

Butte County JOBS

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

March 2010

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Winter Sunrise, Butte County
Photo Courtesy of Peggy Moak

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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ASSISTANT DIRECTOR - HUMAN RESOURCES

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Accommodations (ADA/FEHA), Non-Discrimination Issues, Departmental Website

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Leave Issues (FMLA, CFRA, PDL), Pre-Employment Medical Evaluations, Recruitment & Selection
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ADMINISTRATIVE ANALYST, ASSOCIATE

- **Rhonda Brantley**, (530) 538-6451
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- **Raeshell Forrester**, (530) 538-2837
Action Form Processing
- **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

DEPARTMENT OF HUMAN RESOURCES

3-A County Center Drive, Oroville, CA 95965

Phone: (530) 538-7651

TTY/TDD: (530) 538-6833

Email: personnel@buttecounty.net

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

Fax Line: (530) 538-7790

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!

DIRECTOR OF HUMAN RESOURCES

The Position:

The Director is a department head responsible for managing the County's personnel program. As a key management team member, the Director advises appointed and elected officials, and is a participant in all personnel decisions, including employee labor relations and negotiations. The position requires a keen sensitivity and ability to anticipate and resolve potential problems before they develop.

Requirements:

- Baccalaureate degree in Public Administration, Business Administration, Political Science, or other related fields from an accredited college or university.
- Six (6) years of increasingly responsible professional personnel experience. It is desirable that three (3) to four (4) years of this professional experience must have been in a public jurisdiction and have included the direction and supervision of subordinate professional staff. An advanced degree in a related field may be substituted for one (1) year of the required experience excluding the supervisory experience.
- Valid State of California driver's license may be required.

Additional Information:

For additional information about this recruitment including benefits, supplemental questionnaire and how to apply, please visit our website at www.buttecounty.net/personnel for a complete downloadable flyer and supplemental questionnaire. **The supplemental questionnaire must be completed and attached to application at time of submission.**

Annual Salary	Salary range: \$119,815 — \$146,441
Recruitment Number	100120016
Filing Period	02/01/10—03/15/10

DIRECTOR OF BEHAVIORAL HEALTH

The Position:

The County of Butte is seeking a candidate with proven management experience in providing behavioral health services in California. The ideal candidate will have a balance of clinical and fiscal leadership experience; be client and recovery oriented; have experience in enhancing productivity to maximize existing resources; be a leader who can remain calm and patient in difficult situations; gain trust and respect from staff, while maintaining accountability; and have strong communication skills.

Requirements:

Qualified candidates must meet the requirements for a Local Mental Health Director under Title 9, Division 1, Chapter 3, Article 8 of the California Code of Regulations, which requires that a Local Mental Health Director be one of the following:

- A physician and surgeon licensed in California
- A psychologist licensed in California
- A clinical social worker licensed in California
- A marriage, family and child counselor
- A registered nurse licensed in California
- An administrator who has a master's degree in hospital administration, public health administration, or public administration from an accredited college or university.

(All categories listed above have additional education and/or work experience requirements, and all applications will be screened based upon the state standards.)

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

Additional Information:

For additional information about this recruitment including benefits and how to apply, please visit our website at www.buttecounty.net/personnel for a complete downloadable flyer.

Annual Salary	Proposed salary range: \$127,800—\$156,200
Recruitment Number	100145014
Filing Period	02/01/10—03/15/10

STAFF NURSE (ACUTE ASSIGNMENT)

Bi-Weekly Salary	\$1,793.20 — \$2,403.06
Monthly Equivalent:	\$3,885 — \$5,207
Recruitment Number	104037038
Filing Period	03/01/10 — 03/30/10

Requirements for Acute Assignment:

- Bachelor's degree and one (1) year experience performing the duties of a Registered Nurse in a psychiatric or other acute care nursing setting.
- Must be licensed as a Registered Nurse from the State of California, and remain active with all annual licensing requirements.
- Must pass a pre-employment physical.
- Possession of a current valid CPR certification.
- Valid State of California driver's license is required.

Responsibilities: 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, acute facilities and programs. This is a journey level position, requires a State of California Registered Nurse license and one year of experience; reports to Supervisor, Supervisor, Nurse, or Clinic Manager. The Staff Nurse acute facilities assignment is distinguished from other nurse classes by the scope of practice, and by the specialization in psychiatric nursing in an acute crisis or inpatient facility. The focus of duties is on the direct medical care and psychiatric treatment of patients.

Special Note: Employees given an acute assignment will receive a 10% pay differential.

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.

PROGRAM MANAGER, CLINICAL SERVICES

Bi-Weekly Salary	\$2,295.46 — \$3,076.13
Monthly Equivalent:	\$4,973 — \$6,665
Recruitment Number	104105037
Filing Period	03/01/10 — 03/30/10

Requirements:

- Master's degree in Social Work, Counseling, Psychiatric Nursing, or a PhD. or PsyD in Psychology, and three (3) years licensed professional experience in behavioral science, including one (1) year of supervisory experience. One (1) year of experience in Butte County preferred.
- Must be licensed to practice by the California Board of Behavioral Sciences, remain active with all annual licensing requirements, and maintain a clear criminal record.
- Valid State of California driver's license is required.

Responsibilities: Under limited supervision, manages clinical programs and staff providing behavioral health treatment services to county residents. In the Program Manager classification, incumbents manage staff, facilities, budgets, and interaction with the community; and exercise independent judgment for directing the treatment provided to clients, according to ethical and legal standards. Reports to Assistant Director.

CORRECTIONAL OFFICER (LATERAL)

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.**

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)	106825036
Filing Period	Continuous

CORRECTIONAL OFFICER (CORE) AND CORRECTIONAL OFFICER (POST)

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 Correctional Officer (CORE): A Certificate of Completion from the Correctional Officer CORE Course (STC) must be attached to the application at the time of submission.**
- **Additional qualifications for Correctional Officer (POST): A POST certificate of completion is required and must be attached to the application at 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 (CORE Certified)	106825035
Correctional Officer (POST Certified)	106825034
Filing Period	Continuous

DEPUTY SHERIFF

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.

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	096816128
Filing Period	Continuous

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 possess a valid California POST Basic Certificate or have one (1) full year experience as a peace officer in California law enforcement agency. A POST certificate of completion is required and must be attached to the application at time of submission.**

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 (Lateral)	096816091
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 3-A 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 11:59 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 *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) 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.

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.