Butte County JOBS

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

December 2009

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Frozen Creek, Butte County
Photo Courtesy of Peggy Moak

Charlie Wilson recently joined the Butte County Human Resources Department as the Assistant Director in September, 2009. As a Butte County native, he brings a wealth of experience and education to his new job. Charlie was raised in Gridley and, earned his BA in Public Administration with a concentration in Personnel Administration and a minor in Collective Bargaining from Chico State University. He has over 30 years of human resources experience, with 9 years in public sector and 20 years in not-for-profit health care systems. He has worked in a variety of human resource management positions.

Charlie enjoys his work in human resources because it gives him an opportunity to work with departments in their quest to provide excellent customer service to the public and also to assist the County's workforce in getting ready for the future. While he sometimes finds his job challenging, the challenges often become learning opportunities, which make his job both interesting and fulfilling.

Personally, Charlie is a family man with a wonderful wife and four children. In the evenings and on the weekends he enjoys softball, running, reading, and serving as an advisor for a youth group.

Charlie is now responsible for a multitude of human resources operations including payroll processing, employee benefits administration, training, compliance issues, and grievance management. In addition he also assists the Human Resources Director in the daily operations of the Butte County Human Resources Department. Welcome Charlie, it is a pleasure to have you as part of our County family!

BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

DIRECTOR – HUMAN RESOURCES
- Laura Brunson, (530) 538-7652

ASSISTANT DIRECTOR - HUMAN RESOURCES
- Charlie Wilson, (530) 538-6948

PRINCIPAL HUMAN RESOURCES ANALYST
- Mark Chambers, (530) 538-2174

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

SENIOR HUMAN RESOURCES ANALYST
- Sheri Waters, (530) 538-6950

Leave Issues (FMLA, CFRA, PDL), Pre-Employment Medical Evaluations, Recruitment & Selection
- Aaron Quin, (530) 538-2157

Recruitment & Selection, Salary Resolutions, Departmental Website

HUMAN RESOURCES ANALYST
- Connie Meahan, (530) 538-6945

Bilingual Certification, Background Investigations, Recruitment & Selection
- Paula Chenoweth (530) 538-6947

Recruitment & Selection

HUMAN RESOURCES SPECIALIST, SENIOR
- Kimberly Lewis, (530) 538-6946

Recruitment Support, Applicant Data Entry

HUMAN RESOURCES SPECIALIST
- Jennifer Lelouarn, (530) 538-7781

Employee Benefits, New Employee Orientation, COBRA
- Rebecca Worley, (530) 538-7239

Employee Personnel Documents, Personnel Files

ADMINISTRATIVE ASSISTANT, SENIOR
- Tracey Carpenter, (530) 538-7652

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

ADMINISTRATIVE ASSISTANT
- Pam Lindquist, (530) 538-3880

FMLA Tracking & Reporting, Pre-employment Physical Scheduling

ADMINISTRATIVE ANALYST, ASSOCIATE
- Rhonda Brantley, (530) 538-6451

W2s, Journal Corrections

PAYROLL SPECIALIST
- Sheri Atkison, (530) 538-7756

W4s, Time Card Corrections, Direct Deposit, PERS, Life Insurance, Garnishments, Union Dues, Special Pays
- Raeshell Forrester, (530) 538-2837

Action Form Processing
- Spiros Banos, (530) 538-6104

Deferred Compensation, Back Wages Issues
- Karen Gold, (530) 538-7570

W4s, Time Card Corrections, Direct Deposit, Paid Family Leave, 4850 Payments, SDI, Work Comp Calcs, Catastrophic Leave
- Carla May, (530) 538-7741

FMLA, Health Insurance Billing, Non-Comp Issues, Retiree Health, Creative Benefits Plan

HOW TO CONTACT US

DEPARTMENT OF HUMAN RESOURCES
3-A County Center Drive, Oroville, CA 95965
Phone: (530) 538-7651
TTY/TDD: (530) 538-6833

Email: personnel@buttecounty.net
Job Hotline (recorded job listing): (530) 538-7653
Fax Line: (530) 538-7790
Website: www.buttecounty.net/personnel

NEW ONLINE JOB APPLICATION!!

The Butte County Department of Human Resources is pleased to announce the launch of its online job application. Effective September 1, 2009 applicants are now able to apply for positions with the County by either continuing to submit paper applications, or online by accessing the Job Applicant Center at https://jobs.buttecounty.net/JAC3/.

Applicants applying online through the Job Applicant Center will also be able to submit electronic copies of supporting documents such as resumes, cover letters, and transcripts by attaching either Microsoft Word files, plain text documents, or portable document format (pdf) files such as Adobe Acrobat.

The County's current job openings can be viewed by simply accessing the Job Applicant Center at the link given above. First time applicants, however, will need to create an account in order to submit an application.

Detailed information about each of the County's current job openings (as well as general information about the recruitment and selection process) is still available from the Department of Human Resources website at www.buttecounty.net/personnel/, and links to the Job Applicant Center are provided.

