



DEPARTMENT OF HUMAN RESOURCES
COUNTY ADMINISTRATION BUILDING
25 COUNTY CENTER DRIVE
OROVILLE, CA 95965
TEL.: (530) 538-7651
WEBSITE: www.buttecounty.net/personnel
EMAIL: personnel@buttecounty.net
RECRUITMENT HOTLINE TEL.: (530) 538-7653
HEARING IMPAIRED – TDD (530) 538-6833

NOVEMBER ISSUE/2006

EMPLOYMENT OPPORTUNITIES

APPLICATION PROCESS: Applications will be accepted only during the 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.

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.

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.

Failure to provide any of the required information will result in the rejection of your application.

Note: 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.

THE BUTTE COUNTY APPLICATION FOR EXAMINATION WITH A REVISION DATE OF 06-01-04 WILL BE ACCEPTED. ALL PRIOR REVISIONS OF THE APPLICATION WILL BE RETURNED WITHOUT REVIEW.

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.

****This classification is subject to Agency Shop. Agency Shop requires all employees hired in this classification to either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.**

ACCOUNTING SPECIALIST**

Recruitment Number 061283268
Filing Period: 11/06/06 – 11/30/06

Monthly Equiv.: \$2,324 - \$3,115
Bi-Weekly: \$1,072.83 - \$1,437.69

Summary: Under general supervision, performs a variety of accounting support functions; enters data, reconciles accounts, processes transactions, and prepares reports of accounting transactions.

Education, Experience, Certifications and Licenses:

- High School diploma or equivalent GED certificate, and three (3) years of experience in bookkeeping, accounting, fiscal recordkeeping, including three (3) years computer experience. Associates Degree in accounting, computer applications or a related field from an accredited college or university may be substituted for two (2) years of the required experience.
- A State of California Driver's license may be required.

Note: An oral or written examination may be required for qualified applicants.

BEHAVIORAL HEALTH COUNSELOR (BI-LINGUAL/FLUENT IN HMONG, MIEN, OR LAOTIAN ONLY)**

Recruitment Number 064144274
Filing Period 11/06/06 – 11/30/06

Monthly Equiv.: \$2,832 - \$3,795
Bi-Weekly: \$1,307.14 - \$1,751.69

Summary: Under general supervision, provides assessment, treatment, counseling and case management to at-risk, mentally ill, developmentally disabled, substance abuse patients.

Education, Experience, Certifications and Licenses:

- Associates Degree in Social or Behavioral Sciences, or a related field, and two (2) years Behavioral or Social services counseling experience, or an equivalent combination of education and experience. Bachelor's Degree may be substituted for the required two (2) years experience.
- A State of California Driver's license may be required.

Note: An oral or written examination may be required for qualified applicants.

BUILDING CRAFTS WORKER, SENIOR**

Recruitment Number 064615269
Filing Period: 11/06/06 – 11/30/06

Monthly Equiv.: \$2,832 - \$3,795
Bi-Weekly: \$1,307.14 - \$1,751.69

Summary: Under general supervision, plans and performs a variety of specialized duties in the construction, maintenance and repair of buildings and equipment.

Education, Experience, Certifications and Licenses:

- Three (3) years experience in electrical, carpentry, plumbing or HVAC.
- State of California Driver's license.

Note: An oral or written examination may be required for qualified applicants.

CERTIFIED NURSE PRACTITIONER**

Recruitment Number 064034002

Filing Period: Continuous

Monthly Equiv.: \$4,998 - \$6,697

Bi-Weekly: \$2,306.62 - \$3,091.08

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 Department.

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.

Note: An oral examination may be required for qualified applicants

CORRECTIONAL OFFICER (LATERAL)

Recruitment Number 066825176

Filing Period: Continuous

Monthly Equiv.: \$3,080 - \$4,128

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

Laterals begin at step 2 or a higher advanced step 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 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 obtain certification in CPR and First Aid within one (1) year.
- Additional qualifications for lateral transfers: Must be currently working 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.

Special Requirements: All applicants must be eighteen (18) years of age or older with the following exception: 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. Be a citizen of the United States or a permanent resident alien who is eligible for and has 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.

Note: An oral or written examination may be required for qualified applicants.

