

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
 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 ANLYST
 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 SPECLST
WORKERS' COMPENSATION CLAIMS ADJUSTER III

SOCIAL WORKER II/I
SOCIAL WORKER III
SR MGMT ANALYST
SR PARALEGAL
SR TRAINING & STAFF DEVELOPMNT
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.