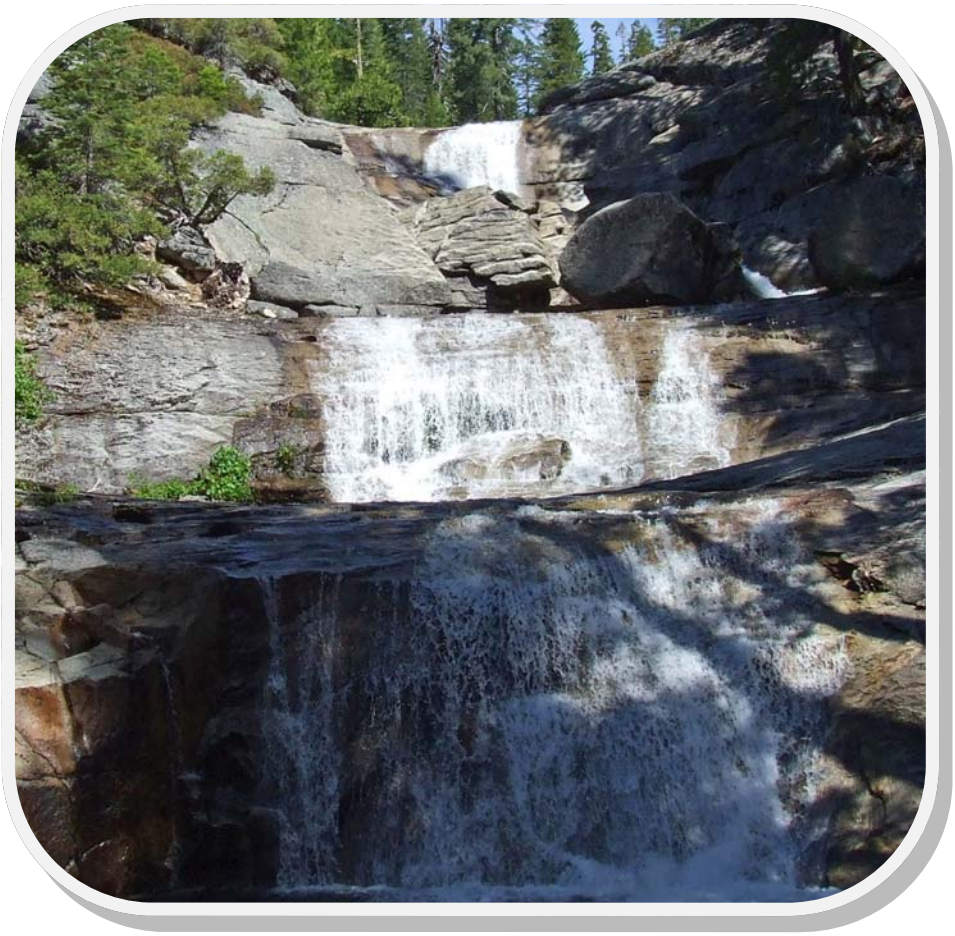
Butte County
EMPLOYMENT OPPORTUNITIES

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

September 2012



Kimshew Falls -Photo Courtesy of Peggy Moak

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Butte County is accepting applications for

Veteran's Service Officer:

Bi-Weekly Salary: $2,018.87 — $2,705.48

Monthly Equivalent: $4,374.22 — $5,861.87

Filing Period: 09/17/2012 — 10/12/2012

Turn to page 12 & visit our website at

www.buttecounty.net/personnel.

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BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

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SUPERVISOR, PAYROLL

- **Yvette McMillan,** (530) 538-2837

PRINCIPAL HUMAN RESOURCES ANALYST

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  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

- **Leah Goodlife**, (530) 538-6946
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ADMINISTRATIVE ASSISTANT, SENIOR

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

HUMAN RESOURCES SPECIALIST, ASSOCIATE

- **Katie Leasure**
  Employee Benefits Support

OFFICE SPECIALIST, SENIOR

- **Kelsey Sweeney**, (530) 538-7651

Front Desk Reception, Recruitment Support, Applicant Data Entry

ADMINISTRATIVE ANALYST

- **Amie Theveos-Stevens**, (530) 538-6451
  W2s, Journal Corrections, Health Insurance, HR Budget, PERS Inquiries, FMLA, Retiree Health, Discovery Benefits Plan

