Butte County JOBS

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

July 2011

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Sunrise at Lake Oroville
Photo Courtesy of Peggy Moak

Butte County is currently accepting applications for the Deputy District Attorney series. For additional information on this career opportunity including salary, filing date and requirements for the position, please turn to page 6 and view our website at www.buttecounty.net/personnel.

BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

DIRECTOR – HUMAN RESOURCES
- **Brian Ring**, (530) 538-7652

ASSISTANT DIRECTOR - HUMAN RESOURCES
- **Charlie Wilson**, (530) 538-6948

SUPERVISOR, PAYROLL
- **Yvette McMillan,** (530) 538-2837

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

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

SENIOR HUMAN RESOURCES ANALYST
- **Aaron Quin**, (530) 538-2157
  Recruitment & Selection, Salary Ordinance, Classification and Compensation Surveys, Departmental Website

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

HUMAN RESOURCES SPECIALIST
- **Tracey Carpenter**, (530) 538-6946
  Recruitment Support, Applicant Data Entry, FMLA Support

HUMAN RESOURCES SPECIALIST
- **Rebecca Worley**, (530) 538-7239
  Employee Personnel Documents, Personnel Files

HUMAN RESOURCES SPECIALIST
- **Raeshell Forrester**, (530) 538-7781
  Employee Benefits, New Hire Orientation, COBRA

ADMINISTRATIVE ASSISTANT
- **Pam Lindquist**, (530) 538-7652
  Director's Calendar, Training Coordination/ Registration, Accounts Payable, Departmental Purchasing

OFFICE SPECIALIST, SENIOR
- **Leah Goodliffe**, (530) 538-7651
  Front Desk Reception

OFFICE ASSISTANT
- **Anna Guiles**, (530) 538-7651
  Front Desk Reception

ADMINISTRATIVE ANALYST
- **Rhonda Brantley**, (530) 538-6451
  W2s, Journal Corrections

PAYROLL SPECIALIST
- **Sheri Atkison**, (530) 538-7756
  W4s, Time Card Corrections, Direct Deposit, PERS, Life Insurance, Paid Family Leave, 4850 Payments/Workers Comp. Calcs, Union Dues, Special Pays

PAYROLL SPECIALIST
- **Spiros Banos**, (530) 538-6104
  Deferred Compensation, Back Wages Issues, Catastrophic Leave Donations

PAYROLL SPECIALIST
- **Jessica Driskill**, (530) 538-7570
  W4s, Time Card Corrections, Direct Deposit, SDI, Garnishments, Voluntary Furlough

PAYROLL SPECIALIST
- **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

PHYSICAL THERAPIST*

Bi-Weekly Salary	$1,931.08—$2,587.83
Monthly Equivalent	$4,184.01—$5,607.97
Recruitment Number	114049008
Filing Period	Continuous

Requirements:

- Bachelor's degree in Physical Therapy.
- 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 a valid State of California driver's license.
- Must be able to pass a pre-employment physical.

Responsibilities:

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.

PHYSICAL THERAPIST, SENIOR*

Bi-Weekly Salary	$2,131.56—$2,856.49
Monthly Equivalent	$4,618.38—$6,189.06
Recruitment Number	114071009
Filing Period	Continuous

Requirements:

- 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 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 a valid State of California driver's license.

Responsibilities:

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

PSYCHIATRIST*

Bi-Weekly Salary	$5,447.56 — $7,300.26
Monthly Equivalent	$11,803.05 — $15,817.22
Recruitment Number	114125007
Filing Period	Continuous

Requirements:

- Medical Doctor's degree required, and a valid Physician and Surgeon Certificate issued by the State of California Board of Medical Examiners.
- Must possess or be eligible for certification by the American Board of Psychiatry as a Psychiatrist; must remain active with all annual licensing requirements, and maintain a clear criminal record.
- Valid State of California driver's license may be required.

Responsibilities:

Under general direction, provides clinical assessments and treatment services to alleviate suffering in clients with behavioral health disorders. Plans and carries out assignments independently; interaction with the supervisor is typically to receive daily or weekly assignments, prioritize workload and exchange opinions on work related matters. Reports to Assistant Director or Program Manager.

BEHAVIORAL HEALTH EDUCATION SPECIALIST*

Bi-Weekly Salary	$1,471.76 — $1,972.30
Monthly Equivalent	$3,189 — $4,273
Recruitment Number	114174096
Filing Period	07/05/11—07/29/11

Requirements:

- Associate's degree in Behavioral Health, Health Education, or related field; and one (1) year of experience in behavioral health.
- Valid State of California driver's license.

Responsibilities:

Under general supervision, provides outreach services and promotes community awareness of Behavioral Health issues; educates Butte County citizens on health and wellness issues, and assists in accessing community services.

