

County of Santa Clara

Employee Services Agency

Human Resources Department

County Government Center, East Wing

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CLASSIFICATION REPORT

Date: February 13, 2024

To: Santa Clara Co. Probation Peace Officer's Union (1587)
Service Employees International Union, Local 521
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)

From: Michelle Quon, Assistant Human Resources Director
Employee Services Agency-Human Resources

Reviewed by: Anita Asher, Human Resources Director

Subject: Classification Report – Returner – Unclassified Footnote

Background

The Board of Supervisors (Board) approved a referral by Supervisor Ellenberg, directing Administration to report to back to the Board with options relating to a Return-to-Work Program for experienced workers seeking 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 (CEO) 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.

Findings / Analysis

The goal of the Caregiver Return to Work Program (CRP), 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

Board of Supervisors: Sylvia Arenas, Cindy Chavez, Otto Lee, Susan Ellenberg, S. Joseph Simitian

County Executive: James R. Williams

factors could put an individual's employability in a competitive job market at stake. To mitigate the impact of extended unemployment, CRP 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 provide greater economic security for their families. At the direction of the Board, and in an effort to help families thrive, OWP and OCFP is developing CRP 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 Supervisor's meeting on November 7, 2023, ESA-HR, OWP, and OCFP presented on separate components of CRP, 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 CRP 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 CRP, 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 CRP. 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 Santa Clara County Charter Provisions Section 701(a)(15) and Section 704(h) and applicable County Merit System Rules:

ACCOUNTANT III/II/I	COMMUNITY OUTREACH SPECIALIST
ADMIN SERV MGR II/I	COMPLIANCE OFFICER
ADMIN SUPPORT OFFICER III/II/I	CRISIS INTERVENTION SPECIALIST
ANESTHESIA TECHNICIAN	CYBER SECURITY SPECIALIST
ANIMAL CONTROL OFFICER	DATA ANALYST
APPLICATION ADMINISTRATOR	DATA ENGINEER
APPLICATION DEVELOPER	DATA SCIENTIST
ASSOC MGMT ANALYST	DATABASE ADMINISTRATOR
ATTORNEY IV/III/II/I - CHILD SUPPORT SRV	DEBT MANAGEMENT OFFICER
BUSINESS CONFIGURATION ANALYST	DATA OFFICE SPECIALIST
BUSINESS INFORMATION TECHNOLOGY (IT)	DEMOGRAPHER
STRATEGIC PLANNER	ELIGIBILITY WORKER II/I
BUSINESS INTELLIGENCE ANALYST	EMPLOYEE WELLNESS COORD
BUSINESS SYSTEMS ANALYST	EMPLOYMENT COUNSELOR
BUYER III/II/I	ENGINEERING GEOLOGIST
CAPITAL PROJECTS MGR III/II/I	ENGINEERING TECHNICIAN III
CODER II/I	ENV HLTH & SFTY COM SPL-SCVHHS
COMMUNICATIONS OFFICER	ENVIRON HLTH & SAFE SPT/ROADS

