

**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**

**Monday, October 24, 2022**

	Purpose	Page(s)
CALL TO ORDER		
WELCOME TO VISITORS		
CONSIDERATION OF MINUTES		
1. Consider approval of the minutes of the regular meeting of September 26, 2022, and the special meeting of September 30, 2022.	Action	22-385— 22-389
BUSINESS		
2. Director's Report	Information	
3. Consider job announcement(s) for: Behavior Specialist, Cafeteria Cook Manager 1, Custodian, Instructional Assistant-Bilingual, Instructional Assistant-Computers, Instructional Paraprofessional, Instructional Paraprofessional- Intensive Behavior Interventionist, Maintenance Worker, and Office Assistant Elementary Attendance.	Action	22-390— 22-398
4. Consider eligible list(s) for: Administrative Specialist, Cafeteria Assistant, Campus Supervisor, Delivery Worker, Instructional Assistant-Computers, Instructional Paraprofessional, Instructional Paraprofessional- Intensive Behavior Interventionist, and Senior Office Assistant.	Action	22-399— 22-407
5. Consider seniority list(s) for: Administrative Specialist, Behavior Specialist, Cafeteria Assistant, Cafeteria Satellite Manager, Campus Supervisor, Custodian, Instructional Assistant-Bilingual, Information Services Supervisor, Information Systems Analyst, Instructional Paraprofessional, Maintenance Worker, Network Analyst, School Bus Driver Type 2, School Office Manager, Transportation Special Education Aide, and Parent Classroom Aide @ Emma Wilson and Neal Dow.	Action	22-408— 22-426
6. Consider new job description for: Director of Communication and Community Relations.	Action	22-427— 22-428
7. Consider salary placement for: Director of Communication and Community Relations.	Action	22-429

8. Review the updated CSEA Salary Schedule for 2022-23.	Information	22-430— 22-432
9. Review updated CUMA Salary Schedule for 2022-23.	Information	22-433
10. Adjourn to Closed Session to consider the evaluation of the Executive Director of Classified Human Resources.	Closed Session	
11. Reconvene to Open Session		
<p>12. 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	
13. Announce date of regular meeting, November 14, 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 September 26, 2022

Regular Meeting

The Chico Unified School District Personnel Commission met in regular session at the administration building on September 26, 2022. The following were present:

Commission Members:

Gloria Bevers, Chairperson

Beverly Patrick, Vice Chairperson

Scott Jones, Member

Staff Members:

David Koll, Executive Director-Human Resources

Whitney Stewart, Certificated Human Resources Assistant

Others:

Visitors

Gloria Bevers, Chairperson, called the meeting to order at 4:16 pm.	Call to Order
Visitors Jim Hanlon and Bonnie McCarthy were welcomed.	
The minutes of the August 22, 2022 regular meeting were considered and approved. (MSC) Patrick/Bevers	Minutes Approved
The reinstatement for Shayla Contreras to the classification of Custodian was considered and approved. (MSC) Patrick/Jones	Reinstatement Approved
David Koll, Executive Director-Human Resources, reported: <ul style="list-style-type: none"><li>• In an effort to reach more candidates the Human Resources department has been attending area job fairs.</li><li>• Mr. Koll suggested that in the interest of expediting recruitments, the Commission may consider including supplemental questionnaires with job applications to be ranked for placement on an eligible list. The goal of this ranking system would be to offer selection interviews within days of the closing date for application submission. The Commission expressed approval to move forward with this process.</li><li>• In the interest of student success, training and staff retention, the District is considering changes to the work calendars of Paraprofessionals. Changes would include starting the IP calendar one day earlier and creating non-work days to coincide with pupil free days. The District is further reviewing IBI, IP, and BCBA employee calendars to see how additional training can be created prior to the start of the school year.</li><li>• Reclassifications have been completed and are currently being discussed with CSEA. A meeting is being scheduled to discuss reclassifications with the Personnel Commission.</li></ul>	Director's Report
Job Announcement(s) for Administrative Specialist, Cafeteria Assistant, Campus Supervisor, Delivery Worker (Limited Term), Instructional Paraprofessional, Instructional Paraprofessional- Intensive Behavior Interventionist, Preschool Assistant, Senior Office Assistant, and Targeted Case Manager/Family Liaison-Bilingual (Spanish/English) were considered and approved. (MSC) Patrick/Jones	Job Announcements Approved
Eligible List(s) for Behavior Specialist, Instructional Assistant-Bilingual, Instructional Paraprofessional, Network Analyst, Preschool Assistant, School	Eligible Lists Approved

Bus Driver Type 2, and Targeted Case Manager-Bilingual (Spanish/English) were considered and approved. (MSC) Patrick/Jones	
Seniority List(s) for Administrative Specialist, Baker Assistant, Cafeteria Assistant, Cafeteria Cook Manager 1, Cafeteria Satellite Manager, Campus Supervisor, Computer Technician, Custodian, Elementary Counseling Assistant, Financial Specialist, Health Assistant, Instructional Assistant-Bilingual, Instructional Assistant-Computers, Instructional Paraprofessional, Instructional Paraprofessional- Intensive Behavior Interventionist, Library Media Assistant, Licensed Nurse, Office Assistant Elementary Attendance, Preschool Assistant, School Office Manager, Senior Office Assistant, Targeted Case Manager-Bilingual (Spanish/English), and Transportation Special Education Aide were considered and approved. (MSC) Patrick/Jones	Seniority Lists Approved
The 2021-22 Personnel Commission Fifty-Third Annual Report was approved.	Annual Report Approved
Visitor Bonnie McCarthy requested a review of recent eligible lists for accuracy, as well as feedback regarding the proposed expedited recruitment strategy. Mr. Koll stated that he would investigate the concern and make sure that it is addressed.	Suggestions and Comments
The date of the next Personnel Commission meeting is scheduled for October 24, 2022.	Next Meeting
The meeting was adjourned at 4:57 pm.	Adjournment

## PERSONNEL COMMISSION

Minutes for September 30, 2022

Special Meeting

The Chico Unified School District Personnel Commission met in special session at the administration building on September 30, 2022. The following were present:

Commission Members:

Gloria Bevers, Chairperson

Beverly Patrick, Vice Chairperson

Scott Jones, Member

Staff Members:

David Koll, Exec Director-Classified Human Resources

Whitney Stewart, Certificated Human Resources Assistant

Others:

Visitors

Gloria Bevers, Chairperson, called the meeting to order at 2:03 PM.	Call to Order
Visitors, Jim Hanlon and Jen Fields, were welcomed.	
The reclassification of Campus Supervisor was considered and approved from Level 1/Range 4 to Level 2/Range 7. (MSC) Patrick/Jones	Reclassification Approved
The reclassification of School Office Manager was considered and approved from Level 4/Range 12 to Level 5/Range 15. (MSC) Patrick/Jones	Reclassification Approved
The meeting was adjourned to closed session to consider the evaluation of the Executive Director of Classified Human Resources.	Closed Session
The meeting reconvened to open session. There was no announcement.	Open Session
The meeting was adjourned at 3:25 PM.	Adjournment

# School Office Manager

School District	Job Title	Range	Hourly Rate Low	Comparable Sized District	Hourly Rate High (Step 1-5)
Chico Unified School District	School Office Manager	12	18.75	18.75	22.78
Corning Elementary School District	School Secretary	20	15.41		17.01
Corning High School	<b>Not Comparable</b>	20	19.00		
Marysville Joint Unified School District	See Notes/ Elem Sch Sec/HS Sch Sec				
Natomas Unified School District	Office Manager	18	20.03	19.49	
Oroville City Elementary School District	Office Manager	32	22.27	19.76	24.04
Oroville Union High School District	Administrative Secretary	18	20.36		24.05
Palermo Union School District (K-8)	<b>Not Comparable</b>	14	18.86		22.93
Paradise Unified School District	Principal's Secretary	24	18.61		
Red Bluff Joint Union High School District	Administrative Assistant/Office Manager- <i>Salaried</i>		18.17		20.45
San Juan Unified School District	High School Secretary II/Elementary School Secretary	26/25	27.09		
Shasta Union High School District	School Support Secretary	25	17.62		21.93
Sutter Union High School District	<i>Salaried</i>		17.81		21.65
Thermalito Union Elementary School District	School Administrative Secretary	24	26.57		
Twin Rivers	Office Manager - 1) Elem   2) Middle   3) High School	1) 114   2) 115   3) 117	20.78		25.25
Yuba City Unified School District	Administrative Secretary I	29.5	1) 20.39   2) 21.30   3) 23.26	21.65	1) 24.77   2) 25.87   3) 28.26
			22.08	29.50	26.15

Hourly Rate - Average  
Median

\$179.79  
\$19.98  
\$20.03

## Zone 2 Average

# on Current Eligibility List 19  
Work days 210  
Avg hours per day 8  
Total Annual Hours 31920  
Total Estimated w/out benefit Costs \$0.00  
Benefit Rate 45%  
Estimated Benefit Costs \$0.00  
Total Estimated Costs \$0.00

Current Step Placement Step 12 = 18.75  
Proposed Step Placement Level 15 Step 15 = 20.17

