

# BUTTE COUNTY JOBS



THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

MARCH 2007

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TWILIGHT FROM TABLE MOUNTAIN  
Photo courtesy of Dan Wilson. Used with permission.

## MARINA ALDRICH, LEGAL OFFICE SPECIALIST



On the 13th of March, Marina will celebrate her first anniversary as a Butte County employee. Having been a resident of Butte County since childhood, she brings to the

County more than 20 years of experience as a local business owner in Oroville.

Marina joined the Butte County team as a Legal Office Specialist in the County's Probation Department. Her current assignment is in the Department's Juvenile Unit, and includes providing clerical support to the Unit's Probation Officers.

Beginning with the initial referral from one of the County's law enforcement agencies, Marina's duties include processing all of the legal paperwork associated with juvenile cases that fall within the

Department's jurisdiction, and making sure that the various documents are sent to the appropriate agencies in conformity with established timelines.

In preparation for her anticipated career change, some time ago Marina had returned to school at Butte College. As part of her curriculum, she did an internship with the Probation Department and discovered that the work appealed to her. She subsequently applied for the Legal Office Specialist position and was hired into the Department.

For Marina, what appeals most to her about her job is the variety. "It's different every day," reports Marina; with each new case bringing new and unique challenges.

In addition to the Juvenile Unit, the Probation Department has Legal Office Specialists working in the Adult Supervision, Proposition 36, Drug Court, and Court Investigations Units.

**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**

Mara Bella, (530) 538-7239

- New Employee Information, FMLA Processing

**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](mailto:personnel@buttecounty.net)

**Job Hotline (recorded job listing):** (530) 538-7653

**Application Fax Line:** (530) 538-7790

[www.buttecounty.net/personnel](http://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](http://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](http://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.

## LEGAL OFFICE SPECIALIST

**Summary:** Under general supervision, performs a variety of legal clerical work to support the activities of the Butte County Probation Officers; involves review and analysis of information contained in legal files and records; updates the computer database; assures the accuracy of the filing systems.

**Distinguishing Characteristics:** This is a journey level class, fully competent to independently perform a wide range of probation legal clerical work; it has a high level of responsibility for precision and accuracy in producing notices and documents identified with legal probation matters and proceedings; reports to a supervisor.

**Education, Experience, Certifications and Licenses:**

- A high school diploma or GED, and one (1) year of legal clerical experience.
- Requires the ability to type 40 net words per minute.
- May be required to possess a State of California driver's license, and successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

**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: \$1,021.14 - \$1,368.41  
Monthly Equivalent: \$2,212 - \$2,965

**Recruitment Number:** 077027050

**Filing Period:** 03/01/07 - 03/23/07

## PHOTOS

The Department of Human Resources would like to thank Dan Wilson for his contribution of photographs to this month's *Butte County Jobs*.

A graduate of Oroville High School, Dan first moved to Butte County as a teenager in 1960. He and his wife, Kaye, and their 2 children have resided in Butte County continuously since 1973.

Photography is not something new to Dan. Before beginning his career with the County, he spent many hours on the road working as a freelance sports photographer; eventually visiting every major league ballpark in the United States.

Dan joined the Butte County workforce in 1988. Since 1995 he has worked in the Department of Public Works' Traffic Control Division. Dan's photos include many that he has taken on his hikes along some of the County's more remote byways.

If you have photos of Butte County that you would like to contribute 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](mailto:mchambers@buttecounty.net).



THREE TREES AT SUNSET

Photo courtesy of Dan Wilson. Used with permission.

## 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.

**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: \$797.71 - \$1,069.02  
Monthly Equivalent: \$1,728 - \$2,316

**Recruitment Number:** 074815038

**Filing Period:** Continuous



BOOK FAMILY FARM, DURHAM

Photo courtesy of Lynne Pillus. Used with permission.

## 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

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## 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.

### **Salary:**

Bi-Weekly: \$1,553.78 – \$2,082.22  
Monthly Equivalent: \$3,367 - \$4,511

**Recruitment Number:** 074016007

**Filing Period:** Continuous

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## 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



LAKE OROVILLE

*Photo courtesy of Lynne Pillus. Used with permission.*



**BUTTE COUNTY: RURAL BYWAYS SINCE 1850**  
*Photo courtesy of Dan Wilson. Used with permission.*

## 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 – 03/30/07

## 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 – 03/30/07

## 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

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## 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 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

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## 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

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## SOCIAL WORKER, ASSOCIATE

**Summary:** Under close supervision, carries a caseload in child or adult services including Child Welfare and Child Protective Services, In-home supportive Services and Adult Protective Services. Provides support and case management services to these at-risk populations in Butte County.

**Distinguishing Characteristics:** This is an entry -level classification for the Social Worker series; incumbents are expected to perform a specialized range of Social Worker functions. Incumbents in this classification are considered to be in a training status, with the expectation that assigned responsibility and breadth of knowledge increase with experience. Incumbents shall not remain in the Social Worker Associate classification beyond twelve (12) months. Reports to a Social Work Supervisor.

