

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, January 29, 2024

	Purpose	Page(s)
CALL TO ORDER		
WELCOME TO VISITORS		
CONSIDERATION OF MINUTES		
1. Consider approval of the minutes of the regular meeting of January 3, 2024.	Action	24-105 – 24-106
BUSINESS		
2. Director's Report	Information	
3. Consider job announcement(s) for: Instructional Paraprofessional, Roving Cafeteria Assistant Cook Manager, and Transportation Special Education Aide.	Action	24-107 – 24-109
4. Consider eligible list(s) for: Cafeteria Assistant, Cafeteria Cook Manager 1, Instructional Assistant-Bilingual (Farsi), Instructional Paraprofessional, Licensed Nurse, Registrar, Roving Cafeteria Assistant Cook Manager, and School Office Manager.	Action	24-110 – 24-117
5. Consider seniority list(s) for: Custodian, Health Assistant, Instructional Paraprofessional, Intensive Behavior Interventionist, Preschool Assistant, School Bus Driver-Type 1, School Bus Driver-Type 2, Sr Office Assistant, and Transportation Special Education Aide.	Action	24-118 – 24-129
6. Consider revised job description(s) for: Academic Mentor Coordinator, Account Technician, Accountant, Account Clerk, Administrative Aide to the Superintendent, Administrative Analyst, Administrative Specialist, Administrative Secretary to the Superintendent, Alarm Systems Technician, and Attendance Technician.		24-130 – 24-152
7. Announce date of regular meeting, February 26, 2024.	Announcement	
8. Suggestions and comments. At this point in the meeting, visitors may submit their written views on any matter before the Commission,	Discussion	

<p>except those matters listed in section 207 of the Merit System Rules & 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> <ol style="list-style-type: none"> Speakers will identify themselves and will direct their comments to the Chairperson. Speakers will be given 5 minutes to present their topic. Each topic will be limited to 15 minutes or 3 speakers. Once 2 speakers have shared a similar viewpoint, the Chairperson will ask for a differing viewpoint. If no other viewpoint is represented, a 3rd speaker may present. Speakers will not be allowed to yield their time to other speakers. 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. 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. 		
9. Adjourn to Closed Session.	Closed Session	
10. Consider the evaluation of the Executive Director-Classified Human Resources.	Information	
11. Reconvene to Open Session.	Open Session	
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 7th Street, Room 3, Chico, CA 95928 or may be viewed on the Chico Unified School District website: <http://www.chicousd.org/Departments/Human-Resources/Classified-Non-Teaching/Personnel-Commission/MEETING-INFORMATION/index.html>

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

PERSONNEL COMMISSION

Minutes for January 3, 2024

Regular Meeting

The Chico Unified School District Personnel Commission met in regular session at the administration building on January 3, 2024. The following were present:

Commission Members:

Gloria Bevers, Chairperson
By Phone Beverly Patrick, Vice Chairperson
Scott Jones, Member

Staff Members:

David Koll, Executive Director-Human Resources
Mike Allen, Executive Director-Human Resources
Christina Macaluso, Classified Human Resources Assistant
Others: Visitors

Gloria Bevers, Chairperson, called the meeting to order at 4:04 pm.	Call to Order
There were no visitors to be welcomed.	
The minutes of the November 28, 2023 regular meeting were considered and approved. (MSC) Jones/Patrick	Minutes Approved
<p>David Koll, Executive Director-Human Resources, reported:</p> <ul style="list-style-type: none"> Mr. Koll and Mr. Allen plan to attend the 2024 Public Agency Risk Management Association (PARMA) conference. The North Valley Schools Insurance Group (NVSIG) will be paying for their attendance. The annual California School Personnel Commissioners Association (CSPCA) conference is coming up in March. The department is aware of some of the budgetary challenges facing the state and the District and will respond accordingly with future trainings. Mr. Koll is working on generating a calendar of work days for himself starting January 8, 2024. During his transition to retirement, Mr. Koll will plan to work from home approximately 5 days/month and work in office approximately 5 days/month. During this time period, Mr. Koll will perform reclassification studies/reorganizations/new job creation-salary placement-memorialize past practice layoff processes/update all Merit Rules and job description additions and amendments as well as assist Mr. Allen with issues within the Classified service. 	Director's Report
Job Announcement(s) for Cafeteria Assistant, Cafeteria Cook Manager 1, Instructional Assistant-Computers, Instructional Paraprofessional, Maintenance & Operations Manager, Passenger Van Driver, Registrar, Roving Cafeteria Assistant Cook Manager, School Office Manager, and Transportation Special Education Aide were considered and approved. (MSC) Jones/Patrick	Job Announcements Approved
Eligible List(s) for Cafeteria Satellite Manager, Instructional Assistant-Bilingual (Spanish), Instructional Assistant-Computers, Instructional Paraprofessional, Maintenance & Operations Coordinator, Passenger Van Driver, Preschool Assistant, and Transportation Special Education Aide were considered and approved. (MSC) Jones/Patrick	Eligible Lists Approved


Seniority List(s) for Cafeteria Assistant, Cafeteria Cook Manager 1, Campus Supervisor, Custodian, Delivery Worker, Director-Maintenance/Operations/Transportation, Elementary Counseling Assistant, IA-Bilingual (Spanish), Instructional Paraprofessional, Intensive Behavior Interventionist, Maintenance & Operations Coordinator, Maintenance & Operations Manager, School Office Manager, Sr Library Media Assistant, Targeted Case Manager-Bilingual (Farsi), Targeted Case Manager-Bilingual (Spanish), Transportation Special Education Aide, and Parent Classroom Aide @ Shasta were considered and approved. (MSC) Jones/Patrick	Seniority Lists Approved
Revised Job Descriptions for Assistant Superintendent-Business Services, Certificated Human Resources Assistant, Classified Human Resources Assistant, Director-Classified Human Resources, Director-Fiscal Services, Director-Information Technology, Director-Payroll/Benefits, Educational Services Assistant, Executive Director-Human Resources, Human Resources Coordinator, and Information Services Supervisor were considered and approved. (MSC) Jones/Patrick	Revised Job Descriptions Approved
Job Analyses for Baker Assistant, Instructional Paraprofessional-Intensive Behavior Interventionist, Library Media Assistant, Preschool Assistant, School Bus Driver-Type 1, School Bus Driver-Type 2, and Transportation Driver Trainer were considered and approved. (MSC) Jones/Patrick	Job Analyses Approved
Reinstatement of seniority date for Jennifer Dana, Instructional Paraprofessional, was considered and approved. (MSC) Jones/Patrick	Reinstatement Approved
The date of the next Personnel Commission meeting is scheduled for January 29, 2024.	Next Meeting
There were no suggestions or comments.	Suggestions and Comments
The meeting adjourned to Closed Session to consider the evaluation of the Executive Director-Human Resources at 4:28 pm.	Closed Session
The meeting reconvened to Open Session at 5:06 pm. There were no comments to report.	Open Session
The meeting was adjourned at 5:07 pm.	Adjournment

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

INSTRUCTIONAL PARAPROFESSIONAL
Salary Range: \$20.89 – \$29.40/Hour
Starting Salary: \$20.89/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; 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. 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.

Tuesday, January 23, 2024, 12:00 PM
Tuesday, January 30, 2024 (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 & PROMOTIONAL COMPETITIVE EXAMINATION**

ROVING CAFETERIA ASSISTANT COOK MANAGER
Starting Salary: \$18.40/Hour
Salary Range: \$18.40 – \$28.51/Hour

Salary Placement – **Employment is at the first step for new employees.** The Human Resources Department determines promotional employees step placement.

GENERAL INFORMATION & INSTRUCTIONS:

- A. Apply on-line at www.edjoin.org.
- 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 Roving Cafeteria Assistant Cook Manager. 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: Two (2) years of responsible food service experience, including some supervisory experience; Equivalent to the completion of the twelfth grade. Specialized training or course work in food preparation, food service management, child nutrition or a related field is desirable. Ability to obtain and maintain certification for ServSafe by the end of the 5th month of employment. Additional requirements include: Possess and maintain an appropriate, valid driver's license. 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.** Candidates in the top group 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 Oral Exam (personal interview):
- c. Certification shall be according to Merit System §1507.

Open Until Filled, 12:00 PM
To Be Determined (during the day)

JOB DESCRIPTION INFORMATION (see reverse side)

EMPLOYMENT INFORMATION FOR BARGAINING UNIT CLASSIFICATIONS

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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 \$1,360/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

TRANSPORTATION SPECIAL EDUCATION AIDE
Starting Salary: \$20.29/Hour
Salary Range: \$20.29 – \$27.17/Hour

Salary Placement – Employment is at the fourth step for new employees. 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.
- 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 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. 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 Transportation Special Education Aide. The eligible list resulting from this recruitment will be used to fill openings in this class for up to 6 months. *Substitutes to work on an on-call, as needed basis for regular employees will be selected from the established eligible list.* Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: **Some experience in the care and supervision of students, equivalent to the completion of the 12th grade, possession of current certification in First Aid and CPR, and the ability to obtain specialized training as needed is required. Photo copies of current First Aid and CPR certificates must be submitted with the application. Online First Aid and CPR certificates will not be accepted.** 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 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 oral exam (personal interview) which tests the knowledge and experience needed to perform the typical duties, weighted 100%. **The District will determine the top candidates based solely on the information submitted with the application.** 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.

