

BUTTE COUNTY JOBS



THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

MAY 2007

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OREGON CITY COVERED BRIDGE
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ANNA EDWARDS, CORRECTIONAL TECHNICIAN



Anna began her career with the County in 2001, and has been with the Sheriff's Office as a Correctional Technician (CT) since 2002. As a CT, Anna is assigned to work in the Butte County Jail. However, she is quick to point out that while a CT's assigned duties may require that they work in and around the jail, Correctional Technicians have no actual contact with the inmates. For example, Anna's current assignment is as the Classification CT. As such she prepares and processes paperwork for the courts related to individuals being held in custody, including court releases, prisoner transfers, and the schedule of inmates who are due to appear in court. In addition, she is responsible for scanning and digitally archiving inmate files upon their release from custody.

In addition to the Classification assignment, CTs are also assigned to the Sheriff's Work Alternative Program (SWAP), and Post 10 (the position that is primarily

responsible for processing court paperwork for the jail's in-custody residents).

Correctional Technicians normally work a 12-hour shift. However, some assignments, such as the Classification and SWAP positions work a 10-hour shift, 4 days per week. All CTs rotate between working the day shift or the night shift every 4 months.

While Anna acknowledges that the rotating schedules may appear to be a drawback to some who may be thinking about applying for the position, as a wife and mother she finds the schedule to be a huge advantage. Not only are there built-in overtime opportunities, but Anna points out that with the 12-hour work schedule, CTs have 4 consecutive days off every other week. Another advantage for Anna, is that the job is never boring, "It's different everyday, and you get to meet a lot of interesting people."

Anna has been a resident of Butte County for about 6 years, having moved here from Yuba County where she had been a lifelong resident. When not fishing with her husband and her son, Anna likes to explore Butte County's many local attractions.

**COUNTY OF BUTTE
DEPARTMENT OF HUMAN RESOURCES**

DIRECTOR-HUMAN RESOURCES:

Jeanne Gravette, (530) 538-7652

ASSISTANT DIRECTOR-HUMAN RESOURCES:

Laura Brunson, (530) 538-7099

HUMAN RESOURCES ANALYST, PRINCIPAL:

Mark Chambers, (530) 538-2174

- Accommodations (ADA/FEHA); Non-Discrimination Issues; Departmental Website

HUMAN RESOURCES ANALYST, SENIOR:

Sheri Waters, (530) 538-6950

- Leave Issues - FMLA, CFRA, PDL; Pre-Employment Medical Evaluations, Recruitment & Selection

HUMAN RESOURCES ANALYST:

Connie Meahan, (530) 538-6945

- Background Investigations; Bilingual Certification; Recruitment & Selection

HUMAN RESOURCES ANALYST, ASSOCIATE:

Aaron Quin, (530) 538-2157

- Recruitment & Selection, Salary Resolutions

HUMAN RESOURCES SPECIALIST, SENIOR:

Kimberly Lewis, (530) 538-6946

- Recruitment Support & Data Input

HUMAN RESOURCES SPECIALIST:

Rebecca Worley, (530) 538-7781

- Employee Benefits; New Employee Orientation; COBRA Processing

HUMAN RESOURCES SPECIALIST:

Paula Chenoweth, (530) 538-6947

- Employee Personnel Documents; Personnel Files

ADMINISTRATIVE ASSISTANT, SENIOR:

Jennifer Kay, (530) 538-7652

- Director's Calendar; Training Coordination/Registration; Accounts Payable; Departmental Purchasing

ADMINISTRATIVE ASSISTANT

Joan Watson, (530) 538-7239

- FMLA Tracking & Reporting
- Pre-employment Physical Scheduling

OFFICE SPECIALIST, SENIOR

Araceli Mazariego, (530) 538-7651

- Front Desk Reception

HOW TO CONTACT US

DEPARTMENT OF HUMAN RESOURCES

County Administration Building
25 County Center Drive, Oroville, CA 95965
(530) 538-7651, **TTY/TDD:** (530) 538-6833

Email: personnel@buttecounty.net

Job Hotline (recorded job listing): (530) 538-7653

Application Fax Line: (530) 538-7790

www.buttecounty.net/personnel



**A MESSAGE FROM
THE DIRECTOR**

Jeanne Gravette, Director-Human Resources

Thank you for checking out *Butte County Jobs!* As you will see, Butte County offers many exciting opportunities in a variety of career choices. Major departments in County employment include Agriculture-Sealer of Weights & Measures, Assessor, Auditor-Controller, Clerk-Recorder, County Administration, District Attorney, Employment & Social Services, Child Support Services, Behavioral Health, Development Services, Information Systems, Library, Human Resources, Probation/Juvenile Hall, Public Works, Public Health, Sheriff-Coroner, Treasurer-Tax Collector, and Water and Resource Conservation. With such a wide variety of services provided by the County, you can imagine the terrific opportunities that exist for diverse and enriching employment! Additionally, Butte County employment provides highly competitive salaries with a generous benefits package that includes such things as paid vacations, paid holidays, health insurance, an employee assistance program, and retirement.

In addition to a rewarding career working in local government, Butte County is an ideal place to live with a wide variety of opportunities for cultural enrichment, recreation, and relaxation in a non-congested, rural environment.

In considering employment with the County of Butte, I encourage you to check out the County's web site at: www.buttecounty.net for more information concerning the departments outlined above. Also, for additional information on the recruitments listed in this flyer and the County's salaries and benefits please visit the Human Resource Department's web site at:

www.buttecounty.net/personnel. There you will find copies of the County's application form, job specifications (job descriptions), salary tables, benefits information, policies, and helpful information about applying for a job with the County.

Thanks again for your interest in Butte County employment! If you have questions concerning any of the recruitments listed and you can't find the answer on our website (or you don't have access to our website), please give us a call at (530) 538-7651.

LABOR RELATIONS OFFICER

Summary: To assist the Director-Human Resources in representing the county in the negotiation of labor relations contracts and the administration of the Employee Relations Policy and the County's grievance procedures and to perform related work as required.

Education, Experience, Certifications and Licenses:

- Equivalent to graduation from an accredited four-year college or university with major course work in business or public administration, employee relations, industrial psychology, organizational development, or a related field, **AND**
- Five years of professional, journey level, human resource experience that includes complex fiscal forecasting, benefit administration and costing, contract negotiations, grievance administration, and organizational analysis, in a personnel, human resources, or labor relations department. A minimum of one year acting as chief spokesperson in employer-employee relations is required.
- Experience in a public agency setting is highly desirable.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.
- May be required to possess a valid State of California driver's license.