## Campus Supervisor

School District	Job Title	Range	Hourly Rate Low	Hourly Rate High (Step 1-5)
Chico Unified School District	Campus Supervisor	4	15.43	18.75
Corning Union High School	Campus Supervisor	15	16.79	18.90
Corning Elementary School District	<b>Not Comparable</b>			
Marysville Joint Unified School District	Yard Duty Supervisor	1	17.25	17.36
Natomas Unified School District	Campus Safety Specialist I	8	15.97 (Starts @ Step 3)	17.62
Oroville City Elementary School District	Campus Supervisor			
Oroville Union High School District	Campus Supervisor I-II	13   15	16.70   17.51	20.26   21.26
Palermo Union School District (K-8)	<b>Not Comparable</b>			
Paradise Unified School District	School Campus Monitor   Campus Safety Coordinator	14	15.50	19.86
Red Bluff Joint Union High School District	Campus Supervisor - See Notes	13	16.07	25.52
San Juan Unified School District	Campus Monitor	13	15.00	15.95
Shasta Union High School District	<b>Not Comparable</b>			
Sutter Union High School District	See Notes		XXX	
Thermalito Union Elementary School District	Campus Supervisor			
Twin Rivers	Campus Safety Specialist	110	17.23	20.93
Yuba City Unified School District	Campus Supervisor	24.5	16.82	20.46

Hourly Rate - Average  
Median

22-389

### Zone 2 Average

Median	\$16.43
CUSD Level 1 Range 4	15.43
New Salary Placement difference	1.16
CUSD Level 1 Range 5	15.82
CUSD Level 1 Range 6	16.20
<b>CUSD Level 1 Range 7 New Placement</b>	<b>16.59</b>
CUSD Level 1 Range 7.1	16.69
CUSD Level 1 Range 8	17.00

Seniority List May 18, 2022	30
Average hours per day	6.5
Days per year	181
Hours per year	35295
Rate per hour increase	40942.2
Benefit Rate	1.54
Estimated Costs	\$ 63,051


\$ 71,411.34

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

**BEHAVIOR SPECIALIST  
Starting Salary: \$47.77/Hour**

Salary Placement--**Employment is at the first step for new employees.** Progression to the second step takes 6 months and further progressions are yearly through Step 5. 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 x 20104.**
- 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 Behavior Specialist. 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: **Bachelor of Arts or Science in applied behavioral sciences, psychology, social work, sociology, education, or mental health related field, experience in conducting student functional behavior analysis, training in behavioral interventions such as Crisis Prevention Intervention (CPI) techniques. Current valid driver's license and board certification as a Behavior Analyst (BCBA) is required.**

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.** The examination will consist of an oral exam (personal interview) which tests the knowledge and experience needed to perform the typical duties, weighted 100%. 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 Oral Exam (personal interview):
- c. Certification shall be according to Merit System §1507.

**Open Until Filled  
To Be Determined (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 \$1,170/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**



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

**CAFETERIA COOK MANAGER 1**  
**Starting Salary: \$17.87/hour**  
**+ longevity steps**

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.chicousd.org](http://www.chicousd.org); follow the "Human Resources" link 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 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, extension 20120.**
- E. Complete all parts of the application. Any requested attachments must be received by 12:00 PM on the closing date. ***Late applications are not accepted.***

**THE POSITION** – The District is establishing an eligible list for CAFETERIA COOK MANAGER 1. 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. **Three years of responsible food service experience including some supervisory experience, and equivalent to the completion of the twelfth grade supplemented by specialized training or course work in food preparation, food service management, child nutrition or a related field is required.** Qualifying candidates will be invited to the written exam. 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, sexual orientation, gender identity, veteran status, marital status, or medical condition. 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 with the application.** The examination will then consist of an oral exam (personal interview) which tests the knowledge and experience needed to perform the typical duties, weighted 100%. 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:
- 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.

**October 17, 2022, 12:00 PM**  
**Friday, October 21, 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

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

**CUSTODIAN**  
**Starting Salary: \$19.12/Hour**

**Salary Placement**--Employment is at the fourth 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 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 x 20104.**
- E. Complete all parts of the application and submit on-line. Any requested attachments must be submitted by 12:00 PM on the closing date.

**THE POSITION**

The District is establishing an eligible list for Custodian. The eligible list resulting from this recruitment will be used to fill openings in this classification for up to 6 months. 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 work experience, preferably in the custodial field, the ability to read and write at a level necessary for successful job performance, and ability to obtain a valid driver's license.** Incomplete applications will not be accepted. 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 an oral exam (personal interview) which tests the knowledge and experience needed to perform the typical duties. 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 Oral Exam (personal interview):
- c. Certification shall be according to Merit System §1507.
- d. Selection interviews will be scheduled as needed following the exam process.

**Tuesday, October 18, 2022, 12:00 PM**  
**Wednesday, October 26, 2022 (during the day)**

**JOB DESCRIPTION INFORMATION (see attached)**

**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 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.

**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 or application forms, contact: CUSD, 1163 E. 7th St., Chico, CA 95928 – (530) 891-3000 – TTY (530) 895-4030

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

**INSTRUCTIONAL ASSISTANT - BILINGUAL**  
**Starting Salary: \$20.55/hour**  
**+ longevity steps**

Salary Placement – **Employment is at the third 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. To claim disability Veterans' credit, applicant must include evidence of current receipt of disability benefit by the application closing date.
- D. **KEEP THE JOB ANNOUNCEMENT! If you have not received emailed 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 x 20104.**
- E. Complete all parts of the application. The completed application and any requested attachments must be received by 12:00 PM on the closing date. Late applications are not accepted.

**THE POSITION**

The District is establishing an eligible list for INSTRUCTIONAL ASSISTANT - BILINGUAL (English/Spanish). Positions work part time at various sites, 181 days per year. The eligible list resulting from this recruitment will be used fill openings in this class for up to 6 months. 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 working in an organized education or child care setting; equivalent to the completion of the twelfth grade. The ability to read, write, speak and translate from and to English and Spanish is required.** 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, sexual orientation, gender identity, veteran status, marital status, or medical condition. 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 20 to 25 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, the Ability to Assist in Instruction, and mathematics. **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 a Performance/Oral Exam (interview), weighted 50/50%, which evaluates both the ability to read, write and translate to and from English and Spanish and 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 Performance/Oral Exam (interview):
- d. Certification shall be according to Merit System §1507.

**Monday, October 24, 2022, 12:00 PM**  
**Wednesday, November 2, 2022 (during the day)**  
**Friday, November 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 \$1,282/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.
5. **Sick Leave**---One day of sick leave is earned for each month worked, with unlimited accumulation.
6. **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.
7. **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.
8. **Social Security**---All classified employees are covered by Social Security and must contribute to the Social Security system.
9. **Credit Unions**---There are credit unions available for membership by all classified employees.

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

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

**Instructional Assistant-Computers**  
**Starting Salary: \$18.40/Hour**  
**+ longevity steps**

Salary Placement – Employment is at the third step for new employees. 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 x 20104.**
- E. Complete all parts of the application. The completed application and any requested attachments must be received by 12:00 PM on the closing date.  
**Late applications are not accepted.**

**THE POSITION:**

The District anticipates openings and is establishing an eligible list for Instructional Assistant-Computers. 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, equivalent to the completion of the twelfth grade, and some experience or supplemental specialized training in child development, education, computers, or a related field.** 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: **Monday, October 10, 2022**
- b. Date of Competency Test: **Monday, October 17, 2022 (during the day)**
- c. Certification shall be according to Merit System §1507.

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

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.** 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 12:00 PM 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, Transitional Kindergarten 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.** 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. Certification shall be according to Merit System §1507.

**Monday, October 17, 2022, 12:00 PM**  
**Tuesday, October 25, 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. Progression to the second step takes 6 months and further progressions are yearly through Step 5. 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 x 20104.**
- E. Complete all parts of the application. The completed application and any requested attachments must be received by 12:00 PM on the closing date. Late applications are not accepted.

#### THE POSITION:

The District anticipates openings and is establishing an eligible list for Instructional Paraprofessional-Intensive Behavior Interventionist. 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. Experience implementing intensive behavioral intervention programs for students with complex and/or severe behavioral problems preferred. Must attend all future required trainings including but not limited to trainings to provide advanced intervention strategies. Current valid driver's license required, certification by the Crisis Prevention Institute (CPI) in non-violent crisis interventions must be obtained within 3 months of employment.** 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. Certification shall be according to Merit System §1507.

Friday, October 14, 2022, 12:00 PM  
Friday, October 21, 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

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

**MAINTENANCE WORKER**  
Starting Salary: \$20.55/hour  
+ longevity steps

Salary Placement--**Employment is at the first step for new employees.** Progression to the second step takes 6 months and further progressions are yearly through Step 5. 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. 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 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 x 20104.**
- E. Complete all parts of the application. The completed application and any requested attachments must be received by 12:00 PM on the closing date. Late and incomplete applications are not accepted.