Monday, February 5, 2024 12:00 PM
Tuesday, February 20, 2024 (during the day)

JOB DESCRIPTION INFORMATION (see reverse side)

EMPLOYMENT INFORMATION FOR BARGAINING UNIT CLASSIFICATIONS

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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 \$1,360/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

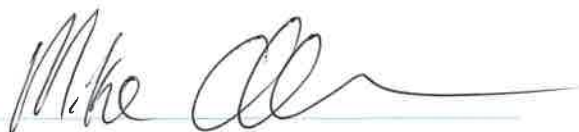
CHICO UNIFIED SCHOOL DISTRICT
Personnel Commission

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

Eligible List: Cafeteria Assistant

Effective: December 22, 2023 - June 22, 2024

<i>Rank</i>	<i>Prom Open</i>	<i>Last Name</i>	<i>First Name</i>
1	X	Kegg	Sierra
2	X	Alibrahem	Kinana
3	X	Ho	Aaron
4	X	Alimujiang	Shawuti
5	X	Mejia-Guzman	Ashley
6	X	Brown	Hailey
7	X	Escobar	Angelica
8	X	Miranda	Paloma
9	X	March	Shonda



Mike Allen, Executive Director

Eligible List: Cafeteria Cook Manager 1

Effective: January 10, 2024 – July 10, 2024

Effective: October 27, 2023 – April 27, 2024

Effective: August 2, 2023 – February 2, 2024

<i>Rank</i>	<i>Prom</i>	<i>Open</i>	<i>Last Name</i>	<i>First Name</i>
1		X	Ritza	Tasha
2-TIE		X	Porter	Laura
2-TIE		X	Avery	Julie
3		X	McDougal	Jessica
4		X	Bowland	Artemis
5	X		Sanchez	Blanca
6		X	Shorten	Laura
7		X	Hanoun	Lama
8-TIE		X	Flores	Stephanie
8-TIE		X	Farmer-Malone	Aften
9	X		Eccles	Brisa


Mike Allen, Director

Eligible List: Instructional Assistant - Bilingual (Farsi/English)

Effective: January 23, 2024 - July 23, 2024

<i>Rank</i>	<i>Prom</i>	<i>Open</i>	<i>Last Name</i>	<i>First Name</i>
1		X	Ataie	Atia
2		X	Hanani	Matiullah



Mike Allen, Executive Director

Eligible List For: Instructional Paraprofessional

Effective: January 5, 2024 – July 5, 2024
December 5, 2023 – June 5, 2024
November 8, 2023 – May 8, 2024
October 23, 2023 – April 23, 2024
October 2, 2023 – April 2, 2024

Rank	Prom	Open	Last Name	First Name
1		X	Andrews	Gypsy
2 TIE		X	Baser	Alyssa
2 TIE		X	Favela	Monica
2 TIE		X	Hurst	Khalid
2 TIE		X	Macarthy	Alaina
2 TIE		X	Dilts	Ayrian
2 TIE		X	Young	Kristina
2 TIE		X	Lawson	Erica
2 TIE		X	Hennessy	William
2 TIE		X	Puckett	Isabelle
2 TIE		X	Rew	Laura
2 TIE		X	Young	Kristina
2 TIE		X	Briggs	Brooklynn
2 TIE		X	Hard	Jennifer
2 TIE		X	Jones	Kyle
2 TIE		X	Lawson	Erica
2 TIE		X	Ferro	Katrina
3		X	Rye	Sydney
4		X	Carter	Jared
5 TIE		X	Abouzeid	Isabella
5 TIE		X	Scott	Tyler
6 TIE		X	Chavarria	Bernardo
6 TIE		X	Gran	Sydney
6 TIE		X	Magliari	Dante
6 TIE		X	McCaig	Sabrina
6 TIE		X	Odetto	Nicholas
6 TIE		X	Ramirez	Zaara
6 TIE		X	Mast	Ashley
6 TIE		X	Walker	Laurel
7		X	Zilch	Taron
8		X	Cox	Hannah
9 TIE		X	Keables	Tyler
9 TIE		X	Obligacion	Jolina
9 TIE		X	Jones	Lori
9 TIE		X	Ray	Megan
9 TIE		X	Vera Curzio	Madelaine
9 TIE		X	Rash	Charis
10		X	Brannen	Kiana
11		X	Schlager	Jayme
12		X	Teves	Jasmine
13 TIE		X	Robinson	Khadijah
13 TIE		X	Garibay	Erika
14		X	Ataie	Atia
15		X	Hunt	Debra


Mike Allen, Executive Director

CHICO UNIFIED SCHOOL DISTRICT
Personnel Commission

ADMINISTRATION OFFICES
Personnel Commission
1163 East Seventh Street
Chico, CA 95928
(530) 891-3000

Eligible List: Licensed Nurse

Effective: **January 11, 2024 – July 11, 2024**
 September 13, 2023 – March 13, 2024

Rank	Prom	Open	Last Name	First Name
1-TIE		X	Zepeda	Robyn
1-TIE		X	Hobbs	Sheena
2		X	Buckmaster	Paige
3		X	Antonsen	Nancy



Mike Allen, Executive Director

Eligible List: Registrar

Effective: January 17, 2024 – July 17, 2024

<i>Rank</i>	<i>Prom</i>	<i>Open</i>	<i>Last Name</i>	<i>First Name</i>
1	X		Novak	Debbie
2	X		Barth-Duch	Terry
3	X		Serl	Kelley
4		X	Bonillas	Denise
5		X	Deen	Melissa
6		X	Nielsen	Cara
7 - TIE		X	Ritza-Sanchez	Nicole
7 - TIE		X	Espino	Angelina



Mike Allen, Executive Director

Eligible List: Roving Cafeteria Assistant Cook Manager

Effective: January 16, 2024 – July 16, 2024

<i>Rank</i>	<i>Prom</i>	<i>Open</i>	<i>Last Name</i>	<i>First Name</i>
1		X	Jester	Rachel


Mike Allen, Executive Director

CHICO UNIFIED SCHOOL DISTRICT
Personnel Commission

ADMINISTRATION OFFICES

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

Eligible List: School Office Manager

Effective: January 17, 2024 - July 17, 2024

<i>Rank</i>	<i>Prom</i>	<i>Open</i>	<i>Last Name</i>	<i>First Name</i>
1 - TIE	X		Flint	Patricia
1 - TIE	X		Serl	Kelley
2	X		Markusen	Laura
3	X		LaMusga	Elizabeth
4	X		Wisdom	Angela
5		X	Bonillas	Denise
6		X	Rueda	LaDonna
7		X	Deen	Melissa
8 - TIE		X	Miller	Lori
8 - TIE		X	Kiraly	Lauren
9		X	Ghidossi	Amber



Mike Allen, Executive Director

SENIORITY LIST - Custodian

January 29, 2024 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME				
1	7/28/1997	Hungate	Howard	27	2/10/2022	Figuero de Hernandez	Hilda
2	2/17/2006	Johnston	Joseph	28	2/10/2022	Gardner	Randal
3	2/21/2006	Thao	Toua	29	4/8/2022	Sanders	Steven
4	11/9/2006	Yang	Houa	30	6/28/2022	Godinez	Fidelina
5	8/21/2012	Hammon	Keli	31	7/18/2022	Santoyo	Maria
6	3/9/2015	Hitson	Denise	32	8/30/2022	Yang	Chao
7	7/6/2015	Nemat-Nasser	David	33	11/23/2022	Shrestha	Guru
8	7/6/2015	Stoklasa	Anthony	34	11/23/2022	Wilson	Starr
9	7/11/2016	Adams	Daniel	35	2/21/2023	Rodriguez	Rocio
10	3/6/2017	Robinson	Austin	36	2/21/2023	Beach	Mark
11	9/24/2018	Zavala	Yolanda	37	5/1/2023	Roberts	Frank
12	5/18/2020	Carroll	Katherine	38	5/1/2023	Rifesi	Gavin
13	1/19/2021	Jones	Jason	39	5/1/2023	Redmond	Hallie
14	1/19/2021	Asosi	Mareko	40	5/1/2023	Villa	Manuel
15	1/19/2021	Villa	Sonia	41	5/1/2023	Nakamoto	Joshua
16	1/21/2021	Lee	Lee	42	5/18/2023	Baisley	Adam
17	3/15/2021	Gonzalez	Maria	43	8/10/2023	Brewer	Kimberly
18	6/7/2021	Tourville	Tiffany	44	8/21/2023	Decker	Tamala
19	6/21/2021	Cisneros	Norma	45	9/19/2023	Zepeda	Roberto
20	6/21/2021	Martin Jr	Jerry	46	10/9/2023	Matthews	Amber
21	7/6/2021	Buitron	Benjamin	47	11/20/2023	Rositani	Theodore
22	8/18/2021	Contreras	Shayla	48	11/20/2023	Davis	Asa
23	10/27/2021	Aaron	Alzea	49	11/20/2023	Jaime	Francisco
24	10/27/2021	Pimentel	Sain	50	11/20/2023	Sands	Timothy
25	10/28/2021	Greife	Joshua	51	11/27/2023	Gaebe	Loren
26	1/24/2022	Delgado	Kristina				



Mike Allen, Executive Director-Human Resources

SENIORITY LIST - Health Assistant
January 29, 2024 - ANY TIED DATES ARE BROKEN BY LOTTERY

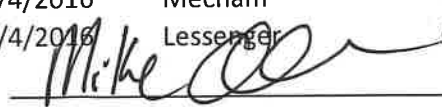
RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	9/27/2011	Ritter	Brook
2	3/10/2014	Borges	Kristina
3	11/2/2015	Sullivan	Veronica
4	2/29/2017	Snow	Sandra
5	8/17/2017	Warthen	Trudella
6	3/6/2018	Caywood	Sarah
7	8/13/2019	Ruggle	Emily
8	4/1/2021	Fashing	Kari
9	8/12/2021	Fedeli	Dawn
10	8/16/2021	Dorn	Shawna
11	8/11/2022	Sandoval	James
12	8/23/2022	Harrison	Renee
13	8/29/2022	Castellanos	Jessica
14	11/28/2022	Pittenger	Kara
15	2/21/2023	Kozak	Melissa
16	2/28/2023	Osborne	Victoria
17	8/18/2023	Justine-Mitchell	Mia
18	1/8/2024	Williams	Molly


Mike Allen, Executive Director-Human Resources

SENIORITY LIST - Instructional Paraprofessional
January 29, 2024 - ANY TIED DATES ARE BROKEN BY LOTTERY

