

County of Santa Clara

Employee Services Agency
Department of Human Resources

Labor Relations (408) 299-5820 FAX: 286-4813
Human Resources (408) 299-5830 FAX: 295-3012
Benefits (408) 299-5880 FAX: 293-1516
or Toll Free 1-800-541-7749



County Government Center, East Wing
70 West Hedding Street, 8th floor
San Jose, California 95110-1705

August 12, 2006

To: County Employees Management Association

From: Joanne Cox, Human Resources Operations Manager

Re: Classification Review

The County has approved strategies to contain classification study costs during critical budget times. Only those studies that represent a business need and have no negative financial impact to the County shall be conducted. A classification study shall only be accepted if it meets at least one of the following criteria:

- Necessary to recognize newly assumed County responsibilities
- To accurately reflect the work involved when there is no salary adjustment
- To create a new lower-level trainee or entry-level classification that will replace or be alternately staffed with existing higher-paid classifications
- To create new classifications to replace more expensive contracts thus providing a cost savings to the County
- To establish approved reorganizations or other Board directives or to comply with legal mandates due to legislative changes that impact the County's current job descriptions

Departments are required to ensure that the duties assigned to their employees fit within the authorized classifications. If the duties do not fit, departments will be required to reassign the duties accordingly or revoke the duties entirely.

Below is the process that a CEMA employee may undertake to ensure that the employee's position is properly classified.

1. In the event an employee believes that the work assigned is outside of the employee's job description, the employee will engage in an interactive process with the supervisor to discuss such duties.

2. If, after such a meeting(s), the employee still believes that he/she is working outside of the employee's job description, the employee will complete a Santa Clara County Human Resources Position Description Questionnaire and forward it for processing to the employee's supervisor. The employee may also forward such a copy to CEMA for purposes of tracking the request.
3. CEMA will notify ESA-HR that the employee is pursuing a classification review.
4. ESA-HR will track such reviews after notification from CEMA. Such reviews will be included in the quarterly classification status reports.
5. Upon completion by the Executive Manager, the PDQ will be forwarded to ESA-HR for review.
6. ESA will conduct an evaluation of the employee's job duties. Duties found to be outside the job classification shall be reassigned to an appropriate position or revoked by the appointing authority or designee. As an alternative to reassigning or revoking such duties, the department may submit a management-initiated classification study request. Such requests will be evaluated within the County's current classification policy.
7. If the class study fits board policy and is accepted for study, it will be posted to CEMA within twelve months of acceptance or if not completed within twelve months, the County will notify CEMA of the expected completion date.
8. Agree to complete a classification review as identified in #3 above on the following positions:
Heidi Hudson, Senior Health Care Program Manager
Philip Chantri, Election Services Coordinator
Amy Brinkman-Viall, Prevention Program Analyst II
9. The County will conduct classification studies to accurately reflect the work involved with no salary adjustment for the following individuals occupying the following classifications:

Dolores Alvarado, Maternal Child & Adolescent Health Division Director
Grace Jimenez, Data Processing Supervisor
Anne Perkins, Rehabilitation Services Program Representative
Karin Accorinti, Election Recruiting & Training Supervisor
Jenny Howard, Ambulatory Services Manager

cc: Brian McKenna, Labor Relations Manager