

**CHICO UNIFIED SCHOOL DISTRICT**  
**Personnel Commission**

**ADMINISTRATION OFFICES**  
**1163 East 7<sup>th</sup> Street**  
**Chico, CA 95928-5999**  
**(530) 891-3000 x 20132**

**MEETING AGENDA OF THE PERSONNEL COMMISSION of**  
**CHICO UNIFIED SCHOOL DISTRICT**

*The Personnel Commission meets the 4th Monday of each month at 4:00 pm in the Small Conference Room at the District Administration Office, unless otherwise noted.*

**ADMINISTRATION BUILDING,**  
**Small Conference Room**

**4:00 PM**

**Tuesday, February 22, 2022**

	Purpose	Page(s)
CALL TO ORDER		
WELCOME TO VISITORS		
CONSIDERATION OF MINUTES		
1. Consider approval of the minutes of the regular meeting of January 24, 2022.	Action	22-41 – 22-47
BUSINESS		
2. Director's Report	Information	
3. Consider job announcement(s) for: Accounting Technician, Health Assistant, Instructional Paraprofessional, Sr Library Media Assistant, and Sr Office Assistant.	Action	22-48 – 22-52
4. Consider eligible list(s) for: Accountant, Accounting Technician, Cafeteria Cook Manager 1, Delivery Worker, Information Systems Analyst, Instructional Paraprofessional, and Preschool Assistant.	Action	22-53 – 22-59
5. Consider revised job description for: Information Systems Supervisor.	Action	22-60 – 22-62
6. Consider revised job description for: Behavior Specialist.	Action	Carry-In
7. Consider seniority list(s) for: Cafeteria Assistant, Cafeteria Cook Manager 1, Cafeteria Cook Small School, Campus Supervisor, Custodian, Director-Fiscal Services, Director-Payroll/Benefits, Information Systems Analyst, Instructional Paraprofessional, Intensive Behavior Interventionist, Maintenance Worker, Network Analyst, Registrar, School Bus Driver 2, School Office Manager, Sr Library Media Assistant, Sr Office Assistant, Targeted Case Manager-Bilingual (Spanish), and Parent Classroom Aide @ Emma Wilson and Marigold.	Action	22-63 – 22-84

8. Consider approval of the 2020-2021 Personnel Commission Fifty-Second Annual Report.	Action	Exhibit A
<p>9. Suggestions and comments. At this point in the meeting, visitors may submit their written views on any matter before the Commission, except those matters listed in section 207 of the Merit System Rules &amp; Regulations, and will be provided reasonable opportunity to present their views orally. The Commission will consider their comments and recommendations prior to arriving at a course of action. The Commissioners will not take action on items not appearing on the agenda.</p> <ul style="list-style-type: none"> <li>a. Speakers will identify themselves and will direct their comments to the Chairperson.</li> <li>b. Speakers will be given 5 minutes to present their topic.</li> <li>c. Each topic will be limited to 15 minutes or 3 speakers.</li> <li>d. Once 2 speakers have shared a similar viewpoint, the Chairperson will ask for a differing viewpoint. If no other viewpoint is represented, a 3<sup>rd</sup> speaker may present.</li> <li>e. Speakers will not be allowed to yield their time to other speakers.</li> <li>f. Speakers will respect the time limit granted for their presentation. Those speakers unwilling to respect the time limit will be asked to discontinue their presentation by the Chairperson. An unwillingness to halt a presentation after being directed will, at the discretion of the Chairperson, result in the meeting being called into "recess" until such time that the meeting can resume in an orderly fashion.</li> <li>g. No disturbance or willful interruption of any Personnel Commission meeting shall be permitted. Persistence by an individual or group shall be grounds for the Chairperson to terminate the privilege of addressing the meeting. The Personnel Commission may remove disruptive individuals and order the room cleared if necessary. In this case, further Personnel Commission proceedings shall concern only matters appearing on the agenda.</li> </ul>	Discussion	
10. Announce date of regular meeting, March 28, 2022.	Announcement	
ADJOURNMENT		

Pursuant to Government Code §54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Personnel Commission may be obtained from the Personnel Commission office, 1163 East 7<sup>th</sup> Street, Room 3, Chico, CA 95928 or may be viewed on the Chico Unified School District website: <http://www.chicousd.org/Departments/Human-Resources/Classified-Non-Teaching/Personnel-Commission/MEETING-INFORMATION/index.html>

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Director-Classified Human Resources at 530-891-3000 ext 20132 at least 24 hours in advance of the meeting. (Government Code §54954.2 (a) 1.)

## PERSONNEL COMMISSION

Minutes for January 24, 2022

Regular Meeting

The Chico Unified School District Personnel Commission met in regular session at the administration building on January 24, 2022. The following were present:

Commission Members: By Phone Gloria Bevers, Chairperson

Beverly Patrick, Vice Chairperson

Scott Jones, Member

Staff Members: David Koll, Executive Director-Human Resources

Christina Macaluso, Classified Human Resources Assistant

Others: Visitors

Beverly Patrick, Vice Chairperson, called the meeting to order at 4:12 pm.	Call to Order
Visitor, Jim Hanlon, was welcomed.	
The minutes of the December 17, 2021 regular meeting were considered and approved. (MSC) Jones/Bevers	Minutes Approved
<p>David Koll, Executive Director-Human Resources, reported:</p> <ul style="list-style-type: none"> <li>Mr. Koll reviewed the status of positions being filled in the District. As stated before, classifications that are difficult to find candidates for have been hired above Step 1. Since the beginning of the school year, we have filled 60+ Instructional Paraprofessional positions. Although staff are consistently out due to COVID, positions are still getting filled. Mr. Koll also reported that the number of candidates who do not have to take the IP examination has dropped since raising the hourly rate upon hire.</li> <li>Mr. Koll gave an update on the 3 ranks within the temporary MOU between CSEA and the District. Since the amendment to the top ranks, a wider range of qualified candidates have been reached. It was also reported that no major negative impact has occurred since the approval of the MOU.</li> <li>For some comparison, Mr. Koll announced that last year the HR department completed 48 total recruitments. So far this year, the HR department has already completed 59 recruitments.</li> <li>Cross-training between the HR department continues with the front desk, Workers' Compensation, leaves of absence, and recruitments. Mr. Koll expects that one of our employees on maternity leave to return some time in the Spring.</li> </ul>	Director's Report
Job Announcement(s) for Accountant, Behavior Specialist, Cafeteria Satellite Manager, Delivery Worker, Instructional Assistant-Bilingual, Instructional Assistant-Computers, Instructional Paraprofessional, Preschool Assistant and School Bus Driver-Type 2 were considered and approved. (MSC) Bevers/Jones	Job Announcements Approved
Eligible List(s) for Cafeteria Assistant, Campus Supervisor, Custodian, Instructional Assistant-Computers, Instructional Paraprofessional-Intensive Behavior Interventionist, Instructional Paraprofessional, Registrar, and School Office Manager were considered and approved. (MSC) Jones/Bevers	Eligible List Approved

Seniority List(s) for Cafeteria Assistant, Delivery Worker, Elementary Counseling Assistant, Financial Specialist, Health Assistant, Instructional Assistant-Computers, Instructional Paraprofessional-Intensive Behavior Interventionist, Instructional Paraprofessional, Maintenance Worker, Nutrition Services Purchasing Warehouse Coordinator, School Office Manager, Sr Account Clerk, Sr Equipment Mechanic, Sr Grounds Worker, Sr Maintenance Worker-Plumber, Targeted Case Manager-Bilingual (Spanish) were considered and approved. (MSC) Jones/Bever	Seniority Lists Approved
The new job description for Director-Payroll/Benefits was considered and approved. (MSC) Bever/Jones	Job Description Approved
The revised CUMA salary schedule was considered and approved. (MSC) Bever/Jones	Salary Schedule Approved
There were no suggestions or comments.	Suggestions and Comments
The 2020-2021 Personnel Commission Fifty-Second Annual Report was reviewed.	Annual Report Reviewed
The date of the next Personnel Commission meeting was scheduled for Monday, February 28, however it was changed to Tuesday, February 22.	Next Meeting
The meeting was adjourned at 4:44 pm.	Adjournment

CARRY-IN

CHICO UNIFIED SCHOOL DISTRICT  
Personnel Commission  
1163 East 7<sup>th</sup> Street  
Chico, CA 95928

SENIORITY LIST - Delivery Worker

JANUARY 24, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	2/16/1989	Lopez	Salvador
2	11/7/1996	Allsup	Jason
3	2/1/2017	Slyh	Gary



David Koll, Executive Director-Human Resources

*CARRY-IN*

**CLASSIFIED MANAGEMENT SALARY SCHEDULE - 2021-2022**

Classification	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 10	Step 15	Step 20	Step 25	Step 30
Facilities/Finance Coord, Facilities Use Coord	5	\$48,381	\$50,799	\$53,339	\$56,006	\$58,804	\$61,747	\$64,834	\$68,075	\$71,477	\$75,052
	6	\$50,511	\$53,036	\$55,687	\$58,469	\$61,392	\$64,463	\$67,684	\$71,070	\$74,624	\$78,355
Transportation Supervisor	7	\$51,071	\$53,625	\$56,305	\$59,121	\$62,076	\$65,180	\$68,438	\$71,860	\$75,452	\$79,227
M/O Supervisor, Safety & Loss Control Coord	8	\$52,300	\$54,916	\$57,660	\$60,544	\$63,568	\$66,748	\$70,083	\$73,589	\$77,269	\$81,132
Const Mgr, Fis Svcs Mgr, M&O Mgr, Nutr Svcs Supr, Nutr Spec, Transp Mgr	9	\$61,425	\$64,496	\$67,721	\$71,107	\$74,662	\$78,393	\$82,315	\$86,429	\$90,751	\$95,287
Information Services Supr, Sr M & O Mgr	10	\$74,879	\$78,623	\$82,554	\$86,681	\$91,015	\$95,565	\$100,343	\$105,360	\$110,628	\$116,159
Coord-Spec Pro, Dir-Ed Data & Assess, Fac Plan/Constr Supr, Coord-Comm Rel	11	\$78,505	\$82,431	\$86,555	\$90,880	\$95,423	\$100,195	\$105,203	\$110,463	\$115,986	\$121,785
	12	\$82,193	\$86,301	\$90,617	\$95,147	\$99,903	\$104,899	\$110,141	\$115,647	\$121,432	\$127,503
Dir-Fac & Constr, Dir-Fiscal Svcs, Dir-Nutrition Svcs	13	\$88,766	\$93,205	\$97,864	\$102,757	\$107,895	\$113,289	\$118,952	\$124,901	\$131,146	\$137,703
Director-Payroll/Benefits	14	\$91,186	\$95,625	\$100,283	\$105,176	\$110,313	\$115,708	\$121,373	\$127,321	\$133,566	\$140,122
Director-Classified Human Resources	15	\$92,077	\$96,681	\$101,515	\$106,590	\$111,920	\$117,514	\$123,389	\$129,560	\$136,038	\$142,839
Dir-Maint/Op/Transp.	16	\$92,605	\$97,235	\$102,096	\$107,200	\$112,560	\$118,187	\$124,094	\$130,301	\$136,815	\$143,656
Business Manager, Dir-Info Technology	17	\$103,543	\$108,721	\$114,156	\$119,861	\$125,856	\$132,147	\$138,754	\$145,693	\$152,977	\$160,627
Executive Director-HR, Assistant Supr	18	\$112,674	\$118,160	\$123,917	\$129,962	\$136,311	\$142,978	\$149,975	\$157,324	\$165,042	\$173,144

