BUTTE COUNTY JOBS

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

APRIL 2007

In the Spotlight
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SILENT SENTINELS
ONLY REMAINING VESTIGES OF THE GOLD-RUSH TOWN OF HAMILTON, BUTTE COUNTY SEAT 1850-53
Used with permission.

JONETTA BABB, SUPERVISOR, SUPPORT SERVICES

Like many employees, Jonetta joined the Butte County team after working for many years in other jobs. Prior to being hired by the County as a Supervisor, Support Services in December 2002 with the Department of Employment & Social Services (DESS), Jonetta reported that she had worked for 12 years in a variety of capacities for Oroville Hospital, and before that had spent 10 years as a back-rip operator for a lumber mill.

A lifelong resident of Butte County, Jonetta was born at the County Hospital. Though no longer operational, the hospital building is still visible as part of the County's administration complex.

In her current position with DESS, Jonetta's duties include supervising a staff of 12 employees in the department's Reception Services Unit. In addition to assisting individuals at the department's front counter, as the first point of contact for many of the citizens of Butte County, the Unit's duties include helping people in utilizing the varied resources provided by DESS, answering the telephones, scheduling clients, and preparing a variety of statistical reports.

As a member of the department's team of Support Services Supervisors, Jonetta has had to learn many of the duties of the department's other units, including Children's Services, General Services, Program Services, and the Record, Mail and Supply Units. In addition, she is currently being cross-trained to assist the Accounts Receivable Unit.

With the wide variety of services provided by the Department, Jonetta admits that the job can be challenging at times, but for her, "Being able to help people and making a difference in someone's life makes the job rewarding."

COUNTY OF BUTTE
DEPARTMENT OF HUMAN RESOURCES

DIRECTOR-HUMAN RESOURCES:
Jeanne Gravette, (530) 538-7652

ASSISTANT DIRECTOR-HUMAN RESOURCES:
Laura Brunson, (530) 538-7099

HUMAN RESOURCES ANALYST, PRINCIPAL:
Mark Chambers, (530) 538-2174
- Accommodations (ADA/FEHA); Non-Discrimination Issues; Departmental Website

HUMAN RESOURCES ANALYST, SENIOR:
Sheri Waters, (530) 538-6950
- Leave Issues - FMLA, CFRA, PDL; Pre-Employment Medical Evaluations, Recruitment & Selection

HUMAN RESOURCES ANALYST:
Connie Meahan, (530) 538-6945
- Background Investigations; Bilingual Certification; Recruitment & Selection

HUMAN RESOURCES ANALYST, ASSOCIATE:
Aaron Quin, (530) 538-2157
- Recruitment & Selection

HUMAN RESOURCES SPECIALIST, SENIOR:
Kimberly Lewis, (530) 538-6946
- Recruitment Support; Salary Resolutions

HUMAN RESOURCES SPECIALIST:
Rebecca Worley, (530) 538-7781
- Employee Benefits; New Employee Orientation; COBRA Processing

HUMAN RESOURCES SPECIALIST:
Paula Chenoweth, (530) 538-6947
- Employee Personnel Documents; Personnel Files

ADMINISTRATIVE ASSISTANT, SENIOR:
Jennifer Kay, (530) 538-7652
- Director's Calendar; Training Coordination/Registration; Accounts Payable; Departmental Purchasing

OFFICE SPECIALIST, SENIOR
Araceli Mazariego, (530) 538-7651
- Front Desk Reception

HOW TO CONTACT US

DEPARTMENT OF HUMAN RESOURCES
County Administration Building
25 County Center Drive, Oroville, CA 95965
(530) 538-7651, **TTY/TDD:** (530) 538-6833
Email: personnel@buttecounty.net
Job Hotline (recorded job listing): (530) 538-7653
Application Fax Line: (530) 538-7790
www.buttecounty.net/personnel

A Message From The Director

Jeanne Gravette, Director-Human Resources

Thank you for checking out *Butte County Jobs*! As you will see, Butte County offers many exciting opportunities in a variety of career choices. Major departments in County employment include Agriculture-Sealer of Weights & Measures, Assessor, Auditor-Controller, Clerk-Recorder, County Administration, District Attorney, Employment & Social Services, Child Support Services, Behavioral Health, Development Services, Information Systems, Library, Human Resources, Probation/Juvenile Hall, Public Works, Public Health, Sheriff-Coroner, Treasurer-Tax Collector, and Water and Resource Conservation. With such a wide variety of services provided by the County, you can imagine the terrific opportunities that exist for diverse and enriching employment! Additionally, Butte County employment provides highly competitive salaries with a generous benefits package that includes such things as paid vacations, paid holidays, health insurance, an employee assistance program, and retirement.

In addition to a rewarding career working in local government, Butte County is an ideal place to live with a wide variety of opportunities for cultural enrichment, recreation, and relaxation in a non-congested, rural environment.

In considering employment with the County of Butte, I encourage you to check out the County's web site at: www.buttecounty.net for more information concerning the departments outlined above. Also, for additional information on the recruitments listed in this flyer and the County's salaries and benefits please visit the Human Resource Department's web site at: www.buttecounty.net/personnel. There you will find copies of the County's application form, job specifications (job descriptions), salary tables, benefits information, policies, and helpful information about applying for a job with the County.