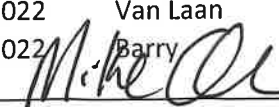
Chico Unified School District
1163 East 7th Street
Chico, CA 95928

Rank	Seniority Date within Class	Last	First				
1	11/2/2000	Jones	Brett	40	7/23/2009	Ricci	Julie
2	6/20/2002	Seig	April	41	8/30/2010	Hashemi	Sarah
3	7/1/2002	Manicci	Kelly	42	10/1/2010	Oldfield	Brian
4	7/1/2002	Baker	Stacey	43	10/18/2010	Buenrostro	Deborah
5	7/1/2002	Scovel	Jeanne	44	10/21/2010	Stewart	Sharon
6	7/1/2002	Langseth	Christine	45	10/25/2010	Schill	Angelina
7	7/1/2002	Parker	Martin	46	4/12/2011	Ryan	Patrick
8	7/1/2002	Palmer	Barbara	47	8/23/2011	Alba	Cesar
9	7/1/2002	Matlin	Dana	48	4/10/2012	Wootten	Rebekah
10	7/1/2002	Bock	Bida	49	7/1/2012	Weber	Lisa
11	7/1/2002	Gore-Zabala	Christine	50	8/20/2012	Hull	Saythong
12	8/8/2002	Carter	Julie	51	12/11/2012	Smithson	Birgitta
13	8/22/2002	Bodney	Teresa	52	2/4/2013	Ludlow	Debra
14	8/19/2003	Marschall	Kim	53	4/22/2013	Woodbury	Jeanne
15	8/19/2003	Ravetz	Angela	54	4/30/2013	Ukei	Hiroko
16	4/20/2004	Shapiro	Joanna	55	9/3/2013	Miller	Suzanne
17	8/3/2004	Payne	Kristan	56	9/18/2013	Ravetz	Ariel
18	8/30/2004	Clement	Nicole	57	10/7/2013	Williams	Janice
19	10/29/2004	Shippen	Mary	58	10/8/2013	Owen	Mary
20	1/11/2005	O'Kelley	Maryann	59	10/21/2013	Rikkelman	Jessica
21	3/1/2005	Watts	Christina	60	12/3/2013	Kavanagh	Colleen
22	3/7/2005	Plumer	Rugh	61	2/19/2014	Nelson	Jay
23	3/15/2005	Olson	Janet	62	2/28/2014	Rice-Capucion	Yvette
24	4/11/2005	Scholar	Michele	63	3/13/2014	Meier	Wendy
25	8/16/2005	Feingold	Rod	64	8/18/2014	Jackson	Rebecca
26	10/25/2005	Tracy	Jeffrey	65	8/18/2014	Corcoran	Carla
27	11/5/2005	English	Tammie	66	8/18/2014	Main	Kimberly
28	1/19/2006	Greif	Deann	67	8/18/2014	Blee	Ellen
29	2/28/2006	Joliff	Crystal	68	10/15/2014	Nielsen	Terra
30	3/13/2006	Reise	Marcy	69	10/24/2014	LeDuc	Michael
31	4/18/2006	Young	Yolanda	70	11/3/2014	Grebmeier	Wendy
32	8/15/2006	Dorghalli	Aftonia	71	1/5/2015	Farwell	Austin
33	8/15/2006	Vestnys	Mary	72	1/5/2015	Smith	Kristen
34	1/18/2007	Chmelynski	Tiffany	73	1/5/2015	Lucio	Patricia
35	4/10/2007	Bhojak	Deborah	74	2/2/2015	Johnson	Sonja
36	5/8/2007	Kingori	Miriam	75	2/19/2015	Smallhouse	Caius
37	6/19/2007	Robinson	Mitchell	76	3/31/2015	Jack	Diana
38	5/27/2008	Nelson	Lindsey	77	8/17/2015	Graves	Patrice
39	10/25/2008	Kelly	Mary	78	8/17/2015	Connaughton	Anna
				79	8/18/2015	Gibson	Sarah
				80	9/8/2015	Stratton	Marin
				81	10/5/2015	Carrillo	Saleena
				82	1/4/2016	Mecham	Christy
				83	1/4/2016	Lessenger	Ova


Mike Allen, Executive Director-Human Resources

84	1/4/2016	Mueller	Melissa	132	3/25/2019	Spini	Allison
85	1/5/2016	Amaro	Patricia	133	3/25/2019	Dessert	Brittany
86	1/26/2016	Ward	Kristin	134	8/15/2019	Nash	Sheri
87	2/29/2016	Waslewski	Abigail	135	8/15/2019	Simpkins	Abbe
88	2/29/2016	Story	Glenn	136	8/15/2019	Smith	Erin
89	5/18/2016	Gonsalves	Maria	137	8/15/2019	Vlach	Monika
90	8/18/2016	Story	Teresa	138	8/15/2019	Aceves Zepeda	Alma
91	8/18/2016	Mino	Mary	139	8/15/2019	Peterson	Alexandra
92	8/18/2016	Cobery	Audrey	140	8/15/2019	Huber	Stefanie
93	8/18/2016	Pisani	Debra	141	10/9/2019	Lattin	Jenny
94	8/18/2016	Brewer	Lisa	142	10/9/2019	Arends	Yuki
95	8/31/2016	Avalos Huerta	Mayra	143	10/29/2019	Rodrigues	Jennifer
96	9/1/2016	Morton	Denise	144	11/7/2019	Dana	Jennifer
97	9/6/2016	Alexander Graf	Kimberly	145	12/2/2019	Brewster	Amy
98	9/6/2016	Langston	Dennel	146	2/28/2020	Masuda	Arielle
99	9/15/2016	Cummings	John	147	3/9/2020	Baker	Kelly
100	10/6/2016	Gess	Wade	148	3/9/2020	Cockcroft	Jennifer
101	12/19/2016	France	Brandy	149	3/9/2020	Gomez	Angelica
102	12/21/2016	Bellante	Lynne	150	3/23/2020	Dugan	Jacqueline
103	1/9/2017	Miller	Stephanie	151	3/23/2020	McKeon	Kelly
104	1/23/2017	Fashing	Kari	152	3/23/2020	O'Kelley	Danielle
105	3/6/2017	Boyer	Pamela	153	3/23/2020	Cortez	Savanna
106	3/6/2017	Lawrence	Malika	154	3/23/2020	Watkins	Tammie
107	3/20/2017	Ensign	Melonie	155	3/23/2020	Pastor	Kristi
108	3/20/2017	Hurd	Amanda	156	8/17/2020	Kamph	Brent
109	5/18/2017	Boyd	Donna	157	10/12/2020	Sackrider	Tamra
110	8/21/2017	Graubart	Tracy	158	10/12/2020	Caraway	Crystal
111	8/21/2017	Peterson Pierce	Hannah	159	1/11/2021	Mendoza	Rebecca
112	8/21/2017	West	Jeffrey	160	4/6/2021	Nielsen	Abigail
113	9/15/2017	Alvistur	Marisa	161	4/12/2021	Campos	Tara
114	10/2/2017	Meza	Maja	162	4/12/2021	Martin	Desiree
115	10/2/2017	Lyons	Sharon	163	4/15/2021	Casey	Bryan
116	12/6/2017	Bernson	Michelle	164	4/19/2021	Alonzo-Perez	Maria
117	1/9/2018	Taylor	Michelle	165	8/16/2021	Silva	Amanda
118	3/26/2018	Wahl	Sheila	166	8/16/2021	Norris	Suzanne
119	3/26/2018	Batman	Gerilynn	167	8/16/2021	Burson	Adam
120	3/26/2018	Molay	Blair	168	8/30/2021	Murphy	Julia
121	4/23/2018	Gordon-Cassidy	Ruth	169	9/7/2021	Fisher	Diane
122	5/8/2018	Watts	Kari	170	9/24/2021	Silva	Charles
123	5/15/2018	Stewart	Lauren	171	10/4/2021	Frazier	Sherrie
124	8/22/2018	Bettencourt	Meagan	172	10/14/2021	Estrada	Marcus
125	9/4/2018	Jordan	Laura	173	12/7/2021	Luther	Diana
126	10/25/2018	Richardson Alvarez	Beverly	174	1/3/2022	Fox	April
127	10/29/2018	Allinger	Lindsay	175	1/3/2022	Villa	Lourdes
128	11/5/2018	Ford	Shera	176	1/3/2022	Wilcox	Bradley
129	1/8/2019	Emmons	Karen	177	1/3/2022	Ventura	Nichole
130	1/8/2019	Vislosky	Matthew	178	1/3/2022	Van Laan	Sandra
131	3/25/2019	Varicelli	Anthony	179	1/3/2022	Barry	Keelin