*Vacation days for Management Employees: 27 days/year*

**CLASSIFIED CONFIDENTIAL SALARY SCHEDULE - 2021-2022**

Classification	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 10	Step 15	Step 20	Step 25	Step 30
	1	\$38,378	\$40,297	\$42,312	\$44,425	\$46,647	\$48,980	\$51,427	\$53,999	\$56,698	\$59,534
Admin Secretary I	2	\$41,186	\$43,245	\$45,407	\$47,676	\$50,060	\$52,562	\$55,190	\$57,951	\$60,848	\$63,889
Admin Secretary to Superintendent	3	\$44,110	\$46,316	\$48,633	\$51,063	\$53,616	\$56,295	\$59,109	\$62,066	\$65,168	\$68,425
Admin Assistant	4	\$45,573	\$47,852	\$50,243	\$52,755	\$55,393	\$58,162	\$61,069	\$64,124	\$67,329	\$70,695
Admin Analyst, Exec. Secretary to Supr	5	\$48,381	\$50,799	\$53,339	\$56,006	\$58,804	\$61,747	\$64,834	\$68,075	\$71,477	\$75,052
Payroll/Benes Specialist, HR Coord	6	\$50,511	\$53,036	\$55,687	\$58,469	\$61,392	\$64,463	\$67,684	\$71,070	\$74,624	\$78,355
	7	\$51,071	\$53,625	\$56,305	\$59,121	\$62,076	\$65,180	\$68,438	\$71,860	\$75,452	\$79,227
Admin. Aide to Supr	8	\$52,300	\$54,916	\$57,660	\$60,544	\$63,568	\$66,748	\$70,083	\$73,589	\$77,269	\$81,132
Bus Svcs Asst, Cert HR Asst, Class HR Asst, Ed Svcs Asst	9	\$61,425	\$64,496	\$67,721	\$71,107	\$74,662	\$78,393	\$82,315	\$86,429	\$90,751	\$95,287

*Vacation days for Confidential Employees:*

13 days/yr - 0 through 4 yrs	22 days/yr - 13 through 17 yrs
16 days/yr - 5 through 7 yrs	27 days/yr - 18 or more yrs
	19 days/yr - 8 through 12 yrs

PC Approved 1/24/2022

CHICO UNIFIED SCHOOL DISTRICT  
DIRECTOR OF PAYROLL/BENEFITS

**DEFINITION**

Under general direction, to plan, organize, coordinate and supervise the District's fiscal services including accounting and fiscal record management, purchasing and warehouse functions; assure the preparation and maintenance of accurate financial records and reports; train, supervise and evaluate the performance of assigned personnel. Provide leadership and direction for the processing payroll and the related tax reporting.

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**REPRESENTATIVE DUTIES/ESSENTIAL DUTIES:**

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- Plan, organize and coordinate the District's accounting functions including payroll, accounts payable, pay rate and benefits changes, general ledger and purchasing activities.
- Plan, organize and direct payroll activities for classified and certificated personnel, including coordinator of payments of, statutory benefits, i.e., retirement, medicare and social security.
- Carry out and/or supervisor the processing of employee payroll; carry out and/or oversee the payment of insurance premiums and other employee benefit-related bills.

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Direct the activities of the Data Processing Supervisor including the data processing, duplicating and intradistrict communications functions.

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- Assure compliance with District, county, state, and federal laws, rules and regulations. eEstablished laws, policies, sound management practices and the California School Accounting Manual; establish and develop appropriate internal controls.

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- Review, evaluate, and recommend improvements to current payroll practices and procedures.

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- Assure the maintenance of comprehensive records related to assigned functions.

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- Supervise and participate in responsible purchasing operations including the preparation of specifications for supplies and projects, advertisement of bids, opening of bids and preparation of their results.

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- Assist in providing information to District administration for collective bargaining and implementation of any negotiated payroll change.

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- Serve as a member of the Superintendent's Cabinet.

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Prepare, audit and approve prelists, reports, purchase orders and other financial documents as appropriate.

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- Assure the timely preparation and distribution of financial reports, claims and statements; balance and reconcile financial statements.

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- Provide ongoing budget/accounting assistance to all personnel.

- Assist the Business Manager in the preparation and maintenance of the District budget; prepare income and expense projections.

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- Responsible for budgeting, monitoring, and reporting of most of the District's grants and entitlement programs.



impact fees.

Develop and implement a non-profit accounting system for the Chico Unified School District Education Foundation. Act as liaison between District, Foundation directors and Auditors for establishing fund-raising procedures. Provide technical assistance to the Foundation on the operation of fund-raising accounting software.

Serve as the software support representative to the District's mainframe software company. Train staff on new or modified business applications.

Administer the District's Fixed Asset Control System including the disposal of surplus property, records storage and microfilming, and recordkeeping of all facilities and equipment.

Provide ongoing budget/accounting assistance to all personnel.

Research financial and statistical data and perform analytical studies to assist administration in the formulation of new policies and planning of new or revised programs or procedures.

Responsible for auditing secondary schools' Student Body Organizations insuring compliance with State accounting regulations.

Train, supervise and evaluate the performance of assigned personnel; participate in the selection of new employees.

Assist in the development, evaluation, and modification of District policy and procedure.

Assist in long range planning for future District facilities needs.

Perform related duties as assigned.

#### Experience and Education Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

#### Experience:

- Three (3) years of increasingly responsible accounting and financial record management and reporting, and purchasing experience, including one year in an educational organization management or supervisory capacity.

#### Education:

- Bachelor's degree in business administration, accounting or finance.
- Master's degree or CPA license required.

#### Special Requirements:

Essential duties require the following physical skills and work environment:

- Ability to lift, carry, push, pull, or otherwise move objects up to 25 lbs.
- Ability to sit, stand, and walk for extended periods of time.

#### EDUCATION AND EXPERIENCE:

Bachelor's degree in business administration, accounting or finance and three years of increasingly

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- Provide direction and training to staff regarding county, federal, state and district policies and procedures related to payroll.
- Supervise staff assigned to the department; coordinate or provide staff training; perform employee observations and evaluations; work with employees to correct deficiencies; and implement discipline procedures, as necessary.
- Assist in the development, evaluation, and modification of District policy and procedure.
- Act as District representative for medical joint powers authority board.
- Perform related duties as assigned.

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#### **JOB RELATED AND ESEENTIAL QUALIFICATIONS**

##### **Knowledge of:**

- Principles, methods, practices and procedures of school district accounting, budget planning and expenditure control, fixed assets, inventory control, fiscal record management, and data processing systems.
- Computer-assisted accounting and fiscal record management, inventory control systems and equipment.
- Principles, practices and techniques of organization, supervision, employee motivation and training.

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##### **Skill to:**

- Prepare, audit and approve prelists, reports, purchase orders and other financial documents as appropriate.
- Utilize computer equipment and software needed in the operation of the payroll department.
- Operate modern office equipment.
- Type or operate a keyboard at a level proficient for successful job performance.

##### **Ability to:**

- Perform responsible and technical accounting, budget and fiscal planning, purchasing functions and activities.
- Organize, supervise, train and evaluate the work of unit personnel.
- Prepare fiscal, financial and narrative reports in a clear and concise manner.
- Review, audit and verify financial statements and related summaries and reports.
- Understand and carry out oral and written directions with minimal accountability controls.
- Establish and maintain cooperative working relationships.

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Communicate with District administrators and personnel, vendors, State officials, attorneys and insurance carrier representatives to obtain information, coordinate activities and interpret District fiscal policies and procedures.

Assure the maintenance of comprehensive records related to assigned functions.

Administer the District's School Impact Fee program including facilities legislation interpretation, collection and reporting of fees via maintenance of database program, and projection of future income resulting from

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**CHICO UNIFIED SCHOOL DISTRICT  
JOB ANNOUNCEMENT FOR  
OPEN AND PROMOTIONAL COMPETITIVE EXAMINATION**

**ACCOUNTING TECHNICIAN  
Starting Salary: \$20.66/Hr.**

Salary Placement—Employment is at the first step for new employees. The Human Resources Office determines promotional employees' step placement.

**GENERAL INFORMATION & INSTRUCTIONS:**

- A. Apply on-line at [www.edjoin.org](http://www.edjoin.org) or contact Human Resources at 530-891-3000, extension 20109, for details on how to apply.
- B. Read the job announcement prior to completing the application form.
- C. To claim Veterans' credit on open entry-level exams, you must submit a copy of your DD214. Those claiming disability Veterans' credit must include evidence of current receipt of disability benefit by the closing date for filing applications.
- ➡ D. **KEEP THE JOB ANNOUNCEMENT!** If you have not received notification for any part of the exam by the day prior to the date announced, call the Classified Human Resources Office at (530) 891-3000, extension 20109.
- E. Complete all parts of the application. Any requested attachments must be received by 4:30 p.m. on the closing date. Late applications, or application not completed in full, are not accepted.

**THE POSITION**

The District is establishing an eligible list for ACCOUNTING TECHNICIAN. Positions are part time and full time, and typically work 197 or 215 days per year. **THE POSITION CURRENTLY WAITING TO BE FILLED IS PART TIME, 4 HOURS PER DAY, MONDAY THROUGH FRIDAY.** The eligible list resulting from this recruitment will be used to fill openings in this classification for up to 6 months. Substitutes to work on an on-call, as-needed basis for regular employees will be selected from the established eligible list. *Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:* Three years of increasingly responsible experience in the maintenance of financial or statistical records (preferably including some experience in the specific area of assignment,) equivalent to the completion of the twelfth grade supplemented by specialized training or course work in accounting, financial record keeping, or a related field, and ability to type or operate a keyboard at a level proficient for successful job performance. **PLEASE NOTE: A cover letter and resume must be submitted with your application in order to be considered.** All persons interested in this position and who meet job related and essential qualifications are encouraged to apply. CUSD is an affirmative action employer and will not discriminate against employees or discriminate in employment of classified personnel with regard to race/color, religious creed, national origin/ancestry, age, mental or physical disability, sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions,) sexual orientation, gender identity/gender expression, military/veteran status, marital status, medical condition or genetic information. Bilingual candidates are encouraged to apply.

**EXAMINATION AND CERTIFICATION**

The examination consists of an evaluation of the application for experience and education that pertains to essential duties and qualifications. The top qualifying candidates will be invited to continue the exam process. **The District will determine the top candidates based solely on the information submitted on the application.** The examination will then consist of a written test designed to test job related and essential qualifications, weighted 40%; and an oral exam (personal interview) which tests the knowledge and experience needed to perform the typical duties, weighted 60%. The top-scoring candidates who pass the written test will be invited to the oral exam/interview. Successful promotional candidates will have ¼ point added to the final score for each year of service up to a maximum of 5 points.

**APPLICATION/EXAMINATION DATES & CERTIFICATION**

- a. Closing date for filing applications:
- b. Date of written exam:
- c. Date of oral exam (personal interview):
- d. Certification shall be according to Merit System §1507.
- e. Selection interviews will be scheduled as needed following the exam process.