The Department of Human Resources is asking all Job Applicant Center applicants to take a few minutes after submitting an application and fill-out the online feedback form to let us know about their experience.

Questions and/or comments about the Job Applicant Center can also be sent directly to Mark Chambers at mchambers@buttecounty.net, Aaron Quin at aquin@buttecounty.net, or any of the Department's Human Resources Analysts. Please put "JAC" in the subject line.

Check out the Job Applicant Center today!

AGRICULTURAL BIOLOGIST-WEIGHTS & MEASURES INSPECTOR I

Summary: Under close supervision, assists the business community and consumers with weights and measures or agricultural concerns by performing inspections and special projects as directed; enforces Federal, State, and local laws, regulations, and legal codes.

Education, Experience, Certifications and Licenses:

- Bachelor's degree in Chemistry, Environmental Science, Mathematics, Agriculture, Biology, or Natural Resources.
- Possession of licenses issued by the State of California Department of Food and Agriculture in agriculture or weights and measures depending on division assignment. Incumbents that do not have a license, but meet the educational requirements to obtain a license may be appointed but must obtain the required license within their probationary period.
- Valid State of California driver's license may be required.
- May be required to obtain a commercial driver's license within one (1) year of hire.

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.

Bi-Weekly Salary	$1,269.09 — $1,700.70
Monthly Equivalent:	$2,750 — $3,685
Recruitment Number	091116124
Filing Period	12/01/09 — 12/21/09

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.

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.
- Valid State of California driver's license may be required.

Bi-Weekly Salary	$1,838.03 — $2,463.14
Monthly Equivalent	$3,982 — $5,337
Recruitment Number	091254127
Filing Period	11/17/09 — 12/08/09

INFORMATION SYSTEMS ANALYST, ASSOCIATE

Summary: Under close supervision, maintains discrete databases and websites, and provides technical support functions for computer applications, including report generation and data conversion; provides technical support functions for system users.

Education, Experience, Certifications and Licenses:

- Associate's degree in Computer Science or a related field from an accredited college or university.
- Two (2) years computer systems experience. An applicable Systems Administrator certification may be substituted for the educational requirement. Computer systems experience and relevant educational degrees may be substituted on a year for year basis. Information Systems technical certifications preferred.
- Valid State of California driver's license may be required.

****If you are submitting an online application through the Job Applicant Center, you must answer all of the job related questions associated with the recruitment. If you are submitting a paper application, a supplemental questionnaire must be completed and attached to the application at time of submission. The supplemental questionnaire may be obtained at the Human Resources Department at 3-A County Center Drive, Oroville, CA 95965 or at www.buttecounty.net/personnel.**

Bi-Weekly Salary	$1,749.46 — $2,344.46
Monthly Equivalent	$3,790 — $5,080
Recruitment Number	091336129
Filing Period	12/01/09 — 12/31/09

INFORMATION SYSTEMS ANALYST

Summary: Under general supervision, develops and maintains databases and websites, and provides technical support functions for computer applications and system users

Education, Experience, Certifications and Licenses:

- Associate's degree in Computer Science or a related field from an accredited college or university.
- Three (3) years computer systems experience. An applicable systems administrator certification may be substituted for the required educational requirement. Computer systems experience and relevant educational degrees may be substituted on a year for year basis. Information Systems technical certifications preferred.
- Valid State of California driver's license may be required.

****If you are submitting an online application through the Job Applicant Center, you must answer all of the job related questions associated with the recruitment. If you are submitting a paper application, a supplemental questionnaire must be completed and attached to the application at time of submission. The supplemental questionnaire may be obtained at the Human Resources Department at 3-A County Center Drive, Oroville, CA 95965 or at www.buttecounty.net/personnel.**

Bi-Weekly Salary	$1,931.08 — $2,587.83
Monthly Equivalent	$4,184 — $5,607
Recruitment Number	091335130
Filing Period	12/01/09 — 12/31/09

MEDICAL DIRECTOR

Summary: Under administrative direction, in collaboration with the Assistant Director of Clinical Services, plans, organizes and manages the medical services component of the Butte County Department of Behavioral Health; coordinates and supervises the medical practice and all clinical services components of all staff and contracted psychiatrists; oversees the compliance of mental health medical providers and services with applicable community standards of care, State and Federal laws and other regulatory requirements; serves as a member of the Department of Behavioral Health executive management team; and performs related duties as required.

Distinguishing Characteristics: This is a single position classification reporting to the Behavioral Health Director. In collaboration with the Assistant Director of Clinical Services, the incumbent ensures quality medical and psychiatric treatment through the direction and evaluation of the medical component and all clinical services across the mental health system and acts as a key participant in ongoing clinical review of programs and services in the mental health system. This class is distinguished from the Behavioral Health Director in that the Behavioral Health Director has full operational responsibility for the Department, while the Medical Director in collaboration with the Assistant Director of Clinical Services is responsible for the medical component and all clinical services within this system.

