Butte County

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

July 2008

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The newest addition to the Butte County Human Resources family is John Wood, Payroll Supervisor. John has spent most of his life in the Butte County area enjoying the climate and the wide array of outdoor activities available in the rural environment. Most weekends and vacations John can be found hiking, jet skiing and playing a few holes at the local golf courses. John is also an aspiring cook and likes to concoct new recipes for his wife, son and daughter.

Professionally, John brings a wealth of experience and knowledge in the area of operations management, human resources, leadership and customer service. John is a graduate of Chico State University and possesses a Bachelor's degree in Business Administration. His background and personality make him an ideal fit for the Payroll Supervisor position. John prides himself in tackling problems quickly, finding solutions and he looks forward to the challenge of providing payroll services for more than 2,000 employees. The Human Resources Department and all County employees welcome him and look forward to seeing John implement innovative ideas and provide expertise in the County payroll arena.

IN THE SPOTLIGHT

July 2008

WILD FIRE SAFETY TIPS

In a major wildfire, it may be impossible for your fire department to provide you with enough resources to protect your home. If time permits, take the following steps to help protect your home.

If time allows

- Place combustible items 50 feet away from your home. This includes lawn furniture, umbrellas and tarp coverings
- Close or cover outside attic, eaves and basement bents. This will reduce the possibility of sparks blowing into hidden areas within the house.
- Close window shutters.
- Connect a garden hose to an outside faucet so it can reach any place on the house.
- Place a ladder against the roof of the house opposite the side of the approaching fire.
- Shut off gas at the meter or the propane tank.
- Park your car in the garage facing out. Close the windows but do not lock the doors.
- Close the garage door but leave the garage unlocked
- Disconnect the automatic garage opener.
- Close all windows and doors, but do not lock them.
- Close all doors inside the house to block circulation of air and movement of fire.
- Turn on all exterior lights. This will make the house visible in heavy smoke or at night.
- Take down lightweight curtains and close heavy weight drapes.
- Move overstuffed furniture away from windows and glass doors. These may ignite through radiant heat.

Prior to a fire occurring near your home

- Provide easy access for emergency vehicles.
- Clearly post your address, using numbers that contrast with their background, so firefighters and Emergency Medical Personnel can locate you in an emergency.
- Ensure address is visible from both directions.
- Keep brush and tree cut back so that the address stands out.

If a fire occurs near your home

- Listen to your television or your radio for updated reports and evacuation information.
- Ensure your family's safety. If you are able, locate and evacuate your pets but do not jeopardize your life.
- If you have livestock, let them loose by opening gates or cutting fences.
- Contact you local fire department for assistance in determining safe areas.
- If time allows, take a disaster kit containing drinking water, clothes, blankets, first aid kit, flashlight, and any prescription medications.
- Know all emergency routes and have a pre-planned travel route.
- Do not panic, drive slowly and safely.
- Turn on your headlights to increase your visibility to other traffic in smoky conditions.

CHANGES TO THE BUTTE COUNTY JOB APPLICATION

The Butte County job application has a new look! The job application has been revised for easier completion for job applicants. In addition to some formatting changes, the following changes have been made to the job application.

1. Information on the front page has been revised, please be sure to read.
2. A checklist is included on the front page to assist in completing the application.
3. The EEOC verbiage on the front page has been updated.
4. A driver's license number is no longer necessary at the time of application.
5. Prior Butte County employment questions have been changed.
6. The conviction section has been updated.
7. Additional education and training documentation is required when applications are submitted related to.
8. More work experience boxes were added, however, if you need more room, use a separate sheet of paper.

Effective June 1, 2008, Butte County Human Resources will no longer accept a job application with a revision date previous to 3/2008. Copies of the new 3/2008 application may be obtained online (www.buttecounty.net/personnel), at the Butte County Human Resources office (25 County Center Drive, Oroville), or at the local Butte County employment center. If you have any questions regarding the revised job application, please call the Human Resources Department at 530-538-7651.

BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

DIRECTOR – HUMAN RESOURCES
- Vacant, (530) 538-7652

INTERIM DIRECTOR - HUMAN RESOURCES
- Laura Brunson, (530) 538-7099

LABOR RELATIONS OFFICER
- Curtis Lyon, (530) 538-6948

SUPERVISOR, PAYROLL
- John Wood, (530) 538-4329

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

Bilingual Certification, Recruitment & Selection

- Paula Chenoweth (530) 538-6947

Recruitment & Selection
- Aaron Quin, (530) 538-2157

Recruitment & Selection, Salary Resolutions, Departmental Website

HUMAN RESOURCES SPECIALIST, SENIOR
- Kimberly Lewis, (530) 538-6946

Background Investigations, Recruitment Support

HUMAN RESOURCES SPECIALIST
- Rebecca Worley, (530) 538-7781

Employee Benefits, New Employee Orientation, COBRA
- Joan Watson, (530) 538-7239

Employee Personnel Documents, Personnel Files

ADMINISTRATIVE ANALYST, ASSOCIATE
- Rhonda Brantley, (530) 538-6451

W2s, Journal Corrections

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

W4s, Time Card Corrections, Direct Deposit, PERS, Life Insurance, Garnishments, Union Dues, Special Pays
- 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

ADMINISTRATIVE ASSISTANT, SENIOR
- Jennifer Kay, (530) 538-7652

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

ADMINISTRATIVE ASSISTANT
- Kittie Wickman, (530) 538-3880

FMLA Tracking & Reporting, Pre-employment Physical Scheduling

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
Job Hotline (recorded job listing): (530) 538-7653
Application Fax Line: (530) 538-7790
www.buttecounty.net/personnel

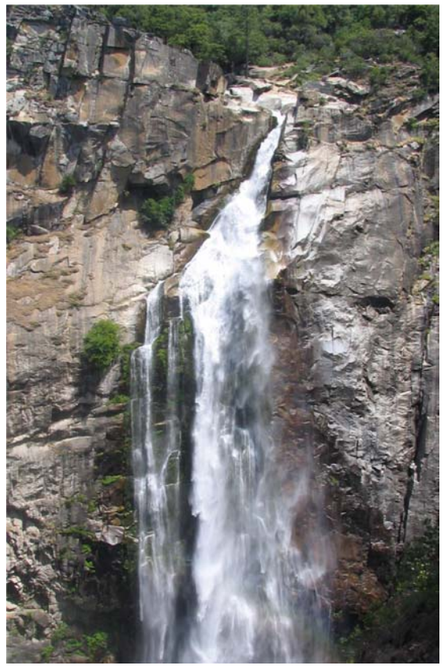
MANAGER, PSYCHIATRIC HEALTH FACILITY

Summary: Under limited supervision, supervises staff and activities in a 24-hour in-patient mental health facility providing care and treatment for the mentally ill, developmentally disabled, and substance abuse patients.

Education, Experience, Certifications and Licenses:

- Master's Degree in Nursing, Hospital Administration, Social Work, Psychology, or a related field, and three (3) years experience supervising behavioral health staff. One (1) year of experience in Butte County preferred. OR,
- Bachelor of Science in Nursing and 7 years experience supervising behavioral health staff. Master's preferred.
- Must be licensed to practice by the California Board of Behavioral Sciences or Nursing, remain active with all annual licensing requirements, and maintain a clear criminal record.
- Valid State of California driver's license is required.

Bi-Weekly Salary	$2,597.10 - $3,480.35
Monthly Equivalent	$5,627 - $7,541
Recruitment Number	084107070
Filing Period Extended	06/04/08 – 07/15/08



Feather Falls, Photo by Aaron Quin

Correctional Officer
Lateral Applicants Only

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 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 obtain certification in CPR and First Aid within one (1) year.
- Valid State of California driver's license is required.

Additional qualifications for lateral transfers
- 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.

Special Requirements
- 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.

Bi-Weekly Salary	$1,450.22 - $1,943.44
Monthly Equivalent	$3,142 - $4,211
Recruitment #	086825053
Filing Period	Continuous

The greatest mistake you can make in life is to be continually fearing you will make one.

Elbert Hubbard

PUBLIC SAFETY DISPATCHER LATERAL APPLICANTS ONLY

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; and 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.

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.* Only typing certificates issued after identification has been verified will be accepted. Online typing certificates are not valid.

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.

Additional qualifications
- Must be currently working as a public safety dispatcher in a California Law Enforcement agency and possess a California POST Public Safety Dispatcher Certificate.

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	$1,366.67 - $1,831.48
Monthly Equivalent	$2,961 - $3,968
Recruitment Number	083825013
Filing Period	Continuous

DEPUTY SHERIFF: *LATERAL APPLICANTS ONLY*

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

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.

Bi-Weekly Salary	$1,538.86 - $2,165.34
Monthly Equivalent	$3,334 - $4,692
Recruitment Number	086816075
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. 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 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 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. 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 03/2008, 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 original list. They will be re-evaluated for minimum qualifications and be ranked based on the most recent application submitted. If a written test is required, the ranking will be based on the score of the most recent test.

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