BUTTE COUNTY JOBS

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

FEBRUARY 2007

In the Spotlight
*This month, the **Sheriff's Department**. See the special **Spotlight** insert. Current open recruitments in the Sheriff's Department are on pages 8-10.*

Deadline Extended
The final filing deadline for the following positions has been extended:
- *Contracts Manager, page 3.*
- *Property Manger, page 3.*

New in February
- *Administrative Analyst, page 4.*
- *Cook, page 3.*
- *Correctional Officer, page 9.*
- *Crime Prevention Officer, page 9.*
- *Janitor, page 5.*
- *Juvenile Hall Counselor, page 5.*
- *Paralegal, page 11.*
- *Public Health Assistant, page 14.*
- *Public Health Assistant-Senior, page 14.*

*A list of the County's **Nursing Positions** can be found on pages 12-14.*

*See page 6 for the exciting details about the **Benefits of Becoming a Butte County Employee**.*

FEATHER RIVER CANYON
Photo courtesy of the Department of Water and Resource Conservation

INTRODUCING AARON QUIN

The Department of Human Resources is pleased to announce that Aaron Quin has accepted the position of Human Resources Analyst, and has become the newest member of the HR team.

As a lifelong resident of the North State, Aaron came to Butte from Sierra County in 1999 to pursue a degree in Human Resources Management at Chico State University. Graduating in 2004, Aaron has been working in the private sector since earning his degree.

Aaron and his wife of a year and a half, Johnna, currently make their home in Chico. Some of his interests and hobbies include playing golf and basketball, hiking, fishing, and other activities that include the outdoors.

In accepting the job with the County, Aaron stated, "Human Resources Management has been something in which I have always had an interest, and I look forward to working for and serving the County in the years to come."

Aaron's current assignments include recruitment and selection for the County's Administrative Office, and the following departments: Agriculture, Assessor, Auditor-Controller, Child Support Services, Clerk-Recorder, County Counsel, Informa-

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

HOW TO CONTACT US

DEPARTMENT OF HUMAN RESOURCES:
(530) 538-7651

JOB HOTLINE (recorded job listing):
(530) 538-7653

TTY/TDD (for hearing impaired):
(530) 538-6833

EMAIL:
personnel@buttecounty.net

WEBSITE:
www.buttecounty.net/personnel/

APPLICATION FAX LINE:
(530) 538-7790

MAILING ADDRESS:
County Administration Building
25 County Center Drive, Oroville, CA 95965

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.

CONTRACTS MANAGER

FILING DEADLINE EXTENDED

Summary: Under direction of the General Services Director, plans, prepares, analyzes, organizes and directs development of solicitations and contracts for procurement of services, products and construction projects; provides guidance, training and document templates to assist County departments in the preparation of solicitations, proposal evaluation, contract negotiation, contract award and administration; reviews sole source recommendations and contracts prepared by County departments for approval/disapproval or recommendations to the Board of Supervisors for approval/disapproval.

Education, Experience, Certifications and Licenses:

- Bachelor's degree in Business Administration, Public Administration, Business Law, Economics, or a related field from an accredited college or university, **and** four (4) years of experience in contract development and administration, including two (2) years in a federal, state, county or city government agency; Master's degree in the above majors preferred.
- Designation as a Certified Professional Contracts Manager (CPCM) by the National Contract Management Association (NCMA) or similar certification is preferred.
- Must possess a 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: $2,546.06 - $3,411.97
Monthly Equivalent: $5,516 - $7,393
Recruitment Number: 074607027
Filing Period: 01/08/07 – 02/28/07

COOK**

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

Distinguishing Characteristics: This is the entry level cook position for the County Jail, Juvenile Hall or Behavioral Health. Rotating shift schedules are required.

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.