Thanks again for your interest in Butte County employment! If you have questions concerning any of the recruitments listed and you can't find the answer on our website (or you don't have access to our website), please give us a call at (530) 538-7651.

PROPERTY APPRAISER

Summary: Under general supervision, performs market value appraisals of residential, commercial, industrial, agricultural, recreational and institutional real property for tax assessment purposes.

Education, Experience, Certifications and Licenses:

- Must meet education/experience criteria for Permanent Certification as outlined in the State of California Board of Equalization Property Tax Rules, Rule 283, Sections (a) 2-3, or
- An Associate's Degree in Accounting, Economics, Finance, Real Estate or a closely related field from an accredited college or university or the equivalent of twenty seven (27) semester units in one of the above listed fields may substitute for two (2) years of the required experience. A Bachelor's degree in Business Administration, Accounting, Agriculture, Real Estate, Economics or a closely related field from an accredited college or university may substitute for the required experience.
- Must qualify to obtain a temporary Appraiser Certificate, and within one (1) year of employment obtain a permanent Appraiser Certificate issued by the State Board of Equalization.
- 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.

Agency Shop: 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.

Salary:
Bi-Weekly: $1,373.31 - $1,840.37
Monthly Equivalent: $2,976 - $3,987
Recruitment Number: 071214075
Filing Period: 04/02/07 – 04/30/07

PROPERTY APPRAISER, SENIOR

Summary: Under general supervision, appraises real estate for tax assessment purposes.

Education, Experience, Certifications and Licenses:

- Must meet education/experience criteria for Permanent Certification as outlined in the State of California Board of Equalization Property Tax Rules, Rule 283, Sections (a) 2-3, and
- Three (3) years experience in property appraisals and assessments, including one (1) year property appraisal experience with demonstrated proficiency in a variety of complex appraisals. A Bachelor's Degree in Business Administration, Accounting, Agriculture, Real Estate, Economics or a closely relate field may substitute for one (1) year of experience, and
- Must possess and maintain or qualify to maintain within one (1) year of employment an Advanced Appraisal Certificate issued by the State Board of Equalization. Possession of an equivalent designation issued by a professional appraisal organization may substitute for an Advanced Appraisal Certificate. Professional appraisal organizations include American Institute of Real Estates Appraisers, International Association of Assessing Officers, American Society of Appraisers and Office of Real Estate Appraisers.
- A valid State of California driver's license is required.

LAST GLIMPSE (LOOKOUT POINT, PARADISE)
Photo Courtesy of Kelley Albright. Used with permission.

- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

Agency Shop: 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.

Salary:
Bi-Weekly: $1,591.68 - $1,840.37
Monthly Equivalent: $3,284 - $4,401
Recruitment Number: 071213076
Filing Period: 04/02/07 – 04/30/07

SURVEYOR, ASSISTANT

Summary: Under general supervision, supervises the work of employees performing and performs surveying, mapping and right of way work.

Education, Experience, Certifications and Licenses:

- Associate's degree in Civil Engineering, or a related technical field from an accredited college or university, and three (3) years of experience in land surveying or construction. Experience may be substituted for education on a year for year basis.
- Certification as a Land Surveyor in Training.
- Possession of a valid State of California driver's license.

Salary:
Bi-Weekly: $1,801.92 - $2,414.74
Monthly Equivalent: $3,904- $5,232
Recruitment Number: 074334022
Filing Period: Continuous

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MONITOR FOR HYDRAULIC GOLD MINING
CHEROKEE, BUTTE COUNTY, CALIFORNIA
Used with permission.

(Continued from page 3)

SURVEYOR, ASSOCIATE

Summary: Under general supervision, plans and directs the work of assigned employees performing and performs office and field surveying, mapping and right of way work.

Education, Experience, Certifications and Licenses:
- Associate's degree in Civil Engineering or a related technical field from an accredited college or university, and five (5) years of experience in surveying and right of way. Years of experience may be substituted for education on a year for year basis.
- Licensed Land Surveyor with the State of California.
- Possession of a valid State of California driver's license.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

Salary:
Bi-Weekly: $2,195.47 - $2,942.15
Monthly Equivalent: $4,757- $6,375
Recruitment Number: 074333023
Filing Period: Continuous

SURVEYOR, SENIOR

Summary: Under general supervision, plans, schedules and supervises employees performing surveying, right of way and mapping work.

Education, Experience, Certifications and Licenses:
- Bachelor's degree in Civil Engineering, or a related field, and six (6) years of professional experience in surveying and right of way, including two (2) years of supervisory or lead experience. Years of experience may be substituted for education on a year for year basis.
- Licensed Land Surveyor with the State of California.
- Possession of a valid State of California driver's license.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

Salary:
Bi-Weekly: $2,364.28 - $3,168.36
Monthly Equivalent: $5,123- $6,865
Recruitment Number: 074331024
Filing Period: Continuous

GROUNDS MAINTENANCE WORKER, SENIOR

Summary: Under general supervision, performs a variety of landscape maintenance duties including mowing trimming and general cleanup; repairs and maintains irrigation systems; applies pesticides, as directed; and participates in landscape installation.

Education, Experience, Certifications and Licenses:
- Three (3) years experience in construction or landscape maintenance and design.
- A valid class "B" State of California driver's license is required.
- Obtain within one (1) year and must maintain a California State qualified applicator class "B" certificate from the Department of Pesticide Regulation.

