Butte County JOBS

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

August 2011

HR Staff Assignments and Contact Information	
Clerical	
Correctional Technician	4
Sheriff's Clerk II	4
General Services	
County Architect	3
Health and Social Services	
Certified Nurse Practitioner	6
Deputy Public Guardian/Public Administrator	5
Physical Therapist	5
Physical Therapist, Senior	5
Psychiatrist	5
Public Health Nurse, Associate (Bilingual: Spanish)	6
Public Health Nurse (Bilingual: Spanish)	6
Public Health Nurse, Senior (Bilingual: Spanish)	6
Probation	
Chief Probation Officer	3
Probation Officer I	4
Public Works	
Landfill Equipment Operator	4
Landfill Scale Attendant	4
Manager, Land Development	3
Safety/Investigation	
Investigator II	7
Deputy Sheriff	7
Deputy Sheriff (Lateral)	7
Public Safety Dispatcher	7
Public Safety Dispatcher-Lateral	7

Feather Falls Viewing Area
Photo Courtesy of Aaron Quin

Butte County is currently accepting applications for Chief Probation Officer. For additional information on this career opportunity including salary, filing date and requirements for the position, please turn to page 3 and visit our website at www.buttecounty.net/personnel.

BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

DIRECTOR – HUMAN RESOURCES
- **Brian Ring**, (530) 538-7652

ASSISTANT DIRECTOR - HUMAN RESOURCES
- **Charlie Wilson**, (530) 538-6948

SUPERVISOR, PAYROLL
- **Yvette McMillan,** (530) 538-2837

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

SENIOR HUMAN RESOURCES ANALYST
- **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
- **Tracey Carpenter**, (530) 538-6946
  Recruitment Support, Applicant Data Entry, FMLA Support

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
- **Pam Lindquist**, (530) 538-7652
  Director's Calendar, Training Coordination/ Registration, Accounts Payable, Departmental Purchasing

OFFICE SPECIALIST, SENIOR
- **Leah Goodliffe**, (530) 538-7651
  Front Desk Reception

OFFICE ASSISTANT
- **Anna Guiles**, (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, Paid Family Leave, 4850 Payments/Workers Comp. Calcs, Union Dues, Special Pays

PAYROLL SPECIALIST
- **Spiros Banos**, (530) 538-6104
  Deferred Compensation, Back Wages Issues, Catastrophic Leave Donations

PAYROLL SPECIALIST
- **Jessica Driskill**, (530) 538-7570
  W4s, Time Card Corrections, Direct Deposit, SDI, Garnishments, Voluntary Furlough

PAYROLL SPECIALIST
- **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

CHIEF PROBATION OFFICER

Annual Salary	$121,792 — $148,856
Recruitment Number	110135098
Filing Period	07/22/11 — 08/19/11

Requirements:

- Seven (7) years of professional probation experience above the training level including at least four (4) years in a supervisory capacity within Probation.
- Graduation from a four (4) year accredited college or university with a major in one of the Social Science fields (Criminology, Psychology, Social Work, Sociology, Administration of Justice) or in a closely related field is required. Additional graduate training in the field of Criminology, Public Administration, Psychology, Sociology is highly desirable.
- A valid State of California Driver's license may be required.

Responsibilities:

Under the administrative direction of the Court and subject to policy guidelines issued by the Butte County Administrative Office and the Butte County Board of Supervisors, the Chief Probation Officer plans, coordinates and directs the work of the Adult and Juvenile Probation Department, Juvenile Hall, and the Victim Witness Program; coordinates the work of the department with other agencies; this is a peace officer position pursuant to Penal Code Section 830.5; and performs other related duties as required. The Chief Probation Officer is appointed by the Judges of the Superior Court of California, County of Butte.

Special Requirements:

Incumbents in this classification are designated as peace officers in accordance to section 830.5 of the Penal Code. As such, applicants must meet the standards stipulated in 830.5 of the Penal Code, as well as in Section 1029-1031.5 of California Government Code. Please review the job posting at www.buttecounty.net/personnel under the Employment Opportunities link for specific requirements for the position.

