

# Butte County JOBS

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

## October 2011

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*West Branch, Feather River  
Photo Courtesy of Aaron Quin*

Butte County is currently accepting applications for **Program Manager, Clinical Services**. 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](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)

**ENVIRONMENTAL HEALTH SPECIALIST,  
ASSOCIATE\***

<b>Bi-Weekly Salary</b>	\$1,435.86 — \$1,924.20
<b>Monthly Equivalent</b>	\$3,111 — \$4,169
<b>Recruitment Number</b>	114017131
<b>Filing Period</b>	10/03/11 — 10/28/11

**Requirements:**

- Bachelor's degree in Biological Science, Chemistry, Public Health or related field.
- Must obtain a valid certificate of registration as an Environmental Health Specialist issued by the California State Department of Health within one (1) year of appointment.
- Valid State of California driver's license may be required.

**Responsibilities:**

Under close supervision, learns and assists in performing environmental safety and sanitation studies, inspections, and investigations to enforce federal, state, and local laws and regulations. This is the trainee-level position in the series, works under close supervision to learn to perform inspections; reports to Environmental Health Supervisor.

**ENVIRONMENTAL HEALTH SPECIALIST**

<b>Bi-Weekly Salary</b>	\$1,584.92 — \$2,123.95
<b>Monthly Equivalent</b>	\$3,434 — \$4,602
<b>Recruitment Number</b>	114016132
<b>Filing Period</b>	10/03/11 — 10/28/11

**Requirements:**

- Bachelor's degree in Biological Science, Chemistry, Public Health or related field.
- One (1) year of experience as an Environmental Health Associate.
- Possession of a valid certificate of registration as an Environmental Health Specialist issued by the California State Department of Health Services.
- Valid State of California driver's license is required.

**Responsibilities:**

Under general supervision, assists the business community and assures the health of the public by regulating designated activities and performing environmental health inspections; enforces federal, state, and local laws, regulations and legal codes. This is the journey level position in the series, works under supervision to perform inspections; reports to Environmental Health Supervisor.

**PROGRAM MANAGER, CLINICAL SERVICES**

<b>Bi-Weekly Salary</b>	\$2,295.46 — \$3,076.13
<b>Monthly Equivalent</b>	\$4,973 — \$6,665
<b>Recruitment Number</b>	114015133
<b>Filing Period</b>	10/03/11 — 10/28/11

**Requirements:**

- Master's degree in Social Work, Counseling, Psychiatric Nursing, or a PhD. or PsyD in Psychology, and three (3) years professional program, budget or supervisory experience in a behavioral health setting. One (1) year of supervisory experience required. One (1) year of experience in Butte County preferred.
- Must be licensed to practice by the California Board of Behavioral Sciences or the California Board of Psychology and, remain active with all annual licensing requirements, and maintain a clear criminal record.
- Must possess a valid State of California driver's license.

**Responsibilities:**

Under limited supervision, manages clinical programs and staff providing behavioral health treatment services to county residents. In the Program Manager classification, incumbents manage staff, facilities, budgets, and interaction with the community; and exercise independent judgment for directing the treatment provided to clients, according to ethical and legal standards. Reports to Assistant Director.

**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.

## ROAD MAINTENANCE ASSISTANT

<b>Bi-Weekly Salary</b>	\$898.16 — \$1,203.62
<b>Monthly Equivalent</b>	\$1,946 — \$2,608
<b>Recruitment Number</b>	114418126
<b>Filing Period</b>	10/03/11 — 10/17/11

### Requirements:

- A valid State of California driver's license is required.
- One (1) year of work experience is desirable.
- Within one (1) year from the date of hire, must possess and maintain a valid State of California class "A" commercial driver's license with air brake and tank truck endorsement.

### Responsibilities:

Under general supervision; performs routine road, bridge, traffic control, tree maintenance and related activities as assigned. This is an entry-level, training position; position performs primarily unskilled work in support of various road maintenance activities.

## OFFICE SPECIALIST, SENIOR

<b>Bi-Weekly Salary</b>	\$967.22 — \$1,296.17
<b>Monthly Equivalent</b>	\$2,096 — \$2,808
<b>Recruitment Number</b>	111055128
<b>Filing Period</b>	10/03/11 — 10/17/11

### Requirements:

- High School Diploma or GED equivalent and three (3) years experience in clerical, or secretarial duties; one (1) year of Butte County experience preferred. An Associate's degree or a Certificate of Achievement in computer applications, business management, office assistant or legal office assistant from an accredited college or university may be substituted for one (1) year of experience.
- Possession of a recent (less than one year old) valid certificate as proof of typing skills at 40 net words per minute is required.
- Valid State of California driver's license may be 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 technical and clerical work involving review and analysis of information contained in files and records; prioritizes and assigns work to office staff; updates computer database, and assures the accuracy of the filing systems; explains complex codes, regulations, policies and procedures to customers.

## OFFICE SPECIALIST

<b>Bi-Weekly Salary</b>	\$876.26 — \$1,174.27
<b>Monthly Equivalent</b>	\$1,899 — \$2,544
<b>Recruitment Number</b>	111056127
<b>Filing Period</b>	10/03/11 — 10/17/11

### Requirements:

- High school diploma or GED equivalent and two (2) years experience in clerical or secretarial duties. Associate's degree or a Certificate of Achievement in computer applications, business management, office assistant or legal office assistant from an accredited college or university may be substituted for one (1) year of experience.
- Possession of a recent (less than one year old) valid certificate as proof of typing skills at 40 net words per minute is required.
- Valid State of California driver's license may be 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 clerical office and office assistance support duties to create, store, retrieve and archive files and records; updates computer database as directed, and assures the accuracy of the filing systems.