Instructional Paraprofessional, 1/29/2024


Mike Allen, Executive Director-Human Resources

180	1/3/2022	Ochoa	Amber	228	10/19/2022	Allemandi-Schultz	Lynn
181	1/3/2022	Chrisenson	Kelli	229	11/1/2022	Koehler	Renee
182	1/26/2022	Greenwood	Quinn	230	11/7/2022	Wright	Cathryn
183	2/10/2022	Alexander	Catherine	231	11/30/2022	Schmidt	Lisa
184	2/11/2022	Hildebrandt	Darlene	232	12/1/2022	Robins	Sarah
185	2/15/2022	Gutierrez	Sabrina	233	12/21/2022	Espinosa	Michael
186	2/24/2022	Thorne	Lacy	234	1/9/2023	Hart	Quinn
187	2/28/2022	Granados	Crystal	235	1/11/2023	Burwell	Benjamin
188	3/3/2022	Finley	Kassandra	236	1/17/2023	Hoggard	Autumn
189	3/21/2022	Davis	Kelley	237	2/9/2023	Wideman	Celeste
190	3/22/2022	Phizackerly	Lisa	238	2/16/2023	Sheridan	Justyne
191	4/13/2022	Bechtold	Terra	239	3/6/2023	Colvin Sebring	Emma
192	4/19/2022	Anrig	Douglas	240	3/8/2023	Buccola	Anthony
193	8/15/2022	Fredrickson	Tiffany	241	3/20/2023	Locker	Julia
194	8/15/2022	Kerr	Hanna	242	4/17/2023	Smith	Makayla
195	8/15/2022	Smallhouse	Marcus	243	4/17/2023	Borja Cordova	Cristina
196	8/15/2022	Lopez	Anahi	244	4/18/2023	Underwood	Kailey
197	8/15/2022	Schneider	Casey	245	4/27/2023	Cifuentes	Rafael
198	8/15/2022	Starks	Corrina	246	5/15/2023	Alden	Mineth
199	8/15/2022	Hammond	Joel	247	5/22/2023	Miller	Marysa
200	8/15/2022	Hejl	Rebecca	248	7/1/2023	Rojas	Dulce
201	8/15/2022	Daneau	Kristy	249	8/21/2023	Payne	Brittany
202	8/15/2022	Ingersoll	Trinity	250	8/21/2023	Hansen	Sarah
203	8/15/2022	Leaf	Karen	251	8/21/2023	Rechs	Lindsay
204	8/15/2022	Fowler	Rebecca	252	8/21/2023	Wesley	Joseph
205	8/15/2022	Renwick	Michalyn	253	8/21/2023	Moncrief	Danielle
206	8/15/2022	Starr-Flanagan	Jamie	254	8/21/2023	Love	Michelle
207	8/23/2022	Bonnenfant	Jordan	255	8/21/2023	Lacy Sr.	Dirk
208	8/29/2022	Johnsen Rouse	Erin	256	8/21/2023	Bardo	Zandra
209	8/29/2022	Mincher	Suzzie	257	8/21/2023	Fitzgerald	Jocelyn
210	8/30/2022	Berry	Joshua	258	8/21/2023	Maganda	Ana
211	8/30/2022	Fields	Elijah	259	8/21/2023	White	Andrew
212	9/13/2022	Williams	Abigail	260	8/21/2023	Honea	Melanie
213	9/13/2022	Kleiner	Sydney	261	8/21/2023	Millard	Debbie
214	9/15/2022	Gutierrez	Chondra	262	8/21/2023	Rodriguez Galvan	Sheyla
215	9/15/2022	Gelles	Naomi	263	8/23/2023	Gutierrez	Amy
216	9/19/2022	Rodriguez Nungaray	Esthefany	264	8/31/2023	Evans	Adriana
217	9/20/2022	Hernandez	Nina	265	9/13/2023	Jones	Kyle
218	9/21/2022	Dotson	Sierra	266	9/15/2023	Laiton	Nancy
219	9/29/2022	Hall	Ryan	267	9/18/2023	Costner	Shannon
220	9/29/2022	Akers	Eleanor	268	9/18/2023	Baugh	Leslie
221	9/29/2022	Robertson	Natalie	269	9/18/2023	Coppa	Jacob
222	10/3/2022	Sands	Jeremiah	270	9/18/2023	Martin	Nicole
223	10/3/2022	Jones	Kyle	271	9/18/2023	Jordan	Christine
224	10/7/2022	Riggi	Chase	272	9/18/2023	Cadena	Kimberly
225	10/13/2022	Brighter	Lokelani	273	9/21/2023	Naranjo-Peacock	Angela
226	10/14/2022	Barron	Patricia	274	9/25/2023	Lovell	Cassidy
227	10/17/2022	Morgan	Benjamin	275	10/3/2023	Argenson	Hailey

Instructional Paraprofessional, 1/29/2024


Mike Allen, Executive Director-Human Resources

276	10/3/2023	King	Marijke	309	1/8/2024	Lorenzo	Sherrie
277	10/3/2023	Keene	Robert	310	1/8/2024	Puckett	Isabelle
278	10/3/2023	Banegas	Kassarrah	311	1/8/2024	Plumer	Emma
279	10/9/2023	Samay	Andrea	312	1/8/2024	Wilson	Dejane
280	10/9/2023	Copenhaver	John	313	1/22/2024	Jones	Gabriella
281	10/9/2023	Fay	Susan	314	1/22/2024	Abreu	Johana
282	10/9/2023	Marshall	Emily	315	1/22/2024	Belser	Peyton
283	10/16/2023	Ramirez-Pila	Ana	316	1/22/2024	Manrubia	Michelle
284	10/18/2023	White	Tammy	317	1/23/2024	Gonzalez	Anthony
285	10/18/2023	Rodriguez	Bianca	318	1/24/2024	Britt	Summer
286	10/18/2023	Hill	Krista				
287	10/23/2023	Gutierrez-James	Teresa				
288	10/23/2023	Londry	Leah				
289	10/23/2023	Avila	Sabrina				
290	10/23/2023	Taylor-Vazquez	Marta				
291	10/24/2023	Gonzalez	Dylan				
292	10/25/2023	Rash	Charis				
293	10/25/2023	Reis	Marissa				
294	10/30/2023	Auvinen	Matt				
295	10/30/2023	MacGibbon	Emily				
296	11/3/2023	Vought	Sarah				
297	11/6/2023	Perez	Elenie				
298	11/7/2023	Rice	Melanie				
299	11/13/2023	Shelton	Jason				
300	11/13/2023	Teves	Jasmine				
301	11/13/2023	Wilson	Maggie				
302	11/27/2023	Leahy	Sarah				
303	11/29/2023	Partida	Karen				
304	12/7/2023	Reribi	Halima				
305	12/18/2023	Scott	Tyler				
306	1/8/2024	Sheppard	Latasha				
307	1/8/2024	Dillanes	Ashley				
308	1/8/2024	Perez	Elenie				

Instructional Paraprofessional, 1/29/2024


Mike Allen, Executive Director-Human Resources

SENIORITY LIST - Intensive Behavior Interventionist
January 29, 2024 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	8/23/2021	Hall	Jessica
2	10/13/2021	Smith	Samantha
3	10/13/2021	Spittle	Michael
4	10/13/2021	Lee	Jong Woo
5	1/14/2022	Kemper	Nancy
6	1/18/2022	Starkey	Jennifer
7	4/29/2022	Willman	Richard
8	8/15/2022	Wright	Cathryn
9	11/2/2022	Ghiorso	Adam
10	11/2/2022	Krantz	Natalie
11	11/14/2022	Tranquilino	Laura
12	11/14/2022	Allen	Phuong
13	1/23/2023	Sayre	Maria
14	2/2/2023	Ortiz	Tiahna
15	3/20/2023	Belson	Eyan
16	10/9/2023	Labrado	Melissa
17	10/10/2023	Silva	Charles
18	10/24/2023	Moua	Benjamin
19	11/13/2023	Frank	Eric
20	11/13/2023	Vasyliuk	Iryna


Mike Allen, Executive Director-Human Resources

SENIORITY LIST - Preschool Assistant
January 29, 2024 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	9/22/2020	Walker	Anne
2	5/31/2022	Lopez	Arely
3	3/20/2023	Schaefer	Jamie
4	4/3/2023	Rowney	Sierra
5	5/3/2023	Craig	Cassidy
6	7/17/2023	Bellante	Genevieve
7	9/20/2023	Xiong	Yer
8	1/29/2024	Service	Keziyah



Mike Allen, Executive Director-Human Resources

SENIORITY LIST - School Bus Driver 1

January 29, 2024 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	11/13/2014	Leone	Kimberly
2	3/12/2018	Hunter	Rebecca
3	1/8/2019	Taylor	Rex
4	10/4/2021	Vallerga	Debra
5	8/12/2022	Sagastume	Violeta
6	1/27/2023	Hall	Michele
7	1/8/2024	Lind	Kirt



Mike Allen, Executive Director-Human Resources

SENIORITY LIST - School Bus Driver 2

January 29, 2024 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	8/11/2009	Mendoza	Mark
2	12/11/2013	Robinson	Elizabeth
3	3/13/2014	Hoyt	Cheryl
4	4/30/2018	Stump	Norman
5	9/16/2019	Sabral	Tiffany
6	11/8/2021	Gildberg	Nancy
7	11/8/2021	Richardson	Rachel
8	8/22/2022	Cheung	Stephen
9	9/30/2022	Rodriguez	Rita
10	12/1/2022	Allison	Lew
11	12/16/2022	Nichols	Christopher
12	2/9/2023	Caburian	Emmanuel
13	3/9/2023	Yanez	Laura
14	4/24/2023	Gregg	Robert
15	10/2/2023	Wyllie	Douglas



Mike Allen, Executive Director-Human Resources

SENIORITY LIST - Sr Office Assistant

January 29, 2024 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	12/17/2010	Flint	Patricia
2	3/4/2014	Loch	Jenny
3	12/13/2016	Novak	Deborah
4	11/6/2017	Jones	Cynthia
5	4/4/2019	Wisdom	Angela
6	8/29/2019	Matz	Elizabeth
7	2/18/2020	Leonard	Alicia
8	1/4/2021	Anderson	Krystin
9	3/26/2021	Morley	Jamie
10	3/31/2022	Driscoll	Shannon
11	12/8/2022	Copper	Maddelynn
12	8/8/2023	Rogoff	Julia
13	8/8/2023	Wycoff	Larissa



Mike Allen, Executive Director-Human Resources

SENIORITY LIST - Transportation Special Education Aide
January 29, 2024 - 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	3/2/2012	Baker	Stacey
4	11/1/2019	Story	Glenn
5	10/3/2022	Sandoval	James
6	1/13/2023	Moran	Rachel
7	8/21/2023	Douglas	Eva
8	8/21/2023	Stewart	Mieka
9	1/18/2024	Cisneros	Valeria



Mike Allen, Executive Director-Human Resources

**CHICO UNIFIED SCHOOL DISTRICT
ACADEMIC MENTOR PROGRAM COORDINATOR**

DEFINITION

Under limited supervision serve as the coordinator of the state-funded Academic and Volunteer Mentor Service Program (AVMSP); to assist in short and long-range planning to meet the defined needs of the AVMSP; and to serve as liaison with collaborating mentors and agencies in the development of services for students.