This is the journey level position in the series; requires an Associate's degree; reports to a Behavioral Health Education Supervisor.

PUBLIC HEALTH NURSE, ASSOCIATE*
(Bilingual: Spanish)

Bi-Weekly Salary	$1,749.46—$2,344.46
Monthly Equivalent	$3,790—$5,080
Recruitment Number	114047028
Filing Period	Continuous

Requirements:

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

Responsibilities: 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.

PUBLIC HEALTH NURSE, SENIOR *
(Bilingual: Spanish)

Bi-Weekly Salary	$2,079.57—$2,786.82
Monthly Equivalent	$4,506—$6,038
Recruitment Number	114045030
Filing Period	Continuous

Requirements:

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

Responsibilities: 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.

PUBLIC HEALTH NURSE (Bilingual: Spanish)*

Bi-Weekly Salary	$1,883.98— $2,524.73
Monthly Equivalent	$4,082—$5,470
Recruitment Number	114046029
Filing Period	Continuous

Requirements:

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

Responsibilities: 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.

CERTIFIED NURSE PRACTITIONER*

Bi-Weekly Salary	$2,352.84—$3,153.03
Monthly Equivalent	$5,098 — $6,832
Recruitment Number	114034057
Filing Period	Continuous

Requirements:

- Bachelor's degree in Business Administration, Public 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.
- Valid State of California driver's license is required.

Responsibilities: 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.

ENVIRONMENTAL HEALTH SPECIALIST *

Bi-Weekly Salary	$1,584.92—$2,123.95
Monthly Equivalent	$3,433.99—$4,601.90
Recruitment Number	114016084
Filing Period	06/20/11—07/22/11

Requirements:

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

Responsibilities:

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.

NUTRITION SPECIALIST *

Bi-Weekly Salary	$1,016.19—$1,361.79
Monthly Equivalent	$2,201.75—$2,950.55
Recruitment Number	114068094
Filing Period	07/05/11—07/29/11

Requirements:

- Associate's degree in Nutrition, Health, or related field and one (1) year of experience in a health services setting desirable; **OR** fifteen (15) semester units of college coursework in nutrition, health, or related field and one (1) year experience in a health services setting required.
- A valid State of California driver's license.

Responsibilities:

Under general supervision, provides services to participants of the Women Infants & Children (WIC) program including nutritional counseling, education and training.

EQUIPMENT MECHANIC, ASSISTANT *

Bi-Weekly Salary	$1,149.73—$1,540.74
Monthly Equivalent	$2,491.08—$3,338.26
Recruitment Number	114508092
Filing Period	07/05/11—07/22/11

Requirements:

- High school diploma or GED.
- One (1) year of experience in vehicle and equipment servicing or maintenance.
- Within one (1) year from the date of hire, must possess and maintain a valid State of California class "A" commercial driver's license with air brake and tank truck endorsement.

Responsibilities:

Under close supervision, performs preventive maintenance inspections and routine services on vehicles, and performs minor adjustments and repairs, as necessary.

LANDFILL MAINTENANCE WORKER *

Bi-Weekly Salary	$876.26—$1,174.27
Monthly Equivalent	$1,898.55—$2,544.26
Recruitment Number	114348093
Filing Period	07/05/11—07/22/11

Requirements:

- One (1) year experience as laborer and basic equipment operator.
- A valid State of California driver's license is required.

Responsibilities:

Under close direction, performs unskilled and heavy manual labor tasks associated with landfill disposal operations. This is an entry-level position; reports to a Supervisor.

DEPUTY DISTRICT ATTORNEY I *

Bi-Weekly Salary	$1,838.03—$2,463.14
Monthly Equivalent	$3,982.40—$5,336.79
Recruitment Number	117007085
Filing Period	06/21/11—07/29/11

Requirements:

- Juris Doctorate (JD) degree required.
- Must be licensed by the Bar to practice law in the State of California, remain active with all California Bar annual requirements.
- Successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

***Supplemental questionnaire required at time of submission of Application. Supplemental questionnaire is available on the County website at www.ButteCounty.net/personnel under Resources and Documents.**

Responsibilities:

Under close supervision, investigates, prepares and prosecutes misdemeanor cases for Butte County; represents the District Attorney in all aspects of criminal misdemeanor prosecution in Butte County.