Salary:
Bi-Weekly: $859.05 - $1,151.20
Monthly Equivalent: $1,861 - $2,494
Recruitment Number: 076874035
Filing Period: 02/05/07 – 02/28/07

BUTTE CREEK
Photo courtesy of the Department of Water & Resource Conservation

PROPERTY MANAGER

FILING DEADLINE EXTENDED

Summary: Under direction of the General Services Director, plans, coordinates, and supervises the acquisition, disposition, management, operation, maintenance, remodel and repair of County buildings and leased properties, including economic valuation analysis, site utilization and evaluation studies; and to perform other related duties.

Education, Experience, Certifications and Licenses:

- Bachelor's degree in Real Estate, Business Administration, Public Administration, Business Law, or a related field from an accredited college or university **and** four (4) years of experience in real estate acquisition and lease negotiations, real estate financing, large-scale property management and/or large-scale construction management. General knowledge of government practices preferred. Master's degree in the above majors, or Juris Doctorate desired.
- Licensed and/or experienced in real estate, as a broker or in real estate appraisal is preferred.
- Must possess a 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: $2,546.06 - $3,411.97
Monthly Equivalent: $5,516 - $7,393
Recruitment Number: 074609032
Filing Period: 01/08/07 – 02/28/07

******Classifications with the "**" are subject to Agency Shop. Agency Shop requires all employees hired in the classification to either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

SPILLWAY, LAKE OROVILLE
Photo courtesy of Lynne Pillus. Used with permission.

ADMINISTRATIVE ANALYST

Summary: Under general supervision, performs analytical work to assist Department management in resolving budget, administrative and management issues; develops recommendations and write reports.

Education, Experience, Certifications and Licenses:

- Associate's degree in Public Administration, Business Administration, Behavioral or Social Sciences, or a related field, and two (2) years experience in fiscal, administrative, human resources or management analysis. One (1) year of experience in Butte County preferred.
- A 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.
- **Current Butte County Employees** working in the Administrative Analyst series as of February 8, 2005 may be considered qualifying with one (1) year experience in the County of Butte performing the duties of an Administrative Analyst, Associate. This provision will expire 12/31/10.

Salary:
Bi-Weekly: $1,673.26 - $2,242.33
Monthly Equivalent: $3,625 - $4,858
Recruitment Number: 071026044
Filing Period: 02/05/07 - 02/28/07

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, 1616 Capitol Ave., Building 174-2nd Floor, Sacramento, CA 95899, 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.

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.

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

(Continued on page 11)

JANITOR**

Summary: Under general direction, performs a variety of janitorial and cleaning services to maintain County buildings and facilities; performs cleaning and specialized floor care; cleans and stocks restrooms; maintains condition of cleaning equipment; stores and replenishes supplies.

Education, Experience, Certifications and Licenses:

- One (1) year experience in janitorial or cleaning services.
- Applicants must successfully complete a background investigation, which includes fingerprinting, and a records check before being appointed.

Salary:
Bi-Weekly: $797.71 - $1,069.02
Monthly Equivalent: $1,728 - $2,316
Recruitment Number: 074815038
Filing Period: Continuous

JUVENILE HALL COUNSELOR I

Summary: Under close supervision, provides for the care, custody and discipline of juveniles; helps to ensure and sustain a safe and secure environment for juveniles; coordinates counseling and behavior modification activities associated with the operation of Juvenile Hall.

Distinguishing Characteristics: This is an entry-level position, working with basic juvenile detention wards; some rotating shift work, including weekends and holidays is required; reports to Supervisor, Juvenile Hall Counselor.

Education, Experience, Certifications and Licenses:

- High School diploma, or equivalent GED certificate.
- One (1) year of experience involving the supervision, care, and leadership of juvenile groups of adolescent youth, outside of the home.
- Sixty (60) 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 may be substituted for the required experience.
- Must obtain and maintain a valid California 832 Peace Officer Certificate within one (1) year.
- Must pass a stringent background investigation, including fingerprinting, records checks, a written and oral psychological exam, and medical evaluation.

Must possess a State of California driver's license.

Salary:
Bi-Weekly: $1,184.20 - $1,586.94
Monthly Equivalent: $2,566 - $3,438
Recruitment Number: 075525043
Filing Period: 02/05/07 - 02/28/07

SPILLWAY, LAKE OROVILLE
Photo courtesy of Lynne Pillus. Used with permission.