CORRECTIONAL TECHNICIAN

Recruitment Number 066826276

Filing Period: 11/06/06 – 11/30/06

Monthly Equiv.: \$2,467 - \$3,305

Bi-Weekly: \$1,138.42 - \$1,525.58

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:

- High School diploma or equivalent GED certificate; public service and computer experience preferred.
- Ability to type 40 net words per minute.
- Must pass a background investigation.
- Must possess State of California Driver's license.

Special Requirements: Must provide a recent (less than one year old), copy of a valid Typing Certificate as proof of typing skills at 40 net words per minute.

Note: A typing certificate obtained from any Butte County Employment Center must show identification has been verified. A copy of the certificate must be attached at the time of submission of the application. Only typing certificates issued after identification has been verified will be accepted. Online typing certificates are not valid.

DEPUTY DISTRICT ATTORNEY I**

Recruitment Number 067007240

Filing Period: 10/02/06 – 11/17/06

Monthly Equiv.: \$3,904 - \$5,232

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

Note: Applicants who have taken the July 2006, California State Bar Exam, may apply. Proof of eligibility is required prior to appointment.

Summary: Under close supervision, investigates, prepares and prosecutes misdemeanor cases for Butte County; represents the District Attorney in all aspects of criminal misdemeanor prosecution in Butte County.

Education, Experience, Certifications and Licenses:

- 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 successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

Note: An oral examination may be required for qualified applicants

Supplemental questionnaire required at time of submission of Application. Supplemental questionnaire may be obtained through the Human Resources Department, 25 County Center Drive, or by visiting the County web site at www.ButteCounty.net/personnel.

DEPUTY DISTRICT ATTORNEY II**

Recruitment Number 067006241
Filing Period: 10/02/06 – 11/17/06

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

Summary: Under general supervision, investigates, prepares and prosecutes misdemeanor cases for Butte County; represents the District Attorney in the management of legal issues, and all aspects of criminal misdemeanor prosecution in Butte County.

Education, Experience, Certifications and Licenses:

- Juris Doctorate (JD) degree required; and one (1) year of experience in a trial practice.
- Must be licensed by the Bar to practice law in the State of California, remain active with all California Bar annual requirements, and successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

Note: An oral examination may be required for qualified applicants

Supplemental questionnaire required at time of submission of Application Supplemental questionnaire may be obtained through the Human Resources Department, 25 County Center Drive, or by visiting the County web site at www.ButteCounty.net/personnel.

DEPUTY DISTRICT ATTORNEY III**

Recruitment Number 067005242
Filing Period: 10/02/06 – 11/17/06

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

Summary: Under limited supervision, investigates, prepares and prosecutes felony and misdemeanor cases for Butte County; represents the District Attorney in the management of legal issues, and all aspects of general felony prosecution in Butte County.

Education, Experience, Certifications and Licenses:

- Juris Doctorate (JD) degree required, and two (2) years relevant experience in a criminal trial practice.
- Must be licensed by the Bar to practice law in the State of California, remain active with all California Bar annual requirements, and successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

Note: An oral examination may be required for qualified applicants

Supplemental questionnaire required at time of submission of Application Supplemental questionnaire may be obtained through the Human Resources Department, 25 County Center Drive, or by visiting the County web site at www.ButteCounty.net/personnel.

DEPUTY DISTRICT ATTORNEY IV**

Recruitment Number 067004243
Filing Period: 10/02/06 – 11/17/06

Monthly Equiv.: \$6,241 - \$8,364
Bi-Weekly: \$2,880.62 - \$3,860.31

Summary: Under limited supervision, investigates, prepares and prosecutes felony and misdemeanor cases for Butte County; represents the District Attorney in the management of legal issues, and all aspects of felony and civil prosecution in Butte County.

Education, Experience, Certifications and Licenses:

- Juris Doctorate (JD) degree required, and four (4) years relevant experience in a criminal trial practice.
- Must be licensed by the Bar to practice law in the State of California, remain active with all California Bar annual requirements, and successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

Note: An oral examination may be required for qualified applicants

Supplemental questionnaire required at time of submission of Application Supplemental questionnaire may be obtained through the Human Resources Department, 25 County Center Drive, or by visiting the County web site at www.ButteCounty.net/personnel.

