



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

September 8, 2025 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

- 1) Approval of the August 4, 2025, minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 2) Consideration of Revisions to Water/Irrigation Manager Classifications (Charter)

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 4, 2025

MINUTES

The City of Yakima Charter Civil Service Commission and Police and Fire Civil Service Commission convened on this date at 3:30 PM. In attendance were: Charter Civil Service/Police and Fire Civil Service Commissioner Sean Worley, Charter Civil Service Commissioner Louisa Beckstrand, Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino, and Chief Examiner Debbie Korevaar. Police/Fire Civil Service Commissioner Camille Becker was absent and excused.

Worley called the meeting to order.

APPROVAL OF MINUTES

Approval of the July 7, 2025 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 Solid Waste Classifications (Charter)

- a) 8641 – Solid Waste Maintenance Worker
- b) 8433 – Solid Waste Collector Driver
- c) 8433 – Solid Waste Code Compliance Officer
- d) 8430 – Solid Waste Lead

Solid Waste and Recycling Manager Trace Bradburn shared his proposed updates to all four classifications. These included removing the Bloodborne Pathways and Hazardous Waste Certifications under the License/Registration/Certificate sections as it is no longer applicable.

The classifications were reviewed in their entirety, and edits were made to improve clarity and consistency both across the four classifications and to better align with updates made to other classifications City-wide. One notable change is the slight reduction in the years of experience required for internal candidates applying for the Lead position. This is warranted due to their familiarity with policies, procedures, and responsibilities within the division, and it will enhance the internal promotional opportunities for qualified staff.

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Bradburn indicated the proposed changes do not significantly alter or elevate the core responsibilities or authority of the positions, so no pay adjustments are recommended or required.

Worley inquired as to whether there's a requirement under OSHA or any WAC for someone to be certified in bloodborne pathogens and hazardous waste.

Bradburn explained they were able to make this adjustment because they do not physically come into contact with hazardous waste or waste in general due to the equipment these individuals now drive. He shared that in the past during solid waste collection, individuals would physically come in contact with waste materials; however, that is not true with the equipment they now utilize. Bradburn stated he, along with the supervisor and lead, will continue their education and training to stay informed of requirements, standards, and best practices.

Korevaar followed up to indicate there isn't a specific certification or training course for this information, which is where the request to remove it came from.

Trevino **motioned** to approve revisions to 8641 – Solid Waste Maintenance Worker, 8433 – Solid Waste Collector Driver, 8433 – Solid Waste Code Compliance Officer, and 8430 – Solid Waste Lead. Worley **seconded**. Motion approved unanimously.

2. Consideration of Chief Examiner's request for classification changes due to SSB 5501

Chief Examiner Debbie Korevaar shared the Governor recently signed SSB 5501 regarding employer requirements for a WA State Driver's License. If a license is required, the driving requirement must be included as an essential function of the position when posting for recruitment. For efficiency, Korevaar requested permission from the Charter and Police/Fire Commissions to allow the Chief Examiner, to utilize information gathered from the department heads and/or division managers, to update the job classifications, without bringing them to the Commission for individual approval.

Korevaar explained she would update any classifications already requiring a WA State Driver's License to specify the essential function/business need for driving as applicable. This would minimally include making modifications to the Essential Functions and License/Registration/Certificate sections of the classifications as appropriate. Any changes would be done prior to positing a position.

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Korevaar stated for positions currently requiring a license, where driving is not an essential function and/or does not represent a significant business necessity, she will remove the license requirement. She clarified for any classification that do not currently include a driver's license requirement the classification will be brought to the commission go through the standard review process for approval.

Worley received confirmation from Korevaar that the request is only for classifications that currently have the driver's license requirement. Additionally, if an employee loses their license – Human Resources can't act based solely on the job classification, they'd need to take into context what is necessary for the position and if it is an essential function.

Trevino added individuals often choose other modes of transportation other than a vehicle to get to and from work. Korevaar agreed and confirmed driving/commuting to/from work is not an essential job function, would not be a reason to require drivers' license, and has not been a requirement within the classifications.

Trevino **motioned** to approve the Chief Examiner's request to make classification changes due to SSB 5501, as needed, without presenting a formal classification change to the commission. Worley **seconded**. Motion approved unanimously.

Other Business:

3. Public Comment – There was no public comment.
4. Status reports for the Fire and Police Departments were reviewed and attached to the record.

Next meeting is scheduled for September 8, 2025. Materials were to be submitted to the Chief Examiner by August 20, 2025.