THINGS TO

Aaron Quin, Human Resources Analyst

Recently having successfully completed the many necessary hurdles of the County's recruitment and selection process, I have a few thoughts on things that prospective Butte County employees should check when completing the *Application for Examination.*

1. I know it sounds simple, but make sure that you are using the most current version of the *Application.*
2. Complete everything on the application, including your employment history (do not write "see résumé" or anything similar). Remember, this is your first chance to sell yourself and your experience.
3. Be sure that your application is legible and easy to read. It's never a good idea to fill it out with a crayon or felt-tip marker.
4. Always sign and date the application. Don't forget, it must be an original signature and date, not a photocopy.
5. Make sure you attach everything that you want to go with the application before you submit it. Once the recruitment has closed, submissions/attachments will not be accepted.
6. Make sure that your application materials are received by the published closing date of the recruitment. Regrettably, "the dog ate it" is only good for missing homework assignments.
7. Lastly, keep applying. The County has many jobs for qualified individuals.

MANY THANKS!

The Department of Human Resources would like to thank Lynne Pillus for the use of her photographs in *Butte County Jobs.* With the exception of the photo of Table Mountain, and the sketch of Bidwell Mansion, all of the pictures included in the January issue were taken by Lynne during her travels around Butte County.

Lynne is currently employed by the Department of Water and Resource Conservation, and has been with the County of Butte for more than 17 years. She has been a resident of Butte County for many years, and enjoys photographing the many sites that the county has to offer.

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.

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.

Salary:
Bi-Weekly: $2,089.68 - $2,800.38
Monthly Equivalent: $4,528 - $6,067

Recruitment Number: 074070010
Filing Period: Continuous

BENEFITS OF BECOMING A BUTTE COUNTY EMPLOYEE

Kim Lewis, Human Resources Specialist-Senior

Among the many local attractions that the County of Butte and its rural lifestyle have to offer, the County provides its employees with a comprehensive, competitive benefits package.

The employee group health plan includes medical, dental, and vision insurance with the premiums being substantially paid by the County. Employees can choose from 3 health insurance plans (1 HMO - Health Maintenance Organization, 2 PPOs - Preferred Provider Organizations), and from 2 dental plans. In addition, Sworn Peace Officers, such as the County's Deputy Sheriff personnel, can elect from a fourth health insurance option through PORAC. Details of the County's health benefit plan options are as follows:

HMO Option - Blue Shield Access+

- Office visit co-pay: - $10; prescription drug coverage - $5 generic, $15 name brand, $45 non-formulary
- Employees/dependents must designate a Primary Care Physician - referrals are required to see a specialist

PPO Option 1 - PersChoice (administered by Blue Cross)

- Office visit co-pay - $20; prescription drug coverage - $5 generic, $15 name brand, $45 non-formulary
- Employees/dependents access the physician of their choice - no referrals are required
- After deductible, plan pays 80% of Preferred Provider's charge
- Calendar year deductible: $500 per person, or $1,000 per family
- Lifetime maximum benefit: $2,000,000

PPO Option 2 - PersCare (administered by Blue Cross)

- Office visit co-pay - $20; prescription drug coverage - $5 generic, $15 name brand, $45 non-formulary
- Employees/dependents access the physician of their choice - no referrals are required
- After deductible, plan pays 90% of Preferred Provider's charge
- Calendar year deductible: $500 per person, or $1,000 per family
- No lifetime maximum benefit

Dental Option 1 - Premier (administered by Delta Dental)

- Calendar year deductible: $25 per person, $75 per family

(Continued on page 7)

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.

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.

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.

