

POLICY RESOLUTION NO. BOS-2022-26

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY
OF SANTA CLARA AMENDING BOARD OF SUPERVISOR' POLICY
MANUAL SECTION 3.22 REGARDING EMPLOYMENT SUPPORT
POLICY ON ENTRY-LEVEL WORK OPPORTUNITIES**

WHEREAS, the Board of Supervisors wishes to give direction and set policy for matters for which the responsibility of decisions is placed on it by virtue of State codes, the County Charter, or specific ordinances and resolutions, or that relate to its broad policy-making authority regarding Santa Clara County;

WHEREAS, the Board of Supervisors wishes to clearly state and compile policies and to provide for distribution of these policies to affected decision-makers; and

WHEREAS, the Policy Manual is not set by ordinance, is not legally binding, and can be changed by adoption of a resolution approved by a majority of the Board of Supervisors and is intended to give guidance to staff and future members of the Board of Supervisors;

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NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the County of Santa Clara, State of California, that the Board of Supervisors' Policy Manual Section 3.22, the Employment Support Policy on Entry-Level Work Opportunities, is hereby amended by adoption of this resolution. Amended Section 3.22 is attached hereto as Exhibit "A" and incorporated herein, and the Clerk of the Board is directed to incorporate the policy into the manual so that it is available to all County staff.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Clara, State of California, on MAR 08 2022, by the following vote:

CHAVEZ, ELLENBERG, LEE
SIMITIAN, WASSERMAN
AYES:

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE


MIKE WASSERMAN, President
Board of Supervisors

Signed and certified that a copy of this document has been delivered by electronic or other means to the President, Board of Supervisors.
ATTEST:


TIFFANY LENNEAR
Clerk of the Board of Supervisors

APPROVED AS TO FORM AND LEGALITY:


NANCY CLARK
Deputy County Counsel

Exhibits to this Resolution:
A – Board Policy Manual Section 3.22 relating to Employment Support Policy on Entry-Level Work Opportunities

3.22 EMPLOYMENT SUPPORT POLICY ON ENTRY-LEVEL WORK OPPORTUNITIES (Adopted 12-16-97; Amended 3-8-22)

It is the policy of the County of Santa Clara Board of Supervisors that, where appropriate, entry-level job classifications in all County departments be made available to support active participants of County programs with a vocational or employment service component (“County Programs”), in accordance with County Charter sections 701(a)(15) and 704(h) and applicable County Merit System Rules.

County Programs include those that are funded, administered, and/or coordinated by the County (e.g., CalWORKs, CalFresh Employment and Training, and Rapid Rehousing). The County Executive will determine whether specific programs are applicable to this policy.

This Employment Support Policy (“Policy”) is part of the County’s approach to helping economically disadvantaged individuals obtain gainful employment. As the third largest employer in Silicon Valley, the County is responding to this challenge in the hopes that other employers in the public and private sectors will follow our example. Patterned after the highly successful “Unclassified Clerk Typist Program” that operated in the County’s Social Services Agency, this Policy will support efforts that create win-win situations for County Programs participants and the County departments that hire them.

- Pursuant to County Charter Sections 701(a)(15) and 704(h) and Footnote 126 of the Master Salary Ordinance, County departments may consider active participants from County Programs to fill available entry-level positions through unclassified appointment.
- County Programs may notify program participants of available County job opportunities and assist program participants with completing the County job application.
- Employee Services Agency (ESA)-Human Resources will screen the applications of candidates from County Programs to ensure candidates meet employment standards (i.e., minimum qualifications) of the entry-level classifications to which they have applied.
- County Programs should coordinate with ESA-Human Resources to refer qualified candidates from County Programs to hiring managers in County departments who have indicated an interest in considering these candidates.

Entry-level classifications are identified in Footnote 126 of the Master Salary Ordinance, which may be updated periodically. The designation as an entry-level classification is based on employment standards that:

1. Do not require post-secondary degree completion (i.e., up to the completion of some college credits); and
2. Require minimal to no experience (i.e., up to one year of relevant work experience).