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SUPERVISION EXERCISED

Exercises technical and functional supervision over clerical staff, AmeriCorps and other volunteers, and mentors.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Coordinate the planning, implementation, assessment, and evaluation of the Academic and Volunteer Mentor Service Program; organize and schedule mentor and mentee activities on the Chico High campus to ensure program compliance and meet objectives.
- Coordinate parent education and awareness sessions regarding the AVMSP.
- Coordinate and serve as liaison to outside agencies, including university-based mentoring programs (Migrant Education, Upward Bound, MESA, Talent Search, etc.).
- Provide ongoing mentor support as necessary.
- Coordinate AVMSP activities and goals with other grant-funded programs at CHS, including Smaller Learning Communities.
- Assist in specifying the roles and responsibilities of AmeriCorps volunteers and clerical staff.
- Participate in the development and administration of the AVMSP budget; monitor expenditures; recommend adjustments as necessary.
- Collect, prepare, analyze Academic Mentor Program-related data, and report on results using technology tools; makes recommendations based on data.
- Create, publish, and distribute flyers, newsletters, and other materials for recruitment and for program updates.
- Attend and participate in professional group meetings; attend conferences and make site visits to other mentoring programs; stay abreast of new trends and innovations in the field of mentoring.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques used in program development and implementation in quality mentor programs.
- Pertinent Federal, state, and local laws, codes, and regulations.
- Basic principles of budget preparation and control.
- Modern office practices.
- Computer hardware and software applications such as word-processing, publishing, spreadsheet, and database operations.
- Principles and practices of data collections and report preparation.
- Principles of business letter writing.
- Public relations.

Skill To:

- Operate modern office equipment, including computer equipment.
- Type at 45 words per minute.
- Lead program team and facilitate the communication and interaction amongst team members.

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Ability to:

- Assist with the preparation of grants and grant applications.
- Provide ongoing training to team members.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to mentoring programs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare and maintain accurate and complete records and reports.
- Prepare and administer budget.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.

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EXPERIENCE AND TRAINING GUIDELINES

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

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Experience:

- Three (3) years of responsible administrative and clerical experience involving working with the public.
- One (1) year experience project and/or program management.
- One (1) year experience in training and development.
- Experience with teaching and/or educational settings desirable but not required.

Training:

Equivalent to the completion of the twelfth grade supplemented by two (2) years of college-level coursework in education, social services, or a related field, or equivalent combination of education and experience.

SPECIAL REQUIREMENTS

- Must pass the competency exam for the classification as designated by the Classified Human Resources Department.

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Essential duties require the following physical skills and work environment:

- Ability to work in a standard office environment.

PC approved 9/23/02, February 2024

**CHICO UNIFIED SCHOOL DISTRICT
ACCOUNTING TECHNICIAN**

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DEFINITION

Under direction, to perform a variety of responsible and specialized technical and clerical accounting duties involved in developing, processing, maintaining and reviewing accounting and financial records; to perform a variety of secretarial and clerical duties in support of the assigned office; to organize office activities and coordinate communications for the assigned program.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Prepare, maintain, reconcile, and analyze a variety of fiscal statements, budgets, ledgers, reports, summaries, and schedules utilizing data in accordance with specified reporting formats and accounting principles; examine and correct accounting transactions to ensure accuracy; prepare journal vouchers to adjust and correct errors in accounting records; participate in the preparation and recording of journal entries with appropriate supporting information.
- Monitor and balance various budgets and accounts verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems.
- Receive and record payment for a variety of items; maintain accurate records of sales.
- Issue purchase orders, audit invoices, and process payments.
- Count and record money, post and write checks, prepare and make deposits.
- Assist departments, employees, students and parents by providing fiscal information, explaining procedures and answering questions; provide technical information and instruction regarding applicable procedures and methods.
- Establish and maintain complete files and records related to assigned functions; participate in the maintenance of various computer files and records; input and retrieve a variety of fiscal and statistical information using a computer terminal.
- Perform responsible research; compile, type, produce and distribute reports, minutes, records, documents and statistical data.
- Perform a variety of general clerical duties, including answering phones, typing, sorting and distributing mail, maintaining files and records and maintaining supplies.
- Organize and manage the office; ensure efficiency of operations; coordinate communications; assist management staff with administrative details.
- Perform related duties and responsibilities as assigned.

When assigned to ASB:

- Prepare and maintain file for State Instructional Textbook funds.
- Assist the Activities Director with coordinating the School's master calendar.
- May run a student store, including directing student assistants, maintaining daily records of sales, collecting money, preparing bank deposits, answering telephone, maintaining inventory of store merchandise, recommending grades and school credits for student assistants and assisting students in setting up club accounts and planning activities.
- Notify students and parents regarding overdue accounts and lost materials.

When assigned to FACILITIES:

- Analyze cash flow and coordinate and pursue fund releases with State agencies for current building projects; provide documentation to the State.
- Responsible for "close-out audit" process for building projects.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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- Principles, procedures, methods, practices and terminology used in bookkeeping, accounting and financial record keeping and reporting.
- Principles, procedures and techniques used in public accounting and general accounting.
- Principles and practices of data collection and report preparation.
- Alphabetical, numerical and subject matter filing systems.
- Modern office practices, methods and equipment, including computer equipment and applicable software applications.
- Mathematic principles.

Skill to:

- Operate modern office equipment, including computer equipment.
- Type or operate a keyboard at a level proficient for successful job performance.

Ability to:

- Learn applicable software applications used by the District.
- Learn, interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Understand the organization and operation of the District as necessary to assume assigned responsibilities.
- Apply clerical and technical accounting principles to the maintenance of general accounting and public accounting transactions and audit of financial records.
- Prepare, examine and verify financial documents, statements, reports and analyses.
- Prepare and maintain complex financial records and reports.
- Perform accurate mathematical calculations with speed and accuracy.
- Research, compile and collect data and information.
- Accurately tabulate, record, and balance assigned transactions.
- Respond to requests and inquiries for information regarding accounting, claims and record keeping policies and procedures.
- Plan and organize work to meet schedules and deadlines.
- Supervise and train student assistants.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

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EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

- Three years of increasingly responsible experience in the maintenance of financial or statistical records, preferably including some experience in the specific area of assignment.

Training:

- Equivalent to the completion of the twelfth grade supplemented by specialized training or course work in accounting, financial record keeping, or a related field.

SPECIAL REQUIREMENTS

- Must pass the competency exam for the classification as designated by the Classified Human Resources Department.

Essential duties require the following physical skills and work environment:

- Ability to work in a standard office environment.

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**CHICO UNIFIED SCHOOL DISTRICT
ACCOUNTANT**

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DEFINITION

Under direction, to organize and administer the fiscal programs of the District; to perform a variety of responsible and specialized technical and clerical accounting duties involved in developing, processing, maintaining and reviewing accounting and financial records; to coordinate financial recordkeeping requirements.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Incumbents in this classification may not perform all of these tasks or may perform similar related tasks not listed here.

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- Review payroll, accounts payable, deposits, purchase orders, and accounts receivable.
- Prepare monthly budgets, State and Federal reports, attendance reports, and encumbrance reports.
- Analyze position control.
- Track categorical funds.
- Manage health insurance.
- Assist with year-end closing, annual & interim budgeting, and worker's compensation.
- Prepare, maintain, reconcile, and analyze a variety of fiscal statements, budgets, ledgers, reports, summaries, and schedules utilizing data in accordance with specified reporting formats and accounting principles; examine and correct accounting transactions to ensure accuracy; prepare journal vouchers to adjust and correct errors in accounting records; participate in the preparation and recording of journal entries with appropriate supporting information.
- Monitor and balance various budgets and accounts verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems.
- Receive and record payment for a variety of items; maintain accurate records of sales.
- Issue purchase orders, audit invoices, and process payments.
- Count and record money, post and write checks, prepare and make deposits.
- Assist departments, employees, students and parents by providing fiscal information, explaining procedures and answering questions; provide technical information and instruction regarding applicable procedures and methods.
- Establish and maintain complete files and records related to assigned functions; participate in the maintenance of various computer files and records; input and retrieve a variety of fiscal and statistical information using a computer terminal.
- Perform responsible research; compile, type, produce and distribute reports, minutes, records, documents and statistical data.
- Perform a variety of general clerical duties, including answering phones, typing, sorting and distributing mail, maintaining files and records and maintaining supplies.
- Organize and manage the office; ensure efficiency of operations; coordinate communications; assist management staff with administrative details.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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- Laws and regulations of Education Code and California Schools Accounting Manual.
- Principles, procedures, methods, practices and terminology used in bookkeeping, accounting and financial record keeping and reporting.
- Principles, procedures and techniques used in public accounting and general accounting.
- Principles and practices of data collection and report preparation.
- Alphabetical, numerical and subject matter filing systems.
- Modern office practices, methods and equipment, including computer equipment and applicable software applications.

- Mathematic principles.

Skill to:

- Perform clerical duties at a level consistent with the position.
- Type or operate a keyboard at a level proficient for successful job performance.
- Operate modern office equipment, including computer equipment.
- Prepare, examine and verify financial documents, statements, reports and analyses.
- Prepare and maintain complex financial records and reports.

Ability to:

- Learn applicable software applications used by the District.
- Learn, interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Understand the organization and operation of the District as necessary to assume assigned responsibilities.
- Apply clerical and technical accounting principles to the maintenance of general accounting and public accounting transactions and audit of financial records.
- Perform accurate mathematical calculations with speed and accuracy.
- Research, compile and collect data and information.
- Accurately tabulate, record, and balance assigned transactions.
- Respond to requests and inquiries for information regarding accounting, claims and record keeping policies and procedures.
- Plan and organize work to meet schedules and deadlines.
- Work effectively with students, co-workers, school officials, and the public.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

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

Education/Experience:

- Completion of an AA Degree in accounting or a related field or possession of a CBO Certificate.
- Three years of increasingly responsible experience in the maintenance of financial or statistical records including some experience in the specific area of assignment.

