Butte County JOBS

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

October 2009

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Cloudy Day, Paradise Lake
Photo Courtesy of Aaron Quin

Job minimum qualifications may require an educational degree, certification, registration, or licensing. With the updated Butte County job application (3/2008) and the new Online Job Application, you must include transcripts and/or copies of the certification/registration/licensing (see Education and Training section on job application) if required by the minimum qualifications. Not submitting this documentation by the recruitment deadline will result in disqualification from that recruitment. If you're using a degree as a qualifier to reduce required experience, transcripts must also be provided.

BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

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Director's Calendar, Training Coordination/Registration, Accounts Payable, Departmental Purchasing

ADMINISTRATIVE ASSISTANT
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PAYROLL SPECIALIST
- Sheri Atkison, (530) 538-7756

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- Raeshell Forrester, (530) 538-2837

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- Spiros Banos, (530) 538-6104

Deferred Compensation, Back Wages Issues
- Karen Gold, (530) 538-7570

W4s, Time Card Corrections, Direct Deposit, Paid Family Leave, 4850 Payments, SDI, Work Comp Calcs, Catastrophic Leave
- Carla May, (530) 538-7741

FMLA, Health Insurance Billing, Non-Comp Issues, Retiree Health, Creative Benefits Plan

HOW TO CONTACT US

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Job Hotline (recorded job listing): (530) 538-7653
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Website: www.buttecounty.net/personnel

NEW ONLINE JOB APPLICATION!!

The Butte County Department of Human Resources is pleased to announce the launch of its online job application. Effective September 1, 2009 applicants are now able to apply for positions with the County by either continuing to submit paper applications, or online by accessing the Job Applicant Center at https://jobs.buttecounty.net/JAC3/.

Applicants applying online through the Job Applicant Center will also be able to submit electronic copies of supporting documents such as resumes, cover letters, and transcripts by attaching either Microsoft Word files, plain text documents, or portable document format (pdf) files such as Adobe Acrobat.

The County's current job openings can be viewed by simply accessing the Job Applicant Center at the link given above. First time applicants, however, will need to create an account in order to submit an application.

Detailed information about each of the County's current job openings (as well as general information about the recruitment and selection process) is still available from the Department of Human Resources website at www.buttecounty.net/personnel/, and links to the Job Applicant Center are provided.

The Department of Human Resources is asking all Job Applicant Center applicants to take a few minutes after submitting an application and fill-out the online feedback form to let us know about their experience.

Questions and/or comments about the Job Applicant Center can also be sent directly to Mark Chambers at mchambers@buttecounty.net, Aaron Quin at aquin@buttecounty.net, or any of the Department's Human Resources Analysts. Please put "JAC" in the subject line.

Check out the Job Applicant Center today!

ADMINISTRATIVE ASSISTANT

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

Education, Experience, Certifications and Licenses:

- High school diploma or GED, and three (3) years of increasingly responsible administrative, clerical, or secretarial duties; one (1) year of Butte County experience preferred. Associate's degree or a Certificate of Achievement in Computer Applications, Business Management, Office Assistant, or Legal Office Assistant from an accredited college or university may be substituted for one (1) year of experience.
- Possession of a recent, (less than one (1) year old) valid certificate as proof of typing skills at 40 net words per minute is required.
- Valid State of California driver's license may be required.
- **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.* 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.

Bi-Weekly Salary	$1,094.33 —$1,466.52
Monthly Equivalent:	$2,371—$3,177
Recruitment Number	091054097
Filing Period	10/01/09—10/16/09

EXECUTIVE ASSISTANT, COUNTY SUPERVISOR (AT-WILL)

Summary: Under general supervision of a member of the Board of Supervisors, performs a variety of public relations, secretarial and administrative functions to support the activities of the Board.

Education, Experience, Certifications and Licenses:

- High school diploma or GED certificate.
- Three (3) years professional clerical and secretarial experience that includes one (1) year of work in Butte County.
- Must possess a clear criminal record.
- Valid State of California driver's license may be required.

Bi-Weekly Salary	$1,178.47—$1,579.25
Monthly Equivalent	$2,553—$3,421
Recruitment Number	091008093
Filing Period	10/01/09—10/23/09

MEDICAL RECORDS TECHNICIAN

Summary: Under close supervision, supports health care professionals in providing a variety of health related services to individuals, the community and other public agencies.

Education, Experience, Certifications and Licenses:

- High school diploma or GED equivalent certificate and one (1) year experience in medical records or other clerical records management and administration. A Medical Terminology Certificate from an accredited college or university may be substituted for the one year of experience.
- Valid State of California driver's license may be 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.

Bi-Weekly Salary	$876.26—$1,174.27
Monthly Equivalent	$1,899—$2,544
Recruitment Number	094058099
Filing Period	10/01/09—10/23/09

MEDICAL RECORDS TECHNICIAN, SENIOR

Summary: Under general supervision, supports health care professionals in providing a variety of technical records services to individuals, the community and other public agencies. Provides work direction to others.

Education, Experience, Certifications and Licenses:

- High school diploma or GED equivalent certificate and two (2) years experience in medical records or other clerical records management and administration. A Medical Terminology Certificate from an accredited college or university may be substituted for one (1) year of the required experience.
- Valid State of California driver's license may be 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.

