

# Butte County JOBS

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

## December 2010

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Snowy Ranch  
Photo Courtesy of Peggy Moak

Butte County is currently accepting applications for the position of ***Supervisor, Payroll*** within the Human Resources Department. For additional information on this career opportunity including salary, filing date and requirements for the position, please turn to page 4.

# BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

## ***DIRECTOR – HUMAN RESOURCES***

- **Brian Ring**, (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

## ***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 Ordinance, Classification and Compensation Surveys, Departmental Website

## ***HUMAN RESOURCES ANALYST***

- **Connie Meahan**, (530) 538-6945  
Bilingual Certification, Background Investigations, Recruitment & Selection

## ***HUMAN RESOURCES SPECIALIST, SENIOR***

- **Kimberly Lewis**, (530) 538-6946  
Recruitment Support, Applicant Data Entry

## ***HUMAN RESOURCES SPECIALIST***

- **Rebecca Worley**, (530) 538-7239  
Employee Personnel Documents, Personnel Files

## ***HUMAN RESOURCES SPECIALIST***

- **Raeshell Forrester**, (530) 538-7781  
Employee Benefits, New Hire Orientation, COBRA

## ***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

## ***OFFICE SPECIALIST***

- **Karen Pappalardo**, (530) 538-7651  
Front Desk Reception

## ***ADMINISTRATIVE ANALYST***

- **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
- **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 Cales, 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](mailto:personnel@buttecounty.net)

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

**Fax Line:** (530) 538-7790

**Website:** [www.buttecounty.net/personnel](http://www.buttecounty.net/personnel)

# NEOGOV IS COMING!!!

***The Butte County Department of Human Resources is excited to announce the anticipated launch of its new online application tracking system, NEOGOV.***

**In the upcoming months the Department of Human Resources will be working towards the implementation of a new and improved online job application system that will provide applicants a more user friendly way of applying for job opportunities within Butte County.**

**In anticipation of this exciting upgrade to our online application system, we recommend getting a head start by creating a new user account prior to the implementation of NEOGOV. You can create your new NEOGOV profile by going to <http://www.governmentjobs.com/index.cfm> and clicking on the “Career Seekers” tab at the top of the screen. Creating an account with NEOGOV will take a small amount of time on the front end of the application process, however once you have your information input into the system, it will remain there for as long as you have your account (unless you would like to edit or change your information).**

**NEOGOV is a nationwide online application system, meaning that once you have created a new account and are in the system, you will be able to apply with any agency that uses NEOGOV without having to re-enter your information. If you already have an account with NEOGOV from a different agency, you *will not* need to create another account.**

**\*\*Once the migration to NEOGOV takes place if you have applied for a County job in the past using the current online application system, your information will not transfer over to the new system.\*\***

**We will be “going live” with this new product on January 1, 2011. Please note that on that date you will no longer be able to login into the current online application system. All new applications will be submitted using the NEOGOV system.**

**Questions and/or comments about this change can be sent directly Aaron Quin at [aquin@buttecounty.net](mailto:aquin@buttecounty.net), Sheri Waters at [swaters@buttecounty.net](mailto:swaters@buttecounty.net) or Connie Meahan at [cmeahan@buttecounty.net](mailto:cmeahan@buttecounty.net). Please put “NEOGOV” in the subject line.**

## SUPERVISOR, PAYROLL

Bi-Weekly Salary	\$1,950.01—\$2,613.21
Monthly Equivalent	\$4,225—\$5,662
<b>Recruitment Number</b>	101320176
<b>Filing Period</b>	12/01/10—12/30/10

### Requirements:

- Graduation from a four year college or university with major coursework in Business, Finance, Human Resources, Public Administration or a closely related field, **AND** four (4) years of professional level experience in the maintenance of detailed and complex payroll and personnel records. One (1) year of supervisory or lead experience required. At least one (1) year of experience in a public agency setting is desirable.
- 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.

**Responsibilities:** Under direction of the Director of Human Resources, plans, organizes and manages the administrative and technical aspects of the county's centralized payroll system; designs and implements payroll procedures in compliance with federal and state laws, and memoranda of understanding; participates in labor negotiations to the extent necessary to assure salary and benefit implementation in the payroll system; manages Payroll Division of the Human Resources Department.

