

# 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 95110-1705



DATE: January 15, 2021

TO: Supervisor S. Joseph Simitian, Chairperson  
Supervisor Otto Lee, 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

The Employee Services Agency, in partnership with the County 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 off- agenda report provides an update on the status of these efforts.

### *Status of All Remaining Budget Unit 921 Hospital Acquisition Unclassified Employees as of January 14, 2021*

Since the previous report was provided, seventeen (17) additional unclassified hospital acquisition employees have been hired into classified positions. As of January 14, 2021, a total of twenty-seven (27) 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 January 14, 2021 by Job Classification:

Current Job Classification	Unclassified Count	Unclassified Expiration Date
HOSPITAL SERVICES ASST II - U	6	08/22/2021
JANITOR - U	4	03/31/2021
FOOD SERVICE WORKER II - U	4	05/16/2021
PATIENT BUSINESS SERV CLERK-U	2	08/22/2021
ACCOUNT CLERK II-U	2	05/16/2021
HEALTH SERVICES REP - U	2	08/22/2021
STOREKEEPER- U	1	06/27/2021
PATIENT TRANSPORTER - U	1	08/22/2021
COMMUNITY WORKER - U	1	03/31/2021
MEDICAL ASSISTANT - U	1	08/22/2021

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

**County Executive:** Jeffrey V. Smith

DIETETIC ASSISTANT - U	1	03/31/2021
LICENSED VOCATIONAL NURSE - U	1	03/21/2021
OFFICE SPECIALIST III - U	1	03/31/2021
<b>Total</b>	<b>27</b>	<b>--</b>

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 (November 30, 2020) versus the current report (January 14, 2021):

<b>Recruitment Status</b>	<b>Previous (November 30)</b>	<b>Current (January 14)</b>
Recruitment/Promo Form Pending	2	1
Recruitment Started, Exam Pending	1	4
Did Not Apply/Withdrew	3	2
Did Not Pass Qualifying Exam	8	4
Passed Exam: Recruitment Pending or Referred to Department	32	16
<b>Total</b>	<b>46</b>	<b>27</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.

##### 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 for 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.

As of January 14, 2021, four (4) employees were categorized under “Did Not Pass Qualifying Exam”. The table below details the number of employees by job classification and retake eligibility date:

Job Classification	Date Eligible to Retake Exam	Unclassified Expiration Date	# of Employees
MEDICAL ASSISTANT - U	Currently Eligible	8/22/2021	1
PATIENT BUSINESS SERV CLERK-U	1/15/2021	8/22/2021	1
HEALTH SERVICES REP - U	1/19/2021	8/22/2021	1
ACCOUNT CLERK II-U	2/9/2021	5/16/2021	1

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 January 14, 2021:

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	
HOSPITAL SERVICES ASST II - U	0	4	0	0	2	6
JANITOR - U	0	0	0	0	4	4
FOOD SERVICE WORKER II - U	0	0	0	0	4	4
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	0	0	1	1	2
LICENSED VOCATIONAL NURSE - U	0	0	1	0	0	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	0	0	0	0	1	1
DIETETIC ASSISTANT - U	0	0	0	0	1	1
<b>Total</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>16</b>	<b>27</b>