**THE POSITION**

The District is establishing an eligible list for Maintenance Worker. The eligible list resulting from this recruitment will be used to fill openings in this classification for up to 6 months. 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 experience performing building maintenance duties, formal or informal training which ensures the ability to read and write at a level necessary for successful job performance. Applicant must possess an appropriate, valid driver's license, which must be submitted with the application, and must be at least 21 years of age. A valid Class A California driver's license is required by the end of the probationary period. Incomplete applications will not be accepted.** All persons interested in this position 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 on the application. Incomplete applications will not be accepted.** Those top candidates will be invited to an Oral Exam (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 Oral Exam (personal interview):
- C. Certification shall be according to Merit System §1507.

**Open Until Filled  
To Be Determined (during the day)**

**JOB DESCRIPTION INFORMATION (see attached)**

**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 \$1,170/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.
9. For further information, contact: CUSD, 1163 E. 7th St., Chico, CA 95928--(530) 891-3000. TTY (530) 895-4030



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

**OFFICE ASSISTANT ELEMENTARY ATTENDANCE**  
Salary Range: \$16.59/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 20120.**
- 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 OFFICE ASSISTANT ELEMENTARY ATTENDANCE. **Positions usually work part time, 4.0 to 6.0 hours per day, 197 days per year.** 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: **One year of general clerical experience, equivalent to the completion of the twelfth grade and ability to type or operate a keyboard at a level proficient for successful job performance.** 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 an evaluation of the application for education and experience 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 an oral exam (personal interview) which tests the knowledge and experience needed to perform the typical duties, weighted 100%. 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: **Friday, October 14, 2022, 12:00 PM**
- b. Date of written exam:
- c. Date of oral exam (personal interview): **Thursday, October 20, 2022 (during the day)**
- d. Certification shall be according to Merit System §1507.
- e. Selection interviews will be scheduled as needed following the exam process.

**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.



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

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

***Eligible List: Administrative Specialist***

***Effective: October 12, 2022 – April 12, 2023***

***Effective: July 18, 2022 – January 18, 2023***

Rank	Prom	Open	Last Name	First Name
1		X	Stewart	Kelsey
2	X		Gillaspie	Lori
3		X	Baer	Kim
4-TIE		X	Bertapelle	Giuseppe
4-TIE		X	Duggan	Joy
4-TIE		X	Fowler	Jennifer
5		X	Holcombe	Michelle
6-TIE		X	Kugler-Lunt	Addie
6-TIE		X	Ponciano	Holly
6-TIE	X		Rogoff	Julia
7-TIE		X	Bonner	Graciela
7-TIE		X	Hayes	Aaliyah
7-TIE	X		Loughlin	Marisa
7-TIE		X	Romero	Irene
8		X	Melton	James
9		X	Chesnut	Myranda
10-TIE		X	Copper	Maddelynn
10-TIE		X	Callaghan	Shelby
11	X		Delgado	Sergio
12		X	Nault	Shelley
13		X	Garcia	Fidencio



***David Koll, Executive Director***

## ***Eligible List: Cafeteria Assistant***

*Effective: September 13, 2022 - March 13, 2023*

*Effective: June 21, 2022 – December 21, 2022*

<i>Rank</i>	<i>Prom</i>	<i>Open</i>	<i>Last Name</i>	<i>First Name</i>
1		X	Ripp	Caroline
2-TIE		X	Leach	Ashley
2-TIE		X	Jensen-Haselip	Danielle
3		X	Lakin	Jasmine
4-TIE		X	Saad Aldin	Oula
4-TIE		X	Luciana	Gina
5-TIE		X	Gabriel	Corey
5-TIE		X	Lazzaretto	Patrick
6		X	Ryan	Mary
7		X	Jaisri	Dixon
8-TIE		X	Guirant	Illiana
8-TIE		X	Thompson	Emilia
9-TIE		X	Delgado	Alice
9-TIE		X	Santoyo	Maria
10-TIE		X	Webster	Isabel
10-TIE		X	Worth	Sandra
11-TIE		X	Coomes	Theresa
11-TIE		X	Butler	Susan
12-TIE		X	Bradshaw	Jennifer
12-TIE		X	Ibrahim	Ayeda
13-TIE		X	Kirk	Bridget
13-TIE		X	Wu	Xuemei
14-TIE		X	Nelson	Nicolette
14-TIE		X	Zada	John
15		X	Fall	Jeanne Darc
16		X	Samuelsen	Lisa

A handwritten signature in blue ink, appearing to read 'David Koll', is positioned above a horizontal line.

David Koll, Executive Director

## Eligible List: Campus Supervisor

Effective: October 18, 2022 - April 18, 2022

August 9, 2022 - February 9, 2023

Rank	Prom	Open	Last	First
1		X	Henderson	Maggie
2	X		Hurd	Shannon
3-TIE		X	Rodriguez	Fernando
3-TIE		X	Ricci	Ron
4-TIE		X	Heryford	Carley
4-TIE		X	Douglas	Eva
4-TIE	X		Delgado	Kris
5		X	Flores	Magdalena
6-TIE		X	McDonald	Jacob
6-TIE		X	La Casse	Kaitlyn
7		X	Shonk	Amy
8		X	Gelenaw	Chandler
9		X	Alawi	Jennifer



David Koll, Executive Director

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

***Effective: October 5, 2022 - April 5, 2023***

<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	Schaefer	Lisa
2		X	Rodriguez	Fernando
3		X	Ferguson	Jason
4		X	Felix	Veronica
5		X	Hatch	Casey



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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 For: Instructional Assistant – Computers**

**Effective:**     **October 17, 2022 – April 17, 2023**  
                      **July 11, 2022 – January 11, 2023**  
                      **April 29, 2022 – October 29, 2022**

<b>Rank</b>	<b>Prom</b>	<b>Open</b>	<b>Last Name</b>	<b>First Name</b>
1	X		Kirk	Kelly
2 TIE		X	Delgado	Sergio
2 TIE		X	Corey	Gabriel
3 TIE		X	Bless	Andreas
3 TIE		X	Slocomb	Rachel
4	X		LaMusga	Elizabeth
5		X	Mayo	Stephen
6 TIE		X	Brodowski	Molly
6 TIE		X	White	Tammy

  
**David Koll, Executive Director**

**Eligible List For: Instructional Paraprofessional**

**Effective:** September 21, 2022 – March 21, 2023  
August 19, 2022 – February 19, 2023  
August 1, 2022 – February 1, 2023  
July 8, 2022 – January 8, 2023  
June 2, 2022 – December 2, 2022  
May 31, 2022 – November 31, 2022  
March 31, 2022 – September 31, 2022

Rank	Prom	Open	Last Name	First Name
1 TIE		X	Young	Kristina
1 TIE		X	Vojnovic	Jakob
1 TIE		X	Hook	Mylie
1 TIE		X	Moreno	Lucio
1 TIE		X	Ray	Erika
1 TIE		X	Corona	Maria
1 TIE		X	Morgan	Benjamin
1 TIE		X	Hall	Ryan
1 TIE		X	Barron	Patricia
1 TIE		X	Jones	Brian
2		X	Jones	Kyle
3 TIE		X	Allemandi-Schultz	Lynn
3 TIE		X	Robertson	Natalie
3 TIE		X	Riggi	Chase
3 TIE	X		Sands	Jeremy
3 TIE		X	Waddle	Heather
3 TIE		X	Walker	Laurel
3 TIE		X	Tinajero	Angela
4 TIE		X	Patchell	Ruby
4 TIE		X	McCaig	Sabrina
5		X	Espinosa	Pepper
6	X		Sheridan	Justyne
7	X		Valdovinos	Golla
8 TIE		X	Avila	Sabrina
8 TIE		X	Schlager	Jayme
9		X	Akers	Eleanor
10 TIE		X	Johnsen-Rose	Erin
10 TIE		X	Hart	Quinn
11		X	Tchernovskaia	Sofia
12		X	Hattori	Lokelani
13		X	Marler	Ryoko



David Koll, Executive Director

***Eligible List For: Instructional Paraprofessional – Intensive Behavior Interventionist***

***Effective: September 21, 2022 – March 21, 2023***  
***June 23, 2022 – December 23, 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		Lessenger	Ova
2 TIE		X	Kerr	Rebekah
2 TIE		X	Morgan	Benjamin
2 TIE		X	Ross-Walcott	Ekiti
2 TIE		X	Partida Pelayo	Maria de Jesus
2 TIE		X	Jasmin	Rebecca
3	X		Ghiorso	Adam
4	X		Cortez	Savanna
5 TIE		X	Fitzgerald	Jocelyn
5 TIE		X	Hernandez	Peter
5 TIE		X	Krantz	Natalie
5 TIE		X	Renwick	Michalyn
6	X		LaMusga	Elizabeth
7 TIE	X		Wycoff	Larissa
8		X	Vojnovic	Jakob
9		X	Daneau	Kristy



**David Koll, Executive Director**



***Eligible List: Senior Office Assistant***

***Effective: September 22, 2022 - March 22, 2023***

<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-TIE	X		LaMusga	Elizabeth
1-TIE	X		Fuston	Jessica
2	X		Wycoff	Larissa
3		X	Kolodziejcz	Patricia
4		X	Williams	Molly
5		X	Alberti	Terri
6-TIE		X	Leach	Ashlee
6-TIE		X	Copper	Maddelynn
7		X	Harris	Jacqueline



