procedures related to public human resources administration and management including but not limited to: self-insured workers' compensation laws; applicable unemployment compensation laws; Yakima City Charter provisions; Civil Service rules, processes and procedures; Federal and State Affirmative Action and EEO Rules and Regulations; employee and family leave laws including the Family and Medical Leave Act (FMLA), Washington Paid Family and Medical Leave (PFML), and the Americans with Disabilities Act (ADA); workplace investigation techniques and procedures; compensation and benefits administration; labor relations; collective bargaining laws and procedures including mediation and arbitration procedures; in-service and/or training programs and safety administration; municipal government functions and organization; and other applicable Federal and State statutes related to the job duties.

Knowledge of City of Yakima policies and procedures; best principles and techniques of management, supervision and leadership; practices and principles of work-flow and systems analysis; record keeping systems, processes, and practices; best principles and practices for efficient project management; municipal records retention procedures, and techniques. Must demonstrate knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Strong working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite including Excel; professional office procedures and practices; and computerized municipal budgetary and fiscal management practices.

Knowledge and understanding of the concept of exceptional customer service; best practices for modeling and encouraging this behavior from others. Demonstrates knowledge of and adherence to a high standard of personal and professional ethics and integrity.

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 management personnel, staff, City Council; government officials, and members of the public.

Must be able to communicate clearly and effectively with employees and 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 be able to respond in a diplomatic and confident manner to individuals in various states of emotion and distress; handle sensitive material with a calm, professional, patient demeanor; and to understand and effectively resolve complex situation/conflicts. Ability to: provide effective leadership, advise and counsel employees and managers Ability to negotiate and 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, and/or participate in public forums. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to: support and enforce City and departmental policies, goals, objectives and procedures; analyze and assess programs, policies and operational needs and make recommendations; identify and respond to sensitive organizational issues, concerns and needs.

Ability to establish operational goals and objectives, and make adjustments as needed. Ability to effectively work with director to develop, present and gain acceptance for short and long-range programs and/or budgets.

Ability to evaluate circumstances and make sound, objective judgments and decisions in a timely manner, based on training and experience; analyze situations quickly and objectively; determine the proper course of action; react quickly and calmly under emergency conditions; and to cope with high stress situations firmly, courteously and tactfully.

Ability to prepare clear and concise reports, documents, policies or procedures; prepare and analyze technical and administrative reports, statements and correspondence; read, interpret, analyze, apply and explain applicable Federal, State, and City policies/procedures, laws, codes, rules and regulations. Effectively administer sound management principles, practices and methods.

Ability to effectively facilitate and lead cohesive, positive and highly productive work teams with a customer service focus; motivate, influence, guide, and counsel individuals towards positive activities and effective problem resolution; manage work in a team-based approach to problem-solving and solution implementation; coach, mentor, supervise, plan, organize, and direct the work of staff; select, train objectively evaluate personnel performance; provide constructive feedback to subordinates; delegate authority and responsibility; establish, facilitate, and

maintain effective working relationships with other employees, the public, and government officials; to consistently demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; develop and implement modern auditing and accountability methods, procedures, forms and records; and demonstrate a consistent willingness to complete a wide variety of tasks as needed with minimal direction or oversight. Ability to positively receive feedback and take direction is essential.

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. Must possess ability to identify and define complex problems, establish facts, and draw valid conclusions and solutions. Ability to project consequences of proposed actions and implement recommendations in support of goals.

Ability to convey a professional image via attire and demeanor; work independently with self-direction and minimal direction or oversight; use initiative and independent judgment within established procedural guidelines; maintain sustained attention to detail and work under timeline pressures in a calm and professional manner; formulate goals; prioritize and assign workloads; manage multiple tasks with competing deadlines; handle stressful situations effectively and efficiently; and complete work quickly and accurately while managing multiple interruptions. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

Ability to operate standard office equipment including, but not limited to: telephone, copy/fax machine, and computer, utilize Microsoft programs and enter information into a computer system with speed and accuracy; effectively use other City programs including but not limited to records management, time-keeping, and automated payroll and/or human resources management systems.

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; train, supervise, plan, organize, and direct the work of a staff of technical, professional, operational and clerical personnel; evaluate personnel performance; provide constructive feedback to subordinates; develop and implement modern auditing and accountability methods, procedures, forms and records; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus. Ability to positively 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, professionalism, positive communication, and accountability in a punctual, regular and reliable manner.

