

# County of Santa Clara

## Employee Services Agency

### Agency Administration

County Government Center, East Wing

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

San Jose, California 95110-1705



DATE: **August 10, 2020**

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

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

DocuSigned by:  
*John P. Mills*  
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SUBJECT: **Off-Agenda Report RE: Hospital Acquisition Unclassified Employees**

At the June 24, 2020 meeting of the Health and Hospital Committee (HHC), Supervisor Ellenberg requested an off-agenda report detailing the differences between the Hospital Acquisition Unclassified Position table presented to the Board of Supervisors on February 25, 2020 (Legislative File #100450) and the Unclassified Employee table presented at the June 24, 2020 HHC meeting. This memorandum provides the requested information as well as the current recruitment status of all remaining Health System acquisition unclassified employees.

### *February 25, 2020 Unclassified Position Table*

The following table and description were provided to the Board on February 25, 2020 as part of the Hospital Staff Integration at OCH and SLRH report:

#### Unclassified Positions

At the direction of the Board of Supervisors and County Administration, unclassified positions were added for all provisional employees who did not pass the examinations for their respective classifications. As of January 28, 2020, there were eighty-eight (88) unclassified positions added, as listed in the table below:

| Classification                | Number of Positions |
|-------------------------------|---------------------|
| ACCOUNT CLERK II              | 2                   |
| COMMUNITY WORKER              | 1                   |
| COOK I                        | 2                   |
| DIETETIC ASSISTANT            | 1                   |
| EXEC ASSISTANT I              | 2                   |
| FOOD SERVICE WORKER II        | 6                   |
| HEALTH CARE PROGRAM ANALYST I | 1                   |
| HEALTH SERVICES REP           | 3                   |

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

**County Executive:** Jeffrey V. Smith

| <b>Classification</b>       | <b>Number of Positions</b> |
|-----------------------------|----------------------------|
| HOSPITAL SERVICES ASST II   | 10                         |
| HUMAN RESOURCES ANALYST     | 2                          |
| HUMAN RESOURCES ASST II     | 2                          |
| JANITOR                     | 31                         |
| JANITOR SUPERVISOR          | 1                          |
| LICENSED VOCATIONAL NURSE   | 3                          |
| MEDICAL ASSISTANT           | 2                          |
| MEDICAL LABORATORY ASST II  | 4                          |
| MGMT ANALYST                | 4                          |
| OFFICE SPECIALIST III       | 1                          |
| PATIENT BUSINESS SERV CLERK | 2                          |
| PATIENT TRANSPORTER         | 2                          |
| SR ACCOUNTANT               | 1                          |
| STOCK CLERK                 | 3                          |
| STOREKEEPER                 | 1                          |
| SURGERY SCHEDULER           | 1                          |
| <b>Grand Total</b>          | <b>88</b>                  |

***June 24, 2020 Hospital Acquisition Unclassified Employees Table***

The following table and description were provided to HHC on June 24, 2020 as part of the Hospital Operational, Financial, and Quality Report:

Enterprise Integration -- Unclassified Employees

As of June 4, 2020, a total of 68 unclassified “hospital acquisition” employees remained in the Health System (Budget Unit 921), as depicted in the table below.

| <b>Current Job Classification</b> | <b>Unclassified Count</b> |
|-----------------------------------|---------------------------|
| JANITOR - U                       | 29                        |
| HOSPITAL SERVICES ASST II - U     | 8                         |
| FOOD SERVICE WORKER II - U        | 6                         |
| MEDICAL LABORATORY ASST II-U      | 4                         |
| LICENSED VOCATIONAL               | 3                         |

| <b>Current Job Classification</b> | <b>Unclassified Count</b> |
|-----------------------------------|---------------------------|
| NURSE - U                         |                           |
| STOCK CLERK - U                   | 2                         |
| PATIENT BUSINESS SERV<br>CLERK-U  | 2                         |
| ACCOUNT CLERK II-U                | 2                         |
| HEALTH SERVICES REP - U           | 2                         |
| STOREKEEPER- U                    | 1                         |
| PATIENT TRANSPORTER - U           | 1                         |
| COMMUNITY WORKER - U              | 1                         |
| MEDICAL ASSISTANT - U             | 1                         |
| THERAPY TECHNICIAN - U            | 1                         |
| DIETETIC ASSISTANT - U            | 1                         |
| SURGERY SCHEDULER - U             | 1                         |
| OFFICE SPECIALIST III - U         | 1                         |
| JANITOR SUPERVISOR - U            | 1                         |
| MANAGEMENT ANALYST - U            | 1                         |
| <b>Total</b>                      | <b>68</b>                 |

