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Butte County

JOB OPPORTUNITIES

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

February 2012



Moak Ranch, Big Bend -Photo Courtesy of Peggy Moak

Butte County is accepting applications for
Assistant Behavioral Health Director,
Clinical Services &
Project Manager, Capital Improvement.

For additional information on these career opportunities including salary, filing date and requirements for the positions, please look further and visit our website at www.buttecounty.net/personnel.

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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,
Leave Issues (FMLA, CFRA, PDL),

SENIOR HUMAN RESOURCES ANALYST

- **Sheri Waters**, (530) 538-6950
Training, Personnel Rules, MOU and Performance Matters,
Recruitment & Selection, Classification and Compensation
Surveys

SENIOR HUMAN RESOURCES ANALYST

- **Aaron Quin**, (530) 538-2157
Training, Personnel Rules, MOU and Performance Matters,
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

- **Rob Barth**, (530) 538-3821
Recruitment & Selection

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

HUMAN RESOURCES SPECIALIST

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

ADMINISTRATIVE ASSISTANT

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

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.
Calculations, Union Dues, Special Pays

PAYROLL SPECIALIST

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

PAYROLL SPECIALIST

- **Carla May**, (530) 538-7741
FMLA, Health Insurance Billing, Non-Comp Issues, Retiree
Health, Creative Benefits Plan

PAYROLL SPECIALIST

- **Jessica Driskill**, (530) 538-7570
W4s, Time Card Corrections, Direct Deposit, SDI, Garnish-
ments, Voluntary Furlough

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

ANIMAL CONTROL DISPATCHER *

| | |
|---------------------------|-----------------------|
| Bi-Weekly Salary | \$ 1,150 — \$1,541 |
| Monthly Equivalent | \$2,491 — \$3,338 |
| Recruitment Number | 124024023 |
| Filing Period | 01/25/2012—02/17/2012 |

Requirements:

- High school diploma or GED equivalent certificate.
- Two (2) years of office experience or field experience in an animal care or control facility or related agency that has included public contact, OR
- One (1) year of full time experience as a dispatcher, telephone operator, or clerk responsible for receiving, evaluating, and responding to inquiries or complaints.
- Valid State of California driver's license.

Responsibilities:

Under general supervision of the program manager, operates a variety of communication equipment in receiving and transmitting messages and dispatching personnel and equipment and performs a variety of general clerical support duties.

Butte County Animal Control is looking for an energetic, enthusiastic person for the position of Animal Control Dispatcher.

This is a people oriented position which involves working with a variety of individuals and situations where all manner of emotions will be displayed. We are looking for a person who has strong communication skills; is able to remain calm under stressful situations and can multitask: answering phones, taking complaints; monitoring field staff and assisting them with background checks and other information.

You must have strong computer skills and knowledge. The position will require data input and searches on specific computer programs designed for Animal Control and law enforcement. Knowledge of Butte County and the ability to read maps is a must. Additionally, the candidate would be knowledgeable about County and State laws and understand the animal control enforcement process.



ASSISTANT BEHAVIORAL HEALTH DIRECTOR-CLINICAL SERVICES

| | |
|---------------------------|-----------------------|
| Bi-Weekly Salary | \$3,102 — \$4,157 |
| Monthly Equivalent | \$6,721 — \$9,007 |
| Recruitment Number | 124101017 |
| Filing Period: | 01/11/2012—02/17/2012 |

Responsibilities:

Under general direction, directs the activities of a Behavioral Health division's functions and staff. Assures compliance of department activities with department goals and objectives, state and federal laws, and county policies and procedures.

The Ideal Candidate:

The ideal candidate will have a breadth of experience within the public behavioral health system, to include knowledge of mental health and substance use disorder services. Having a firm grounding in recovery and client centered services, he/she will also be able to balance clinical program with administrative, personnel, and budgetary development and support. The assistant director for clinical services, in partnership with the Assistant Director - Administration, serves as part of the executive team reporting directly to the Department Director.

This team is responsible for all aspects of behavioral health management for Butte County, and is a dynamic group of creative individuals who have a passion for excellent services delivered in a publically transparent and fiscally accountable fashion. He/she will be able to work independently to manage the clinical services of the Department while working closely with the team to monitor the budget, assure compliance and quality improvement, and develop new community programs.

