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Butte County JOBS

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

January 2012



Bidwell Park--Photo Courtesy of Aaron Quin

Butte County is accepting applications for the Deputy District Attorney Series. For additional information on these career opportunities including salary, filing date and requirements for the position, please turn to page 3 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 Matter, 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, Accounts 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, Garnishments, 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

DEPUTY DISTRICT ATTORNEY I*

Bi-Weekly Salary	\$1,838.03—\$2,463.14
Monthly Equivalent	\$3,982— \$5,337
Recruitment Number	117007185
Filing Period	12/14/11—1/13/12

Requirements:

- Juris Doctorate (JD) degree required.
- Must be licensed by the Bar to practice law in the State of California, remain active with all California Bar annual requirements.
- Successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

Responsibilities:

Under close supervision, investigates, prepares and prosecutes misdemeanor cases for Butte County; represents the District Attorney in all aspects of criminal misdemeanor prosecution in Butte County.

Distinguishing Characteristics: This is the entry level within the Deputy District Attorney series; some non-standard work hours are required.

Supplemental questionnaire required at time of submission of Application. Supplemental questionnaire is available on the County website at www.ButteCounty.net/personnel under Resources and Documents.

DEPUTY DISTRICT ATTORNEY II*

Bi-Weekly Salary	\$2,131.56 — \$2,856.49
Monthly Equivalent	\$4,618 — \$6,189
Recruitment Number	117006186
Filing Period	12/14/11—1/13/12

Requirements:

- Juris Doctorate (JD) degree required.
- One (1) year of experience in a trial practice.
- Must be licensed by the Bar to practice law in the State of California, remain active with all California Bar annual requirements
- Successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

Responsibilities:

Under general supervision, investigates, prepares and prosecutes misdemeanor cases for Butte County; represents the District Attorney in the management of legal issues, and all aspects of criminal misdemeanor prosecution in Butte County.

Distinguishing Characteristics: This is the journey-level misdemeanor prosecutor position within the Deputy District Attorney series; some non-standard work hours are required.

Supplemental questionnaire required at time of submission of Application. Supplemental questionnaire is available on the County website at www.ButteCounty.net/personnel under Resources and Documents.

DEPUTY DISTRICT ATTORNEY III*

Bi-Weekly Salary	\$2,471.95— \$3,312.65
Monthly Equivalent	\$5,356 — \$7,177
Recruitment Number	117005187
Filing Period	12/14/11—1/13/12

Requirements:

- Juris Doctorate (JD) degree required.
- Two (2) years relevant experience in a criminal trial practice.
- Must be licensed by the Bar to practice law in the State of California, remain active with all California Bar annual requirements.
- Successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

Responsibilities:

Under limited supervision, investigates, prepares and prosecutes felony and misdemeanor cases for Butte County; represents the District Attorney in the management of legal issues, and all aspects of general felony prosecution in Butte County.

Supplemental questionnaire required at time of submission of Application. Supplemental questionnaire is available on the County website at www.ButteCounty.net/personnel under Resources and Documents.

DEPUTY DISTRICT ATTORNEY IV*

Bi-Weekly Salary	\$2,938.38— \$3,937.71
Monthly Equivalent	\$6,366 — \$8,532
Recruitment Number	117004188
Filing Period	12/14/11—1/13/12

Requirements:

- Juris Doctorate (JD) degree required
- Three (3) years relevant experience in a criminal trial practice.
- Must be licensed by the Bar to practice law in the State of California, remain active with all California Bar annual requirements, and successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

Responsibilities:

Under limited supervision, investigates, prepares and prosecutes felony and misdemeanor cases for Butte County; represents the District Attorney in the management of legal issues, and all aspects of felony and civil prosecution in Butte County.

Supplemental questionnaire required at time of submission of Application. Supplemental questionnaire is available on the County website at www.ButteCounty.net/personnel under Resources and Documents.