Salary:
Bi-Weekly: $2,089.68 - $2,800.38
Monthly Equivalent: $4,528 - $6,067

Recruitment Number: 074071012
Filing Period: Continuous

(Continued from page 6)

EMPLOYEE BENEFITS (continued)

- Employees/dependents may use a dentist of their choice
- Calendar year maximum benefit: $1,000 per covered family member
- Plan pays 80% of diagnostic, preventative, and basic services; 50% for crowns; 50% for prosthodontics; 80% for orthodontics with a $1,000 lifetime maximum per person

Dental Option 2 - Preferred (administered by Delta Dental)

- Calendar year deductible: $25 per person, $75 per family
- Employees/dependents must use a network dentist
- Calendar year maximum benefit: $1,500 per covered family member
- Plan pays 100% of diagnostic, preventative, and basic services; 60% for crowns; 60% prosthodontics; 80% for orthodontics with a $1,500 lifetime maximum per person

Vision Service Plan

- Co-pay for materials: $10 annually
- Eye examination - annually; lenses & frames - every 24 months
- To receive the maximum benefit, employees/dependents must use a participating provider

Cash-Back

- Employees providing proof of enrollment in a health plan other than the Butte County group health plan may elect to receive a monthly taxable benefit of $403.34.

Section 125 Cafeteria Plan Spending Accounts

- Employees may elect to have funds deducted from their paychecks on a pre-tax basis to pay for health care and dependent care expenses.

Paid Group Term Life Insurance (administered by Cigna)

- Coverage is in the amount of $25,000 except for employees in the Deputy Sheriffs' Association, and the Probation Peace Officers' Association. For these latter 2 units, coverage is $20,000.
- Optional employee-paid coverage for spouses and dependents is also available.

Accidental Death and Dismemberment Insurance (Cigna)

- Optional employee-paid coverage for employees and their dependents in amounts ranging from $25,000 to $250,000.

Employee Assistance Program (Managed Health Network)

- Provides confidential counseling and consultation services
- The County pays for a maximum of 8 visits per plan year for employees and the members of their family unit.

Deferred Compensation Plans

- The County contracts with two 457 deferred compensation plan

(Continued on page 11)

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

Correctional Officer - Regular Applicants:
Recruitment Number: 076825036
Filing Period: 02/05/07 - 02/28/07

Correctional Officer - Lateral Applicants:
Recruitment Number: 076825002
Filing Period: Continuous

CRIME PREVENTION OFFICER**

Summary: Under close supervision, performs a variety of support functions in the planning, developing and coordinating of public relations activities for the Sheriff's Office; assists in coordinating crime prevention and community outreach programs, and responds to citizen inquiries.

Education, Experience, Certifications and Licenses:
- High school diploma, or equivalent GED certificate.
- One (1) year of responsible clerical experience in law enforcement or community service involving frequent public contact and interpretation of complex rules and regulations. Associate's degree in Criminal Justice, Public Administration, Business Administration, or a related field may be substituted for the experience.
- Must possess a State of California driver's license, and pass a thorough background investigation.
- Must possess, or obtain during the probationary period, valid first aid and CPR certificates.

Salary:
Bi-Weekly: 1,072.83 - $1,437.69
Monthly Equivalent: $2,324 - $3,115
Recruitment Number: 076852037
Filing Period: 02/05/07 – 02/28/07

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.

Salary:
Bi-Weekly: $1,339.82 - $1,795.49
Monthly Equivalent: $2,903 - $3,890
Recruitment Number: 076833017
Filing Period: Continuous

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

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

BEAVER POND
Photo courtesy of Lynne Pillus. Used with permission.

PARALEGAL

Summary: Under general supervision, provides paralegal expertise in law research and legal document preparation in support of Butte County attorneys, and in accordance with policies, procedures, and state, federal and local laws.

Distinguishing Characteristics: This is the fully qualified position for a paralegal. Reports to an attorney or an administrative manager.

Education, Experience, Certifications and Licenses:

- Associate's degree in Paralegal Studies, and two (2) years of legal office experience in the research, review and preparation of legal documents and pleadings. Certification by the California State Bar Association as a certified law student, or certification as a Legal Assistant, or Paralegal required by time of appointment.
- Must possess a State of California driver's license, and successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

Salary:
Bi-Weekly: $1,339.82 - $1,795.49
Monthly Equivalent: $2,903 - $3,890
Recruitment Number: 077024041
Filing Period: 02/05/07 - 02/28/07

(Continued from page 7)

EMPLOYEE BENEFITS (continued)

providers from which to choose, Great West and ICMA.