Salary:

Bi-Weekly: \$2,824.19 - \$3,784.68

Monthly Equivalent: 6,119 - \$8,200

Recruitment Number: 071322090

Filing Period: 05/01/07 – 06/29/07

PROPERTY APPRAISER, SENIOR

Summary: Under general supervision, appraises real estate for tax assessment purposes.

Education, Experience, Certifications and Licenses:

- Must meet education/experience criteria for Permanent Certification as outlined in the State of California Board of Equalization Property Tax Rules, Rule 283, Sections (a) 2-3, and
- Three (3) years experience in property appraisals and assessments, including one (1) year property appraisal experience with demonstrated proficiency in a variety of complex appraisals. A Bachelor's degree in Business Administration, Accounting, Agriculture, Real Estate, Economics or a closely related field may substitute for one (1) year of experience, and
- Must possess and maintain or qualify to maintain within one (1) year of employment an Advanced Appraisal Certificate issued by the State Board of Equalization. Possession of an equivalent designation issued by a professional appraisal organization may substitute for an Advanced Appraisal Certificate. Professional appraisal organizations include American Institute of Real Estate Appraisers, International Association of Assessing Officers, American Society of Appraisers and Office of Real Estate Appraisers.
- A valid State of California driver's license is required.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Salary:

Bi-Weekly: \$1,518.89 - \$2,031.43

Monthly Equivalent: \$3,284 - \$4,401

Recruitment Number: 071213076

Filing Period Extended: 04/02/07 – 05/31/07

SURVEYOR, ASSISTANT

Summary: Under general supervision, supervises the work of employees performing and performs surveying, mapping and right of way work.

Education, Experience, Certifications and Licenses:

- Associate's degree in Civil Engineering, or a related technical field from an accredited college or university, and three (3) years of experience in land surveying or construction. Experience may be substituted for education on a year for year basis.
- Certification as a Land Surveyor in Training.
- Possession of a valid State of California driver's license.

Salary:

Bi-Weekly: \$1,801.92 - \$2,414.74

Monthly Equivalent: \$3,904 - \$5,232

Recruitment Number: 074334022

Filing Period: Continuous

SURVEYOR, ASSOCIATE

Summary: Under general supervision, plans and directs the work of assigned employees performing and performs office and field surveying, mapping and right of way work.

Education, Experience, Certifications and Licenses:

- Associate's degree in Civil Engineering or a related technical field from an accredited college or university, and five (5) years of experience in surveying and right of way. Years of experience may be substituted for education on a year for year basis.
- Licensed Land Surveyor with the State of California.
- Possession of a valid State of California driver's license.
- Employees hired into this classification must file statements of

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economic interest with the Butte County Clerk/Recorder.

Salary:

Bi-Weekly: \$2,195.47 - \$2,942.15

Monthly Equivalent: \$4,757 - \$6,375

Recruitment Number: 074333023

Filing Period: Continuous

SURVEYOR, SENIOR

Summary: Under general supervision, plans, schedules and supervises employees performing surveying, right of way and mapping work.

Education, Experience, Certifications and Licenses:

- Bachelor's degree in Civil Engineering, or a related field, and six (6) years of professional experience in surveying and right of way, including two (2) years of supervisory or lead experience. Years of experience may be substituted for education on a year for year basis.
- Licensed Land Surveyor with the State of California.
- Possession of a valid State of California driver's license.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

Salary:

Bi-Weekly: \$2,364.28 - \$3,168.36

Monthly Equivalent: \$5,123 - \$6,865

Recruitment Number: 074331024

Filing Period: Continuous

ENVIRONMENTAL HEALTH SPECIALIST, ASSOCIATE

Summary: Under close supervision, learns, and assists in performing environmental safety and sanitation studies, inspections, and investigations to enforce Federal, State, and local laws, and regulations.

Education, Experience, Certifications and Licenses:

- Bachelor's degree in Biological Science, Chemistry, Public Health, or related field.
- Must obtain a valid certificate of registration as an Environmental Health Specialist issued by the State of California Department of Health Services within one (1) year of appointment to this position.
- Must possess a valid State of California driver's license.

Special Requirements: Applicants must attach a copy of an evaluation letter from the State of California, Registered Environmental Health Specialist Program, Department of Health Services (PO Box 997413, MS 7404, 1616 Capitol Ave., Building 174-2nd Floor, Sacramento, CA 95899-7413, 916-449-5663, rehsprog@dhs.ca.gov) to the *Application* at the time of submission which states that the educational requirements have been completed and the applicant is qualified to be accepted as an Environmental Health Specialist Trainee. Information about State Environmental

Health Specialist Trainee educational requirements and application procedures is available at the DHS Environmental Health Specialist website at <http://www.dhs.ca.gov/ps/ddwem/environmental/REHS/default.htm>, or from the address listed previously.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Salary:

Bi-Weekly: \$1,407.65 – \$1,886.40

Monthly Equivalent: \$3,050 - \$4,087

Recruitment Number: 074017006

Filing Period: Continuous

ENVIRONMENTAL HEALTH SPECIALIST

Summary: Under general supervision, assists the business community and assures the health of the public by regulating designated activities and performing environmental health inspections; enforces Federal, State, and local laws, regulations and legal codes.

Education, Experience, Certifications and Licenses:

- Bachelor's degree in Biological Science, Chemistry, Public Health or related field.
- One (1) year of experience as an Environmental Health Associate
- Possession of a valid certificate of registration as an Environmental Health Specialist issued by the California State Department of Health Services.
- Must possess a valid State of California driver's license.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Salary:

Bi-Weekly: \$1,553.78 – \$2,082.22

Monthly Equivalent: \$3,367 - \$4,511

Recruitment Number: 074016007

Filing Period: Continuous

ENVIRONMENTAL HEALTH SPECIALIST, SENIOR

Summary: Under general supervision, assists the business community and assures the health of the public by regulating designated activities and performing environmental health inspections; assures effective enforcement of Federal, State, and local laws, regulations and legal codes.

Education, Experience, Certifications and Licenses:

- Bachelor's degree in Biological Science, Chemistry, Public Health or related field.
- Three (3) years of experience as an Environmental Health Specialist.
- Possession of a valid certificate of registration as an Environmental Health Specialist issued by the California State Department of Health Services.

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ment of Health Services.

- Must possess a valid State of California driver's license.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Salary:

Bi-Weekly: \$1,715.09 - \$2,298.38

Monthly Equivalent: \$3,716 - \$4,980

Recruitment Number: 074015008

Filing Period: Continuous

BUILDING INSPECTOR

Summary: Under general supervision, inspects ongoing construction projects to assure compliance with all building and construction codes, and with the building plans.