DEPUTY SHERIFF

Recruitment Number 066816226

Filing Period: Continuous

Monthly Equiv.: \$3,269 - \$4,600

Bi-Weekly: \$1,508.67 - \$2,122.86

Successful completion of a California Peace Officer Standards and Training (POST) certified regular basic course within the last three years is required. If in possession of a current POST Basic certificate, the regular basic course within the last three years is not required.

Applicants for Deputy Sheriff or Deputy Sheriff-Cadets are highly encouraged to also apply for Correctional Officer. Those 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.
- Completion of a POST certified regular basic course or equivalent within the last three years. **OR** possess a valid POST Basic certificate.
- Must possess State of California Driver's License.

Must attach a copy of certificate showing completion of the POST Regular Basic Course or its equivalent at the time of submission of the application.

Special Requirements: 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.

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. Hearing aids are not acceptable. Must be able to pass a plate test of color vision.

No conviction by any State, the Federal Government, 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.

Applicants for Deputy Sheriff must attach a copy of their certificate showing completion of the POST Regular Basic Course or its equivalent at the time of submission of the application.

DEPUTY SHERIFF (CADETS ONLY)

Recruitment Number 066816227

Filing Period: Continuous

Monthly Equiv.: \$3,269 - \$4,600

Bi-Weekly: \$1,508.67 - \$2,122.86

Only individuals currently attending or recently graduated within the last six (6) months from a POST certified Law Enforcement Academy are eligible to apply.

Must include with application, a copy of certificate showing completion of the POST Basic Course (Academy) within the last six months or verification of current attendance in the Academy. 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.

DEPUTY SHERIFF (LATERAL)

Recruitment Number 066816278

Filing Period: Continuous

Monthly Equiv.: \$3,269 - \$4,600

Bi-Weekly: \$1,508.67 - \$2,122.86

Must be currently working as a peace officer in a California law enforcement agency and possess a California Peace Officer Standards and Training (POST) Basic Certificate.

Laterals begin at step 2 or a higher advanced step 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 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.
- Completion of a POST certified regular basic course or equivalent within the last three years. **OR** possess a valid POST Basic certificate.
- Must possess State of California Driver's license.
- Additional qualifications for lateral transfers: Must be currently working as a peace officer and possess a California POST Basic certificate.

Special Requirements: 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.

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. Hearing aids are not acceptable. Must be able to pass a plate test of color vision.

No conviction by any State, the Federal Government, 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

ENVIRONMENTAL HEALTH SPECIALIST, ASSOCIATE**

Recruitment Number: 064017262

Filing Period: Continuous

Monthly Equiv.: \$3,050 - \$4,087

Bi-Weekly: \$1,407.65 - \$1,886.40

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 California State Department of Health within one (1) year of appointment to this position.

Note: An oral or written examination may be required for qualified applicants.

ENVIRONMENTAL HEALTH SPECIALIST**

Recruitment Number: 064016263

Monthly Equiv.: \$3,367 - \$4,511

Filing Period: Continuous

Bi-Weekly: \$1,553.78 – \$2,082.22

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.

Note: An oral or written examination may be required for qualified applicants.

ENVIRONMENTAL HEALTH SPECIALIST, SENIOR**

Recruitment Number 064015177

Monthly Equiv.: \$3,716 - \$4,980

Filing Period: Continuous

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

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.

Note: An oral or written examination may be required for qualified applicants.

INVESTIGATIVE ASSISTANT**

Recruitment Number 067018270

Monthly Equiv.: \$2,566 - \$3,438

Filing Period: 11/06/06 – 11/30/06

Bi-Weekly: \$1,184.20 - \$1,586.94

Summary: Under general supervision, performs a variety of administrative duties related to the investigation and prosecution of criminal offenders.

Education, Experience, Certifications and Licenses:

- Completion of 30 college units; public service and computer experience preferred.
- Must possess State of California Driver's license and successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

Note: An oral or written examination may be required for qualified applicants.

LABOR RELATIONS ANALYST

Recruitment Number 061323256

Filing Period Extended from 10/27/06 – 11/30/06

Monthly Equiv.: \$4,757 - \$6,375

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

Summary: Under limited supervision, provides analytical support within the labor relation function of the Human Resources Department.

