



IN THE SPOTLIGHT

March 2007

THE DEPARTMENT OF HUMAN RESOURCES

For many, the Department of Human Resources is their point of first contact with the County of Butte. As the agency responsible for administering the County's recruitment process, the Department's efforts in this area are perhaps the most visible to members of the public.

As an equal opportunity employer, the Department of Human Resources actively works to fulfill the County's commitment to attracting a diverse pool of qualified applicants from which to fill the County's many job assignments. While many of the applications the Department receives come from the local citizens of Butte County, with the advent of the Internet and other forms of electronic job posting, the Department also receives a number of applications from candidates who are attracted by the County's natural beauty and quiet, rural lifestyle, and who have decided to seek employment here.

The Department currently has 3 Human Resources Analysts whose duties include reviewing the employment applications that are received in response to County's job openings, administering tests, and certifying the names of qualified candidates to the various County departments when vacancies occur. In 2006 the Department's Analysts conducted more than 250 recruitments, administered nearly 80 examinations, and assisted in the hiring of 216 full-time, regular-help personnel, and 157 part-time, extra-help employees.

While the Department may best be known to members of the public for its recruitment efforts, the agency also plays a lead role in the administration of a number of other programs and services for both County employees and the departments that make up the County of Butte. These include labor relations, classification and compensation, civil rights compliance, training and education, and management of the County's employee benefit programs to name just a few.

Among the benefit programs administered by the Department are the County's comprehensive health plan (which includes medical, dental, and vision insurance), 2 employee life insurance plans, the county-paid

Employee Assistance Program, the Section 125 Cafeteria Plan, and the Cal-PERS retirement program.

In addition to administering the County benefit programs, the Department of Human Resources acts as a training resource for both the employees and the County's 26 departments. In addition to providing training to all County employees on Promotion and Transfer Tips, Non-Discrimination, and Sexual Harassment Prevention, the Department has developed a series of trainings specifically for managers and supervisors, and actively works with County departments to customize training to meet the needs of the County's individual departments.

The Department of Human Resources also provides a variety of ancillary services to both the County's employees and its various departments, including new employee orientation, administration of the County's pre-employment medical evaluations for individuals hired in classifications requiring a medical clearance, post-offer background checks of prospective employees, and bilingual certifications for those departments that serve the County's diverse cultural communities.



Front Row: Laura Brunson, Jeanne Gravette, Mara Bella, Araceli Mazariego
Back Row: Aaron Quin, Connie Meahan, Sheri Waters, Mark Chambers,
Rebecca Worley, Jennifer Kay
Not Pictured: Kim Lewis, Paula Chenoweth