Education, Experience, Certifications and Licenses:

- A high school diploma or GED.
- Three (3) years construction or building inspection experience.
- Must possess and maintain certification as Building Inspector.
- May be required to obtain and maintain Disaster Response Certification.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Salary:

Bi-Weekly: \$1,553.78 - \$2,082.22

Monthly Equivalent: \$3,367 - \$4,511

Recruitment Number: 073308089

Filing Period: 05/01/07—05/25/07

LANDFILL MAINTENANCE WORKER

Summary: Under close direction, performs unskilled and heavy manual labor tasks associated with landfill disposal operations.

Education, Experience, Certifications and Licenses:

- One (1) year experience as laborer and basic equipment operator.
- Must possess a valid State of California driver's license.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Salary:

Bi-Weekly: \$859.05 - \$1,151.20

Monthly Equivalent: \$1,861 - \$2,494

Recruitment Number: 074348086

Filing Period: 05/01/07 - 05/21/07

Tentative Examination Date: June 8, 2007, at 9:30 a.m.

INTERNAL AUDITOR

Summary: Under general supervision, performs a variety of complex auditing and accounting functions in the validating of financial and accounting records for departments, funds, and budgets.

Distinguishing Characteristics: This is the senior position in the Auditor-Accountant series, and is distinguished from the next lower classification by the difficult and technical nature of the work; reports to the Auditor-Controller.

Education, Experience, Certifications and Licenses:

- Bachelor's degree in Accounting, Public Administration or Business Administration.
- Four (4) years accounting and computer experience; one (1) year of experience in Butte County preferred.
- A valid State of California driver's license may be required.

Salary:

Bi-Weekly: \$1,801.92 - \$2,414.74

Monthly Equivalent: \$3,904 - \$5,232

Recruitment Number: 071254061

Filing Period: 04/02/07 - 05/31/07

OREGON CITY

The town of Oregon City in Butte County was established in 1848 by a party of Oregonians arriving in California on the Applegate and Lassen trails, and was one of the first mining camps in the County. Oregon City prospered for a time as a gold mining and supply center, but eventually went the way of many gold rush towns by declining into virtual oblivion.

A little more than a year after their arrival, following the first California Constitutional Convention in Monterey where documents were drafted to admit California to the Union, the party's captain, Peter H. Burnett, was elected as the first civilian governor of California. Burnett was sworn into office on December 20, 1849 and immediately began establishing the structures necessary to have California admitted to the Union. On September 9, 1850, following lengthy and contentious debates in the U.S. Senate, California became the thirty-first state.

With his popularity as governor beginning to wane, Burnett resigned his office in January 1851, only a few short months after California's admission to the Union.

California State Historical Landmark #807 marks the site of Oregon City. The schoolhouse built in 1885 is still in existence, and is regularly used for meetings. The Oregon City covered bridge was actually built in 1984.

Oregon City can be reached by taking Cherokee Road off of Oroville's Grand Avenue. On the way to the bridge you'll drive through a dense woodland of oaks and foothill pines, eventually leaving the forest behind and crossing Table Mountain's ancient volcanic mesa with its dramatic explosion of spring wildflowers.

Before reaching the turnoff to the covered bridge and Oregon City, you'll come to the public access parking area for the Department of Fish and Game's Table Mountain wildlife area. Before or after your visit to Oregon City, be sure to stop and spend some time taking in the spectacular scenery that Table Mountain has to offer.

DEPUTY COUNTY COUNSEL I

Summary: Under close supervision, investigates, prepares, litigates and negotiates civil cases and contracts; represents the County Counsel in the management of legal issues in Butte County.

Education, Experience, Certifications and License:

- Juris Doctorate (JD) degree required.
- Must be licensed by the Bar to practice law in the State of California, remain active with all California Bar annual requirements, and maintain a clear criminal record.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Salary:

Bi-Weekly: \$1,801.92 - \$2,414.74
Monthly Equivalent: \$3,904 - \$5,232

Recruitment Number: 071308091

Filing Period: 05/01/07 - 05/31/07

DEPUTY COUNTY COUNSEL II

Summary: Under general supervision, investigates, prepares, litigates, and negotiates civil cases and contracts; represents the County Counsel in the management of legal issues in Butte County.

Education, Experience, Certifications and Licenses:

- Juris Doctorate (JD) degree required, and two (2) years experience in a civil law practice.
- Must be licensed by the Bar to practice law in the State of California, remain active with all California Bar annual requirements, and maintain a clear criminal record.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Salary:

Bi-Weekly: \$2,089.68 - \$2,800.38
Monthly Equivalent: \$4,528 - \$6,067

Recruitment Number: 071307092

Filing Period: 05/01/07 - 05/31/07

DEPUTY COUNTY COUNSEL III

Summary: Under general supervision, investigates, prepares, litigates and negotiates civil cases and contracts; represents the County on behalf of the County Counsel in the management of legal issues in Butte County.

Education, Experience, Certifications and Licenses:

- Juris Doctorate (JD) degree required, and three (3) years experience in a civil law practice, at least one year of public law experience is preferred.
- Must be licensed by the Bar to practice law in the State of California, remain active with all California Bar annual requirements, and maintain a clear criminal record.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Salary:

Bi-Weekly: \$2,423.38 - \$3,247.57
Monthly Equivalent: \$5,251 - \$7,036

Recruitment Number: 071306093

Filing Period: 05/01/07 - 05/31/07

SUPERVISOR, PSYCHOLOGIST

Summary: Under general direction, supervises Psychologists and interns to assure that effective, cost-efficient and appropriate psychotherapeutic services are provided for clients of the Department of Behavioral Health.

Education, Experience, Certifications and Licenses:

- Ph.D. in Psychology or Education from an educational institution meeting the criteria of Section 2914 of the Medical Board of California's Business and Professions Code, and eligible to sit for California licensure; and two (2) years of increasingly responsible post-licensure administrative professional experience.
- Must possess a valid California license as a Psychologist granted by the California State Board of Psychology, or valid license as a Psychologist in another state, and eligible for a waiver, as provided by Section 1277 of the California Health and Safety Code, to work in Public Mental Health.
- Must remain active with all annual licensing requirements, and maintain a clear criminal record.
- Must possess a valid State of California driver's license.

Salary:

Bi-Weekly: \$2,364.28 - \$3,168.36
Monthly Equivalent: \$5,123 - \$6,865

Recruitment Number: 074121021

Filing Period: Continuous

MANAGER, FACILITIES SERVICES

Summary: Under general direction, plans, organizes and manages the staff and operations of the facilities and grounds division, plans and overseas facilities construction projects and budgets. Assures that regular and project work conforms with all applicable codes and laws.

