



Alameda County Countywide Job Search Referral

Agency/Department:

Employee's Name:

Job Title:

Today's Date:

End Date of Job Search:

Disability Coordinator:

Please note: Countywide job search referrals should be received in the Human Resource Services Department within 45 days from the department's notice of the employee's request for reasonable accommodation.

Referrals to the Countywide Job Search shall include the following documents:

1. Memorandum to the Disability Programs Specialist, Human Resource Services, referring the employee to the Countywide Job Search	
2. Copy of STARS reasonable accommodation (data input) screens	
3. Initial meeting with the employee when permanent restrictions/disability and reasonable accommodation process (Agency/Department checklist) were discussed	
4. HRMS/Legacy printout of employee's County job history used to identify/qualify employee for alternate positions	
5. (Non-industrial Only) Employee's request for reasonable accommodation, supporting medical documentation from physician/clinician, and Description of Employee's Essential Job Functions (EF5), if available	
6. (Industrial Only) Employee's Permanent & Stationary/Maximum Medical Improvement Mod Alt Notice from Third Party Administrator, and EF5 (if available)	
7. Employee's current resume or list of outside work experience, volunteer work and/or education used in identifying an appropriate alternate position for which the employee may qualify <i>Note: Employee is not required to fill out an employment application</i>	
8. Listing of other duties employee performed (outside of normal classification) while working in temporary modified work assignment(s) used in identifying an appropriate alternate for which the employee may qualify	
9. Documentation of the employee's refusal to meet and/or engage in the interactive process and subsequent attempts to engage the employee	
10. Documentation of all ongoing discussions and the steps taken to accommodate the employee in his/her usual position	
11. Documentation of resources (JAN, RET, Ergonomist, etc.) sought to provide accommodation (e.g. voice activated software, assistive device)	
12. Weekly vacancy reports and written documentation of discussions with the employee during the 30-day internal job search	
13. Job description(s)/specifications(s) reviewed/discussed with the employee and outcome(s)	
14. Descriptions of Employee's Essential Job Functions (EF5) used to determine the employee's ability/inability to perform the essential functions of the alternate job(s)	
15. Informational meetings scheduled for alternate positions and outcome(s)	
16. Alternate job offer(s) and/or employee's refusal of alternate job(s)	
17. Employee's letter summarizing department's attempts to accommodate and final outcome of the internal job search process and referral to countywide job search	