

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, February 26, 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 29, 2024.	Action	24-155 – 24-156
2. Consider approval of the minutes of the special meeting of February 7, 2024.	Action	24-157 – 24-162
BUSINESS		
3. Director's Report	Information	
4. Consider job announcement(s) for: Instructional Paraprofessional-Intensive Behavior Interventionist, Roving Cafeteria Assistant Cook Manager, School Bus Driver, Senior Office Assistant, and Stock Clerk.	Action	24-163 – 24-167
5. Consider eligible list(s) for: Instructional Paraprofessional and Roving Cafeteria Assistant Cook Manager.	Action	24-168 – 24-170
6. Consider seniority list(s) for: Administrative Specialist, Cafeteria Cook Manager 1, IA-Bilingual (Farsi), IA-Bilingual (Spanish), Instructional Paraprofessional, IP-Intensive Behavior Interventionist, Office Assistant Elementary Attendance, School Office Manager, Sr Office Assistant, Targeted Case Manager-Bilingual (Spanish), Transportation Special Education Aide, and Parent Classroom Aide @ Chapman.	Action	24-171 – 24-185
7. Consider revised job description(s) for: Administrative Assistant, Baker Assistant, Bakery Manager, Behavior Specialist, Bicultural Liaison, Business Services Assistant, Buyer, Cafeteria Assistant, Cafeteria Assistant Cook Manager, Cafeteria Cashier, Cafeteria Cook Manager 1, Cafeteria Cook Manager 2, Cafeteria Cook-Small School, Cafeteria Satellite Manager, Campus Supervisor, Certified Occupational Therapy Assistant, Chief Examiner-GED, Child Care Center Assistant, Computer Operator, Computer Technician, Computer Technician-Training Specialist, Construction Records Technician, Contact Tracing Assistant, Coordinator-Community Relations, Custodian, Data and Assessment Analyst, Database Analyst, Delivery Worker,	Action	Electronic Attachment

Director-Communications and Community Relations, Director-Educational Data and Assessment, Director-Facilities and Construction, and Director-Maintenance/Operations/Transportation.		
8. Consider new job description for: Intermediate Office Assistant.	Action	24-186 – 24-188
9. Consider the new salary placement for: Intermediate Office Assistant.	Action	24-189
10. Review the updated 2023/24 CSEA Salary Schedule A-1.	Informational	24-190 – 24-191
11. Consider the proposed Nutrition Services Department re-organization.	Action	24-192
12. Announce date of regular meeting, March 25, 2024.	Announcement	
13. Suggestions and comments. At this point in the meeting, visitors may submit their written views on any matter before the Commission, except those matters listed in section 207 of the Merit System Rules & 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. a. Speakers will identify themselves and will direct their comments to the Chairperson. b. Speakers will be given 5 minutes to present their topic. c. Each topic will be limited to 15 minutes or 3 speakers. d. Once 2 speakers have shared a similar viewpoint, the Chairperson will ask for a differing viewpoint. If no other viewpoint is represented, a 3 rd speaker may present. e. Speakers will not be allowed to yield their time to other speakers. f. Speakers will respect the time limit granted for their presentation. Those speakers unwilling to respect the time limit will be asked to discontinue their presentation by the Chairperson. An unwillingness to halt a presentation after being directed will, at the discretion of the Chairperson, result in the meeting being called into “recess” until such time that the meeting can resume in an orderly fashion. g. No disturbance or willful interruption of any Personnel Commission meeting shall be permitted. Persistence by an individual or group shall be grounds for the Chairperson to terminate the privilege of addressing the meeting. The Personnel Commission may remove disruptive individuals and order the room cleared if necessary. In this case, further Personnel Commission proceedings shall concern only matters appearing on the agenda.	Discussion	
14. Adjourn to Closed Session.	Closed Session	
15. Consider the evaluation of the Executive Director-Classified Human Resources.	Information	
16. 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 29, 2024

Regular Meeting

The Chico Unified School District Personnel Commission met in regular session at the administration building on January 29, 2024. The following were present:

Commission Members:

Gloria Bevers, Chairperson
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 4:03 pm.	Call to Order
Visitor David Nemat-Nasser was welcomed.	
The minutes of the January 3, 2024 regular meeting were considered and approved. (MSC) Jones/Patrick	Minutes Approved
<p>David Koll and Mr. Allen, Executive Director-Human Resources, reported:</p> <ul style="list-style-type: none"> Mr. Allen reported that Sharyn Fields has officially moved over to Certificated Human Resources while an employee is out on leave. Esme Segune has begun subbing for Ms. Fields in the Classified HR office during her absence. Jennifer Fowler continues to cover the front desk while one of our employee's continues their part-time leave. Mr. Allen and Mr. Koll will be attending the Public Agency Risk Management Association (PARMA) annual conference in February. The District's Worker's Compensation carrier, Keenan & Associates, will pay for their costs to attend. The Merit Committee has been meeting and future meetings are scheduled. Mr. Koll discussed the new position of Speech-Language Pathology Assistant. Additionally, he expanded on the plan discussed in negotiations, to create a new job description in the Special Education Department which would be at a higher level than the current Instructional Paraprofessional position. Mr. Koll reported that he continues to work on clarifying the job description of the Office Assistants who support the Athletic Directors at Chico High School and Pleasant Valley High School. 	Director's Report
Job Announcement(s) for Instructional Paraprofessional, Roving Cafeteria Assistant Cook Manager, and Transportation Special Education Aide were considered and approved. (MSC) Patrick/Jones	Job Announcements Approved
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 were considered and approved. (MSC) Patrick/Jones	Eligible Lists Approved

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 were considered and approved. (MSC) Patrick/Jones	Seniority Lists Approved
Revised Job Descriptions 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 were considered and approved. (MSC) Patrick/Jones	Revised Job Descriptions Approved
New Job Description for Speech-Language Pathology Assistant was considered and approved. (MSC) Patrick/Jones	New Job Description Approved
Salary Placement for Speech-Language Pathology Assistant was considered and approved for Level 10/Range 22. (MSC) Patrick/Jones	Salary Placement Approved
Job Analyses for Instructional Paraprofessional – Visually Impaired and Targeted Case Manager – Family Liaison, Bilingual were considered and approved. (MSC) Patrick/Jones	Job Analyses Approved
The date of the next Personnel Commission meeting is scheduled for February 26, 2024. A special meeting was requested for Wednesday, February 7, 2024 at 8:00 am.	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 4:50 pm.	Closed Session
The meeting reconvened to Open Session at 6:07 pm. There were no comments to report.	Open Session
The meeting was adjourned at 6:08 pm.	Adjournment

