Butte County JOBS

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

September 2009

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Rainy Day in Butte County
Photo Courtesy of Aaron Quin

You must include copies of transcripts and/or diplomas, licenses, certifications, etc. (see Education and Training section on job application) if required by the minimum qualifications.

CHIEF ADMINISTRATIVE OFFICER (CAO)

The County of Butte is currently recruiting for the position of Chief Administrative Officer (CAO). Interested applicants should apply on line at: www.bobmurrayassoc.com.

If you have any questions regarding this opportunity, please contact:

Bob Murray
Bob Murray and Associates
(916) 784-9080

BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

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

ASSISTANT DIRECTOR - HUMAN RESOURCES
- Charles 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. Beginning today, applicants will be 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!

ADMINISTRATIVE ANALYST, ASSOCIATE

Summary: Under general supervision, performs administrative work and a variety of support functions to assist department management in processing budgets, grants, administrative, and management issues.

Education, Experience, Certifications and Licenses (Minimum Requirements)

► **All Applicants**

- High school diploma or equivalent GED certificate.
- Four (4) years experience in fiscal, administrative, human resources, or management analysis. Associate's degree in Public Administration, Business Administration, Behavioral or Social Sciences, or a related field may substitute for three (3) years of experience.
- Valid State of California driver's license may be required.

Exception:

► **Current Butte County Employees** working as an Administrative Assistant or Administrative Assistant, Senior as of February 8, 2005 may be considered as qualifying with the following:

- Two (2) years experience in Butte County performing the duties of an Administrative Assistant or Administrative Assistant, Senior.
- Valid State of California driver's license may be required.
- This provision will expire 12/31/10.

Bi-Weekly Salary	$1,546.26—$2072.14
Monthly Equivalent:	$3,350—$4,490
Recruitment Number	091028080
Filing Period	09/01/09—09/25/09

ADMINISTRATIVE ANALYST

Summary: Under general supervision, performs analytical work to assist department management in resolving budget, administrative, and management issues; develops recommendations and write reports.

Education, Experience, Certifications and Licenses:

► **All Applicants**

- Associate's degree in Public Administration, Business Administration, Behavioral or Social Sciences, or a related field.
- Two (2) years experience in fiscal, administrative, human resources, or management analysis. One (1) year of experience in Butte County preferred.
- Valid State of California driver's license may be required.
- Employees hired into this classification may be required to file statements of economic interest with the Butte County Clerk/Recorder.

Exception:

► **Current Butte County Employees** working in the Administrative Analyst series as of

- One (1) year experience in Butte County performing the duties of an Administrative Analyst, Associate.
- Valid State of California driver's license may be required.
- This provision will expire 12/31/10.

Bi-Weekly Salary	$1706.79—$2,287.26
Monthly Equivalent	$3,698—$4,956
Recruitment Number	091026081
Filing Period	09/01/09—09/25/09

BEHAVIORAL HEALTH EDUCATION SPECIALIST, ASSOCIATE

Summary: Under close supervision, provides outreach services and promotes community awareness of Behavioral Health issues and programs; educates Butte County citizens on health and wellness issues, and assists in accessing community services.

Education, Experience, Certifications and Licenses (Minimum Requirements)

- Associate's degree in Behavioral Health, Health Education, or related field.
- Valid State of California driver's license is required.

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

Bi-Weekly Salary	$1,366.67—$1,831.48
Monthly Equivalent	$2,961—$3,968
Recruitment Number	094175084
Filing Period	09/01/09—09/25/09

BEHAVIORAL HEALTH EDUCATION SPECIALIST

Summary: Under general supervision, provides outreach services and promotes community awareness of Behavioral Health issues; educates Butte County citizens on health and wellness issues, and assists in accessing community services.

Education, Experience, Certifications and Licenses (Minimum Requirements)

- Associate's degree in Behavioral Health, Health Education, or related field; and one (1) year of experience in behavioral health.
- Valid State of California driver's license is required.

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

Bi-Weekly Salary	$1,471.76—$1,972.30
Monthly Equivalent	$3,189—$4,273
Recruitment Number	094174085
Filing Period	09/01/09—09/25/09

OFFICE ASSISTANT

Summary: Under close supervision, performs a variety of clerical office, receptionist, and office assistance duties to create, store, retrieve and archive files and records; updates computer database as directed, and assures the accuracy of the filing systems; provides information and assistance to customers.

Education, Experience, Certifications and Licenses (Minimum Requirements)

- High school diploma or GED equivalent and one (1) year of customer service experience. 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 the required 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	$793.84—$1,063.83
Monthly Equivalent	$1,720—$2,305
Recruitment Number	091057082
Filing Period	09/01/09—09/18/09

SUPERVISOR, SOCIAL WORK

Summary: Under general supervision, supervises Social Service Aides, Social Workers and Senior Social Workers who carry 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.

Education, Experience, Certifications and Licenses (Minimum Requirements)

- Bachelor's degree in Social Work, Counseling, Public or Business Administration, or Behavioral Sciences or related fields and four (4) years work experience performing increasingly responsible social work duties in a public or private social work agency; **OR**
- Master's degree in Social Work, Counseling, Public or Business Administration, or Behavioral Sciences or related fields, and two (2) years work experience performing increasingly responsible social work duties in a public or private social work agency.
- 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.

Bi-Weekly Salary	$1,838.03—$2,463.14
Monthly Equivalent	$3,982—$5,337
Recruitment Number	095331083
Filing Period	09/01/09—09/25/09

DEPUTY SHERIFF

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.

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
Recruitment Number	096816078
Filing Period	Continuous

DEPUTY SHERIFF (LATERAL APPLICANTS ONLY)

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.**

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 (Lateral)	096816079
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 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 12:00 a.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.

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