**Monday, February 14, 2022, 11:45 PM  
Thursday, February 24, 2022 (during the day)  
Thursday, March 3, 2022 (during the day)**

**JOB DESCRIPTION INFORMATION (see reverse side)**

**EMPLOYMENT INFORMATION FOR BARGAINING UNIT CLASSIFICATIONS**

The following employment information is a summary and is not intended to be all-inclusive. For specific details, see the Agreement between Chico Unified School District and the Chico Chapter #110, CSEA. *Vacation Credit* shall be accrued 1 day/month for 0-4 full years of service. Beyond 4 years refer to agreement. Each employee who is in a paid status less than 1/2 of the workdays in any month shall accrue 1/2 of a full month's vacation credit. Each employee in a paid status for 1/2 or more of the workdays in any month shall accrue a full month's vacation credit. *Holidays:* Employees in a paid status the day before or after the holiday are entitled to holiday pay. *Health and Welfare Benefits:* Full-time employees of the District receive up to \$1,057/month to be applied towards a health plan for themselves and dependents. Part-time employees are eligible with the cost pro-rated based upon hours worked. The District pays \$119 toward the cost of the dental, and \$15 toward the cost of the vision plan for employees (and dependents) that work 6 hours or more per day. Any employee working less than 6 hours may elect dental and/or vision coverage at his/her cost. A term life insurance plan is also provided by the District to full-time employees and is available for part-time employees. Part-time employees may have these costs pro-rated based upon hours worked. Dependents may be covered with term insurance at employee expense. Income protection insurance is paid by the District for all bargaining unit positions. *Sick Leave:* One day of sick leave is earned for each month worked, with unlimited accumulation. *Probationary Period:* All employees must serve a probationary period of six months in any classification for which they are hired, or which they transfer or promote into. *Retirement:* All employees assigned 4 or more hours/day must join Public Employees' Retirement System (PERS) for which a deduction is made from their salary. *Social Security:* All classified employees are covered by Social Security and must contribute to the Social Security system. *Credit Unions:* There are credit unions available for membership by all classified employees.



CHICO UNIFIED SCHOOL DISTRICT  
JOB ANNOUNCEMENT FOR  
OPEN AND PROMOTIONAL COMPETITIVE EXAMINATION

HEALTH ASSISTANT  
Starting Salary: \$16.59

Salary Placement--Employment is at the first step for new employees. The Human Resources Office determines promotional employees' step placement.

**GENERAL INFORMATION & INSTRUCTIONS:**

- A. Apply on-line at [www.EdJoin.org](http://www.EdJoin.org) or pick up a job announcement and instructions on how to apply on-line in the lobby of CUSD Administration Building, 1163 E. 7th Street, Chico, CA.
- B. **Read the job announcement prior to completing the application form.**
- C. To claim Veterans' credit on open entry-level exams, you must submit a copy of your DD214. Those claiming disability Veterans' credit must include evidence of current receipt of disability benefit by the closing date for filing applications.
- ➡ D. **KEEP THE JOB ANNOUNCEMENT! If you have not received notification for any part of the exam by the day prior to the date announced, call the Classified Human Resources Office at (530) 891-3000, extension 20109.**
- E. Complete all parts of the application. Any requested attachments must be received by 4:30 p.m. on the closing date. Late applications are not accepted.

**THE POSITION** - The District is establishing an eligible list for HEALTH ASSISTANT. Positions may be full or part time and typically work between 4.0 and 8.0 hours per day. The eligible list resulting from this recruitment will be used to fill openings in this classification for up to 6 months. Substitutes to work on an on-call, as needed basis for regular employees will be selected from the established eligible list. *Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: One year of providing responsible first aid and care of children is desirable. Possession of current certification in multi-media First Aid and CPR, the ability to type or operate a keyboard at a level proficient for successful job performance, and equivalent to the completion of the twelfth grade with the ability to obtain specialized training in health, First Aid, CPR, emergency medical services, or a related field required. Photo copies of current First Aid and CPR certificates must be submitted with the application. Certifications obtained online will not be accepted.* Top qualifying candidates will be invited to the written exam. The District will determine the top candidates based solely on the information submitted on the application. All persons interested in this position and who meet job related and essential qualifications are encouraged to apply. CUSD is an affirmative action employer and will not discriminate against employees or discriminate in employment of classified personnel with regard to race/color, religious creed, national origin/ancestry, age, mental or physical disability, sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions,) sexual orientation, gender identity/gender expression, military/veteran status, marital status, medical condition or genetic information.

**EXAMINATION AND CERTIFICATION** - The examination consists of a written test designed to test job related and essential qualifications, weighted 40%; and an Oral exam (personal interview) which tests the knowledge and experience needed to perform the typical duties, weighted 60%. The top candidates will be invited to the written exam. **The District will determine the top candidates based solely on the information submitted on the application.** The top-scoring candidates who pass the written test will be invited to the Oral exam. Successful promotional candidates will have ¼ point added to the final score for each year of service up to a maximum of 5 points.

**APPLICATION/EXAMINATION DATES & CERTIFICATION**

- a. Closing date for filing applications:
- b. Date of Written Exam:
- c. Date of Oral Exam (personal interview):
- d. Certification shall be according to Merit System §1507.
- e. Selection interviews will be scheduled as needed following the exam process.

Tuesday, February 8, 2022, 11:45 PM  
Wednesday, February 16, 2022 (during the day)  
Tuesday, February 22, 2022 (during the day)

**JOB DESCRIPTION INFORMATION (see reverse side)**

**EMPLOYMENT INFORMATION FOR BARGAINING UNIT CLASSIFICATIONS**

The following employment information is a summary and is not intended to be all-inclusive. For specific details, see the Agreement between Chico Unified School District and the Chico Chapter #110, CSEA.

**Vacation Credit**--shall be accrued 1 day/month for 0-4 full years of service. Beyond 4 years refer to agreement. Each employee who is in a paid status less than 1/2 of the workdays in any month shall accrue 1/2 of a full month's vacation credit. Each employee in a paid status for 1/2 or more of the workdays in any month shall accrue a full month's vacation credit.

**Holidays**--Employees in a paid status the day before or after the holiday are entitled to holiday pay.

**Health and Welfare Benefits**-- Full-time employees of the District receive up to \$1,198/month to be applied towards a health plan for themselves and dependents. Part-time employees are eligible with the cost pro-rated based upon hours worked. The District pays \$119 toward the cost of the dental, and \$15 toward the cost of the vision plan for employees (and dependents) that work 6 hours or more per day. Any employee working less than 6 hours may elect dental and/or vision coverage at his/her cost. A term life insurance plan is also provided by the District to full-time employees and is available for part-time employees. Part-time employees may have these costs pro-rated based upon hours worked. Dependents may be covered with term insurance at employee expense. Income protection insurance is paid by the District for all bargaining unit positions. **Sick Leave**--One day of sick leave is earned for each month worked, with unlimited accumulation.

**Probationary Period**--All employees must serve a probationary period of six months in any classification for which they are hired, or which they transfer or promote into. **Retirement**--All employees assigned 4 or more hours/day must join Public Employees' Retirement System (PERS) for which a deduction is made from their salary. **Social Security**--All classified employees are covered by Social Security and must contribute to the Social Security system. **Credit Unions**--There are credit unions available for membership by all classified employees.

Questions, contact: CUSD, 1163 E. 7th St., Chico, CA 95928--(530) 891-3221 -- TTY (530) 895-4030

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**


**JOB LINE = 530-891-3000 & PRESS 5-6**

**CHICO UNIFIED SCHOOL DISTRICT  
JOB ANNOUNCEMENT FOR  
OPEN & PROMOTIONAL COMPETITIVE EXAMINATION**

**INSTRUCTIONAL PARAPROFESSIONAL  
Starting Salary: \$18.40/Hour**

Salary Placement – Employment is at the third step for new employees, effective 12/1/2021. There are additional steps for longevity. The Human Resources Office determines promotional employees step placement.

**GENERAL INFORMATION & INSTRUCTIONS:**

- A. Apply on-line at [www.edjoin.org](http://www.edjoin.org); or pick up a job announcement and instructions on how to apply on-line in the lobby of CUSD Administration Building, 1163 E. 7th Street, Chico CA.
- B. **Read the job announcement prior to completing the application form.**
- C. To claim Veterans' credit on open entry-level exams, you must submit a copy of your DD214. If claiming disability Veterans' credit, applicant must include evidence of current receipt of disability benefit by the closing date for filing applications.
-  D. **KEEP THE JOB ANNOUNCEMENT! If you have not received e-mailed notification for any part of the exam by the day prior to the date announced, call the Classified Human Resources Office at (530) 891-3000 x20104.**
- E. Complete all parts of the application. The completed application and any requested attachments must be received by 4:30 p.m. on the closing date. Late applications are not accepted.

**THE POSITION:**

The District anticipates openings and is establishing an eligible list for Instructional Paraprofessional. The eligible list resulting from this recruitment will be used to fill openings in this classification for up to 6 months. *Substitutes to work on an on-call, as needed basis for regular employees will be selected from the established eligible list.* Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: **some experience in an organized education or childcare setting and equivalent to the completion of the twelfth grade.** All persons interested and who meet job related and essential qualifications are encouraged to apply. CUSD is an affirmative action employer and will not discriminate against employees or discriminate in employment of classified personnel with regard to age, ancestry, color, gender, gender expression, gender identity, genetic information, marital status, medical condition, mental disability, military and veteran status, national origin, physical disability, pregnancy, childbirth, breastfeeding or related medical conditions, race, religious creed, sex, or sexual orientation of any person. Bilingual candidates are encouraged to apply.

**EXAMINATION AND CERTIFICATION:**

The examination consists of an evaluation of the application for education and experience that pertains to job related and essential qualifications. The top candidates will be invited to continue the exam process. **The District will determine the top candidates based solely on the information submitted with the application. Incomplete applications will not be accepted.** Those top candidates who need to meet the requirement for a qualifying Competency Test will be invited to the exam which tests competencies in English/Language Arts, Mathematics, and the Ability to Assist in Instruction. **Candidates who submit proof, with the application, of a valid California teaching credential, passing the CBEST or holding an AA/AS degree or higher will not take the written exam. Credential certificates without a credential issuance date will not be accepted in lieu of printout showing date credential was issued.** Candidates in the top group who meet the competencies requirement will be invited to an oral exam (personal interview), weighted 100%, which evaluates the knowledge and experience needed to perform the typical duties of the position. Successful promotional candidates will have ¼ point for each year of service up to a maximum of 5 points added to the final score.

**APPLICATION/EXAMINATION DATES & CERTIFICATION:**

- a. Closing date for filing applications:
- b. Date of Competency Test:
- c. Date of Oral Exam (personal interview):
- d. Certification shall be according to Merit System §1507.

**Friday, February 25, 2022 11:45 PM  
Thursday, March 3, 2022 (during the day)  
Friday, March 11, 2022 (during the day)**

**JOB DESCRIPTION INFORMATION (see reverse side)**

**EMPLOYMENT INFORMATION FOR BARGAINING UNIT CLASSIFICATIONS**

The following employment information is a summary and is not intended to be all-inclusive. For specific details, see the Agreement between Chico Unified School District and the Chico Chapter #110, CSEA.

1. **Vacation Credit**--shall be accrued 1 day/month for 0-4 full years of service. Beyond 4 years refer to agreement. Each employee who is in a paid status less than 1/2 of the workdays in any month shall accrue 1/2 of a full month's vacation credit. Each employee in a paid status for 1/2 or more of the workdays in any month shall accrue a full month's vacation credit.
2. **Holidays**--Employees in a paid status the day before or after the holiday are entitled to holiday pay.
3. **Health and Welfare Benefits**-- Full-time employees of the District receive up to \$1,198/month to be applied towards a health plan for themselves and dependents. Part-time employees are eligible with the cost pro-rated based upon hours worked. The District pays the full cost of a dental and a vision plan for employees (and dependents) that work 6 hours or more per day. Any employee working less than 6 hours may elect dental and/or vision coverage at his/her cost. A term life insurance plan is also provided by the District to full-time employees and is available for part-time employees. Part-time employees may have these costs pro-rated based upon hours worked. Dependents may be covered with term insurance at employee expense. Income protection insurance is paid by the District for all employees.
4. **Sick Leave**--One day of sick leave is earned for each month worked, with unlimited accumulation.
5. **Probationary Period**--All employees must serve a probationary period of six months in any classification for which they are hired, or which they transfer or promote into.
6. **Retirement**--All employees assigned 4 or more hours/day must join Public Employees' Retirement System (PERS).
7. **Social Security**--All classified employees are covered by Social Security and must contribute to the Social Security system.
8. **Credit Unions**--There are credit unions available for membership by all classified employees.