PERSONNEL COMMISSION

Minutes for February 7, 2024

Special Meeting

The Chico Unified School District Personnel Commission met in special session at the administration building on February 7, 2024. The following were present:

Commission Members: By Phone Gloria Bevers, Chairperson
By Phone Beverly Patrick, Vice Chairperson
By Phone 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 8:03 am.	Call to Order
There were no visitors.	
The new job description of Instructional Paraprofessional – Extensive Needs was considered and approved. (MSC) Patrick/Jones	Job Description Approved
The salary placement of Instructional Paraprofessional – Extensive Needs was considered and approved to Level 4/Range 11. (MSC) Patrick/Jones	Salary Placement Approved
The meeting was adjourned at 8:12 am.	Adjournment

CARRY-IN

**CHICO UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL PARAPROFESSIONAL – EXTENSIVE NEEDS**

DEFINITION

Under direct supervision of site administration and special education administration, assists in the educational program for students with disabilities using a variety of instructional and behavioral techniques in both general education and special education classrooms for students with disabilities, including but not limited to, emotional disturbance, Autism Spectrum Disorder, or intellectual disabilities. This position requires that all incumbents be able to work with special needs populations with cognitive, physical, or emotional needs, and must be able to provide support in multiple grades and classes.

CAREER HIERARCHY WITHIN SPECIAL EDUCATION

1. **Behavior Specialist** is the senior-most classified hourly position within Special Education and works directly with management staff. The Behavior Specialist provides support, training, consultation and assessment to staff in support of students with significant behavioral challenges in CUSD.
2. **Instructional Paraprofessional – Intensive Behavior Interventionist (IBI)** is the second most senior position and works directly, training and coordinating, with Behavior Management Assistants and provides training to Instructional Paraprofessionals. The IP-IBI provides support and assistance to the classroom teacher and Instructional Paraprofessionals in the development and implementation of intensive behavioral supports to students with behavioral issues including implementation of comprehensive positive behavioral support plans, effective behavior management strategies, and data collection.
3. **Instructional Paraprofessional – Extensive Needs (IP-EN)** works directly with Instructional Paraprofessionals and Education Specialists in providing instructional and behavioral interventions for supporting students with extensive needs. Support could include academic, communicative, behavioral and/or medical strategies.
4. **Instructional Paraprofessional (IP)** works within all areas of special education supporting teachers and all levels of the special needs population. They perform a variety of instructional support duties involved in providing instructional assistance to individuals or small groups of students in various special education programs and to perform a variety of clerical duties as assigned.

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

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Assist therapists, specialists, and teachers to implement strategies and program modifications in accordance with a student's Individualized Education Program (IEP).
- Employ approved, age-appropriate techniques for responding to students who's academic or behavior needs are extensive. Students may become injurious to themselves or others and the IP-EN will reinforce behavior support techniques, as directed by supervisor, and/or specialist.
- Assist certificated teaching staff with the development and preparation of instructional materials for students.

- Assist in the delivery of age/grade level appropriate instructional accommodations or modifications and support behavior intervention ensuring subject matter relatability.
- Provide feedback and data to therapists, specialists, and teachers about student performance and progress related to all areas of individual needs.
- Collect, evaluate and monitor data collection to ensure the success of behavior plans. Maintain data, as directed, in a variety of records, files or formats.
- Assist students with certain adaptive skills including, but not limited to, toileting, diapering, and feeding.
- Support students through transition into education settings throughout their day. Maintain supervision as assigned.
- Successfully complete District mandated training as assigned.
- Communicate with supervising instructional staff and Instructional Paraprofessional staff for the purpose of assisting in evaluating progress and/or implementation IEP and/or other learning objectives, exchanging information and resolving issues as appropriate.
- Assist assigned students with following classroom routines and transitions for the purpose of providing support to diminish the likelihood of difficulties for the student and modeling appropriate participation in all classroom activities.
- Guide students in a variety of individual and group activities (e.g. academic, subjects, social skills, daily living skills, behavioral skills, etc.) for the purpose of reinforcing instructional objectives; implement IEP/BIP plans; and ensure student success in school.
- Respond to emergency situations (e.g. medical issues, inappropriate behavior, safety conditions, etc.) for the purpose of maintaining student well-being, monitoring behavior plans, student behavioral levels, and communicate information to appropriate personnel upon resolution
- Administer immediate first aid and medical assistance as instructed by a healthcare professional for the purpose of providing specialized health care services to students in accordance with established procedures assigned by the position.
- Maintain classroom equipment, instructional materials and manual or electronic files/records (e.g. student data, inventory levels of classroom supplies, supply orders, behavioral plans, IEP's, library books, iPads, Chrome Books, etc.) for the purpose of ensuring availability of items, provide written reference, provide a safe learning environment and/or meeting mandated requirements.
- Monitor students during assigned periods within a variety of school environments (e.g. restrooms, breakfast and lunch times, hallways, bus loading zones, cafeteria, parking lots, etc.) for the purpose of maintaining a safe and positive learning environment
- Learn student specific specialized health care procedures. May perform specialized healthcare procedures as needed; including, but not limited to:
 - Gastrostomy tube feeding (tube to syringe method);
 - Gastrostomy tube feeding (slow drip method);
 - Measure and administer medications via oral, rectal, and gastrostomy tube routes;
 - Suctioning (oro-nasal);
 - Nebulizer (breathing treatments).
- Attend and participate in staff and parent meetings and in-service activities as assigned; attend workshops, conferences and classes to increase professional knowledge.
- Maintain confidentiality of students' and all related records,
- Perform other related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Communication skills to interact in both formal and informal settings and with populations having difficulty with oral and written communications;
- Advanced knowledge and training in alternative educational delivery techniques for students with specific needs related to their disability;
- Well-developed human relational skills to work productively and cooperatively with teachers, students, specialists, and parents in formal and informal settings;
- Basic and specialized instructional techniques for working with students with disabilities;
- Reading, language development, and mathematics equivalent to high school competencies;
- English usage, spelling, grammar and punctuation;
- Basic clerical procedures;
- Simple record keeping procedures;
- General methods of education and tutoring;
- Basic child development theory and principles;
- Techniques to motivate students and positively support the improvement of student behavior;
- Safe work practices.

Skill to:

- Operate equipment used as educational aids;
- Operate modern office equipment;
- Interact effectively and sensitively with individuals from diverse backgrounds;
- Read, write and understand the English language;
- Communicate clearly and concisely, both orally and in writing.

