

# County of Santa Clara

Employee Services Agency

Human Resources Department

County Government Center, East Wing

70 West Hedding Street, 8<sup>th</sup> Floor

San Jose, California 95110



DATE: October 25, 2019

TO: Supervisor S. Joseph Simitian, District Five - Chairperson  
Supervisor Susan Ellenberg, District Four - Vice Chairperson  
Health and Hospital Committee

Jeffrey V. Smith, County Executive

FROM: John P. Mills, Director, Employee Services Agency

SUBJECT: Off-Agenda Report RE: Status of Diagnostic Imaging Technologist (DIT) and  
Health Services Representative (HSR) Classification Studies

At the September 25, 2019 meeting of the Health and Hospital Committee, Supervisor Ellenberg requested information regarding the classification studies related to Diagnostic Imaging Technologist (DIT) and Health Services Representative (HSR) positions. This memorandum provides the requested information.

The classification studies for DIT and HSR were initiated through the process created by the Employee Services Agency (ESA) – Human Resources (HR) Department to identify and quickly assign any classification work related to the hospital acquisition.

## Diagnostic Imaging Technologist (DIT)

Initially, the classification study for DIT encompassed twenty-nine (29) positions. However, based on the results of salary surveys and an analysis of recruitment needs, and in consultation with County Health System executive leadership, the study was expanded to include all positions in the Ultrasonographer classification series and the Diagnostic Imaging Technologist classification series. These series include the following classifications:

Per Diem Ultrasonographer I  
Per Diem Ultrasonographer II  
Ultrasonographer I – A  
Ultrasonographer I – B  
Ultrasonographer I – C  
Ultrasonographer II – A  
Ultrasonographer II – B  
Ultrasonographer II – C  
Ultrasonographer II – D  
Diagnostic Imaging Technologist I - Clinical Instructor – U

**Board of Supervisors:** Mike Wasserman, Cindy Chavez, Dave Cortese, Susan Ellenberg, S. Joseph Simitian

**County Executive:** Jeffrey V. Smith

Diagnostic Imaging Technologist I - Computed Tomography and Mammography – U  
Diagnostic Imaging Technologist I - Computed Tomography – U  
Diagnostic Imaging Technologist I - Mammography – U  
Diagnostic Imaging Technologist I – Mammography  
Diagnostic Imaging Technologist I - Fluoroscopy – U  
Diagnostic Imaging Technologist I - Clinical Instructor  
Diagnostic Imaging Technologist I - Computed Tomography  
Diagnostic Imaging Technologist I - Computed Tomography and Mammography  
Diagnostic Imaging Technologist I – Fluoroscopy  
Diagnostic Imaging Technologist II - Computed Tomography – U  
Diagnostic Imaging Technologist II - Mammography – U  
Diagnostic Imaging Technologist II – Mammography  
Diagnostic Imaging Technologist II - Computed Tomography  
Diagnostic Imaging Technologist I  
Diagnostic Imaging Technologist I – U  
Diagnostic Imaging Technologist II  
Diagnostic Imaging Technologist II – U  
Per Diem Diagnostic Imaging Technologist II  
Per Diem Diagnostic Imaging Technologist I

There are 152 positions Health System-wide in the above classifications, which includes 134 incumbents, 38 of whom are per diem.

The classification study was expanded to include all relevant classifications in the field, to review employment standards within that larger context, and to potentially create new classifications that would be consistent with current industry standards. ESA-HR, at the request of County Health System executive leadership, is approaching this study in a phased manner, prioritizing an evaluation of the need to create distinct classifications for Echo Tech, Interventional Radiology Tech, Cardiac Cath Lab Tech, and X-ray Tech (consistent with current industry standards).

The Human Resources (HR) Analyst assigned to the study is gathering pertinent data from the department and has reached out to 41 incumbents to submit Position Classification Questionnaires (PCQs). The incumbents have until November 18, 2019 to submit the completed PCQ; to date, 22 have been received. Once the PCQs are received, the HR Analyst will review the data, make a recommendation, and post the study to the department. Upon department concurrence, if the study recommends new classifications, then the study is posted to Labor Relations for unit allocation and Fair Labor Standards Act (FLSA) designation. The HR Analyst then posts the study to the appropriate bargaining unit. Upon union concurrence, the study will be submitted to the Board of Supervisors for approval.

Health Services Representative (HSR)

The HSR classification study includes 57 positions, 36 at O'Connor Hospital and 21 at Saint Louise Regional Hospital. ESA-HR has already conducted the study. The study recommendations were posted to the department on October 2, 2019. Department concurrence was received on Friday, October 18, 2019, and the study was posted to the union on Monday, October 21, 2019. Upon union concurrence, the study will be submitted to the Board of Supervisors for approval.

c: Supervisor Mike Wasserman, District One  
Supervisor Cindy Chavez, District Two  
Supervisor Dave Cortese, District Three  
Miguel Marquez, Chief Operating Officer  
James R. Williams, County Counsel  
Megan Doyle, Clerk of the Board of Supervisors