

County of Santa Clara

Employee Services Agency

Agency Administration

County Government Center, East Wing

70 West Hedding Street, 8th Floor

San Jose, California 95110-1705



DATE: October 30, 2020

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

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

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John P. Mills
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SUBJECT: November Off-Agenda Report RE: Hospital Acquisition Unclassified Employees

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 participate in a promotional recruitment for their classification.

This report provides an update on the status of these efforts.

Status of All Remaining BU 921 Hospital Acquisition Unclassified Employees as of October 29, 2020

As of October 29, 2020, a total of fifty (50) 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 October 29, 2020 by Job Classification:

Current Job Classification	Unclassified Count
JANITOR - U	20
HOSPITAL SERVICES ASST II - U	8
FOOD SERVICE WORKER II - U	6
LICENSED VOCATIONAL NURSE - U	2
PATIENT BUSINESS SERV CLERK-U	2
ACCOUNT CLERK II-U	2
HEALTH SERVICES REP - U	2
STOREKEEPER- U	1

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

County Executive: Jeffrey V. Smith

PATIENT TRANSPORTER - U	1
COMMUNITY WORKER - U	1
MEDICAL ASSISTANT - U	1
DIETETIC ASSISTANT - U	1
SURGERY SCHEDULER - U	1
OFFICE SPECIALIST III - U	1
MANAGEMENT ANALYST - U	1
Total	50

The table below compares the number of remaining Health System unclassified employees by recruitment status as of the date of the previous off-agenda report (October 9, 2020) versus the current report (October 29, 2020):

Recruitment Status	Previous (October 9)	Current (October 29)
Recruitment/Promo Form Pending	6	2
Recruitment Started, Exam Pending	11	4
Did Not Apply/Withdrew	4	5
Did Not Pass Qualifying Exam	9	13
Passed Exam: Recruitment Pending or Referred to Department	20	26
Total	50	50

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.

Did Not Pass Qualifying Exam:

Employees in this status took the qualifying exam but did not receive a passing score. In accordance with Merit System Rule A25-154, the employee may retake the exam in 45 calendar

days. If the employee does not pass the second time, the employee may retake the exam 90 calendar days following the second exam date. If the employee does not pass the third time, the employee must wait six (6) months following the third exam date to retake the exam again. Once the employee passes the exam, a promotional recruitment will be conducted.

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 October 29, 2020:

Job Classification	Recruitment Status					All
	Recruitment/Promo Form Pending	Recruitment Started, Exam Pending	Did Not Apply/Withdrew	Did Not Pass Qualifying Exam	Passed Exam: Recruitment Pending or Referred to Department	
JANITOR - U	0	0	2	3	15	20
HOSPITAL SERVICES ASST II - U	0	0	0	4	4	8
FOOD SERVICE WORKER II - U	0	0	0	3	3	6
PATIENT BUSINESS SERV CLERK-U	0	0	0	1	1	2
ACCOUNT CLERK II-U	0	0	0	1	1	2
HEALTH SERVICES REP - U	0	2	0	0	0	2
LICENSED VOCATIONAL NURSE - U	0	1	1	0	0	2
SURGERY SCHEDULER - U	0	0	0	0	1	1
PATIENT TRANSPORTER - U	0	0	0	0	1	1
MEDICAL ASSISTANT - U	0	0	0	1	0	1
STOREKEEPER- U	1	0	0	0	0	1
OFFICE SPECIALIST III - U	0	0	1	0	0	1
COMMUNITY WORKER - U	1	0	0	0	0	1
DIETETIC ASSISTANT - U	0	1	0	0	0	1
MANAGEMENT ANALYST - U	0	0	1	0	0	1
Total	2	4	5	13	26	50

At the September 23, 2020 meeting of the Health and Hospital Committee, Supervisor Ellenberg requested that Administration provide a report related to additional supports for Hospital Acquisition Unclassified Employees who did not pass the Qualifying Exam. The Employee Services Agency—Human Resources Department (ESA-HR) is working with the supervisors and hiring managers of these employees to identify additional supports that may assist the employees in passing the Qualifying Exam on the next available attempt. These additional supports include job-related training that is consistent with the Job Analysis that forms the basis of the Qualifying Exam, as well as relevant test-taking skills trainings offered through the Learning and Employee Development Division of the Office of the County Executive. Efforts to explore additional support options with supervisors and hiring managers are ongoing.