Training:

- Equivalent to the completion of the twelfth grade supplemented by specialized training or course work in accounting, financial record keeping, or a related field.

SPECIAL REQUIREMENTS

- Must pass the competency exam for the classification as designated by the Classified Human Resources Department.

Essential duties require the following physical skills and work environment:

- Ability to work in a standard office environment.

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**CHICO UNIFIED SCHOOL DISTRICT
ACCOUNT CLERK**

DEFINITION

Under supervision, to perform a variety of clerical duties involved in maintaining and reviewing financial records.

SUPERVISION EXERCISED Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Receive, sort and organize a variety of financial documents, including bills, invoices and payments; review documents received for accuracy and completeness.
- Type, code and file all financial documents; distribute to appropriate personnel.
- Confer with vendors by mail and telephone to ensure accuracy of orders.
- Provide assistance to Buyer; track and maintain maintenance agreements on equipment; track subscriptions; coordinate with a subscription service and directly with publishers.
- Complete revolving cash fund checks; process payment for purchase orders requiring immediate payment; reimburse employees for fees, including TB testing and fingerprinting; disburse payment to parties involved.
- Prepare open purchase order reports; track delivery of purchases; ensure that all orders are complete and accurate.
- Coordinate all school district equipment repairs with proper vendors; verify if equipment is covered under contract.
- Establish and maintain files and records related to assigned functions; participate in the maintenance of various computer files and records; input and retrieve a variety of fiscal and statistical information using a computer terminal.
- Perform a variety of basic clerical duties, including answering phones, typing, sorting and distributing mail, delivering mail to the US Post Office, maintaining files and records and maintaining supplies.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Basic bookkeeping principles.
- Principles and procedures of filing and record keeping.
- Modern office procedures, methods and computer equipment.
- Alpha, numerical and subject matter filing systems.
- Basic mathematical principles.
- Principles and practices of data collection and basic report preparation.
- Safe driving principles and practices.
- State of California vehicle code.

Skill to:

- Operate modern office equipment, including computer equipment.
- Type or operate a keyboard at a level proficient for successful job performance.
- Operate a motor vehicle safely.
- Operate 10-key by touch.

Ability to:

- Learn, interpret and apply the policies, procedures, laws, codes and regulations pertaining to

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assigned programs and functions.

- Learn and understand the organization and operation of the District necessary to assume assigned responsibilities.
- Perform basic clerical accounting work, including maintaining appropriate files and compiling information for reports.
- Perform comparisons of data quickly and accurately.
- Maintain a variety of records and files.
- Perform routine arithmetic calculations with speed and accuracy.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

- One (1) year of general clerical experience, including some experience in bookkeeping and/or financial record keeping.

Training:

- Equivalent to the completion of the twelfth grade.

License or Certificate:

- Possess and maintain an appropriate, valid driver's license and safe driving record.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple work sites and locations, as needed.

SPECIAL REQUIREMENTS

- Must pass the competency exam in the classification as designated by the Classified Human Resources Department.

Essential duties require the following physical skills and work environment:

- Ability to work in a standard office environment.

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**CHICO UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE AIDE to SUPERINTENDENT**

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DEFINITION

The position is a confidential position that reports to the Superintendent and performs a variety of highly responsible, complex, and confidential administrative and secretarial duties in support of the Superintendent, School Board, and Senior District staff. The position is designated as the Public Information/Social Media Officer for the District and, under general direction, plans, organizes, develops, and disseminates information and publicity pertaining to District events, functions, and activities. The position requires flexible work hours to accommodate evening and weekend meetings and assignments.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower-level clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Compile agenda packets; establish, publish, and provide legal notice of all Board and Committee meeting agendas, as required by law, under the direction of the Board Secretary or designee.
- Attend Board and Committee meetings; record and maintain the official public and closed session proceedings of the Board of Education; prepare and maintain the official minutes of all meetings;
- Schedule meetings, locations, times, and maintain calendar of appointments.
- Plan, coordinate, and supervise special events/meetings sponsored by the Board of Education and the School District.
- Attend and participate in staff meetings and in-service activities; attend workshops, conferences and classes to increase professional knowledge to stay abreast of new additions and amendments to District policy and regulations.
- Maintain Board resolutions, Board policy manuals, District documents, confidential files, and resource materials.
- Research, compile, and analyze reports that include conclusions and, if deemed necessary, recommendations for solutions of addressed problems.
- Assist in the preparation and monitoring of assigned budgets; compile annual budget requests, recommend expenditure requests for designated accounts and monitor approved budget accounts.
- Prepare and process requisitions, purchase orders, expense claims, and other documents.
- Organize the flow of communication through the Superintendent's Office in an efficient and effective manner with District personnel, Board of Education, news media, the general public and other agencies.
- Assist in the design, layout, and editing of news releases, publication, and promotional materials in compliance of policies, regulations, and guidelines concerning public information.
- Coordinate the planning of social media campaigns.
- Establishes and maintains public information and news data files and records for development of news releases and feature stories.
- Create the social media strategy, coordinating with stakeholders across the District to ensure its effectiveness and to ensure the adoption of relevant social media techniques into the District culture.
- Monitor the competition and be aware of market changes and developments.
- Provide support for the Superintendent including but not limited to solving public relations problems, issues, and concerns; screening calls, visitors, and mail; responding to sensitive requests for information and assistance; note taking, composing and preparing correspondence, memoranda, manuals, reports, and other materials.
- Interpret policies, rules, and regulations in response to inquiries and complaints; refer inquiries as appropriate.
- Responsible for confidential and time sensitive materials.
- Regularly provide secretarial support in the development of management positions with respect to employer/employee relations.
- Develop and recommend management positions relative to negotiations.
- Provide oversight and general supervision of clerical support staff; review work upon completion for quality control and compliance with the intent of the original request.
- Promote a harmonious and effective working relationship with the members of the Board of Education, District staff personnel, members of the public, media groups, and personnel from other agencies.
- Perform other related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Modern office practices, methods, and procedures.
- Proper English usage, including grammar, spelling, vocabulary, and punctuation.
- Practices used in taking & transcribing minutes.
- Intermediate level MS Office Suite or equivalent software applications.
- Budgeting processes and procedures.
- Principles and procedures of record keeping.
- Principles and practices of fiscal, statistical, and administrative data collection.
- Principles and practices of data collection and report preparation.
- Historical tracking and compilation of data.
- Basic principles of supervision and training.
- Legal mandates, policies, regulations, and guidelines pertaining to the distribution of news and public information.
- Methods, techniques, principles, and procedures pertaining to the preparation of news releases, news copy, brochures, and other information materials.
- Social media and networking platforms.

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Skill to:

- Operate modern office equipment.
- Type or operate a keyboard at a level proficient for successful job performance.
- Accurately and quickly compute complex mathematical & accounting equations.
- Independently compose correspondence, memoranda, and legally required notices.
- Compile, maintain, prepare and complete complex and extensive records and prepare reports.
- Effectively manage and organize projects.

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Ability to:

- Understand, interpret, and apply policies, procedures, and other pertinent laws, codes, and regulations and applicable sections of the Education Code.
- Perform responsible and difficult duties involving the use of independent judgment and personal initiative.
- Conduct independent research of complex issues for preparation of concise reports with recommendations.
- Maintain confidentiality of sensitive information and records.
- Develop a working understanding of the Board and District operations.
- Respond to wide variety of support requests from the Board of Education.
- Establish functional priorities appropriate to the goals and objectives of the Board of Education.
- Plan, organize, and legally notice public agency meeting agendas in accordance with State law.
- Effectively and efficiently plan, organize, and coordinate a public information and community relations program.
- Work independently under stressful and flexible conditions in the absence of supervision.
- Maintain a positive, professional demeanor at all times.
- Demonstrate creative, diplomatic, and strong interpersonal and presentation skills.
- Build and leverage a strong network of peers and partners.
- Communicate and interact effectively, both orally and in writing.
- Plan, organize, direct, and supervise the work of clerical staff.
- Establish and maintain harmonious and effective working relationships with a wide variety of people that include senior management, employees, outside agencies, and the general public. □ Plan and organize work to meet schedules and timelines.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Obtain a Notary Public License.

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EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

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

Experience:

- Increasingly responsible administrative support experience related to the important and essential duties specified which included decision making responsibilities and exercising of independent judgment is preferred.

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- Writing and reporting for a media outlet is preferred.

Education:

- Bachelor's degree in English or journalism is desirable.

License Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple work sites and locations, as needed.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

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.

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CHICO UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE ANALYST

DEFINITION

This position performs a wide variety of highly responsible, confidential, and complex administrative and clerical work in support of the Nutritional Services, Fiscal Services and the Districts Labor Relations Team. Utilizing independent judgment and problem solving skills completes required documents, accounts for funds, procurement of supplies, food, equipment and compilation of requested Labor Relations information.