Ability to:

- Exercise patience when conveying information to students having difficulty with verbal and written communications and demonstrate sensitivity to the special needs of students;
- Learn the procedures and functions necessary to perform assigned duties;
- Learn instructional terminology, program philosophies, concepts, materials, methods and procedures;
- Learn child guidance principles and practices;
- Effectively direct the work of individual students and groups of students;
- Recognize potential of students and encourage their participation in educational programs and activities;
- Assist with the instructional and related activities of the assigned learning environment;
- Support the assigned teacher's style of classroom management;
- Supervise and discipline students according to approved policies and procedures;
- Perform clerical duties, including filing and duplicating;
- Maintain accurate records;
- Maintain confidentiality of student and school information;
- Understand and follow oral and written instructions;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

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:

- Three (3) years' experience as an Instructional Paraprofessional, or;

Education:

- AA degree or higher, 48 units of college-level credit plus one (1) year of experience as an Instructional Paraprofessional, or;
- Para-educator certificate plus one (1) year of experience as an Instructional Paraprofessional.

Training:

- Must attend all required trainings including, but not limited to, trainings providing advanced intervention strategies.

SPECIAL REQUIREMENTS

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

License and Certificate Requirement:

- Pass the District Competency Test for Instructional Assistants/Paraprofessionals.
- May require current First Aid and CPR certification.
- Certification by the Crisis Prevention Institute (CPI) in non-violent interventions must be obtained within three (3) month of employment.

PHYSICAL DEMANDS:

Essential duties require the following physical skills and work environment:

- Please refer to the Job Analysis for IP: Intensive Behavior Interventionist.

CARRY-IN

SCHOOL DISTRICT	JOB TITLE	Step 1	IP: Extensive Needs	Median Calculation
Yuba City Unified School District	Paraeducator - Special Education	19.02	out	
Thermalito Union Elementary School District	Paraeducator V/Special Education (heavy duty)	20.98	20.98	
Shasta Union High School District	Shasta COE Behavior Management Assistant - Special Education	19.31	19.31	18.72
Twin Rivers	Paraeducator III - Behavior and Academic Intervention Assistant/Behavior and Academic Intervention Assistant	21.76	21.76	19.31
Mayaville Joint Unified School District	Behavior Assistant	19.91	19.91	19.76
Natomas Unified School District	Instructional Assistant IV	19.76	19.76	19.76
Chico Unified School District	Specialized Healthcare Para-Educator	18.29	out	
Oroville Union High School District	Paraeducator I - Paraeducator II	20.64	out	Median
Corning Union High School District	Paraeducator - Educational Behavioral Assistant	20.7	20.7	21.76
Red Bluff Joint Union High School District	Instructional Asst. Special Education 1 - Instructional Asst. Spec Ed II	23.95	23.95	22.05
Oroville City Elementary School District	Instruction Aide- Special Education Assistant II	17.3	out	23.95
Paradise Unified School District	Instructional Assistant III	18.72	18.72	
San Juan Unified School District	Paraprofessional /// Paraprofessional - Special Needs	18.56	out	18.72
Corning Elementary School District	Sutter COE - Behavior Assistant	22.05	22.05	18.56
Sutter Union High School District/Sutter COE	Instructional Aide - Special Education Intervention Assistant	18.67	out	22.05
Palermo Union School District (K-8)				
CSEA Zone 2				
The District and CSEA is recommending				
Median of all Comparable Districts Nearest Level Range = Level 4 Range 11 No Information Available Level 4 Range 10 Level 4 Range 11 Level 4 Range 12				
		20.78		20.70
		20.29		
		20.78		
		21.30		


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

INSTRUCTIONAL PARAPROFESSIONAL-INTENSIVE BEHAVIOR INTERVENTIONIST

Starting Salary: \$22.36/Hour
Salary Range: \$22.36 – \$34.67/Hour

Salary Placement – **Employment is at the first step for new employees.** Progression to the second step takes 6 months and further progressions are yearly through Step 5. There are additional steps for longevity. The Human Resources Office determines promotional employees step placement.

GENERAL INFORMATION & INSTRUCTIONS:

- A. Apply on-line at www.edjoin.org.
- B. **Read the job announcement prior to completing the application form.**
- C. To claim Veterans' credit on open entry-level exams, you must submit a copy of your DD214. If claiming disability Veterans' credit, applicant must include evidence of current receipt of disability benefit by the closing date for filing applications.
-  D. **KEEP THE JOB ANNOUNCEMENT! If you have not received e-mailed notification for any part of the exam by the day prior to the date announced, call the Classified Human Resources Office at (530) 891-3000 x 20104.**
- E. Complete all parts of the application. The completed application and any requested attachments must be received by 12:00 PM on the closing date. **Late applications are not accepted.**

THE POSITION:

The District anticipates openings and is establishing an eligible list for Instructional Paraprofessional-Intensive Behavior Interventionist. The eligible list resulting from this recruitment will be used to fill openings in this classification for up to 6 months. *Substitutes to work on an on-call, as needed basis for regular employees will be selected from the established eligible list.* Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: **some experience in an organized education or childcare setting and equivalent to the completion of the twelfth grade. Experience implementing intensive behavioral intervention programs for students with complex and/or severe behavioral problems preferred. Must attend all future required trainings including but not limited to trainings to provide advanced intervention strategies. Current valid driver's license required, certification by the Crisis Prevention Institute (CPI) in non-violent crisis interventions must be obtained within 3 months of employment.** All persons interested and who meet job related and essential qualifications are encouraged to apply. CUSD is an affirmative action employer and will not discriminate against employees or discriminate in employment of classified personnel with regard to age, ancestry, color, gender, gender expression, gender identity, genetic information, marital status, medical condition, mental disability, military and veteran status, national origin, physical disability, pregnancy, childbirth, breastfeeding or related medical conditions, race, religious creed, sex, or sexual orientation of any person. Bilingual candidates are encouraged to apply.

EXAMINATION AND CERTIFICATION:

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

APPLICATION/EXAMINATION DATES & CERTIFICATION:

- a. Closing date for filing applications:
- b. Date of Competency Test:
- c. Certification shall be according to Merit System §1507.

Tuesday, February 20, 2024, 12:00 PM
Tuesday, February 27, 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.

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

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 \$1,360/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 & PROMOTIONAL COMPETITIVE EXAMINATION**

SCHOOL BUS DRIVER
Starting Salary: \$22.36/Hour
Salary Range: \$22.36 – \$34.67/Hour

Salary Placement – **Employment is at the first step for new employees.** Progression to the second step takes 6 months and further progressions are yearly through Step 5. There are additional steps for longevity. The Human Resources Office determines promotional employees step placement.