Butte County Department of Behavioral Health has a track record of innovative and effective services with a reputation in the North State as a leader in both clinical and fiscal areas. This is an opportunity for an individual who wants to continue the growth and excellence of our services while navigating a quickly changing system. It is an exciting time in public behavioral health services requiring flexibility, creativity, and the ability to lead our staff through both system and cultural changes.

Requirements:

- Pursuant to Section 5751.2 of the Welfare and Institutions Code, must possess one of the following: Psychiatrist: Licensure as a physician and surgeon in the State of California and completion of three (3) years of graduate training in psychiatry in a program approved by the American Medical Association or the American Osteopathic Association; OR Clinical Psychologist: Graduation from an accredited school of psychology and licensure in the State of California; OR Nurse: Licensure as a registered nurse by the Board of Nursing Education and Registered in California and possession of a Master's Degree in Psychiatric or Public Health Nursing from an accredited college or university; OR Licensed Clinical Social Worker: Graduation from an accredited graduate school of Social Work and licensure as a Clinical Social Worker in the State of California; OR Licensed Marriage, Family and Child Counselor: Graduation from an approved graduate school of Marriage, Family, and Child Counseling and licensure as a Marriage, Family, and Child Counselor by the State of California.
- Five (5) years experience in behavioral or social science, including three (3) years supervisory experience. Two (2) years experience in Butte County preferred.
- Must remain active with all annual licensing requirements, and maintain a clear criminal record.
- 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.



SUPERVISOR, MENTAL HEALTH CLINICIAN

| | |
|---------------------------|-----------------------|
| Bi-Weekly Salary | \$1,922 — \$2,575 |
| Monthly Equivalent | \$4,163 — \$5,579 |
| Recruitment Number | 124131022 |
| Filing Period | 01/25/2012—02/15/2012 |

Requirements:

- Master's degree from an accredited two year graduate school or program in Social Work or a related field, and two (2) years of experience as either a Marriage and Family Therapist or a Licensed Clinical Social Worker, and one (1) year of supervisory experience including the planning, scheduling, assigning, evaluating, training and directing the work of subordinate staff. OR three (3) years as a Mental Health Clinician with the County of Butte.
- Must possess a license as either a Marriage and Family Therapist or a Licensed Clinical Social Worker in the State of California as granted by the Board of Behavioral Science Examiners. (Candidates from out of state who hold a comparable license may be considered with the stipulation that they are eligible for an appropriate California license and that they receive the license within one (1) year of employment in this classification.
- Must meet state requirements for Clinician Supervisor.
- A valid State of California driver's license may be required.

Responsibilities:

Under limited supervision, supervises Mental Health Clinicians or other assigned staff to assure that effective and appropriate psychotherapeutic services are provided for behavioral health clients.

Be sure to submit copies of your transcripts, certifications, licensing or supplemental responses if required by the position you are applying.

PROJECT MANAGER, CAPITAL IMPROVEMENT

Requirements:

- Four (4) years of experience managing the construction and design of small to moderate size capital improvement and construction projects (i.e., \$100,000 to \$2,500,000). Experience in a public agency is preferred.
- A Bachelor's degree in Construction Management, Engineering, Business Administration, Construction Technology or a related field may be substituted for two (2) of the required years of experience.
- Employees hired into this classification may be required to file statements of economic interest with the Butte County Clerk Recorder
- Valid State of California driver's license may be required.

| | |
|---------------------------|-----------------------|
| Bi-Weekly Salary | \$2,174 — \$2,914 |
| Monthly Equivalent | \$4,711 — \$6,313 |
| Recruitment Number | 124608018 |
| Filing Period | 01/12/2012—02/10/2012 |

Responsibilities:

This position functions independently with limited supervision; provides project management, inspection, and contracts administration for the design, construction, and modification of County buildings and associated structures.

More about this opportunity:

This position has a high level of responsibility and is charged with managing construction projects in County occupied buildings from the concept stage all the way to final inspection/close out. Our CIPMs have the ability to influence a considerable number of projects in any given year. Our past projects have ranged from simple remodels to improve ADA accessibility to the extremely complex installation of a new elevator in a Veterans Hall built in 1926. General Services' current project list includes more than 36 projects totaling \$2.1 million. General Services is also responsible for the management of 15 projects included in the FY 11/12 Butte County Capital Improvement Program, which total almost \$5 million and includes the remodel of a Public Health Lab, the new construction of a major retaining wall for the Veterans Memorial Park and construction of a communication tower on Bloomer Mountain.