*(Continued on page 7)*

(Continued from page 6)

**Education, Experience, Certifications and Licenses:**

- A Master's degree in Social Work, **or**
- A Bachelor's degree in Social Work, Counseling, Behavioral Sciences or a related field. Upcoming graduates may supply a letter from their attending university stating impending graduation date and verification of credits needed for graduation, which will allow placement on list of eligible candidates. Actual hiring for the position will not occur until after the candidate's graduation date.
- A valid State of California driver's license may be required.

**Salary:**

Bi-Weekly: \$1,339.82 - \$1,795.49

Monthly Equivalent: \$2,903 - \$3,890

**Recruitment Number:** 075336054

**Filing Period:** 03/01/07 - 03/19/07

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## **SOCIAL WORKER**

**Summary:** Under close supervision, carries a select and difficult caseload in child or adult services including Child Welfare and Child Protective Services, In-home supportive Services and Adult Protective Services. Provides professional assessments, and support and case management services to these at-risk populations in Butte County.

**Distinguishing Characteristics:** This is the journey level classification for the Social Worker series; incumbents are expected to perform a specialized range of Social Worker functions. Reports to a Social Work Supervisor.

**Education, Experience, Certifications and Licenses:**

- A Master's degree in Social Work, **or**
- A Bachelor's degree in Social Work, Counseling, Behavioral Sciences or a related field with one (1) year of work experience in social services working with children and/or adults, or one (1) year experience performing duties comparable to an Employment Case Manager in a California county welfare department.
- Internship from an accredited college or university within the social service field, upon completion of one (1) year, may be substituted for 6 months of social casework experience.
- A valid State of California driver's license may be required.

**Salary:**

Bi-Weekly: \$1,407.65 - \$1,886.40

Monthly Equivalent: \$3,050 - \$4,087

**Recruitment Number:** 075335053

**Filing Period:** 03/01/07 - 03/19/07

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## **SOCIAL WORKER, SENIOR**

**Summary:** Under general supervision, carries a select and difficult caseload in child or adult services including Child Welfare and Child Protective Services, In-home Supportive Services and Adult Protective Services. Provides professional assessments and support and case management services to these at-risk populations in Butte County.

**Distinguishing Characteristics:** This is the senior level classification for the Social Worker series; incumbents are expected to perform a specialized range of Social Worker functions with the more difficult and sensitive cases, Reports to a Social Work Supervisor.

**Education, Experience, Certifications and Licenses:**

- A Master's degree in Social Work, **or**
- A Bachelor's degree in Social Work, Counseling or Behavioral Sciences with three (3) years work experience performing protective services for children, adults or families. One year of additional year of qualifying experience may be substituted for the required major.
- Internship from an accredited college or university within the social service field, upon completion of one (1) year, may be substituted for six (6) months of social casework experience required.
- A valid State of California driver's license may be required.

**Salary:**

Bi-Weekly: \$1,553.78 - \$2,082.22

Monthly Equivalent: \$3,367 - \$4,511

**Recruitment Number:** 075333052

**Filing Period:** 03/01/07 - 03/19/07

### **SO THEY FINALLY CALLED YOU FOR THAT INTERVIEW, NOW WHAT?**

1. **Plan Ahead:** It sounds simple, but know something about the County, the position, and the department (company) for which you hope to go to work. Research the organization, and review the job description before going to the interview. And, practice, practice, practice. Answering an interviewer's question with, "Butte County? What's a Butte County?" is never a good approach. Be ready to talk about your past experience and demonstrate how it relates to the job.
2. **Maintain Eye Contact:** Always maintain eye contact with the interviewer; this shows that you are focused and interested in the position. Looking for the dried gumballs surreptitiously deposited on the underside of the conference table by previous interviewees only shows that you are hungry, in need of fiber in your diet, and very likely not someone who focuses well on the task at hand.
3. **Avoid Negativity:** Display a positive outlook. Referring to your previous employer as a "rat," even though he/she may have actually resembled a rodent, shows disrespect. Never make disparaging comments about your former employers.
4. **Presentation:** Always dress professionally for the interview. And above all, be yourself, be genuine, and show enthusiasm. However, flip-flops and cut-offs are best left for those long leisure days spent at the beach.
5. **Ask Questions:** Nothing stimulates an interviewer more than knowing that you have an interest in the department (company), the position, and the work that you will be doing. However, asking, "How 'bout those Giants [or some other sports team]?" usually only works if you're applying for a job as a sportscaster.
6. **Follow Up:** Always thank the interviewer for taking the time to meet with you. Sending a brief note to let them know you appreciated the time they spent with you shows them your commitment to the job.



*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.*



**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.

### **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



## 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

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## 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

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## 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

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## 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

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(Continued on page 11)

(Continued from page 10)

## 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.

**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



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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:** 071293025

**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:** 076825002

**Filing Period:** Continuous

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## **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

## 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 - 03/19/07

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## 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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## 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

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## 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



FISH HATCHERY DIVERSION DAM, OROVILLE  
*Photo courtesy of Lynne Pillus. Used with permission.*

## 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.

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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

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# **BUTTE COUNTY JOBS**



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