GENERAL INFORMATION & INSTRUCTIONS:

- A. Apply on-line at www.edjoin.org.
- 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. The completed application and any requested attachments must be received by 12:00 PM on the closing date. Late applications are not accepted.

THE POSITION

The District is establishing an eligible list for School Bus Driver, Type 1 and Type 2. 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.* **Two years of experience in the operation of a motor vehicle, equivalent to the completion of the twelfth grade, and possession of a current, valid commercial driver's license with passenger and school bus endorsements is required. Must meet and maintain the requirements for a valid California School Bus Driver's Certificate with acceptable restrictions, with First Aid training and DMV Medical Examiner's Certificate and be at least 25 years of age. Acceptable restrictions are "automatic transmission only" and "first aid test waived, must comply with 12522(c) of the Vehicle Code". Photocopy of a current DMV printout obtained within the last month, and copies of the required licenses and certificates must be submitted with the application.** 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 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 will be invited to a Oral/Performance Exam (interview), weighted 50/50%, 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/Performance 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

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 \$1,360/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
JOB ANNOUNCEMENT FOR
OPEN AND PROMOTIONAL COMPETITIVE EXAMINATION**

SENIOR OFFICE ASSISTANT
Starting Salary: \$19.77/Hour
Salary Range: \$19.77–\$30.69/Hour

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

GENERAL INFORMATION & INSTRUCTIONS:

- A. Apply on-line at www.edjoin.org.
- B. **Read the job announcement prior to completing the application form.**
- C. To claim Veterans' credit on open entry-level exams, you must submit a copy of your DD214. Those claiming disability Veterans' credit must include evidence of current receipt of disability benefit by the closing date for filing applications.
- D. **KEEP THE JOB ANNOUNCEMENT! If you have not received notification for any part of the exam by the day prior to the date announced, call the Classified Human Resources Office at (530) 891-3000, extension 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 SENIOR OFFICE ASSISTANT. The eligible list resulting from this recruitment will be used to fill openings in this classification for up to 6 months. Substitutes to work on an on-call, as-needed basis for regular employees will be selected from the established eligible list. Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities to meet the minimum requirements would be: **Three (3) years of responsible clerical experience including experience in the maintenance of complex records, and equivalent to the completion of the twelfth grade supplemented by specialized coursework in office practices or a related field. Ability to type or operate a keyboard at a level sufficient for successful job performance required. Ability to take and transcribe dictation at a speed necessary for successful job performance may be required for some positions.** All persons interested in this position and who meet job related and essential qualifications are encouraged to apply. CUSD is an affirmative action employer and will not discriminate against employees or discriminate in employment of classified personnel with regard to race/color, religious creed, national origin/ancestry, age, mental or physical disability, sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions,) sexual orientation, gender identity/gender expression, military/veteran status, marital status, medical condition or genetic information.

EXAMINATION AND CERTIFICATION

The examination consists of an evaluation of the application for education and experience that pertains to essential duties and qualifications. The top qualifying candidates will be invited to continue the exam process. **The District will determine the top candidates based solely on the information submitted on the application.** The examination will then consist of an Oral Exam (personal interview) which tests the knowledge and experience needed to perform the typical duties, weighted 100%. The top-scoring who pass the written test will be invited to the oral exam. Successful promotional candidates will have ¼ point added to the final score for each year of service up to a maximum of 5 points.

APPLICATION/EXAMINATION DATES & CERTIFICATION

- a. Closing date for filing applications:
- b. Date of 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.

Friday, February 9, 2024, 12:00 PM
Friday, February 16, 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.

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

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

Health and Welfare Benefits – Full-time employees of the District receive up to \$1,360/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 \$113 toward the cost of the dental, and \$15 toward the cost of the vision plan for employees (and dependents) that work 6 hours or more per day. Any employee working less than 6 hours may elect dental and/or vision coverage at his/her cost. A term life insurance plan is also provided by the District to full-time employees and is available for part-time employees. Part-time employees may have these costs pro-rated based upon hours worked. Dependents may be covered with term insurance at employee expense. Income protection insurance is paid by the District for all bargaining unit positions.

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

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

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

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

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

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

STOCK CLERK
Starting Salary: \$18.83/Hour
Salary Range: \$18.83 – \$29.21/Hour

Salary Placement – **Employment is at the first 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.
- 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 **Stock Clerk**. The eligible list resulting from this recruitment will be used to fill openings in this classification for up to 6 months. Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: **one year of warehousing or delivery experience; knowledge of basic methods used in the receipt, storage, inventory and distribution of supplies and equipment; skill to operate forklifts, pallet jacks and other standard warehouse equipment. Applicant must possess an appropriate, valid driver's license, which must be submitted with the application, and must be at least 21 years of age. A valid Forklift Certificate is required by the 5th month of employment.** All persons interested and who meet job related and essential qualifications are encouraged to apply. CUSD is an affirmative action employer and will not discriminate against employees or discriminate in employment of classified personnel with regard to age, ancestry, color, gender, gender expression, gender identity, genetic information, marital status, medical condition, mental disability, military and veteran status, national origin, physical disability, pregnancy, childbirth, breastfeeding or related medical conditions, race, religious creed, sex, or sexual orientation of any person. Bilingual candidates are encouraged to apply.

EXAMINATION AND CERTIFICATION:

The examination consists of an evaluation of the application for education and experience that pertains to job related and essential qualifications. The top candidates will be invited to continue the exam process. **The District will determine the top candidates based solely on the information submitted with the application. Incomplete applications will not be accepted.** Those top candidates will be invited to an Oral Exam (interview), weighted 100%, which evaluates the knowledge and experience needed to perform the typical duties of the position. Successful promotional candidates will have ¼ point for each year of service up to a maximum of 5 points added to the final score.

APPLICATION/EXAMINATION DATES & CERTIFICATION:

- a. Closing date for filing applications: **Tuesday, February 27, 2024, 12:00 PM**
- b. Date of Oral Exam: **Tuesday, March 5, 2024 (during the day)**
- c. Certification shall be according to Merit System §1507.