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Education, Experience, Certifications and Licenses:

- Bachelor's degree in Public or Business Administration, Industrial Management, Architecture, Architectural Engineering or a related field and four (4) years administrative or managerial experience in facilities services, including two (2) years supervisory experience. A Master's Degree in referenced field may be substituted for one (1) year of experience.
- Prefer certification as a Certified Facilities Manager (CFM) through International Facilities Management Association (IFMA) or Building Owners and Managers Association (BOMA).
- Must possess a valid State of California driver's license.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

Salary:

Bi-Weekly: \$2,423.38 - \$3,247.57
Monthly Equivalent: \$5,251 - \$7,036

Recruitment Number: 074601064

Filing Period: 04/02/07 – 05/25/07

PLANNER, ASSISTANT

Summary: Under close supervision, conducts planning studies and develops reports and plans; learns to perform essential planning practices to achieve growth and public service goals for Butte County.

Education, Experience, Certifications and Licenses:

- Bachelor's degree in Geography, Regional Planning, Environmental Studies, or other related field.
- Must possess a valid State of California driver's license.

Salary:

Bi-Weekly: \$1,478.91 - \$1,981.88
Monthly Equivalent: \$3,204 - \$4,294

Recruitment Number: 073106087

Filing Period: 05/01/07 - 05/25/07

PLANNER, ASSOCIATE

Summary: Under general supervision, conducts planning studies and develops reports and plans; performs essential planning practices to achieve growth and public service goals for Butte County.

Education, Experience, Certifications and Licenses:

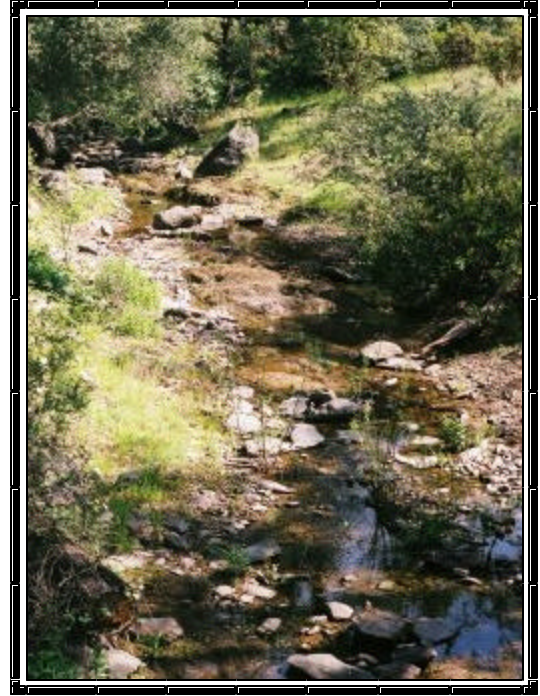
- Bachelor's degree in Geography, Regional Planning, Environmental Studies, or other related field.
- Two (2) years experience in public sector planning.
- Must possess a valid State of California driver's license.

Salary:

Bi-Weekly: \$1,715.09 - \$2,298.38
Monthly Equivalent: \$3,716 - \$4,980

Recruitment Number: 073105088

Filing Period: 05/01/07 – 05/25/07



THE VIEW FROM THE BRIDGE
OREGON CITY, BUTTE COUNTY
Used with permission.



**MOVING?
OR JUST WANT TO RECEIVE
OUR FLYER?**

**BE SURE TO LET US KNOW
HOW TO REACH YOU**

OLD ADDRESS:

NAME

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CITY, STATE, ZIP

NEW ADDRESS:

ADDRESS

CITY, STATE, ZIP

CURRENT EMAIL ADDRESS:

Check if you prefer to receive this flyer by email.

MAIL COMPLETED FORM TO:
Department of Human Resources
25 County Center Drive, Oroville, CA 95965



The Public Health Department currently has vacancies in the following classifications.

Agency Shop: Employees hired in these classifications must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

PUBLIC HEALTH NURSE, ASSOCIATE

Summary: Under close supervision, performs a variety of nursing care services in the examination and treatment of clients in various settings; participates and assists with coordination of client and community services to support the goals of the Public Health Department.

Education, Experience, Certifications and Licenses:

- Bachelor's degree in Nursing.
- Must be licensed as a Registered Nurse, hold a Public Health Nurse Certificate from the State of California, and remain active with all annual licensing requirements.
- Applicants who have recently graduated from a Baccalaureate Nursing program, and have not taken the NCLEX-RN may apply using a California Board of Registered Nurses (BRN) interim permit (IP). The IP will also serve until they receive their Public Health Certificate. The interim permit is not renewable and is in effect to the expiration date (6 months after issuance) or until the results of the examination are mailed, at which time it becomes null and void. Continued employment is dependent on receiving a passing score on the NCLEX-RN.
- A valid State of California driver's license may be required.

Salary:

Bi-Weekly: \$1,715.09 - \$2,298.38
Monthly Equivalent: \$3,716 - \$4,980

Recruitment Number: 074047079

Filing Period: Continuous

PUBLIC HEALTH NURSE

Summary: Under general supervision, performs a variety of nursing care services in the examination and treatment of clients in various settings; coordinates client and community services to support the goals of the Public Health Department.

Education, Experience, Certifications and Licenses:

- Bachelor's degree in Nursing, and one (1) year of professional experience as a Public Health Nurse Associate in Butte County or equivalent position in a Public Health or community setting required.
- Must be licensed as a Registered Nurse, hold Public Health Nurse Certificate from the State of California, and remain active with all annual licensing requirements.
- A valid State of California driver's license may be required.

Salary:

Bi-Weekly: \$1,846.97 - \$2,475.12
Monthly Equivalent: \$4,002 - \$5,363

Recruitment Number: 074046080

Filing Period: Continuous

PUBLIC HEALTH NURSE, SENIOR

Summary: Under general supervision, coordinates nursing, teaching, and health counseling programs and services for the prevention and control of diseases and adverse health conditions; coordinates client and community services to support the goals of the Public Health Department.

Education, Experience, Certifications and Licenses:

- Bachelor's degree in Nursing, and three (3) years nursing experience in a public or community health setting. One (1) year experience in Butte County preferred.
- Must be licensed as a Registered Nurse, hold Public Health Nurse Certificate from the State of California, and remain active with all annual licensing requirements.
- A valid State of California driver's license may be required.