This single incumbent position reports to the Director or Assistant Director of Human Resources and is distinguished by its responsibility for the management of employees in all phases of the work involved in disbursements of county payroll and employee benefits, as well as the maintenance of county-wide payroll records.

## EQUIPMENT MECHANIC, ASSISTANT

<b>Bi-Weekly Salary</b>	\$1,149.73 — \$1,540.74
<b>Monthly Equivalent</b>	\$2,491 — \$3,338
<b>Recruitment Number</b>	104508174
<b>Filing Period</b>	12/01/10 — 12/22/10

### Requirements:

- High school diploma or equivalent GED certificate.
- One (1) year of experience in vehicle and equipment servicing or maintenance.
- Valid State of California class "A" commercial driver's license is required.

**Responsibilities:** Under close supervision, performs preventive maintenance inspections and routine services on vehicles, and performs minor adjustments and repairs, as necessary.

**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.

## DEPUTY COUNTY CLERK I

Bi-Weekly Salary	\$876.26—\$1,174.27
Monthly Equivalent	\$1,899—\$2,544
<b>Recruitment Number</b>	101135177
<b>Filing Period</b>	12/01/10—12/22/10

### Requirements:

- High school diploma or equivalent GED certificate.
- One (1) year of experience in researching and/or processing documents in accordance with laws, codes, and/or other regulations in a legal, governmental, real estate or financial services environment. An Associate's of Arts or Bachelor's degree in Business Administration, Computer Science, Geography, History, Political Science, Public Administration, Law or related field may be substituted for the required work experience.

**Responsibilities:** Under close supervision, performs a variety of functions relative to the County Clerk's Office including registering voters, conducting elections and the processing of voter registration, elections and legal documents; performs a variety of technical and general assignments, which include maintaining the voter registration and elections databases and related software; evaluates voter registration and elections data and information; and generates maps and reports as requested; collects and reconciles various fees and taxes received by the office; performs historical research of various public records, and performs related duties as 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.

## ENGINEERING TECHNICIAN, ASSISTANT

<b>Bi-Weekly Salary</b>	\$1,435.86 — \$1,924.20
<b>Monthly Equivalent</b>	\$3,111 — \$4,169
<b>Recruitment Number</b>	104325172
<b>Filing Period</b>	12/01/10 — 12/22/10

### Requirements:

- High school diploma or equivalent GED certificate.
- Two (2) years of experience in land surveying, inspection, engineering or construction. Successful completion of thirty (30) semester units from an accredited college or university in Engineering or Drafting or related field may substitute for one (1) year of the required experience.
- Valid State of California driver's license is required.

**Responsibilities:** Under close supervision, performs a variety of entry-level paraprofessional civil engineering and surveying work.

**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.

## ENGINEERING TECHNICIAN, ASSOCIATE

<b>Bi-Weekly Salary</b>	\$1,584.92 — \$2,123.95
<b>Monthly Equivalent</b>	\$3,434—\$4,602
<b>Recruitment Number</b>	104324173
<b>Filing Period</b>	12/01/10 — 12/22/10

### Requirements:

- High school diploma or equivalent GED certificate.
- Four (4) years of experience in surveying, engineering, road, or construction inspection. Successful completion of sixty (60) semester units from an accredited college or university in Engineering or Drafting or related field may substitute for two (2) years of the required experience.
- Valid State of California driver's license is required.

**Responsibilities:** Under general supervision, performs journey-level paraprofessional civil engineering and surveying work.

**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.

## HEAVY EQUIPMENT MECHANIC

<b>Bi-Weekly Salary</b>	\$1,333.34 — \$1,786.80
<b>Monthly Equivalent</b>	\$2,889 — \$3,871
<b>Recruitment Number</b>	104506175
<b>Filing Period</b>	12/01/10 — 12/22/10

### Requirements:

- High school diploma or equivalent GED certificate.
- Three (3) years of experience in general automotive, heavy equipment repair, and maintenance.
- Within one (1) year from the date of hire, must possess and maintain a valid State of California class "A" commercial driver's license with air brake, tanker, and standard transmission endorsement.

**Responsibilities:** Under the general supervision, performs complex maintenance and repair work on vehicles, equipment and other motorized machinery.