For further information, contact: CUSD, 1163 E. 7th St., Chico, CA 95928--(530) 891-3000. TTY (530) 895-4030

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**JOB LINE 530-891-3000**

Salary Placement—Employment is at the first step for new employees. The Human Resources Office determines promotional employees' step placement.

**GENERAL INFORMATION & INSTRUCTIONS:**

- A. Apply on-line at [www.edjoin.org](http://www.edjoin.org) or pick up a job announcement and instructions on how to apply on-line in the lobby of CUSD Administration Building, 1163 E. 7th Street, Chico, CA.
- B. **Read the job announcement prior to completing the application form.**
- C. To claim Veterans' credit on open entry-level exams, you must submit a copy of your DD214. Those claiming disability Veterans' credit must include evidence of current receipt of disability benefit by the closing date for filing applications.
- ➡ D. **KEEP THE JOB ANNOUNCEMENT! If you have not received notification for any part of the exam by the day prior to the date announced, call the Classified Human Resources Office at (530) 891-3000, extension 20109.**
- E. Complete all parts of the application. Any requested attachments must be received by 4:30 p.m. on the closing date. Late applications are not accepted.

**THE POSITION** - The District is establishing an eligible list for SENIOR LIBRARY MEDIA ASSISTANT. The eligible list resulting from this recruitment will be used to fill openings in this class for up to 6 months. Substitutes to work on an on-call, as needed basis for regular employees will be selected from the established eligible list. Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities to meet the minimum requirements would be: **One year of clerical and computer experience with ability to operate, diagnose, and trouble-shoot a variety of technical computer equipment and related peripheral equipment, some exposure to basic library procedures, experience working with secondary-age-level students, ability to type or operate a keyboard at a level proficient for successful job performance, equivalent to the completion of the twelfth grade, and supplemental specialized training in computers and networks.** All persons interested in this position and who meet job related and essential qualifications are encouraged to apply. Top qualifying candidates will be invited to the written exam. The District will determine the top candidates based solely on the information submitted on the application. All persons interested in this position and who meet job related and essential qualifications are encouraged to apply. CUSD is an affirmative action employer and will not discriminate against employees or discriminate in employment of classified personnel with regard to age, ancestry, color, gender, gender expression, gender identity, genetic information, marital status, medical condition, mental disability, military and veteran status, national origin, physical disability, pregnancy, childbirth, breastfeeding or related medical conditions, race, religious creed, sex, or sexual orientation of any person. Bilingual candidates are encouraged to apply.

**EXAMINATION AND CERTIFICATION**

The examination consists of a written test designed to test job related and essential qualifications, weighted 40%; and an Oral exam (personal interview) which tests the knowledge and experience needed to perform the typical duties, weighted 60%. The top candidates will be invited to the written exam. **The District will determine the top candidates based solely on the information submitted on the application.** The top-scoring candidates who pass the written test will be invited to the Oral exam. Successful promotional candidates will have ¼ point added to the final score for each year of service up to a maximum of 6 points.

**APPLICATION/EXAMINATION DATES & CERTIFICATION**

- a. Closing date for filing applications:
- b. Date of Written Exam:
- c. Date of Oral Exam (personal interview):
- d. Certification shall be according to Merit System §1507.
- e. Selection interviews will be scheduled as needed following the exam process.

Tuesday, Feb. 15, 2022, 11:45 PM  
Friday, Feb. 25, 2022 (during the day)  
Friday, March 4, 2022 (during the day)

**JOB DESCRIPTION INFORMATION (see reverse side)**

**EMPLOYMENT INFORMATION FOR BARGAINING UNIT CLASSIFICATIONS**

The following employment information is a summary and is not intended to be all-inclusive. For specific details, see the Agreement between Chico Unified School District and the Chico Chapter #110, CSEA.

**Vacation Credit**—shall be accrued 1 day/month for 0-4 full years of service. Beyond 4 years refer to agreement. Each employee who is in a paid status less than 1/2 of the workdays in any month shall accrue 1/2 of a full month's vacation credit. Each employee in a paid status for 1/2 or more of the workdays in any month shall accrue a full month's vacation credit.

**Holidays**—Employees in a paid status the day before or after the holiday are entitled to holiday pay.

**Health and Welfare Benefits**— Full-time employees of the District receive up to \$1,198/month to be applied towards a health plan for themselves and dependents. Part-time employees are eligible with the cost pro-rated based upon hours worked. The District pays \$119 toward the cost of the dental, and \$15 toward the cost of the vision plan for employees (and dependents) that work 6 hours or more per day. Any employee working less than 6 hours may elect dental and/or vision coverage at his/her cost. A term life insurance plan is also provided by the District to full-time employees and is available for part-time employees. Part-time employees may have these costs pro-rated based upon hours worked. Dependents may be covered with term insurance at employee expense. Income protection insurance is paid by the District for all bargaining unit positions.

**Sick Leave**—One day of sick leave is earned for each month worked, with unlimited accumulation.

**Probationary Period**—All employees must serve a probationary period of six months in any classification for which they are hired, or which they transfer or promote into.

**Retirement**—All employees assigned 4 or more hours/day must join Public Employees' Retirement System (PERS) for which a deduction is made from their salary.

**Social Security**—All classified employees are covered by Social Security and must contribute to the Social Security system.

**Credit Unions**—There are credit unions available for membership by all classified employees.

**Questions, contact: CUSD, 1163 E. 7th St., Chico, CA 95928--(530) 891-3221 – TTY (530) 895-4030**

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER 22-51

JOB LINE = 530-891-3000 & PRESS 5-6

**CHICO UNIFIED SCHOOL DISTRICT  
JOB ANNOUNCEMENT FOR  
OPEN AND PROMOTIONAL COMPETITIVE EXAMINATION**

**SENIOR OFFICE ASSISTANT**  
Starting Salary: \$17.41/Hour

Salary Placement--Employment is at the first step for new employees. The Human Resources Office determines promotional employees' step placement.

**GENERAL INFORMATION & INSTRUCTIONS:**

- A. Apply on-line at [www.edjoin.org](http://www.edjoin.org) or pick up a job announcement and instructions on how to apply on-line in the lobby of CUSD Administration Building, 1163 E. 7th Street, Chico, CA.
- B. **Read the job announcement prior to completing the application form.**
- C. To claim Veterans' credit on open entry-level exams, you must submit a copy of your DD214. Those claiming disability Veterans' credit must include evidence of current receipt of disability benefit by the closing date for filing applications.
- ➡ D. **KEEP THE JOB ANNOUNCEMENT! If you have not received notification for any part of the exam by the day prior to the date announced, call the Classified Human Resources Office at (530) 891-3000, extension 20109.**
- E. Complete all parts of the application. Any requested attachments must be received by 4:30 p.m. on the closing date. Late applications are not accepted.

**THE POSITION**

The District is establishing an eligible list for SENIOR OFFICE ASSISTANT. The eligible list resulting from this recruitment will be used to fill openings in this classification for up to 6 months. Substitutes to work on an on-call, as-needed basis for regular employees will be selected from the established eligible list. *Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities to meet the minimum requirements would be: Three (3) years of responsible clerical experience including experience in the maintenance of complex records, and equivalent to the completion of the twelfth grade supplemented by specialized coursework in office practices or a related field. Ability to type or operate a keyboard at a level sufficient for successful job performance required. Ability to take and transcribe dictation at a speed necessary for successful job performance may be required for some positions.* All persons interested in this position and who meet job related and essential qualifications are encouraged to apply. CUSD is an affirmative action employer and will not discriminate against employees or discriminate in employment of classified personnel with regard to race/color, religious creed, national origin/ancestry, age, mental or physical disability, sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions,) sexual orientation, gender identity/gender expression, military/veteran status, marital status, medical condition or genetic information.

**EXAMINATION AND CERTIFICATION** - The examination consists of an evaluation of the application for experience and education that pertains to essential duties and qualifications. The top qualifying candidates will be invited to continue the exam process. **The District will determine the top candidates based solely on the information submitted on the application.** The examination will consist of a written test designed to test job related and essential qualifications, weighted 40%; and an oral exam (personal interview) which tests the knowledge and experience needed to perform the typical duties, weighted 60%. The top-scoring candidates who pass the written test will be invited to the oral exam. Successful promotional candidates will have 1/4 point added to the final score for each year of service up to a maximum of 5 points.

**APPLICATION/EXAMINATION DATES & CERTIFICATION**

- a. Closing date for filing applications:
- b. Date of written exam:
- c. Date of oral exam (personal interview):
- d. Certification shall be according to Merit System §1507.
- e. Selection interviews will be scheduled as needed following the exam process.

**Thursday, February 10, 2022, 11:45 PM**  
**Thursday, February 17, 2022 (during the day)**  
**Monday, February 28, 2022 (during the day)**

**JOB DESCRIPTION INFORMATION (see reverse side)**

**EMPLOYMENT INFORMATION FOR BARGAINING UNIT CLASSIFICATIONS**

The following employment information is a summary and is not intended to be all-inclusive. For specific details, see the Agreement between Chico Unified School District and the Chico Chapter #110, CSEA.

**Vacation Credit**--shall be accrued 1 day/month for 0-4 full years of service. Beyond 4 years refer to agreement. Each employee who is in a paid status less than 1/2 of the workdays in any month shall accrue 1/2 of a full month's vacation credit. Each employee in a paid status for 1/2 or more of the workdays in any month shall accrue a full month's vacation credit.

**Holidays**--Employees in a paid status the day before or after the holiday are entitled to holiday pay.

**Health and Welfare Benefits**-- Full-time employees of the District receive up to \$1,198/month to be applied towards a health plan for themselves and dependents. Part-time employees are eligible with the cost pro-rated based upon hours worked. The District pays \$119 toward the cost of the dental, and \$15 toward the cost of the vision plan for employees (and dependents) that work 6 hours or more per day. Any employee working less than 6 hours may elect dental and/or vision coverage at his/her cost. A term life insurance plan is also provided by the District to full-time employees and is available for part-time employees. Part-time employees may have these costs pro-rated based upon hours worked. Dependents may be covered with term insurance at employee expense. Income protection insurance is paid by the District for all bargaining unit positions. **Sick Leave**--One day of sick leave is earned for each month worked, with unlimited accumulation.

**Probationary Period**--All employees must serve a probationary period of six months in any classification for which they are hired, or which they transfer or promote into. **Retirement**--All employees assigned 4 or more hours/day must join Public Employees' Retirement System (PERS) for which a deduction is made from their salary. **Social Security**--All classified employees are covered by Social Security and must contribute to the Social Security system. **Credit Unions**--There are credit unions available for membership by all classified employees.