When driving City vehicles, must be able to drive legally with precision, speed and safety. Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards; to recognize traffic hazards and other potential safety concerns; and to make sound decisions and actions while performing duties and/or operating vehicles.

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

Ability to work extended hours and/or to respond to emergencies as needed to carry out the management and supervisory responsibilities and functions of the position.

PHYSICAL DEMANDS: Work is performed primarily in an office environment with occasional driving/traveling to different locations to perform duties or attend meetings. While in the office, will be sitting or standing at a desk or computer terminal for extended periods 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 motor 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 hear in the normal audio range with or without correction. Must be able to see in the normal visual range with or without correction. Must be able to maintain long-term and short-term memory to recall information and locations, and process incoming stimuli to complete complex tasks and assignments. May work in remote locations or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

UNUSUAL WORKING CONDITIONS: Work with the public and employees, some of whom may be angry, upset or otherwise emotionally distressed. Frequent extension of work day to meet deadlines. May have to attend meetings or administer trainings off-site.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: A valid Washington State Driver's License is desirable. Certification as Senior Professional in Human Resources (SPHR) certification from HR Certification Institute (HRCI) or Senior

Certified Professional (SHRM-SCP) preferred. Certification as Certified Labor Relations Professional (CLRP) from National Public Employer Labor Relations Association is also highly desired.

MINIMUM CLASS REQUIREMENTS: Bachelor's Degree in Human Resource Management, Industrial Relations, Psychology, Business Administration, Public Administration or closely related field plus three (3) years of progressively responsible human resources administration experience.

OR

Associates degree in a related field plus five (5) years of progressively responsible human resources administration experience.

Experience must include at least two (2) years in a lead or supervisory capacity.

FLSA STATUS: Exempt

ADOPTED DATE: 9/26

REVISED DATES:

TITLE CHANGES:

UNION: NON UNION

CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE:	TITLE: Payroll Manager	Est. 9/26
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DEFINITION: Under limited supervision from the Director of Human Resources, the Payroll Manager is responsible for directing and managing the City's payroll operations. The position serves as a division manager with full accountability for payroll administration, compliance, staffing, and internal controls. Duties involve complex managerial and supervisory work requiring independent judgment, analytical and decision-making skills, research, and thorough knowledge of City and departmental policies and practices. The position exercises discretion in interpreting regulations, resolving issues, and making operational decisions.

The Payroll Manager serves as the primary point of contact for payroll-related matters. The position provides leadership in interpreting and implementing labor contracts and federal and state laws related to payroll. Responsibilities include recommending and implementing payroll policies, procedures, goals, and objectives, and establishing internal controls and quality-assurance standards.

DUTIES

ESSENTIAL FUNCTIONS: Plans, organizes, directs, and evaluates the City's payroll operations. Administers all payroll functions, including organizing, maintaining, and processing payroll for the City. Establishes schedules, methods, and internal controls for delivering payroll services involving a substantial volume of transactions performed under strict deadlines. Ensures correct implementation and adherence to all contracts, pay ordinances, administrative guidelines, and federal and state laws related to employee compensation. Researches applicable regulations, codes, and policies related to compensation, benefits, contractual arrangements, and other payroll matters.

Processes personnel action forms and ensures accuracy of all information. Updates payroll records to reflect new hires, terminations, transfers, and other employment changes. Ensures accurate calculation and withholding of garnishments, leave adjustments, and all required deductions.

Reconciles all salary, wage, and benefit components to ensure complete accuracy for internal and external reporting. Prepares and submits quarterly, year-end, and other required reports to regulatory agencies, including the Internal Revenue Service and Employment Security Department, in a timely and accurate manner.

Provides guidance to staff regarding earnings registers, tax deposits, periodic reports, and W-2 processing. Responds to payroll questions related to earnings and withholdings.

Provides leadership and supervision to assigned staff, including scheduling, assigning and reviewing work; evaluating performance; coordinating training; applying corrective action; and participating in hiring and selection processes.

Trains City employees on payroll policies and procedures to ensure accurate and efficient timekeeping. Responds to inquiries regarding timekeeping, leave provisions, pension rules, and payroll processes. Regularly evaluates payroll policies and procedures and independently develops, recommends, and implements process improvements. Coordinates payroll activities with City divisions, employees, benefit administrators, union representatives, and state and federal officials.

Serves as liaison between the City and third-party payroll-related service providers. Communicates professionally with employees, agencies, elected officials, and external parties. Manages sensitive and confidential information related to retirement, terminations, garnishments, wage assignments, and payroll deductions. Responds to inquiries from employees, retirees, and agencies while maintaining strict confidentiality and protecting privileged information.

