



24-4486

DATE: February 27, 2024 (Item No. 18)

TO: Board of Supervisors

FROM: James R. Williams, County Executive

SUBJECT: Salary Ordinance amendment related to the classification study for Caregiver Return to Work Program

RECOMMENDED ACTION

Held from January 23, 2024 (Item No. 30): Introduce and preliminarily adopt Salary Ordinance No. NS-5.24.57, an Ordinance amending Santa Clara County Salary Ordinance No. NS-5.24 relating to compensation of employees adding Footnote No. 273 relating to the Caregiver Return to Work Program. (Employee Services Agency)

FISCAL IMPLICATIONS

This action carries no additional fiscal impact as the footnote will be attached to existing County positions, with no changes to compensation for those positions.

REASONS FOR RECOMMENDATION AND BACKGROUND

On November 7, 2023 (Item No. 21), the Board of Supervisors approved a referral by President Ellenberg, directing Administration to report back to the Board with a salary ordinance for positions proposed by the County Caregiver Returnship Program, including the designation of various experience levels for each position and engagement with appropriate bargaining units regarding the codes and positions. This referral proceeded a May 24, 2022 (Item No. 23) referral from Supervisor Ellenberg that requested options relating to a Return-to-Work Program for experienced workers looking to return to the workforce after taking time away from the paid workforce to care for children or other dependents.

The Office of the County Executive's Office of Women's Policy (OWP), in partnership with the Office of Children and Families Policy (OCFP), will spearhead the development of this new Caregiver Return to Work Program, and the Employee Services Agency-Human Resources (ESA-HR) agreed to conduct a classification study for the program.

The goal of the Caregiver Return to Work Program (CRWP)—also known as the Returnship Program—is to support experienced workers seeking to return to the workforce after taking time away from the paid workforce to care for children or other dependents.

According to research by ManpowerGroup, 57% of male and 74% of female Millennials anticipate taking a career break for childcare, eldercare, or to support a partner in a job—a much higher rate than was true for prior generations. This prolonged unemployment due to these breaks could put an individual’s employability in a competitive job market at stake. To mitigate the impact of extended unemployment, CRWP is being established to create pathways for caregivers who have experienced a career gap to re-enter the paid workforce into County positions that align with their skills and to provide greater economic security for their families.

At the direction of the Board, and in an effort to help families thrive, OWP and OCFP are developing CRWP and establishing goals for those individuals seeking County employment after taking time away from paid work to care for their children or other dependents and helping fill job vacancies in participating County departments.

At the Board of Supervisors meeting on November 7, 2023, ESA-HR, OWP, and OCFP presented on separate components of CRWP, one of which was to identify a range of entry-level to professional opportunities for returners. In response, it is recommended to provide a pathway for CRWP participants by creating a footnote that would allow identified classifications to be alternately staffed as unclassified to coded permanent positions. This would allow participants to gain or regain skills while having full County benefits, create a pathway to potential full-time permanent positions, as well as assist the County and participating departments fill certain vacancies.

The identified job classifications and typical alternate staffing level within the series in all County departments will be made available to support active qualified participants of the County’s CRWP, in accordance with County Charter sections 701(a)(15) and 704(h).

The job classifications are identified in the proposed Footnote below and may only be filled with active qualified candidates through CRWP. The classifications selected for inclusion in this footnote are those that require professional experience.

Proposed Returner Footnote—positions in the following job classifications may be alternately staffed as unclassified positions for appointment through the Caregiver Return to Work Program in accordance with County of Santa Clara Charter Section 701(a)(15) and Section 704(h) and applicable County Merit System Rules:

ACCOUNTANT III/II/I
ADMIN SERV MGR II/I
ADMIN SUPPORT OFFICER III/II/I
ANESTHESIA TECHNICIAN
ANIMAL CONTROL OFFICER
APPLICATION ADMINISTRATOR
APPLICATION DEVELOPER
ASSOC MGMT ANALYST

