



Policy Type: Board

Category: Personnel **Sub-Category:** Hiring Practices

Policy Name: Employment Support Policy on Entry-Level Work Opportunities - Board Policy 3.22

[← Previous Policy Manual Section](#)

[Next Policy Manual Section →](#)

3.22 EMPLOYMENT SUPPORT POLICY ON ENTRY-LEVEL WORK OPPORTUNITIES (Adopted 12-16-97)

It is a policy of the Santa Clara County Board of Supervisors that a number of entry-level jobs in all departments of County government be made available to support the successful transition from welfare to work of applicants from the county's Employment and Training centers. Patterned after the highly successful "Unclassified Clerk Typist Program" operating in the Social Services Agency since 1990, this entry-level work opportunities program will create a win-win situation for CalWORKS (California Work Opportunity and Responsibility to Kids) and JTPA (Job Training Partnership Act) training participants as well as the county departments that employ them.

The Employment Support Initiative is our community's approach to the challenge of ensuring the welfare of economically disadvantaged children and families through successful welfare-to-work initiatives. As the second largest employer in Silicon Valley, the County of Santa Clara is responding to this challenge in the hopes that other employers in the public and private sectors will follow our example.

Our Entry-Level Work Opportunity Program will:



County of Santa Clara

Policy Name: Employment Support Policy on Entry-Level Work Opportunities -

Board Policy 3.22

Page 2 of 2

- Recruit participants from the CalWORKS and JTPA programs and complete applications through Employment Connection Centers and JTPA-funded service providers located at several sites throughout the County.
- Screen applicants through ESA-Human Resources to ensure all candidates meet minimum qualifications for the specified positions.
- ESA-Human Resources will forward qualified candidates to designated persons in the County departments with entry-level job opportunities.

With this policy in place, economically disadvantaged family members will have the opportunity of being gainfully employed by the County and moving closer to the goal of self-sufficiency.

Related Policies

None.

Related Forms and Information

None.

History

Date	Changes Made
1/24/2014	Policy Uploaded. (John Myers)
12/16/1997	Policy Adopted. View legislative file.