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

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

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AND POLICE & FIRE CIVIL SERVICE COMMISSION**

Chief Examiner

Date

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

Memorandum

DATE: September 3, 2025

TO: Charter Civil Service Commissioners
Debbie Korevarr, Chief Examiner

FROM: Scott Schafer, Public Works Director

RE: Water/Irrigation Manager Revision

The Public Works Department is requesting Civil Service's consideration in the revision of the Water/Irrigation Manager job specification due to an upcoming retirement of the current Water/Irrigation Manager in December.

General housekeeping of the job specification is necessary prior to posting the position to help clean-up and update the position since it was last revised in 2018. Main revisions to the job specification include:

- Providing clarification that one division (Water/Irrigation Division) oversees the duties and responsibilities of both domestic water and irrigation water; not two Water Division and Irrigation Division. This would be consistent as to how the City represents its Wastewater/Stormwater Division.
- Specifying the position holds responsibility for direction and coordination in the treatment, supply, storage and distribution of domestic water and the supply, storage and distribution of irrigation water.
- Including expected knowledge of Federal and State laws pertaining to water rights associated with both surface water and ground water.
- Specifying the requirement to possess or obtain and maintain either a Water Distribution Manager 4 or a Water Treatment Plant Operator 4 certification as issued by the Washington State Department of Health within six (6) months of employment.
- Including language within the Essential Functions and other areas of classification identifying the need to possess a WA State Driver's License due to the need to drive to different locations to perform the duties of the position.

The proposed revisions for the Water/Irrigation Manager position do not change the duties or responsibilities. Therefore, we are not recommending a salary adjustment.

Thank you for your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 1273	TITLE: Water/Irrigation Manager	Rev.: 12/18 9/25
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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 Water Division ~~and~~ Irrigation Division by planning, organizing, directing and supporting the work of the division's staff.

This position holds the responsibility and oversight of the operational functions within the division including but not limited to; oversight of procedures, policies, schedules and guidance required for maintenance and operations; development and presentation of documents, reports and studies for City officials, government agencies and consultants; review acceptance of new construction work; ~~provision of~~ guidance to Water/Irrigation staff on all aspects of system operation; direct contact with various media as division spokesperson; the requisition of consultants, ; contractors, ; new supplies and equipment. Assures ~~that~~ the Water/Irrigation Division remains in compliance with all applicable Federal, State and local environmental and public health regulations funded.

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 requirements as to provide a safe and reliable supply of domestic and irrigation water to the ~~citizens~~ residents of Yakima.

Supervision is exercised over a staff of professional, operational, technical and/or clerical personnel.

DUTIES

ESSENTIAL FUNCTIONS: Directs, coordinates and participates in the work, activities and daily operations of the Water Treatment, Supply, Storage and, Water Distribution,; Irrigation Supply, Storage and Distribution; develops annual budget and work program objectives; assigns planning projects and evaluates performance of division personnel.

Serves as administrator of the Water/Irrigation Division with responsibility for maintenance of public records; the preparation and management of the division budget; preparation of long-range planning; and employee performance evaluations.

Position ~~assures~~ ensures ~~that~~ the Water/Irrigation Division's remains in compliance with all applicable Federal, State and Local environmental and public

health regulations; develops strategies to allow Division to meet demands placed on it by unfunded government mandates.

Plans, assigns and reviews work of division supervisors, as they supervise the installation, repair, maintenance and operation of the Water Treatment, Supply, Storage and Water Distribution; Irrigation Supply, Storage and Distribution sections work of the division. Directs and guides the Water/Irrigation Engineer in project planning, development review, design and management; grant application.

Analyzes and solves complex problems including thoroughly researching, proposing, developing, coordinating, writing and/or implementing guidelines, policies and procedures. Provides oversight of procedures, policies, schedules and guidance required for maintenance and operations of the Division; review and acceptance of new construction work; approval for requisition of new materials, supplies and equipment; ~~provision of~~ guidance to Water/Irrigation staff on all aspects of system operations.

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 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, including but not limited to budget preparation and tracking, rate analysis and reporting.

Serves as staff representative and liaison with government agencies, citizen and professional organizations, and the public to provide continuing community involvement and input. May serve as Division spokesperson or as expert witness in legal actions **related to division responsibilities.** ~~involving water issues.~~

Researches and prepares presentation reports of project and program progress for the City Manager, City Council, advisory committees, government agencies and/or consultants.

Coaches Division staff to increase their level of service to customers, both internal and external; Facilitates interdisciplinary work teams engaged in problem solving within the Division, between Divisions and in a public forum.

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. Worksites include but are not limited to the Public Works building, water treatment plant, ground water well sites, river intake sites and numerous project sites, and other locations in and around Yakima.

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~~ and punctual attendance.

MAJOR WORKER CHARACTERISTICS: Knowledge of Federal and State laws, rules and regulations governing river diversions, water treatment, supply, transmission and distribution systems, including water rights associated with surface water and ground water; water and irrigation system design, operations and maintenance, including the proper methods, materials and tools; ~~theories and practices of water treatment and distribution systems~~ and State Health regulations pertaining to domestic water treatment and distribution.