## OFFICE SPECIALIST (BILINGUAL: SPANISH SPEAKING)

<b>Bi-Weekly Salary</b>	\$876.26 — \$1,174.27
<b>Monthly Equivalent</b>	\$1,899 — \$2,544
<b>Recruitment Number</b>	111056127
<b>Filing Period</b>	10/03/11 — 10/17/11

### Requirements:

- High school diploma or GED equivalent and two (2) years experience in clerical or secretarial duties. Associate's degree or a Certificate of Achievement in computer applications, business management, office assistant or legal office assistant from an accredited college or university may be substituted for one (1) year of experience.
- Possession of a recent (less than one year old) valid certificate as proof of typing skills at 40 net words per minute is required.
- Valid State of California driver's license may be 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 clerical office and office assistance support duties to create, store, retrieve and archive files and records; updates computer database as directed, and assures the accuracy of the filing systems.

## HUMAN RESOURCES ANALYST, ASSOCIATE

<b>Bi-Weekly Salary</b>	\$1,508.55 — \$2,021.60
<b>Monthly Equivalent</b>	\$3,269 — \$4,380
<b>Recruitment Number</b>	111327130
<b>Filing Period</b>	10/03/11 — 10/24/11

### Requirements:

- Equivalent to an Associate's degree in Human Resources, Public Administration, or related field.
- Two (2) years of experience in human resources or a related field.
- Valid State of California driver's license may be required.

**Those that meet the minimum qualifications will be invited to test on October 27, 2011. Candidates chosen to test will be contacted regarding testing times the day after the recruitment closes.**

### Responsibilities:

Under close supervision, performs basic daily operations of Human Resource Department programs; learns and performs duties in recruitment, classification, labor negotiations, affirmative action/EEO compliance, training, and employee relations for Butte County. This is the entry-level classification within the Human Resources Analyst series; work is performed under close supervision, and incumbents learn to perform a wide variety of personnel functions; reports to Director of Human Resources or designee.

## CHILD SUPPORT SPECIALIST, SENIOR

<b>Bi-Weekly Salary</b>	\$1,3334 — \$1,786.80
<b>Monthly Equivalent</b>	\$2,889 — \$3,871
<b>Recruitment Number</b>	113734138
<b>Filing Period</b>	10/03/11 — 10/24/11

### Requirements:

- High school diploma or GED equivalent certificate.
- Three (3) years experience in child support services performing casework or administrative accounting duties in a State or local government agency.
- Valid State of California driver's license may be required.

### Responsibilities:

Under general supervision, performs lead worker duties with a child support services case management team; manages complex and confidential child support cases; determines appropriate actions; researches and analyzes information to accomplish goals within guidelines established by state and federal agencies; controls complaint resolution process. This is a lead worker position, with comprehensive knowledge of Department procedures and protocols; reports to Child Support Specialist Supervisor.

## SYSTEMS PERFORMANCE RESEARCH & EVALUATION MANAGER

<b>Bi-Weekly Salary</b>	\$2,471.95 — \$3,312.65
<b>Monthly Equivalent</b>	\$5,356 — \$7,177
<b>Recruitment Number</b>	114114134
<b>Filing Period</b>	10/03/11 — 10/24/11

### Requirements:

- Masters Degree in Public Administration, Business Administration, Business Management, Social Sciences or a related field from an accredited college or university (Doctorate preferred), and five (5) years managerial, supervisory or advanced analytical experience.
- 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, develops quantitative program plans, program evaluations, research or a combination of the above. Under limited supervision, is responsible for the conduct of program planning, research and evaluation and in-depth analyses of behavioral health programs and the service system performance. Strong ability to translate research findings into clear and concise information for non-technical audiences. Reports to the Assistant Director - Administration.

## 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.

**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.

**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.

**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

**CORRECTIONAL OFFICER-POST/CORRECTIONAL OFFICER-CORE/CORRECTIONAL OFFICER-LATERAL**

Bi-Weekly Salary	\$1,450.22 — \$1,943.44
Monthly Equivalent	\$3,142 — \$4,211
Correctional Officer (POST)	116825114
Correctional Officer (CORE)	116825115
Correctional Officer (Lateral)	116815116
<b>Filing Period</b>	09/01/11 — 10/14/11

**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).

**DEPUTY SHERIFF (LATERAL)**

Bi-Weekly Salary	\$1,538.86 — \$2,165.34
Monthly Equivalent	\$3,334 — \$4,692
Deputy Sheriff (Lateral)	116816117
<b>Filing Period</b>	Continuous

**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 (Minimum Requirements)**

- High School diploma or equivalent GED certificate.
- Must have successfully complete, or successfully complete during the probationary period, a jail operations course certified by the California State Board of Corrections.
- 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 POST applicants: Applicants who have completed a California Commission on Peace Officers' Standards and Training (POST) certified, regular basic course within the last three years and have passed a POST approved Entry-level Law Enforcement examination may waive the California State Board of Corrections written examination. Copy of certificate must be attached to application at time of submission.**
- **Additional qualifications for CORE applicants: A Certificate of Completion from the Correctional Officer CORE Course (STC) is required. Copy of the certificate must be attached to application at time of submission.**

# 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.