Salary:

Bi-Weekly: \$2,038.71 - \$2,732.06
Monthly Equivalent: \$4,417 - \$5,919

Recruitment Number: 074045081

Filing Period: Continuous

Staff Nurses may be assigned to either the Department of Behavioral Health or the Department of Public Health.

STAFF NURSE, ASSOCIATE

Summary: Under general supervision, provides a variety of professional nursing and patient care services to support the functions and operation of the Public Health or Behavioral Health Departments' clinics and programs.

Education, Experience, Certifications and Licenses:

- Bachelor's degree or Associate's degree in Nursing.
- Must be licensed as a Registered Nurse in the State of California, and remain active with all annual licensing requirements.
- Applicants who have recently graduated from a Baccalaureate or Associate degree Nursing program, and have not taken the NCLEX-RN may apply using a California Board of Registered Nurses (BRN) interim permit. The interim permit is not renewable and is in effect to the expiration date (6 months after issuance) or until the results of the examination are mailed, at which time it becomes null and void. Continued employment is dependent on receiving a passing score on the NCLEX-RN.
- Must possess a valid State of California driver's license.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Salary:

Bi-Weekly: \$1,632.45 - \$2,187.65
Monthly Equivalent: \$3,537 - \$4,740

Recruitment Number: 074039082

Filing Period: Continuous

STAFF NURSE

Summary: Under general supervision, provides a variety of professional nursing and patient care services to support the functions and operation of the Public Health or Behavioral Health Departments' clinics and programs.

Education, Experience, Certifications and Licenses:

- Bachelor's degree or Associate's degree in Nursing, and one (1) year of professional experience as a Registered Nurse preferred.
- Must be licensed as a Registered Nurse in the State of California, and remain active with all annual licensing requirements.
- Must possess a valid State of California driver's license.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Salary:

Bi-Weekly: \$1,757.97 - \$2,355.85
Monthly Equivalent: \$3,809 - \$5,104

Recruitment Number: 074037083

Filing Period: Continuous

STAFF NURSE, SENIOR

Summary: Under general supervision, performs a variety of professional nursing and patient care services to support the functions and operation of the Public Health or Behavioral Health Departments' clinics.

Education, Experience, Certifications and Licenses:

- Bachelor's degree or Associate's degree in Nursing, and three (3) years professional experience as a Registered Nurse.
- Must be licensed as a Registered Nurse in the State of California, and remain active with all annual licensing requirements.
- Must possess a valid State of California driver's license.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Salary:

Bi-Weekly: \$1,846.97 - \$2,475.12
Monthly Equivalent: \$4,002 - \$5,363

Recruitment Number: 074036084

Filing Period: Continuous

CERTIFIED NURSE PRACTITIONER

Summary: Under limited physician and clinic manager supervision, performs a variety of medical and administrative services in the examination and treatment of clients in out-patient or clinic settings to support the goals of the Public Health or the Behavioral Health Departments.

Education, Experience, Certifications and Licenses:

- Bachelor's degree in Nursing, and three (3) years professional experience as a Registered Nurse.
- Must be licensed as a Registered Nurse and Certified as a Nurse Practitioner, by the State of California, and remain active with all annual licensing requirements.
- Must possess a valid State of California driver's license.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Salary:

Bi-Weekly: \$2,306.62 - \$3,091.08
Monthly Equivalent: \$4,998 - \$6,697

Recruitment Number: 074034001

Filing Period: Continuous

PHYSICIAN'S ASSISTANT

Summary: Under physician and clinic manager supervision, performs a variety of services in the examination and treatment of clients in out-patient or clinic settings to support the goals of the Public Health or Behavioral Health Departments.

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Education, Experience, Certifications and Licenses:

- Possession of a valid certificate as a Physician Assistant issued by the Board of Medical Quality Assurance of the State of California.
- One (1) year of experience as a Physician's Assistant highly desirable.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Salary:

Bi-Weekly: \$2,306.62 - \$3,091.08
Monthly Equivalent: \$4,998 - \$6,697

Recruitment Number: 074032013

Filing Period: Continuous

OCCUPATIONAL THERAPIST

Summary: Under limited supervision, performs patient care therapy services in the treatment of children and adults with special health care needs in clinic settings to support the goals of the Public Health Department.

Education, Experience, Certifications and Licenses:

- Bachelor's degree in Occupational Therapy, and one (1) year of experience.
- Must have current licensing with the California Board of Occupational Therapy and remain active with all annual licensing requirements.
- Must possess a valid State of California driver's license.
- Must pass a pre-employment physical.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Salary:

Bi-Weekly: \$1,893.14 - \$2,536.99
Monthly Equivalent: \$4,102 - \$5,497

Recruitment Number: 074048009

Filing Period: Continuous

OCCUPATIONAL THERAPIST, SENIOR

Summary: Under general supervision, plans and administers occupational therapy services in the treatment of physically handicapped clients in a clinic, classroom, or home setting.

Education, Experience, Certifications and Licenses:

- Bachelor's degree in Occupational Therapy, and three (3) years therapy experience, preferably in a rehabilitation setting. Two (2) years of experience in a program providing therapy to children with special orthopedic or neuromuscular needs preferred.
- Must be licensed as an Occupational Therapist in the State of California, and remain active with all annual licensing requirements.

- Must possess a valid State of California driver's license.
- Must pass a pre-employment physical.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Salary:

Bi-Weekly: \$2,089.68 - \$2,800.38
Monthly Equivalent: \$4,528 - \$6,067

Recruitment Number: 074070010

Filing Period: Continuous

PHYSICAL THERAPIST

Summary: Under limited supervision, performs patient care therapy services in the treatment of children and adults with special health care needs in clinic settings to support the goals of the Public Health Department.

Education, Experience, Certifications and Licenses:

- Bachelor's degree in Physical Therapy, and one (1) year of therapy experience, preferably in a rehabilitation setting.
- Must have possession of a valid Certificate of Registration as a Physical Therapist issued by the Board of Medical Examiners of the State of California, and remain active with all annual licensing requirements.
- Must possess valid State of California Driver's license.
- Must be able to pass a pre-employment physical.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Salary:

Bi-Weekly: \$1,893.14 - \$2,536.99
Monthly Equivalent: \$4,102 - \$5,497

Recruitment Number: 074049011

Filing Period: Continuous

PHYSICAL THERAPIST, SENIOR

Summary: Under general supervision, plans and administers physical therapy services in the treatment of physically handicapped clients in a clinic, classroom, or home setting.