***David Koll, Executive Director***

SENIORITY LIST - Administrative Specialist  
October 24, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
2	6/9/2016	Akimoto	Barbara
3	7/17/2017	Medearis	Tamara
4	1/2/2020	Markusen	Laura
5	4/9/2021	Derucher	Robert
6	10/27/2021	Ory	Kate
7	11/8/2021	McKeon	Kelly
8	11/8/2021	Smead	Janessa
9	11/9/2021	Horn	Jennifer
10	8/10/2022	Facca	Christina



David Koll, Executive Director-Human Resources

SENIORITY LIST - Behavior Specialist

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

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	9/22/2022	Williams	Valerie



David Koll, Executive Director-Human Resources

SENIORITY LIST - Cafeteria Assistant

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

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	2/20/2008	Filippi	Janice
2	3/25/2008	Jarjour	Ragheda
3	8/21/2008	Vender-Heiser	Amy
4	8/21/2008	Hernandez	Lucita
5	10/27/2008	Martin	Theresa
6	10/27/2008	Weiss	Deena
7	3/23/2009	Valente	Linda
8	12/8/2010	Wong	Shelley
9	9/29/2011	Benedict	Marie
10	1/6/2014	Dugan	Jeanne
11	4/25/2016	McCaffrey	Alexander
12	4/25/2016	Rambach	Dawn
13	12/11/2017	John	Christen
14	12/20/2017	Gilbert	Marie
15	2/4/2019	Breevaart	Josiah
16	2/19/2019	Castaneda	Selene
17	8/15/2019	Gaskell	Jeanette
18	11/11/2019	Haynes	Angie
19	1/27/2020	Archuleta	Colleen
20	1/27/2020	Hammon	Shawn
21	10/7/2021	Goff	Audra
22	2/16/2022	Hwede	Sowsan
23	8/15/2022	Luciana	Gina
24	8/15/2022	Eccles	Brisa
25	9/12/2022	Johnson	Amber
26	10/3/2022	Jensen-Haselip	Danielle
27	10/3/2022	Leach	Ashlee
28	10/4/2022	Ryan	Mary
29	10/19/2022	Saad Aldin	Oula
30	10/19/2022	Fall	Jeanne



David Koll, Executive Director-Human Resources

SENIORITY LIST - Cafeteria Satellite Manager  
October 24, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	10/27/1997	Evans	Kim
2	2/20/2002	Cooke	Jodie
3	12/18/2004	Jones	Polly
4	8/10/2011	Poe	Carol
5	1/22/2018	Cheney	Karen
6	8/15/2018	Loughlin	Marisa
7	8/15/2018	Picard	Venus
8	4/1/2019	McDougal	Jessica
9	9/30/2021	Jaradeh	Ikhlas
10	10/18/2021	Gilbert	Marie
11	3/9/2022	John	Jacob



David Koll, Executive Director-Human Resources

SENIORITY LIST - Campus Supervisor

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

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

David Koll, Executive Director-Human Resources

SENIORITY LIST - Custodian

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

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME				
1	7/28/1997	Hungate	Howard	28	7/6/2021	Buitron	Benjamin
2	2/17/2006	Johnston	Joseph	29	8/18/2021	Contreras	Shayla
3	2/21/2006	Thao	Toua	30	10/27/202	Aaron	Alzea
4	11/9/2006	Yang	Houa	31	10/27/202	Pimentel	Sain
5	8/21/2012	Hammon	Keli	32	10/28/202	Greife	Joshua
6	10/22/201	Turner	Matthew	33	1/24/2022	Delgado	Kristina
7	5/20/2013	Hartman	Ronnie	34	2/10/2022	Figuero de Hernandez	Hilda
8	9/8/2014	Starkey-Holder	Karen	35	2/10/2022	Hagman	Bryce
9	3/9/2015	Hitson	Denise	36	2/10/2022	Gardner	Randal
11	7/6/2015	Nemat-Nasser	David	37	4/8/2022	Sanders	Steven
12	7/6/2015	Stoklasa	Anthony	38	6/28/2022	Godinez	Fidelina
13	7/11/2016	Adams	Daniel	39	7/18/2022	Santoyo	Maria
14	3/6/2017	Robinson	Austin	40	8/1/2022	Chavez-Silva	Gerardo
15	8/13/2018	Perez	Jose	41	8/22/2022	Foster	Marcus
16	9/24/2018	Zavala	Yolanda	42	8/30/2022	Yang	Chao
17	5/18/2020	Carroll	Katherine				
18	5/18/2020	Gonzalez	Aaron				
19	1/19/2021	Raymondo	John				
20	1/19/2021	Jones	Jason				
21	1/19/2021	Asosi	Mareko				
22	1/19/2021	Villa	Sonia				
23	1/21/2021	Lee	Lee				
24	3/15/2021	Gonzalez	Maria				
25	6/7/2021	Tourville	Tiffany				
26	6/21/2021	Cisneros	Norma				
27	6/21/2021	Martin Jr	Jerry				

David Koll, Executive Director-Human Resources

SENIORITY LIST – Instructional Assistant-Bilingual  
October 24, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	4/18/2002	Buitron	Sarah
2	12/21/2004	Rodriguez-Medina	Nancy
3	8/13/2008	Wong Espinal	Marlia
4	7/1/2013	Long	Teresa
5	11/10/2014	Zavala	Maribel
6	1/20/2015	Chavez Cortes	Angelica
7	2/11/2015	Alexander	Maria
8	5/18/2015	Avalos Huerta	Mayra
9	1/5/2016	Mendoza	Alexandria
10	8/18/2016	Martinez	Irma
11	8/18/2016	Torres	Marisa
12	5/18/2017	Zavala	Brenda
13	4/30/2018	Ramirez	Martha
14	1/7/2020	Mendoza	Yadira
15	10/26/2020	Diaz	Patricia
16	8/16/2021	Ramirez Jacobo	Ana
17	9/10/2021	Vitela	Catalina
18	9/20/2021	Alonso	Gisela
19	3/29/2022	Vazquez-Gonzalez	Antonio
20	9/19/2022	Contreras-Tapia	Jennifer
21	9/26/2022	Marquez Olivares	Alejandra



David Koll, Executive Director-Human Resources



SENIORITY LIST - Information Services Supervisor  
October 24, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	10/3/2022	Bossetti	Patrick



David Koll, Executive Director-Human Resources

SENIORITY LIST - Information Systems Analyst  
October 24, 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	7/11/2022	Brock, Jr	Philip



David Koll, Executive Director-Human Resources

SENIORITY LIST - Instructional Paraprofessional  
October 24, 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	4/18/2006	Young	Yolanda
2	6/20/2002	Seig	April	41	4/18/2006	Fisher	Christine
3	7/1/2002	Manicci	Kelly	42	8/15/2006	Dorghalli	Aftonia
4	7/1/2002	Wescoatt	Sarah	43	8/15/2006	Vestnys	Mary
5	7/1/2002	Baker	Stacey	44	10/31/2006	Olson	Kathryn
6	7/1/2002	Scovel	Jeanne	45	1/18/2007	Chmelynski	Tiffany
7	7/1/2002	Langseth	Christine	46	1/22/2007	Stoner	Wendee
8	7/1/2002	Parker	Martin	47	4/10/2007	Bhojak	Deborah
9	7/1/2002	Palmer	Barbara	48	5/8/2007	Kingori	Miriam
10	7/1/2002	Matlin	Dana	49	6/19/2007	Robinson	Mitchell
11	7/1/2002	Bock	Bida	50	3/15/2008	Wycoff	Larissa
12	7/1/2002	Gore-Zabala	Christine	51	5/27/2008	Nelson	Lindsey
13	8/8/2002	Sayre	Maria	52	10/25/2008	Kelly	Mary
14	8/8/2002	Carter	Julie	53	1/26/2009	Ruiz	Julie
15	8/22/2002	Rhody	Lisa	54	3/23/2009	Bishop	Teresa
16	8/22/2002	Bodney	Teresa	55	7/23/2009	Ricci	Julie
17	9/5/2002	Cornell	Kelly	56	3/8/2010	MacKell	Robin
18	8/19/2003	Marschall	Kim	57	8/30/2010	Hashemi	Sarah
19	8/19/2003	Ravetz	Angela	58	10/1/2010	Oldfield	Brian
20	4/20/2004	Shapiro	Joanna	59	10/18/2010	Buenrostro	Deborah
21	8/3/2004	Payne	Kristan	60	10/21/2010	Stewart	Sharon
22	8/17/2004	Morrissey	Matthew	61	10/25/2010	Schill	Angelina
23	8/30/2004	Clement	Nicole	62	4/12/2011	Ryan	Patrick
24	10/29/2004	Shippen	Mary	63	8/23/2011	Alba	Cesar
25	1/11/2005	O'Kelley	Maryann	64	4/10/2012	Wootten	Rebekah
26	1/13/2005	Labrado	Melissa	65	7/1/2012	Weber	Lisa
27	1/20/2005	Penne	Danielle	66	8/20/2012	Ghiorso	Adam
28	3/1/2005	Watts	Christina	67	8/20/2012	Hull	Saythong
29	3/7/2005	Plumer	Rugh	68	10/22/2012	Clark	Elizabeth
30	3/15/2005	Olson	Janet	69	12/11/2012	Smithson	Birgitta
31	4/11/2005	Scholar	Michele	70	2/4/2013	Ludlow	Debra
32	8/16/2005	Feingold	Rod	71	4/22/2013	Woodbury	Jeanne
33	10/25/2005	Tracy	Jeffrey	72	4/30/2013	Ukei	Hiroko
34	10/31/2005	Rausch-Clark	Sheryl	73	5/6/2013	Hansen	Tracy
35	11/5/2005	English	Tammie	74	9/3/2013	Miller	Suzanne
36	1/17/2006	Allen	Phuong	75	9/18/2013	Ravetz	Ariel
37	1/19/2006	Greif	Deann	76	10/7/2013	Williams	Janice
38	2/28/2006	Joliff	Crystal	77	10/8/2013	Owen	Mary
39	3/13/2006	Reise	Marcy	78	10/21/2013	Rikkelman	Jessica
				79	11/4/2013	Willman	Richard
				80	11/5/2013	Cowan	Rebecca
				81	12/3/2013	Kavanagh	Colleen
				82	2/19/2014	Nelson	Jay
				83	2/28/2014	Rice-Capucion	Yvette