PAYROLL SPECIALISTS

- **Sheri Atkison**, (530) 538-7756
- **Spiros Banos**, (530) 538-6104
- **Jessica Driskill**, (530) 538-7570
- **Lea Ann Hannagan**, (530) 538-7741

W4s, Time Card Corrections, Direct Deposit, PERS, Life Insurance, Deferred Compensation, Back Wages Issues, Catastrophic Leave Donations, Paid Family Leave, 4850 Payments/Workers Comp. Calculations, Non-Comp Issues, Union Dues, SDI, Garnishments, Voluntary Furlough, Special Pays

HOW TO CONTACT US

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3-A County Center Drive, Oroville, CA 95965
Phone: (530) 538-7651
TTY/TDD: (530) 538-6833
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Job Hotline (recorded job listings): (530) 538-7653
Fax Line: (530) 538-7790
Website: www.buttecounty.net/personnel

NUTRITION SPECIALIST*

Bi-Weekly Salary	$1,036.49 — $1,388.99
Monthly Equivalent	$2,245.72 — $3,009.48
Recruitment Number	124068152
Filing Period Non-Bilingual	09/03/2012 — 09/19/2012

Requirements:

- Associate's degree in Nutrition, Health, or related field and one (1) year of experience in a health services setting desirable; **OR** fifteen (15) semester units of college coursework in nutrition, health, or related field and one (1) year experience in a health services setting required.
- A valid State of California driver's license.

Responsibilities:

Under general supervision, provides services to participants of the Women Infants & Children (WIC) program including nutritional counseling, education and training.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Light lifting of items up to 25 pounds may be required.

NUTRITION SPECIALIST (BILINGUAL: SPANISH)*

Bi-Weekly Salary	$1,036.49 — $1,388.99
Monthly Equivalent	$2,245.72 — $3,009.48
Recruitment Number	124068140
Filing Period	09/01/2012 — 09/28/2012

Requirements:

- Associate's degree in Nutrition, Health, or related field and one (1) year of experience in a health services setting desirable; **OR** fifteen (15) semester units of college coursework in nutrition, health, or related field and one (1) year experience in a health services setting required.
- A valid State of California driver's license.

Responsibilities:

Under general supervision, provides services to participants of the Women Infants & Children (WIC) program including nutritional counseling, education and training.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Light lifting of items up to 25 pounds may be required.

RISK MANAGEMENT ANALYST

Bi-Weekly Salary	$1,740.86 — $2,332.91
Monthly Equivalent	$3,771.87 — $5,054.64
Recruitment Number	121030148
Filing Period	09/04/2012 — 09/28/2012

Requirements:

- A Bachelor's degree in Public Administration, Business Administration, Law, Safety, Nursing, Risk Management, or other related courses.
- One (1) year of professional experience working with occupational safety and health programs, workers' compensation claims administration, disability management, or loss control programs, preferably with a public agency and/or risk management program.
- A valid State of California driver's license is required.

Responsibilities:

Under general supervision, performs a variety of complex duties related to risk management, specializing in one or more areas such as workers' compensation claims administration, disability management, employee health and wellness programs, loss prevention, liability claims administration, and insurance.

Environmental Factors and Conditions/Physical Requirements:

Work is performed in an office environment.

This is a Limited Term position that has a current end date of June 30, 2013, however there is a possibility that this position would be extended at the end of that term.

RISK MANAGEMENT ANALYST, SENIOR

Bi-Weekly Salary	$1,921.59 — $2,575.11
Monthly Equivalent	$4,163.45 — $5,579.41
Recruitment Number	121029147
Filing Period	09/04/2012 — 09/28/2012

Requirements:

- A Bachelor's degree in Public Administration, Business Administration, Law, Safety, Nursing, Risk Management, or other related fields.
- Two (2) years of professional experience working with occupational safety and health programs, workers' compensation claims administration, disability management, vocational rehabilitation or loss control programs, preferably with a public agency and/or risk management program.
- A valid State of California driver's license is required.

Responsibilities:

Under limited supervision, performs a variety of complex administrative, analytical, budgetary, statistical, and other management activities that support one or more Risk Management functions.

Environmental Factors and Conditions/Physical Requirements:

Work is performed in an office environment.

This is a Limited Term position that has a current end date of June 30, 2013, however there is a possibility that this position would be extended at the end of that term.