JOB DESCRIPTION INFORMATION (see reverse side)

EMPLOYMENT INFORMATION FOR BARGAINING UNIT CLASSIFICATIONS

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

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

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

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

JOB LINE 530-891-3000

Eligible List For: Instructional Paraprofessional

Effective: February 5, 2024 – August 4, 2024
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		X	Westhaver	Delilah
3 –TIE		X	Dilts	Ayrian
3 –TIE		X	Anderson	Charlene
3 –TIE		X	Watkins	Maureen
3 –TIE		X	Whitlock	Meghan
3 –TIE		X	Baser	Alyssa
3 –TIE		X	Favela	Monica
3 –TIE		X	Macarthy	Alaina
3 –TIE		X	Young	Kristina
3 –TIE		X	Lawson	Erica
3 –TIE		X	Hennessy	William
3 –TIE		X	Puckett	Isabelle
3 –TIE		X	Rew	Laura
3 –TIE		X	Young	Kristina
3 –TIE		X	Briggs	Brooklynn
3 –TIE		X	Hard	Jennifer
3 –TIE		X	Jones	Kyle
3 –TIE		X	Lawson	Erica
3 –TIE		X	Ferro	Katrina
4		X	Dupuis	Benjamin
5		X	Scott	Tyler
6 – TIE		X	Houle	Vangie
6 – TIE		X	Marchan	Jose
6 – TIE		X	McCaig	Sabrina
6 – TIE		X	Chavarria	Bernardo
6 – TIE		X	Magliari	Dante
6 – TIE		X	Mast	Ashley
7		X	Zilch	Taron
8 – TIE		X	Davidson-Mays	Ymonne
8 – TIE		X	Albouani	Lena

Eligible List For: Instructional Paraprofessional

Effective: February 5, 2024 – August 4, 2024
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
8 – TIE		X	Castagna	Jordan
8 – TIE		X	St. Louis	Mark
8 – TIE		X	Campbell	Madison
8 – TIE		X	Viviano	Shelby
8 – TIE		X	Obligacion	Jolina
8 – TIE		X	Jones	Lori
8 – TIE		X	Ray	Megan
8 – TIE		X	Vera Curzio	Madelaine
8 – TIE		X	Rash	Charis
9		X	Brannen	Kiana
10	X		Perondi	Angela
11		X	Vargas	Jules
12		X	Teves	Jasmine
13 – TIE		X	Contreras	Rosenda
13 – TIE		X	Heryford	Carley
13 – TIE		X	Robinson	Khadijah
13 – TIE		X	Garibay	Erika
14		X	Ulm	Nicholas
15		X	Ataie	Atia
16		X	Ellis	J'Jae
17		X	Hunt	Debra


Mike Allen, Executive Director

Eligible List: Roving Cafeteria Assistant Cook Manager

Effective: **February 9, 2024 – August 9, 2024**
 January 16, 2024 – July 16, 2024

Rank	Prom	Open	Last Name	First Name
1		X	Brungardt	Carrie
2		X	Jester	Rachel



Mike Allen, Executive Director

SENIORITY LIST - Administrative Specialist
February 26, 2024 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	7/17/2017	Medearis	Tamara
2	10/27/2021	Ory	Kate
3	11/8/2021	Smead	Janessa
4	11/9/2021	Horn	Jennifer
5	8/10/2022	Facca	Christina
6	11/1/2022	Gillaspie	Lori
7	11/8/2022	Baer	Kimberley
8	11/16/2022	Delgado	Sergio
9	7/10/2023	Walker	Chantel
10	8/21/2023	Colwell	Kristian
11	9/25/2023	Carriere	Michelle



Mike Allen, Executive Director-Human Resources

SENIORITY LIST - Cafeteria Cook Manager 1
February 26, 2024 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	11/4/1999	Smith	Tina
2	8/23/2019	Urrutia	Jeovonna
3	8/12/2022	Corriea	Kathleen
4	11/27/2023	Jarjour	Ragheda
5	2/5/2024	Porter	Laura



Mike Allen, Executive Director-Human Resources

SENIORITY LIST - IA-Bilingual (Farsi)

February 26, 2024 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	2/12/2024	Ataie	Atia

SENIORITY LIST - IA-Bilingual (Spanish)

February 26, 2024 - ANY TIED DATES ARE BROKEN BY LOTTERY

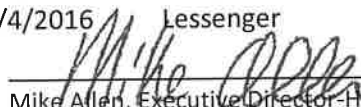
RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	8/13/2008	Wong Espinal	Marlia
2	7/1/2013	Long	Teresa
3	11/10/2014	Zavala	Maribel
4	1/20/2015	Chavez Cortes	Angelica
5	2/11/2015	Alexander	Maria
6	5/18/2015	Avalos Huerta	Mayra
7	8/18/2016	Martinez	Irma
8	5/18/2017	Zavala	Brenda
9	4/30/2018	Ramirez	Martha
10	1/7/2020	Mendoza	Yadira
11	10/26/2020	Diaz	Patricia
12	9/20/2021	Alonso	Gisela
13	3/29/2022	Vazquez-Gonzalez	Antonio
14	1/25/2023	Centeno	Sonia
15	5/1/2023	Hernandez	Norma
16	8/21/2023	Aguilera-Villegas	Alondra
17	8/24/2023	Espinoza	Angela
18	10/3/2023	Quintana	Lizbeth
19	11/30/2023	Villa-Mojica	Jesus
20	12/7/2023	Torres	Arlene


Mike Allen, Executive Director-Human Resources

SENIORITY LIST - Instructional Paraprofessional
February 26, 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

