

**County of Santa Clara**  
**Employee Services Agency**  
Recruiting & Examining



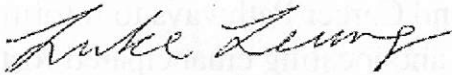
ESA01 111506

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DATE: November 15, 2006

TO: Supervisor James T. Beall, Jr., Chairperson  
Supervisor Don Gage, Vice-Chairperson  
Children, Seniors & Families Committee

FROM:   
Luke Leung  
Deputy County Executive

SUBJECT: Report back on the Hiring Process for the Emancipated Foster Youth Program

**RECOMMENDED ACTION**

Accept report that describes the hiring process for the Emancipated Foster Youth Program.

**FISCAL IMPLICATIONS**

There is no fiscal impact associated with accepting the recommended action.

## **CONTRACT HISTORY**

Not applicable.

## **REASONS FOR RECOMMENDATION**

At the August 16, 2006, Children, Seniors & Families Committee (CSFC), Social Services Agency (SSA) in collaboration with Employee Services Agency (ESA) submitted a report which provided a status update for the expansion of the Emancipated Foster Youth (EFY) Program. At the August 16, 2006, meeting, the Children, Seniors & Families Committee (CSFC), directed Administration to institute a process between the Employees Services Agency and Department of Families and Children Services to effectively communicate County vacancies and to effectively link these employment opportunities to potential candidates and report back on this process to the CSFC. This report is in response to the request.

## **BACKGROUND**

On August 15, 2006, the Board of Supervisors approved the expansion of the unclassified program for Emancipated Foster Youth (EFY) to include a number of entry-level classifications Countywide as viable employment opportunities for qualified EFY's. Since then, Social Services Agency has met with the Independent Living Program (ILP) providers, Court Appointed Special Advocates (CASA), Foster and Adoptive Parent Association and Resource Center, SSA Family Resource Centers, and Career Pathways to inform them of the expanded EFY Program. SSA staff are identifying and locating emancipated foster youth who meet the criteria of the program. Once contact is made with these youth, SSA holds recruitment sessions on the first and third Thursday of each month to guide youth through the program, explain the process, and assist them with the completion of a County job application and the supplemental survey indicating the youths' job interests. Employee Services Agency is also including the Emancipated Foster Youth program on its Employment Opportunities website in order to expand the program's visibility in the job-seeking community.

ESA has informed department managers throughout the County of the expanded EFY Program as a way to expeditiously fill vacancies. When a department initiates filling a vacancy in one of the targeted classification, ESA contacts the department to notify them of the EFY Program. This process is generally initiated when the department requests a freeze exemption or an eligible list or places a position on the transfer line. ESA-Human Resources

When reviews the job applications and surveys received from EFY Participants to determine if there are qualified candidates for the vacancy. ESA-Human Resources then refers up to three EFY participants to the department for hiring interviews. The department may request more youth to interview if they are available. The Library and Roads Departments are currently interviewing EFY participants to fill their vacant Stock Clerk and Messenger Driver vacancies respectively.

### **CONSEQUENCES OF NEGATIVE ACTION**

The Children, Seniors & Families Committee would not be informed about the hiring process of the expanded Emancipated Foster Youth Program.

### **STEPS FOLLOWING APPROVAL**

Upon approval, ESA and SSA will continue the implementation and monitoring of the EFY Program.

### **ATTACHMENTS**

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