Questions, contact: CUSD, 1163 E. 7th St., Chico, CA 95928--(530) 891-3221 – TTY (530) 895-4030

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**JOB LINE = 530-891-3000 & PRESS 5-6**

**CHICO UNIFIED SCHOOL DISTRICT**  
***Personnel Commission***

**ADMINISTRATION OFFICES**  
**1163 E. 7th Street**  
**Chico, CA 95928-5999**  
**(530) 891-3000**

***Eligible List: Accountant***

***Effective: February 12, 2022 - August 12, 2022***

<b><i>Rank</i></b>	<b><i>Prom</i></b>	<b><i>Open</i></b>	<b><i>Last Name</i></b>	<b><i>First Name</i></b>
1		X	Lico	Kristy
2		X	Brochers	Kay



***David Koll, Executive Director***



**CHICO UNIFIED SCHOOL DISTRICT**  
***Personnel Commission***

**ADMINISTRATION OFFICES**  
**1163 E. Seventh Street**  
**Chico, CA 95928-5999**  
**(530) 891-3000**

***Eligible List For: Accounting Technician***

***Effective: January 20, 2022 - July 20, 2022***

<b><i>Rank</i></b>	<b><i>Prom</i></b>	<b><i>Open</i></b>	<b><i>Last Name</i></b>	<b><i>First Name</i></b>
1		x	Lico	Kristy



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***David Koll, Executive Director***

**CHICO UNIFIED SCHOOL DISTRICT**  
***Personnel Commission***

**ADMINISTRATION OFFICES**

**1163 E. Seventh Street  
Chico, CA 95928-5999  
(530) 891-3000**

***Eligible List: Cafeteria Cook Manager 1***

***Effective: January 19, 2022 - July 19, 2022***

<b><i>Rank</i></b>	<b><i>Prom</i></b>	<b><i>Open</i></b>	<b><i>Last Name</i></b>	<b><i>First Name</i></b>
1	X		Matthews	Amber
2		X	Avram	Sean
3		X	Panighetti	Stephanie
4		X	Navarro	Evelyn



***David Koll, Executive Director***

CHICO UNIFIED SCHOOL DISTRICT  
**Personnel Commission**

ADMINISTRATION OFFICES  
1163 E. Seventh Street  
Chico, CA 95928-5999  
(530) 891-3000

***Eligible List For: Delivery Worker***

***Effective: January 21, 2022 - July 21, 2022***

<b><i>Rank</i></b>	<b><i>Prom</i></b>	<b><i>Open</i></b>	<b><i>Last Name</i></b>	<b><i>First Name</i></b>
1	X		Hafer	Andrew
2		X	Ricci	Ron
3		X	Brosnan	Tom
4		X	Woodruff	Jason
5 TIE		X	Cheung	Stephen
5 TIE		X	Glenn	Gerald



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***David Koll, Executive Director***

***Eligible List: Information Systems Analyst***

***Effective: January 25, 2022 - July 25, 2022***

<b><i>Rank</i></b>	<b><i>Prom</i></b>	<b><i>Open</i></b>	<b><i>Last Name</i></b>	<b><i>First Name</i></b>
1	X		Facca	Daniel
2		X	Deir	Michael
3	X		Dos Santos	Anthony
4		X	Robinson	Nick



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***David Koll, Executive Director***

**Eligible List For: Instructional Paraprofessional**

**Effective:** January 25, 2022 – July 25, 2022  
December 20, 2021 – June 20, 2022  
October 22, 2021 - April 22, 2022  
September 13, 2021 – March 13, 2022

<b>Rank</b>	<b>Prom</b>	<b>Open</b>	<b>Last Name</b>	<b>First Name</b>
1 TIE		X	Gonzalez	Anthony
1 TIE		X	Billingsley	Carli
1 TIE		X	Cantoran	Edwin
1 TIE		X	Besser	Emilie
1 TIE		X	Flores	Eric
1 TIE		X	Phebus	Gregory
1 TIE		X	Davis	Kelley
1 TIE		X	Frederickson	Tiffany
1 TIE		x	Jugan	Stephan
1 TIE		X	Lawrence	Bailey
1 TIE		X	Granados	Crystal
2		X	Luther	Diana
3		X	Fowler	Rebecca
4 TIE		X	Saunders	Ajia
4 TIE		X	Finley	Kassandra
4 TIE		X	Paul	Shawn
4 TIE		X	Coulter	JJ
4 TIE		X	Sordillo	Sienna
4 TIE		X	Ochoa	Amber
4 TIE		X	Phizackerley	Lisa
4 TIE		X	Topete	Elsa
4 TIE		X	Vojnovic	Elizabeth
4 TIE		X	Baugh	Justin
4 TIE		X	Moore	Natasha
4 TIE		X	Orr	Natalie
5		X	Kerr	Hanna Evan
6		X	Ranstead-Ramsey	Abbey
7 TIE		X	Furst	Amanda
7 TIE		X	Lucero	Tami
7 TIE		X	Vojnovic	Jakob
7 TIE		X	Hendrickson	Julie
7 TIE		X	Phillips	Walter
8 TIE		X	Espinosa	Michael
8 TIE		X	Benitez	Samantha
9		X	Torres	Kristyn
10		X	Kleiner	Sydney
11		X	Schlager	Jayne
12		X	Barrett	Carole
13		X	Thorne	Lacy

  
David Koll, Executive Director

***Eligible List: Preschool Assistant***

***Effective: Effective: January 31, 2022 - June 31, 2022***

<b><i>Rank</i></b>	<b><i>Prom</i></b>	<b><i>Open</i></b>	<b><i>Last Name</i></b>	<b><i>First Name</i></b>
1		X	Hurlburt	Rachel
2		X	Castaneda	Belen
3		X	Niblett	Christlynn
4		X	Lopez	Arely



***David Koll, Executive Director***

## CHICO UNIFIED SCHOOL DISTRICT

### INFORMATION SERVICES SUPERVISOR

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#### DEFINITION

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Under general direction of the Superintendent or their his/her designee, to plan, organize, supervise and participate in the functions and activities of the District information, and data processing technology infrastructure and cybersecurity operations; to evaluate, modify, maintain and implement enhanced information and data system software and hardware; to provide assistance and training to end-users and information and data processing technology personnel; and to do other related work as required.

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#### ESSENTIAL DUTIES:

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- Plans, organizes, supervises and participates in the District information and data processing, telecommunications and technology programs and services operations.
- Analyzes and evaluates software packages and update versions of the computer operating systems to determine the feasibility of modifying existing hardware and system software.
- Consults with the technical, administrative, and end-user personnel in the development of alternative solutions to problems and situations affecting the information system performance and user needs .
- Implements cybersecurity improvements by assessing current situation; evaluating trends; anticipating requirements. Monitors, audits, and interacts with operational and programming personnel in implementing, debugging, and maintaining system software, to ensure an effective and efficient use of manpower and monetary resources.
- Plans, organizes, and prepares software, network documentation and user operating instructions.
- Participates in the planning, development, and preparation of operational goals and objectives, result requirements, technology standards, operational procedures, and system performance expectations objectives.
- Participates in developing, implementing, debugging, and maintaining telecommunication, data-base, network, and other system software, which may include the diagnosis and correction of software and hardware problems.
- Assists in the development of technical specifications to be used in software and hardware proposals and quotation requests.
- Performs system performance analyses and recommends system enhancements and action to overcome result deviations.
- Monitors, audits, supervises and evaluates the performance of information and data processing personnel and assists them in determining alternative solutions concerning unusual and unforeseen problems and situations.
- Perform related duties as assigned.

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#### QUALIFICATIONS-JOB RELATED AND ESSENTIAL QUALIFICATIONS

##### Knowledge of:

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- Principles, theory, design, and optimal performance of operating systems, hardware and related software;
- Principles, theory, techniques, and strategies of data system analysis and design;
- Software, operating, data-base, network, and telecommunication systems;
- Cybersecurity best practices, including development, testing, analysis, and implementation of cybersecurity systems; Theory, methods, techniques, and procedures of writing programs for various computer operations;
- Technical writing and training methods, techniques, and strategies;
- Research and development strategies and techniques.

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#### Ability to:

- Effectively and efficiently analyze, evaluate, modify, and adapt system software enhancements;
- Analyze user informational needs and problems, and design clear and logical systems in meeting specific requirements;
- Plan, organize, and prepare technical documentation, operating procedures, and management related reports in a clear and concise manner;
- Communicate effectively in oral and written form pertaining to a variety of technical concepts;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain cooperative working relationships.

#### PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Persons performing service in this position classification will exert 25 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting some of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business-related equipment, and handling and working with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

#### EXPERIENCE AND EDUCATION Experience and Education Guidelines:

Any combination equivalent of experience and training that would likely provide the required knowledge, skills and abilities skill is would be qualifying. A typical way to obtain the required knowledge, skills and abilities skill would be:

##### Experience:

- Four (4) years of experience in information programming and system management design, technology infrastructure information and cybersecurity data processing, including one (1) year in supervisory capacity.

##### Education:

- Completion of a Baccalaureate Bachelor's degree or higher degree from an accredited college or university with an emphasis in computer science, telecommunication, business administration, or a closely related field desired.

##### License Requirement:

- Possession of a valid California Motor Vehicle Operator's License.

##### Condition of Employment:

- Insurability by the District's liability insurance carrier.

#### PHYSICAL DEMANDS Special Requirements:

Essential duties require the following physical skills and work environment:

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The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Persons performing service in this position classification will exert 25 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting some of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

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PC - September, 1997; ~~February~~~~January~~December 2022

SENIORITY LIST - Cafeteria Assistant  
 FEBRUARY 22, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	12/6/1984	Coats	Jacqueline
2	2/20/2008	Filippi	Janice
3	3/25/2008	Jarjour	Ragheda
4	3/25/2008	Esquerra	Cynthia
5	8/21/2008	Vender	Amy
6	8/21/2008	Hernandez	Lucita
7	10/27/2008	Martin	Theresa
8	10/27/2008	Weiss	Deena
9	3/23/2009	Valente	Linda
10	12/8/2010	Wong	Shelley
11	9/29/2011	Benedict	Marie
12	1/6/2014	Dugan	Jeanne
13	4/25/2016	John	Jacob
14	4/25/2016	McCaffrey	Alexander
15	4/25/2016	Rambach	Dawn
16	4/25/2016	Sandoval	James
17	12/11/2017	John	Christen
18	12/20/2017	Gilbert	Marie
19	2/4/2019	Breevaart	Josiah
20	2/19/2019	Castaneda	Selene
21	8/15/2019	Gaskell	Jeanette
22	11/4/2019	Flanders	Theodothia
23	11/11/2019	Haynes	Angie
24	1/27/2020	Archuleta	Colleen
25	1/27/2020	Hammon	Shawn
26	2/2/2020	Lehecka	Nella
27	2/19/2020	Nelson	Douglas
28	8/19/2021	English	Kelly
29	10/7/2021	Goff	Audra
30	1/26/2022	Slocomb	Rachel
31	2/16/2022	Hwede	Sowsan



David Koll, Executive Director-Human Resources

SENIORITY LIST - Cafeteria Cook Manager 1  
FEBRUARY 22, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	11/4/1999	Smith	Tina
2	8/23/2019	Urrutia	Jeovonna
3	9/23/2019	Brown	Deborah
4	1/26/2022	Matthews	Amber



David Koll, Executive Director-Human Resources

CHICO UNIFIED SCHOOL DISTRICT  
*Personnel Commission*  
1163 East 7<sup>th</sup> Street  
Chico, CA 95928

SENIORITY LIST - Cafeteria Cook Small School  
FEBRUARY 22, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	10/11/2017	Cook	Rosalyn



David Koll, Executive Director-Human Resources

SENIORITY LIST - Campus Supervisor  
 FEBRUARY 22, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	8/26/1996	Kennedy	Diane
2	10/6/1997	Rash	Judith
3	10/7/1999	Coogan	Matthew
4	12/20/2001	Apalit, Jr	V. James
5	11/17/2003	O'Brien	Casey
6	8/17/2004	Runnells	Marina
7	8/15/2006	Forayter	Carol
8	11/17/2006	Givens	Herman
9	10/4/2007	Collado	Josh
10	1/13/2009	Nelson	Jay
11	8/19/2013	Lamusga	Elizabeth
12	8/18/2016	Reise	Marcy
13	8/18/2016	Leone	Kimberly
14	4/24/2017	LeDuc	Michael
15	4/27/2017	Keene	Robert
16	8/21/2017	Hassett	Debra
17	8/21/2017	Ravetz	Ariel
18	3/26/2018	Hutler	Thomas
19	8/20/2018	Kingori	William
20	10/8/2018	Puser	Patricia
21	3/25/2019	Leclair	Janet
22	5/23/2019	Forayter	John
23	8/15/2019	Leer	Wendi
24	9/3/2019	Hunter	Rebecca
25	9/6/2019	Gomez	Angelica
26	8/16/2021	Ramirez	Paula
27	10/18/2021	Haddid	Nancy
28	1/3/2022	Ross	Valerie
29	1/28/2022	Connaughton	Anna
30	2/14/2022	Hernandez	Fidella



