

# County of Santa Clara

## Employee Services Agency

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DATE: April 20, 2018

TO: Honorable Members of the Board of Supervisors  
Jeffrey V. Smith, County Executive

FROM: John P. Mills, Deputy County Executive and Director, Employee Services Agency *JPM*

SUBJECT: Off-Agenda Report RE: March 20, 2018 Board of Supervisors' Meeting Agenda Item No. 10: Receive report from the Office of the County Executive, Office of the Sheriff, Custody Health Services, and Facilities and Fleet Department relating to the updated status of jail reform efforts

At the March 20, 2018 Board of Supervisors' meeting, Vice President Chavez requested an off-agenda report relating to the recruitment of the Director of Custody Behavioral Health Services. This memorandum provides the requested information.

The recruitment was posted on March 28, 2018 and is estimated to close on April 30, 2018. Interviews are tentatively planned for the week of May 14 or the week of May 21. An offer is estimated to be made/accepted by the week of June 4, with background/reference checking the week of June 11, and an estimated start date of July 2 or July 9.

The job announcement has been advertised as follows:

Online:

CSAC	Opportunity Knocks	Careers in Government	Careers Now
NACO	GovernmentJobs.com	Careerbuilder.com	PTI.org
ICMA.com	Mic.org	Vault.com	CFO.com
Indeed.com	LinkedIn	Zip Recruiter	Facebook
Twitter	American College of Healthcare Executives		
National Association of County & City Health Officials (NACCHO)			

Direct Mail:

County HR Departments      State & Federal Correctional Jail Facilities      State Hospitals

Print Media:

Jobs Available      Health Leaders Media      CA Healthcare News

Since the recruitment posted, over 50 applications have been received. As with all executive-level recruitments, there is an extensive screening process that involves multiple levels of review. Each level of review is designed to ultimately narrow the field of applicants to identify those candidates who will be invited to participate in the interview process.

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

Upon completion of each level of review, those applicants who are no longer under consideration will be notified. After the final level of review, those candidates who have been selected to interview will be contacted and informed of the process.

The interview process may contain one or more of the following: panel interview(s), several one-on-one interviews, or a combination of both. The criteria used for the selection of interviewers is not restricted to only those interviewers in the same or related fields. Consideration is given to the interviewer's knowledge of the field, management background, and ability to assess candidates objectively.

Although every effort is made to expedite each recruitment, there are variables that influence the anticipated timeline. ESA—Executive Services is currently working with the Custody Health Services Department to establish next steps, including the aforementioned interview process, as well as any preliminary involvement required from additional stakeholders.

c: Chief Board Aides  
Miguel Marquez, Chief Operating Officer  
James R. Williams, County Counsel  
Megan Doyle, Clerk of the Board of Supervisors  
Patricia Carrillo, Administrator, Executive Services, Employee Services Agency  
Matthew Gerior, Directory, Custody Health Services