



## County of Santa Clara

Policy Name: Board Aides Transferring into Classified Positions

Page 1 of 4

**Policy Type:** Administrative

**Category:** Personnel

**Policy Name:** Board Aides Transferring into Classified Positions

**Policy Owner:** Employee Services Agency

### **Policy Purpose**

This policy describes the process for Board Aides to transfer to Classified Positions.

### **Policy Summary**

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.

### **Procedures**

*Consideration of a Board Aide for a Position in the Classified Service*



## County of Santa Clara

Policy Name: Board Aides Transferring into Classified Positions

Page 2 of 4

- 1) The **Board Aide** must submit a County job application to the Human Resources Director, 70 W. Hedding, 8th Floor.
- 2) **Human Resources** will determine appropriate classifications for which the Board Aide may apply.
- 3) The **Board Aide** must have his/her supervisor in the Board Office complete a favorable [Promotional Rating Form](#).
  - 3a) The **Board Aide** may need to pass an examination where one is required by Human Resources).

### Definitions

None.

### 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, 8th 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 may need to pass an examination for those classifications(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 at 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).



## County of Santa Clara

Policy Name: Board Aides Transferring into Classified Positions

Page 4 of 4

### 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.

### Related Policies

- Merit System Rules - [https://www.municode.com/library/ca/santa\\_clara\\_county/codes/code\\_of\\_ordinances?nodeId=TITAGEAD\\_DIVA25PEDE\\_CHIIMESY](https://www.municode.com/library/ca/santa_clara_county/codes/code_of_ordinances?nodeId=TITAGEAD_DIVA25PEDE_CHIIMESY)

### Related Forms and Information

- Promotional Rating Form (General) - [https://www.sccgov.org/sites/esa/employment/hr/Documents/Promotional%20Rating%20Form%20\(General\).pdf](https://www.sccgov.org/sites/esa/employment/hr/Documents/Promotional%20Rating%20Form%20(General).pdf)

### History

Date	Changes Made
07/24/2018	Policy Uploaded.
06/15/2018	Policy Revised.
08/18/2015	Policy Revised.
06/27/2008	Policy Adopted.