

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: November 1, 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: Classification Work related to RNPA-represented Classifications

During the October 18, 2022, Board of Supervisors' meeting, Supervisor Chavez requested an off-agenda report regarding the classification study for the Clinical Nurse series. This memorandum responds to the request.

The side letter between the County and RNPA requires the review of the classifications of the Clinical Nurse series, Psychiatric Nurse series, and the Advanced Practice Registered Nurses (APRNs) classifications. The APRNs consist of Nurse Practitioners and Certified Registered Nurse Anesthetists. Considering the complexity of each agreed upon study, the County implemented a phased approach to the studies.

Phase One was the Clinical Nurse study that was approved at the October 18, 2022, Board of Supervisors' meeting. The timing of the Clinical Nurse study was evaluated in conjunction with the finalization of the Professional Nurse Development Program (PNDP) to ensure that the classification study included all the changes needed in the Clinical Nurse series classifications to implement that program. ESA-HR meets with Nursing Administration biweekly and incorporated the department's professional development goals into the recommendations for the Clinical Nurse classification series study.

The Psychiatric Nurse series classification study is Phase Two. This study has been posted to the union. Upon union concurrence, it will be agendized for review and approval by the Board.

Phase Three will include salary review for the Assistant Nurse Manager (ANM) and Nurse Manager classifications. Administrative job specification revisions for the ANM series are already posted to the department for review and approval. Once these revisions are approved by the department, they will be posted to the union for review and approval. The salary study will be completed in parallel.

Salary reviews for Nurse Practitioner and Certified Registered Nurse Anesthetist are the next phase. Administrative job specification revisions for the Nurse Practitioner classification are already with the union for review and approval. The salary review for the Nurse Practitioner and the Certified Registered Nurse Anesthetist are in progress. Once the data gathering is finalized

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and the reports are approved through ESA internal review, the reports will be presented to hospital leadership for review and approval; upon their approval, the classification reports will be sent to the union. Upon union concurrence, the classification study recommendations will be agendaized for review and approval by the Board.

The Per Diem nursing classifications are created on a broad salary range to allow for maximum flexibility when filling short term assignments. No change to the salary structure of the Per Diem classifications is recommended. ESA-HR is conducting training with hiring managers regarding the appropriate usage of the classifications and salary placement provisions. The County cannot recommend a prescribed matrix for salary placement for individuals in the Per Diem classifications, as this undermines the flexibility of the classifications. Hiring managers have the ability to increase the salary of per diem incumbents through performance salary increases. (RNPA MOU Appendix C. Section 11)

The side letter between the County and RNPA did not include the Clinical Nurse Specialist, Nurse Coordinator, Infection Control Nurse, and Staff Developer classifications. An administrative specification revision is underway for the Nurse Coordinator classification. The County will review to evaluate if classification studies are required for these classifications. If studies are warranted, these will be included in the next phase of classification work.

c: Chief Board Aides
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James R. Williams, County Counsel
Tiffany Lennear, Clerk of the Board of Supervisors
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Anita Asher, Human Resources Director
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