COUNTY ARCHITECT*

Bi-Weekly Salary	$3,087.13 — $4,137.05
Monthly Equivalent	$6,689 — $8,964
Recruitment Number	114604108
Filing Period	08/01/11 — 09/02/11

Requirements:

- A Bachelor's Degree in Architecture, Architectural Engineering or related field.
- Minimum of two (2) years architectural experience in building and site construction.
- Must possess and maintain a valid California registration as a Professional Architect; LEED or other professional certification preferred.
- Must be a current member and remain during employment a member in good standing of the American Institute of Architects (AIA).
- Must possess a State of California driver's license.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

Responsibilities:

Under limited direction, performs responsible, professional architectural project control on a variety of construction, modification and maintenance projects and studies for County buildings and facilities; reviews and analyzes architectural and engineering work of consulting firms; provides architectural and/or engineering design and related services; performs related work as assigned.

MANAGER, LAND DEVELOPMENT

Bi-Weekly Salary	$2,533.75 — $3,395.47
Monthly Equivalent	$5,490 — $7,357
Recruitment Number	114307105
Filing Period	08/01/11 — 08/26/11

Requirements:

- Bachelor's degree in Civil Engineering, Surveying, Public Administration or a closely related field.
- Five (5) years of professional experience involving the land development process including the design and construction of roads, bridges and related public works facilities, which included three (3) years supervisory experience.
- Registration as a Professional Civil Engineer with the State of California or registration as a Professional Land Surveyor by the State of California is desired.
- Possession of a valid State of California driver's license.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

Responsibilities:

Under limited supervision, plans, organizes and directs the activities of the Land Development Division. This classification is a management-level position; serves as a member of the department management team. Incumbent is required to perform a combination of difficult, complex and responsible functions within the Land Development Division. Reports to the Director or Assistant Director of Public Works.

CORRECTIONAL TECHNICIAN*

Bi-Weekly Salary	$1,161.22— $1,556.17
Monthly Equivalent	$2,516 — $3,372
Recruitment Number	116826103
Filing Period	08/01/11— 08/26/11

Requirements:

- High School diploma or equivalent GED certificate; public service and computer experience preferred.
- Ability to type 40 net words per minute.
- Must pass a background investigation.
- Valid State of California driver's license is required.

NOTE: Possession of a recent (less than one year old) valid certificate as proof of typing skills at 40 net words per minute is required and must be attached to application at time of submission. Only typing certificates issued after identification has been verified will be accepted. On-line typing certificates are not valid.

Responsibilities:

Under general supervision, performs a variety of administrative duties related to the processing and disposition of inmate records. Participates in the booking and release of inmates; schedules court appearances; monitors security and processes visitors.

LANDFILL EQUIPMENT OPERATOR*

Bi-Weekly Salary	$1,269.09 — $1,700.70
Monthly Equivalent	$2,750 — $3,685
Recruitment Number	114345104
Filing Period	08/01/11 — 08/19/11

Requirements:

- Three (3) years experience operating heavy equipment.
- Valid State of California Class A Commercial driver's license is required.

Responsibilities:

Under general direction, operates large, heavy mobile equipment, performs routine maintenance, grades on-site roads and landfill surfaces, cleans and maintains equipment, and performs ground maintenance functions.

LANDFILL SCALE ATTENDANT*

Bi-Weekly Salary	$967.22 — $1,296.17
Monthly Equivalent	$2,096 — $2,808
Recruitment Number	114354106
Filing Period	08/01/11 — 08/19/11

Requirements:

- A high school diploma or GED equivalent certificate.
- One (1) year experience in clerical recordkeeping.
- A State of California driver's license may be required.

Responsibilities:

Under general direction, performs general gate keeping duties for the County Landfill, checks and weighs materials, and checks incoming loads for hazardous and prohibited materials.

SHERIFF'S CLERK II*

Bi-Weekly Salary	$991.41 — $1,328.58
Monthly Equivalent	$2,148 — $2,879
Recruitment Number	116846102
Filing Period	08/01/11 — 08/19/11

Requirements:

- High school diploma or equivalent GED certificate.
- One (1) year of public service and computer experience preferred.
- Requires the ability to type 40 net words per minute.
- A valid State of California driver's license is required and must be able to pass a thorough background investigation.

NOTE: Possession of a recent (less than one year old) valid certificate as proof of typing skills at 40 net words per minute is required and must be attached to application at time of submission. Only typing certificates issued after identification has been verified will be accepted. On-line typing certificates are not valid.

Responsibilities:

Under close supervision, provides information and assistance to the general public; performs a variety of routine clerical services to the Sheriff's Department.