**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.



Creek Freeze  
Photo Courtesy of Peggy Moak

**PROGRAM ADMINISTRATOR, CALIFORNIA CHILDREN'S SERVICES**

Bi-Weekly Salary	\$2,533.75 — \$3,395.47
Monthly Equivalent	\$5,490 — \$7,357
<b>Recruitment Number</b>	104042167
<b>Filing Period</b>	11/08/10 — 12/10/10

**Requirements:**

- Bachelor's degree, Master's degree preferred, preferably in a health-related field.
- Three (3) years of administrative experience, preferably in a health-related setting, that included one (1) year of supervision.
- Valid State of California driver's license may be required.

**Responsibilities:** Under limited supervision, plans, manages and supervises California Children's Services (CCS) administrative, case management, claims and medical therapy unit program staff and functions for the County; assures compliance with state and federal regulations and Children's Medical Services (CMS) program standards; improves local CCS program while maintaining fiscal accountability. This single-incumbent classification manages staff, services, service providers, and compliance to policy. Reports to the Division Director.

**PSYCHIATRIST**

<b>Bi-Weekly Salary</b>	\$5,447.56 — \$7,300.26
<b>Monthly Equivalent</b>	\$11,803 — \$15,817
<b>Recruitment Number</b>	104125102
<b>Filing Period</b>	Continuous (open until filled)

**Requirements:**

- Medical Doctor's degree required, and a valid Physician and Surgeon Certificate issued by the State of California Board of Medical Examiners.
- Must possess or be eligible for certification by the American Board of Psychiatry as a Psychiatrist; must remain active with all annual licensing requirements, and maintain a clear criminal record.
- Valid State of California driver's license may be required.

**Responsibilities:** Under general direction, provides clinical assessments and treatment services to alleviate suffering in clients with behavioral health disorders. Plans and carries out assignments independently; interaction with the supervisor is typically to receive daily or weekly assignments, prioritize workload and exchange opinions on work related matters. Reports to Assistant Director or Program Manager.

**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.

**INVESTIGATOR II**

Bi-Weekly Salary	\$1,874.95—\$2,638.25
Monthly Equivalent	\$4,062—\$5,716
<b>Recruitment Number</b>	107016168
<b>Filing Period</b>	Continuous

**Requirements:**

- Minimum of (45) semester units/ (68) quarter units earned for course work completed through a college or university accredited by an accrediting body recognized by the U.S. Department of Education or from an institution authorized to award degrees pursuant to Section 94900 of the California Education Code.
- Three (3) years of full-time investigative experience gained during employment as a California peace officer defined under Sections 830.1, 830.2, 830.3, 830.32, 830.33, or 830.35 of the California Penal Code, **OR** at least two (2) years of full-time investigative experience gained during employment as an Investigator or Inspector for a California District Attorney's Office.
- Possession of a valid and current Basic Certificate awarded by the California Commission on Peace Officers Standards and Training. Individuals with expired certificates may apply, but must possess a valid certificate prior to appointment.
- Must possess valid State of California driver's license, and successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

**Responsibilities:** Under general supervision, investigates and resolves assigned cases, coordinates with prosecuting attorneys to prepare cases for trial, and enforces state laws.

## DEPUTY SHERIFF AND DEPUTY SHERIFF (LATERAL)

Bi-Weekly Salary	\$1,538.86—\$2,165.34
Monthly Equivalent	\$3,334—\$4,692
Deputy Sheriff	106816129
Deputy Sheriff ( <b>Lateral</b> )	106816131
<b>Filing Period</b>	Continuous

**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 equivalent.
- 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 possess 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.**
- **Additional qualifications for Cadet applicants: 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).

## CORRECTIONAL OFFICER (LATERAL, CORE AND POST)

Bi-Weekly Salary	\$1,450.22—\$1,943.44
Monthly Equivalent	\$3,142—\$4,211
Correctional Officer ( <b>Lateral</b> )	106825036
Correctional Officer ( <b>POST Certified</b> )	106825034
Correctional Officer ( <b>CORE Certified</b> )	106825035
<b>Filing Period</b>	Continuous

**Responsibilities:** 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 GED equivalent.
- 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.

# 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](http://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.