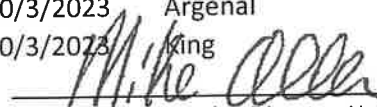
84	1/4/2016	Mueller	Melissa	132	3/25/2019	Spini	Allison
85	1/5/2016	Amaro	Patricia	133	3/25/2019	Dessert	Brittany
86	1/26/2016	Ward	Kristin	134	8/15/2019	Nash	Sheri
87	2/29/2016	Waslewski	Abigail	135	8/15/2019	Simpkins	Abbe
88	2/29/2016	Story	Glenn	136	8/15/2019	Smith	Erin
89	5/18/2016	Gonsalves	Maria	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	3/9/2020	Moua	Benjamin
103	1/9/2017	Miller	Stephanie	151	3/23/2020	Dugan	Jacqueline
104	1/23/2017	Fashing	Kari	152	3/23/2020	McKeon	Kelly
105	3/6/2017	Boyer	Pamela	153	3/23/2020	O'Kelley	Danielle
106	3/6/2017	Lawrence	Malika	154	3/23/2020	Cortez	Savanna
107	3/20/2017	Ensign	Melonie	155	3/23/2020	Watkins	Tammie
108	3/20/2017	Hurd	Amanda	156	3/23/2020	Pastor	Kristi
109	5/18/2017	Boyd	Donna	157	8/17/2020	Kamph	Brent
110	8/21/2017	Graubart	Tracy	158	10/12/2020	Sackrider	Tamra
111	8/21/2017	Peterson Pierce	Hannah	159	10/12/2020	Caraway	Crystal
112	8/21/2017	West	Jeffrey	160	1/11/2021	Mendoza	Rebecca
113	9/15/2017	Alvistur	Marisa	161	4/6/2021	Nielsen	Abigail
114	10/2/2017	Meza	Maja	162	4/12/2021	Campos	Tara
115	10/2/2017	Lyons	Sharon	163	4/12/2021	Martin	Desiree
116	12/6/2017	Bernson	Michelle	164	4/15/2021	Casey	Bryan
117	1/9/2018	Taylor	Michelle	165	4/19/2021	Alonzo-Perez	Maria
118	3/26/2018	Wahl	Sheila	166	8/16/2021	Silva	Amanda
119	3/26/2018	Batman	Gerilynn	167	8/16/2021	Norris	Suzanne
120	3/26/2018	Molay	Blair	168	8/16/2021	Burson	Adam
121	4/23/2018	Gordon-Cassidy	Ruth	169	8/30/2021	Murphy	Julia
122	5/8/2018	Watts	Kari	170	9/7/2021	Fisher	Diane
123	5/15/2018	Stewart	Lauren	171	9/24/2021	Silva	Charles
124	8/22/2018	Bettencourt	Meagan	172	10/4/2021	Frazier	Sherrie
125	9/4/2018	Jordan	Laura	173	10/14/2021	Estrada	Marcus
126	10/25/2018	Richardson Alvarez	Beverly	174	12/7/2021	Luther	Diana
127	10/29/2018	Allinger	Lindsay	175	1/3/2022	Fox	April
128	11/5/2018	Ford	Shera	176	1/3/2022	Villa	Lourdes
129	1/8/2019	Emmons	Karen	177	1/3/2022	Wilcox	Bradley
130	1/8/2019	Vislosky	Matthew	178	1/3/2022	Ventura	Nichole
131	3/25/2019	Varicelli	Anthony	179	1/3/2022	Van Laan	Sandra

Instructional Paraprofessional, 2/26/2024

Mike Allen, Executive Director Human Resources

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

Instructional Paraprofessional, 2/26/2024


Mike Allen, Executive Director-Human Resources

276	10/3/2023	Keene	Robert
277	10/3/2023	Banegas	Kassarrah
278	10/9/2023	Samay	Andrea
279	10/9/2023	Copenhaver	John
280	10/9/2023	Fay	Susan
281	10/9/2023	Marshall	Emily
282	10/16/2023	Ramirez-Pila	Ana
283	10/18/2023	Rodriguez	Bianca
284	10/18/2023	Hill	Krista
285	10/23/2023	Gutierrez-James	Teresa
286	10/23/2023	Londry	Leah
287	10/23/2023	Avila	Sabrina
288	10/23/2023	Taylor-Vazquez	Marta
289	10/24/2023	Gonzalez	Dylan
290	10/25/2023	Rash	Charis
291	10/25/2023	Reis	Marissa
292	10/30/2023	Auvinen	Matt
293	10/30/2023	MacGibbon	Emily
294	11/3/2023	Vought	Sarah
295	11/6/2023	Perez	Elenie
296	11/7/2023	Rice	Melanie
297	11/13/2023	Shelton	Jason
298	11/13/2023	Teves	Jasmine
299	11/13/2023	Wilson	Maggie
300	11/27/2023	Leahy	Sarah
301	11/29/2023	Partida	Karen
302	12/7/2023	Reribi	Halima
303	12/18/2023	Scott	Tyler
304	1/8/2024	Sheppard	Latasha
305	1/8/2024	Dillanes	Ashley
306	1/8/2024	Perez	Elenie
307	1/8/2024	Lorenzo	Sherrie
308	1/8/2024	Puckett	Isabelle
309	1/8/2024	Wilson	Dejane
310	1/22/2024	Jones	Gabriella
311	1/22/2024	Abreu	Johana
312	1/22/2024	Belser	Peyton
313	1/22/2024	Manrubia	Michelle
314	1/23/2024	Gonzalez	Anthony
315	1/24/2024	Britt	Summer
316	1/31/2024	Rye	Sydney
317	2/5/2024	Schlager	Jayme
318	2/5/2024	Brooks	Hilary
319	2/5/2024	Dilts	Ayrian
320	2/12/2024	Knauth	Mackenzie

Instructional Paraprofessional, 2/26/2024


Mike Allen, Executive Director-Human Resources

SENIORITY LIST - Intensive Behavior Interventionist
February 26, 2024 - ANY TIED DATES ARE BROKEN BY LOTTERY

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



Mike Allen, Executive Director-Human Resources

SENIORITY LIST - Office Assistant Elementary Attendance
February 26, 2024 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	10/10/2011	Garcia	Monita
2	10/17/2011	Smith	Melanie
3	9/4/2012	Smith	Erin
4	5/9/2016	Hoff	Amy
5	11/10/2020	Harrison	Josephine
6	5/16/2022	Sands	Noreen
7	8/1/2022	Moulton	Emily
8	1/9/2023	Cardenas	Monica
9	8/8/2023	Mercer	Bethany



Mike Allen, Executive Director-Human Resources

SENIORITY LIST - School Office Manager
February 26, 2024 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	8/24/2000	Mallory	Charlotte
2	7/1/2002	Strandberg	Hildi
3	7/24/2009	McKeon	Denise
4	8/4/2011	Billingsley	Wendy
5	5/12/2014	Hess	Lesley
6	7/30/2014	Henri	Susan
7	2/22/2016	Barth-Duch	Terry
8	7/31/2017	Boyd	Jennifer
9	4/9/2018	Bales	Tennille
10	4/18/2018	Steadman	Sonya
11	10/1/2018	Aiello	Michael
12	10/30/2019	Schwartz	Karen
13	10/12/2020	Gampel	Lisa
14	6/8/2021	Stewart	Kristi
15	1/18/2022	Bolduc	Stephanie
16	1/27/2022	Redkey	Malia
17	7/27/2022	Rhoades	Jessica
18	9/6/2022	Rothi	Antonia
19	9/21/2022	Winkle	Christina
20	4/18/2023	Ponciano	Holly
21	2/5/2024	Markusen	Laura



Mike Allen, Executive Director-Human Resources

SENIORITY LIST - Sr Office Assistant
February 26, 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
14	1/31/2024	Porras	Marcelina



