

# Kittitas County Human Resources

## Agenda Staff Report

**AGENDA DATE:**

4/17/2012

**ACTION REQUESTED:**

Request to approve a Memorandum of Understanding with AFSCME 792-CH (Courthouse Union)

**BACKGROUND:**

AFSCME Local 792-CH represents the interests of clerical staff employed by various Kittitas County Departments, including the Fair and WSU Extension Offices.

Upon completion of the Armory remodel, several departments will move their offices to that location, including Fair, WSU Extension, and Noxious Weed. As a result, they have the opportunity to share resources, including support staff, which will allow a reduction in FTE. In addition, the Fair Bookkeeper retired, presenting another opportunity to look at restructuring duties.

The decision was made to expand Fair Bookkeeper to Office Manager, and have that position assume primary financial responsibilities for all three departments. After exploring some possibilities that did not come to fruition, the position was filled through an open competitive process. This resulted in a need to reduce WSU staffing by one employee.

A new job description has been drafted, combining the duties of Office Manager and Office Assistant, less the financial duties that were transferred to the Fair Office Manager. A new title has been assigned: WSU Extension Assistant, as well as a new wage scale that recognizes the adjusted responsibilities.

Kittitas County and representatives of Local 792-CH have come to a mutual agreement to accept these changes, as indicated by the attached Memorandum of Understanding.

**INTERACTION:**

Lisa Young, Human Resource Director  
Matthew Anderson, Facilities Maintenance Director  
Tipton Hudson, WSU Extension Director  
Judy Pless, Budget & Finance Manager  
AFSCME Local 792-CH  
Board of County Commissioners

**RECOMMENDATION:**

HR recommends approval of the attached Memorandum of Understanding.

**HANDLING:**

Return one original to HR

**LEAD STAFF:**

Lisa Young