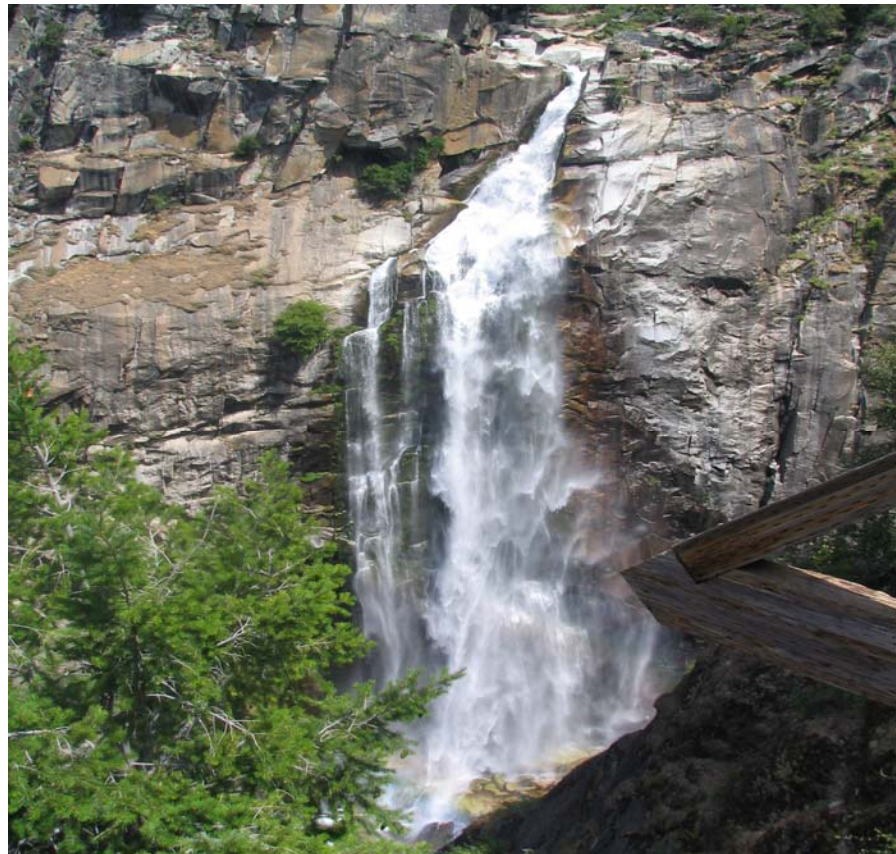


# Butte County JOBS

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

November 2011

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*Feather Falls  
Photo Courtesy of Aaron Quin*

Butte County is currently accepting applications for **Management Analyst**. For additional information on this career opportunity including salary, filing date and requirements for the position, please turn to page 7 and visit our website at [www.buttecounty.net/personnel](http://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 ANALYST, ASSOCIATE***

- **Vacant**

## ***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

## ***OFFICE SPECIALIST, SENIOR***

- **Leah Goodliffe**, (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](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)

**DEPUTY COUNTY CLERK I \***

<b>Bi-Weekly Salary</b>	\$876.26—\$1,174.27
<b>Monthly Equivalent</b>	\$1,899—\$2,544
<b>Recruitment Number</b>	111135148
<b>Filing Period</b>	11/01/11—11/18/11

**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; receives and reviews various legal documents to determine appropriate categories of action based upon a knowledge of statutory and regulatory requirements; analyzes and categorizes information from documents and enters action/information into computer system; maintains records or statistics related to documents processed; collects and reconciles various fees and taxes received by the office; performs historical research of various public records, and performs related duties as required.

**PUBLIC HEALTH NURSE (Bilingual: Spanish)\***

<b>Bi-Weekly Salary</b>	\$1,883.98 — \$2,524.73
<b>Monthly Equivalent</b>	\$4,082 — \$5,470
<b>Recruitment Number</b>	114046029
<b>Filing Period</b>	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.

**CERTIFIED NURSE PRACTITIONER**

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

**Requirements:**

- 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 Department.