Education, Experience, Certifications and Licenses:

- Bachelor's degree in Physical Therapy, and three (3) years therapy experience, preferably in a rehabilitation setting. Two (2) years of experience in a program providing therapy to children with special orthopedic or neuromuscular needs preferred.
- Must possess a valid Certificate of Registration as a Physical Therapist issued by the Board of Medical Examiners of the State of California, and remain active with all annual licensing requirements.
- Must possess a valid State of California driver's license.
- Must be able to pass a pre-employment physical.

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Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Salary:

Bi-Weekly: \$2,089.68 - \$2,800.38
Monthly Equivalent: \$4,528 - \$6,067

Recruitment Number: 074071012

Filing Period: Continuous

CORRECTIONAL TECHNICIAN

Summary: Under general supervision, performs a variety of administrative duties related to the processing and disposition of inmate records. Participates in the booking and release of inmates; schedules court appearances; monitors security and processes visitors.

Education, Experience, Certifications and Licenses:

- A high school diploma or GED Certificate. Public service and computer experience preferred.
- Ability to type 40 net words per minute.
- Must pass a background investigation.
- A valid State of California driver's license is required.

Special Requirements: A recent (less than one year old) copy of a valid typing certificate as proof of typing skills at 40 net words per minute must be attached to the *Application* at the time of submission. A typing certificate obtained from any Butte County Employment Center must show identification has been verified. Only typing certificates issued after identification has been verified will be accepted. Online typing certificates are not valid.

Salary:

Bi-Weekly: \$1,138.42 - \$1,525.58
Monthly Equivalent: \$2,467 - \$3,305

Recruitment Number: 076826085

Filing Period: 05/01/07 - 05/31/07

Tentative Examination Date: June 13, 2007 at 1:30 p.m.

LEGAL CLERK

Summary: Under close supervision, performs a variety of legal clerical and administrative functions to support the activities of Butte County attorney's and various departmental legal functions.

Education, Experience, Certifications and Licenses:

- A high school diploma, or GED, and two (2) years of relevant clerical experience that includes one (1) year of work in a legal office.
- Requires the ability to type 40 net words per minute.
- A valid State of California driver's license is required.
- Applicants must successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

Special Requirements: A recent (less than one year old) copy of a

valid typing certificate as proof of typing skills at 40 net words per minute must be attached to the *Application* at the time of submission. A typing certificate obtained from any Butte County Employment Center must show identification has been verified. Only typing certificates issued after identification has been verified will be accepted. Online typing certificates are not valid.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Salary:

Bi-Weekly: \$948.23 - \$1,270.73
Monthly Equivalent: \$2,054 - \$2,753

Recruitment Number: 077029095

Filing Period: 05/01/07 - 05/21/07

TELECOMMUNICATIONS TECHNICIAN

Summary: Under general supervision, provides technical support functions for County radio communication systems; installs, repairs and maintains equipment, and manages system maintenance.

Education, Experience, Certifications and Licenses:

- Two (2) years experience in operations, maintenance and design of communications, radio, wireless and telephone systems. An Associate's degree in Electronics, Communications, or related field is desired.
- Have or obtain an FCC General Class Radiotelephone Operator license within one (1) year.
- A State of California driver's license is required.
- Certification of completion of Tower Climbing school within the probationary period is required.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Salary:

Bi-Weekly: \$1,673.26 - \$2,242.33
Monthly Equivalent: \$3,625 - \$4,858

Recruitment Number: 071293068

Filing Period: Continuous

PHOTOS WANTED

The Department of Human Resources would like to thank all of its employees who have contributed photos for publication in *Butte County Jobs*; especially Lynne Pillus, Dan Wilson, Kelley Albright, and Aaron Quin. Look for more of their pictures in upcoming editions of this flier.

If you, like Lynne, Dan, Kelley, and Aaron have photos of Butte County that you would like to contribute for use in upcoming issues of *Butte County Jobs*, please contact Mark Chambers in the Department of Human Resources, (530) 538-2174, or email them to: mchambers@buttecounty.net.

The photos in each month's edition of *Butte County Jobs* can be viewed in full color on the Human Resources' website at www.buttecounty.net/personnel/jobs.htm.

DEPUTY SHERIFF
INCLUDING “LATERAL*” AND “CADETS-ONLY” APPLICANTS**

Filing Period: Continuous

Applicants for Deputy Sheriff or Deputy Sheriff (Cadets-Only) are highly encouraged to also apply for Correctional Officer. Applicants who are not hired as a Deputy Sheriff may have an opportunity to be hired as a Correctional Officer.

Summary: Under general supervision and exercising controlled discretion, provides safety and security to citizens within the community through the patrolling of assigned areas, enforcement of laws and ordinances, detaining and interviewing violators, apprehension of suspects, and response to assistance calls.

Education, Experience, Certifications and Licenses:

- High school diploma, or equivalent GED certificate.
- *Cadets-Only applicants, see below***. Successful completion of a California Peace Officer Standards and Training (POST) certified regular basic course within the last three (3) years, **or** possess a valid POST Basic certificate. If in possession of a current POST basic certificate, the regular basic course within the last three years is not required. A copy of the certificate showing completion of the POST regular basic Course, or its equivalent must be attached to the *Application* at the time of submission.
- Must possess a valid State of California driver’s license.
- All applicants must be eighteen (18) years of age or older with the following exceptions: Person seventeen (17) years of age, but less than eighteen (18), may apply but may not be appointed until they reach eighteen (18) years of age. Proof of minimum age requirements may be required.

Special Requirements - All Applicants:

- Applicants must be of good moral character and successfully pass a thorough background investigation including polygraph, psychological examination, fingerprinting, and records check. Any offer of employment in this classification is contingent upon taking and passing a medical examination. The examination assesses a candidate’s ability to meet the physical demands of the position with or without accommodation in accordance with applicable statutes for applicants with disabilities. In accordance with Government Code Section 1031, candidate’s physical, emotional, and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position. Any indication of active organic disease is disqualifying. Must be able to pass a plate test of color vision.
- No conviction by any State, Federal, or foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State Prison. All applicants must be United States citizens. Written proof of the foregoing will be required.

***Additional Information/Qualifications for Lateral Applicants:**

- Laterals may begin at an advanced step (step 2 or higher) of the salary range, based on training and experience and upon approval of the Sheriff and County Chief Administrative Officer with concurrence of the Human Resources Director.
- Must currently be working as a peace officer in a California law enforcement agency, and possess a California Peace Officer Standards and Training (POST) Basic Certificate.

