

County of Santa Clara

Employee Services Agency

Human Resources Department

County Government Center, East Wing

70 West Hedding Street, 8th Floor

San Jose, California 95110-1705



DATE: April 27, 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 hospital acquisition 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 the monthly update on the status of these efforts.

Status of All Remaining Budget Unit 921 Hospital Acquisition Unclassified Employees as of April 23, 2021

Since the March report was provided, four (4) additional unclassified hospital acquisition employees have been hired into classified positions, one (1) was hired into a provisional position, and one (1) retired. As of April 23, 2021, a total of six (6) hospital acquisition unclassified employees remained in the Health System (Budget Unit 921), as depicted by job classification and recruitment status:

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	0	1	0	0	1
PATIENT BUSINESS SERV CLERK - U	0	0	0	1	0	1
ACCOUNT CLERK II - U	0	0	0	0	1	1
HEALTH SERVICES REP - U	0	0	0	1	0	1
MEDICAL ASSISTANT - U	0	0	0	1	0	1
STOREKEEPER - U	1	0	0	0	0	1
Total	1	0	1	3	1	6

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

County Executive: Jeffrey V. Smith

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 that the employee 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 April 23, 2021, three (3) employees were categorized as “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
HEALTH SERVICES REP - U	Currently Eligible	8/22/2021	1
MEDICAL ASSISTANT - U	05/07/2021	8/22/2021	1
PATIENT BUSINESS SERV CLERK-U	07/20/2021	8/22/2021	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.