Works closely with Human Resources staff on contract interpretation, salary changes, new hires, transfers, terminations, and preparation of personnel and financial reports. Maintains reports and processes payments for medical, dental, and life insurance premiums.

Coordinates with Information Technology Services and the Finance Department regarding changes affecting payroll systems or processes. Ensures accuracy and confidentiality of all payroll records and reports.

Oversees payroll audits and conducts routine checks to ensure accuracy and validity of payroll records. Creates and maintains documentation supporting adjustments. Represents City interests with outside auditors and provides required information. Ensures compliance with all applicable local, state, and federal regulations and City policies.

Exercises independent judgment within broad policy guidelines. Monitors and implements changes in legislation, regulations, and labor agreements affecting payroll systems. Provides leadership, guidance, and oversight to staff. Troubleshoots issues and evaluates potential impacts of system modifications.

Participates in planning and evaluation meetings related to payroll systems and compensation matters.

Serves as a working member of the City's negotiation team for collective bargaining. Researches, evaluates, and prepares payroll-related data and materials for negotiations. Presents payroll cost-impact analyses and recommendations to the City's chief negotiator and negotiation team.

Serves as the System Administrator for the City's electronic payroll module within the HRIS and other related systems.

Coordinates with Human Resources staff on wage, salary, and benefits administration. The position works with regulatory agencies, labor unions, City employees, and other stakeholders to address concerns, resolve issues, provide information, and prepare or present documentation supporting payroll activities.

Assists with preparation, monitoring, and administration of the Payroll/HR budget. Approves expenditures within delegated authority and ensures fiscal responsibility. Supports positive relationships with City staff and the public through courteous and cooperative behavior and adherence to City policies and priorities.

Compiles and analyzes data, prepares reports, and develops recommendations based on findings. Establishes and recommends policies and procedures. Identifies and resolves both individual and departmental issues.

Contributes to departmental efficiency by promoting cooperation, effective time management, and resource stewardship. Works to improve operations, reduce turnaround times, streamline processes, and support high-quality service to internal and external customers.

May perform any duties of the Payroll Analyst classification and serves as the department's technical authority for resolving the most complex payroll matters.

Attends division manager meetings and provides information/updates on HR Department. Participates in other supervisory/management trainings/meetings/forums as applicable and appropriate to the position.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of technical, financial, legal and/or payroll principles/regulations, theories and concepts; reporting requirements of Federal and State governments pertaining to payroll and pensions; departmental principles, practices, policies and procedures; Civil

Service; the City of Yakima's collective bargaining agreements; and applicable federal, state and city laws and ordinances; computerized applications pertaining to payroll system. Knowledge and understanding of the operational functions and responsibilities of the Human Resources Department, City Council and the Civil Service Commissions. Knowledge of principles and practices of division-level management, budget development and administration, and strategic planning.

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

Strong working knowledge of: computer programs and industry applications; Microsoft Office Suite; office equipment; professional office procedures and practices; and computerized municipal budgetary practices.

Ability to operate standard office equipment including, but not limited to: computer, fax/copy machine, telephone etc.

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

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

Ability to efficiently and effectively enter information into computer system with speed and accuracy; research, read, interpret and analyze documents and make recommendations based on facts; produce and maintain accurate records and reports; research, read, interpret, apply and explain laws, codes, rules, regulations, policies and procedures; identify and define compound problems, establish facts and draw valid conclusions; facilitate small or large group

meetings; make informative and persuasive presentations to individuals and groups; to work independently with self-direction or minimal direction and oversight; interact courteously, efficiently and effectively with persons from diverse occupational and socio-economic backgrounds; plan, organize, and prioritize time and work; manage multiple diverse issues with competing deadlines; provide and maintain sustained attention to details, be accurate and thorough; work under timeline and other pressures; prioritize and assign workloads; operate computer terminals and related office equipment; perform moderately complex mathematical calculations; supervise and train staff; analyze situations, resource materials and data; assists with and tests system changes; suggest and/or adopt an effective course of action; prepare and maintain a variety of records; coordinate activities of other work groups to provide comprehensive service; work in a punctual, regular and reliable manner. Must possess ability to quickly adapt to changing priorities and demands.

Ability to conduct audits; perform research, extract and test data from databases using appropriate querying tools and applications; analyze, document, and understand complex business problems and/or processes.