ENVIRON HLTH SAFETY ANALYST	MULTIMEDIA TECHNICIAN
ENVIRONMENTAL HEALTH GEO/ENG	NETWORK ENGINEER
ENVIRONMENTAL HL SFTY COMP SPC	NETWORK/TELECOM TECHNICIAN
ENVIRONMENTAL HLTH SPECIALIST	NUCLEAR MEDICINE TECHNOLOGIST
EPIC PHARMACY INFORMATICIST	NURSE PRACTITIONER
EPIC SYSTEMS ANALYST	OCCUPATIONAL THERAPIST III
EPIDEMIOLOGIST II/I	OCCUPATIONAL THERAPIST II/I
ESTATE ADMINISTRATOR	OFFICE MANAGEMENT COORDINATOR
FACILITIES SECURITY SPECIALIST	OFFICE SPECIALIST III
FINANCIAL ANALYST II	PARK NATURAL RESOURCE PROG CRD
FLEET LOGISTICS SUPERVISOR	PARK RANGER II/I
GENETIC COUNSELOR II	PARKS NATURAL RESOURCE PLANNER
GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYST	PARKS OUTDOOR RECREATION COORD
GRAPHIC DESIGNER	PARKS RANGEMASTER II/I
GROUP COUNSELOR II	PARKS TRAIL SPECIALIST
HEALTH CARE COMPLIANCE ANALYST	PATIENT BUSINESS SERVICES CLERK
HEALTH ECONOMIST	PHARMACIST SPECIALIST
HEALTH PLANNING SPEC III/II	PHARMACIST TECH SYS SPEC
HOMELESS AND HSING CONCERNS CO	PHYSICAL THERAPIST III
HOUSE STAFF COORD	PHYSICAL THERAPIST II/I
HOUSING AND COMMUNITY DEV SPEC	PHYSICIAN ASSISTANT
HOUSING REHABILITATION SPEC	PLANNER/ESTIMATOR
HUMAN RESOURCES ANALYST	PRIVACY ANALYST
INCOME TAX SPECIALIST	PROBATION COMMUNITY WORKER
INFECTION CONTROL NURSE	PROBATION COUNSELOR II
INFORMATICIST	PROCUREMENT CONTRACTS SPCLST
INFRASTRUCTURE ENGINEER	PROFESSIONAL CODING ANALYST
INSTRUCTIONAL DESIGNER	PROGRAM MANAGER II
INTEGRATION ANALYST	PROGRAM MANAGER III
INTERNAL AUDITOR III	PROGRAM SERVICES AIDE
INTERVENTIONAL RADIOLOGY TECHN	PSYCHIATRIC SOCIAL WORKER II/I
INVESTIGATIVE GRAPHIC/MEDIA SP	PSYCHIATRIST
IT AUDIT & COMPLIANCE SPECIALT	PSYCHOLOGIST
IT BUSINESS ANALYST	REAL ESTATE AGENT
IT PROCESS ANALYST	RECREATION THERAPIST III/II/I
IT PROJECT MANAGER	REHABILITATION COUNSELOR
IT SECURITY ANALYST	REHABILITATION OFFICER II/I
IT SECURITY ARCHITECT	RESEARCH & EVALUATION SPEC
IT SECURITY ENGINEER	RESIDENT RD MAINT WRKER IV/III
IT SERVICE MANAGEMENT SPECIALT	RESOURCES SCHEDULING REP
IT STRATEGIC SOURCING SPECIALT	RESPIRATORY CARE PRAC II/I
IT STRATEGY ANALYST	RESPIRATORY THERAPY SVCS SPCL
JUSTICE SYSTEM CLERK II/I	REVENUE CONTROL ANALYST
LABOR RELATIONS REP	ROAD MAINTENANCE WORKER III/II/I
LEGAL CLERK	ROAD MAINTENANCE WORKER IV
LEGAL SECRETARY II/I	SCRUM MASTER
LIBRARIAN II/I	SECURITIES ANALYST
LICENSED VOCATIONAL NURSE	SENIOR ANIMAL CONTROL OFFICER
MARRIAGE & FAMILY THERAPIST II/I	SENIOR APPLICATION ADMINISTRAT
MEDICAL TRANSLATOR	SENIOR APPLICATION DEVELOPER
MENTAL HEALTH COMMUNITY WORKER	SENIOR BUSINESS SYSTEMS ANLYST
MENTAL HEALTH WORKER	SENIOR CIVIL ENGINEER
MGMT ANALYST	SENIOR COMMUNICATIONS OFFICER
MULTIMEDIA COMMUNICATIONS SPC	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
 WORKERS' COMPENSATION CLAIMS ADJUSTER III

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

CRP qualified candidates are screened to meet employment standards, hired as unclassified employees, and have 9 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.

Recommendations

- Establish a footnote related to the CRP that states, “Subject to prior approval by the Director of Employee Services Agency, 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 Santa Clara County Charter Provisions Section 701(a)(15) and Section 704(h) and applicable County Merit System Rules”.

Fiscal Implications

No additional fiscal impact as the footnote will be attached to current County positions.