

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: October 14, 2022

TO: Honorable Members of the Board of Supervisors
Jeffrey V. Smith, M.D., J.D., County Executive

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

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John P. Mills
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SUBJECT: Off-Agenda Report RE: Student Intern Classification Series Wages

During the October 4, 2022, meeting of the Board of Supervisors, the Board requested information regarding the salaries of the classifications in the Student Intern series as they relate to the County's Living Wage Policy. This memorandum provides the requested information.

Employee Services Agency—Human Resources Department (ESA-HR) conducts an annual review of the County Classification Plan versus the Living Wage Rate. If adjustments to the Salary Schedule are warranted, ESA-HR prepares a classification report, which is sent to all impacted departments for review and approval, and then presented to the applicable union(s) for review and approval, and then brought forward to the Board of Supervisors for review and approval.

The salaries for the classifications in the Student Intern series were last reviewed in August 2020. At that time, the salary for Student Intern Level I was adjusted by 13.67%. This was based on the salary survey, wherein the Student Intern classifications were compared to the mandated California minimum wage, the five (5) Bay Area counties normally included as comparables in County salary surveys, and cities within Santa Clara County. The Student Intern Level I classification is for high school students enrolled in regular high school classes or those enrolled in an alternative vocational high school or students working toward high school equivalency.

The Student Intern Levels II through IV classifications were above the market, ranging from 26% above market for Level II to 19% above market for Level IV; therefore, no salary increase was recommended. Salary Steps 3, 4, and 5 for the Student Intern Level II are above the Living Wage Rate, as is the entire salary range for the Student Intern III and Student Intern IV classifications.

c: Chief Board Aides
Greta S. Hansen, Chief Operating Officer
James R. Williams, County Counsel
Tiffany Lennear, Clerk of the Board of Supervisors
Thuy Pham, Office of Budget & Analysis
Anita Asher, Human Resources Director
Michelle Quon, Assistant Human Resources Director
Laura Salas, Human Resources Manager

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

County Executive: Jeffrey V. Smith