Agency Shop: 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.

Salary:
Bi-Weekly: $1,072.83 - $1,437.69
Monthly Equivalent: $2,324 - $3,115
Recruitment Number: 074714058
Filing Period: 03/01/07 - 04/30/07

INTERNAL AUDITOR

Summary: Under general supervision, performs a variety of complex auditing and accounting functions in the validating of financial and accounting records for departments, funds, and budgets.

Distinguishing Characteristics: This is the senior position in the Auditor-Accountant series, and is distinguished from the next lower classification by the difficult and technical nature of the work; reports to the Auditor-Controller.

Education, Experience, Certifications and Licenses:
- Bachelor's degree in Accounting, Public Administration or Business Administration.
- Four (4) years accounting and computer experience; one (1) year of experience in Butte County preferred.

A valid State of California driver's license may be required.

Salary:
Bi-Weekly: $1,801.92 - $2,414.74
Monthly Equivalent: $3,904 - $5,232
Recruitment Number: 071254061
Filing Period: 04/02/07 – 04/30/07

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ENVIRONMENTAL HEALTH SPECIALIST, ASSOCIATE

Summary: Under close supervision, learns, and assists in performing environmental safety and sanitation studies, inspections, and investigations to enforce Federal, State, and local laws, and regulations.

Education, Experience, Certifications and Licenses:

- Bachelor's degree in Biological Science, Chemistry, Public Health, or related field.
- Must obtain a valid certificate of registration as an Environmental Health Specialist issued by the State of California Department of Health Services within one (1) year of appointment to this position.
- Must possess a State of California driver's license.

Special Requirements: Applicants must attach a copy of an evaluation letter from the State of California, Registered Environmental Health Specialist Program, Department of Health Services (PO Box 997413, MS 7404, 1616 Capitol Ave., Building 174-2nd Floor, Sacramento, CA 95899-7413, 916-449-5663, rehsprog@dhs.ca.gov) to the *Application* at the time of submission which states that the educational requirements have been completed and the applicant is qualified to be accepted as an Environmental Health Specialist Trainee. Information about State Environmental Health Specialist Trainee educational requirements and application procedures is available at the DHS Environmental Health Specialist website at http://www.dhs.ca.gov/ps/ddwem/environmental/REHS/default.htm, or from the address listed previously.

Agency Shop: 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.

Salary:
Bi-Weekly: $1,407.65 – $1,886.40
Monthly Equivalent: $3,050 - $4,087
Recruitment Number: 074017006
Filing Period: Continuous

ENVIRONMENTAL HEALTH SPECIALIST

Summary: Under general supervision, assists the business community and assures the health of the public by regulating designated activities and performing environmental health inspections; enforces Federal, State, and local laws, regulations and legal codes.

Education, Experience, Certifications and Licenses:

- Bachelor's degree in Biological Science, Chemistry, Public Health or related field.
- One (1) year of experience as an Environmental Health Associate
- Possession of a valid certificate of registration as an Environmental Health Specialist issued by the California State Department of Health Services.
- Must possess a State of California driver's license.

Agency Shop: 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.

SITE OF 1870'S HYDRAULIC GOLD MINING
CHEROKEE, BUTTE COUNTY, CALIFORNIA
Used with permission.

Salary:
Bi-Weekly: $1,553.78 – $2,082.22
Monthly Equivalent: $3,367 - $4,511
Recruitment Number: 074016007
Filing Period: Continuous

ENVIRONMENTAL HEALTH SPECIALIST, SENIOR

Summary: Under general supervision, assists the business community and assures the health of the public by regulating designated activities and performing environmental health inspections; assures effective enforcement of Federal, State, and local laws, regulations and legal codes.

Education, Experience, Certifications and Licenses:

- Bachelor's degree in Biological Science, Chemistry, Public Health or related field.
- Three (3) years of experience as an Environmental Health Specialist.
- Possession of a valid certificate of registration as an Environmental Health Specialist issued by the California State Department of Health Services.
- Must possess a State of California driver's license.

Agency Shop: 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.

Salary:
Bi-Weekly: $1,715.09 - $2,298.38
Monthly Equivalent: $3,716 - $4,980
Recruitment Number: 074015008
Filing Period: Continuous

SUPERVISOR, BUILDING INSPECTOR

Summary: Under general supervision, plans, directs and facilitates daily operations and staff performing building inspections and permitting for assigned areas. Assures compliance with all building codes and regulations.

Education, Experience, Certifications and Licenses:
- Associate's degree in Building Design, Construction or related field.
- Five (5) years of relevant building inspection experience, to include one (1) year as a Building Inspector, Senior.
- Must possess and maintain certification as Building Inspector, and two of the following: Electrical, Mechanical, or Plumbing Inspector.
- A valid State of California driver's license is required.
- May be required to obtain and maintain Disaster Response Certification.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

Salary:
Bi-Weekly: $1,988.98 - $2,665.43
Monthly Equivalent: $4,309 - $5,775
Recruitment Number: 073307063
Filing Period: 04/02/07 - 04/20/07

SUPERVISOR, DEPUTY DISTRICT ATTORNEY

This position will be assigned full time to the Sacramento, California office of the California Department of Toxic Substance Control (DTSC) by an Inter-jurisdictional Employee Exchange Agreement.