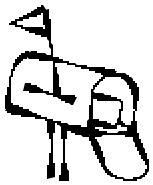
- Contributions are voluntary, tax deferred, and are entirely employee-paid. The County does not make contributions to the employees' 457 plan accounts.

Retirement

- Retirement is through the California Public Employees' Retirement System (Cal-PERS).
- For Miscellaneous employees, the Cal-PERS retirement formula is 2% at 55. For Safety members in the Correctional Officers' and the Probation Peace Officers' Associations retirement is 2% at 50. For Deputy Sheriffs' Association members, retirement under Cal-PERS is 3% at 50.
- In addition to the County contribution, the County of Butte pays the entire employee's share of the Cal-PERS retirement contribution.

Vacation, Holidays, and Sick Leave

- Employees who have been continuously employed by the County accrue vacation on a bi-weekly basis up to the annual maximums shown below:
  - Up to 5 years of continuous service, 120 hours per year
  - 5 to 10 years of continuous service, 160 hours per year
  - 10 to 20 years of continuous service, 200 hours per year
  - Over 20 years of continuous service, 216 hours per year
- Employees receive 11 paid holidays per year
- Paid sick leave is accrued at the rate of 3.6923 hours per bi-weekly pay period (approximately 12 days per year)



MOVING?
OR JUST WANT TO RECEIVE OUR FLYER?

BE SURE TO LET US KNOW HOW TO REACH YOU

OLD ADDRESS:

_____
NAME

_____
ADDRESS

_____
CITY, STATE, ZIP

NEW ADDRESS:

_____
ADDRESS

_____
CITY, STATE, ZIP

CURRENT EMAIL ADDRESS:

_____

❒ 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

(Continued from page 4)

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.

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

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

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.

Salary:
Bi-Weekly: $1,632.45 - $2,187.65
Monthly Equivalent: $3,537- $4,740

Recruitment Number: 074039018
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.

Salary:
Bi-Weekly: $1,757.97 - $2,355.85
Monthly Equivalent: $3,809- $5,104

Recruitment Number: 074037019
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.

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

Recruitment Number: 074036020
Filing Period: Continuous

(Continued on page 14)

(Continued from page 13)

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.

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.

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

PUBLIC HEALTH ASSISTANT**

Summary: Under close supervision, assists health care professionals in providing a variety of health care services to the community and other public agencies; checks in patients and obtains information from clients; assists clients with application and eligibility requirements.

Education, Experience, Certifications and Licenses:
- High school diploma ,or GED equivalent certificate, and one (1) year experience in medical office, public health setting, or community based organization.
- Must possess a State of California driver's license.

Salary:
Bi-Weekly: $948.23 - $1,270.73
Monthly Equivalent: $2,054 - $2,753
Recruitment Number: 074056046
Filing Period: 02/05/07 - 02/28/07

PUBLIC HEALTH ASSISTANT, SENIOR**

Summary: Under general supervision, assists health care professionals in providing a variety of health care services to the community and other public agencies; checks in patients and obtains information from clients; assists clients with application and eligibility requirements.

Education, Experience, Certifications and Licenses:
- High School Diploma, or GED equivalent certificate.
- Two (2) years experience as a Public Health Assistant for Butte County, or A comparable position in a public health setting, medical office or community based organization.
- Must possess a State of California driver's license.

Salary:
Bi-Weekly: $1.021.14 - $1,368.41
Monthly Equivalent: $2,212 - $2,965
Recruitment Number: 074055047
Filing Period: 02/05/07 - 02/28/07

ALMOND PROCESSING PLANT
Photo courtesy of Lynne Pillus. Used with permission.

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

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.

Salary:
Bi-Weekly: $1,673.26 - $2,242.33
Monthly Equivalent: $3,625 - $4,858
Recruitment Number: 071293025
Filing Period: Continuous

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.