

County of Santa Clara

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Megan Doyle
Clerk of the Board

(ENDORSED)
FILED
SEP 11 2018

September 4, 2018

Clerk of the Court
Superior Court of CA County of Santa Clara
BY Janice Jones DEPUTY

The Honorable Patricia M. Lucas
Presiding Judge
Santa Clara County Superior Court
191 North First Street
San Jose, CA 95113

RE: Grand Jury Report: 2016-17 Civil Grand Jury Report Follow-Ups: County Still Not Appraising Employees.

Dear Judge Lucas:

At the August 28, 2018 meeting of the County of Santa Clara Board of Supervisors (Item No. 60), the Board adopted the response from County Administration to the Final Grand Jury Report entitled 2016-17 Civil Grand Jury Report Follow-Ups: County Still Not Appraising Employees.

As directed by the Board of Supervisors and on behalf of the Board President, our office is forwarding to you the enclosed copy of the response to the Final Grand Jury Report. This response constitutes the response of the Board of Supervisors, consistent with provisions of California Penal Section 933(c).

If there are any questions concerning this issue, please contact our office at (408) 299-5001 or by email at boardoperations@cob.sccgov.org.

Sincerely,

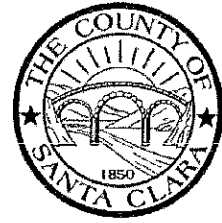
Jessica Schmidt
Deputy Clerk, Board of Supervisors
County of Santa Clara

Enclosures

County of Santa Clara

Employee Services Agency

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



DATE: August 10, 2018
TO: Miguel Márquez, Chief Operating Officer
FROM: John P. Mills, Director, Employee Services Agency
SUBJECT: Response to Santa Clara County Civil Grand Jury Report: *2016-17 Civil Grand Jury Report Follow-ups: County Still Not Appraising Employees*

The Santa Clara County Civil Grand Jury's Follow-up Report, *County Still Not Appraising Employees*, contained two Findings and two Recommendations. The responses to the Findings and Recommendations are as follows:

Finding 1

Santa Clara County still has not given performance reviews a high enough priority by not budgeting for the software necessary to track annual employer performance reviews or appraisals, or finding other means to track appraisals.

Recommendation 1

Santa Clara County should budget for annual performance appraisal software for the Fiscal Year that begins July 1, 2019.

Response to Finding 1 and Recommendation 1

The County disagrees with Finding 1. As part of the Fiscal Year 2019 Information Technology Capital Projects budget, \$666,600 was appropriated for the Human Resources Information System (HRIS) Maintenance and Upgrade project. This project will upgrade the County's existing HRIS and prepare it for migration to the next future version or to another comparable product. As part of this upgrade, performance appraisal tracking, as well as other functionality, will be enabled.

Finding 2

Santa Clara County is backing away from asking its labor unions, in its upcoming contract negotiations, to approve a provision to enable that performance appraisals be utilized for promotions, transfers, and discipline.

Board of Supervisors: Mike Wasserman, Cindy Chavez, Dave Cortese, Ken Yeager, S. Joseph Simitian
County Executive: Jeffrey V. Smith

Adopted: 08/28/2018

Recommendation 2

Santa Clara County should develop a plan to provide meaningful employee appraisals without having to negotiate for that ability with their labor unions by not linking the appraisals with job promotions, transfers, pay adjustments, discipline, and promotions.

Response to Finding 2 and Recommendation 2

The County disagrees with Finding 2. As the Follow-up Report notes, the 2016-17 Civil Grand Jury Report: *To Have or Have Not: Performance Appraisals for Santa Clara County Employees* indicated that 95% of County employees already have a provision to receive a performance appraisal in their respective labor union contracts. Tools/templates already exist for managers/supervisors to engage in meaningful employee appraisals not linked to promotions, transfers, pay adjustments, and discipline.