



County of San Diego

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DIRECTOR

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**LETTER OF UNDERSTANDING
BETWEEN THE
COUNTY OF SAN DIEGO
AND THE
DEPUTY DISTRICT ATTORNEYS ASSOCIATION
(AM, AS and DA UNITS)**

**IN THE MATTER OF
THE HARD TO RECRUIT
REFERRAL REWARD PROGRAM**

- I. This attests and records the agreement of the County of San Diego and the Deputy District Attorneys Association (AM, AS and DA units) regarding the establishment of the Hard to Recruit Referral Reward Program.
- II. Hard to Recruit Referral Reward Program
Employee Eligibility:
 - A. Only 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 and unclassified employees.
 - B. Eligible employees must be active at the time of referral and active at the time of reward to receive payment of reward.
 - C. Hard to Recruit Positions are defined as the following*:

002387 – Quality Assurance Specialist
002820 – Sheriff's Emergency Services Dispatcher Trainee
002822 – Sheriff's Emergency Services Dispatcher
003615 – Assistant 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
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
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
005757 – Deputy Sheriff – Detentions/Court Services
006035 – Equipment Operator

*Any other classification identified by the Department of Human Resources.

D. Amount of Referral Reward:

The amount of referral reward will be a gross payment of \$1,000 and will be paid through the regular payroll advice/warrant.

E. 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.
- 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 only 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.

F. Process for Receiving Referral Reward:

Confidential Referral Form:

- 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 before the referred candidate submits application.
- 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.

G. 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 positions 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.
- 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.

- III. Upon agreement and ratification by the Deputy District Attorneys Association, this provision shall be effective upon the Board of Supervisors' approval and adoption of a Compensation Ordinance. This program shall be extended through September 12, 2024.

FOR THE COUNTY OF SAN DIEGO:

**FOR THE DEPUTY DISTRICT
ATTORNEYS ASSOCIATION
(AM, AS and DA UNITS):**

CLINT OBRIGEWITCH
Labor Relations Manager

BEN BARLOW
President

Date: _____

Date: _____