Education, Experience, Certifications and Licenses:

- Graduation from an approved medical school and satisfactory completion of a three (3) year psychiatric residency approved by the American Medical Association or the American Osteopathic Association.
- Five years experience in clinical psychiatry, or community mental health services, of which three (3) years is in a highly responsible administrative, teaching or supervisory capacity. Public Sector experience preferred.
- Valid State of California driver's license may be required.

Special Requirement:

- Possession of a valid license as a physician and surgeon issued by the State of California and a valid certificate in psychiatry issued by the American Board of Psychiatry and Neurology or written evidence of successful completion of a psychiatry residency.

Annual Salary (Flat Rate)	$211,584
Recruitment Number	094116131
Filing Period	11/23/09 — 12/31/09

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.

Education, Experience, Certifications and Licenses:

- 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.
- Valid State of California driver's license is required.

Bi-Weekly Salary	$1,706.79—$2,287.26
Monthly Equivalent	$3,698—$4,956
Recruitment Number	094133132
Filing Period	12/01/09—12/31/09

MENTAL HEALTH CLINICIAN INTERN (SPANISH)

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

Education, Experience, Certifications and Licenses:

- 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.
- Valid State of California driver's license is required.

Bi-Weekly Salary	$1,584.92—$2,123.95
Monthly Equivalent	$3,434—$4,602
Recruitment Number	094134118
Filing Period (Extended)	11/02/09—12/21/09

DEPUTY SHERIFF AND DEPUTY SHERIFF (LATERAL)

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 (Minimum Requirements)

- High school diploma or GED certificate.
- Completion of a POST certified regular basic course or equivalent within the last three years. **OR** possess a valid POST Basic certificate.
- Valid State of California driver's license is required.
- **Additional qualifications for lateral transfers: Must be currently working as a peace officer, and posses a valid California POST Basic Certificate or have one (1) full year experience as a peace officer in California law enforcement agency. A POST certificate of completion is required and must be attached to the application at time of submission.**

Applicants who are currently attending a POST approved basic course academy are eligible to apply for the Cadets Only recruitments, and along with applicants who have completed a POST approved basic course academy within the last six (6) months may waive the POST entry-level reading and writing examination if able to verify an acceptable T-Score.

Special Requirements: All applicants must be 18 years of age or older with the following exception: Person 17 years of age, but less than 18, may apply but may not be appointed until they reach 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 a 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 (Government Code 24103).

Bi-Weekly Salary	$1,538.86—$2,165.34
Monthly Equivalent	$3,334—$4,692
Deputy Sheriff	096816128
Deputy Sheriff (Lateral)	096816091
Filing Period	Continuous

CORRECTIONAL OFFICER (LATERAL) AND CORRECTIONAL OFFICER (CORE) AND CORRECTIONAL OFFICER (POST)

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.
- Valid State of California driver's license is required.
- Must obtain certification in CPR and First Aid within one 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
- **Additional qualifications for Correctional Officer (CORE): A Certificate of Completion from the Correctional Officer CORE Course (STC) must be attached to the application at the time of submission.**
- **Additional qualifications for Correctional Officer (POST): A POST certificate of completion is required and must be attached to the application at time of submission.**

Special Requirements: All applicants must be 18 years of age or older with the following exception: Person 17 years of age, but less than 18, may apply but may not be appointed until they reach 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 completed 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.

Bi-Weekly Salary	$1,450.22—$1,943.44
Monthly Equivalent	$3,142—$4,211
Correctional Officer (Lateral)	096825095
Correctional Officer (CORE Certified)	096825125
Correctional Officer (POST Certified)	096825126
Filing Period	Continuous

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 must have successfully completed a departmentally approved background examination or 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 application, 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 3-A 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.

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 8 a.m. to 5 p.m., Monday through Friday or on our website at www.buttecounty/personnel.net . The Department of Human Resources must receive completed applications no later than 11:59 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 *Job Application.* Applicants requesting special testing accommodation should notify the Department of Human Resources 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 may be scheduled for an examination, which is given to establish an eligibility list from which appointments to vacancies may be made. The recruitment 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. 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.**

Only the Butte County Job Application with a revision date of 03/2008 or later and the **new Online Job Application** will be accepted. All prior revisions of the Application will be returned without review.

Job minimum qualifications may require an educational degree, certification, registration, or licensing. With the updated Butte County job application (3/2008) and the new Online Job Application, you must include transcripts and/or copies of the certification/registration/licensing (see Education and Training section on job application) if required by the minimum qualifications. Not submitting this documentation by the recruitment deadline will result in disqualification from that recruitment. If you're using a degree as a qualifier to reduce required experience, transcripts must also be provided.

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.

DEPARTMENT OF HUMAN RESOURCES
COUNTY OF BUTTE
3-A COUNTY CENTER DRIVE
OROVILLE, CA 95965
RETURN SERVICE REQUESTED