PROBATION OFFICER I

Bi-Weekly Salary	$1,333.34 — $1,786.80
Monthly Equivalent	$2,889 — $3,871
Recruitment Number	115515107
Filing Period	08/01/11 — 08/19/11

Requirements:

- Bachelor's degree in Criminology, Social or Behavioral Sciences, or related field.
- Must possess a valid State of California driver's license.
- 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.

DEPUTY PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

Bi-Weekly Salary	$1,435.86 — $1,924.20
Monthly Equivalent	$3,111 — $4,169
Recruitment Number	115375110
Filing Period	08/01/11 — 08/31/11

Requirements:

- Bachelor's degree in Business Administration or Social Sciences.
- One (1) year experience in financial, business or social services.
- 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 the required social casework 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.

Responsibilities:

Under close supervision, investigates the medical, psychological, financial and social backgrounds of clients referred for conservatorship; monitors the personal and financial affairs of conservatees; arranges for delivery of community support services for elderly, mentally impaired or physically disabled wards; provides case management for conservatees to assure their safety in the least restrictive environment. In this classification, incumbents learn to manage a caseload of complex legal, financial and social services casework functions.

PHYSICAL THERAPIST*

Bi-Weekly Salary	$1,931.08—$2,587.83
Monthly Equivalent	$4,184 — $5,607
Recruitment Number	114049008
Filing Period	Continuous

Requirements:

- Bachelor's degree in Physical Therapy.
- Must have possession of a valid Certificate of Registration as a Physical Therapist issued by the Board of Medical Examiners of the State of California, and remain active with all annual licensing requirements.
- Must possess a valid State of California driver's license.
- Must be able to pass a pre-employment physical.

Responsibilities:

Under limited supervision, performs patient care therapy services in the treatment of children and adults with special health care needs in clinic settings to support the goals of the Public Health Department.

PHYSICAL THERAPIST, SENIOR*

Bi-Weekly Salary	$2,131.56—$2,856.49
Monthly Equivalent	$4,618 — $6,189
Recruitment Number	114071009
Filing Period	Continuous

Requirements:

- Bachelor's degree in Physical Therapy, and three (3) years therapy experience, preferably in a rehabilitation setting. Two (2) years of experience in a program providing therapy to children with special orthopedic or neuromuscular needs preferred.
- Must have possession of a valid Certificate of Registration as a Physical Therapist issued by the Board of Medical Examiners of the State of California, and remain active with all annual licensing requirements.
- Must possess a valid State of California driver's license.

Responsibilities:

Under general supervision, plans and administers physical therapy services in the treatment of physically handicapped clients in a clinic, classroom, or home setting.

PSYCHIATRIST*

Bi-Weekly Salary	$5,447.56 — $7,300.26
Monthly Equivalent	$11,803 — $15,817
Recruitment Number	114125007
Filing Period	Continuous

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.

PUBLIC HEALTH NURSE, ASSOCIATE*
(Bilingual: Spanish)

Bi-Weekly Salary	$1,749.46 — $2,344.46
Monthly Equivalent	$3,790 — $5,080
Recruitment Number	114047028
Filing Period	Continuous

Requirements:

- Bachelor's degree in Nursing.
- Must be licensed as a Registered Nurse, hold a Public Health Nurse Certificate from the State of California, and remain active with all annual licensing requirements.
- Applicants who have recently graduated from a Baccalaureate Nursing program, and have not taken the NCLEX-RN may apply using a California Board of Registered Nurses (BRN) interim permit (IP). The IP will also serve until they receive their Public Health Certificate. The interim permit is not renewable and is in effect to the expiration date (6 months after issuance) or until the results of the examination are mailed, at which time it becomes null and void. Continued employment is dependent on receiving a passing score on the NCLEX-RN.
- Valid State of California driver's license may be required.

Responsibilities:

Under close supervision, performs a variety of nursing care services in the examination and treatment of clients in various settings; participates and assists with coordination of client and community services to support the goals of the Public Health Department.

PUBLIC HEALTH NURSE (Bilingual: Spanish)*

Bi-Weekly Salary	$1,883.98 — $2,524.73
Monthly Equivalent	$4,082 — $5,470
Recruitment Number	114046029
Filing Period	Continuous

Requirements:

- Bachelor's degree in Nursing, and one (1) year of professional experience as a Public Health Nurse, Associate in Butte County or equivalent position in a Public Health or community setting required.
- Must be licensed as a Registered Nurse, hold Public Health Nurse Certificate from the State of California, and remain active with all annual licensing requirements.
- Valid State of California driver's license may be required.