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SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Research, compile, and analyze data and statistics using current technology tools for negotiations
- Participate and assist in the administration of the Nutrition Services Department; assume the duties of the Secretary to the Nutrition Services Department; provide a high level of service appropriate to the Department.
- Reviews and analyzes data on meals served, food consumed, program costs; submits necessary reports and recommendations. Processes Meal Eligibility information and prepares rosters for sites; assures accurate accountability of meals by category and accuracy of computerized data related the meal programs and the department. Prepares and maintains computerized Point of Sale system and works closely with sites to maintain and update accuracy of student and eligibility data; maintains journals; codes and batches documents and prepares transmittals for deletions or changes for data processing; confirms and reconciles statements.
- Establish and maintain complete files and records related to assigned functions; participate in the maintenance of various computer files and records; input and retrieve a variety of information using a computer terminal; maintain department web site.
- Assist departments and employees by providing fiscal information, explaining procedures and answering questions; provide information and instruction regarding applicable procedures and methods.
- Attend meetings as assigned and may serve as recorder; prepare minutes for distribution; prepare materials and agenda for assigned meetings.
- Type, proofread a variety of documents, including general correspondence, agendas, reports, newsletters and memoranda, and compose routine correspondence.
- Receive calls and visitors; respond to complaints and requests for information from students, faculty, staff and the general public; interpret and explain rules and regulations using discretion, tact and diplomacy; refer calls and visitors to appropriate personnel as required; maintain awareness of controversial or confidential issues when disseminating information.
- Confers with vendors and salespersons regarding types and prices of materials required, specifications, bids, quotations and complaints.
- Participate in the maintenance of the calendar of appointments for the Department Director and Nutrition Specialist; coordinate meetings, travel and hotel accommodations if needed.
- Prepare a variety of forms, such as purchase orders, use of facilities, warehouse requisitions and work orders as required; assists with processing Meal Eligibility applications, Production Records and Daily Sales sheets.
- Order, requisition and store appropriate materials, supplies and equipment, monitor equipment repairs.
- Maintain records and mailing lists; file, sort, and distribute mail and fax correspondence.
- Compile, duplicate and distribute various materials, policy/procedure and informational documents to staff, and the public.
- Assist in the maintenance and updating of the Department Policy and Procedure manual. Maintains list of Food safety certification for Nutrition Services employees.
- Maintain budget records for specified accounts by working closely with Senior Account Clerks and site Nutrition Services staff; prepares vendor invoices for payment; receives, counts and deposits monies, assists with coordinating delivery driver schedules.
- Assists in ordering, menu planning, work schedules and calculating charges for special services; tracking and billing of catering/pizza parties assuring accurate claiming for reimbursement.
- Prepares and submits fiscal and inventory reports relating to cafeteria operations to Federal, State and County Offices.
- Inputs data and prepares site information for profit and loss statements/updates on monthly basis; assists in preparing financial statements and assists in the preparation of various financial and statistical reports as necessary; verifies balances and adjust accounts; audits breakdown of expenditures; verifying extensions and computing discounts and sales tax.
- Under supervisors direction seeks new methods, products and procedures for improving the departmental operations. Assist in notification of recommended award of bids, quote and awarding contracts.
- Conducts inventory of District equipment
- Process verifications of employment and wage garnishments
- Process journal entries for bus slips and duplicating charges
- Develop and maintain system of collecting, reporting and tracking school fees
- Assist with tracking employee absences
- Performs other related duties and responsibilities as assigned

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JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Proper methods, practices and terminology used in financial record keeping and reporting; data processing; legal requirements of the school meal program and food service operations;
- Modern office practices, methods and equipment, including computer equipment and programs; accounting and related business techniques

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- Principles and procedures of record keeping.
- Principles and practices of data collection and report preparation.
- Principles of business letter writing.
- Techniques used in public relations.
- Basic accounting and bookkeeping procedures.
- Word processing methods, techniques and programs, including spreadsheet and data base applications.
- Alphabetical, numerical and subject matter filing systems.
- Basic mathematical principles.
- English usage, spelling, vocabulary, grammar and punctuation.

Skill to:

- Operate modern office equipment, including computer equipment. Operate office equipment, including computer equipment, copiers, calculators, typewriters and other related machines
- Type or operate a keyboard at a level proficient for successful job performance.
- Create documents, databases, spreadsheets, and reports.
- Enter data and create reports using Nutritional Services and Fiscal Services information systems.
- Conduct and interpret research.

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Ability to:

- Learn, interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions.
- Perform responsible and difficult specialized clerical work involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the Department and District as necessary to assume assigned responsibilities.
- Interact effectively and sensitively with individuals.
- Respond to requests and inquiries for information regarding Department policies and procedures.
- Collect and tabulate information and data.
- Prepare and maintain accurate and complete records.
- Prepare clear and concise reports.
- Work effectively and efficiently under pressure with constant interruptions.
- Plan and organize work to meet schedules and timelines.
- Independently prepare correspondence and memoranda.
- Work independently in the absence of supervision.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

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EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

- Five (5) years of responsible administrative and clerical experience, preferably in a school district setting office including experience in the maintenance of complex records.
- Minimum of three (3) years Public relations experience within a school district

Training:

- Equivalent to the completion of the twelfth grade supplemented by at least two (2) years of specialized course work in office practices or a related field.

License or Certificate Requirements:

- Ability to obtain a Food Sanitation and Safety Certificate

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SPECIAL REQUIREMENTS

- Must pass the competency exam in the classification as designated by the Classified Human Resources Department.

Essential duties require the following physical skills and work environment:

- Ability to work in a standard office environment.

- 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 and 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.

PC – March 2006, July 2012, February 2024

**CHICO UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE SPECIALIST**

DEFINITION

Under general supervision of district administrators, this position performs a wide variety of highly responsible and complex clerical and secretarial work such as keeping records, preparing/typing reports, and answering correspondence and questions from both the public and school district personnel.

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SUPERVISION EXERCISED

May exercise functional and technical supervision over lower-level clerical staff and student assistants.

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Act as information resource to the public and school personnel.
- Work with confidential data and ensure compliance with District, State, and Federal regulations and procedures.
- Gather, compile, organize, distribute, file, and maintain information.
- Prepare and type reports and records and create correspondence.
- Enter and maintain extensive data into computers.
- Type from oral directions, rough draft, copy, or notes and give clerical assistance to district administrators.
- Schedule meetings, arrange locations, times, and maintain calendar of appointments with school administrators, staff, and the public.
- Prepare and distribute meeting agendas and attend, take, and distribute meeting minutes.
- Maintain department budget records.
- Open and screen incoming mail.
- Take, give, and refer messages from and to the public in person, by telephone, and in written form.
- Perform related duties and responsibilities as assigned.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Modern office practices, methods and computer equipment.
- Principles and procedures of record keeping.
- Principles and practices of data collection and report preparation.
- Principles of business letter writing.
- Techniques used in public relations.
- Basic accounting and bookkeeping procedures.
- Computer programs including word processing, spreadsheet, database application, desk-top publishing, graphics, E-mail, internet use and others.
- Alphabetical, numerical and subject matter filing systems.
- Basic usage, spelling, vocabulary, grammar and punctuation.

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Skill to:

- Operate modern office equipment.
- Type or operate a keyboard at a level proficient for successful job performance.
- Create documents, databases, spreadsheets, and reports.

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Ability to:

- Learn, interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions.
- Perform responsible and difficult specialized clerical work involving the use of independent judgment and

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personal initiative.

- Interact effectively and sensitively with individuals from diverse backgrounds.
- Respond to requests and inquiries for information regarding district policies and procedures.
- Collect and tabulate information and data.
- Prepare and maintain accurate and complete records.
- Prepare clear and concise reports.
- Work effectively and efficiently under pressure with constant interruptions.
- Plan and organize work to meet schedules and deadlines.
- Independently compose correspondence and memoranda.
- Work independently in the absence of supervision.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

- Two (2) years of responsible secretarial and clerical support experience which included decision making responsibilities and exercising of independent judgment. Experience in a school district is desirable.

Training:

- Equivalent to the completion of the twelfth grade supplemented by specialized training in office practices or a related field.

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SPECIAL REQUIREMENTS

- Must pass the competency exam in the classification as designated by the Classified Human Resources Department.
- Please refer to the Job Analysis.

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CHICO UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE SECRETARY to the SUPERINTENDENT

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DEFINITION

Under direction, to perform a variety of responsible clerical duties to maintain effective operations in the office of the Superintendent; to type, word process, file, answer telephones and greet visitors; and to serve as backup to the Executive Secretary to the Superintendent.

SUPERVISION EXERCISED

May exercise technical and functional supervision over clerical staff and student assistants.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Participate and assist in the administration of the Superintendent's Office; assume the duties of the Executive Secretary to the Superintendent in the absence of that person relative to attending Board of Education meetings in order to take a record of the meeting, prepare minutes, develop the agenda and coordinate meeting arrangements; provide a high level of service appropriate to the Office of the Superintendent.
- Attend meetings and conferences as assigned and serve as recorder; prepare minutes for distribution; prepare materials and agenda for assigned meetings.
- Type, proofread and word process a variety of documents, including general correspondence, agendas, reports, newsletters and memoranda from rough draft or verbal instructions; compose routine correspondence.
- Receive calls and visitors; respond to complaints and requests for information from students, faculty, staff and the general public; interpret and explain rules and regulations using discretion, tact and diplomacy; refer calls and visitors to appropriate personnel as required; maintain awareness of controversial or confidential issues when disseminating information.
- Participate in the maintenance of the calendar of appointments for the Superintendent; assist in the coordination of meetings and in making travel and hotel accommodations.
- Type a variety of forms, including purchase orders, use of facilities, warehouse requisitions and work orders as required.
- Perform routine administrative support duties within the clerical support system; order, requisition and store appropriate materials, supplies and equipment; monitor equipment repairs and needs; maintain necessary information, records and mailing lists; search files for specified information; file; proofread; sort and distribute mail and fax correspondence.
- Compile, duplicate and distribute various agendas, minutes, updates, policy/procedure and informational material to staff, Board and the public.
- Assist in the maintenance and updating of the District Policy and Procedure manual.
- Maintain budget records for specified accounts.
- Operate office equipment, including computer equipment, copiers, calculators, typewriters and other related machines.
- Provide notary service of District documents as needed.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Modern office practices, methods and equipment, including computer equipment.
- Principles and procedures of record keeping.
- Principles and practices of data collection and report preparation.
- Principles of business letter writing.
- Techniques used in public relations.
- Basic accounting and bookkeeping procedures.
- Word processing methods, techniques and programs, including spreadsheet and data base applications.
- Alphabetical, numerical and subject matter filing systems.
- Basic mathematical principles.