Individuals interested in this position should be prepared for a very fast paced work environment, in which exposure to almost every aspect of construction management occurs on a regular basis. General Services relies heavily on computers to keep our projects on track and all of our key staff informed about project progress. If you think that you have what it takes to help us get these projects built in a cost effective manner, please follow the job application procedures – we would love to talk with you.

PUBLIC HEALTH NURSE, ASSOCIATE *

| | |
|---------------------------|-------------------|
| Bi-Weekly Salary | \$1,749 — \$2,344 |
| Monthly Equivalent | \$3,790 — \$5,080 |
| Recruitment Number | 124047005 |
| Filing Period | Continuous |

Requirements:

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

Responsibilities:

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

PUBLIC HEALTH NURSE, SENIOR *

| | |
|---------------------------|-------------------|
| Bi-Weekly Salary | \$2,080 — \$2,787 |
| Monthly Equivalent | \$4,506 — \$6,038 |
| Recruitment Number | 124045007 |
| Filing Period | Continuous |

Requirements:

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

Responsibilities:

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

PUBLIC HEALTH NURSE SERIES Environmental Factors & Conditions/Physical Requirements:

- Working conditions are various home and clinic settings; full manual dexterity and visual acuity required.
- Work involves the potential for exposure to hostile situations and infectious diseases; some non-standard work hours are required.
- Must work with a clinically challenging client population; must be able to read and respond to subtle behavioral clues, and maintain professional composure and effectiveness.

PUBLIC HEALTH NURSE *

| | |
|---------------------------|-------------------|
| Bi-Weekly Salary | \$1,884 — \$2,525 |
| Monthly Equivalent | \$4,082 — \$5,470 |
| Recruitment Number | 124046006 |
| 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

CERTIFIED NURSE PRACTITIONER *

| | |
|---------------------------|-------------------|
| Bi-Weekly Salary | \$2,353 — \$3,153 |
| Monthly Equivalent | \$5,098 — \$6,832 |
| Recruitment Number | 124034001 |
| Filing Period | 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 (Bilingual: Spanish)*

| | |
|---------------------------|-------------------|
| Bi-Weekly Salary | \$1,884 — \$2,525 |
| Monthly Equivalent | \$4,082 — \$5,470 |
| Recruitment Number | 124046004 |
| 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.

wastewater regulations, and other health and safety laws and regulations, and to do other environmental health related work as required.

PSYCHIATRIST*

| | |
|---------------------------|---------------------|
| Bi-Weekly Salary | \$5,448 — \$7,300 |
| Monthly Equivalent | \$11,803 — \$15,817 |
| Recruitment Number | 124125003 |
| 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.

PHYSICAL THERAPIST*

| | |
|---------------------------|-------------------|
| Bi-Weekly Salary | \$1,931 — \$2,588 |
| Monthly Equivalent | \$4,184 — \$5,607 |
| Recruitment Number | 124049002 |
| 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.

Environmental Factors and Conditions/Physical

Requirements:

- Working conditions are at various School Clinic settings; full manual dexterity, auditory and visual acuity required.
- Must be able to lift and assist children and adults weighing up to 150 pounds.

PHYSICAL THERAPIST, SENIOR*

| | |
|---------------------------|-------------------|
| Bi-Weekly Salary | \$2,132 — \$2,856 |
| Monthly Equivalent | \$4,618 — \$6,189 |
| Recruitment Number | 124071013 |
| 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.

Environmental Factors and Conditions/Physical Requirements:

- Working conditions are basic rehabilitation/Clinic setting; some non-standard work hours may be required.
- Full manual dexterity, hearing and visual acuity required.
- Must have the ability to physically assist in lifting and moving clients.
- Pre-employment Medical Clearance.

SOCIAL WORKER

If you applied during the 10/13/11-10/28/11 recruitment period there is no need to apply again. Your name will be added to the list established from this recruitment.

Requirements:

- Master's degree in Social Work.