David Koll, Executive Director-Human Resources

84	3/13/2014	Meier	Wendy	132	3/6/2017	Boyer	Pamela
85	8/18/2014	Jackson	Rebecca	133	3/6/2017	Lawrence	Malika
86	8/18/2014	Corcoran	Carla	134	3/20/2017	Ensign	Melonie
87	8/18/2014	Main	Kimberly	135	3/20/2017	Hurd	Amanda
88	8/18/2014	Blee	Ellen	136	5/18/2017	Boyd	Donna
89	8/18/2014	Frank	Eric	137	8/21/2017	Graubart	Tracy
90	10/15/2014	Nielsen	Terra	138	8/21/2017	Peterson Pierce	Hannah
91	10/24/2014	LeDuc	Michael	139	8/21/2017	West	Jeffrey
92	11/3/2014	Grebmeier	Wendy	140	9/15/2017	Alvistur	Marisa
93	1/5/2015	Duty	Harrison	141	10/2/2017	Meza	Maja
94	1/5/2015	Farwell	Austin	142	10/2/2017	Lyons	Sharon
95	1/5/2015	Smith	Kristen	143	12/6/2017	Bernson	Michelle
96	1/5/2015	Lucio	Patricia	144	12/6/2017	Auer	Britni
97	2/2/2015	Johnson	Sonja	145	1/9/2018	Taylor	Michelle
98	2/19/2015	Smallhouse	Caius	146	3/26/2018	Wahl	Sheila
99	3/24/2015	Uribe	Brooke	147	3/26/2018	Batman	Gerilynn
100	3/31/2015	Jack	Diana	148	3/26/2018	Molay	Blair
101	8/17/2015	Graves	Patrice	149	4/23/2018	Gordon-Cassidy	Ruth
102	8/17/2015	Connaughton	Anna	150	5/8/2018	Watts	Kari
103	8/18/2015	Gibson	Sarah	151	5/15/2018	Stewart	Lauren
104	9/8/2015	Stratton	Marin	152	8/22/2018	Bettencourt	Meagan
105	10/5/2015	Delgadillo	Miguel	153	9/4/2018	Jordan	Laura
106	10/5/2015	Carrillo	Saleena	154	10/25/2018	Richardson Alvarez	Beverly
107	1/4/2016	Mecham	Christy	155	10/29/2018	Allinger	Lindsay
108	1/4/2016	Lessenger	Ova	156	11/5/2018	Ford	Shera
109	1/4/2016	Mueller	Melissa	157	11/5/2018	Rigby	Jamie
110	1/5/2016	Amaro	Patricia	158	1/8/2019	Emmons	Karen
111	1/5/2016	Howard	Jennifer	159	1/8/2019	Deome	Gale
112	1/19/2016	Pittenger	Kara	160	1/8/2019	Contestable	Paija
113	1/26/2016	Ward	Kristin	161	1/8/2019	Jones	Kyle
114	2/29/2016	Waslewski	Abigail	162	1/8/2019	Vislosky	Matthew
115	2/29/2016	Story	Glenn	163	3/25/2019	Varicelli	Anthony
116	5/18/2016	Gonsalves	Maria	164	3/25/2019	McGaugh-Wilkins	Allison
117	8/18/2016	Story	Teresa	165	3/25/2019	Dessert	Brittany
118	8/18/2016	Mino	Mary	166	8/15/2019	Nash	Sheri
119	8/18/2016	Cobery	Audrey	167	8/15/2019	Simpkins	Abbe
120	8/18/2016	Pisani	Debra	168	8/15/2019	Smith	Erin
121	8/18/2016	Brewer	Lisa	169	8/15/2019	Vlach	Monika
122	8/31/2016	Avalos Huerta	Mayra	170	8/15/2019	Aceves Zepeda	Alma
123	9/1/2016	Morton	Denise	171	8/15/2019	Howard	Beth
124	9/6/2016	Alexander Graf	Kimberly	172	8/15/2019	Peterson	Alexandra
125	9/6/2016	Langston	Dennel	173	8/15/2019	Huber	Stefanie
126	9/15/2016	Cummings	John	174	10/9/2019	Lattin	Jenny
127	10/6/2016	Gess	Wade	175	10/9/2019	Arends	Yuki
128	12/19/2016	France	Brandy	176	10/14/2019	Schaefer	Jamie
129	12/21/2016	Bellante	Lynne	177	10/28/2019	Diaz	Saul
130	1/9/2017	Miller	Stephanie	178	10/29/2019	Rodrigues	Jennifer
131	1/23/2017	Fashing	Kari	179	11/12/2019	King	Kevin

Instructional Paraprofessional, 10/24/2022

David Koll, Executive Director-Human Resources

180	12/2/2019	Brewster	Amy	228	1/3/2022	Chrisenson	Kelli
181	2/28/2020	Masuda	Arielle	229	1/24/2022	Silveira	Ashley
182	3/2/2020	Williams	Phylis	230	1/26/2022	Greenwood	Quinn
183	3/9/2020	Baker	Kelly	231	2/10/2022	Alexander	Catherine
184	3/9/2020	Cockcroft	Jennifer	232	2/11/2022	Hildebrandt	Darlene
185	3/9/2020	Moua	Benjamin	233	2/15/2022	Gutierrez	Sabrina
186	3/9/2020	Gomez	Angelica	234	2/24/2022	Thorne	Lacy
187	3/23/2020	Dugan	Jacqueline	235	2/28/2022	Granados	Crystal
188	3/23/2020	McKeon	Kelly	236	3/3/2022	Finley	Kassandra
189	3/23/2020	O'Kelley	Danielle	237	3/21/2022	Davis	Kelley
190	3/23/2020	Cortez	Savanna	238	3/22/2022	Phizackerly	Lisa
191	3/23/2020	Perez	Jackeline	239	3/28/2022	Knapp	Matthew
192	3/23/2020	Watkins	Tammie	240	4/13/2022	Bechtold	Terra
193	3/23/2020	Pastor	Kristi	241	4/19/2022	Anrig	Douglas
194	8/17/2020	Kamph	Brent	242	5/2/2022	Bless	Andreas
195	10/12/2020	Reinemer	Mary	243	5/16/2022	Kerr	Rebekah
196	10/12/2020	Sackrider	Tamra	244	8/15/2022	Howey	Sarah
197	10/12/2020	Caraway	Crystal	245	8/15/2022	Jimenez	Judith
198	1/11/2021	Mendoza	Rebecca	246	8/15/2022	Fredrickson	Tiffany
199	4/6/2021	Bryant	Megan	247	8/15/2022	Kerr	Hanna
200	4/6/2021	Nielsen	Abigail	248	8/15/2022	Ranstead-Ramsey	Abbey
201	4/12/2021	Campos	Tara	249	8/15/2022	Smallhouse	Marcus
202	4/12/2021	Martin	Desiree	250	8/15/2022	Lopez	Anahi
203	4/15/2021	Casey	Bryan	251	8/15/2022	Schneider	Casey
204	4/19/2021	Alonzo-Perez	Maria	252	8/15/2022	Clermont	Corin
205	8/16/2021	Silva	Amanda	253	8/15/2022	Naranjo-Peacock	Angela
206	8/16/2021	Norris	Suzanne	254	8/15/2022	Starks	Corrina
207	8/16/2021	Carnegie	Nichol	255	8/15/2022	Richardson	Nicholas
208	8/16/2021	Burson	Adam	256	8/15/2022	Hammond	Joel
209	8/30/2021	Murphy	Julia	257	8/15/2022	Pendergraft	Elisa
210	9/7/2021	Fisher	Diane	258	8/15/2022	Hejl	Rebecca
211	9/16/2021	Nunez	Annmarie	259	8/15/2022	Cox	Nicole
212	9/24/2021	Silva	Charles	260	8/15/2022	Daneau	Kristy
213	10/4/2021	Frazier	Sherrie	261	8/15/2022	Silva	Josefina
214	10/14/2021	Estrada	Marcus	262	8/15/2022	Ingersoll	Trinity
215	10/25/2021	Herrick	Debi	263	8/15/2022	Martinez	Celina
216	12/7/2021	Luther	Diana	264	8/15/2022	Rubio Lemus	Gabriela
217	1/3/2022	Hunt	Catherine	265	8/15/2022	Leaf	Karen
218	1/3/2022	Davis	Jordan	266	8/15/2022	Fowler	Rebecca
219	1/3/2022	Rogoff	Julia	267	8/16/2022	Burke	Naomi
220	1/3/2022	Fox	April	268	8/23/2022	Bonnenfant	Jordan
221	1/3/2022	Villa	Lourdes	269	8/24/2022	Fox-Rolapp	William
222	1/3/2022	Wilcox	Bradley	270	8/25/2022	Long	Cooper
223	1/3/2022	Ventura	Nichole	271	8/29/2022	Johnsen Rouse	Erin
224	1/3/2022	Campos	Liliana	272	8/29/2022	Mincher	Suzzie
225	1/3/2022	Van Laan	Sandra	273	8/30/2022	Berry	Joshua
226	1/3/2022	Barry	Keelin	274	8/30/2022	Ropczycki	Michelle
227	1/3/2022	Ochoa	Amber	275	9/13/2022	Williams	Abigail