SUPERVISOR, AUDITOR-ACCOUNTANT

Bi-Weekly Salary	$1,969.63 — $2,639.50
Monthly Equivalent	$4,267.54 — $5,718.91
Recruitment Number	121256146
Filing Period	09/01/2012 — 09/21/2012

Requirements:

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

Responsibilities:

Under general supervision, organizes, trains and supervises staff and performs a variety of accounting and administrative functions to support the activities of the Auditor-Controller's Office. This is the supervisor position in the Auditor-Accountant series; supervises other accounting staff; reports to an Assistant Auditor-Controller.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.

BEHAVIORAL HEALTH WORKER*

Bi-Weekly Salary	$1,116.18 — $1,495.80
Monthly Equivalent	$2,418.40 — $3,240.90
Recruitment Number	124156151
Filing Period	09/01/2012 — 09/14/2012

Requirements:

- High school diploma or GED equivalent certificate.
- Successful completion of Peer Employment Training within 45 days of hire date.
- Must be at least 18 years of age.
- 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 including outreach, recovery training, case management, and peer support to individuals receiving mental health or substance abuse services in the community.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in a clinic, home, community, and/or office environment.
- Work involves the potential for exposure to hostile situations and infectious diseases; some non-standard work hours may be required.

STAFF NURSE

Bi-Weekly Salary	$1,793.20 — $2,403.06
Monthly Equivalent	$3,885.27 — $5,206.64
Deputy Sheriff (Lateral)	124037144
Filing Period	08/27/2012 — 09/28/2012

Requirements:

STAFF NURSE

- Bachelor's Degree or Associate Degree in Nursing, and one (1) year of professional experience as a Registered Nurse preferred.
- Must be licensed as a Registered Nurse from the State of California, and remain active with all annual licensing requirements.
- Possession of a current valid CPR certification.
- Must possess a valid State of California Driver's license.

STAFF NURSE - ACUTE ASSIGNMENT

- Requires a Bachelor's degree and one (1) year experience performing the duties of a Registered Nurse in a psychiatric or other acute care nursing setting.
- Must be licensed as a Registered Nurse from the State of California, and remain active with all annual licensing requirements.
- Must pass a pre-employment physical.
- Possession of a current valid CPR certification.
- Must possess a valid State of California Driver's license.

Responsibilities:

Under general supervision, provides a variety of professional nursing and patient care services to support the functions and operation of the Public Health or Behavioral Health Departments clinics, acute facilities and programs.

Environmental Factors and Conditions/Physical Requirements:

- Working conditions are basic Clinic and community settings; full manual dexterity and visual acuity required.
- Work involves the potential for exposure to hostile and infectious diseases; some non-standard work hours are required.
- Acute assignment: Work is performed in crisis in-patient facilities; full manual dexterity and visual acuity required.
- Acute assignment: Work involves the potential for exposure to high risk physical situations, and patients; and infectious diseases; some non-standard work hours are required.

Be sure to submit copies of your transcripts, certifications, licensing and/or supplemental responses by the recruitment deadline.

PROBATION OFFICER I

Bi-Weekly Salary	$1,373.30 — $1,840.36
Monthly Equivalent	$2,975.49 — $3,987.45
Recruitment Number	125515149
Filing Period	09/01/2012 — 09/21/2012

Requirements:

- Bachelor's degree in Criminology, Social or Behavioral Sciences, or related field.
- Must possess a valid State of California driver's license.
- Must obtain and maintain a valid California 832 Peace Officer Certificate.
- Probation Officers may be armed in the course of their duties, and must pass a stringent background investigation, including a written and oral psychological examination and a medical evaluation.

Exception:

►**Current Butte County Employees** classified in the Probation Technician series or Juvenile Hall Counselor series as of *February 05, 2005* may be considered qualifying with the following:

- 60 units 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; **and** two (2) years full time experience in a criminal justice field performing duties that include substantial case management or supervision of adults or adolescent youths.

Responsibilities:

Under close supervision, acts as an officer of the court and conducts the daily operation and functions of rehabilitative services; controls and monitors the movement of probationers; enforces the terms and conditions of probation; physically restrains and arrests violators; prepares a variety of reports for the court; and performs a variety of duties associated with the Probation department.

Environmental Factors and Conditions/Physical Requirements:

- Working conditions are various office, home and county facility settings; involves the potential for high stress levels and exposure to hostile situations; some non-standard work hours are required.
- Must work with a highly manipulative, questionably motivated and psychologically challenging client population; must be able to maintain professional composure and effectiveness.

