

Butte County

JOBS

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

September 2011

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*Butte Creek Canyon
Photo Courtesy of Aaron Quin*

Butte County is currently accepting applications for **Water Resources Scientist**. For additional information on this career opportunity including salary, filing date and requirements for the position, please turn to page 5 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

- **Vacant**, (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

ADMINISTRATIVE ANALYST, SENIOR (CURRENT REGULAR HELP COUNTY EMPLOYEES ONLY)

| | |
|---------------------------|-------------------------|
| Bi-Weekly Salary | \$1,883.98 — \$2,524.73 |
| Monthly Equivalent | \$4,082 — \$5,470 |
| Recruitment Number | 111025119CW |
| Filing Period | 09/01/11 — 09/23/11 |

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. The Administrative Analyst, Senior position is expected to have a thorough understanding of County budgets, policies, and procedures, and have professional analytical skills; serves as a resource to department management; reports to a director or designee.

EMPLOYMENT & ELIGIBILITY SPECIALIST (Bilingual: Hmong Speaking)

| | |
|---------------------------|-------------------------|
| Bi-Weekly Salary | \$1,149.73 — \$1,540.74 |
| Monthly Equivalent | \$2,491 — \$3,338 |
| Recruitment Number | 115344118 |
| Filing Period | 09/01/11 — 09/16/11 |

Requirements:

- High school diploma or equivalent GED certificate.
- One (1) year of work experience as an Eligibility Specialist **OR** two (2) years in customer or clerical services interviewing or gathering information for business purposes.
- Valid State of California driver's license may be required.

Responsibilities:

Under general supervision, determines the eligibility of applicants and recipients of the Department Employment & Social Services (DESS) public assistance programs through interactive interviews and fact gathering; provides guidance and work plans to resolve employment barriers. Employment & Eligibility Specialist is the basic class in the Employment & Eligibility series; incumbent carries a caseload of clients eligible for DESS programs, and makes decisions on complex cases as part of an integrated client case management team; Reports to a Supervisor.

EMPLOYMENT & ELIGIBILITY SPECIALIST

| | |
|---------------------------|-------------------------|
| Bi-Weekly Salary | \$1,149.73 — \$1,540.74 |
| Monthly Equivalent | \$2,491 — \$3,338 |
| Recruitment Number | 115344109 |
| Filing Period | 09/01/11 — 09/16/11 |

Requirements:

- High school diploma or equivalent GED certificate.
- One (1) year of work experience as an Eligibility Specialist **OR** two (2) years in customer or clerical services interviewing or gathering information for business purposes.
- Valid State of California driver's license may be required.

Responsibilities:

Under general supervision, determines the eligibility of applicants and recipients of the Department Employment & Social Services (DESS) public assistance programs through interactive interviews and fact gathering; provides guidance and work plans to resolve employment barriers. Employment & Eligibility Specialist is the basic class in the Employment & Eligibility series; incumbent carries a caseload of clients eligible for DESS programs, and makes decisions on complex cases as part of an integrated client case management team; Reports to a Supervisor.

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 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.

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.

MENTAL HEALTH WORKER*

| | |
|---------------------------|-------------------------|
| Bi-Weekly Salary | \$1,094.33 — \$1,466.52 |
| Monthly Equivalent | \$2,371 — \$3,177 |
| Recruitment Number | 114157122 |
| Filing Period | 09/01/11 — 09/30/11 |

Requirements:

- High school diploma or GED equivalent certificate and one (1) year experience assisting in patient care in an acute care convalescent hospital, clinic, medical office, or health facility. An Associate's degree or Bachelor's degree in Health or Social Services from an accredited college or university may be substituted for the required experience.
- A State of California driver's license may be required.

Responsibilities:

Under close supervision, assists behavioral health professionals in providing a variety of behavioral health services to the community; checks in and obtains information from clients; assists clients with application and eligibility requirements; monitors and documents client conduct; maintains a clean, healthy and safe environment. This is a journey level position; reports to a Supervisor.

MENTAL HEALTH CLINICIAN I

| | |
|---------------------------|-------------------------|
| Bi-Weekly Salary | \$1,584.92 — \$2,123.95 |
| Monthly Equivalent | \$3,434 — \$4,602 |
| Recruitment Number | 114134120 |
| Filing Period | 09/01/11 — 09/30/11 |

Requirements:

- A Master's degree from an accredited graduate school or program in Social Work, Marriage Family Therapy, or Counseling. Upcoming graduates may supply a letter from their attending university stating impending graduation date of their degree program and verification of credits needed for graduation, which will allow placement on list of eligibles. Actual hiring of position will not occur until after graduation date.
- Prior clinical experience as a paraprofessional or an intern is preferred.
- Prior to hiring must possess an intern number for licensure as either a Licensed Clinical Social Worker or a Marriage Family Therapist in the State of California as established by the Board of Behavioral Science Examiners. A valid State of California driver's license is required.

Responsibilities:

Under general supervision of a licensed clinician, conducts behavioral health assessments and provides non-medical psychotherapeutic services to assigned individuals and groups. This is an entry level position leading to work as a licensed clinician. Incumbents must work within the scope of either a Marriage Family Therapist or a Licensed Clinical Social Worker under licensed clinical supervision. Incumbents are assigned a full range of therapeutic support duties for assigned clients. Reports to a Clinical Supervisor.

MENTAL HEALTH CLINICIAN II

| | |
|---------------------------|-------------------------|
| Bi-Weekly Salary | \$1,706.79 — \$2,287.26 |
| Monthly Equivalent | \$3,698 — \$4,956 |
| Recruitment Number | 114133121 |
| Filing Period | 09/01/11 — 09/30/11 |

Requirements:

- A Master's degree from an accredited graduate school or program in Social Work, Marriage Family Therapy, Counseling, Psychiatric Nursing; or a Ph.D. in Psychology from an accredited graduate school or program.
- Possession of a valid California license as either a: Clinical Social Worker or Marriage Family Therapist (Board of Behavioral Sciences); Clinical Nurse Specialist, Psychiatric (Board of Registered Nursing); or Psychologist (Board of Psychology). Candidates from out of state that hold a comparable license may be considered with the stipulation that they are eligible for an appropriate California license and receive the license within one (1) year from the date of appointment to this classification.
- A valid State of California driver's license is required.

Responsibilities:

Under limited supervision, conducts independent behavioral health assessments and provides non-medical psychotherapeutic services to assigned individuals and groups in the adult or the youth services division.

WATER RESOURCES SCIENTIST

| | |
|---------------------------|-------------------------|
| Bi-Weekly Salary | \$2,079.57 — \$2,786.82 |
| Monthly Equivalent | \$4,506 — \$6,038 |
| Recruitment Number | 111019113 |
| Filing Period | 09/01/11 — 09/23/11 |

Requirements:

- Bachelor's degree in Natural Sciences, Soil Science, Hydrology, Natural Resources Science, Geology, or a related field. (Master's degree is preferred.)
- Four (4) years of experience working in the water resource field.
- A State of California driver's license is required.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

Responsibilities:

Under limited supervision, performs complex technical water resource analyses, develops and manages special water resource programs for the county; develops recommendations and prepares reports. This is a project and scientific analysis position, incumbents are expected to possess a comprehensive scientific knowledge of water resource principles, water management concepts, and County policies and procedures. This position will oversee specific programs and projects, analyzing and reporting on programs, preparing grant applications, and developing and maintaining quality working relationships with representatives of state and federal agencies, local organizations, landowners and community organizations; reports to the Director or Assistant Director.

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 |
| Filing Period | 09/01/11 — 10/14/11 |

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.**

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 |
| 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. 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.