Instructional Paraprofessional, 10/24/2022

David Koll, Executive Director-Human Resources

276	9/13/2022	Kleiner	Sydney	290	10/7/2022	Riggi	Chase
277	9/15/2022	Gutierrez	Chondra	291	10/13/2022	Hattori	Lokelani
278	9/15/2022	Gelles	Naomi	292	10/14/2022	Barron	Patricia
279	9/19/2022	Rodriguez Nungaray	Esthefany	293	10/17/2022	Morgan	Benjamin
280	9/20/2022	Friesen	Stephanie	294	10/17/2022	Corona-Pineda	Maria
281	9/20/2022	Hernandez	Nina	295	10/19/2022	Allemandi-Schultz	Lynn
282	9/21/2022	Dotson	Sierra				
283	9/29/2022	Hall	Ryan				
284	9/29/2022	Akers	Eleanor				
285	9/29/2022	Robertson	Natalie				
286	9/30/2022	Belson	Eyan				
287	10/3/2022	Sands	Jeremiah				
288	10/3/2022	Jones	Kyle				
289	10/5/2022	Inthavong	Lauren				

Instructional Paraprofessional, 10/24/2022



David Koli, Executive Director-Human Resources

SENIORITY LIST - Maintenance Worker

October 24, 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	Below	Dennis
7	7/1/2022	Campos	Marcos



David Koll, Executive Director-Human Resources

SENIORITY LIST - Network Analyst

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

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	2/7/2002	Tilton	Michael
2	12/21/2016	Costello	Sean
3	5/16/2022	Van Roekel	Zachary
4	9/27/2022	Ortega	Sergio



David Koll, Executive Director-Human Resources



SENIORITY LIST - School Bus Driver Type 2  
October 24, 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	4/30/2018	Stump	Norman
9	9/16/2019	Sabral	Tiffany
10	11/8/2021	Gildberg	Nancy
11	11/8/2021	Richardson	Rachel
12	9/30/2022	Rodriguez	Rita



David Koll, Executive Director-Human Resources

SENIORITY LIST - School Office Manager  
October 24, 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	7/24/2009	McKeon	Denise
4	8/4/2011	Billingsley	Wendy
5	7/31/2013	Fields	Jennifer
6	5/12/2014	Hess	Lesley
7	7/30/2014	Henri	Susan
8	2/22/2016	Barth-Duch	Terry
9	7/31/2017	Boyd	Jennifer
10	4/9/2018	Bales	Tennille
11	4/18/2018	Steadman	Sonya
12	10/1/2018	Aiello	Michael
13	10/30/2019	Schwartz	Karen
14	10/12/2020	Gampel	Lisa
15	6/8/2021	Stewart	Kristi
16	1/18/2022	Bolduc	Stephanie
17	1/27/2022	Redkey	Malia
18	2/22/2022	Aiken	Holly
19	7/27/2022	Rhoades	Jessica
20	9/6/2022	Rothi	Antonia
21	9/21/2022	Winkle	Christina



David Koll, Executive Director-Human Resources

SENIORITY LIST - Transportation Special Education Aide  
October 24, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	11/19/2003	Runnells	Marina
2	10/14/2005	O'Kelley	Maryann
3	3/8/2010	Liggett	Bridgette
4	3/2/2012	Baker	Stacey
5	11/1/2019	Story	Glenn
6	10/3/2022	Sandoval	James



David Koll, Executive Director-Human Resources

SENIORITY LIST - Parent Classroom Aide, Emma Wilson  
October 24, 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	3/21/2022	Lerche	Lottie
4	3/28/2022	Pivato	Amy



David Koll, Executive Director-Human Resources

## **CHICO UNIFIED SCHOOL DISTRICT**

### **DIRECTOR – COMMUNICATION AND COMMUNITY RELATIONS**

#### **DEFINITION**

Under the general direction of the Superintendent, the Director of Communications is a Cabinet level position that works closely with District staff and the Board of Trustees. This leadership position is responsible for creating a strategic communications plan and infrastructure; researching, writing, and disseminating information about district news, schools, current events and issues affecting Chico Unified School District students, staff and parents; engages and conducts outreach with the families; and provides multiple pathways for the community to communicate with District leaders.

#### **ESSENTIAL DUTIES**

Duties may include, but are not limited to the following:

- Serves as the chief communicator for the district in contacts with the media and a wide variety of public and private organizations.
- Plans, implements and maintains District and site public communications.
- Edits materials designed for internal and external communications for credibility, understandability, readability, format, style, content, grammar and composition. Creates opportunities such as surveys, advisory councils, community forums, etc., for the district to engage with and listen to the community.
- Assists the Superintendent with media relations by responding to news media inquiries, maintaining media databases, maintaining strong working relationships with reporters and editors covering the district, writing, and disseminating news releases, seeking story opportunities and contacting the press as needed.
- Supports the Superintendent, Board, and members of Cabinet in responding to inquiries from the general public, educators, and the media regarding District decisions, issues and operations, statistical data, policies and procedures.
- Serves as a liaison with community agencies, organizations and community representatives.
- Designs and implements communication strategies that maximize community and stakeholder engagement.
- Facilitates meetings with special groups, such as District advisory councils and committees, community information meetings, etc.
- Represents the District at meetings, conferences and events as requested by the Superintendent.
- Serves on committees such as the Superintendent's Cabinet, District Safety Team and other district-wide groups as appropriate.
- Attends Board of Education meetings and advises the governing board and administration on matters relating to community engagement.
- Performs other duties as assigned.

#### **QUALIFICATIONS**

##### Knowledge of:

- Knowledge of principles and techniques of consumer and market research.
- Ability to apply creativeness and originality in developing practical approaches to unique problems.
- Skill in analyzing relationships among complex data and/or employee groups.
- Ability to translate and project education objectives into broad terms of public understanding and circulation.
- Excellent verbal and written communication skills.
- Elements of writing content for social media, news media and general publications for internal and external distribution to the school District.
- Interpersonal skills and effective oral and written communications.
- Special event planning and project management.
- Public school organization, operations, policies and objectives.
- Education Code requirements as it relates to communication, student privacy and mandatory notification timelines and applicable federal, state and local laws, codes, District policies, regulations and procedures.

### Ability to:

- Write clear, effective, audience-targeted communication including website copy, social media, letters, FAQs, press releases, speeches, presentations, brochures, event flyers, information materials, etc.
- Maintain and update District/school site website content.
- Collaborate with others in a variety of situations requiring specialized knowledge, tact and good judgment.
- Creatively and effectively analyze situations and problems, and adopt effective and appropriate courses of action.
- Assist the Superintendent in crisis communication strategies when unexpected situations arise.
- Communicate effectively and present/engage large and small groups.
- Culturally sensitive communications.
- Understand and analyze data and use it to create comprehensive reports and presentations.
- Plan, edit, and produce publications and electronic/visual presentations.
- Establish and maintain effective relationships with District leadership, educational community, parents and the community.
- Excellent verbal, written and interpersonal skills.
- Excellent analytical and critical thinking and judgment skills.
- Previous experience working with public schools preferred.

### **PHYSICAL DEMANDS:**

*Essential duties require the following physical skills and work environment:*

- Occasional or frequent standing, walking, sitting and reaching for extended periods of time.
- Ability to work in a standard office environment.
- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
- Facility to see near and far and to read, with or without vision aids, a computer screen and printed matter and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone and addressing groups.
- Ability to exert up to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.

### **EXPERIENCE AND EDUCATION**

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

#### Experience:

Any combination equivalent to:

- A minimum of 5-7 years of increasingly responsible job-related experience.
- Public Relations Certificate or equivalent.