DEPUTY DISTRICT ATTORNEY II *

Bi-Weekly Salary	$2,131.56—$2,856.49
Monthly Equivalent	$4,618.38—$6,189.06
Recruitment Number	117006086
Filing Period	06/21/11—07/29/11

Requirements:

- Juris Doctorate (JD) degree required.
- One (1) year of experience in a trial practice.
- Must be licensed by the Bar to practice law in the State of California, remain active with all California Bar annual requirements
- Successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

***Supplemental questionnaire required at time of submission of Application. Supplemental questionnaire is available on the County website at www.ButteCounty.net/personnel under Resources and Documents.**

Responsibilities:

Under general supervision, investigates, prepares and prosecutes misdemeanor cases for Butte County; represents the District Attorney in the management of legal issues, and all aspects of criminal misdemeanor prosecution in Butte County.

DEPUTY DISTRICT ATTORNEY III *

Bi-Weekly Salary	$2,471.95—$3,312.65
Monthly Equivalent	$5,355.90—$7,177.40
Recruitment Number	117005087
Filing Period	06/21/11—07/29/11

Requirements:

- Juris Doctorate (JD) degree required.
- Two (2) years relevant experience in a criminal trial practice.
- Must be licensed by the Bar to practice law in the State of California, remain active with all California Bar annual requirements.
- Successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

***Supplemental questionnaire required at time of submission of Application. Supplemental questionnaire is available on the County website at www.ButteCounty.net/personnel under Resources and Documents.**

Responsibilities:

Under limited supervision, investigates, prepares and prosecutes felony and misdemeanor cases for Butte County; represents the District Attorney in the management of legal issues, and all aspects of general felony prosecution in Butte County.

DEPUTY DISTRICT ATTORNEY IV *

Bi-Weekly Salary	$2,938.38—$3,937.71
Monthly Equivalent	$6,366.48—$8,531.71
Recruitment Number	117004088
Filing Period	06/21/11—07/29/11

Requirements:

- Juris Doctorate (JD) degree required
- Three (3) years relevant experience in a criminal trial practice.
- Must be licensed by the Bar to practice law in the State of California, remain active with all California Bar annual requirements, and successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

***Supplemental questionnaire required at time of submission of Application. Supplemental questionnaire is available on the County website at www.ButteCounty.net/personnel under Resources and Documents.**

Responsibilities:

Under limited supervision, investigates, prepares and prosecutes felony and misdemeanor cases for Butte County; represents the District Attorney in the management of legal issues, and all aspects of felony and civil prosecution in Butte County.

INVESTIGATOR II

Bi-Weekly Salary	$1,874.95—$2,638.25
Monthly Equivalent	$4,062.40—$5,716.20
Recruitment Number	117016006
Filing Period	Continuous

Requirements:

- Minimum of (45) semester units/ (68) quarter units earned for course work completed through a college or university accredited by an accrediting body recognized by the U.S. Department of Education or from an institution authorized to award degrees pursuant to Section 94900 of the California Education Code.
- Three (3) years of full-time investigative experience gained during employment as a California peace officer defined under Sections 830.1, 830.2, 830.3, 830.32, 830.33, or 830.35 of the California Penal Code, **OR** at least two (2) years of full-time investigative experience gained during employment as an Investigator or Inspector for a California District Attorney's Office.
- Possession of a valid and current Basic Certificate awarded by the California Commission on Peace Officers Standards and Training. Individuals with expired certificates may apply, but must possess a valid certificate prior to appointment.
- Must possess valid State of California driver's license, and successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

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

LEGAL SECRETARY*

Bi-Weekly Salary	$1094.33—$1466.52
Monthly Equivalent	$2371.04—$3177.46
Recruitment Number	117028089
Filing Period	07/05/11—07/29/11

Requirements:

- A high school diploma or GED equivalent.
- Three (3) years of relevant clerical and secretarial experience that includes two (2) years of work in a legal office.
- Requires the ability to type 40 net words per minute.
- Must possess State of California driver's license and successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

***Possession of a recent (less than one year old) valid certificate as proof of typing skills at 40 net words per minute is required and must be attached to application at time of submission. Only typing certificates issued after identification has been verified will be accepted. On-line typing certificates are not valid.**

Responsibilities:

Under general supervision, performs a variety of legal secretarial and administrative functions to support the activities of Butte County attorney's.

DEPUTY SHERIFF AND DEPUTY SHERIFF (LATERAL)

Bi-Weekly Salary	$1,538.86—$2,165.34
Monthly Equivalent	$3,334—$4,692
Deputy Sheriff	116816004
Deputy Sheriff **(Lateral)**	116816018
Filing Period	Continuous

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 equivalent.
- 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. A POST certificate of completion is required and must be attached to the application at time of submission.**
- **Additional qualifications for Cadet applicants: 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).

IMPORTANT NOTICES

***Any job classification with an asterisk (*) next to the title is an Agency Shop classification. 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.**

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 found on our website at www.buttecounty/personnel.net . The Department of Human Resources must receive completed applications no later than 5:00 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 or email 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.