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

Ability to establish, facilitate, and maintain effective working relationships with other employees, 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; train, supervise, plan, organize, and direct the work of a staff of technical, professional, operational and clerical personnel; evaluate personnel performance; provide constructive feedback to subordinates; develop and implement modern auditing and accountability methods, procedures, forms and records; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus. Ability to positively 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, professionalism, positive communication, and accountability in a punctual, regular and reliable manner.

When driving City vehicles, must be able to drive legally with precision, speed and safety. Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards; to recognize traffic hazards and other potential safety concerns; and to make sound decisions and actions while performing duties and/or operating vehicles.

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

Ability to work extended hours as needed to carry out the payroll and/or managerial and supervisory responsibilities.

PHYSICAL DEMANDS: Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time or while standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Constant use of both hands in reaching/handling/grasping/ keyboarding and other fine motor skill manipulation while performing duties and operating computers. Occasional heavy work includes lifting and carrying up to 30 pounds. Occasionally ascends/descends stairs while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory to process and recall complex information. May work in remote locations or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: Work with the public and employees, some of whom may be angry, upset, or emotionally elevated. Frequent extension of work day to meet required deadlines or to address issues, including weekends and holidays. May require occasional travel from site to site for attendance at meetings.

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

MINIMUM CLASS REQUIREMENTS: Bachelor's degree in Accounting, Finance, Public/Business Administration or related field plus three (3) years' experience with complex payroll responsibility,

OR

Certified Payroll Professional (CPP) certification, Associate's Degree or Vocational Certification in Accounting, Finance, Public/Business Administration or related field, plus five (5) years' complex payroll experience.

OR

High School Diploma, GED or equivalent plus ten (10) years with complex payroll responsibility.

Experience must include at least 2 years of lead or supervisory experience over payroll staff or operations.

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

FLSA STATUS: Exempt

ADOPTED DATE: 9/26

REVISED DATES:

TITLE CHANGES:

UNION: NON UNION

CIVIL SERVICE STATUS: CHARTER

CITY OF YAKIMA CLASS SPECIFICATION

CODE : 10102

TITLE: Chief Examiner

Rev. 6/26

DEFINITION: Under the authority and direction of the City of Yakima Civil Service Commissions (Police/Fire and Charter Civil Service), with routine engagement and reporting to the Human Resources (HR) Director this division manager level position independently performs professional and technical work to oversee and/or carry-out the Civil Service provisions and responsibilities outlined within the Yakima City Charter, RCW 41.08 and RCW 41.12.

Responsibilities include, but are not limited to: policy, procedure, and rule development, negotiation, interpretation and enforcement; Civil Service entry-level and promotional recruitment, screening, and examining of applicants; job analyses, classification studies, classification development and revision, including salary recommendations; certification and maintenance of Civil Service registers; and analyzes and resolves a variety of complex problems, issues and situations that arise. Provides supervision, work direction, leadership, mentoring, training and oversight to assigned personnel and support to HR Director for day-to-day operational functions of the HR Department. Assists City management staff with senior executive level recruitments as needed.

DUTIES

ESSENTIAL FUNCTIONS: Serves as Civil Service Chief Examiner for both the Charter Civil Service Commission and the Police and Fire Civil Service Commission. Provides support to HR Director for day-to-day operational functions of the Human Resources (HR) Department. Assist HR Director with management and strategic planning of HR/Civil Service priorities and direction including service levels, performance and operations.

~~Provides daily leadership, direction and training of HR Assistants, Specialists, Senior Specialists and HR Services Administrators directly involved with processing recruitments and other Civil Service duties and as needed for other HR programs or responsibilities. May assign and review work activities of support staff and assist in hiring and evaluations. Provides ongoing feedback to subordinate staff regarding performance, and input for performance evaluations, including training, development and/or disciplinary actions as required.~~

Manages, performs, plans, coordinates, and arranges all activities necessary to support the Civil Service Commissions for the City of Yakima.

Oversees, plans, constructs and administers recruitment and selection processes for all levels of Civil Service hiring and assists City management staff with Non-Civil Service recruitments as needed. Makes effective recruiting and testing decisions, creates and/or guides the development and placement of advertisements in various publications. The City's recruitment processes include but are not limited to: position posting; accepting applications; screening candidates; and processing applications. ~~Works with~~Directs ~~HR support~~recruitment staff to facilitate Civil Service examinations including, but not limited to: scheduling of facility, equipment, and/or electronic programs used for examinations; evaluates and selects or develops appropriate testing materials; develops/approves examination questions, scoring weights, and rating criteria; schedules examinations; and coordinates board members. ~~With designated HR~~Determines appropriate test proctor, provides instruction and orientations to examination panels on position requirements, laws and rules governing examination procedures and desirable qualifications of the examinees. Oversees final scoring, ranking and other examination elements to ensure consistency and objectivity of the examinations. Certifies registers and authorizes by certification of Personnel Action (PA) forms candidates for hire, promotion, or incentive pays including, but not limited to: education, bilingual, etc. as applicable. May attend job fairs, career days and other functions, to effectively represent the City.