David Koll, Executive Director-Human Resources

CHICO UNIFIED SCHOOL DISTRICT  
*Personnel Commission*  
 1163 East 7<sup>th</sup> Street  
 Chico, CA 95928

SENIORITY LIST - Custodian

FEBRUARY 22, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME				
1	7/28/1997	Hungate	Howard	27	1/19/2021	Villa	Sonia
2	2/17/2006	Johnston	Joseph	28	1/21/2021	Lee	Lee
3	2/21/2006	Thao	Toua	29	3/15/2021	Gonzalez	Maria
4	11/9/2006	Yang	Houa	30	6/7/2021	Tourville	Tiffany
5	8/21/2012	Hammon	Keli	31	6/21/2021	Cisneros	Norma
6	10/22/2012	Turner	Matthew	32	6/21/2021	Martin Jr	Jerry
7	5/20/2013	Hartman	Ronnie	33	7/6/2021	Buitron	Benjamin
8	9/8/2014	O'Marah	Stewart	34	10/27/2021	Aaron	Alzea
9	9/8/2014	Starkey-Holder	Karen	35	10/27/2021	Pimentel	Sain
10	3/9/2015	Hitson	Denise	36	10/28/2021	Greife	Joshua
11	4/20/2015	Sands	Jeremiah	37	1/24/2022	Knapp	Hazel
12	7/6/2015	Nemat-Nasser	David	38	1/24/2022	Delgado	Kristina
13	7/6/2015	Stoklasa	Anthony	39	2/10/2022	Figuero de	Hilda
14	7/11/2016	Adams	Daniel	40	2/10/2022	Hagman	Bryce
15	3/6/2017	Campos	Marcos	41	2/10/2022	Gardner	Randal
16	3/6/2017	Robinson	Austin				
17	4/30/2018	Gutierrez	Neithn				
18	8/13/2018	Perez	Jose				
19	9/24/2018	Zavala	Yolanda				
20	12/18/2019	Gomes	Heather				
21	5/18/2020	Carroll	Katherine				
22	5/18/2020	Gonzalez	Aaron				
23	1/19/2021	Stotler	Dean				
24	1/19/2021	Raymondo	John				
25	1/19/2021	Jones	Jason				
26	1/19/2021	Asosi	Mareko				



David Koll, Executive Director-Human Resources



SENIORITY LIST - Director-Fiscal Services  
FEBRUARY 22, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	10/15/2021	Bromley	Charise



David Koll, Executive Director-Human Resources

SENIORITY LIST - Director-Payroll/Benefits  
FEBRUARY 22, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	5/31/2016	Hartman	Marie



David Koll, Executive Director-Human Resources

SENIORITY LIST - Information Systems Analyst  
FEBRUARY 22, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	5/30/2014	Cooper	Justin
2	3/6/2017	Kuo	Wen-Hsiu
3	6/1/2018	Bossetti	Patrick
4	2/7/2022	Deir	Michael



SENIORITY LIST - Instructional Paraprofessional  
FEBRUARY 22, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY

Chico Unified School District  
1163 East 7<sup>th</sup> Street  
Chico, CA 95928

Rank	Seniority Date within Class	Last	First				
1	11/2/2000	Jones	Brett	40	1/17/2006	Allen	Phuong
2	1/4/2001	Elton	Diana	41	1/19/2006	Greif	Deann
3	6/20/2002	Seig	April	42	2/28/2006	Joliff	Crystal
4	7/1/2002	Manicci	Kelly	43	3/13/2006	Reise	Marcy
5	7/1/2002	Wescoatt	Sarah	44	4/18/2006	Young	Yolanda
6	7/1/2002	Baker	Stacey	45	4/18/2006	Fisher	Christine
7	7/1/2002	Scovel	Jeanne	46	8/15/2006	Dorghalli	Aftonia
8	7/1/2002	Langseth	Christine	47	8/15/2006	Vestnys	Mary
9	7/1/2002	Jordan	Susan	48	9/28/2006	Smallhouse	Hannah
10	7/1/2002	Parker	Martin	49	10/31/2006	Olson	Kathryn
11	7/1/2002	Palmer	Barbara	50	1/18/2007	Chmelynski	Tiffany
12	7/1/2002	Matlin	Dana	51	1/22/2007	Stoner	Wendee
13	7/1/2002	Bock	Bida	52	4/10/2007	Bhojak	Deborah
14	7/1/2002	Gore-Zabala	Christine	53	5/8/2007	Kingori	Miriam
15	8/8/2002	Sayre	Maria	54	6/19/2007	Robinson	Mitchell
16	8/8/2002	Carter	Julie	55	8/14/2007	Carlson	Cherie
17	8/22/2002	Lewis	Christina	56	3/15/2008	Wycoff	Larissa
18	8/22/2002	Rhody	Lisa	57	5/27/2008	Nelson	Lindsey
19	8/22/2002	Bodney	Teresa	58	10/25/2008	Kelly	Mary
20	9/5/2002	Cornell	Kelly	59	1/26/2009	Ruiz	Julie
21	8/19/2003	Bentley	Moir	60	3/23/2009	Bishop	Teresa
22	8/19/2003	Marschall	Kim	61	7/23/2009	Ricci	Julie
23	8/19/2003	Ravetz	Angela	62	3/8/2010	MacKell	Robin
24	4/20/2004	Shapiro	Joanna	63	5/10/2010	Rippon-Watson	Kerry
25	8/3/2004	Payne	Kristan	64	8/30/2010	Hashemi	Sarah
26	8/17/2004	Morrissey	Matthew	65	10/1/2010	Oldfield	Brian
27	8/30/2004	Clement	Nicole	66	10/18/2010	Buenrostro	Deborah
28	10/29/2004	Shippen	Mary	67	10/21/2010	Stewart	Sharon
29	1/11/2005	O'Kelley	Maryann	68	10/25/2010	Schill	Angelina
30	1/13/2005	Labrado	Melissa	69	4/12/2011	Ryan	Patrick
31	1/20/2005	Penne	Danielle	70	8/23/2011	Alba	Cesar
32	3/1/2005	Watts	Christina	71	10/18/2011	Ferrone	Lee Ann
33	3/7/2005	Plumer	Rugh	72	4/10/2012	Wootten	Rebekah
34	3/15/2005	Olson	Janet	73	7/1/2012	Weber	Lisa
35	4/11/2005	Scholar	Michele	74	8/20/2012	Ghiorso	Adam
36	8/16/2005	Feingold	Rod	75	8/20/2012	Hull	Saythong
37	10/25/2005	Tracy	Jeffrey	76	10/22/2012	Clark	Elizabeth
38	10/31/2005	Rausch-Clark	Sheryl	77	12/11/2012	Smithson	Birgitta
39	11/5/2005	English	Tammie	78	12/19/2012	Puser	Patricia
				79	2/4/2013	Simmons	Kristine
				80	2/4/2013	Ludlow	Debra
				81	4/22/2013	Woodbury	Jeanne
				82	4/30/2013	Ukei	Hiroko
				83	5/6/2013	Hansen	Tracy

David Koll, Executive Director-Human Resources

84	9/3/2013	Miller	Suzanne	132	8/18/2016	Mead	Audrey
85	9/18/2013	Ravetz	Ariel	133	8/18/2016	Pisani	Debra
86	10/7/2013	Williams	Janice	134	8/18/2016	Brewer	Lisa
87	10/8/2013	Owen	Mary	135	8/31/2016	Avalos Huerta	Mayra
88	10/21/2013	Rikkelman	Jessica	136	9/1/2016	Morton	Denise
89	10/28/2013	Alexander	Ann	137	9/6/2016	Alexander Graf	Kimberly
90	11/4/2013	Willman	Richard	138	9/6/2016	Langston	Dennel
91	11/5/2013	Cowan	Rebecca	139	9/15/2016	Cummings	John
92	12/3/2013	Kavanagh	Colleen	140	10/6/2016	Gess	Wade
93	2/19/2014	Nelson	Jay	141	12/19/2016	Burner	Elizabeth
94	2/28/2014	Rice-Capucion	Yvette	142	12/19/2016	France	Brandy
95	3/13/2014	Meier	Wendy	143	12/21/2016	Bellante	Lynne
96	8/18/2014	Jackson	Rebecca	144	1/9/2017	Miller	Stephanie
97	8/18/2014	Corcoran	Carla	145	1/23/2017	Fashing	Kari
98	8/18/2014	Alchin	Jessica	146	3/6/2017	Boyer	Pamela
99	8/18/2014	Main	Kimberly	147	3/6/2017	Lawrence	Malika
100	8/18/2014	Blee	Ellen	148	3/20/2017	Ensign	Melonie
101	8/18/2014	Frank	Eric	149	3/20/2017	Hurd	Amanda
102	10/15/2014	Nielsen	Terra	150	5/18/2017	Boyd	Donna
103	10/24/2014	LeDuc	Michael	151	8/21/2017	Graubart	Tracy
104	11/3/2014	Grebmeier	Wendy	152	8/21/2017	Peterson Pierce	Hannah
105	1/5/2015	Duty	Harrison	153	8/21/2017	West	Jeffrey
106	1/5/2015	Farwell	Austin	154	9/15/2017	Alvistur	Marisa
107	1/5/2015	Smith	Kristen	155	10/2/2017	Meza	Maja
108	1/5/2015	Lucio	Patricia	156	10/2/2017	Lyons	Sharon
109	2/2/2015	Johnson	Sonja	157	12/6/2017	Bernson	Michelle
110	2/19/2015	Smallhouse	Caius	158	12/6/2017	Auer	Britni
111	3/24/2015	Uribe	Brooke	159	12/13/2017	Vinson	Donna
112	3/31/2015	Jack	Diana	160	12/18/2017	Clinton	Krystle
113	8/17/2015	Graves	Patrice	161	1/9/2018	Taylor	Michelle
114	8/17/2015	Connaughton	Anna	162	3/26/2018	Wahl	Sheila
115	8/18/2015	Gibson	Sarah	163	3/26/2018	Batman	Gerilynn
116	9/8/2015	Stratton	Marin	164	3/26/2018	Molay	Blair
117	10/5/2015	Delgadillo	Miguel	165	4/9/2018	Jackson	Jenna
118	10/5/2015	Carrillo	Saleena	166	4/23/2018	Gordon-Cassidy	Ruth
119	10/26/2015	Avram	Nancy	167	5/8/2018	Watts	Kari
120	1/4/2016	Mecham	Christy	168	5/8/2018	Kramer-Hladik	April
121	1/4/2016	Lessenger	Ova	169	5/15/2018	Stewart	Lauren
122	1/4/2016	Mueller	Melissa	170	8/16/2018	Samson	Trinette
123	1/5/2016	Amaro	Patricia	171	8/22/2018	Bettencourt	Meagan
124	1/5/2016	Howard	Jennifer	172	9/4/2018	Jordan	Laura
125	1/19/2016	Pittenger	Kara	173	10/25/2018	Richardson Alvarez	Beverly
126	1/26/2016	Ward	Kristin	174	10/29/2018	Allinger	Lindsay
127	2/29/2016	Waslewski	Abigail	175	10/29/2018	Artiaga-Jones	Grace
128	2/29/2016	Story	Glenn	176	11/5/2018	Ford	Shera
129	5/18/2016	Gonsalves	Maria	177	11/5/2018	Rigby	Jamie
130	8/18/2016	Story	Teresa	178	1/8/2019	Emmons	Karen
131	8/18/2016	Mino	Mary	179	1/8/2019	Deome	Gale