****Additional Information/Qualifications for Cadets-Only Applicants:**

- Qualifications for Deputy Sheriff (Cadets Only) are the same as for Deputy Sheriff with the following exceptions:
 - Only individuals currently attending or recently graduated within the last six (6) months from a POST certified Law Enforcement Academy are eligible to apply.
 - A copy of the certificate showing completion of the POST Basic Course (Academy) within the last six months, or verification of current attendance in the Academy must be attached to the *Application* at the time of submission. Those who wish to request a waiver of the written test for Deputy Sheriff must submit verification of their POST entrance exam score for the Academy.

Benefits:

- The retirement formula for all incumbents in the Deputy Sheriff classification is 3% at 50 through the California Public Employees’ Retirement System (Cal-PERS), with the employee’s share of the Cal-PERS contribution paid by the County. In addition, the County participates in Social Security.
- A substantially paid health insurance program that includes medical, vision, and dental insurance for the employee and his or her dependents.
- A competitive vacation, holiday, and sick-leave package.
- County-paid term life insurance.
- A County-paid employee assistance program for the employee and dependents.

Salary:

Bi-Weekly: \$1,508.67 - \$2,122.86
Monthly Equivalent: \$3,269 - \$4,600

Recruitment Numbers:

Deputy Sheriff - 076816003
Deputy Sheriff (Lateral) - 076816094
Deputy Sheriff (Cadets-Only) - 076816004

CORRECTIONAL OFFICER “LATERAL ONLY APPLICANTS”

Summary: Under general supervision of shift Sergeant, maintains safety and security of the staff, inmates, visitors and facility. Processes and supervises inmates, providing a stable, coherent, and predictable facility where inmates, staff and visitors are relatively safe, and conditions are humane.

Education, Experience, Certifications and Licenses:

- High school diploma or equivalent GED certificate.
- Must possess a valid State of California driver’s license.
- Must obtain certification in CPR and First Aid within one (1) year.

***Additional Information/Qualifications for Lateral Applicants:**

- Must currently be employed as a correctional officer in a correctional facility where a California State Board of Corrections approved test was administered prior to employment, and have one (1) year of experience as a Correctional Officer.
- Laterals may begin at an advanced step (step 2 or higher) of the salary range, based on training and experience and upon approval of the Sheriff and County Chief Administrative Officer with concurrence of the Human Resources Director.

Special Requirements - All Applicants:

- Applicants must be citizens of the United States or permanent resident aliens who are eligible for and have applied for citizenship. Applicants must be of good moral character and successfully pass a thorough background investigation including polygraph, psychological examination, fingerprinting, and records check. Must have successfully completed, or successfully complete during the probationary period, a jail operations course certified by the California State Board of Corrections; must be willing to work in uniform during weekdays, weekends, and holidays on any assigned shift.

Salary:

Bi-Weekly: \$1,421.74 - \$1,905.28

Monthly Equivalent: \$3,080 - \$4,128

Recruitment Number: 076825002

Filing Period: Continuous

PUBLIC SAFETY DISPATCHER (LATERAL)

Note: Laterals may begin at an advanced step (step 2 or higher) of the salary range, based on training and experience and upon approval of the Sheriff and County Chief Administrative Officer with concurrence of the Human Resources Director.

Summary: Under general supervision, responds to emergency and non-emergency calls for service, identifies and dispatches appropriate law enforcement units, gathers and relays critical information to law enforcement officers, documents calls and responses; complies with Sheriff’s Office policies and procedures to assure the safety of officers and the public.

Education, Experience, Certifications and Licenses:

- High school diploma or equivalent GED certificate and ability to type 40 net words per minute.
- Requires completion of the California POST and CLETS certification within the probationary period.
- Must pass a thorough background investigation.
- **Additional qualifications for lateral transfers:** Must be currently working as a public safety dispatcher in a California Law Enforcement agency and possess a California POST Public Safety Dispatcher Certificate.

Special Requirements: A recent (less than one year old) copy of a valid typing certificate as proof of typing skills at 40 net words per minute must be attached to the *Application* at the time of submission. A typing certificate obtained from any Butte County Employment Center must show identification has been verified. Only typing certificates issued after identification has been verified will be accepted. Online typing certificates are not valid.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union’s expense of carrying out its representation duties.

Salary:

Bi-Weekly: \$1,339.82 - \$1,795.49

Monthly Equivalent: \$2,903 - \$3,890

Recruitment Number: 076833017

Filing Period: Continuous

INVESTIGATOR I

Summary: Under close supervision, investigates and resolves assigned cases, coordinates with prosecuting attorneys to prepare cases for trial, and enforces state laws.

Distinguishing Characteristics: This is the entry-level position for Investigators; some non-standard work hours are required; reports to an Investigative Lieutenant.

Education, Experience, Certifications and Licenses:

- A minimum of (30) semester units/(45) quarter units earned for course work completed through a college or university accredited by an accrediting body recognized by the U.S. Department of Education or from an institution authorized to award degrees pursuant to Section 94900 of the California Education Code.
- Five (5) years of full-time law enforcement experience gained during employment as a California peace officer defined under Sections 830.1, 830.2, 830.3, 830.32, 830.33, or 830.35 of the California Penal Code.
- Possession of a valid and current Basic Certificate awarded by the California Commission on Peace Officers Standards and Training. Individuals with expired certificates may apply, but must possess a valid certificate prior to appointment.
- Must possess a valid State of California driver's license, and successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

Salary:

Bi-Weekly: \$1,585.05 - \$2,230.34
Monthly Equivalent: \$3,434 - \$4,832

Recruitment Number: 077017069

Filing Period: Continuous

INVESTIGATOR II

Summary: Under general supervision, investigates and resolves assigned cases, coordinates with prosecuting attorneys to prepare cases for trial, and enforces state laws.

Distinguishing Characteristics: This is the journey level position for Investigators; some non-standard work hours are required; reports to an Investigative Lieutenant.

Education, Experience, Certifications and Licenses:

- A minimum of (45) semester units/(68) quarter units earned for course work completed through a college or university accredited by an accrediting body recognized by the U.S. Department of Education or from an institution authorized to award degrees pursuant to Section 94900 of the California Education Code.
- Three (3) years of full-time investigative experience gained during employment as a California peace officer defined under Sections 830.1, 830.2, 830.3, 830.32, 830.33, or 830.35 of the California Penal Code, **OR** at least two (2) years of full-time investigative experience gained during employment as an Investigator or Inspector for a California District Attorney's Office.
- Possession of a valid and current Basic Certificate awarded by the California Commission on Peace Officers Standards and

Training. Individuals with expired certificates may apply, but must possess a valid certificate prior to appointment.