PROBATION OFFICER II

Bi-Weekly Salary	$1,592.62 — $2,134.27
Monthly Equivalent	$3,450.69 — $4,624.26
Recruitment Number	125514150
Filing Period	09/01/2012 — 09/21/2012

Requirements:

- Bachelor's degree in Criminology, Social or Behavioral Sciences or related field; **and** one (1) year of experience as a Probation Officer.

OR One (1) year of experience as a Probation Officer in the County of Butte.

- Must possess a valid State of California driver's license.
- Must obtain and maintain a valid California 832 Peace Officer Certificate.
- Probation Officers may be armed in the course of their duties, and must pass a stringent background investigation, including a written and oral psychological examination and a medical evaluation.
- Probation Officer I with a minimum of one (1) year as a Supervisor, Juvenile Hall Counselor may be qualifying for promotion upon successful completion of the STC Probation Officer Core Training and six (6) months as a Probation Officer I.

Responsibilities:

Under general supervision, acts as officer of the court and conducts the daily operation and functions of rehabilitative services; controls and monitors the movement of probationers; enforces the terms and conditions of probation; physically restrains and arrests violators; prepares a variety of reports to the court; and performs a variety of duties associated with the Probation department.

Environmental Factors and Conditions/Physical Requirements:

- Working conditions are various office, field and County facility settings; involves the potential for high stress levels and exposure to hostile situations; some non-standard work hours are required.
- Must work with a highly manipulative, questionably motivated and psychologically challenging client population; must be able to maintain professional composure and effectiveness.

OCCUPATIONAL THERAPIST*

Bi-Weekly Salary	$1,969.63 — $2,639.50
Monthly Equivalent	$4,267.54 — $5,718.91
Recruitment Number	124048098
Filing Period	Continuous

Requirements:

- Bachelor's degree in Occupational Therapy.
- Must have current licensing with the California Board of Occupational Therapy and remain active with all annual licensing requirements.
- Must possess State of California driver's license.
- Must 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 in 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.

OCCUPATIONAL THERAPIST, SENIOR*

Bi-Weekly Salary	$2.174.10 — $2,913.51
Monthly Equivalent	$4,710.56 — $6,312.61
Recruitment Number	124070099
Filing Period	Continuous

Requirements:

- Bachelor's degree in Occupational 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 be licensed as an Occupational Therapist in the State of California, and remain active with all annual licensing requirements.
- Must possess State of California driver's license.

Responsibilities:

Under general supervision, plans and administers occupational 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 .

PHYSICAL THERAPIST*

Bi-Weekly Salary	$1,969.63 — $2,639.50
Monthly Equivalent	$4,267.54 — $5,718.91
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	$2,174.10 — $2,913.51
Monthly Equivalent	$4,710.56 — $6,312.61
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.

PUBLIC HEALTH NURSE, ASSOCIATE *

Bi-Weekly Salary	$1,749.46 — $2,344.46
Monthly Equivalent	$3,790.51 — $5,079.65
Recruitment Number	124047132
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.

Environmental Factors and 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.

Be sure to submit copies of your transcripts, certifications, licensing and/or supplemental responses by the recruitment deadline.

PUBLIC HEALTH NURSE *

Bi-Weekly Salary	$1,883.98 — $2,524.73
Monthly Equivalent	$4,081.97 — $5,470.24
Recruitment Number	124046133
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.

Environmental Factors and 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 (Bilingual: Spanish)*

Bi-Weekly Salary	$1,883.98 — $2,524.73
Monthly Equivalent	$4,081.97 — $5,470.24
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; co-ordinates 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.

Environmental Factors and 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.

PSYCHIATRIST*

Bi-Weekly Salary	$5,447.56 — $7,300.26
Monthly Equivalent	$11,803.05 — $15,817.22
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.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment and health clinic.
- Health clinic working conditions involves the potential for high stress levels and exposure to hostile situations; some non-standard work hours are required.
- Must work with a highly manipulative, questionably motivated and clinically challenging client population; must be able to maintain professional composure and clinical effectiveness.

SUPERVISOR, THERAPIST

Bi-Weekly Salary	$2,399.80 — $3,215.97
Monthly Equivalent	$5,199.57 — $6,967.93
Recruitment Number	124044107
Filing Period	Continuous

Requirements:

- Bachelor's degree in Physical or Occupational Therapy.
- Four (4) 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 be licensed as a Physical or Occupational Therapist in the State of California, and remain active with all annual licensing requirements.
- A valid State of California driver's license is require ed.