Summary: Under limited supervision, investigates, prepares and prosecutes felony and misdemeanor cases for Butte County; supervises the work of Deputy District Attorneys. Represents the District Attorney in the management of legal issues, and all aspects of felony and civil prosecution in Butte County.

Distinguishing Characteristics: This is the supervising prosecutor within the Deputy District Attorney series, responsible for full vertical management of complex and sensitive criminal and civil cases; supervises a team of prosecutors; some non-standard work hours are required.

Education, Experience, Certifications and Licenses:
- Juris Doctorate (JD) degree required and five (5) 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.

Agency Shop: 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.

Salary:
Bi-Weekly: $3,259.16 - $4,367.60
Monthly Equivalent: $7,062 - $9,463
Recruitment Number: 077003073
Filing Period: 04/02/07 - 04/12/07

SUPERVISOR, NURSE

Summary: Under limited supervision, supervises nurses in a variety of professional nursing and patient care services to support the functions and operation of the Public Health or Behavioral Health Departments clinics. Assures that effective and appropriate care is provided.

Distinguishing Characteristics: This is the Supervising classification for the Nurse series. Incumbents manage staff and exercise independent judgment for managing the treatment of assigned patients, according to ethical and legal standards; reports to a Manager or Program Manager.

Education, Experience, Certifications and Licenses:
- Bachelor's degree in Nursing, and five (5) years professional experience in a public or private health setting as a Registered Nurse. One (1) year of experience in Butte County preferred.
- Must be licensed as a Registered Nurse by the State of California, and remain active with all annual licensing requirements.
- A valid State of California driver's license may be required.

Salary:
Bi-Weekly: $2,038.71 - $2,732.06
Monthly Equivalent: $4,417 - $5,919
Recruitment Number: 074035059
Filing Period: 04/02/07 - 04/20/07

SUPERVISOR, SUPPORT SERVICES

Summary: Under general supervision, supervises staff and performs a variety of administrative functions to support the activities of the Department.

Distinguishing Characteristics: This is the supervising position in the clerical support staff series; reports to a director, manager or senior supervisor.

Education, Experience, Certifications and Licenses:
- High school diploma or equivalent GED certificate.
- Four (4) years of clerical and computer experience, including one year of lead experience. One (1) year of experience in Butte County 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, excluding the one year of lead experience.

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- A valid State of California driver's license may be required.

Salary:
Bi-Weekly: $1,244.15 - $1,667.29
Monthly Equivalent: $2,696 - $3,612
Recruitment Number: 071053060
Filing Period: 04/02/07 – 04/20/07

SUPERVISOR, PSYCHOLOGIST

Summary: Under general direction, supervises Psychologists and interns to assure that effective, cost-efficient and appropriate psychotherapeutic services are provided for clients of the Department of Behavioral Health.

Education, Experience, Certifications and Licenses:
- Ph.D. in Psychology or Education from an educational institution meeting the criteria of Section 2914 of the Medical Board of California's Business and Profession Code, and eligible to sit for California licensure; and two (2) years of increasingly responsible post-licensure administrative professional experience.
- Must possess a valid California license as a Psychologist granted by the California State Board of Psychology, or valid license as a Psychologist in another state, and eligible for a waiver, as provided by Section 1277 of the California Health and Safety Code, to work in Public Mental Health.
- Must remain active with all annual licensing requirements, and maintain a clear criminal record.
- Must possess a State of California driver's license.

Salary:
Bi-Weekly: $2,364.28 - $3,168.36
Monthly Equivalent: $5,123 - $6,865
Recruitment Number: 074121021
Filing Period: Continuous

MANAGER, FACILITIES SERVICES

Summary: Under general direction, plans, organizes and manages the staff and operations of the facilities and grounds division, plans and oversees facilities construction projects and budgets. Assures that regular and project work conforms with all applicable codes and laws.

Education, Experience, Certifications and Licenses:
- Bachelor's degree in Public or Business Administration, Industrial Management, Architecture, Architectural Engineering or a related field, and four (4) years administrative or managerial experience in facilities services, including two (2) years supervisory experience. A Master's degree in a referenced field may be substituted for one (1) year of experience.
- Certification as a Certified Facilities Manager (CFM) through International Facilities Management Association (IFMA) or Building Owners and Managers Association (BOMA) is preferred.
- 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.

Salary:
Bi-Weekly: $2,423.38 - $3,247.57
Monthly Equivalent: $5,251 - $7,036
Recruitment Number: 074601064
Filing Period: 04/02/07 – 05/25/07

PHOTOS

The Department of Human Resources would like to thank Kelley Albright for her contribution of photographs to this month's *Butte County Jobs*. Look for more of Kelley's pictures in upcoming editions of the Butte County job flier, and on our website.

Currently Kelley works as a Senior Medical Records Technician, and is employed by the County's Department of Behavioral Health. She began her career with the County as an intern while going to school, and later became employed by the County in 1997.

Kelley has traveled throughout the County, and reports that she considers herself lucky to live in Butte County; a place that has so many distinctive venues from which to take pictures. For Kelley, one of the principal enjoyments that photography holds for her is the unique perspective she is afforded when taking pictures; something that is wonderfully evident in her photos.

If you have photos of Butte County, and you would like to contribute them for possible use in upcoming issues of *Butte County Jobs*, please contact Mark Chambers in the Department of Human Resources, (530) 538-2174, or email them to: mchambers@buttecounty.net.

