Butte County JOBS

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

June 2010

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Photo Courtesy of Aaron Quin

Butte County is currently accepting applications for the position of ***Program Manager, Animal Control*** within the Department of Public Health. For additional information on this excellent career opportunity including salary, filing date, benefits and requirements for the position, please turn to page 3.

BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

INTERIM DIRECTOR – HUMAN RESOURCES
- **Jan Christofferson**, (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
- **Paula Chenoweth** (530) 538-6947
  Recruitment & Selection

HUMAN RESOURCES SPECIALIST, SENIOR
- **Kimberly Lewis**, (530) 538-6946
  Recruitment Support, Applicant Data Entry, Employee Benefits, New Employee Orientation, COBRA

HUMAN RESOURCES SPECIALIST
- **Rebecca Worley**, (530) 538-7239
  Employee Personnel Documents, Personnel Files, Employee Benefits, New Employee 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

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

MEDICAL DIRECTOR

Annual Salary	Salary range: $211,584 — $259,000
Recruitment Number	104116044
Filing Period	04/19/10—06/25/10 (filing period extended)

Requirements:

- 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.

Responsibilities: 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.

Additional Information:

For additional information about this recruitment including benefits and how to apply, please visit our website at www.buttecounty.net/personnel for a complete downloadable flyer.

PROGRAM MANAGER, ANIMAL CONTROL

Bi-Weekly Salary	$2,131.56 — $2,856.49
Monthly Equivalent	$4,618 — $6,189
Recruitment Number	104014073
Filing Period	05/12/10 — 06/11/10

The Position:

Under general direction, plans, organizes, develops, coordinates, manages, and supervises the planning and ongoing activities of the Animal Control Division within the Public Health Department. This includes enforcement of all ordinances related to the care and keeping of animals, managing staff, preparing and administering the division budget, coordinating and monitoring the County's contracts for animal sheltering and treatment activities, administrative and program duties required for a successful program, and other duties as required.

The incumbent in this class reports directly to the Public Health Director and is primarily responsible for managing the County's animal services and animal licensing operations. The incumbent also coordinates the County's contract for animal sheltering. This class is a member of the department supervisors' team and responsibilities include the direct supervision of staff as assigned.

Requirements:

- Completion of an Associate of Arts degree with coursework in animal behavior, police science, public administration or a closely related field.
- Four (4) years of progressively responsible administrative/managerial experience, including the enforcement of animal control regulations, and one (1) year of supervision. Completion of a Bachelors degree from an accredited school or university in one of the following areas may substitute for one (2) years experience excluding the supervision requirement: Veterinary Science/Technology, Animal Science, Agricultural Science, Biology, Organizational Development, Business Management, Health Services Management, Health Administration, Public Administration, Business Law, or a closely related field.

PSYCHIATRIST

Bi-Weekly Salary	**$5,447.56—$7,300.26**
Monthly Equivalent	**$11,803—$15,817**
Recruitment Number	**104125045**
Filing Period	**04/19/10—06/25/10 (filing period extended)**

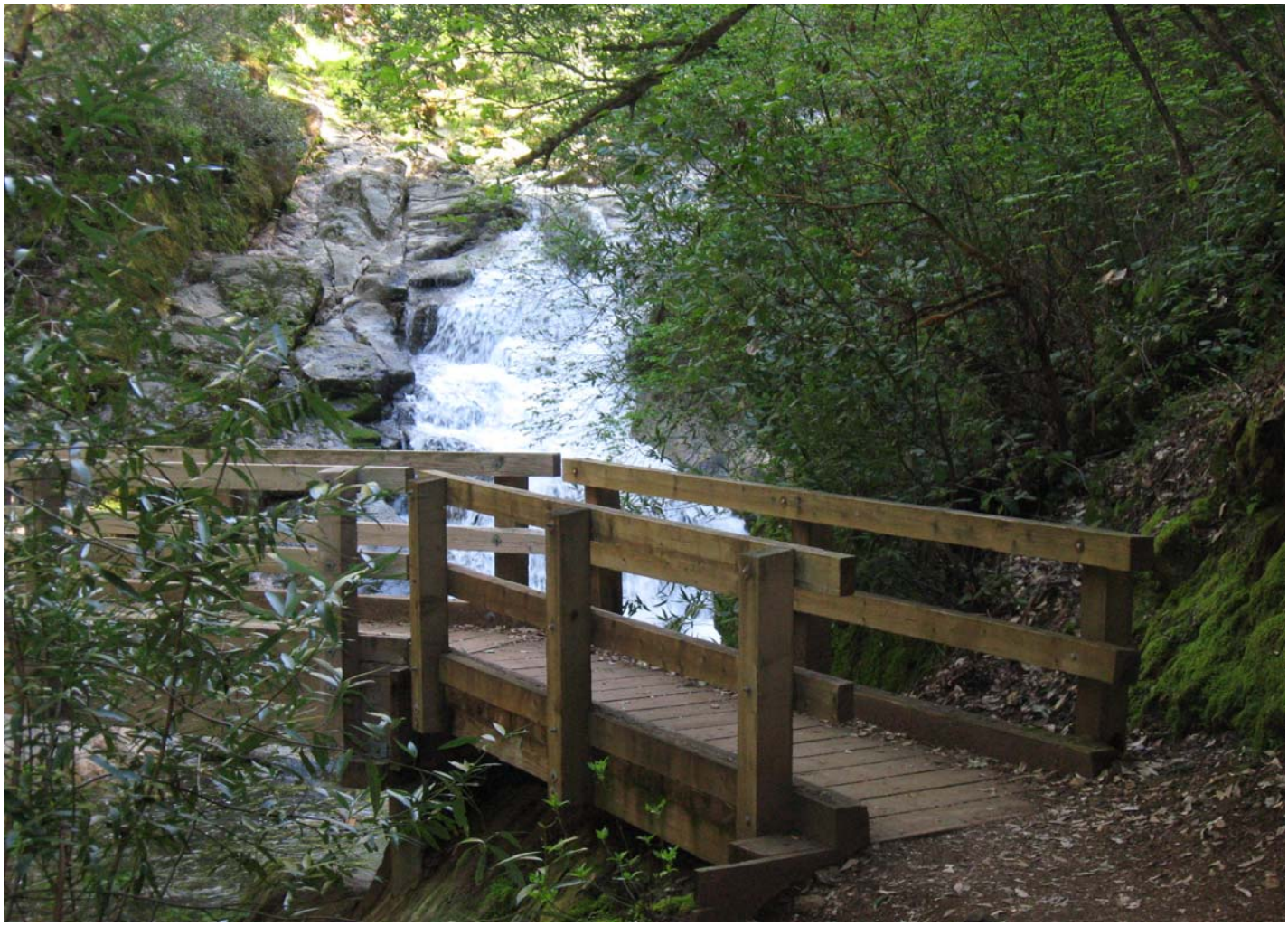
The Position:

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.

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.

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.



Frey Creek on Feather Falls Trail
Photo Courtesy of Aaron Quin

ACCOUNTANT, SENIOR

Bi-Weekly Salary	$1,584.92 — $2,123.95
Monthly Equivalent:	$3,434 — $4,602
Recruitment Number	101042075
Filing Period	06/01/10 — 06/25/10

Requirements:

- Bachelor's degree in Accounting, Public Administration, Business Administration, or a related field.
- One (1) year professional accounting, fiscal, or statistical recordkeeping experience and one (1) year computer experience; one (1) year of experience in Butte County preferred.
- Valid State of California driver's license may be required.

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

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.

PROBATION OFFICER I

Bi-Weekly Salary	$1,333.34 — $1,786.80
Monthly Equivalent	$2,889 — $3,871
Recruitment Number	105515076
Filing Period	06/01/10 — 06/25/10

Requirements:

- Bachelor's degree in Criminology, Social or Behavioral Sciences, or related field.
- Valid State of California driver's license is required.
- Must obtain and maintain a valid California 832 Peace Officer Certificate.
- Probation Officers may be armed in the course of their duties, and must pass a stringent background investigation, including a written and oral psychological examination and a medical evaluation.

Exception:

►**Current Butte County Employees** classified in the Probation Technician series or Juvenile Hall Counselor series as of *February 05, 2005* may be considered qualifying with the following:

- 60 units 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; **and** two (2) years full time experience in a criminal justice field performing duties that include substantial case management or supervision of adults or adolescent youths.

Responsibilities: Under close supervision, acts as an officer of the court and conducts the daily operation and functions of rehabilitative services; controls and monitors the movement of probationers; enforces the terms and conditions of probation; physically restrains and arrests violators; prepares a variety of reports for the court; and performs a variety of duties associated with the Probation department.

SUPERVISOR, JUVENILE HALL COUNSELOR

Bi-Weekly Salary	$1,838.03 — $2,463.14
Monthly Equivalent	$3,982 — $5,337
Recruitment Number	105523078
Filing Period	06/01/10 — 06/25/10

Requirements:

- Bachelor's of Arts or Bachelor's of Science degree 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 in the Social or Behavioral Sciences, or related field.
- Two (2) years of full time recent (within the last 10 years) paid experience in the County of Butte performing the duties of a Juvenile Hall Counselor II or an equivalent classification within the Probation Officer series; **OR** three (3) years of recent (within the last 10 years) experience involving the supervision, care, and leadership of juvenile groups in a juvenile hall type setting.
- Must obtain and maintain a valid California 832 Peace Officer Certificate.
- Must pass a stringent background investigation including fingerprinting, records checks, a written and oral psychological exam, and medical evaluation.
- Valid State of California driver's license is required.

Exception:

►**Current Butte County Employees** classified in the Juvenile Hall Counselor series as of *February 05, 2005* may be considered qualifying with the following:

- High school diploma or equivalent GED certificate.
- Twenty (20) 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.
- Two (2) years of full time recent paid experience in the County of Butte performing the duties of a Juvenile Hall Counselor II or equivalent class; **OR** three (3) years of experience involving the supervision, care, and leadership of juvenile groups in a juvenile hall type setting, at least one (1) year of which must be as a Butte County Juvenile Hall Counselor II or equivalent class.
- Must have a certificate from Standards and Training for Corrections (STC) Program's Juvenile Corrections Officer Core Course.
- Must have and maintain a valid California 832 Peace Officer Certificate.
- Must pass a stringent background investigation including fingerprinting, records checks, a written and oral psychological exam, and medical evaluation.
- A valid State of California driver's license is required.

Responsibilities: Under general supervision, coordinates counseling and behavior modification activities in Butte County Juvenile Hall; supervises Counselors to assure that effective and appropriate educational and detention services are provided for Juvenile Hall wards.

CORRECTIONAL OFFICER (LATERAL)

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.**

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)	106825036
Filing Period	Continuous

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 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 (CORE Certified)	106825035
Correctional Officer (POST Certified)	106825034
Filing Period	Continuous

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
Deputy Sheriff	106816059
Filing Period	Continuous

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 (Lateral)	106816060
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.