#### Education:

4-year accredited college with specialization in Journalism, Communications, English or Public Relations plus five years of experience in public relations, public information, public affairs, journalism or similar occupation. Educational or non-profit experience preferred.

### **License Requirement**

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

## Director of Communication and Community Relations

### COMPARABLE DISTRICTS

#### JOB TITLE

Yuba City Unified School District	None		
Thermalito Union Elementary School District	None		
Shasta Union High School District	None		
Twin Rivers	Marketing and Communications Specialist	\$76,000.00	\$95,000.00
	Director of Communication	\$108,913.00	\$135,140.00
Marysville Joint Unified School District	None		
Natomas Unified School District	Unable to locate		
Chico Unified School District	None		
Oroville Union High School District	None		
Corning Union High School	None		
Red Bluff Joint Union High School District	None		
Oroville City Elementary School District	None		
Paradise Unified School District	None		
San Juan Unified School District	Coordinator, Information and Communication	\$92,250.00	\$114,993.00
	Director of Communication	\$112,437.00	\$140,106.00
Corning Elementary School District	None		
Sutter Union High School District	None		
Palermo Union School District (K-8)	None		

Average Low of Comm Specialist and Coord of Info and Comm	\$84,125.00	\$104,996.50
Average High of Comm Specialist and Coord of Info and Comm	\$110,675.00	\$137,623.00
Median	\$110,675.00	\$137,623.00

Classified Management Annual Salary Schedule

Range 12

\$87,963      \$136,454

Lowest level Director combined with some of the previously held responsibilities

If in the future this position is focused solely on the duties, then a higher level of placement is appropriate.

2022-2023

ALPHABETICAL LIST OF CLASSES AND SALARY RANGES BY LEVEL OF RESPONSIBILITY

CLASSIFICATION TITLE	RANGE	SALARY RANGE
<b><u>LEVEL 0</u></b>		
Special Event Assistant	0-1	7/01/2022-12/31/2022 @ 15.00 1/01/2023-6/30/2023 @ 15.50
<b><u>LEVEL 1</u></b>		
Account Clerk	5	16.90-26.23
Cafeteria Assistant	4	16.51-25.61
Child Care Center Assistant	4	16.51-25.61
Custodian	4	16.51-25.61
Grounds Prep Helper	4-1	16.51
Library Clerk	4	16.51-25.61
Passenger Van Driver	4	16.51-25.61
Transportation Special Education Aide	4	16.51-25.61
<b><u>LEVEL 1.5</u></b>		
Baker Assistant	6	17.34-26.87
Bicultural Liaison	6	17.34-26.87
Cafeteria Assistant Cook Manager	6	17.34-26.87
Cafeteria Cashier	6	17.34-26.87
Cafeteria Cook Small School	6	17.34-26.87
Cafeteria Satellite Manager	6	17.34-26.87
Roving Cafeteria Assistant Cook Manager	6	17.34-26.87
<b><u>LEVEL 2</u></b>		
Campus Supervisor	7	17.75-27.53
Delivery Worker	7	17.75-27.53
Elementary Counseling Assistant	7	17.75-27.53
Grounds Worker	7	17.75-27.53
Health Assistant	7	17.75-27.53
Impacted Language Liaison, Hmong/Lao	7	17.75-27.53
Instructional Assistant-Alternative Education	7.1	17.86-27.71
Instructional Assistant-Computers	7.1	17.86-27.71
Instructional Assistant-Elementary Guidance	7.1	17.86-27.71
Instructional Assistant-Vocational Education	7.1	17.86-27.71
Instructional Paraprofessional	7.1	17.86-27.71
Instructional Paraprofessional Specialized-General	7.1	17.86-27.71
Instructional Paraprofessional Specialized-Visually Impaired	7.1	17.86-27.71
Library Media Assistant	7	17.75-27.53
Office Assistant	7	17.75-27.53
Office Assistant Elementary Attendance	7	17.75-27.53
Stock Clerk	7	17.75-27.53
Substitute Assignment Clerk/Receptionist	7	17.75-27.53
<b><u>LEVEL 3</u></b>		
Cafeteria Cook Manager 1	10	19.12-29.64
Chief Examiner-General Equivalency Diploma	9	18.63-28.92
Construction Records Technician	9	18.63-28.92
Contact Tracing Assistant	9	18.63-28.92
Instructional Assistant-Bilingual	9	18.63-28.92
Instructional Assistant-Multicultural	9	18.63-28.92
Instructional Assistant-Read Right	9	18.63-28.92
Office Assistant Elementary Attendance-Bilingual	9	18.63-28.92
Preschool Assistant	9	18.63-28.92
Small School Office Manager	10	19.12-29.64
Sr Custodian	10	19.12-29.64
Sr Grounds Worker	9	18.63-28.92
Sr Library Clerk	9	18.63-28.92
Sr Library Media Assistant	9	18.63-28.92
Sr Office Assistant	9	18.63-28.92
Targeted Case Manager/Family Liaison	10	19.12-29.64



**LEVEL 4**

Sr Account Clerk	11	19.58-30.37
Program Coordinator-Substance Use Prevention & Intervention	11	19.58-30.37
Targeted Case Manager/Family Liaison-Bilingual	12	20.07-31.14

**LEVEL 5**

Academic Mentor Program Coordinator	13	20.55-31.88
Administrative Specialist	14	21.07-32.67
Attendance Technician	13	20.55-31.88
Bakery Manager	13	20.55-31.88
Cafeteria Cook Manager 2	13	20.55-31.88
Computer Operator	14	21.07-32.67
Instructional Paraprofessional-Intensive Behavior Interventionist	14	21.07-32.67
Maintenance Worker	13	20.55-31.88
Printer	14	21.07-32.67
Program Coordinator	13	20.55-31.88
School Bus Driver, Type 1 & 2	14	21.07-32.67
School Bus Driver/Utility Worker	14	21.07-32.67
School Office Manager	15	21.59-33.49

**LEVEL 6**

Accounting Technician	16	22.11-34.32
Alarm System Technician	18	23.21-36.00
Buyer	16	22.11-34.32
Computer Technician	17	22.65-35.15
Financial Specialist	18	23.21-36.00
Maintenance & Operations Coordinator	16	22.11-34.32
Nutrition Services Area Coordinator	16	22.11-34.32
Nutrition Services Purchasing Warehouse Coordinator	16	22.11-34.32
Registrar	17	22.65-35.15
Sr Maintenance Worker-Carpenter	18	23.21-36.00
Sr Maintenance Worker-Electrician	18	23.21-36.00
Sr Maintenance Worker-HVAC	18	23.21-36.00
Sr Maintenance Worker-HVAC/Refrigeration	18	23.21-36.00
Sr Maintenance Worker-Painter	18	23.21-36.00
Sr Maintenance Worker-Plumber	18	23.21-36.00
Sr Maintenance Worker-Sprinkler System	18	23.21-36.00
Sr Printer	16	22.11-34.32
Storekeeper	16	22.11-34.32
Transportation Coordinator	18	23.21-36.00
Transportation Driver Trainer/Instructor	16	22.11-34.32

**LEVEL 8**

Computer Technician-Training Specialist	20	24.38-37.82
Licensed Nurse	20	24.38-37.82
Payroll/Benefits Technician	20	24.38-37.82
Sr Equipment Mechanic	20	24.38-37.82

**LEVEL 10**

Accountant	21	24.99-38.75
Instructional Paraprofessional Specialized-Hearing Impaired/Deaf	23	26.39-40.96
Lead Mechanic	22	25.75-39.97
Maintenance Specialist	23	26.39-40.96
Security Systems – Locksmith	21	24.99-38.75
Telecommunications Specialist	21	24.99-38.75

**LEVEL 12**

	25	27.74-43.04
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**LEVEL 14**

Certified Occupational Therapy Assistant	28	30.77-47.75
Coordinator-Student Information	29	31.86-49.42
Data & Assessment Analyst	29	31.86-49.42
Information Systems Analyst	29	31.86-49.42
Network Analyst	28	30.77-47.75