OR

- Bachelor's degree in Social Work or Behavioral Sciences; **AND**
- One (1) year of work experience in a public or private social services agency working with children and/or adults, or one (1) year experience performing duties comparable to an Employment Case Manager in a California county welfare department.
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.
*Internship from an accredited college or university within the Behavioral or Social Services field, upon completion of: 2 semesters, may be substituted for 6 months of work experience required; **OR***
2 semesters in a public child or adult protective services agency may be substituted for 1 year of work experience required.
- A valid State of California driver's license is required.

Responsibilities:

Under close supervision, carries a select and difficult caseload in child or adult services including Child Welfare and Child Protective Services, In-home supportive Services and Adult Protective Services. Provides professional assessments, and support and case management services to these at-risk populations in Butte County.

| | |
|---------------------------|-----------------------|
| Bi-Weekly Salary | \$1,436 — \$1,924 |
| Monthly Equivalent | \$3,111 — \$4,169 |
| Recruitment Number | 125335030 |
| Filing Period | 02/01/2012—02/23/2012 |

SOCIAL WORKER, SENIOR

If you applied during the 10/13/11-10/28/11 recruitment period there is no need to apply again. Your name will be added to the list established from this recruitment.

Requirements:

- Masters degree in Social Work.

OR

- Bachelor's degree in Social Work or Behavioral Sciences; **AND**
- Three (3) years work experience performing protective services for children, adults or families in a public social services agency.
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.
*Internship from an accredited college or university within the Behavioral or Social Services field, upon completion of: 2 semesters, may be substituted for 6 months of protected services experience required; **OR***
2 semesters in a public child or adult protective services agency may be substituted for 1 year of protected services experience required.
- A valid State of California driver's license is required.

Responsibilities:

Under general supervision, carries a select and difficult caseload in child or adult services including Child Welfare and Child Protective Services, In-home Supportive Services and Adult Protective Services. Provides professional assessments and support and case management services to these at-risk populations in Butte County.

| | |
|---------------------------|-----------------------|
| Bi-Weekly Salary | \$1,585 — \$2,124 |
| Monthly Equivalent | \$3,434 — \$4,602 |
| Recruitment Number | 125333031 |
| Filing Period | 02/01/2012—02/23/2012 |

SOCIAL SERVICES AIDE**Requirements:**

- Bachelor's degree in Social Work or Behavioral Sciences

OR

- High School diploma or equivalent GED certificate; **AND**
- One (1) year of work experience providing direct services to adults, children and/or families in a public or private social services agency.
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.
*Internship from an accredited college or university within the Behavioral or Social Services field, upon completion of: 2 semesters, may be substituted for 6 months of work experience required; **OR***
2 semesters in a public child or adult protective services agency may be substituted for 1 year of work experience required.
- A valid State of California driver's license is required.

Responsibilities:

Under close supervision, provides assistance to social workers by performing specifically assigned support functions in social services settings and client homes

| | |
|---------------------------|-----------------------|
| Bi-Weekly Salary | \$1,122 — \$1,503 |
| Monthly Equivalent | \$2,430 — \$3,257 |
| Recruitment Number | 125337029 |
| Filing Period | 02/01/2012—02/15/2012 |

OFFICE SPECIALIST, SENIOR *

| | |
|---------------------------|-----------------------|
| Bi-Weekly Salary | \$967 — \$1,296 |
| Monthly Equivalent | \$2,096 — \$2,808 |
| Recruitment Number | 121055026 |
| Filing Period | 02/06/2012—02/24/2012 |

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 and must be submitted by recruitment deadline.
- Valid State of California driver's license may be required.

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.

ACCOUNT CLERK, SENIOR *

| | |
|---------------------------|-----------------------|
| Bi-Weekly Salary | \$1,016 — \$1,362 |
| Monthly Equivalent | \$2,202 — \$2,951 |
| Recruitment Number | 121285028 |
| Filing Period | 02/01/2012—02/24/2012 |

Requirements:

- High school diploma or equivalent GED certificate.
- Two (2) years of experience in bookkeeping, accounting, or fiscal recordkeeping, including two (2) years computer experience. Associate's degree in Accounting, Computer Applications, 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 general supervision, performs a variety of support functions for accounts payable; enters data, reconciles accounts, processes transactions, and prepares reports of transactions.

