

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;

//

//

//

//

//

//

//

//

//

//

//

//

//

//

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.