



## County of Santa Clara

Employee Services Agency  
Human Resources - Policy/Procedure

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Dates(s): 6/15/18

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**POLICY NAME** - Board Aides Transferring into Classified Positions

### **POLICY DESCRIPTION**

This policy describes the procedures for Board Aides transferring to classified positions.

### **POLICY**

Board Aide positions are unclassified. Board Aides may transfer into classified positions, provided that a Board Aide's supervisor has completed a County promotional rating form with a favorable recommendation, and the Board Aide passes the appropriate examination for the classified position. Human Resources (HR) determines the classification(s) to which the Board Aide may qualify as a transfer. This determination is based on the responsibilities performed and pay received as a Board Aide.

Board Aides interested in being considered for positions in the classified service or who have questions about the hiring process should directly contact the County's Human Resources Director.

### **FREQUENTLY ASKED QUESTIONS**

- 1. What does a Board Aide need to do in order to be considered for a position in the classified service?**  
The Board Aide will need to submit a County job application to the Human Resources Director, 70 W. Hedding, 8<sup>th</sup> Floor. Human Resources will determine to which classification(s) the Board Aide may qualify as a transfer. The Board Aide will also need to have his/her supervisor in the Board Office complete a favorable promotional rating form. The Board Aide will need to pass the examination for those classification(s) for which an examination is required.
- 2. Will the County "inplace" the Board Aide and help find him/her a job?**  
The County does not "inplace" Board Aides. Inplacement is a provision limited to permanent classified employees who are laid off. However, Human Resources staff will review the Board Aide's employment application and determine those classification(s) to which the Board Aide may apply.
- 3. When should a Board Aide submit an employment application to Human Resources?**  
The application may be submitted to Human Resources at any time to give HR an opportunity to review the Board Aide's qualifications and "match" the Board Aide to suitable classifications in the County.

- 4. How does a Board Aide find out about vacant positions that the County intends to fill?**  
Interested Board Aides should visit the Job Opportunities website at [www.sccjobs.org](http://www.sccjobs.org) to review the open/competitive, promotional, and/or transfer job announcements. Job announcements can also be found in the Lower Level of 70 W. Hedding.
- 5. Where can a Board Aide find a Promotional Rating Form?**  
The Promotional Rating Form can be found on the Employee Services Agency website at <https://www.sccgov.org/sites/esa/employment/hr/Pages/Forms.aspx>
- 6. If a Board Aide transfers to a classified position, will he/she need to serve a probationary period, and, if so, for how long?**  
Board Aides must serve an original probationary period (typically nine months).
- 7. If a Board Aide transfers to a classified position, is there flexibility in determining the salary step at which the Board Aide will be placed?**  
No, salary determination follows Merit System Rule A25-661, Promotional Rule.

**WRITTEN AUTHORITY FOR POLICY**

- Merit System Rule A25-112
- Merit System Rule A25-148
- Merit System Rule A25-175
- Merit System Rule A25-661