Directs, reviews and approves background information and additional testing steps for public safety personnel including, but not limited to: pre-suitability testing, polygraph, psychological and medical examinations. Screens for other positions as necessary and appropriate.

Performs or oversees job audits with managers, supervisors and employees. Performs or oversees research, salary surveys, and overall classification analysis. Communicates with senior management staff and unions to prepare new or revised class specifications and recommends a pay range that will ensure an equitable compensation plan for the City in accordance with the Yakima City Charter.

Attends and participates in Civil Service meetings; prepares agendas, coordinates item submissions, and ensures preparation of minutes for public record. Maintains and updates Commission records, rules and regulations, and recommends changes as needed. Coordinates participants and documents for appeal hearings and acts as liaison between the Commission, attorneys and employees. Receives and records personnel complaints for the Commissions and assists the Civil Service Commissions in application of rules regarding personnel and other matters before the Commissions.

Interprets and applies knowledge of labor contracts as related to Civil Service matters. Provides education, guidance and instruction to ensure City management and staff consistently perform in accordance to the rules, City policies and collective

bargaining agreements as they relate to Civil Service and personnel management. The Examiner works with management, unions and legal counsel as applicable to negotiate and draft new or revised Civil Service rules for Commission approval. Provides clarification and/or enforcement of rules to City staff as necessary.

Provides information to employees and managers at all levels within the City on Civil Service issues; recommends solutions and alternatives as appropriate. Provides consultation and counsel to management, staff and applicants. May provide civil service orientations for new employees. Makes presentations to employees, managers, City Council and special interest groups.

Oversees the administration of the City's performance evaluation programs in accordance with the City Charter, Civil Service Rules, and collective bargaining agreements. Provides guidance and training to staff on evaluation processes, and administers the electronic performance program/application.

Provides leadership and supervision to assigned staff, including scheduling, assigning and reviewing work; evaluating performance; coordinating training; applying corrective action; and participating in hiring and selection processes.

Attends division manager meetings and provides information/updates on ~~HR Department and~~ Civil Service operations and activities. Participates in other supervisory/management trainings/meetings/forums as applicable and appropriate to the position.

System Administrator for electronic application tracking and processing system, performance evaluations and other programs as appropriate.

Researches, gathers statistics, and prepares reports on ~~a variety of human resources and/or~~ Civil Service issues. ~~Assists with editing and drafting of HR written communications.~~

Tracks Civil Service budget expenditures and makes budget recommendations.

Prepares, reviews and analyzes City's Master Pay Ordinance for submission and adoption to the City Council.

Provides and/or reviews documentation to assist attorney's in defense of City in legal challenges related to personnel issues as necessary and appropriate. Coordinates and obtains technical or legal assistance as necessary.

May need to drive/travel to various City of Yakima facilities/locations to attend meetings, training or testing. May occasionally need to drive/travel out of town/state for conferences and/or training.

Acts in a safe, efficient and responsible manner, legally adhering to traffic laws, rules and regulations when driving/operating vehicles to perform required off-site duties.

Contributes to the effectiveness of 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 related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of the principles and practices of public human resources administration including, but not limited to: testing, recruitment; selection; interviewing; placement; classification; job analysis; factoring systems; salary administration; labor relations; employee appeals; performance evaluation; training; organizational development; benefit administration; and policy/procedure/rule administration. Advanced knowledge and understanding of the operational functions and responsibilities of the Human Resources Department, City Council City Manager and the Civil Service Commissions. Knowledge of principles and practices of division-level management, budget development and administration, and strategic planning.

A working knowledge of federal and state equal employment and labor law, Civil Service Rules, City personnel policies and procedures, collective bargaining agreements, with the ability to interpret for others complex guidelines, codes, regulations, policies and procedures. Working knowledge of federal and state leave and accommodation laws Knowledge of best principles and techniques of management, supervision and leadership; practices and principles of work flow and systems analysis; record keeping systems, processes, and practices; best principles and practices for financial management; and municipal records retention. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Knowledge of research methods, data collection and sampling techniques, and statistical analysis.