The photos in each month's edition of *Butte County Jobs* can be viewed in full color on the Human Resources' website at www.buttecounty.net/personnel/jobs.htm.

WALK BRIDGE
CHILDREN'S PARK, CHICO (LOOKING TOWARDS BIDWELL MANSION)
Photo Courtesy of Kelley Albright. Used with permission.

The Public Health Department currently has vacancies in the following classifications.

Agency Shop: Employees hired in these classifications must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

PUBLIC HEALTH NURSE, ASSOCIATE

Summary: 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.

Education, Experience, Certifications and Licenses:

- 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.
- A State of California driver's license may be required.

Salary:
Bi-Weekly: $1,715.09 - $2,298.38
Monthly Equivalent: $3,716 - $4,980

Recruitment Number: 074047014
Filing Period: Continuous

PUBLIC HEALTH NURSE

Summary: 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.

Education, Experience, Certifications and Licenses:

- 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.
- A State of California driver's license may be required.

Salary:
Bi-Weekly: $1,846.97 - $2,475.12
Monthly Equivalent: $4,002 - $5,363

Recruitment Number: 074046015
Filing Period: Continuous

PUBLIC HEALTH NURSE, SENIOR

Summary: 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.

Education, Experience, Certifications and Licenses:

- 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.
- A State of California driver's license may be required.

Salary:
Bi-Weekly: $2,038.71 - $2,732.06
Monthly Equivalent: $4,417 - $5,919

Recruitment Number: 074045016
Filing Period: Continuous

Staff Nurses may be assigned to either the Department of Behavioral Health or the Department of Public Health.

STAFF NURSE, ASSOCIATE

Summary: 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 and programs.

Education, Experience, Certifications and Licenses:
- Bachelor's degree or Associate's degree in Nursing.
- Must be licensed as a Registered Nurse in the State of California, and remain active with all annual licensing requirements.
- Applicants who have recently graduated from a Baccalaureate or Associate degree Nursing program, and have not taken the NCLEX-RN may apply using a California Board of Registered Nurses (BRN) interim permit. 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.
- Must possess a State of California driver's license.

Agency Shop: 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.

Salary: **Recruitment Number:** 074039018
Bi-Weekly: $1,632.45 - $2,187.65
Monthly Equivalent: $3,537- $4,740
Filing Period: Continuous

STAFF NURSE

Summary: 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 and programs.

Education, Experience, Certifications and Licenses:
- Bachelor's degree or Associate's degree in Nursing, and one (1) year of professional experience as a Registered Nurse preferred.
- Must be licensed as a Registered Nurse in the State of California, and remain active with all annual licensing requirements.
- Must possess a State of California driver's license.

Agency Shop: 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.

Salary: **Recruitment Number:** 074037019
Bi-Weekly: $1,757.97 - $2,355.85
Monthly Equivalent: $3,809- $5,104
Filing Period: Continuous

STAFF NURSE, SENIOR

Summary: Under general supervision, performs a variety of professional nursing and patient care services to support the functions and operation of the Public Health or Behavioral Health Departments clinics.

Education, Experience, Certifications and Licenses:
- Bachelor's degree or Associate's degree in Nursing, and three (3) years professional experience as a Registered Nurse.
- Must be licensed as a Registered Nurse in the State of California, and remain active with all annual licensing requirements.
- Must possess a State of California driver's license.

Agency Shop: 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.

Salary: **Recruitment Number:** 074036020
Bi-Weekly: $1,846.97 - $2,475.12
Monthly Equivalent: $4,002- $5,363
Filing Period: Continuous

CERTIFIED NURSE PRACTITIONER

Summary: 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.

Education, Experience, Certifications and Licenses:
- 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.
- Must possess a State of California driver's license.

Agency Shop: 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.

Salary:
Bi-Weekly: $2,306.62 -$3,091.08
Monthly Equivalent: $4,998 - $6,697
Recruitment Number: 074034001
Filing Period: Continuous

PHYSICIAN'S ASSISTANT

Summary: Under physician and clinic manager supervision, performs a variety of services in the examination and treatment of clients in out-patient or clinic settings to support the goals of the Public Health or Behavioral Health Department.

Education, Experience, Certifications and Licenses:
- Possession of a valid certificate as a Physician Assistant issued by the Board of Medical Quality Assurance of the State of California.
- One (1) year of experience as a Physician's Assistant highly desirable.

Agency Shop: 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.

Salary:
Bi-Weekly: $2,306.62 - $3,091.08
Monthly Equivalent: $4,998 - $6,697
Recruitment Number: 074032013
Filing Period: Continuous

OCCUPATIONAL THERAPIST

Summary: 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.

Education, Experience, Certifications and Licenses:
- Bachelor's degree in Occupational Therapy, and one (1) year of experience.
- Must have current licensing with the California Board of Occupational Therapy and remain active with all annual licensing requirements.
- Must possess a State of California driver's license.
- Must pass a pre-employment physical.

Agency Shop: 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.

Salary:
Bi-Weekly: $1,893.14 - $2,536.99
Monthly Equivalent: $4,102 - $5,497
Recruitment Number: 074048009
Filing Period: Continuous

OCCUPATIONAL THERAPIST, SENIOR

Summary: Under general supervision, plans and administers occupational therapy services in the treatment of physically handicapped clients in a clinic, classroom, or home setting.