Instructional Paraprofessional, 2/22/2022

David Koll, Executive Director-Human Resources

180	1/8/2019	Contestable	Paija	228	4/6/2021	Nielsen	Abigail
181	1/8/2019	Mojica	Sarah	229	4/12/2021	Campos	Tara
182	1/8/2019	Jones	Kyle	230	4/12/2021	Martin	Desiree
183	1/8/2019	Vislosky	Matthew	231	4/15/2021	Casey	Bryan
184	3/25/2019	Varicelli	Anthony	232	4/19/2021	Alonzo-Perez	Maria
185	3/25/2019	McGaugh-Wilkins	Allison	233	8/16/2021	Silva	Amanda
186	3/25/2019	Dessert	Brittany	234	8/16/2021	Norris	Suzanne
187	8/15/2019	Nash	Sheri	235	8/16/2021	Carnegie	Nichol
188	8/15/2019	Lopez	Morgan	236	8/16/2021	Burson	Adam
189	8/15/2019	Simpkins	Abbe	237	8/30/2021	Murphy	Julia
190	8/15/2019	Myers	Hildi	238	9/7/2021	Fisher	Diane
191	8/15/2019	Smith	Erin	239	9/7/2021	Vang	Venasia
192	8/15/2019	Vlach	Monika	240	9/16/2021	Nunez	Annmarie
193	8/15/2019	Aceves Zepeda	Alma	241	9/20/2021	Stenberg	Lisa
194	8/15/2019	Howard	Beth	242	9/24/2021	Silva	Charles
195	8/15/2019	Peterson	Alexandra	243	10/4/2021	Frazier	Sherrie
196	8/15/2019	Huber	Stefanie	244	10/6/2021	Miceli	Jonathan
197	10/9/2019	Lattin	Jenny	245	10/6/2021	Strom	Emily
198	10/9/2019	Arends	Yuki	246	10/7/2021	Keller	Heather
199	10/14/2019	Schaefer	Jamie	247	10/22/2021	Hildebrand	Montana
200	10/28/2019	Diaz	Saul	248	10/25/2021	Herrick	Debi
201	10/29/2019	Rodrigues	Jennifer	249	11/15/2021	Hiller	Kenny
202	11/12/2019	King	Kevin	250	12/7/2021	Luther	Diana
203	12/2/2019	Brewster	Amy	251	1/3/2022	Rogoff	Alexandria
204	2/28/2020	Masuda	Arielle	252	1/3/2022	Hunt	Catherine
205	3/2/2020	Sorenson	Chelsey	253	1/3/2022	Davis	Jordan
206	3/2/2020	Williams	Phylis	254	1/3/2022	Rogoff	Julia
207	3/4/2020	Walsh	Lisi	255	1/3/2022	Fox	April
208	3/9/2020	Baker	Kelly	256	1/3/2022	Villa	Lourdes
209	3/9/2020	Cockcroft	Jennifer	257	1/3/2022	Wilcox	Bradley
210	3/9/2020	Moua	Benjamin	258	1/3/2022	Ventura	Nichole
211	3/9/2020	Gomez	Angelica	259	1/3/2022	Campos	Liliana
212	3/23/2020	Dugan	Jacqueline	260	1/3/2022	Van Laan	Sandra
213	3/23/2020	McKeon	Kelly	261	1/3/2022	Morris	Trinity
214	3/23/2020	O'Kelley	Danielle	262	1/3/2022	Barry	Keelin
215	3/23/2020	Cortez	Savanna	263	1/3/2022	Ochoa	Amber
216	3/23/2020	Perez	Jackeline	264	1/3/2022	Christenson	Kelli
217	3/23/2020	Watkins	Tammie	265	1/24/2022	Silveira	Ashley
218	3/23/2020	Pastor	Kristi	266	1/26/2022	Greenwood	Quinn
219	8/17/2020	Kamph	Brent	267	1/31/2022	Barrett	Carole
220	10/12/2020	Reinemer	Mary	268	2/10/2022	Alexander	Catherina
221	10/12/2020	Sackrider	Tamra	269	2/11/2022	Hildebrandt	Darlene
222	10/12/2020	Caraway	Crystal	270	2/15/2022	Gutierrez	Sabrina
223	10/19/2020	Flanagan	Ciaran				
224	10/21/2020	Patchell	Ruby				
225	1/11/2021	Mendoza	Rebecca				
226	1/27/2021	Lundquist-Matz	Stacey				
227	4/6/2021	Bryant	Megan				

Instructional Paraprofessional, 2/22/2022



David Koll, Executive Director-Human Resources

SENIORITY LIST - Intensive Behavior Interventionist  
FEBRUARY 22, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	8/23/2021	Hall	Jessica
2	10/13/2021	Smith	Samantha
3	10/13/2021	Spittle	Michael
4	10/13/2021	Lee	Jong Woo
5	10/13/2021	Jaramillo	Timothy
6	1/14/2022	Kemper	Nancy
7	1/18/2022	Starkey	Jennifer
8	1/18/2022	Tindall	Tina



David Koll, Executive Director-Human Resources



SENIORITY LIST - Maintenance Worker  
FEBRUARY 22, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	4/2/2007	Hunt	Daniel
2	9/24/2010	Hoyt	Jerry
3	5/1/2019	Lourence	William
4	7/10/2019	Paddock	Scott
5	12/21/2021	Puente	Juan
6	12/21/2021	Barron	Ricardo
7	12/21/2021	Below	Dennis



SENIORITY LIST - Network Analyst  
FEBRUARY 22, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	2/7/2002	Tilton	Michael
2	10/31/2014	Brock, Jr	Philip
3	12/21/2016	Costello	Sean



David Koll, Executive Director-Human Resources

SENIORITY LIST - Registrar

FEBRUARY 22, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	12/18/2008	Melvin	Penny
2	8/23/2010	Dempsey	Andrea
3	10/5/2015	Martin	Sandra
4	3/27/2018	Hill	Kathy
5	6/25/2018	Farrell	Tami
6	10/1/2020	Bates	Sierra
7	2/7/2022	Ferris	Mary



SENIORITY LIST - School Bus Driver 2  
FEBRUARY 22, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	8/21/1998	Cox	Susan
2	1/27/2005	Day	Doris
3	8/11/2009	Mendoza	Mark
4	12/11/2013	Robinson	Elizabeth
5	3/13/2014	Hoyt	Cheryl
6	4/10/2015	Potoski	Dinah
7	12/15/2016	Wood	Rose
8	5/8/2017	Keene	Robert
9	4/30/2018	Stump	Norman
10	4/16/2019	Smit	Janelle
11	9/16/2019	Sabral	Tiffany
12	11/8/2021	Gildberg	Nancy
13	11/8/2021	Richardson	Rachel
14	11/8/2021	Sagastume	Violeta



David Koll, Executive Director-Human Resources

SENIORITY LIST - School Office Manager  
FEBRUARY 22, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	8/24/2000	Mallory	Charlotte
2	7/1/2002	Strandberg	Hildi
3	10/30/2006	Carriere	Robin
4	10/22/2007	Gilbert	Becki
5	7/24/2009	McKeon	Denise
6	8/4/2011	Billingsley	Wendy
7	7/31/2013	Fields	Jennifer
8	5/12/2014	Hess	Lesley
9	7/30/2014	Henri	Susan
10	2/22/2016	Barth-Duch	Terry
11	7/31/2017	Boyd	Jennifer
12	4/9/2018	Bales	Tennille
13	4/18/2018	Steadman	Sonya
14	10/1/2018	Aiello	Michael
15	10/30/2019	Schwartz	Karen
16	10/12/2020	Gampel	Lisa
17	6/8/2021	Stewart	Kristi
18	1/18/2022	Bolduc	Stephanie
19	1/27/2022	Redkey	Malia
20	2/22/2022	Aiken	Holly



David Koll, Executive Director-Human Resources

SENIORITY LIST - Sr Library Media Assistant  
FEBRUARY 22, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	12/9/2015	Nelson	Samantha
2	9/27/2018	Gore	Angela
3	5/28/2019	McKeon	Katherine
4	9/23/2019	Polito	Julie
5	9/23/2019	Brandt	Colleen
6	11/29/2021	Picard	Elizabeth



David Koll, Executive Director-Human Resources

SENIORITY LIST - Sr Office Assistant  
FEBRUARY 22, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	2/25/2008	Peters	Suzanne
2	12/17/2010	Flint	Patricia
3	10/10/2012	Rappa	Lynn
4	3/4/2014	Loch	Jenny
5	4/11/2016	LaCroix	Ashley
6	4/11/2016	Lopez	Danielle
7	12/13/2016	Novak	Deborah
8	11/6/2017	Jones	Cynthia
9	4/4/2019	Wisdom	Angela
10	8/29/2019	Matz	Elizabeth
11	2/18/2020	Leonard	Alicia
12	1/4/2021	Anderson	Krystin
13	1/19/2021	Facca	Christina
14	3/26/2021	Morley	Jamie





SENIORITY LIST - Targeted Case Manager-Bilingual (Spanish)  
FEBRUARY 22, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	1/7/2009	Morales	Marisol
2	10/12/2009	Rodriguez-Medina	Nancy
3	8/18/2016	Baldivid	Miriam
4	8/18/2016	Mane	Zugey
5	11/13/2018	Gonzalez	Christian
6	8/17/2020	Vega	Monica
7	10/14/2020	Murguia	Monica
8	10/19/2020	Ramos	Mariela
9	12/7/2020	Rodriguez	Maite
10	8/16/2021	Ayala Castillo	Luis
11	9/22/2021	Vasquez	Vanessa



David Koll, Executive Director-Human Resources

SENIORITY LIST - Parent Classroom Aide, Emma Wilson  
FEBRUARY 22, 2022 – ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	5/8/2017	Mendoza	Rebecca
2	8/16/2021	Jordan	Christine
3	12/1/2021	Akers	Eleanor



David Koll, Executive Director-Human Resources

SENIORITY LIST - Parent Classroom Aide, Marigold  
FEBRUARY 22, 2022 – ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	10/19/2020	Razouk	Walaa
2	10/19/2020	Brown	Sarah
3	8/16/2021	Carras	Tori
4	8/23/2021	Perondi	Angela
5	1/31/2022	Price	Chelsie



David Koll, Executive Director-Human Resources



Personnel Commission

Fifty-Second Annual Report

2020-2021

## **The Merit System**

Very simply, the merit system is a method of personnel management which is designed to promote the efficiency and economy of the workforce and the good of the public by providing for the selection and retention of employees, promotional opportunities, in-service training, and other related matters, on the basis of merit, fitness and the principle of *"like pay for like work."*

### **► Who Started it?**

The merit (civil service) system is not a new system.

Early in the 1800s, the "spoils system" of patronage was well established as a method of filling government jobs. It took the tragedy of the shooting of President John Garfield by a disgruntled office worker in 1881 to focus enough attention on the practice to spark legislative reform.

Two years later, the Congress passed the Civil Service Act of 1882 (the Pendleton Act) which set up the first civil service system for federal employees to guard against patronage appointments. In the following years, state and local civil service systems flourished, but it was not until 1936 that the first merit system law for school districts was established.

It was California that became the leader in the national movement to implement the merit system in school districts when, as a result of a disgraceful patronage system in the Los Angeles Unified School District, more than 700 employees were fired on the day after a school board election in order to make room for hiring political "spoils men" for their positions. The fired employees had no appeal rights.