Bi-Weekly Salary	$967.22—$1,296.17
Monthly Equivalent	$2,096—$2,808
Recruitment Number	094061100
Filing Period	10/01/09—10/23/09

SHERIFFS CLERK II

Summary: Under general supervision, performs a variety of clerical support services within the Sheriff's Office; provides information and assistance to the general public.

Education, Experience, Certifications and Licenses:

- High school diploma or equivalent GED certificate.
- Three (3) years of increasingly responsible clerical or secretarial experience. An Associate's degree or Certificate of Achievement in computer applications, business management, office assistant or legal office assistant from an accredited college or university may be substituted for one (1) year of required experience.
- Requires the ability to type 40 net words per minute.
- Valid State of California driver's license is required and must be able to pass a thorough background investigation.
- **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.* 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.

Bi-Weekly Salary	$991.41—$1,328.58
Monthly Equivalent	$2,148—$2,879
Recruitment Number	096846096
Filing Period	10/01/09—10/23/09

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.

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.
- Valid State of California driver's license is required.

Bi-Weekly Salary	$1,207.94—$1,618.75
Monthly Equivalent	$2,617—$3,507
Recruitment Number	095525098
Filing Period	10/01/09—10/23/09

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.

Distinguishing Characteristics: This is a journey level position; requires a California state Registered Nurse license and one (1) year of experience; reports to Supervisor or Clinic Manager.

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 from the State of California, and remain active with all annual licensing requirements.
- Valid State of California driver's license is required.

Bi-Weekly Salary	$1,793.20—$2,403.06
Monthly Equivalent	$3,885—$5,207
Recruitment Number	094037101
Filing Period	10/01/09—10/16/09

DEPUTY SHERIFF AND DEPUTY SHERIFF (LATERAL)

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 (Minimum Requirements)

- High school diploma or GED certificate.
- Completion of a POST certified regular basic course or equivalent within the last three years. **OR** possess a valid POST Basic certificate.
- Valid State of California driver's license is required.
- **Additional qualifications for lateral transfers: Must be currently working as a peace officer, and posses a valid California POST Basic Certificate or have one (1) full year experience as a peace officer in California law enforcement agency.**

Applicants who are currently attending a POST approved basic course academy are eligible to apply for the Cadets Only recruitments, and along with applicants who have completed a POST approved basic course academy within the last six (6) months may waive the POST entry-level reading and writing examination if able to verify an acceptable T-Score.

Special Requirements: All applicants must be 18 years of age or older with the following exception: Person 17 years of age, but less than 18, may apply but may not be appointed until they reach 18 years of age. Proof of minimum age requirements may be required.

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. Hearing aids are not acceptable. Must be able to pass a plate test of color vision.

No conviction by any state, the federal government, or a 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 (Government Code 24103).

Bi-Weekly Salary	$1,538.86—$2,165.34
Monthly Equivalent	$3,334—$4,692
Deputy Sheriff	096816078
Deputy Sheriff (Lateral)	096816091
Filing Period	Continuous

CORRECTIONAL OFFICER (LATERAL) AND CORRECTIONAL OFFICER (CORE)

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.
- Valid State of California driver's license is required.
- Must obtain certification in CPR and First Aid within one year.
- **Additional qualifications for lateral transfers:** Must be currently working 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
- **Additional qualification for Correction Officer (CORE):** A Certificate of Completion from the Correctional Officer CORE Course (STC) must be attached to the application at the time of submission.

Special Requirements: All applicants must be 18 years of age or older with the following exception: Person 17 years of age, but less than 18, may apply but may not be appointed until they reach 18 years of age. Proof of minimum age requirements may be required. Be a citizen of the United States or a permanent resident alien who is eligible for and has 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 completed 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.

Bi-Weekly Salary	$1,450.22—$1,943.44
Monthly Equivalent	$3,142—$4,211
Correctional Officer (Lateral)	096825095
Correctional Officer (CORE Certified)	096825094
Filing Period	Continuous

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 must have successfully completed a departmentally approved background examination or 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 application, selection process because of race, sex, color, religious creed, national origin, ancestry, disability, medical condition, age (40 to 70 years), or marital status. Persons who believe they have been discriminated against by the County in the application, examination, or selection process should contact the County Civil Rights Compliance Officer, (530) 538-7651, or file a complaint with the Department of Fair Employment and Housing.

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.

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 8 a.m. to 5 p.m., Monday through Friday or on our website at www.buttecounty/personnel.net . The Department of Human Resources must receive completed applications no later than 11:59pm on the final filing date. Postmarks will not be accepted. Resumes will not be accepted in lieu of a properly completed Butte County *Job Application.* Applicants requesting special testing accommodation should notify the Department of Human Resources 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 may be scheduled for an examination, which is given to establish an eligibility list from which appointments to vacancies may be made. The recruitment process may include application review, written, oral, and/or performance examinations, and in some cases a physical agility test may be required.

Applicants will be notified by mail 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. 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.**

Only the Butte County Job Application with a revision date of 03/2008 or later and the **new Online Job Application** will be accepted. All prior revisions of the Application will be returned without review.

Job minimum qualifications may require an educational degree, certification, registration, or licensing. With the updated Butte County job application (3/2008), you must include transcripts and/or copies of the certification/registration/licensing (see Education and Training section on job application) if required by the minimum qualifications. Not submitting this documentation by the recruitment deadline will result in disqualification from that recruitment. If you're using a degree as a qualifier to reduce required experience, transcripts must also be provided.

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.

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