Education, Experience, Certifications and Licenses:
- 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 a State of California driver's license.
- Must pass a pre-employment physical.

Agency Shop: 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.

Salary:
Bi-Weekly: $2,089.68 - $2,800.38
Monthly Equivalent: $4,528 - $6,067
Recruitment Number: 074070010
Filing Period: Continuous

PHYSICAL THERAPIST

Summary: 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.

Education, Experience, Certifications and Licenses:
- Bachelor's degree in Physical Therapy, and one (1) year of therapy experience, preferably in a rehabilitation setting.
- 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 State of California Driver's license.
- Must be able to pass a pre-employment physical.

Agency Shop: 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.

Salary:
Bi-Weekly: $1,893.14 - $2,536.99
Monthly Equivalent: $4,102 - $5,497
Recruitment Number: 074049011
Filing Period: Continuous

PHYSICAL THERAPIST, SENIOR

Summary: Under general supervision, plans and administers physical therapy services in the treatment of physically handicapped clients in a clinic, classroom, or home setting.

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(Continued from page 10)

Education, Experience, Certifications and Licenses:

- 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 possess 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 State of California driver's license.
- Must be able to pass a pre-employment physical.

Agency Shop: 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.

Salary:
Bi-Weekly: $2,089.68 - $2,800.38
Monthly Equivalent: $4,528 - $6,067
Recruitment Number: 074071012
Filing Period: Continuous

ADMINISTRATIVE ASSISTANT

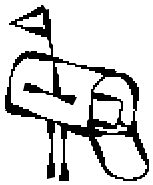
This is a County-Wide recruitment and is only open to current, regular-help employees of the County of Butte.

Summary: Under general supervision, performs a variety of secretarial, technical, organizational and administrative activities to support the functions of a department.

Education, Experience, Certifications and Licenses:

- A high school diploma or GED,
- Three (3) years of increasingly responsible administrative, 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 (1) year old) valid certificate as proof of typing skills at 40 net words per minute is required.
- A valid State of California driver's license may be required.

Salary:
Bi-Weekly: $1,072.83 - $1,437.69
Monthly Equivalent: $2,324 - $3,115
Recruitment Number: 071054077
Filing Period: 04/02/07 - 04/13/07



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CURRENT EMAIL ADDRESS:

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❒ Check if you prefer to receive this flyer by email.

MAIL COMPLETED FORM TO:
Department of Human Resources
25 County Center Drive, Oroville, CA 95965

TELECOMMUNICATIONS TECHNICIAN

Summary: Under general supervision, provides technical support functions for County radio communication systems; installs, repairs and maintains equipment, and manages system maintenance.

Education, Experience, Certifications and Licenses:

- Two (2) years experience in operations, maintenance and design of communications, radio, wireless and telephone systems. An Associate's degree in Electronics, Communications, or related field is desired.
- Have or obtain an FCC General Class Radiotelephone Operator license within one (1) year.
- A State of California driver's license is required.
- Certification of completion of Tower Climbing school within the probationary period is required.

Agency Shop: 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.

Salary:
Bi-Weekly: $1,673.26 - $2,242.33
Monthly Equivalent: $3,625 - $4,858
Recruitment Number: 071293068
Filing Period: Continuous

DEPUTY SHERIFF
INCLUDING "LATERAL" AND "CADETS-ONLY**" APPLICANTS*

Filing Period: Continuous

Applicants for Deputy Sheriff or Deputy Sheriff (Cadets-Only) are highly encouraged to also apply for Correctional Officer. Applicants who are not hired as a Deputy Sheriff may have an opportunity to be hired as a Correctional Officer.

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:

- High school diploma, or equivalent GED certificate.
- *Cadets-Only applicants, see below***. Successful completion of a California Peace Officer Standards and Training (POST) certified regular basic course within the last three (3) years, **or** possess a valid POST Basic certificate. If in possession of a current POST basic certificate, the regular basic course within the last three years is not required. A copy of the certificate showing completion of the POST regular basic Course, or its equivalent must be attached to the *Application* at the time of submission.
- Must possess a State of California driver's license.
- All applicants must be eighteen (18) years of age or older with the following exceptions: Person seventeen (17) years of age, but less than eighteen (18), may apply but may not be appointed until they reach eighteen (18) years of age. Proof of minimum age requirements may be required.

Special Requirements - All Applicants:

- Applicants must be of good moral character and successfully pass a thorough background investigation including polygraph, psychological examination, fingerprinting, and records check. Any offer of employment in this classification is contingent upon taking and passing a medical examination. The 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. In accordance with Government Code Section 1031, candidate's physical, emotional, and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position. Any indication of active organic disease is disqualifying. Must be able to pass a plate test of color vision.
- No conviction by any State, Federal, or foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State Prison. All applicants must be United States citizens. Written proof of the foregoing will be required.

***Additional Information/Qualifications for Lateral Applicants:**

- Laterals may begin at an advanced step (step 2 or higher) of the salary range, based on training and experience and upon approval of the Sheriff and County Chief Administrative Officer with concurrence of the Human Resources Director.
- Must currently be working as a peace officer in a California law enforcement agency, and possess a California Peace Officer Standards and Training (POST) Basic Certificate.