ATTORNEY IV/III/II/I - CHILD SUPPORT SRV
BUSINESS CONFIGURATION ANALYST
BUSINESS INFORMATION TECHNOLOGY (IT)
STRATEGIC PLANNER
BUSINESS INTELLIGENCE ANALYST
BUSINESS SYSTEMS ANALYST
BUYER III/II/I
CAPITAL PROJECTS MGR III/II/I
CODER II/I
COMMUNICATIONS OFFICER
COMMUNITY OUTREACH SPECIALIST
COMPLIANCE OFFICER
CRISIS INTERVENTION SPECIALIST
CYBER SECURITY SPECIALIST
DATA ANALYST
DATA ENGINEER
DATA SCIENTIST
DATABASE ADMINISTRATOR
DEBT MANAGEMENT OFFICER
DATA OFFICE SPECIALIST
DEMOGRAPHER
ELIGIBILITY WORKER II/I
EMPLOYEE WELLNESS COORD
EMPLOYMENT COUNSELOR
ENGINEERING GEOLOGIST
ENGINEERING TECHNICIAN III
ENV HLTH & SFTY COM SPL-SCVHHS
ENVIRON HLTH & SAFE SPT/ROADS
ENVIRON HLTH SAFETY ANALYST
ENVIRONMENTAL HEALTH GEO/ENG
ENVIRONMENTAL HL SFTY COMP SPC
ENVIRONMENTAL HLTH SPECIALIST
EPIC PHARMACY INFORMATICIST
EPIC SYSTEMS ANALYST
EPIDEMIOLOGIST II/I
ESTATE ADMINISTRATOR
FACILITIES SECURITY SPECIALIST
FINANCIAL ANALYST II
FLEET LOGISTICS SUPERVISOR
GENETIC COUNSELOR II
GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYST
GRAPHIC DESIGNER
GROUP COUNSELOR II
HEALTH CARE COMPLIANCE ANALYST

HEALTH ECONOMIST
HEALTH PLANNING SPEC III/II
HOMELESS AND HSING CONCERNS CO
HOUSE STAFF COORD
HOUSING AND COMMUNITY DEV SPEC
HOUSING REHABILITATION SPEC
HUMAN RESOURCES ANALYST
INCOME TAX SPECIALIST
INFECTION CONTROL NURSE
INFORMATICIST
INFRASTRUCTURE ENGINEER
INSTRUCTIONAL DESIGNER
INTEGRATION ANALYST
INTERNAL AUDITOR III
INTERVENTIONAL RADIOLOGY TECHN
INVESTIGATIVE GRAPHIC/MEDIA SP
IT AUDIT & COMPLIANCE SPECIALT
IT BUSINESS ANALYST
IT PROCESS ANALYST
IT PROJECT MANAGER
IT SECURITY ANALYST
IT SECURITY ARCHITECT
IT SECURITY ENGINEER
IT SERVICE MANAGEMENT SPECIALT
IT STRATEGIC SOURCING SPECIALT
IT STRATEGY ANALYST
JUSTICE SYSTEM CLERK II/I
LABOR RELATIONS REP
LEGAL CLERK
LEGAL SECRETARY II/I
LIBRARIAN II/I
LICENSED VOCATIONAL NURSE
MARRIAGE & FAMILY THERAPIST II/I
MEDICAL TRANSLATOR
MENTAL HEALTH COMMUNITY WORKER
MENTAL HEALTH WORKER
MGMT ANALYST
MULTIMEDIA COMMUNICATIONS SPC
MULTIMEDIA TECHNICIAN
NETWORK ENGINEER
NETWORK/TELECOM TECHNICIAN
NUCLEAR MEDICINE TECHNOLOGIST
NURSE PRACTITIONER
OCCUPATIONAL THERAPIST III

OCCUPATIONAL THERAPIST II/I
OFFICE MANAGEMENT COORDINATOR
OFFICE SPECIALIST III
PARK NATURAL RESOURCE PROG CRD
PARK RANGER II/I
PARKS NATURAL RESOURCE PLANNER
PARKS OUTDOOR RECREATION COORD
PARKS RANGEMASTER II/I
PARKS TRAIL SPECIALIST
PATIENT BUSINESS SERVICES CLERK
PHARMACIST SPECIALIST
PHARMACIST TECH SYS SPEC
PHYSICAL THERAPIST III
PHYSICAL THERAPIST II/I
PHYSICIAN ASSISTANT
PLANNER/ESTIMATOR
PRIVACY ANALYST
PROBATION COMMUNITY WORKER
PROBATION COUNSELOR II
PROCUREMENT CONTRACTS SPCLST
PROFESSIONAL CODING ANALYST
PROGRAM MANAGER II
PROGRAM MANAGER III
PROGRAM SERVICES AIDE
PSYCHIATRIC SOCIAL WORKER II/I
PSYCHIATRIST
PSYCHOLOGIST
REAL ESTATE AGENT
RECREATION THERAPIST III/II/I
REHABILITATION COUNSELOR
REHABILITATION OFFICER II/I
RESEARCH & EVALUATION SPEC
RESIDENT RD MAINT WRKER IV/III
RESOURCES SCHEDULING REP
RESPIRATORY CARE PRAC II/I
RESPIRATORY THERAPY SVCS SPCL
REVENUE CONTROL ANALYST
ROAD MAINTENANCE WORKER III/II/I
ROAD MAINTENANCE WORKER IV
SCRUM MASTER
SECURITIES ANALYST
SENIOR ANIMAL CONTROL OFFICER
SENIOR APPLICATION ADMINISTRAT
SENIOR APPLICATION DEVELOPER