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

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

Must be able to communicate clearly and effectively, with employees, members of the public representing diverse education and background, and with officials at all levels of government utilizing well-developed communication skills, both written and oral, with appropriate use of business English including, but not limited to: correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. Must be able to respond in a diplomatic and confident manner to upset individuals.

Ability to negotiate and clearly and concisely present complex information in both written and verbal formats. Must possess the ability to make informative and persuasive presentations to individuals and groups, and participate in public meetings/forums. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to develop and administer civil service and/or human resources plans, policies and procedures and/or support a variety of professional and analytical programs and projects. Provides effective leadership in the development and maintenance of a civil service/human resource programs.

Ability to perform a variety of mathematical computations with ability to read, interpret and analyze complex documents and to translate analysis into recommendations or reports. Ability to read, research, develop, 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 convey a professional image via attire and demeanor; work independently with self-direction and minimal direction or oversight; use initiative and independent judgment within established procedural guidelines; maintain sustained attention to detail and work under timeline pressures in a calm and professional manner; formulate goals; prioritize and assign workloads; manage multiple tasks with competing deadlines; handle stressful situations effectively and efficiently; and complete work quickly and accurately while managing multiple interruptions. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

~~Ability to work independently with self direction and minimal direction or oversight; maintain sustained attention to detail, formulate goals, 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 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; train, supervise, plan, organize, and direct the work of a staff of technical, professional, operational and clerical personnel; evaluate personnel performance; provide constructive feedback to subordinates; develop and implement modern auditing and accountability methods, procedures, forms and records; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus. Ability to positively receive feedback and take direction is essential.

When driving as part of job functions, must be able to drive legally with precision, speed and safety. Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards; to recognize traffic hazards and other potential safety concerns; and to make sound decisions and actions while performing duties and/or operating vehicles.

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

Ability to work extended hours as needed to carry out the management and supervisory responsibilities and functions for the ~~division~~position.

PHYSICAL DEMANDS: Work is performed primarily in an office environment with occasional **driving**/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 motor skill manipulations while performing duties and operating computers. Occasional 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 maintain long-term and short-term memory. 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: Reports to two three-member Commissions. (Charter, Police/Fire) Works with the public and employees, some of whom may be irate, upset or emotionally distressed. Frequent extension of work day to meet deadlines. May need to travel to different locations to attend meetings, training or conferences.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Society for Human Resources Management - Senior Certified Professional Certification (SHRM- SCP) is highly preferred, upon hire, and must be obtained/maintained within three (3) years of start date.

MINIMUM CLASS REQUIREMENTS: A Bachelor's Degree in Human Resources Management, Industrial Relations, Psychology, Public Administration, Business Administration, Education or related field, and two (2)three (3) years of increasingly responsible human resources work experience with emphasis in selection and recruitment. Must have two (2) years lead or supervisory experience.

OR

Associate's Degree in Business, Liberal Arts, General Studies or related field and two (2)five (5) additional years' experience, of increasingly responsible human resources work experience with emphasis in selection and recruitment. (as previously defined) may substitute for Bachelor's degree.

Experience must include at least two (2) years lead or supervisory experience.

Civil Service Secretary/Chief Examiner 1/82
Police Fire Secretary Chief Examiner 1/82
Charter Civil Service Secretary/Chief Examiner 9/83
*Replaces Charter Civil Service Chief Examiner 7/90

FLSA STATUS: Exempt
ADOPTED DATE: 7/90
REVISED DATES: 7/98; 11/10; 12/10; 9/13; 9/22; 6/26
TITLE CHANGES: 1/82; 9/83; 7/90
UNION: NON UNION
CIVIL SERVICE STATUS: CHARTER

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



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MEMORANDUM
September 17, 2026

TO: City of Yakima Fire Civil Service Commission

FROM: Susan Madrigal, Administrative Assistant to the Fire Chief

SUBJECT: August 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:**
Brian Kneisler – Fire Shift Commander
Joseph Armstrong – Fire Captain
Mark Buskas – Fire Lieutenant
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):**
Yadira Ramales – Telecommunicator, resignation

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



Memorandum

August 27, 2026

To: Civil Service Commission
From: Shawn Boyle, Chief of Police
Subject: August 2026 – 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: None.
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 Officer Written Reprimand
5. Separation from service, and reason (e.g. termination, medical separation, resignation, retirement, or death):

Name	Position	Date	Type
Dylan Alte	Police Officer	08/14/26	Resignation