***Differences between the February 25, 2020 and June 24, 2020 Tables***

The February 25<sup>th</sup> table detailed 88 unclassified positions, while the June 24<sup>th</sup> table detailed 68 remaining unclassified employees. The difference between the two figures is attributable to three considerations:

**1. Not all Unclassified Positions were Filled:**

The 88 unclassified positions noted in the February 25<sup>th</sup> table were created to ensure that all hospital acquisition employees who failed the examinations for their classification had an unclassified position available to them. However, not all these positions were ultimately needed. Specifically, six (6) of the employees for whom these positions were intended subsequently separated from the County, and eight (8) earned probationary appointments in other County job classifications.

**2. The June 24, 2020 Table is Inclusive of Only Health System Employees**

The February 25, 2020 table includes four (4) positions that did not appear on the June 24, 2020 table due to residing outside of the Health System (Budget Unit 921). These four (4) positions (two (2) Human Resources Analyst positions and two (2) Human Resources Assistant II positions) reside in Budget Unit 130 (Employee Services Agency).

**3. Unclassified Employee Separations from the County and Unintentional Omission**

One employee, in the Janitor classification, separated from the County after being appointed to an unclassified position. Additionally, one Hospital Services Assistant II was unintentionally omitted from the June 24, 2020 table due to having an original hire date after the March 1, 2019 Hospital Acquisition hire date.

In summary, the difference between the 88 figure on the February 25, 2020 table and the 68 figure on the June 24, 2020 table is due to the following:

- Seven (7) employees separated from the County, six (6) of whom separated prior to being made unclassified and one (1) of whom separated after.
- Eight (8) employees earned probationary appointments in different job classifications within the County.
- Four (4) employees did not appear on the June 24, 2020 table due to residing outside of the Health System (Budget Unit 921)
- One (1) employee was unintentionally omitted from the June 24, 2020 list due to having an original hire date after the general March 1, 2019 Hospital Acquisition hire date.

***Status of All Remaining BU 921 Hospital Acquisition Unclassified Employees as of August 3, 2020***

Since the June 24, 2020 table was provided, two (2) additional hospital acquisition unclassified employees in Budget Unit 921, one (1) Licensed Vocational Nurse and one (1) Hospital Services Assistant II, separated from the County. As of August 3, 2020, a total of sixty-seven (67) unclassified hospital acquisition employees remained in the Health System (Budget Unit 921), as depicted in the table below.

Remaining Unclassified Acquisition Employees in BU 921 as of August 3, 2020 by Job Classification:

| <b>Current Job Classification</b> | <b>Unclassified Count</b> |
|-----------------------------------|---------------------------|
| JANITOR - U                       | 29                        |
| HOSPITAL SERVICES ASST II - U     | 8                         |
| FOOD SERVICE WORKER II - U        | 6                         |
| MEDICAL LABORATORY ASST II-U      | 4                         |
| LICENSED VOCATIONAL NURSE - U     | 2                         |
| STOCK CLERK - U                   | 2                         |

|                                  |           |
|----------------------------------|-----------|
| PATIENT BUSINESS SERV<br>CLERK-U | 2         |
| ACCOUNT CLERK II-U               | 2         |
| HEALTH SERVICES REP - U          | 2         |
| STOREKEEPER- U                   | 1         |
| PATIENT TRANSPORTER - U          | 1         |
| COMMUNITY WORKER - U             | 1         |
| MEDICAL ASSISTANT - U            | 1         |
| THERAPY TECHNICIAN - U           | 1         |
| DIETETIC ASSISTANT - U           | 1         |
| SURGERY SCHEDULER - U            | 1         |
| OFFICE SPECIALIST III - U        | 1         |
| JANITOR SUPERVISOR - U           | 1         |
| MANAGEMENT ANALYST - U           | 1         |
| <b>Total</b>                     | <b>67</b> |

The Employee Services Agency, in partnership with the Health System, is currently implementing the strategy that was received by the Board on February 25, 2020, whereby unclassified employees may take the qualifying examination for their classification after receiving a positive recommendation on a promotional rating form from the employee’s supervisor, and then, upon passing the qualifying exam, may then participate in a promotional recruitment for their classification.