SENIOR BUSINESS SYSTEMS ANALYST
SENIOR CIVIL ENGINEER
SENIOR COMMUNICATIONS OFFICER
SENIOR EPIC SYSTEMS ANALYST
SENIOR EXECUTIVE ASSISTANT
SENIOR GIS ANALYST
SENIOR HEALTH ECONOMIST
SR HEALTH SERVICES REPRESENTATIVE
SENIOR IT FIELD SUPPORT SPECIALIST
SENIOR IT PROCESS ANALYST
SENIOR IT SECURITY ANALYST
SENIOR IT STRATEGY ANALYST
SENIOR LIABILITY CLAIMS ADJUST
SENIOR MULTIMEDIA TECHNICIAN
SENIOR NETWORK/TELECOM TECH
SR PATIENT BUSINESS SERVICES CLERK
SOCIAL SERVICES ANALYST
SOCIAL SERVICES APPEALS OFFICER
SOCIAL SERVICES FISCAL OFFICER
SOCIAL SERVICES PROGRAM MANAGER II
SOCIAL SERVICES PROGRAM MANAGER III
SOCIAL WORK SUPERVISOR
SOCIAL WORK TRAINING SPECIALIST
SOCIAL WORKER II/I
SOCIAL WORKER III
SR MGMT ANALYST
SR PARALEGAL
SR TRAINING & STAFF DEVELOPMENT
STATISTICIAN
STERILE PROCESS TECH II
STERILE PROCESSING MANAGER
STRATEGIC SOURCING OFFICER
TRAINING & STAFF DEV SPEC
USER EXPERIENCE (UX) DESIGNER
UTILIZATION REVIEW SUPERVISOR
UTILIZATION REVIEW SUPERVISOR – VHP
VHP CLAIMS EXAMINER
VHP MEMBER SERVICES REPRESENTATIVE
VITAL RECORDS SPECIALIST II/I
WHISTLEBLOWER INVESTIGATOR
WORKERS' COMPENSATION CLAIMS ADJUSTER III

CRWP qualified candidates are screened to meet employment standards, are hired as unclassified employees, and have nine months to test and promote to a classified status. If hired for the permanent position, the salary for incumbents will be commensurate to their expected duties and qualifications related to existing County job classifications.

The classification study recommendations were posted to the following unions:

- Santa Clara Co. Probation Peace Officer's Union (1587)
- Service Employees International Union, Local 521 (SEIU)
- County Employees Management Association (CEMA)
- Santa Clara Co. Government Attorneys Association (GAA)
- Engineers and Scientists of California (ESC)
- International Federation of Professional & Technical Engineers (Local 21)
- Santa Clara Co. Park Rangers' Association (PRA)
- Registered Nurses Professional Association (RNPA)
- Union of American Physicians & Dentists (UAPD)

CEMA concurred with the recommendations.

SEIU requested more classifications be added to the program; the County agreed to add classifications that are not already covered by Employment Support Unclassified Program (ESUP) and reposted the study to the union on February 9, 2024. SEIU has not yet responded to the revised recommendation.

1587, ESC, Local 21, RNPA, and UAPD did not respond to the postings; therefore, their concurrence was assumed and incorporated into the recommendation.

GAA and PRA responded and did not concur with the recommendation. Under the direction of the Board to include professional-level classifications and the need to start the Returnship Program, Administration recommends including the classifications represented by GAA (ATTORNEY IV/III/II/I - CHILD SUPPORT SRV) and PRA (PARK RANGER II/I).

CHILD IMPACT

The recommended action will have no/neutral impact on children and youth.

SENIOR IMPACT

The recommended action will have no/neutral impact on seniors.

SUSTAINABILITY IMPLICATIONS

The recommended action will have no/neutral sustainability implications.

CONSEQUENCES OF NEGATIVE ACTION

The Salary Ordinance would not take effect and CRWP would not be implemented.

STEPS FOLLOWING APPROVAL

The Clerk of the Board of Supervisors is requested to send OneMeeting notifications of completed processing to Michelle Quon, Anita Asher, Staci Bjerk, Jennifer Paredes-Fricano, and Zullay Rodriguez, Employee Services Agency, Human Resources Department.

ATTACHMENTS:

- NS-5.24.57 - ESA - Adding a Footnote for the Caregiver Return to Work Program (CRWP)
- Returner Caregiver Program Classification Study