Butte County JOBS

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

March 2011

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View from the top of Feather Falls
Photo Courtesy of Aaron Quin

Butte County is currently accepting applications for the position of ***Assistant Director, Employment and Social Services.*** For additional information on this career opportunity including salary, filing date and requirements for the position, please turn to page 4 and view our website at www.buttecounty.net/personnel.

BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

DIRECTOR – HUMAN RESOURCES
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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
- **Tracey Carpenter**, (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
- **Pam Lindquist**, (530) 538-7652
  Director's Calendar, Training Coordination/ Registration, FMLA Tracking & Reporting, Pre-employment Physical Scheduling

OFFICE SPECIALIST
- **Karen Pappalardo**, (530) 538-3880
  Front Desk Reception, Applicant data entry

OFFICE ASSISTANT
- **Leah Goodliffe**, (530) 538-6947
  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
- **Spiros Banos**, (530) 538-6104
  Deferred Compensation, Back Wages Issues, Catastrophic Leave Donations
- **Karen Gold**, (530) 538-7570
  W4s, Time Card Corrections, Direct Deposit, SDI, Garnishments, Voluntary Furlough
- **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

NEOGOV IS HERE!!!

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

Effective January 3, 2011, the Department of Human Resources will be unveiling NeoGov, 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.

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.

Logon and create an account today!!!

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).

You can also view Butte County's current employment opportunities by going to the Butte County Human Resources Department website (www.buttecounty.net/personnel) and clicking Employment Opportunities link on the left side of the page.

****If you have applied for a County job in the past using the prior online application system, your information will not transfer over to the new system.****

Effective January 3, 2011, please note that you will no longer be able to login into the current online application system. All new applications will be submitted using the new online application system.

Questions and/or comments about this change can be sent directly Aaron Quin at aquin@buttecounty.net, Sheri Waters at swaters@buttecounty.net or Connie Meahan at cmeahan@buttecounty.net. Please put "NEOGOV" in the subject line.

ASSISTANT DIRECTOR, EMPLOYMENT AND SOCIAL SERVICES

Bi-Weekly Salary	$3,615.20 — $4,844.72
Monthly Salary	$7,833 — $10,497
Recruitment Number	115301038
Filing Period Extended	03/01/11—04/01/11

The Position:

Under general direction, plans, organizes and directs the activities, programs and services of a branch of the Department of Employment & Social Services (DESS). Assures compliance of branch activities with Department goals and objectives, state and federal laws, and County policies and procedures.

This is the branch management position in the Department of Employment & Social Services; directs the programs, managers and supervisors to achieve their strategic goals; reports to the Director.

Education, Experience, Certifications and Licenses:

- Bachelor's degree in Social Work, Counseling, Public or Business Administration, Behavioral Sciences, or a related field;
- Five (5) years experience in a professional field, including three (3) years supervisory or management experience in public/private social service related field, including three (3) years supervisory 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.

If you are interested in this excellent career opportunity, please visit our website at www.buttecounty.net/personnel for complete flyer and to apply online. **A copy of your degree and/or transcripts must be attached to application at time of submission.

MANAGER, BUILDING DIVISION

Bi-Weekly Salary	$3,011.83—$4,036.14
Monthly Equivalent	$6,526—$8,745
Recruitment Number	113301037
Filing Period	02/28/11— 03/18/11

Requirements:

- An Associate's degree in Building Construction, Architectural Engineering or related field.
- Five (5) years relevant construction, building inspection and plan check experience including three (3) years supervisory experience.
- Certification as a Building Official, Plans Examiner, and Building Inspector.
- A 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 limited supervision, plans, organizes and manages staff and operations of the Building Division, including plan checking, building inspection, permitting and code enforcement; assures effective enforcement and compliance with all statutes, codes and regulations.

REVENUE & REIMBURSEMENT OFFICER

Bi-Weekly Salary	$1,149.73—$1.540.74
Monthly Equivalent	$2,491—$3,338
Recruitment Number	111269042
Filing Period	03/01/11— 03/25/11

Requirements:

- High school diploma or equivalent GED certificate.
- One (1) year of experience in the collection of delinquent accounts, which must have included interviewing clients, establishing payment plans, and persuasive teleconsulting skills.
- A valid State of California driver's license may be required.
- A clear criminal record is required.

Responsibilities: Under general supervision, performs administrative duties related to the identification of debts owed, assessment of debtor ability to pay, active pursuit of debt collection measures, and tracking of collection results.

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.

ENVIRONMENTAL HEALTH TECHNICIAN

Bi-Weekly Salary	$1,207.94—$1,618.75
Monthly Equivalent	$2,617—$3,507
Recruitment Number	114019035
Filing Period	02/28/11— 03/18/11

Requirements:

- Associate's degree in Biological Science, Public Health or related field.
- One (1) year of experience in technical work and customer service.
- Valid State of California driver's license may be required.

Responsibilities: Under general supervision, assists the business community and assures the health of the public by collecting field samples of water, waste, earth, plant, and animal matter; performs field surveys and gathers data; completes follow-up inspections and investigations as directed.

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.

FINANCIAL TECHNICIAN

Bi-Weekly Salary	$1,238.14—$1.659.22
Monthly Equivalent	$2,683—$3,595
Recruitment Number	111288041
Filing Period	03/01/11— 03/25/11

Requirements:

- High school diploma or GED equivalent.
- Four (4) years full time experience performing work related to bookkeeping, accounting or financial and fiscal record-keeping. Years of education in a relevant field may be substituted for experience on a year for year basis.
- Valid State of California driver's license may be required.

Responsibilities: Under general supervision, provides technical, complex and specialized fiscal and financial accounting office support.

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.

LEGAL OFFICE SPECIALIST

Bi-Weekly Salary	$1,041.60—$1.395.85
Monthly Equivalent	$2,257—$3,024
Recruitment Number	117027040
Filing Period	03/01/11— 03/18/11

Requirements:

- A high school diploma or GED.
- One (1) year of legal clerical experience.
- Ability to type 40 net words per minute. **A copy of valid typing certificate must be submitted with application prior to closing date.**
- May be required to possess a State of California driver's license and successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

Responsibilities: Under general supervision, performs a variety of legal clerical work to support the activities of the Butte County Probation Officers; involves review and analysis of information contained in legal files and records; updates the computer database; assures the accuracy of the filing systems.

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.

EMPLOYMENT CASE MANAGER, SENIOR

Bi-Weekly Salary	$1,435.86—$1.924.20
Monthly Equivalent	$3,111—$4,169
Recruitment Number	115353043
Filing Period	03/01/11— 03/25/11

Requirements:

- High school diploma or GED.
- Successful completion of 30 semester or 45 quarter units in Social Welfare, Sociology, Psychology, Child Development, Gerontology, Vocational Counseling or a related field from an accredited college or university.
- Four (4) years of case management work experience. A Bachelor's degree in Social Welfare, Sociology, Psychology, Child Development, Gerontology, Vocational Counseling or a related field from an accredited college or university may substitute for two (2) years of the required work experience.
- Valid State of California driver's license may be required.

Responsibilities: Under limited supervision, determines extent of clients' employment services needs, and develops individualized plans to assist clients to become employed and economically self-sufficient; provides casework services to clients with complex social services needs.

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.

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.

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.

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.

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.

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.

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 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.**
- **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 **(Lateral)**	116825003
Correctional Officer **(POST Certified)**	116825001
Correctional Officer **(CORE Certified)**	116825002
Filing Period	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 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 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.