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- Skill to:**
- English usage, spelling, vocabulary, grammar and punctuation.
 - Operate modern office equipment, including computer equipment.
 - Type or operate a keyboard at a level proficient for successful job performance.
- Ability to:**
- Learn, interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions.
 - Perform responsible and difficult specialized clerical work involving the use of independent judgment and personal initiative.
 - Understand the organization and operation of the District as necessary to assume assigned responsibilities.
 - Provide lead supervision for lower level staff and student assistants.
 - Interact effectively and sensitively with individuals from diverse backgrounds.
 - Respond to requests and inquiries for information regarding District policies and procedures.
 - Collect and tabulate information and data.
 - Prepare and maintain accurate and complete records.
 - Prepare clear and concise reports.
 - Work effectively and efficiently under pressure with constant interruptions.
 - Plan and organize work to meet schedules and timelines.
 - Independently prepare correspondence and memoranda.
 - Work independently in the absence of supervision.
 - Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

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EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

- Two (2) years of responsible clerical experience, including experience in the maintenance of complex records.

Training:

- Equivalent to the completion of the twelfth grade supplemented by at least two (2) years of specialized course work in office practices or a related field.

License or Certificate Requirements:

- Ability to obtain a Notary Public License.

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SPECIAL Requirements

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

Essential duties require the following physical skills and work environment:

- Ability to work in a standard office environment.

**CHICO UNIFIED SCHOOL DISTRICT
ALARM SYSTEM TECHNICIAN**

DEFINITION

Under direction, to perform a variety of complex technical tasks in the installation, modification, and repair of District fire and intrusion alarm systems.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Perform a full range of complex electronics maintenance work, including determining the path of travel, running conduit, pulling cable, etc., involved in the installation, modification and repair of a variety of fire and intrusion alarm systems, including addressable heat and smoke detection equipment and data gathering panels.
- Receive work orders; confer with supervisors and building administrators to determine work priorities; confer with originators regarding desired finished product; determine exact specifications of work requested; estimate supplies, materials and costs of repair projects; requisition and/or purchase necessary materials, parts, supplies, tools and equipment.
- Verify proposed systems for compliance with pertinent codes and regulations; install systems in compliance with appropriate codes; ensure safety standards are maintained throughout the process.
- Conduct operational tests of systems; apply knowledge of functional operation of electronic units and systems to diagnose and trouble shoot systems using visual inspection, specialized equipment and/or architectural plans/diagrams; replace defective components and wiring and adjust or repair mechanical parts.
- Perform annual fire alarm system inspections
- Read and interpret blueprints, schematics, wiring diagrams and equipment manuals.
- Maintain records of work performed; maintenance records and inventory of materials, supplies, tools and equipment; prepare and submit reports.
- Operate heavy equipment when required; operate light trucks, trailers or other equipment to move, haul and deliver materials, equipment and maintenance supplies; load and unload materials and equipment.
- Operate a variety of hand and power tools and equipment necessary in the performance of assigned duties.
- Acquire knowledge of repair techniques for any new equipment installed.
- Clean work area at sites and at shop; clean and maintain tools and other equipment.
- Follow preventative maintenance schedules where appropriate.
- Check buildings and equipment to locate needed repairs and maintenance; report unsafe conditions to supervisors.
- Perform related duties and responsibilities as assigned.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Theory, function and design of fire and intrusion alarm systems and equipment.
- Laws, codes, standards and regulations pertaining to the assigned area.
- Standard practices, methods, techniques, materials, tools and equipment used in repairing and maintaining electrical and electronic equipment at the journey level.
- Occupational hazards and standard safety practices necessary in the area of maintenance and repair work.
- Terminology used in maintenance work.
- Safe driving principles and practices.

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Skill to:

- Operate a wide variety of hand and power tools and power equipment required for assigned trades work in a safe and effective manner.
- Operate a motor vehicle safely.

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Ability to:

- Isolate malfunctions and to locate and correct electronic/electrical and mechanical defects in electronic and electro mechanical equipment.
- Use precision tools and electronic testing and measuring equipment in diagnosing and repairing malfunction of electronic/mechanical equipment.
- Read and understand blueprints, schematic diagrams, wiring diagrams, specifications, layouts and complex technical manuals.

- Use power tools and shop equipment for fabrication and construction work necessary for installation of electronic equipment.
- Support and assist related trades.
- Perform a full range of skilled electronic and electro mechanical maintenance and repair duties under minimal supervision.
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Maintain and repair building systems.
- Evaluate new products and recommend usage.
- Estimate time, materials and equipment required for assigned jobs.
- Plan and organize work to meet schedules and deadlines.
- Prepare and maintain accurate and complete records.
- Understand and follow oral and written instructions.
- Operate a computer as required by current and future technologies.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

- Four (4) years of journey-level technical fire and intrusion alarm experience including installation and maintenance.
- Must be at least 21 years of age.

Training:

- Completion of basic fire and intrusion alarm school or apprenticeship program.
- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate:

- Possess and maintain an appropriate, valid driver's license and safe driving record.
- Certification to inspect fire panels as specified under National Fire Protection Agency 72 requirements.
- Obtain and maintain 16-hour asbestos training certificate.

SPECIAL REQUIREMENTS

- Must pass the competency exam in the classification as designated by the Classified Human Resources Department.

Essential duties require the following physical skills and work environment:

- Willingness to respond to emergency calls at night or on weekends.
- Occasional or frequent standing, walking, sitting, and reaching for extended periods of time.
- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
- Facility to see and 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.
- Exposure to cold, heat, wet, humidity, or windy conditions caused by weather may occasionally be experienced.
- Ability to work in a standard office environment.
- Persons performing service in this position classification will exert 25 – 50 pounds of force frequently to lift, carry,

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Must be at least 21 years of age.¶

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push, pull or otherwise move objects.

- This type of work may involve ascending and descending ladders, stairs, scaffolding and ramps.

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Facility to see and 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. ¶

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Ability to work in a standard office environment. ¶

Persons performing service in this position classification will exert 25 – 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects. ¶

This type of work may involve ascending and descending ladders, stairs, scaffolding and ramps.

**CHICO UNIFIED SCHOOL DISTRICT
ATTENDANCE TECHNICIAN**

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DEFINITION

Under direction, to coordinate clerical accounting activities involved in the enrollment and attendance accounting reporting system of the District, providing accurate accounting of student enrollment and attendance records in accordance with provisions of the California Education Code.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Coordinate activities involved in the enrollment and attendance accounting reporting system of the District; review a variety of enrollment and attendance reports from individual schools, special teachers and home teachers; verify accuracy and balances; prepare and distribute summaries; work closely with other staff to resolve discrepancies and achieve accuracy.
- Compile data on enrollment; ensure accuracy of the balance of attendance figures; provide totals and various breakdowns according to grade level and type of program; prepare various reports required by law.
- Operate and assist in providing training to and troubleshooting for employees using appropriate attendance computer program; provide in-service training of staff members in attendance reporting procedures.
- Assist the Business Manager in matters relative to enrollment patterns and history for the purpose of short and long range planning for schools and staffing; prepare enrollment projections as requested; exercise initiative in gathering general educational data, compiling statistical information, presenting trends, interpreting trends and updating supervisor in regards to the data.
- Monitor enrollment and attendance of students to ensure compliance with California Education Code regulations regarding minimum day and class size; generate reports to verify compliance and follow up with registrars and counselors.
- Develop attendance accounting and record keeping procedures to allow for audit procedures; perform internal audits of the attendance systems at school sites as necessary to verify accuracy.
- Coordinate with data processing to develop timelines and resolve problems.
- Serve as District records custodian by organizing and coordinating the transfer, storage, microfilming, destruction and researching of student records and attendance histories of students who have attended schools in the District.
- Receive and respond to subpoenas and other requests for student records, ensuring compliance with appropriate District policies and procedures, Education Code and State and Federal regulations.
- Serve as District designee for work permit issuance; ensure compliance with applicable local, State and Federal laws; compile reports as requested.
- Receive, monitor and process Inter-District Attendance Agreements of students.
- Operate and maintain the District Educational Logistics computer system which provides geographical student demographics; create boundary areas, maps and demographic information for District boundary, new school and existing school configuration decisions.
- Respond to and resolve inquiries and requests for information regarding enrollment and attendance.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of attendance tracking.
- Operate a variety of modern office equipment, including computer equipment, adding machines, calculators, microfilm camera and printer, duplicating machines and other office machines and equipment.
- Perform related duties and responsibilities as assigned.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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- Principles, methods and procedures used in planning, coordinating and standardizing reporting systems.
- Modern office practices, methods and equipment, including computer equipment.

- Principles of business letter writing.
- Principles and procedures of record keeping.
- Principles and practices of data collection and report preparation.
- Word processing methods, techniques and programs, including spreadsheet and data base applications.
- Basic mathematical and accounting principles.

Skill to:

- Learn to operate a microfilm camera.
- Operate modern office equipment, including computer equipment, adding machines, calculators, duplicating machines and other related office equipment and machinery.
- Type or operate a keyboard at a level proficient for successful job performance.

Ability to:

- Learn the operations, services and activities of the District.
- Learn, interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions, including sections of the Education Code applicable to attendance record keeping.
- Learn the operational characteristics and procedures of applicable computer attendance programs.
- Plan, coordinate and standardize a centralized enrollment and attendance reporting system.
- Perform responsible and difficult administrative and specialized clerical work involving the use of independent judgment and personal initiative.
- Independently prepare correspondence and memoranda.
- Compile and tabulate data and information and prepare summaries and reports.
- Maintain and prepare complex, extensive and confidential records and reports.
- Perform accurate mathematical computations quickly and accurately.
- Work effectively and efficiently under pressure with constant interruptions.
- Respond to requests and inquiries for information regarding school and District policies and procedures.
- Interact effectively and sensitively with students and parents from diverse backgrounds.
- Plan and organize work to meet schedules and deadlines.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

- Two (2) years of responsible clerical experience involving statistical record keeping and reporting, including some exposure to school and community programs.

Training:

- Equivalent to the completion of the twelfth grade.

SPECIAL REQUIREMENTS

- Must pass the competency exam in the classification as designated by the Classified Human Resources Department.

Essential duties require the following physical skills and work environment:

- Ability to work in a standard office environment.

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