**PUBLIC HEALTH NURSE, ASSOCIATE \***

<b>Bi-Weekly Salary</b>	\$1,749.46—\$2,344.46
<b>Monthly Equivalent</b>	\$3,790—\$5,080
<b>Recruitment Number</b>	114047155
<b>Filing Period</b>	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 NURSE \***

<b>Bi-Weekly Salary</b>	\$1,883.98—\$2,524.73
<b>Monthly Equivalent</b>	\$4,081—\$5,470
<b>Recruitment Number</b>	114046156
<b>Filing Period</b>	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 \***

<b>Bi-Weekly Salary</b>	\$2,079.57—\$2,786.82
<b>Monthly Equivalent</b>	\$4,506—\$6,038
<b>Recruitment Number</b>	114045157
<b>Filing Period</b>	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.

**PUBLIC HEALTH EDUCATION SPECIALIST \***

<b>Bi-Weekly Salary</b>	\$1,471.76—\$1,972.30
<b>Monthly Equivalent</b>	\$3,189—\$4,273
<b>Recruitment Number</b>	114076158
<b>Filing Period</b>	11/01/11—11/28/11

**Requirements:**

- Bachelor's degree in Public Health, Health Education, Nutrition or a related field from an accredited college or university and two (2) years of public health experience. Master's degree in Public Health is preferred.
- Valid State of California driver's license may be required.

**Responsibilities:**

- Under general supervision, promotes community awareness of public health issues; plans, organizes and conducts health education programs; prepares and presents health education materials, provides outreach services for at-risk populations; conducts educational forums on priority health issues; provides case management services to clients and assists clients in accessing other community services.

## ADMINISTRATIVE ANALYST, SENIOR

Bi-Weekly Salary	\$1,883.98—\$2,524.73
Monthly Equivalent	\$4,082—\$5,470
Recruitment Number	111025159
Filing Period	11/01/11—11/28/11

***\*\*\*Current opening for this classification is in the Butte County Public Health Department, medical office experience and medical billing highly desirable.***

### Requirements:

- Bachelor's degree in Public Administration, Business Administration, Behavioral or Social Sciences, or a related field.
- Three (3) years experience in fiscal, administrative, human resources, or management analysis. One (1) year of experience in Butte County preferred.
- Valid State of California driver's license may be required.
- Employees hired into this classification may be required to file statements of economic interest with the Butte County Clerk/Recorder.

### Responsibilities:

- Under limited supervision, performs complex analytical work to assist department management in resolving budget, administrative, and management issues; develops recommendations and writes reports.



Purple Flowers

Photo courtesy of Aaron Quin

## MANAGEMENT ANALYST

<b>Bi-Weekly Salary</b>	\$1,931.08—\$2,587.83
<b>Monthly Equivalent</b>	\$4,184—\$5,606
<b>Recruitment Number</b>	111015151
<b>Filing Period</b>	11/01/11—12/02/11

### IDEAL CANDIDATE

**Butte County seeks a motivated and dedicated professional to fill a Management Analyst or Management Analyst Sr. position in the Finance Office of Butte County Administration. The ideal candidate is a leader who has a strong background in governmental budgeting and/or accounting and financial analysis; communicates effectively with wide variety of individuals, including high level County officials, can produce journal entries for complex transactions and interpret them to stakeholders, and desires to work in a team environment.**

#### Requirements:

- A Bachelor's degree in Public Administration, Business Administration, Economics or a related field, and three (3) years of experience in fiscal, administrative, human resources, economic or management analysis. A Master's degree in Public Administration, Business Administration, Economics or a related field is preferred and will substitute for one (1) year of the required experience.
- A State of California driver's license is required.

#### Responsibilities:

- Under general supervision, performs technical analysis work to assist the County Administrative Office in resolving budget, financial, policy, administrative and management issues affecting all county departments; develops recommendations and write reports. A Management Analyst functions independently and is expected to possess a comprehensive knowledge of county political environment, policies and procedures.

## MANAGEMENT ANALYST, SENIOR

<b>Bi-Weekly Salary</b>	\$2,239.47—\$3,001.11
<b>Monthly Equivalent</b>	\$4,852—\$6,502
<b>Recruitment Number</b>	111017152
<b>Filing Period</b>	11/01/11—12/02/11

### IDEAL CANDIDATE

**Butte County seeks a motivated and dedicated professional to fill a Management Analyst or Management Analyst Sr. position in the Finance Office of Butte County Administration. The ideal candidate is a leader who has a strong background in governmental budgeting and/or accounting and financial analysis; communicates effectively with wide variety of individuals, including high level County officials, can produce journal entries for complex transactions and interpret them to stakeholders, and desires to work in a team environment.**

#### Requirements:

- A Bachelor's Degree in Public Administration, Business Administration, Economics or a related field.
- Four (4) years of experience in fiscal, administrative, human resources or management analysis. A Master's degree in Public Administration, Business Administration, Economics or a related field is preferred and will substitute for one (1) year of the required experience.
- A State of California driver's license is required.