The table below details the number of remaining Health System unclassified employees by recruitment status as of August 3, 2020:

| <b>Recruitment Status</b>                                  | <b>Unclassified Count</b> |
|--|---------------------------|
| Recruitment/Promo Form Pending                             | 36                        |
| Recruitment Started, Exam Pending                          | 7                         |
| Did Not Apply/Withdrew                                     | 7                         |
| Passed Exam: Recruitment Pending or Referred to Department | 17                        |
| <b>Total</b>   | <b>67</b>                 |

Recruitment Status Descriptions:

Recruitment/Promo Form Pending:

To take the qualifying exam, the unclassified employees must first receive a positive recommendation on a promotional rating form from their supervisor. If an employee is in this status, it means either that the supervisor has not yet submitted this form, or that they submitted

the form recently and will be scheduled for the qualifying exam and/or the recruitment will begin shortly.

Recruitment Started, Exam Pending:

If an employee is in this status, the supervisor has submitted the promotional rating form, the recruitment has started, and the exam is in the process of being scheduled.

Did Not Apply/Withdrew:

Employees in this status either declined to participate in the recruitment (for example, due to expected retirement), or they began the recruitment but subsequently withdrew.

Passed Exam: Recruitment Pending or Referred to Department:

Employees in this status have taken and passed the qualifying exam. They have either already been referred to the department or will be referred once the promotional recruitment is conducted.

The table below details the number of remaining Health System unclassified employees within each job classification by recruitment status as of August 3, 2020:

| Job Classification            | Recruitment Status             |                                   |                        |  | All |
|-------------------------------|--------------------------------|-----------------------------------|------------------------|--|-----|
|                               | Recruitment/Promo Form Pending | Recruitment Started, Exam Pending | Did Not Apply/Withdrew | Passed Exam: Recruitment Pending or Referred to Department |     |
| JANITOR - U                   | 18                             | 0                                 | 4                      | 7  | 29  |
| HOSPITAL SERVICES ASST II - U | 8                              | 0                                 | 0                      | 0  | 8   |
| FOOD SERVICE WORKER II - U    | 3                              | 0                                 | 1                      | 2  | 6   |
| MEDICAL LABORATORY ASST II-U  | 0                              | 0                                 | 0                      | 4  | 4   |
| STOCK CLERK - U               | 0                              | 0                                 | 0                      | 2  | 2   |
| PATIENT BUSINESS SERV CLERK-U | 2                              | 0                                 | 0                      | 0  | 2   |
| HEALTH SERVICES REP - U       | 0                              | 2                                 | 0                      | 0  | 2   |
| ACCOUNT CLERK II-U            | 0                              | 2                                 | 0                      | 0  | 2   |
| LICENSED VOCATIONAL NURSE - U | 1                              | 1                                 | 0                      | 0  | 2   |
| STOREKEEPER- U                | 1                              | 0                                 | 0                      | 0  | 1   |
| PATIENT TRANSPORTER - U       | 1                              | 0                                 | 0                      | 0  | 1   |
| COMMUNITY WORKER - U          | 1                              | 0                                 | 0                      | 0  | 1   |
| MEDICAL ASSISTANT - U         | 0                              | 1                                 | 0                      | 0  | 1   |
| THERAPY TECHNICIAN - U        | 0                              | 1                                 | 0                      | 0  | 1   |
| DIETETIC ASSISTANT - U        | 1                              | 0                                 | 0                      | 0  | 1   |
| SURGERY SCHEDULER - U         | 1                              | 0                                 | 0                      | 0  | 1   |
| OFFICE SPECIALIST III - U     | 0                              | 0                                 | 1                      | 0  | 1   |
| JANITOR SUPERVISOR - U        | 1                              | 0                                 | 0                      | 0  | 1   |

| Job Classification     | Recruitment Status             |                                   |                        |  | All       |
|------------------------|--------------------------------|-----------------------------------|------------------------|--|-----------|
|                        | Recruitment/Promo Form Pending | Recruitment Started, Exam Pending | Did Not Apply/Withdrew | Passed Exam: Recruitment Pending or Referred to Department |           |
| MANAGEMENT ANALYST - U | 0                              | 1                                 | 0                      | 0  | 1         |
| <b>Total</b>           | <b>38</b>                      | <b>8</b>                          | <b>6</b>               | <b>15</b>  | <b>67</b> |

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