Mike Allen, Executive Director-Human Resources

SENIORITY LIST - Targeted Case Manager-Bilingual (Spanish)
February 26, 2024 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	1/7/2009	Morales	Marisol
2	10/12/2009	Rodriguez-Medina	Nancy
3	8/18/2016	Baldivid	Miriam
4	8/18/2016	Mane	Zugey
5	10/14/2020	Murguia	Monica
6	10/19/2020	Ramos	Mariela
7	12/7/2020	Rodriguez	Maite
8	9/22/2021	Vasquez	Vanessa
9	9/19/2022	Contreras-Tapia	Jennifer
10	2/6/2023	Diaz	Saul
11	10/9/2023	Felix	Veronica
12	10/9/2023	Martin-Vargas	Mariah
13	10/11/2023	Mendoza	Alexandri
14	10/20/2023	Alonso-Jimenez	Jessica
15	11/13/2023	Sandoval	Edgar
16	12/1/2023	Garcia	Jimena
17	12/4/2023	Corona-Pineda	Maria



Mike Allen, Executive Director-Human Resources

SENIORITY LIST - Transportation Special Ed Aide
February 26, 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
10	2/12/2024	Fox	William



Mike Allen, Executive Director-Human Resources

SENIORITY LIST - Parent Classroom Aide, Chapman
February 26, 2024 – ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	8/22/2023	Ellis	J'Jae
2	1/8/2024	Coffman	Tiffany



Mike Allen, Executive Director-Human Resources

CHICO UNIFIED SCHOOL DISTRICT
INTERMEDIATE OFFICE ASSISTANT

DEFINITION

Under general supervision, supports the Athletic Director (AD) in managing and organizing sports programs. This role involves collaborating with coaches, students and parents to ensure a professional, positive and supportive environment for all athletic activities. The position performs higher level independent decision making to ensure that all athletes meet or exceed eligibility requirements as well as to facilitate the tasks of the AD.

SUPERVISION EXERCISED

May exercise functional and technical supervision over student assistants.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Perform a variety of clerical duties, including typing, proofreading, filing, checking records and recording information on records.
- Assist/Support AD with athletic eligibility, athletic passes and recordkeeping of athletic physicals. Provides relevant information for the determination of athletic eligibility as requested by the AD.
- Update school site website regarding all athletic activities.
- Verify student hours for payroll purposes.
- Clear volunteer parent drivers
- Managing sports schedules and team rosters for school web site.
- Maintain confidentiality around student records and student status
- Compile and prepare various departmental files, records and reports; search files for specified information.
- Type letters, reports, requisitions, purchase orders, forms, warrants, file cards and other material from rough draft, marginal notes, verbal instruction or transcribing machine recordings; respond to routine correspondence; shred confidential materials.
- Greet visitors and the general public in person and on the telephone; refer visitors and transfer calls to appropriate personnel; take and transmit messages for staff; assist the general public, staff, faculty and students by providing general information regarding the location, dates and times of events and District policies and procedures; relay messages to appropriate personnel regarding emergency calls and situations; schedule appointments.
- Provide information to parents, teachers and counselors and may provide assistance to Senior Office Assistant who maintains secondary student attendance.
- Maintain and review financial records and documents for clerical and arithmetical accuracy, completeness and for compliance with established procedures; sort and file documents and records according to predetermined classifications.
- Sort and distribute mail and fax correspondence.
- Take care of sick or injured students; administer basic first aid and dispense prescribed medication to individual students in accordance with District policy; notify parents of student injury or illness as necessary; complete accident reports as needed.
- Review and monitor purchase orders and invoices; maintain records of expenditures.
- Monitor inventory of materials, supplies and equipment; examine the condition of inventory; repair or replace items as required.
- Contribute to the design, edit, duplication and distribution of the newsletter and bulletins to parents and staff.
- Supervise students present in the office for disciplinary reasons or who arrive early or leave campus late.
- Operate a variety of office machines, including typewriters, copiers, adding machines, transcribing

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Clearances include previous school year records, summer school records, semester records, transfer records, exchange student records in a non-CIF approved program as well as foreign exchange students.¶

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machines and computer terminals.

- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Modern office practices, methods and computer equipment;
- Principles and procedures of record keeping;
- Word processing methods, techniques and programs;
- Techniques used in public relations;
- 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;
- Type or operate a keyboard at a level proficient for successful job performance;
- Learn, interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions.

Ability to:

- 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;
- Learn, interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions;
- Learn basic first aid principles and practices may be required for some positions;
- Perform responsible clerical work with accuracy and speed, with frequent interruption;
- Perform accurate mathematical computations;
- Prepare and maintain accurate and complete records;
- Prepare clear and concise reports;
- Interact effectively and sensitively with individuals from diverse backgrounds;
- Respond to requests and inquiries for information regarding District policies and procedures;
- 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;
- Collect and tabulate information and data;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work;
- Word process methods, techniques and programs, including spreadsheet and database applications.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and

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Chico Unified School District
Intermediate Office Assistant

abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Two (2) year's of general clerical experience.

Training:

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

SPECIAL REQUIREMENTS

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

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to work in a standard office environment.

PC - February 2024

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SCHOOL DISTRICT		Intermediate Office Assistant			
JOB TITLE	Step 1		Median Calculation		
Yuba City Unified School District	Clerk II	\$19.02	x		
Thermalito Union Elementary School District	School Secretary	\$20.76	x		
Shasta Union High School District	None			\$17.64	
Twin Rivers	Administrative Clerk	\$19.25	x	\$17.82	
Marysville Unified School District	Secretary II	\$20.40	x	\$17.88	
Natomas Unified School District	Office Specialist III	\$18.75	x	\$18.06	
Chico Unified School District				\$18.75	\$19.02
Oroville Union High School District	Administrative Secretary - Level to high (monthly financial reports/reponds to public-suspensions -first aid-assists w/orientation of teachers/process college applications-workers comp claims)	\$20.65	x		
Corning Union High School	Not Applicable			Median	
Red Bluff Joint Union High School District	Intermediate Office Clerk	\$17.88	x	\$19.25	
Oroville City Elementary School District	Not Applicable			\$19.40	
Paradise Unified School District	Clerk Typist II	\$17.64	x	\$20.40	
San Juan Unified School District	Intermediate Clerk	\$17.24	out	\$20.65	
Corning Elementary Unified School District	School Secretary (Needs 3 years of experience)	\$19.40	x	\$20.76	
Sutter Union High School District/Sutter COE	Not Applicable				
Palermo Union School District (K-8)	Clerk Typist	\$17.82	x		
	Median of all Comparable Districts	\$19.02			
	No Information Available				
	Level 2 Range 7 Office Assistant	\$18.83	\$29.21	\$19.30	
	Level 2 Range 8 Intermediate Office Assistant	\$19.02		\$19.30	
	Level 3 Range 9 Senior Office Assistant	\$19.77	\$30.69		

