

**KITTITAS COUNTY**  
**Human Resource Department**

**AGENDA STAFF REPORT**

**AGENDA DATE:** 12/2/14

**ACTION REQUESTED:** **APPROVAL OF SUBSCRIBER AGREEMENT WITH COOPERATIVE PERSONNEL SERVICES, DBA CPS HR CONSULTING**

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**BACKGROUND:** The Civil Service Commission, with the support of Human Resources and the Kittitas County Sheriff's Department, utilizes CPS Human Resource Services to conduct validated testing for various classifications within the Sheriff's Department.

It is the desire of all parties to continue the utilization of CPS Human Resource Services.

The Prosecutor's office has reviewed the Subscriber Agreement; their recommendations are incorporated therein.

**INTERACTION:** Civil Service Commission  
Stephanie Conley, HR Representative/Civil Service Chief Examiner  
Lisa Young, Human Resource Director  
Michael Nigrey, Deputy Prosecutor  
Kittitas County Board of County Commissioners

**RECOMMENDATION:** The Human Resource Department and Civil Service Commission recommend Board approval and Chairman signature on the Subscriber Agreement.

**HANDLING:** Return both originals of the executed document to HR for signature by CPS HR Consulting. Will route one (1) original back to BOCC upon receipt from CPS HR Consulting.

**ATTACHMENTS:** Subscriber Agreement

**LEAD STAFF:** Stephanie Conley, HR Representative/Civil Service Chief Examiner