****Additional Information/Qualifications for Cadets-Only Applicants:**

- Qualifications for Deputy Sheriff (Cadets Only) are the same as for Deputy Sheriff with the following exceptions:
  - Only individuals currently attending or recently graduated within the last six (6) months from a POST certified Law Enforcement Academy are eligible to apply.
  - A copy of the certificate showing completion of the POST Basic Course (Academy) within the last six months, or verification of current attendance in the Academy must be attached to the *Application* at the time of submission. Those who wish to request a waiver of the written test for Deputy Sheriff must submit verification of their POST entrance exam score for the Academy.

Benefits:

- The retirement formula for all incumbents in the Deputy Sheriff classification is 3% at 50 through the California Public Employees' Retirement System (Cal-PERS), with the employee's share of the Cal-PERS contribution paid by the County. In addition, the County participates in Social Security.
- A substantially paid health insurance program that includes medical, vision, and dental insurance for the employee and his or her dependents.
- A competitive vacation, holiday, and sick-leave package.
- County-paid term life insurance.
- A County-paid employee assistance program for the employee and dependents.

Salary:

Bi-Weekly: $1,508.67 - $2,122.86
Monthly Equivalent: $3,269 - $4,600

Recruitment Numbers:

Deputy Sheriff - 076816003
Deputy Sheriff (Lateral) - 076816005
Deputy Sheriff (Cadets-Only) - 076816004

CORRECTIONAL OFFICER
*INCLUDING LATERAL APPLICANTS**

Summary: Under general supervision of shift Sergeant, maintains safety and security of the staff, inmates, visitors and facility. Processes and supervises inmates, providing a stable, coherent, and predictable facility where inmates, staff and visitors are relatively safe, and conditions are humane.

Education, Experience, Certifications and Licenses:
- High school diploma or equivalent GED certificate.
- Must possess a State of California driver's license.
- Must obtain certification in CPR and First Aid within one (1) year.

***Additional Information/Qualifications for Lateral Applicants:**
- Must currently be employed as a correctional officer in a correctional facility where a California State Board of Corrections approved test was administered prior to employment, and have one (1) year of experience as a Correctional Officer.
- Laterals may begin at an advanced step (step 2 or higher) of the salary range, based on training and experience and upon approval of the Sheriff and County Chief Administrative Officer with concurrence of the Human Resources Director.

Special Requirements - All Applicants:
- Applicants must be citizens of the United States or permanent resident aliens who are eligible for and have applied for citizenship. Applicants must be of good moral character and successfully pass a thorough background investigation including polygraph, psychological examination, fingerprinting, and records check. Must have successfully completed, or successfully complete during the probationary period, a jail operations course certified by the California State Board of Corrections; must be willing to work in uniform during weekdays, weekends, and holidays on any assigned shift.

Salary:
Bi-Weekly: $1,421.74 - $1,905.28
Monthly Equivalent: $3,080 - $4,128
Recruitment Number: 076825066
Filing Period: 04/02/07 - 04/30/07

PUBLIC SAFETY DISPATCHER (LATERAL)

Note: Laterals may begin at an advanced step (step 2 or higher) of the salary range, based on training and experience and upon approval of the Sheriff and County Chief Administrative Officer with concurrence of the Human Resources Director.

Summary: 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.

Education, Experience, Certifications and Licenses*:*
- High school diploma or equivalent GED certificate and ability to type 40 net words per minute.
- 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.

Special Requirements: A recent (less than one year old) copy of a valid typing certificate as proof of typing skills at 40 net words per minute must be attached to the *Application* at the time of submission. A typing certificate obtained from any Butte County Employment Center must show identification has been verified. Only typing certificates issued after identification has been verified will be accepted. Online typing certificates are not valid.

Agency Shop: 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.

Salary:
Bi-Weekly: $1,339.82 - $1,795.49
Monthly Equivalent: $2,903 - $3,890

Recruitment Number: 076833017
Filing Period: Continuous

INVESTIGATOR I

Summary: Under close supervision, investigates and resolves assigned cases, coordinates with prosecuting attorneys to prepare cases for trial, and enforces state laws.

Education, Experience, Certifications and Licenses:

- A minimum of (30) semester units/(45) quarter units earned for course work 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.
- Five (5) years of full-time law enforcement experience gained during employment as a California peace officer defined under Sections 830.1, 830.2, 830.3, 830.32, 830.33, or 830.35 of the California Penal Code.
- Possession of a valid and current Basic Certificate awarded by the California Commission on Peace Officers Standards and Training. Individuals with expired certificates may apply, but must possess a valid certificate prior to appointment.
- Must possess a valid State of California driver's license, and successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

Salary:
Bi-Weekly: $1,585.05 - $2,230.34
Monthly Equivalent: $3,434 - $4,832
Recruitment Number: 077017069
Filing Period: Continuous

INVESTIGATOR II

Summary: Under general supervision, investigates and resolves assigned cases, coordinates with prosecuting attorneys to prepare cases for trial, and enforces state laws.