PUBLIC HEALTH NURSE, ASSOCIATE *

Bi-Weekly Salary	\$1,749.46—\$2,344.46
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	\$2,079.57—\$2,786.82
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 *

Bi-Weekly Salary	\$1,883.98—\$2,524.73
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	\$2,352.84 — \$3,153.03
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	\$1,883.98 — \$2,524.73
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	\$5,447.56 — \$7,300.26
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	\$1,931.08—\$2,587.83
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.

PHYSICAL THERAPIST, SENIOR*

Bi-Weekly Salary	\$2,131.56—\$2,856.49
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.

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

MANAGER, PSYCHIATRIC HEALTH FACILITY

Bi-Weekly Salary	\$2,648.93 — \$3,549.82
Monthly Equivalent	\$5,739 — \$7,691
Recruitment Number	124107014
Filing Period	1/3/12—1/27/12

Requirements:

- Master's degree in Nursing, Hospital Administration, Social Work, Psychology, or a related field, and three (3) years experience supervising behavioral health staff. One (1) year of experience in Butte County preferred.

OR

- Bachelor's of Science in Nursing and seven (7) years experience supervising behavioral health staff. Master's preferred.
- And must be licensed to practice by the California Board of Behavioral Sciences or Nursing, remain active with all annual licensing requirements, and maintain a clear criminal record.
- Must possess State of California driver's license.

Responsibilities:

Under limited supervision, supervises staff and activities in a 24-hour in-patient mental health facility providing care and treatment for the mentally ill, developmentally disabled, and substance abuse patients.

MEDICAL RECORDS TECHNICIAN*

Bi-Weekly Salary	\$876.26— \$1,174.27
Monthly Equivalent	\$1,899 — \$2,544
Recruitment Number	124058011
Filing Period	1/3/12—1/27/12

Requirements:

- High school diploma or GED equivalent certificate and one (1) year experience in medical records or other clerical records management and administration. A Medical Terminology Certificate from an accredited college or university may be substituted for the one year of experience.
- A State of California driver's license may be required.

Responsibilities:

Under close supervision, supports health care professionals in providing a variety of health related services to individuals, the community and other public agencies.

Distinguishing Characteristics: This is a journey level position; reports to the Supervisor.

FINANCIAL TECHNICIAN *

Bi-Weekly Salary	\$1,238.14— \$1,659.22
Monthly Equivalent	\$2,683 — \$3,595
Recruitment Number	121288010
Filing Period	1/3/12—1/27/12

Requirements:

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

Responsibilities:

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

Distinguishing Characteristics: This is the journey level classification within the Financial Technician series; reports to a Manager or Supervisor. This classification is expected to interpret and process the financial records and transactions of the County.

MEDICAL RECORDS TECHNICIAN, SENIOR *

Bi-Weekly Salary	\$967.22— \$1,296.17
Monthly Equivalent	\$2,096— \$2,808
Recruitment Number	124061012
Filing Period	1/3/12—1/27/12

Requirements:

- High school diploma or GED equivalent certificate and two (2) years experience in medical records or other clerical records management and administration. A Medical Terminology Certificate from an accredited college or university may be substituted for one (1) year of the required experience.
- A State of California driver's license may be required.

Responsibilities:

Under general supervision, supports health care professionals in providing a variety of technical records services to individuals, the community and other public agencies. Provides work direction to others.

Distinguishing Characteristics: This is a senior level position; reports to the Supervisor.

PUBLIC SAFETY DISPATCHER-LATERAL *

Bi-Weekly Salary	\$1,366.67 — \$1,831.48
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

WATER RESOURCES SCIENTIST

Bi-Weekly Salary	\$2,121.08 — \$2,842.46
Monthly Equivalent	\$4,596 — \$6,159
Recruitment Number	121019015
Filing Period	1/3/12 — 2/3/12

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.

DEPUTY SHERIFF (LATERAL)

Bi-Weekly Salary	\$1,538.86 — \$2,165.34
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.**

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.