



How to Apply for a Job With **BUTTE COUNTY**

Land of Natural Wealth and Beauty



An Equal Opportunity Employer

NOTE: 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 should be directed to the Butte County Human Resources Department.

BUTTE COUNTY HUMAN RESOURCES
3-A County Center Drive
Oroville, CA 95965
Telephone: (530) 538-7651
TDD: (530) 538-6833
Recruitment Hotline: (530) 538-7653

OR

Visit our website at
www.buttecounty.net/personnel

JOB VACANCY INFORMATION

Information on current job vacancies and/or recruitments may be obtained from our website at www.buttecounty.net/personnel. You can apply online in any recruitment using **NeoGov**, our **online application tool, by clicking "Apply"**. For your convenience, our monthly job flyer is also posted on our website. Monthly job flyers and an application kiosk are available in the Human Resources Department lobby. Current recruitments may also be obtained by contacting our 24 hour job hotline at (530) 538-7653. **Remember**, an application must be submitted for *each* position for which you wish to apply.

FILLING OUT AN ONLINE APPLICATION

Follow the directions on the *Application for Employment*.

- Visit www.buttecounty.net/personnel & select *Employment Opportunities*.
- Read the job announcement, which contains information regarding the Minimum Qualifications for the position.
- Include all experience and/or training that relates to the job you are seeking. Include volunteer or intern experience.
- Attach required documents such as transcripts, certifications, licensing or supplemental responses if required by the position for which you are applying.

Make sure that you submit your application online in **NeoGov NO LATER THAN 5:00 p.m.** on the final filing date specified in the Job Announcement. Late applications will be rejected without review.

THE SELECTION PROCESS

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.

THE EXAMINATION PROCESS

The purpose of the examination process is to select the most qualified candidates from among those who have taken the examinations. Examinations may include several of the following components:

- Review of the application for minimum Qualifications
- Supplemental questionnaires
- Evaluation of the Education and Experience listed on the application
- Multiple choice written exams
- Writing sample exams
- Written/oral bilingual exams
- Situational exams
- Performance/physical agility exams
- Oral interviews

PREPARING FOR AN EXAMINATION

- Read your examination notification letter. It will tell you when and where the exam will be given and will include your Butte County Personal ID # needed for testing.
- Bring valid picture identification. You cannot take the examination without one.
- There are a number of test preparation booklets available at most libraries and bookstores that may assist you.

EXAMINATION RESULTS

All candidates participating in the examination process will receive notification of examination results by mail or email. If you receive a passing score of 70% or higher, you will be assigned a score group ranking and be placed on the list of eligible candidates for the position which you are applying. The top 3 score groups of the list will be sent to the department that has requested it to fill a vacancy in that classification. The eligibility list will remain in effect for up to one year, at the discretion of the Director-Human Resources.

APPLYING FOR VETERANS' PREFERENCE POINTS

Applicants wishing to claim veterans' preference points for an open, non-promotional examination must attach a copy of their DD214 to their application at the time of submission. Submissions after the final filing date will not be accepted.

Veterans' preference points are added only to those qualified candidates who receive a passing score on an examination. This information will be included in the notice of examination results.

PREPARING FOR AN INTERVIEW

If you receive notice inviting you to participate in a selection interview, be sure to obtain the following information.

- The title of the job for which you are being considered.
- The time and place of the interview.
- To whom you should report to for the interview.

Before the interview, there are a few things you can do to prepare yourself.

- Review your application, resume, and the job announcement to familiarize yourself with the requirements for the position and your qualifications.
- Be prepared to discuss how your education, training, and work experience relate to the job for which you are being interviewed.
- Dress appropriately and look your best.
- If special accommodation is needed, please notify the department conducting the interview prior to your interview.

During your interview remember the following:

- Be calm and relaxed, but at the same time attentive.
- Listen carefully to the question being asked.
- Make sure to answer the question completely, providing all the needed information.

If you are offered a selection interview, you may waive that interview up to three times and still be eligible for employment. This waiver process is performed by completing and returning the *Waiver of Interest* form sent to *you* by the department that is hiring. If you refuse a selection interview **three** times in the same classification, *your* name will be removed from the eligibility list for that classification only. *If you are unable to attend a previously scheduled interview, contact the department with which you were going to interview.*

OFFERS OF EMPLOYMENT

A department may hire anyone of the candidates who they believe is best suited for the job. Any candidate who is hired must come off an eligibility list certified by the Human Resources Department. If you are offered employment with the County and refuse, your name will be taken off the eligibility list for that classification only.

CONDITIONS OF EMPLOYMENT

Any final offer of employment 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.

THE APPEAL PROCESS

Any applicant who has participated in a selection process may appeal to the Director - Human Resources for review of the rating received in any part of the selection process to assure uniform rating procedures have been equitably applied. Such appeal must be filed in writing with 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.

EQUAL OPPORTUNITY EMPLOYER

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.