Classifications that permit candidates to meet employment standards through certification may also be considered entry-level classifications if 1 and 2 above are also true.

ORDINANCE NO. NS-5.22.136

AN ORDINANCE AMENDING SANTA CLARA COUNTY ORDINANCE
NO. NS-5.22 RELATING TO THE COMPENSATION OF EMPLOYEES

The Board of Supervisors of the County of Santa Clara ordains as follows:

SECTION 1:

In Section, FOOTNOTES, the following shall be amended to read:

- *126* All positions in the following job classifications will be alternately staffed as unclassified positions for appointment through a specially designed program approved by EMPLOYEE SERVICES AGENCY to assist persons who are unemployed, disabled, or untrained in accordance with Santa Clara County Charter Provisions Section 701(a)(15) and Section 704(h):

Account Clerk I / Account Clerk I (U)
Animal Services Assistant/Animal Services Assistant (U)
Automotive Attendant/Automotive Attendant (U)
Buyer Assistant/Buyer Assistant (U)
Community Worker/Community Worker (U)
Consumer and Environmental Protection Agency (CEPA) Operations Aide/Consumer and Environmental Protection Agency (CEPA) Operations Aide (U)
Custody Support Assistant/Custody Support Assistant (U)
Eligibility Worker I/Eligibility Worker I (U)
Food Service Worker - Correction/Food Service Worker - Correction (U)
Food Service Worker I/Food Service Worker I (U)
Health Information Clerk I/Health Information Clerk I (U)
Health Services Representative/Health Services Representative (U)
Hospital Services Assistant I/Hospital Services Assistant I (U)
Janitor/Janitor (U)
Laundry Worker I/Laundry Worker I (U)
Law Enforcement Clerk/Law Enforcement Clerk (U)
Library Circulation Aide/Library Circulation Aide (U)
Library Clerk/Library Clerk (U)
Library Page/Library Page (U)
Library Technician/Library Technician (U)
Management Aide/Management Aide (U)
Materials Supply Specialist/Materials Supply Specialist (U)
Medical Assistant/Medical Assistant (U)
Medical Laboratory Assistant I/Medical Laboratory Assistant I (U)
Medical Office Specialist/Medical Office Specialist (U)
Medical Unit Clerk/Medical Unit Clerk (U)
Mental Health Peer Support Worker/Mental Health Peer Support Worker (U)
Messenger Driver/Messenger Driver (U)
Office Specialist I/Office Specialist I (U)
Office Specialist II/Office Specialist II (U)
Park Services Attendant/Park Services Attendant (U)
Pharmacy Assistant/Pharmacy Assistant (U)
Pharmacy Technician Trainee/Pharmacy Technician Trainee (U)
Pretrial Services Technician/Pretrial Services Technician (U)

Adopted: 06/07/2022

Probation Peer Support Worker/Probation Peer Support Worker (U)
Records Retention Driver/Records Retention Driver (U)
Utility Worker/Utility Worker (U)
Vector Control Trainee/Vector Control Trainee (U)
Vehicle Use Coordinator/Vehicle Use Coordinator (U)
Veterinarian Assistant/Veterinarian Assistant (U)
Warehouse Materials Handler/Warehouse Materials Handler (U)
Youth Engagement Specialist/Youth Engagement Specialist (U)

SECTION 2:

This Ordinance shall take effect June 7, 2022. This Ordinance shall be implemented on June 13, 2022.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Clara, State of California, on JUN 07 2022 by the following vote:

CHAVEZ, ELLENBERG, LEE
SIMITIAN, WASSERMAN

AYES:
NOES: NONE
ABSENT: NONE,



Mike Wasserman, President
Board of Supervisors

Signed and Certified that a copy of this document has been delivered by electronic or other means to the President, Board of Supervisors.

Attest:



TIFFANY LENNEAR
Clerk of the Board of Supervisors