- Must possess valid State of California driver's license, and successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

Salary:

Bi-Weekly: \$1,838.16 - \$2,586.48
Monthly Equivalent: \$3,983 - \$5,604

Recruitment Number: 077016070

Filing Period: Continuous

MENTAL HEALTH CLINICIAN, INTERN

Summary: Under general supervision of a licensed clinician, conducts behavioral health assessments and provides non-medical psychotherapeutic services to assigned individuals and groups.

Distinguishing Characteristics: This is an entry level position leading to work as a licensed clinician. Incumbents must work within the scope of either a Marriage, Family and Child Counselor or a Licensed Clinical Social Worker under licensed clinical supervision. Incumbents are assigned a full range of therapeutic support duties for assigned clients. Reports to a Clinical Supervisor.

Education, Experience, Certifications and Licenses:

- A Master's degree from an accredited two-year graduate school or program in Social Work, or a related field. Prior clinical experience as a paraprofessional or an intern is preferred.
- Must possess an intern number for licensure as either a Licensed Clinical Social Worker or a Marriage, Family and Child Counselor in the State of California as established by the Board of Behavioral Science Examiners. Enrollment in a Ph.D. or Psy.D. program in Clinical Psychology from an accredited college or university may be substituted for an intern number. Incumbents must obtain registration with the California Board of Psychology within one (1) year of appointment to this position. An Ed.D. and five (5) years of experience, and on licensure track as a Psychologist may be substituted for the Ph.D. or the Psy.D.
- A valid State of California driver's license is required.

Salary:

Bi-Weekly: \$1,553.78 - \$2,082.22
Monthly Equivalent: \$3,367 - \$4,511

Recruitment Number: 074134055

Filing Period: Continuous

MENTAL HEALTH CLINICIAN

Summary: Under limited supervision, conducts independent behavioral health assessments and provides non-medical psychotherapeutic services to assigned individuals and groups in the adult or the youth services division.

Distinguishing Characteristics: This is the journey level class of
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licensed clinician. Incumbents are required to work within the scope of either a Marriage and Family Therapist, or a Licensed Clinical Social Worker license under clinical supervision. Reports to a Clinical Supervisor, or Program Manager.

Education, Experience, Certifications and Licenses:

- A Master's degree from an accredited two-year graduate school or program in Social Work, or a related field is required.
- Possession of a valid California license as a Clinical Social Worker, or a Marriage, Family and Child Counselor as granted by the Board of Behavioral Science Examiners. Candidates from out of state that hold a comparable license may be considered with the stipulation that they are eligible for an appropriate California license and receive the license within one (1) year from the date of appointment to this classification.
- A valid State of California driver's license is required.

Salary:

Bi-Weekly: \$1,673.26 - \$2,242.33

Monthly Equivalent: \$3,625 - \$4,858

Recruitment Number: 074133056

Filing Period: Continuous



OREGON CITY SCHOOL HOUSE, BUILT IN 1885
Used with permission.

THE APPLICATION/SELECTION PROCESS

Applications will be accepted only during the open filing period. Applications can be obtained from the Department of Human Resources from 9 a.m. to 5 p.m., Monday through Friday. The Department of Human Resources must receive completed applications no later than 5 p.m. on the final filing date. Postmarks will not be accepted. Resumes will not be accepted in lieu of a properly completed Butte County *Application for Examination*. Applicants requesting special testing accommodation should notify the Human Resources Department five (5) days before the scheduled testing date.

Applicants are screened on the basis of overall education and experience qualifications. Applicants meeting the overall qualifications will be scheduled for an examination, which is given to establish an eligibility list from which appointments to vacancies may be made. The examination process may include application review; written, oral, and/or performance examinations; and in some cases a physical agility test may be required. Applicants will be notified by mail as to whether or not they have met eligibility requirements to further participate in the recruitment process. An original application must be submitted for each individual position applied for. Be sure to state the position title on each separate application submitted. **Failure to provide any of the required information will result in the rejection of your application.**

The Butte County *Application for Examination* with a revision date of 06-01-04, or later will be accepted. All prior revisions of the *Application* will be returned without review.

BENEFITS

Employee benefits include a substantially paid medical, dental, and vision insurance plan for employees and dependents; county-paid term life insurance; a county-paid Employee Assistance Program for employees and dependents; and a competitive paid holiday, vacation, and sick leave program. In addition to participating in Social Security, the County pays the employee's share of the contribution to the Public Employees' Retirement System (PERS). Employees may also elect to participate in a cafeteria plan, deferred compensation programs, and supplemental life insurance.

CONTINUOUS RECRUITMENTS

Any candidate already on a current eligibility list, who submits another application within one (1) year for the same continuous recruitment, will be removed from that list. They will be re-evaluated for minimum qualifications and be ranked based on the most recent application submitted. If a written test is required, the ranking will be based on the score of the most recent test.

RETURN SERVICE REQUESTED

BUTTE COUNTY JOBS



THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

IMPORTANT NOTICES

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the Butte County Department of Human Resources.

To meet immigration reform and control act requirements, prior to employment, all applicants must provide proof of identity and authorization to work. All Butte County classifications may require the possession of, or the ability to obtain by appointment date, a valid operator's license issued by the State Department of Motor Vehicles.

CONDITIONS OF EMPLOYMENT: Any final offer of employment, in any of the above-mentioned positions, will be contingent upon the applicant taking and passing a background investigation. Some positions may require a medical examination. The medical examination assesses a candidate's ability to meet the physical demands of the position with or without accommodation in accordance with applicable statutes for applicants with disabilities.

POSITIONS ASSIGNED TO THE SHERIFF'S DEPARTMENT: Any applicant who receives a conditional offer of employment from the Sheriff's Department will be required to successfully complete a departmentally approved background

investigation. This may include, but is not limited to a polygraph examination, financial history review, contact with relatives and references, and an employment history review.

AFFIRMATIVE ACTION POLICY: The Civil Rights Act of 1964 as amended and the Butte County Affirmative Action Policy as adopted by the Board of Supervisors insures that no person shall be discriminated against in the applications, examination or selection process because of race, sex, color, religious creed, national origin, ancestry, disability, medical condition, age (40 to 70 years) or marital status. Persons who believe they have been discriminated against by the County in the application, examination or selection process should contact the County Civil Rights Compliance Officer, (530) 538-7651, or file a complaint with the Department of Fair Employment and Housing.

Butte County is an Equal Opportunity Employer. Butte County's Equal Employment Opportunity Plan may be reviewed at the Department of Human Resources located at 25 County Center Drive, Oroville, CA. Applicants with special needs may make arrangements by contacting the Human Resources Department at (530) 538-7651/TDD (530) 538-6833. We appreciate your support in furthering our commitment to equal opportunity employment.