**Level 18**

Behavior Specialist	45	47.77-70.57
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CHICO UNIFIED SCHOOL DISTRICT										
CHAPTER 110, CSEA HOURLY SALARY SCHEDULE - 2022-2023										
Board Approved 9/21/2022										
STEP	1	2	3	4	5	10	15	20	25	
R A N G E	1	\$15.34	\$16.10	\$16.90	\$17.75	\$18.63	\$19.58	\$20.55	\$21.59	\$23.79
	2	\$15.71	\$16.51	\$17.34	\$18.19	\$19.12	\$20.07	\$21.07	\$22.11	\$24.38
	3	\$16.10	\$16.90	\$17.75	\$18.63	\$19.58	\$20.55	\$21.59	\$22.65	\$24.99
	4	\$16.51	\$17.34	\$18.19	\$19.12	\$20.07	\$21.07	\$22.11	\$23.21	\$25.61
	5	\$16.90	\$17.75	\$18.63	\$19.58	\$20.55	\$21.59	\$22.65	\$23.79	\$26.23
	6	\$17.34	\$18.19	\$19.12	\$20.07	\$21.07	\$22.11	\$23.21	\$24.38	\$26.87
	7	\$17.75	\$18.63	\$19.58	\$20.55	\$21.59	\$22.65	\$23.79	\$24.99	\$27.53
	7.1	\$17.86	\$18.76	\$19.69	\$20.69	\$21.71	\$22.80	\$23.94	\$25.14	\$27.71
	8	\$18.19	\$19.12	\$20.07	\$21.07	\$22.11	\$23.21	\$24.38	\$25.61	\$28.22
	9	\$18.63	\$19.58	\$20.55	\$21.59	\$22.65	\$23.79	\$24.99	\$26.23	\$28.92
	10	\$19.12	\$20.07	\$21.07	\$22.11	\$23.21	\$24.38	\$25.61	\$26.87	\$29.64
	11	\$19.58	\$20.55	\$21.59	\$22.65	\$23.79	\$24.99	\$26.23	\$27.53	\$30.37
	12	\$20.07	\$21.07	\$22.11	\$23.21	\$24.38	\$25.61	\$26.87	\$28.22	\$31.14
	13	\$20.55	\$21.59	\$22.65	\$23.79	\$24.99	\$26.23	\$27.53	\$28.92	\$31.88
	14	\$21.07	\$22.11	\$23.21	\$24.38	\$25.61	\$26.87	\$28.22	\$29.64	\$32.67
	15	\$21.59	\$22.65	\$23.79	\$24.99	\$26.23	\$27.53	\$28.92	\$30.37	\$33.49
	16	\$22.11	\$23.21	\$24.38	\$25.61	\$26.87	\$28.22	\$29.64	\$31.14	\$34.32
	17	\$22.65	\$23.79	\$24.99	\$26.23	\$27.53	\$28.92	\$30.37	\$31.88	\$35.15
	18	\$23.21	\$24.38	\$25.61	\$26.87	\$28.22	\$29.64	\$31.14	\$32.67	\$36.00
	19	\$23.79	\$24.99	\$26.23	\$27.53	\$28.92	\$30.37	\$31.88	\$33.49	\$36.90
	20	\$24.38	\$25.61	\$26.87	\$28.22	\$29.64	\$31.14	\$32.65	\$34.32	\$37.82
	21	\$24.99	\$26.23	\$27.53	\$28.92	\$30.37	\$31.88	\$33.49	\$35.15	\$38.75
	22	\$25.75	\$27.05	\$28.39	\$29.85	\$31.31	\$32.86	\$34.51	\$36.24	\$39.97
	23	\$26.39	\$27.71	\$29.10	\$30.55	\$32.12	\$33.70	\$35.39	\$37.16	\$40.96
	24	\$27.07	\$28.40	\$29.86	\$31.32	\$32.88	\$34.54	\$36.27	\$38.07	\$41.96
	25	\$27.74	\$29.12	\$30.56	\$32.13	\$33.71	\$35.40	\$37.18	\$39.04	\$43.04
	26	\$28.71	\$30.17	\$31.67	\$33.24	\$34.91	\$36.65	\$38.48	\$40.42	\$44.54
	27	\$29.74	\$31.23	\$32.78	\$34.42	\$36.16	\$37.93	\$39.84	\$41.82	\$46.10
	28	\$30.77	\$32.32	\$33.94	\$35.61	\$37.40	\$39.29	\$41.27	\$43.30	\$47.75
	29	\$31.86	\$33.45	\$35.13	\$36.88	\$38.73	\$40.67	\$42.71	\$44.84	\$49.42
	30	\$32.98	\$34.62	\$36.37	\$38.18	\$40.08	\$42.08	\$44.20	\$46.41	\$51.17
	45	\$47.77	\$50.16	\$52.66	\$55.30	\$58.06	\$60.96	\$64.01	\$67.21	\$70.57

**SCHEDULE A-2**

Schedule A-2, 7.02% EFF 070122, APPROVED BOE 092122

# CHICO UNIFIED SCHOOL DISTRICT

1163 East 7th Street | Chico, CA 95928-5999 | 530-891-3000

Board Approved 9/21/2022

CLASSIFIED MANAGEMENT ANNUAL SALARY SCHEDULE - 2022-2023											
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	51,778.00	54,366.00	57,084.00	59,938.00	62,933.00	66,082.00	69,386.00	72,854.00	76,495.00	80,321.00
	6	54,057.00	56,760.00	59,597.00	62,574.00	65,702.00	68,989.00	72,436.00	76,060.00	79,863.00	83,856.00
Transportation Supervisor	7	54,657.00	57,390.00	60,258.00	63,272.00	66,434.00	69,756.00	73,243.00	76,905.00	80,749.00	84,789.00
M/O Supervisor, Safety & Loss Control Coord	8	55,972.00	58,772.00	61,708.00	64,795.00	68,031.00	71,434.00	75,003.00	78,755.00	82,694.00	86,828.00
Const Mgr, Fis Svcs Mgr, M&O Mgr, Nutr Svcs Supr, Nutr Spec, Transp Mgr	9	65,738.00	69,024.00	72,476.00	76,099.00	79,904.00	83,897.00	88,094.00	92,497.00	97,122.00	101,977.00
Information Services Supr, Sr M & O Mgr	10	80,136.00	84,143.00	88,350.00	92,767.00	97,405.00	102,274.00	107,388.00	112,757.00	118,395.00	124,314.00
Coord-Spec Pro, Dir-Ed Data & Assess, Fac Plan/Constr Supr, Coord-Comm Rel	11	84,017.00	88,218.00	92,632.00	97,260.00	102,122.00	107,229.00	112,589.00	118,218.00	124,129.00	130,335.00
	12	87,963.00	92,360.00	96,979.00	101,827.00	106,917.00	112,263.00	117,873.00	123,766.00	129,957.00	136,454.00
Dir-Fac & Constr, Dir-Fiscal Svcs, Dir-Nutrition Svcs	13	94,998.00	99,748.00	104,735.00	109,971.00	115,470.00	121,242.00	127,303.00	133,670.00	140,353.00	147,370.00
Director-Payroll/Benefits	14	97,588.00	102,338.00	107,323.00	112,560.00	118,057.00	123,831.00	129,894.00	136,259.00	142,943.00	149,959.00
Director-Classified Human Resources	15	98,541.00	103,469.00	108,642.00	114,073.00	119,777.00	125,764.00	132,051.00	138,656.00	145,588.00	152,867.00
Dir-Maint/Op/Transp.	16	99,106.00	104,061.00	109,264.00	114,726.00	120,462.00	126,484.00	132,806.00	139,449.00	146,420.00	153,741.00
Business Manager, Dir-Info Technology	17	110,812.00	116,354.00	122,170.00	128,276.00	134,692.00	141,424.00	148,495.00	155,921.00	163,716.00	171,904.00
Executive Director-HR, Assistant Supr	18	120,584.00	126,455.00	132,616.00	139,086.00	145,881.00	153,016.00	160,504.00	168,369.00	176,628.00	185,299.00
Vacation days for Management Employees: 27 days/year											

CLASSIFIED CONFIDENTIAL ANNUAL SALARY SCHEDULE - 2022-2023											
Classification	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 10	Step 15	Step 20	Step 25	Step 30
	1	41,073.00	43,126.00	45,283.00	47,544.00	49,922.00	52,419.00	55,038.00	57,790.00	60,679.00	63,714.00
Admin Secretary I	2	44,078.00	46,281.00	48,595.00	51,023.00	53,575.00	56,252.00	59,065.00	62,020.00	65,120.00	68,375.00
Admin Secretary to Superintendent	3	47,207.00	49,568.00	52,048.00	54,648.00	57,380.00	60,247.00	63,259.00	66,424.00	69,743.00	73,229.00
Admin Assistant	4	48,773.00	51,212.00	53,771.00	56,459.00	59,282.00	62,245.00	65,357.00	68,626.00	72,056.00	75,658.00
Admin Analyst, Exec. Secretary to Supr	5	51,778.00	54,366.00	57,084.00	59,938.00	62,933.00	66,082.00	69,386.00	72,854.00	76,495.00	80,321.00
Payroll/Benes Specialist, HR Coord	6	54,057.00	56,760.00	59,597.00	62,574.00	65,702.00	68,989.00	72,436.00	76,060.00	79,863.00	83,856.00
	7	54,657.00	57,390.00	60,258.00	63,272.00	66,434.00	69,756.00	73,243.00	76,905.00	80,749.00	84,789.00
Admin. Aide to Supr	8	55,972.00	58,772.00	61,708.00	64,795.00	68,031.00	71,434.00	75,003.00	78,755.00	82,694.00	86,828.00
Bus Svcs Asst, Cert HR Asst, Class HR Asst, Ed Svcs Asst	9	65,738.00	69,024.00	72,476.00	76,099.00	79,904.00	83,897.00	88,094.00	92,497.00	97,122.00	101,977.00
Vacation days for Confidential Employees:	13 days/yr - 0 through 4 yrs 16 days/yr - 5 through 7 yrs 19 days/yr - 8 through 12 yrs 22 days/yr - 13 through 17 yrs 27 days/yr - 18 or more yrs										

CUMA 22-23 AlphaList; 7.02% Increase effective 070122, Board approved 092122