### **► Who Needs it?**

With the advent of collective bargaining in the public education field, functions performed by Personnel Commissions took on added significance. The necessity for objective information, classification decisions, appeals unaltered by Board and management pressures, protection of the rights of unrepresented employees and an independent body to hear employee appeals in an impartial manner, are all

vital to the efficient and economic operations of a school district and to the benefit of the public and employees.

### **► Who Uses it?**

There are nearly 100 merit system school districts in California that employ almost 70 percent of the total classified school employees in the state.

A merit system may be voted into a district by a vote of the classified employees following the submission of a petition requesting an election. It takes a simple majority affirmative vote and the merit system becomes effective; then begins the process of appointing a three-member Personnel Commission and the appointment of a Director of Classified Personnel. This starts the transition into developing and putting into effect the system of personnel management based on the concept of merit and fitness

### **► Who Administers it?**

The Personnel Commission is the mainstay of the merit system. It is an independent body composed of three persons appointed for three-year staggered terms.

Personnel Commissioners are laypersons who must be known adherents of the merit principle. The Personnel Commission is responsible for maintaining a merit system for classified employees of the school district and for fostering the advancement of a career service for such employees. To execute these responsibilities, the State Education Code provides that the Personnel Commissioners shall classify positions; hear appeals of disciplinary and dismissal matters, and protests involving examinations, selection and appointment procedures; and prescribe rules related to a variety of personnel practices.

Authority for Personnel Commission functions is provided in Sections 45220 through 45320 of the State Education Code.

### **► What Are the "Merit" Principles?**

The Merit System encompasses these basic principles and concepts:

- Hiring and promoting employees on the basis of ability, with open competition in initial employment.
- Providing for compensation.
- Retaining employees on the basis of performance. Correcting inadequate performance and separating those who inadequate performance cannot be corrected.
- Training employees as needed for high quality performance.
- Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, pregnancy, childbirth, breastfeeding or related medical conditions, or military and veteran status of any person and with proper regard for their privacy and Constitutional rights as citizens.\*\*
- Protecting employees against political coercion and prohibiting use of official positions to affect an election or nomination for office.

### **► What Are the Responsibilities of Personnel Commissioners?**

Commissioners have threefold responsibility:

- The Personnel Commission ensures that classified employees receive fair and equitable treatment.
- Personnel Commissions represent the public's interest by providing a personnel system dedicated to the hiring and retaining of the best qualified employees.
- Personnel Commissions work in cooperation with the governing board and administrators in the quest for competent employees and good personnel administration.

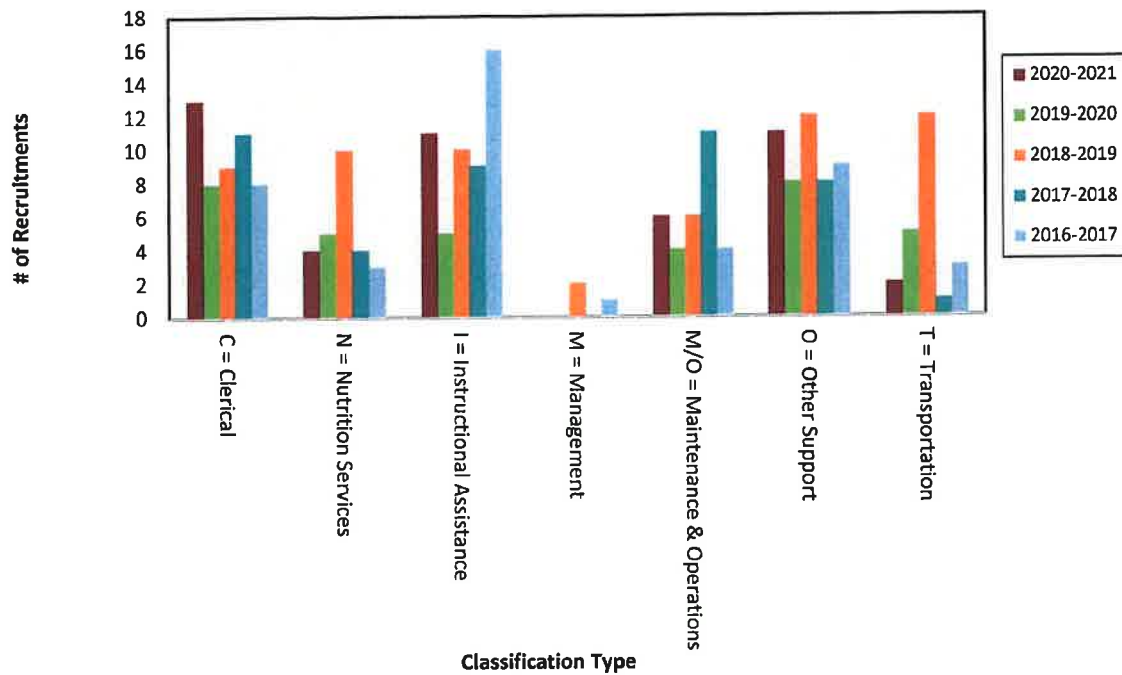
\*\*Government Code §12940

## PERSONNEL COMMISSION MEMBERS

July 1, 2020 – June 30, 2021

Gloria Bevers	Appointee of the Chico Unified School District Board of Education Position(s): Chairperson Term: 3-year appointment Appointed: December 1, 2002 (one-year term) Reappointed: December 1, 2006, 12:01 pm Term Expires: December 1, 2009, 12:00 noon Reappointed: December 1, 2009, 12:01 pm Term Expires: December 1, 2012, 12:00 noon Reappointed: December 1, 2012, 12:01 pm Term Expires: December 1, 2015, 12:00 noon Reappointed: December 1, 2015, 12:01 pm Term Expires: December 1, 2018, 12:00 noon Reappointed: December 1, 2018, 12:01 pm Term Expires: December 1, 2021, 12:00 noon Reappointed: December 1, 2021, 12:01 pm Term Expires: December 1, 2024, 12:00 noon
Beverly Patrick	Appointee of the Classified School Employees Association of the Chico Unified School District Position(s): Vice Chairperson Term: 3-year appointment Appointed: January 22, 2018, 12:01 pm Term Expires: December 1, 2020, 12:00 noon Appointed: December 1, 2020, 12:01 pm Term Expires: December 1, 2023, 12:00 noon
Scott Jones	Appointee of the Personnel Commissioners Position(s): Member Term: 3-year appointment Appointed: December 1, 2013, 12:01 pm Term Expires: December 1, 2016, 12:00 noon Reappointed: December 1, 2016, 12:01 pm Term Expires: December 1, 2019, 12:00 noon Reappointed: December 1, 2019, 12:01 pm Term Expires: December 1, 2022, 12:00 noon

Summary of Recruitments by Classification Type



	2020-21	2019-20	2018-19	2017-18	2016-17
<b>Examinations Announced:</b>					
Announcements (Recruitments)	46	35	61	45	43
Applications Received	694	747	1313	1091	1105
Applications Approved	646	678	1208	1073	1024
<b>Examinations Conducted:</b>					
Job Related Written Test	4	16	28	28	21
Performance/Technical Test	1	3	16	13	7
Competency Test (instructional positions)	3	5	5	9	11
Oral Exam	9	28	59	45	41
Total Exams Given (Test takers)	593	654	1144	1215	923
Candidates Eligible	332	345	547	558	435
<b>% of Eligibles to Applicants</b>	<b>51.39</b>	<b>50.88</b>	<b>45.28</b>	<b>52.00</b>	<b>42.48</b>

	2020-21	2019-20	2018-19	2017-18	2016-17
<b>Position Request Forms Processed</b>					
	296	354	375	402	351
<b>Notices</b>					
Lateral Transfer Opportunity	51	60	96	159	159
Limited Term Opportunity	3	22	27	46	30
Provisional Opportunity	1	0	0	0	0



	2020-21	2019-20	2018-19	2017-18	2016-17
<b># of Employees</b>					
Exempt	n/a	n/a	37	28	36
Restricted	45	77	28	27	19
Bargaining Unit	691	699	673	680	674
Confidential	8	6	7	8	8
Classified Management	19	18	17	15	16
<b>Total</b>	<b>764</b>	<b>800</b>	<b>762</b>	<b>758</b>	<b>753</b>
Substitutes	296	361	360	322	292
<b>Combined Total</b>	<b>1059</b>	<b>1161</b>	<b>1122</b>	<b>1080</b>	<b>1045</b>
<b>FTE by Employee Type</b>					
Exempt	n/a	n/a	20.7	20.2	21.1
Restricted	38.4	38.1	14.2	14.3	12.8
Bargaining Unit	600.9	589.6	587.8	582.6	578.1
Confidential	7.0	7.0	7.0	8.0	9.0
Management	18.0	19.0	20.0	16.0	16.0

Reclassification & Reallocation Studies	2020-21	2019-20	2018-19	2017-18	2016-17
<b>Total</b>	<b>9</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>4</b>

- 2020-21: Business Services Assistant, Certificated HR Assistant, Classified HR Assistant, Computer Technician-Training Specialist, Educational Services Assistant, Human Resources Coordinator, Instructional Paraprofessional, Security Systems-Locksmith, and Sr Account Clerk
- 2019-20: Administrative Specialist, IPS-Visually Impaired, Sr Library Clerk, Director-Information Technology
- 2018-19: M&O Coordinator, Transportation Driver Trainer Instructor, Network Analyst, Director-Nutrition Services
- 2017-18: None, pending the development of a list of Comparable Districts by Chico Unified School District and CSEA, Chapter #110
- 2016-17: Bicultural Liaison, Director-Classified Human Resources, Sr Equipment Mechanic, Sr Maintenance Worker-Carpenter

	2020-21	2019-20	2018-19	2017-18	2016-17
<b>Board Actions</b>					
<i>Appointments:</i>					
Open	212	201	227	199	235
Restricted	15	59	18	21	17
Limited Term	55	43	68	35	33
Provisional/Interim	1	0	0	0	0
Promotional	10	22	17	22	16
Reclassification/Reallocation	252	13	6	0	3
Reinstatement/Reemployment	2	5	4	5	2
Voluntary Demotion	0	1	1	2	1
Leaves of Absence (unpaid)	58	81	81	56	43
<b>Total</b>	<b>605</b>	<b>421</b>	<b>422</b>	<b>340</b>	<b>350</b>
<i>Terminations:</i>					
Layoff to Re-employment List	1	6	3	3	7
Resignations	66	82	83	59	68
Limited Term	58	31	9	3	3
Parent Restricted/School Aide*	22	29	9	3	5
Parent Restricted (Released)	7	7	6	0	3
Retirement	36	37	35	19	24
Death	0	1	1	2	0
Dismissals	4	8	5	8	4
<b>Total</b>	<b>194</b>	<b>201</b>	<b>151</b>	<b>97</b>	<b>114</b>
<b>Total Turn-Over Ratio</b>	<b>28.01%</b>	<b>26.50%</b>	<b>26.25%</b>	<b>18.87%</b>	<b>16.07%</b>
<b>Voluntary Turn-Over Ratio</b>	<b>12.57%</b>	<b>15.13%</b>	<b>14.30%</b>	<b>9.50%</b>	<b>10.09%</b>

#### **Non-Board Actions**

##### *Exempt/Substitute Appointments:*

School Aide-Exempt	n/a	n/a	9	9	8
Pupil Helper-Exempt	2	26	3	7	0
Substitute	29	168	144	167	129

##### *Exempt/Substitute Resignations:*

School Aide/Pupil Helper	19	10	17	10	3
Substitutes	40	31	42	34	72

##### *Exempt/Substitute Dismissals:*

School Aide-Exempt	n/a	n/a	0	0	0
Pupil Helper-Exempt (Released)	1	1	32	36	4
Substitutes	75	175	41	99	102

\*School Aide for fiscal year 2019/20 are counted towards Restricted

\*School Aide for fiscal year 2020/21 are counted towards Restricted