Responsibilities:

Under limited supervision, plans, organizes, and directs the work of Public Health/California Children Services Medical Therapy Unit Programs; supervises physical & occupational therapists, therapy aides & support staff to assure that effective medical therapy rehabilitation services are provided. Functions as a member of the CCS Medical Case Management team for authorization and denial of therapy services and durable medical rehabilitation equipment.

Environmental Factors and Conditions/Physical Requirements:

- Working conditions are basic health clinic setting; some non-standard work hours are required.
- Full manual dexterity and visual acuity required.
- Must be able to lift and assist children and adults weighing up to 150 pounds.
- Pre-employment medical clearance

VETERAN'S SERVICE OFFICER

Bi-Weekly Salary	$2,018.87 — $2,705.48
Monthly Equivalent	$4,374.22 — $5,861.87
Recruitment Number	124935141
Filing Period	09/17/2012 — 10/12/2012

Requirements:

- Bachelor's degree in Public Administration, Business Administration, Social Science, Counseling, or a related field.
- Must have served on active military duty discharged under honorable conditions; three (3) years' experience in a public, nonprofit agency or military role providing counseling or advisory duties; ;and two (2) years of lead or supervisory experience.VA accreditation by a National Service Organization and/or the California Department of Veterans Affairs is required within one (1) year of appointment.
- A valid 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 general supervision, plans, organizes and supervises the operations of the County Veteran's Services Program to provide aid and assistance to veterans, spouses, veterans' widows, orphans, and dependent parents in obtaining federal, state and local rights and benefits.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Must work with a diverse client population and issues of profound bereavement; must be able to maintain professional composure and effectiveness.

SENIOR PROGRAM MANAGER, CLINICAL SERVICES

Bi-Weekly Salary	$2,584.32 — $3,463.25
Monthly Equivalent	$5,599.36 — $7,503.70
Deputy Sheriff (Lateral)	124104154
Filing Period	08/31/2012 — 09/14/2012

Requirements:

- Master's degree in Social Work, Psychology, Counseling, Psychiatric Nursing, or a PhD. or PsyD in Psychology.
- Two (2) years licensed professional experience in behavioral science, including two (2) years supervisory experience. One (1) year of experience in Butte County preferred.
- Must be licensed to practice by the California Board of Behavioral Sciences, American Psychological Association or the California Board of Nursing and remain active with all annual licensing requirements, and maintain a clear criminal record.
- A valid State of California driver's license is required.

Responsibilities:

Under limited supervision, manages multiple clinical programs providing County-wide behavioral health treatment services; analyzes community needs and designs strategies to prioritize programs and services to best meet the community needs.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.

PUBLIC SAFETY DISPATCHER-LATERAL *

Bi-Weekly Salary	$1,393.95 — $1,868.02
Monthly Equivalent	$3,020.23 — $4,047.39
Deputy Sheriff (Lateral)	126833145
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 the recruitment deadline. Only typing certificates issued after identification has been verified will be accepted. On-line typing certificates are not valid.
- Must pass a thorough background investigation.
- **Additional qualifications for lateral transfers:** Must be currently working or employed within the last twelve months as a public safety dispatcher in a California Law Enforcement Agency or California Fire Department with a minimum of one (1) year experience as a public safety dispatcher with the same agency. **Copy of Certificate must be submitted by the recruitment deadline.**

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.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in a fast paced, high volume call center environment and long periods without breaks; involves a minimum of physical effort in a highly stressful setting.
- May be subject to repetitive motion, such as typing and vision to monitor.
- May be subject to angry or distraught citizens.
- Must meet high standards of hearing acuity, and speak effectively in a clear, understandable voice.
- Must be willing to work weekdays, weekends, holidays and on any assigned shift.

DEPUTY SHERIFF (LATERAL)

Bi-Weekly Salary	$1,664.23 — $2,230.23
Monthly Equivalent	$3,605.84 — $4,832.17
Deputy Sheriff (Lateral)	126816153
Filing Period	Continuous

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 posses 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.**

Responsibilities:

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.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures.
- Subject to extended periods of driving patrol vehicles.
- Subject to dangerous machinery or physical harm such as vehicles, gunshots, and physical attacks.
- May be exposed to hazardous chemicals, drugs, and infectious and communicable diseases.
- Required to physically restrain persons.
- Subject to extended periods of intense concentration in review of crime scenes, investigations and preparing law enforcement reports.
- Subject to standing, walking, sitting, bending, reaching, kneeling, running, and lifting heavy objects such as gun belts, equipment, suspects, files, and evidence.