SHERIFF SECURITY OFFICER - NEW CLASSIFICATION*

| | |
|---------------------------|-----------------------|
| Bi-Weekly Salary | \$1,208 — \$1,619 |
| Monthly Equivalent | \$2,617 — \$3,507 |
| Recruitment Number | 126842025 |
| Filing Period | 01/27/2012—02/10/2012 |

Requirements:

- High School diploma or equivalent GED certificate; public service and computer experience preferred.
- Be departmentally certified in authorized safety equipment during probationary period
- Must pass a background investigation including polygraph, psychological and medical screenings.
- Valid State of California driver's license is required.
- Within one (1) year from the date of hire must possess a current 832 PC certification.

Responsibilities:

Under general supervision, provides security in and around Butte County Court and government facilities. Conducts security screening which includes operation and monitoring of security screening equipment, provides information to the public and assists in other Court security functions as assigned.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed indoors and outdoors in all kinds of weather and may require long periods of standing or walking
- Work involves intense concentration on activities going on around one's location on a constant basis throughout the entire work shift.
- Work may include exposure to individuals who may be hostile and abusive; contact with a diverse population.

FACILITIES MAINTENANCE SPECIALIST, LEAD*

| | |
|---------------------------|-------------------|
| Bi-Weekly Salary | \$1,436 — \$1,924 |
| Monthly Equivalent | \$3,111 — \$4,169 |
| Recruitment Number | 124613016 |
| Filing Period | 01/10/12—02/10/12 |

Requirements:

- Four (4) years experience in electrical, carpentry, plumbing or HVAC.
- A valid State of California driver's license is required.

Responsibilities:

Under general supervision, plans, organizes and provides direction to a work crew performing a variety of specialized duties in the construction, maintenance and repair of buildings and equipment; performs more difficult work assignments; and assures that safety practices are observed at the worksite.

Be sure to submit copies of your transcripts, certifications, licensing, etc. by the deadline.

PUBLIC SAFETY DISPATCHER-LATERAL *

| | |
|---------------------------------|-------------------|
| Bi-Weekly Salary | \$1,367 — \$1,831 |
| Monthly Equivalent | \$2,961 — \$3,968 |
| Deputy Sheriff (Lateral) | 126833008 |
| Filing Period | Continuous |

Requirements:

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

Responsibilities:

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

DEPUTY SHERIFF (LATERAL)

| | |
|---------------------------------|-------------------|
| Bi-Weekly Salary | \$1,539 — \$2,165 |
| Monthly Equivalent | \$3,334 — \$4,692 |
| Deputy Sheriff (Lateral) | 126816009 |
| 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.**

HELPFUL HINTS

INTERVIEWING BASICS

A job interview is your chance to show an employer what he or she will get if you're hired. That being said, it is essential to be well prepared for the job interview. Preparing means knowing about the industry, the employer, and yourself. Below are 12 helpful hints, which will assist you in your job quest.

- Research the organization of the position for which you are applying
- Obtain and review the job description to see if you meet the qualifications for the position
- Practice interview questions
- Be prepared to illustrate how you meet the qualifications
- Dress appropriately
- Arrive early; "to be early is to be on time"
- Show enthusiasm
- Be yourself, be genuine
- Be prepared to ask questions
- Obtain contact information
- Write a thank you note or email
- Follow-up

Don't forget to submit copies of your transcripts, certifications, licensing or supplemental responses if required by the position you are applying.

**Apply Online
In NEOGOV at
www.buttecounty.net/personnel
*Select "email notification" for
faster responses**

SELECTION PROCESS APPEAL

Any applicant who has participated in a selection process may appeal to the Director - Human Resources for review of the rating received in the selection process to assure uniform rating procedures have been equitably applied. Applicants can contact the assigned Analyst for additional information regarding the appeal process.

Appeal must be filed in writing to the Director - Human Resources within (20) twenty days after the date on which the notification of the results of such selection process was mailed to the applicant. A selection appeal must clearly state the selection process rating questioned, the date of the process, and the action requested. The decision by the Director - Human Resources shall be final.

Any correction in rating shall not affect appointments, which may have already been made from the eligible list, which resulted from the selection process rating in question.



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.