Responsibilities:

Under general supervision, performs a variety of nursing care services in the examination and treatment of clients in various settings; coordinates client and community services to support the goals of the Public Health Department.

PUBLIC HEALTH NURSE, SENIOR *
(Bilingual: Spanish)

Bi-Weekly Salary	$2,079.57 — $2,786.82
Monthly Equivalent	$4,506 — $6,038
Recruitment Number	114045030
Filing Period	Continuous

Requirements:

- Bachelor's degree in Nursing, and three (3) years nursing experience in a public or community health setting. One (1) year experience in Butte County preferred.
- Must be licensed as a Registered Nurse, hold Public Health Nurse Certificate from the State of California, and remain active with all annual licensing requirements.
- Valid State of California driver's license may be required.

Responsibilities:

Under general supervision, coordinates nursing, teaching, and health counseling programs and services for the prevention and control of diseases and adverse health conditions; coordinates client and community services to support the goals of the Public Health Department.

CERTIFIED NURSE PRACTITIONER*

Bi-Weekly Salary	$2,352.84 — $3,153.03
Monthly Equivalent	$5,098 — $6,832
Recruitment Number	114034057
Filing Period	Continuous

Requirements:

- Bachelor's degree in Business Administration, Public Bachelor's degree in Nursing, and three (3) years professional experience as a Registered Nurse.
- Must be licensed as a Registered Nurse and Certified as a Nurse Practitioner, by the State of California, and remain active with all annual licensing requirements.
- Valid State of California driver's license is required.

Responsibilities:

Under limited physician and clinic manager supervision, performs a variety of medical and administrative services in the examination and treatment of clients in out-patient or clinic settings to support the goals of the Public Health or the Behavioral Health Depart-

INVESTIGATOR II

Bi-Weekly Salary	$1,874.95 — $2,638.25
Monthly Equivalent	$4,062 — $5,716
Recruitment Number	117016006
Filing Period	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.

PUBLIC SAFETY DISPATCHER & PUBLIC SAFETY DISPATCHER-LATERAL*

Bi-Weekly Salary	$1,336.67 — $1,831.48
Monthly Equivalent	$2,961 — $3,968
Recruitment Number	116833099
Recruitment Number (Lateral)	116833100
Filing Period	07/26/11 — 08/19/11

Requirements:

- High school diploma or GED equivalent.
- Possession of a recent (less than one year old) valid certificate as proof of typing skills at 40 net words per minute is required.
- Requires completion of the California POST and CLETS certification within the probationary period.
- Must pass a thorough background investigation.
- **Additional qualifications for lateral applicants**: Must be currently working as a public safety dispatcher in a California Law Enforcement agency and possess a California POST Public Safety Dispatcher Certificate.

NOTE: Possession of a recent (less than one year old) valid certificate as proof of typing skills at 40 net words per minute is required and must be attached to application at time of submission. Only typing certificates issued after identification has been verified will be accepted. On-line typing certificates are not valid.

Responsibilities:

Under general supervision, responds to emergency and non-emergency calls for service, identifies and dispatches appropriate law enforcement units, gathers and relays critical information to law enforcement officers, documents calls and responses; complies with Sheriff's Office policies and procedures to assure the safety of officers and the public.

DEPUTY SHERIFF AND DEPUTY SHERIFF (LATERAL)

Bi-Weekly Salary	$1,538.86 — $2,165.34
Monthly Equivalent	$3,334 — $4,692
Deputy Sheriff	116816004
Deputy Sheriff **(Lateral)**	116816018
Filing Period	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 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.**

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).

IMPORTANT NOTICES

***Any job classification with an asterisk (*) next to the title is an Agency Shop classification. 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.**

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.

EQUAL EMPLOYMENT OPPORTUNITY 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 found on our website at www.buttecounty/personnel.net . The Department of Human Resources must receive completed applications no later than 5:00 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 or email as to whether or not they have met eligibility requirements to further participate in the recruitment process. An application must be submitted for each individual position applied. **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. You *MUST* include transcripts and/or copies of the certification/registration/licensing 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 or units 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 a portion of 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.