

 ORIGINAL

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF SUNNYSIDE, WASHINGTON,
ESTABLISHING THE POSTION AND COMPENSATION
FOR THE POSITION OF SUPPORT SPECIALIST**

WHEREAS, State law, Chapter 35A.11.020 RCW provides that the legislative body of each code city to “fix the compensation” of its officers and employees; and

WHEREAS, the above referenced position reflects the duties and responsibilities of a newly created union position; and

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYSIDE, WASHINGTON, as follows:

Section 1. The position of Support Specialist is hereby created within the City of Sunnyside personnel complement with the job description as attached hereto as Exhibit “A”.

Section 2. The monthly compensation for the classification of Support Specialist will be a clerical bargaining position and in range as shown below:

	Minimum	Maximum
Recommended	\$16.61	\$20.39

Section 3. By job description this position is considered represented and is covered by a Collective Bargaining Agreement.

Section 3. This Resolution shall be effective upon passage, approval and signatures hereon in accordance with law.

PASSED this 23rd day of March, 2015.



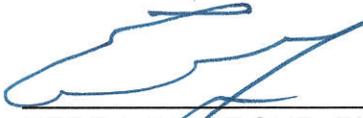
JAMES A. RESTUCCI, MAYOR

ATTEST:



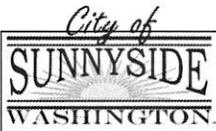
DELILAH SAENZ, CMC, CITY CLERK

APPROVED AS TO FORM:



38757

KERR LAW GROUP, PLLC
Attorneys for the City of Sunnyside



CITY OF SUNNYSIDE CLASSIFICATION DESCRIPTION

02/27/2015

CLASSIFICATION:	Support Specialist
SALARY RANGE	\$16.61 – 20.39 \$PER HOUR – Bargaining
BASIC FUNCTION & DEFINITION:	This is a full time position with excellent benefits. This position reports directly to the Human Resource Officer. Applicant should enjoy working in a fast paced environment. This position performs a variety of duties in various areas of Payroll, Finance, and Permitting and other duties as assigned.

CORE REQUIREMENT:	<p>City of Sunnyside employees are expected to work in a manner consistent with the following core requirements:</p> <ol style="list-style-type: none"> 1. Work and act as a team player in all interactions with other city employees; 2. Provide a high level of customer service at all times; 3. Project and maintain a positive image with those contacted in the course of work; 4. Develop and maintain collaborative and respectful working relationships with team members and others; and, 5. Consistently provide quality service.
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ESSENTIAL JOB FUNCTIONS:	<ul style="list-style-type: none"> • (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in position of this class) • Receive and post revenue receipts, including credit card receipts and invoices for payment. Reconcile Cash register. • Backup for cashier duties. • Process City payroll, update payroll records. • Prepare payroll reports. • Answer phones and assist at the counter. • Input, routing and issuance of Permits • Explain policies and procedures to permit process. • Issues, develops permit and tracks them through the process.
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GENERAL SKILLS & ABILITIES:	<ul style="list-style-type: none"> ❖ Performs other duties as assigned.
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QUALIFICATIONS:	<p>Knowledge of:</p> <ul style="list-style-type: none"> • Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities • Basic data processing systems. • Modern office practices, methods, procedures and equipment. • Basic computer skills using various software systems, hardware and Microsoft windows & office software.
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	<ul style="list-style-type: none"> • IRS Regulations • Bookkeeping principles and practices • Record-keeping principles, procedures and techniques. • Basic computer operations • City policies and department objectives of assigned program and activities. <p>Ability to:</p> <ul style="list-style-type: none"> • Learn, read, interpret, and apply and explain rules, regulations, policies and procedures. • Make mathematical calculations rapidly and accurately. • Maintain accurate accounts and records. • Type accurately with sufficient speed to accomplish assigned task within given timelines. • Operate a variety of office machines, including photocopier, fax, and ten-key machine. • Physically perform the essential functions of the job. • Ability to organize and prioritize work assignments with minimal supervision. • Ability to communicate effectively with the public and employees, using tact and diplomacy.
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<p>PHYSICAL DEMANDS & WORKING ENVIRONMENT</p>	<p>The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> • Constant Demands: Sitting, talking, hearing, seeing. • Frequent Demands: Standing, walking, carrying files and boxes, twisting above the waist and reaching, bending at waist, repetitive hand and arm motion, and finger manipulation in the use of a computer. • Occasional Demand: Driving, light lifting, climbing stairs, pushing and pulling, squatting, bending, grasping, foot control. • Environmental Factors: Office environment with low noise levels, subject to constant interruptions; 100 percent of employee's time spent indoors. • Good vision to read print and computer screens. • Ability to hear and speak to communicate in person and over the phone.
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<p>REQUIRED QUALIFICATIONS:</p>	<ul style="list-style-type: none"> ❖ Any combination equivalent combination of education and experience that would provide the necessary knowledge, skills, and abilities to successfully perform the essential functions of the job. ❖ High school diploma or equivalent, supplemented by two (2) years of office experience dealing with the public. ❖ One year payroll experience.
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	<ul style="list-style-type: none"> ❖ Associates of Arts degree in accounting or equivalent certification, desirable. ❖ At least 18 years of age.
LICENSE & OTHER REQUIREMENTS	<ul style="list-style-type: none"> ❖ Possess a Washington State Driver's License. ❖ Legally authorized to work in the United States.
SELECTION GUIDELINES	<ul style="list-style-type: none"> ❖ The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. ❖ The job classification does not constitute an employment agreement between the City of Sunnyside and employee and is subject to change by the City as the needs of the City and requirements of the job change

Approved by: _____

Department Head

City Manager

Human Resources Director