Education, Experience, Certifications and Licenses:

- A minimum of (45) semester units/(68) quarter units earned for course work 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.
- Three (3) years of full-time investigative experience gained during employment as a California peace officer defined under Sections 830.1, 830.2, 830.3, 830.32, 830.33, or 830.35 of the California Penal Code, **OR** at least two (2) years of full-time investigative experience gained during employment as an Investigator or Inspector for a California District Attorney's Office.
- Possession of a valid and current Basic Certificate awarded by the California Commission on Peace Officers Standards and Training. Individuals with expired certificates may apply, but must possess a valid certificate prior to appointment.
- Must possess valid State of California driver's license, and successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

Salary:
Bi-Weekly: $1,838.16 - $2,586.48
Monthly Equivalent: $3,983 - $5,604
Recruitment Number: 077016070
Filing Period: Continuous

MENTAL HEALTH CLINICIAN, INTERN

Summary: Under general supervision of a licensed clinician, conducts behavioral health assessments and provides non-medical psychotherapeutic services to assigned individuals and groups.

Distinguishing Characteristics: This is an entry level position leading to work as a licensed clinician. Incumbents must work within the scope of either a Marriage, Family and Child Counselor or a Licensed Clinical Social Worker under licensed clinical supervision. Incumbents are assigned a full range of therapeutic support duties for assigned clients. Reports to a Clinical Supervisor.

Education, Experience, Certifications and Licenses:

- A Master's degree from an accredited two-year graduate school or program in Social Work, or a related field. Prior clinical experience as a paraprofessional or an intern is preferred.
- Must possess an intern number for licensure as either a Licensed Clinical Social Worker or a Marriage, Family and Child Counselor in the State of California as established by the Board of Behavioral Science Examiners. Enrollment in a Ph.D. or Psy.D. program in Clinical Psychology from an accredited college or university may be substituted for an intern number. Incumbents must obtain registration with the California Board of Psychology within one (1) year of appointment to this position. An Ed.D. and five (5) years of experience, and on licensure track as a Psychologist may be substituted for the Ph.D. or the Psy.D.
- A valid State of California driver's license is required.

Salary:
Bi-Weekly: $1,553.78 - $2,082.22
Monthly Equivalent: $3,367 - $4,511
Recruitment Number: 074134055
Filing Period: Continuous

MENTAL HEALTH CLINICIAN

Summary: Under limited supervision, conducts independent behavioral health assessments and provides non-medical psychotherapeutic services to assigned individuals and groups in the adult or the youth services division.

Distinguishing Characteristics: This is the journey level class of licensed clinician. Incumbents are required to work within the

scope of either a Marriage and Family Therapist, or a Licensed Clinical Social Worker license under clinical supervision. Reports to a Clinical Supervisor, or Program Manager.

Education, Experience, Certifications and Licenses:

- A Master's degree from an accredited two-year graduate school or program in Social Work, or a related field is required.
- Possession of a valid California license as a Clinical Social Worker, or a Marriage, Family and Child Counselor as granted by the Board of Behavioral Science Examiners. Candidates from out of state that hold a comparable license may be considered

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with the stipulation that they are eligible for an appropriate California license and receive the license within one (1) year from the date of appointment to this classification.

- A valid State of California driver's license is required.

Salary:
Bi-Weekly: $1,673.26 - $2,242.33
Monthly Equivalent: $3,625 - $4,858
Recruitment Number: 074133056
Filing Period: Continuous

COOK

Summary: Under close supervision, prepares and provides institutional meals following federal and state nutritional guidelines.

Education, Experience, Certifications and Licenses:

- One (1) year of cooking experience.
- Must pass a criminal background check.
- Must possess State of California driver's license.
- Must obtain certification in CPR and First Aid within one (1) year.
- Must have completed a ServSafe Certification or comparable food safety certificate course for food service workers, or successfully obtain certification within one month from the date job begins.

Agency Shop: 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.

Salary:
Bi-Weekly: $859.05 - $1,151.20
Monthly Equivalent: $1,861 - $2,494
Recruitment Number: 076874035
Filing Period: 04/02/07 – 04/20/07

MORNING'S FIRST LIGHT
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THE APPLICATION/SELECTION PROCESS

Applications will be accepted only during the open filing period. Applications can be obtained from the Department of Human Resources from 9 a.m. to 5 p.m., Monday through Friday. The Department of Human Resources must receive completed applications no later than 5 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 *Application for Examination*. Applicants requesting special testing accommodation should notify the Human Resources Department 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 will be scheduled for an examination, which is given to establish an eligibility list from which appointments to vacancies may be made. The examination 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 as to whether or not they have met eligibility requirements to further participate in the recruitment process. An original application must be submitted for each individual position applied for. Be sure to state the position title on each separate application submitted. **Failure to provide any of the required information will result in the rejection of your application.**

The Butte County *Application for Examination* with a revision date of 06-01-04, or later will be accepted. All prior revisions of the *Application* will be returned without review.

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 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.

CONTINUOUS RECRUITMENTS

Any candidate already on a current eligibility list, who submits another application within one (1) year for the same continuous recruitment, will be removed from that list. They will be re-evaluated for minimum qualifications and be ranked based on the most recent application submitted. If a written test is required, the ranking will be based on the score of the most recent test.

DEPARTMENT OF HUMAN RESOURCES
COUNTY OF BUTTE
25 COUNTY CENTER DRIVE
OROVILLE, CA 95965

RETURN SERVICE REQUESTED

BUTTE COUNTY JOBS

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

IMPORTANT NOTICES

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 will be required to successfully complete a departmentally approved background 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.

AFFIRMATIVE ACTION 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 applications, examination or 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 25 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.