Butte County JOBS

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

FEBRUARY 2009

Lake Oroville
Butte County
Photo by
Aaron Quin

Department of Employment and Social Services	
Assistant Director, Employment and Social Services	**2**
Social Worker, Associate	**2**
Social Worker	***2***
Social Worker, Senior	***2***

DEPARTMENT OF HUMAN RESOURCES

County Administration Building
25 County Center Drive, Suite 215
Oroville, CA 95965

(530) 538-7651
TTY/TDD: (530) 538-6833

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

Application Fax Line: (530) 538-7790

Email: personnel@buttecounty.net

www.buttecounty.net/personnel

ASSISTANT DIRECTOR, EMPLOYMENT & SOCIAL SERVICES

Summary: Under general direction, plans, organizes and directs the activities, programs and services of a branch of the Department of Employment & Social Services (DESS). Assures compliance of branch activities with Department goals and objectives, state and federal laws, and County policies and procedures.

Education, Experience, Certifications and Licenses (Minimum Requirements)

- Bachelor's degree in Social Work, Counseling, Business or Public Administration, Behavioral Sciences, or a related field;
- Five (5) years experience in a professional field, including three (3) years supervisory or management experience in public/private social service related field, including three (3) years supervisory experience.
- Valid State of California driver's license may be required.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

A Supplemental Questionnaire for Assistant Director, Employment and Social Services must also be submitted by closing date (2/27/9). Questionnaire may be found at the Butte County website (www.buttecounty.net/personnel).

Bi-Weekly Salary	$3,615.20 - $4,844.72
Monthly Equivalent	$7,833 - $10,497
Recruitment Number	095301005
Filing Period	02/02/09 – 02/27/09

SOCIAL WORKER, ASSOCIATE

Summary: Under close supervision, carries a caseload in child or adult services including Child Welfare and Child Protective Services, In-home supportive Services and Adult Protective Services. Provides support and case management services to these at-risk populations in Butte County.

Education, Experience, Certifications and Licenses (Minimum Requirements)

- Master's Degree in Social Work, OR
- Bachelor's degree in Social Work, Counseling, Behavioral Sciences or a related field. Upcoming graduates may supply a letter from their attending university stating impending graduation date and verification of credits needed for graduation, which will allow placement on list of eligibles. Actual hiring of position will not occur until after graduation date.
- Valid State of California driver's license may be 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.

Bi-Weekly Salary	$1,366.67 - $1,831.48
Monthly Equivalent	$2,961 - $3,968
Recruitment Number	095336006
Filing Period	02/02/09 – 02/27/09

SOCIAL WORKER

Summary: Under close supervision, carries a select and difficult caseload in child or adult services including Child Welfare and Child Protective Services, In-home supportive Services and Adult Protective Services. Provides professional assessments, and support and case management services to these at-risk populations in Butte County.

Education, Experience, Certifications and Licenses (Minimum Requirements)

- Masters degree in Social Work, OR;
- Bachelor's degree in Social Work, Counseling, Behavioral Sciences or a related field with one (1) year of work experience in social services working with children and/or adults, or one (1) year experience performing duties comparable to an Employment Case Manager in a California county welfare department.
- Internship from an accredited college or university within the social service field, upon completion of one (1) year, may be substituted for 6 months of social casework experience required.
- Valid State of California driver's license may be 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.

Bi-Weekly Salary	$1,435.86 - $1,924.20
Monthly Equivalent	$3,111 - $4,169
Recruitment Number	095335007
Filing Period	02/02/09 – 02/27/09

SOCIAL WORKER, SENIOR

Summary: Under general supervision, carries a select and difficult caseload in child or adult services including Child Welfare and Child Protective Services, In-home Supportive Services and Adult Protective Services. Provides professional assessments and support and case management services to these at-risk populations in Butte County.

Education, Experience, Certifications and Licenses (Minimum Requirements)

- Masters degree in Social Work; OR,
- Bachelor's degree in Social Work, Counseling or Behavioral Sciences or related field. with three (3) years work experience performing protective services for children, adults or families.
- Internship from an accredited college or university within the social service field, upon completion of one (1) year, may be substituted for six (6) months of social casework experience required.
- Valid State of California driver's license may be 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.

Bi-Weekly Salary	$1,584.92 - $2,123.95
Monthly Equivalent	$3,434 - $4,602
Recruitment Number	095333008
Filing Period	02/02/09 – 02/27/09

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 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.

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. 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 *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.**

The Butte County Job Application with a revision date of 03/2008 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 original 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.

DEPARTMENT OF HUMAN RESOURCES
COUNTY OF BUTTE
25 COUNTY CENTER DRIVE
OROVILLE, CA 95965
RETURN SERVICE REQUESTED