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

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.

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 possess ability 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 information clearly and concisely complex information 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.

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

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.

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 for the division.

PHYSICAL DEMANDS: Work is performed ~~occasionally~~ **regularly** in an office environment while sitting **or standing** at a desk or computer terminal for **long** periods of time, ~~or while standing for a period of time.~~ **Frequently needs to drive to other locations to perform duties or attend meetings.** Continuous use of both hands in reaching/handling/grasping/~~fingering~~ **keyboarding and other fine motor skills manipulation** while **driving and/or** performing duties and operating computers, **various vehicles, equipment and machinery.** Occasional heavy work includes lifting and carrying up to 50 pounds. Occasionally ascends/descends stairs, ladders and other inclines while maintaining **stability and** 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 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 distinguish color and maintain long-term and short-term memory **to process incoming stimuli, recall information and locations, to process incoming stimuli to complete complex matters.** May work outside in all weather extremes and be exposed to **animals, rodents, insects, water, dirt, dust, mud, construction debris, asbestos cement pipes, needles, drug paraphernalia, smoke, electrical hazards, noxious odors, fumes, or chemicals, solvents, oil/grease, vibrations and rough, slippery and/or 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 come in contact~~ with angry, ~~irate or upset, or~~ **emotionally distressed** customers. ~~Will require~~ **Requires driving and** 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~~ **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. ~~May be exposed to adverse weather conditions and traffic hazards.~~

LICENSE, REGISTRATION & CERTIFICATIONS: Must possess/obtain and maintain a valid Washington State Driver's license. Must possess or obtain and maintain a Water Distribution Manager **(WDM) 4 Certification** or a Water Treatment **Plant Operator (WTPO) 4 certification** as issued by the State of

~~Washington~~ **Washington State Department of Health** -within six (6) months of employment.

MINIMUM CLASS REQUIREMENTS: Associate's Degree in environmental science, engineering, business administration or related field and five (5) years of increasingly responsible experience in a water treatment or distribution system, including at least two (2) years in a lead or supervisory role. Two (2) years' additional experience in a water treatment or distribution system in a lead or supervisory role with a high school diploma may substitute for required education.

OR

Bachelor's degree from an accredited college or university in environmental science, engineering, business administration or related field and three (3) years of increasingly responsible experience in a water treatment or distribution system, including at least two (2) years of experience in a lead or supervisory role.

FLSA STATUS: EXEMPT

ADOPTED DATE: _____

REVISED DATES: 12/18; 9/25

TITLE CHANGES: _____

UNION: NON-UNION

CIVIL SERVICE STATUS: CHARTER

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



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MEMORANDUM

September 5, 2025

TO: City of Yakima Fire Civil Service Commission

FROM: Susan Madrigal, Administrative Assistant to the Fire Chief

SUBJECT: August 2025 – YFD Monthly Report

In accordance with the City of Yakima's Civil Service Rules, Article as follows: For the purposes of certification to the city authorities for the payment of salaries and in order that the Commission may keep proper record of changes in the classified service, the appointing authority shall immediately report in writing to the Commission, the following information is for your review:

1. New Hires - permanent or temporary appointments:

(none)

2. Promotional or provisional/acting appointments:

Kelley Melcher – Fire Lieutenant (Shift)

3. Failure(s) to pass probation:

(none)

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

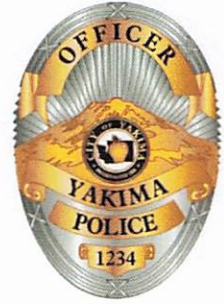
(none)

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

Ethan Mitchell – Firefighter, Resignation

Taylon Diaz – Firefighter, Resignation

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



Memorandum

August 27, 2025

To: Civil Service Commission
From: Shawn Boyle, Chief of Police
Subject: August 2025 – Status Report

In accordance with the City of Yakima's Civil Service Rules the department is to supply the following report to the Civil Service Commission. The report format is as follows: For the purposes of certification to the city authorities for the payment of salaries and in order that the Commission may keep proper record of changes in the classified service, the appointing authority shall immediately report in writing to the Commission, the following information is for your review:

1. New Hires – permanent or temporary appointments:

Name	Position	Date of Appointment
Kersten Bergstrom	Victim Services Senior Coordinator	08/01/2025

2. Promotional or Provisional/Acting appointments:

Luisa Lopez	Police Services Specialist II	08/01/2025
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3. Failure(s) to pass probation: None

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

None

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

Name	DATE	TYPE
Ryan Urlacher, Police Officer (Lateral)	07/31/25	Retirement