Education, Experience, Certifications and Licenses:

- **Education:** 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,
- **Experience:** Five (5) years of progressively responsible human resource experience in a personnel, human resources, or labor relations department including two (2) years experience performing duties in a majority of the following areas : complex fiscal analysis and forecasting, benefit structure analysis and costing, and direct support in contract negotiations, and grievance settlement. In addition, one year acting in a lead capacity with regard to routine meet and confer obligations is required.
- Some experience as a chief spokesperson is preferable.
- 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 State of California Driver's license.

Note: An oral or written examination may be required for qualified applicants.

LABOR RELATIONS OFFICER

Recruitment Number 061322257

Filing Period Extended from 10/27/06 – 11/30/06

Monthly Equiv.: \$5,654 - \$7,577

Bi-Weekly: \$2,609.71 - \$3,497.27

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:

- **Education:** 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
- **Experience:** 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 State of California Driver's license.

Note: An oral or written examination may be required for qualified applicants.

MANAGER, PROPERTY TAX & GRANT ACCOUNTING

Recruitment Number 061255275

Filing Period: 11/06/06 – 11/30/06

Monthly Equiv.: \$4,998 - \$6,697

Bi-Weekly: \$2,306.62 - \$3,091.08

Summary: Under general direction, to plan, organize and direct the activities of the Property Tax & Grant Accounting Division in the Auditor-Controller's Office.

Education, Experience, Certifications and Licenses:

Equivalent to graduation from a four-year college with major work in accounting, business administration or closely related field. Five (5) years of increasingly responsible professional experience in accounting or auditing work, at least one (1) year of which shall have been in a supervisory capacity.

Note: An oral or written examination may be required for qualified applicants.

OFFICE SPECIALIST, SENIOR**

Recruitment Number 061055277
Filing Period: 11/06/06 – 11/30/06

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

Note: If you are currently on the Office Specialist, Senior list, there is no need to reapply. This recruitment will be merged into one list of eligible candidates.

Summary: Under general supervision, performs technical and clerical work involving review and analysis of information contained in files and records; prioritizes and assigns work to office staff; updates computer database, and assures the accuracy of the filing systems; explains complex codes, regulations, policies and procedures to customers.

Education, Experience, Certifications and Licenses:

- High School Diploma or GED equivalent and three (3) years experience in clerical, or secretarial duties; one (1) year of Butte County experience preferred. An Associate's Degree or a Certificate of Achievement in computer applications, business management, office assistant or legal office assistant from an accredited college or university may be substituted for one (1) year of experience.
- Possession of a recent (less than one year old) valid certificate as proof of typing skills at 40 net words per minute is required.
- A State of California Driver's license may be required.

Special Requirements: Must provide a recent (less than one year old), copy of a valid Typing Certificate as proof of typing skills at 40 net words per minute.

Note: A typing certificate obtained from any Butte County Employment Center must show identification has been verified. A copy of the certificate must be attached at the time of submission of the application. Only typing certificates issued after identification has been verified will be accepted. Online typing certificates are not valid.

PHYSICIAN'S ASSISTANT**

Recruitment Number 064032011
Filing Period: Continuous

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

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 Department.

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 Assistant highly desirable.

Note: An oral examination may be required for qualified applicants.

PROGRAM MANAGER, WELLNESS & RECOVERY SERVICES

Recruitment Number 064113265
Filing Period 10/02/06 – 11/17/06

Monthly Equiv.: \$4,641 - \$6,219
Bi-Weekly: \$2,141.92 - \$2,870.38

Summary: In direct collaboration with the Behavioral Health Department's leadership team will plan, administer, organize and supervise the activities of the department's Office of Consumer Education and Support.

Education, Experience, Certifications and Licenses:

- Bachelors Degree in behavioral science, nursing, social work, program development, public health, education, or communications, from an accredited college or university **and** four years of experience providing staff development, training, or education services, including two years in a supervisory capacity; Master's degree in the above majors preferred.
- Must possess State of California Driver's license.

Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

Note: An oral or written examination may be required for qualified applicants.

