



County of San Diego

Hard To Recruit Referral Reward Program

EMPLOYEE ELIGIBILITY REQUIREMENTS

A. Only current regular County of San Diego employees are eligible to submit referrals under this program with the following exceptions:

- 1.) Employees working in the human resources field;
- 2.) Those employees who have responsibility for recruitment as part of their assigned job duties, including individuals assigned on a temporary basis to carry out specialized recruiting activities unless it can be verified that the recruitment did not occur during that activity; and
- 3.) All elected officials and unclassified employees.

B. Eligible employees must be active at the time of referral and active at the time of award to receive payment of award.

C. The following hard-to-recruit positions are eligible for the award:

- 002387 – Quality Assurance Specialist
- 002820 – Sheriff's Emergency Services Trainee
- 002822 – Sheriff's Emergency Services Dispatcher
- 003507 – Land Use/Environ Planner I
- 003508 – Land Use/Environ Planner II
- 003517 – Land Use/Environ Planning Mgr
- 003550 – Land Use/Environ Planner III
- 003615 – Asst Engineer
- 003635 – Civil Engineer
- 003720 - Senior Civil Engineer
- 003785 – Land Surveyor
- 003812 – Engineering Technician III
- 003813 – Engineering Technician II
- 003814 – Engineering Technician I
- 004158 – Deputy Medical Examiner I
- 004159 – Deputy Medical Examiner II
- 004162 – Medical Consultant
- 004196 – Psychiatrist
- 004199 – Psychiatrist Specialist
- 004225 – Veterinarian

- 004304 – Utilization Review Quality Improvement Supervisor
- 004314 – Utilization Review Quality Improvement Specialist
- 004346 – Public Health Microbiologist
- 004348 – Supervising Public Health Microbiologist
- 004353 – Senior Public Health Microbiologist
- 004517 – Certified Nurse Practitioner
- 004525 – Psychiatric Nurse
- 004533 – In-Service Education Coordinator
- 004538 – Staff Nurse
- 004544 – Supervising Nurse
- 004546 – Sheriff's Detentions Supervising Nurse
- 004548 – Sheriff's Detentions Nurse
- 004565 – Public Health Nurse
- 004567 – Senior Public Health Nurse
- 004570 – Public Health Nurse Supervisor
- 004625 – Licensed Vocational Nurse
- 004626 – Sheriff's Detentions Licensed Vocational Nurse
- 005045 – Clinical Psychologist
- 005065 – Deputy Probation Officer
- 005087 – Sr Clinical Psychologist
- 005102 – Licensed Mental Health Clinician
- 005253 – Protective Services Worker
- 005279 – Sheriff's Detentions, Mental Health Clinician
- 005280 – Sheriff's Detentions, Chief Mental Health Clinician
- 005746 – Deputy Sheriff
- 005747 – Sheriff's LE Cadet
- 005757 – Deputy Sheriff – Detentions/Court Services
- 005797 – Sheriff's Detention/Courts Cadet
- 006035 – Equipment Operator

D. Referrals Eligible for Referral Reward:

- 1.) Referrals only qualify under this program if a written referral is made by an eligible employee during the recruitment period. The referred employee (new hire) must enter the referring County employee's name on the application they were hired from on or after September 9, 2022 through September 12, 2025.
- 2.) Current employees do not qualify as "applicants" to be referred under this program.
- 3.) Immediate family of the referring employee do not qualify as "applicants" to be referred under this program. Immediate family includes husband, wife, child, stepchild, brother, stepbrother, sister, stepsister, parent, stepparent, any person serving as a parent or who has served as a parent, or any other person living in the same household as the employee.
- 4.) An employee is eligible to receive up to five (5) referral reward payments per

fiscal year, regardless of the total number of referrals made by the employee that meet the criteria for successful completion of the program.

- 5.) Applicant must be hired as a regular County employee in one of the identified hard to recruit positions.

E. Process for Receiving Referral Reward:

- 1.) The referring employee must complete and submit a Confidential Referral Form to the Department of Human Resources. The Confidential Referral Form must be submitted electronically within 90 days of referred employee's start date.
- 2.) Payment of the referral reward will be subject to verification that all required parties have met the eligibility requirements.
- 3.) Verbal referrals will not be accepted.
- 4.) Only one employee may qualify for the referral reward for each referred candidate. In the event of multiple Confidential Referral Forms for the same candidate, the Confidential Referral Form with the earliest time/date stamp will be used in determining eligibility for reward.

F. Reward payment will be made in the following manner:

- 1.) The recruited employee must complete three (3) months of paid service as a regular County employee in one of the identified hard-to-recruit classifications in order for the \$1,000 referral reward to be paid to the employee who made the referral.
- 2.) A gross payment of \$1,000 will be made to the referring employee through the regular payroll advice or warrant. Payment will be made within 60 days from when the Confidential Referral Form is approved by the Department of Human Resources. Note that the award amount is subject to taxation.
- 3.) The decision to award or deny payment under this Hard-to-Recruit Referral Reward Program shall be at the sole discretion of the County and shall not be subject to appeal or grievance.

