



# County of San Diego

SUSAN BRAZEAU  
DIRECTOR

DEPARTMENT OF HUMAN RESOURCES  
LABOR RELATIONS  
1600 PACIFIC HIGHWAY, ROOM 201, SAN DIEGO, CA 92101-2463  
(619) 531-5160 / FAX (619) 685-2313

**LETTER OF UNDERSTANDING  
BETWEEN THE  
COUNTY OF SAN DIEGO  
AND THE  
SAN DIEGO COUNTY SUPERVISING PROBATION OFFICERS' ASSOCIATION  
(SO UNIT)**

**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 San Diego County Supervising Probation Officers' Association (SO unit) 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 San Diego County Supervising Probation Officers' Association, this provision shall be effective upon the Board of Supervisors' approval and adoption of a Compensation Ordinance. This program shall be in place through September 9, 2023.

**FOR THE COUNTY OF SAN DIEGO**

*Clint Obrigewitch*  
\_\_\_\_\_  
**CLINT OBRIGEWITCH**  
**Labor Relations Manager**  
**Date: 8/5/2022**

**FOR THE SAN DIEGO COUNTY SUPERVISING  
PROBATION OFFICERS' ASSOCIATION  
(SO UNIT)**

*Richard Trachta*  
\_\_\_\_\_  
**RICHARD TRACHTA**  
**President**  
**Date: August 4, 2022**