PROPERTY APPRAISER, SENIOR

Recruitment Number 061213253
Filing Period 10/02/06 – 12/01/06

Monthly Equiv.: \$3,284 - \$4,401
Bi-Weekly: \$1,515.89 - \$2,031.43

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

Education, Experience, Certifications and Licenses:

- High School Diploma or equivalent GED certificate.
- Three (3) years experience in property appraisals and assessments. A Bachelor's Degree may substitute for one (1) year of experience.
- Must possess and maintain an Advanced Appraisal Certificate issued by the State Board of Equalization.
- Must possess a State of California Driver's license.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

Note: An oral or written examination may be required for qualified applicants.

PUBLIC HEALTH NURSE, ASSOCIATE**

Recruitment Number 064047078
Filing Period: Continuous

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

Note: *There are current vacancies in the Public Health Department for this classification.*

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.
- State of California Driver's license may be required.

Note: An oral examination may be required for qualified applicants.

PUBLIC HEALTH NURSE**

Recruitment Number 064046264
Filing Period: Continuous

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

Note: *There are current vacancies in the Public Health Department for this classification.*

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.
- State of California Driver's license may be required.

Note: An oral examination may be required for qualified applicants.

PUBLIC HEALTH NURSE, SENIOR**

Recruitment Number 064045080

Filing Period: Continuous

Monthly Equiv.: \$4,417 - \$5,919

Bi-Weekly: \$2,038.71 - \$2,732.06

Note: There are current vacancies in the Public Health Department for this classification.

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.
- State of California Driver's license may be required.

Note: An oral examination may be required for qualified applicants.

PUBLIC SAFETY DISPATCHER (LATERAL)**

Recruitment Number 066833115

Filing Period: Continuous

Monthly Equiv.: \$2,903 - \$3,890

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

Laterals begin at step 2 or a higher advanced step 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: Must provide a recent (less than one year old), copy of a valid Typing Certificate as proof of typing skills at 40 net words per minute.

Note: A typing certificate obtained from any Butte County Employment Center must show identification has been verified. A copy of the certificate must be attached at the time of submission of the application. Only typing certificates issued after identification has been verified will be accepted. Online typing certificates are not valid.

ROAD MAINTENANCE ASSISTANT**

Recruitment Number 064418271

Filing Period 11/06/06 – 11/30/06

Monthly Equiv.: \$1,908 - \$2,557

Bi-Weekly: \$880.53 - \$1,179.98

Summary: Under general supervision; performs routine road, bridge, traffic control, tree maintenance and related activities as assigned.

Education, Experience, Certifications and Licenses:

- Possession of a valid State of California Class 'C' Driver's License.
- One (1) year of work experience is desirable.

Note: An oral or written examination may be required for qualified applicants.

ROAD MAINTENANCE WORKER**

Recruitment Number 064416272
Filing Period 11/06/06 – 11/30/06

Monthly Equiv.: \$2,324 - \$3,115
Bi-Weekly: \$1,072.83 - \$1,437.69

Summary: Under general supervision, performs road maintenance and related activities, including gravel and pavement resurfacing, oiling, repairing potholes and snow and ice removal.

Education, Experience, Certifications and Licenses:

- One (1) year of experience in road construction and maintenance.
- Possession of a valid State of California Class 'A' Commercial Driver's License with air brake and tank truck endorsements.

Note: An oral or written examination may be required for qualified applicants.

SEASONAL ELECTION WORKER

Recruitment Number 061150189EH
Filing Period: Continuous

Flat Rate: \$8.36 - \$12.59 Hourly

This classification is utilized only in a seasonal Extra Help capacity.

Definition: To serve on a seasonal basis during the peak cycle of an election performing such functions as data entry, assembling precinct kits, processing absentee ballots, and assembling ballots for mass mailing; and to perform related duties as assigned.

The Elections Division needs 3 categories of Seasonal Election Workers:

File Clerk:

Prepare outgoing absentee ballots, sort returned absentee ballots and act as the opening board for returned absentee ballots. Prepare the Logic and Accuracy Ballot Test Decks. Assist with the canvass during the election cycle.
Salary range - \$8.36 to \$10.16 Hourly

Experience/Education: One year of general clerical experience preferred.