#### Responsibilities:

- Under limited supervision, performs complex technical analysis work and provides leadership to others to assist the County Administrative Office in resolving budget, financial, policy, economic, administrative and management issues affecting all county departments and other agencies; develops recommendations and writes reports. A Management Analyst, Senior functions independently and is expected to possess a comprehensive knowledge of county political environment, policies and procedures and well developed skills in leadership, finance and communication.

## SUPERVISOR, AUDITOR-ACCOUNTANT

<b>Bi-Weekly Salary</b>	\$1,931.08—\$2,587.83
<b>Monthly Equivalent</b>	\$4,184—\$5,607
<b>Recruitment Number</b>	111256147
<b>Filing Period</b>	10/19/11—11/16/11

### Requirements:

- Bachelor's degree in Accounting, Public Administration or Business Administration or a related field.
- Four (4) years professional accounting, fiscal or statistical reporting experience and three (3) years computer experience; two (2) years experience in Butte County preferred.
- A valid State of California driver's license may be required.
- Employees hired into this classification may be required to file statements of economic interest with the Butte County Clerk/Recorder.

### Responsibilities:

- Under general supervision, organizes, trains and supervises staff and performs a variety of accounting and administrative functions to support the activities of the Auditor-Controller's Office.

## INFORMATION SYSTEMS TECH, ASSOCIATE \*

<b>Bi-Weekly Salary</b>	\$1,121.69—\$1,503.17
<b>Monthly Equivalent</b>	\$2,430—\$3,257
<b>Recruitment Number</b>	111345153
<b>Filing Period</b>	11/01/11—11/28/11

### Requirements:

- High school diploma or GED certificate.
- One (1) year of computer systems experience. An A+ certification or higher, or an Associate's degree in Computer Science or a related field from an accredited college or university may be substituted for the required experience.
- Valid State of California driver's license may be required.

### Responsibilities:

- Under close supervision, provides technical support functions for computer system users; troubleshoots problems and provides basic system maintenance functions.

**\*Supplemental questionnaire required at time of submission of Application. Supplemental questionnaire is available on the County website at [www.ButteCounty.net/personnel](http://www.ButteCounty.net/personnel) under Resources and Documents and is part of the application on NeoGov.**

## INVESTIGATOR II

<b>Bi-Weekly Salary</b>	\$1,874.95 — \$2,638.25
<b>Monthly Equivalent</b>	\$4,062 — \$5,716
<b>Recruitment Number</b>	117016047
<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.

**PHYSICAL THERAPIST\***

<b>Bi-Weekly Salary</b>	\$1,931.08—\$2,587.83
<b>Monthly Equivalent</b>	\$4,184 — \$5,607
<b>Recruitment Number</b>	114049008
<b>Filing Period</b>	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\***

<b>Bi-Weekly Salary</b>	\$2,131.56—\$2,856.49
<b>Monthly Equivalent</b>	\$4,618 — \$6,189
<b>Recruitment Number</b>	114071009
<b>Filing Period</b>	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.

**PROGRAM MANAGER, EMPLOYMENT & SOCIAL SERVICES**

<b>Bi-Weekly Salary</b>	\$2533.75 — \$3395.47
<b>Monthly Equivalent</b>	\$5,490 — \$7,357
<b>Recruitment Number</b>	115303154
<b>Filing Period</b>	11/01/11—11/28/11

**Requirements:**

- Bachelor's degree in Public Administration, Business Administration, Business Management, Social Sciences or a related field from an accredited college or university.
- Five (5) years managerial, supervisory or advanced analytical 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 limited supervision, plans, organizes and manages programs, activities and staff providing social services to County residents.

**PSYCHIATRIST\***

<b>Bi-Weekly Salary</b>	\$5,447.56 — \$7,300.26
<b>Monthly Equivalent</b>	\$11,803 — \$15,817
<b>Recruitment Number</b>	114125007
<b>Filing Period</b>	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.

## DEPUTY SHERIFF (LATERAL) AND DEPUTY SHERIFF

Bi-Weekly Salary	\$1,538.86 — \$2,165.34
Monthly Equivalent	\$3,334 — \$4,692
Deputy Sheriff (Lateral)	116816117
Deputy Sheriff	116816139
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 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.**

### 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](http://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.

