

Butte County JOBS

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

July 2009

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Remember 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.



Lupin Meadow, Butte County
 Photo Courtesy of Rob McConnell

ASSISTANT DIRECTOR, EMPLOYMENT AND 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:

- Bachelor's degree in Public Administration, Business Administration, Business Management, Social Sciences, or a related field;
- Five (5) years experience in a professional field, including three (3) years supervisory or management experience in a public/private social service related field. A Bachelor's degree in a field not listed above may be substituted with an additional two (2) years experience working in the Butte County Department of Employment & Social Services.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.
- **Supplemental questionnaire must be completed and attached to the application at time of submission.**

Bi-Weekly Salary	\$3,615.20 - \$4,844.72
Monthly Equivalent	\$7,833 - \$10,497
Recruitment Number	095301058
Filing Period	07/01/09 - 07/31/09

PROGRAM MANAGER, CLINICAL SERVICES

Summary: Under limited supervision, manages clinical programs and staff providing behavioral health treatment services to county residents.

Education, Experience, Certifications and Licenses (Minimum Requirements)

- Master's degree in Social Work, Counseling, Psychiatric Nursing, or a PhD. or PsyD in Psychology, and three (3) years licensed professional experience in behavioral science, including one (1) year of supervisory experience. One (1) year of experience in Butte County preferred.
- Must be licensed to practice by the California Board of Behavioral Sciences, remain active with all annual licensing requirements, and maintain a clear criminal record.
- Valid State of California driver's license is required.

Bi-Weekly Salary	\$2,295.46 - \$3,076.13
Monthly Equivalent:	\$4,973 - \$6,665
Recruitment Number	094105060
Filing Period	06/25/09 - 07/31/09

SENIOR PROGRAM MANAGER, CLINICAL SERVICES

Summary: Under limited supervision, manages multiple clinical programs providing County-wide behavioral health treatment services; analyzes community needs and designs strategies to prioritize programs and services to best meet the community needs.

Education, Experience, Certifications and Licenses (Minimum Requirements)

- Master's degree in Social Work, Counseling, Psychiatric Nursing, or a PhD. or PsyD in Psychology.
- Five (5) years licensed professional experience in behavioral science, including three (3) years supervisory experience. One (1) year of experience in Butte County preferred.
- Must be licensed to practice by the California Board of Behavioral Sciences, remain active with all annual licensing requirements, and maintain a clear criminal record.
- Valid State of California driver's license is required.

Bi-Weekly Salary	\$2,533.75 - \$3,395.47
Monthly Equivalent	\$5,490 - \$7,357
Recruitment Number	094104061
Filing Period	06/25/09 - 07/31/09

PSYCHIATRIC TECHNICIAN

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

Education, Experience, Certifications and Licenses (Minimum Requirements)

- Psychiatric Technician Certification or Licensed Vocational Nurse, and one (1) year of experience assisting in patient care. Associate's Degree in Social or Behavioral Sciences preferred.
- Must be licensed to practice as a Psychiatric Technician or Licensed Vocational Nurse by the California Board of Behavioral Sciences, remain active with all annual licensing requirements, and maintain a clear criminal record.
- Valid State of California Driver's license may be required. (cont. next column)

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	\$1,300.82 - \$1,743.22
Monthly Equivalent	\$2,818 - \$3,777
Recruitment Number	094155062
Filing Period	07/01/09 - 07/31/09

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.

Education, Experience, Certifications and Licenses (Minimum Requirements)

- 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.
- 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	094134059
Filing Period	07/01/09 - 07/31/09

ACCOUNTANT

Summary: Under general supervision, performs a variety of accounting functions in the maintenance of financial and accounting records for budgets, grants, special funds, and departments.

Education, Experience, Certifications and Licenses (Minimum Requirements)

- Associate's degree in Accounting, Public Administration, Business Administration, or a related field.
- Two (2) years professional accounting, fiscal or statistical recordkeeping experience, and one (1) year computer experience. Bachelor's Degree in Public Administration, Business Administration, or a related field may substitute for the accounting, fiscal, or statistical recordkeeping experience.
- 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	\$1,471.76 - \$1,972.30
Monthly Equivalent	\$3,189 - \$4,273
Recruitment Number	091043057
Filing Period	07/01/09 - 07/31/09

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.

Job minimum qualifications may require an educational degree, certification, registration, or licensing. With the updated Butte County job application (3/2008), 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.