Data Entry Clerk: Certificate as proof of required typing skill at 40 net words per minute is required

Enter voter registrations, absentee requests, and returned voted absentee information into computer system. Complete other computer and phone/computer work as required.
Salary range - \$10.15 to \$12.34 Hourly

Experience/Education: One year of general clerical experience. **Special Requirements: Must provide a recent (less than one year old), copy of a valid Typing Certificate as proof of typing skills at 40 net words per minute.**

Note: A typing certificate obtained from any Butte County Employment Center must show identification has been verified. A copy of the certificate must be attached at the time of submission of the application. Only typing certificates issued after identification has been verified will be accepted. Online typing certificates are not valid.

Warehouse Worker:

Keep inventory of election supplies, pack precinct supplies and equipment, responsible for ballot distribution, issue official precinct receipts and supplies to inspector, organize ballot receiving centers throughout the county, repair equipment, responsible for destruction of used election material and responsible for the overall maintenance of the warehouse.
Salary range - \$10.36 to \$12.59 Hourly.

Experience/Education: One year of experience in a warehouse assembling materials.

STAFF NURSE, ASSOCIATE**

Recruitment Number 064039081

Filing Period: Continuous

Monthly Equiv.: \$3,537- \$4,740

Bi-Weekly: \$1,632.45 - \$2,187.65

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 Degree in Nursing.
- Must be licensed as a Registered Nurse from 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 State of California Driver's license.

Note: An oral examination may be required for qualified applicants.

STAFF NURSE**

Recruitment Number 064037082

Filing Period: Continuous

Monthly Equiv.: \$3,809- \$5,104

Bi-Weekly: \$1,757.97 - \$2,355.85

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

Note: An oral examination may be required for qualified applicants.

STAFF NURSE, SENIOR**

Recruitment Number 064036129

Filing Period: Continuous

Monthly Equiv.: \$4,002- \$5,363

Bi-Weekly: \$1,846.97 - \$2,475.12

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 Degree in Nursing, and three (3) years professional experience as a Registered Nurse.
- Must be licensed as a Registered Nurse from the State of California, and remain active with all annual licensing requirements.
- Must possess State of California Driver's license.

Note: An oral examination may be required for qualified applicants.

SUPERVISOR, PSYCHOLOGIST

Recruitment Number 064121249

Filing Period: Continuous

Monthly Equiv.: \$5,123 - \$6,865

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

Summary: Under general direction, supervises Psychologists and interns to assure that effective, cost-efficient and appropriate psychotherapeutic services are provided for behavioral health clients.

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 Profession 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 State of California Driver's license.

Note: An oral examination may be required for qualified applicants.

SURVEYOR, ASSISTANT

Recruitment Number 064334254

Filing Period: Continuous

Monthly Equiv.: \$3,904- \$5,232

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

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. Years of 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.

Note: An oral or written examination may be required for qualified applicants.

SURVEYOR, ASSOCIATE

Recruitment Number 064333250

Filing Period: Continuous

Monthly Equiv.: \$4,757- \$6,375

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

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 economic interest with the Butte County Clerk/Recorder.

Note: An oral or written examination may be required for qualified applicants.

SURVEYOR, SENIOR

Recruitment Number 064331251

Filing Period: Continuous

Monthly Equiv. : \$5,123- \$6,865

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

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.

Note: An oral or written examination may be required for qualified applicants.

ADDITIONAL INFORMATION

SELECTION PROCESS: 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 examination; and in some cases physical agility examination. 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.

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. May be required to possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles.

IMPORTANT

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.

BENEFITS: Include substantially paid medical, dental, and vision insurance for employees and dependents; Life Insurance; Social Security; the County pays the employee share of the Public Employees' Retirement System (PERS); Employee Assistance Program for employees and dependents; paid holidays, vacation days, and sick leave days. Employees may elect to participate in a cafeteria plan, deferred compensation programs, and supplemental life insurance.

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.

TO MEET IMMIGRATION REFORM AND CONTROL ACT REQUIREMENTS, PRIOR TO EMPLOYMENT, APPLICANT MUST PROVIDE PROOF OF IDENTITY AND AUTHORIZATION TO WORK.

Butte County Department of Human Resources
County Administration Building
25 County Center Drive
Oroville, CA 95965
Return Service Requested