SWAT Training - Photo Courtesy of BCSO

INTERVIEWING TIPS

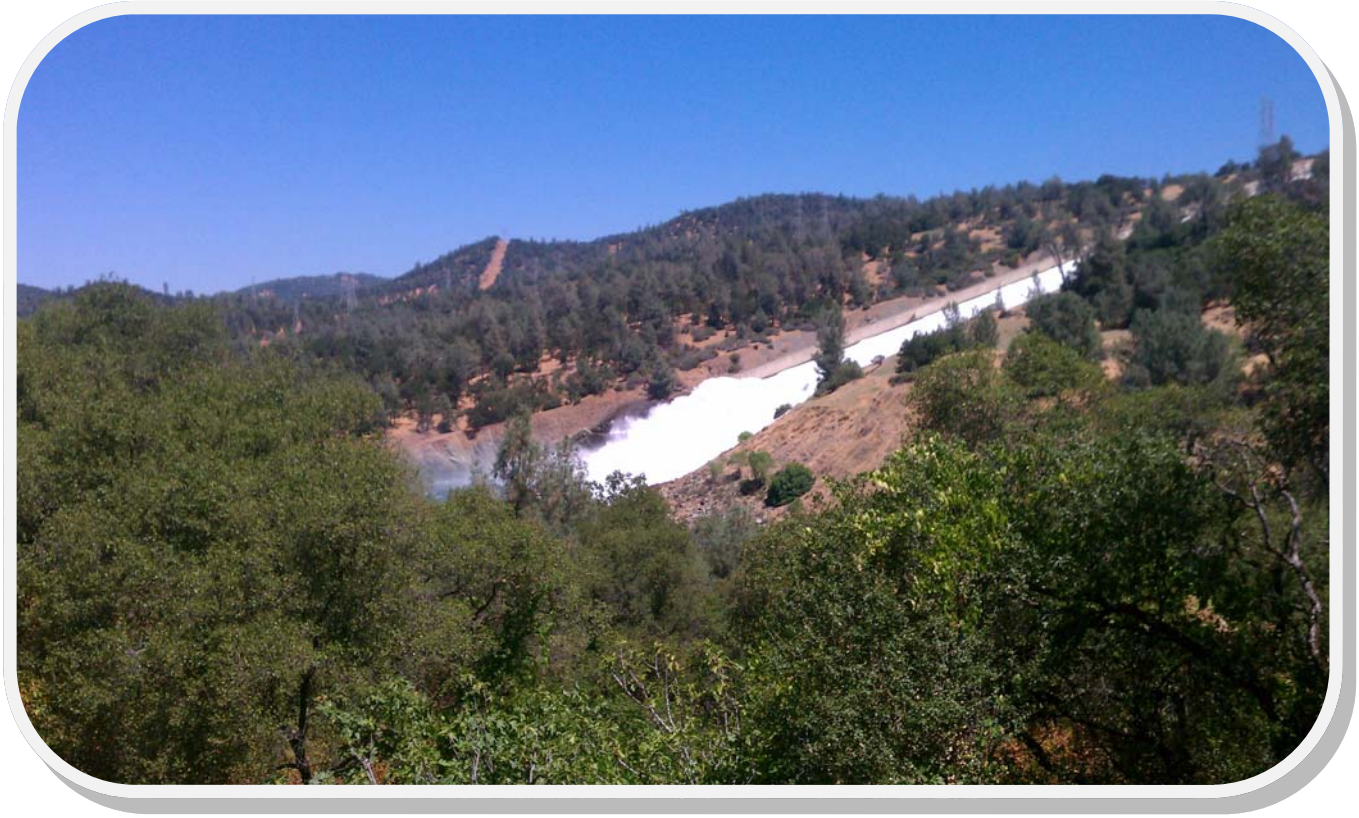
A job interview is your chance to show an employer what he or she will get if you're hired. That being said, it is essential to be well prepared for the job interview. Preparing means knowing about the industry, the employer, and yourself. Below are 12 helpful hints, which will assist you in your job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

SAVE TIME!
Apply ONLINE!

Using NEOGOV at www.buttecounty.net/personnel

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



Oroville Dam Spillway - Photo Courtesy of Rob Barth

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.

Scan our QR Barcode and you'll be directed right to our webpage.