The District and CSEA is recommending



CHICO UNIFIED SCHOOL DISTRICT
1163 East 7th Street | Chico, CA 95928 | 530-891-3000

CSEA, Chapter 110
2023/24 Salary Schedule

ALPHABETICAL LIST OF CLASSES AND SALARY RANGES BY LEVEL OF RESPONSIBILITY

	CLASSIFICATION TITLE	RANGE	SALARY RANGE
<u>LEVEL 0</u>			
<u>LEVEL 1</u>			
	Cafeteria Assistant	4	\$17.52-27.17
	Custodian	4	\$17.52-27.17
	Library Clerk	4	\$17.52-27.17
	Passenger Van Driver	4	\$17.52-27.17
	Transportation Special Education Aide	4	\$17.52-27.17
	Account Clerk	5	\$17.93-27.83
<u>LEVEL 1.5</u>			
	Baker Assistant	6	\$18.40-28.51
	Bicultural Liaison	6	\$18.40-28.51
	Cafeteria Assistant Cook Manager	6	\$18.40-28.51
	Cafeteria Cook Small School	6	\$18.40-28.51
	Cafeteria Satellite Manager	6	\$18.40-28.51
	Roving Cafeteria Assistant Cook Manager	6	\$18.40-28.51
<u>LEVEL 2</u>			
	Campus Supervisor	7	\$18.83-29.21
	Delivery Worker	7	\$18.83-29.21
	Elementary Counseling Assistant	7	\$18.83-29.21
	Grounds Worker	7	\$18.83-29.21
	Health Assistant	7	\$18.83-29.21
	Impacted Language Liaison, Hmong/Lao	7	\$18.83-29.21
	Library Media Assistant	7	\$18.83-29.21
	Office Assistant	7	\$18.83-29.21
	Office Assistant Elementary Attendance	7	\$18.83-29.21
	Stock Clerk	7	\$18.83-29.21
	Instructional Assistant-Computers	7.1	\$18.95-29.40
	Instructional Assistant-Vocational Education	7.1	\$18.95-29.40
	Instructional Paraprofessional	7.1	\$18.95-29.40
	Instructional Paraprofessional Specialized-Visually Impaired	7.1	\$18.95-29.40
<u>LEVEL 3</u>			
	Construction Records Technician	9	\$19.77-30.69
	Instructional Assistant-Bilingual	9	\$19.77-30.69
	Instructional Assistant-Multicultural	9	\$19.77-30.69
	Office Assistant Elementary Attendance-Bilingual	9	\$19.77-30.69
	Preschool Assistant	9	\$19.77-30.69
	Sr Grounds Worker	9	\$19.77-30.69
	Sr Library Clerk	9	\$19.77-30.69
	Sr Library Media Assistant	9	\$19.77-30.69
	Sr Office Assistant	9	\$19.77-30.69
	Cafeteria Cook Manager 1	10	\$20.29-31.45
	Small School Office Manager	10	\$20.29-31.45
	Sr Custodian	10	\$20.29-31.45
	Targeted Case Manager/Family Liaison	10	\$20.29-31.45

LEVEL 4

Instructional Paraprofessional-Extensive Needs	11	\$20.78-32.23
Sr Account Clerk	11	\$20.78-32.23
Targeted Case Manager/Family Liaison-Bilingual	12	\$21.30-33.04

LEVEL 5

Bakery Manager	13	\$21.81-33.83
Cafeteria Cook Manager 2	13	\$21.81-33.83
Maintenance Worker	13	\$21.81-33.83
Administrative Specialist	14	\$22.36-34.67
Instructional Paraprofessional-Intensive Behavior Interventionist	14	\$22.36-34.67
School Bus Driver, Type 1 & 2	14	\$22.36-34.67
School Bus Driver/Utility Worker	14	\$22.36-34.67
School Office Manager	15	\$22.91-35.54

LEVEL 6

Accounting Technician	16	\$23.46-36.42
Buyer	16	\$23.46-36.42
Maintenance & Operations Coordinator	16	\$23.46-36.42
Nutrition Services Purchasing Warehouse Coordinator	16	\$23.46-36.42
Storekeeper	16	\$23.46-36.42
Transportation Driver Trainer/Instructor	16	\$23.46-36.42
Computer Technician	17	\$24.03-37.30
Registrar	17	\$24.03-37.30
Financial Specialist	18	\$24.63-38.20
Sr Maintenance Worker-Carpenter	18	\$24.63-38.20
Sr Maintenance Worker-Electrician	18	\$24.63-38.20
Sr Maintenance Worker-HVAC	18	\$24.63-38.20
Sr Maintenance Worker-HVAC/Refrigeration	18	\$24.63-38.20
Sr Maintenance Worker-Painter	18	\$24.63-38.20
Sr Maintenance Worker-Plumber	18	\$24.63-38.20
Sr Maintenance Worker-Sprinkler System	18	\$24.63-38.20
Transportation Coordinator	18	\$24.63-38.20

LEVEL 8

Computer Technician-Training Specialist	20	\$25.87-40.13
Licensed Nurse	20	\$25.87-40.13
Payroll/Benefits Technician	20	\$25.87-40.13
Sr Equipment Mechanic	20	\$25.87-40.13

LEVEL 10

Accountant	21	\$26.52-41.12
Security Systems – Locksmith	21	\$26.52-41.12
Telecommunications Specialist	21	\$26.52-41.12
Lead Mechanic	22	\$27.32-42.41
Speech-Language Pathology Assistant	22	\$27.32-42.41
Instructional Paraprofessional Specialized-Hearing Impaired/Deaf	23	\$28.00-43.46
Maintenance Specialist	23	\$28.00-43.46

LEVEL 12

	25	\$29.43-45.67
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LEVEL 14

Certified Occupational Therapy Assistant	28	\$32.65-50.67
Network Analyst	28	\$32.65-50.67
Coordinator-Student Information	29	\$33.81-52.44
Data & Assessment Analyst	29	\$33.81-52.44
Information Systems Analyst	29	\$33.81-52.44

LEVEL 18

Behavior Specialist	45	\$50.69-74.88
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