

County of Santa Clara

Employee Services Agency

Human Resources

County Government Center, East Wing

70 West Hedding Street, 8th Floor

San Jose, California 95110



DATE: April 21, 2023

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: Hiring Strategies and Emerging Trends

During the Mid-Year Budget Review, Supervisor Chavez requested an off-agenda report to clarify hiring strategies and emerging trends and needs. This memorandum responds to the request.

The County continues to evaluate trends in the marketplace and is working to implement innovations to enhance efficiencies and meet the needs of County agencies and departments. Workforce analysis continues to indicate a decrease in the number of qualified applicants; therefore, the Employee Services Agency is pursuing the following efforts and initiatives:

- Capitalize on marketing opportunities geared toward those who may be new to the job market.
- Boost recruitment efforts in the community by providing job postings to community-based organizations and professional and affinity group organizations.
- Continue to partner with departments to prioritize key recruitments.
- Participate in regional job fairs to advertise County recruitments.
- Periodically host job fairs that highlight specific sectors of the County organization.
- Outreach to local and regional colleges and universities to build interest in public sector employment.
- Partner with departments to facilitate hiring of student interns.
- Revamp the sccjobs.org website to highlight information relevant to candidates.
- Evaluate the classifications with the most added positions and work with departments to prioritize recruitments in those classifications to ensure eligible lists are available when the departments need them.

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- Negotiate with different unions to explore changes to transfer posting requirements to mitigate duplication of postings and to create efficiencies to allow for hiring from open competitive lists to fill vacancies while allowing for internal movement.
- Continue to partner with departments to host departmental information sessions for candidates to learn about the department's available job opportunities.
- Proactively outreach to candidates to source applicants for classifications that require more robust recruitment efforts, such as clinicians and information technology 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