

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

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

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

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

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

**4:00 PM**

**Monday, March 18, 2024**

	Purpose	Page(s)
CALL TO ORDER		
WELCOME TO VISITORS		
CONSIDERATION OF MINUTES		
1. Consider approval of the minutes of the regular meeting of February 26, 2024.	Action	24-195 – 24-196
BUSINESS		
2. Director's Report	Information	
3. Consider job announcement(s) for: Office Assistant Elementary Attendance and School Office Manager.	Action	24-197 – 24-198
4. Consider eligible list(s) for: IP-Intensive Behavior Interventionist and School Bus Driver.	Action	24-199 – 24-200
5. Consider seniority list(s) for: Director-Maintenance/Operations/Transportation, Financial Specialist, IA-Bilingual (Spanish), Instructional Paraprofessional, Licensed Nurse, Maintenance & Operations Coordinator, Preschool Assistant, School Office Manager, and Sr Equipment Mechanic.	Action	24-201 – 24-212
6. Consider revised job description(s) for: Electronics Technician, Elementary Counseling Assistant, Facilities Use Coordinator, Facilities/Finance Coordinator, Facility/Planning Construction Supervisor, Financial Specialist, Fiscal Services Manager, Grounds Prep Helper, Grounds Worker, and Health Assistant.	Action	24-213 – 24-236
7. Consider the updated Nutrition Services Re-Organization.	Action	24-237
8. Announce date of regular meeting, April 22, 2024.	Announcement	

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

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

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

## PERSONNEL COMMISSION

Minutes for February 26, 2024

Regular Meeting

The Chico Unified School District Personnel Commission met in regular session at the administration building on February 26, 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 4:05 pm.	Call to Order
There were no visitors in attendance.	
The minutes of the January 29, 2024 regular meeting were considered and approved. (MSC) Patrick/Jones	Minutes Approved
The minutes of the February 7, 2024 special meeting were considered and approved. (MSC) Patrick/Jones	
David Koll and Mike Allen, Executive Director-Human Resources, reported: <ul style="list-style-type: none"><li>• They recently attended the Public Agency Risk Management Association (PARMA) conference. The training was very hands on and educational, allowing Mr. Koll and Mr. Allen to hear topics on new available trainings and legal updates for the state of California.</li><li>• The CSPCA conference is coming up where CUSD's own Attorneys will be speaking at 6 different classes. Mr. Allen stated that staff will most likely not be attending any more trainings for the remainder of the year after CSPCA.</li><li>• Mr. Koll has been working on reclassifications/reorganizations and layoff guidelines and protocols. Merit Committees are scheduled to discuss future reclassifications and Merit Rule Updates.</li></ul>	Director's Report
Job Announcement(s) for Instructional Paraprofessional-Intensive Behavior Interventionist, Roving Cafeteria Assistant Cook Manager, School Bus Driver, Senior Office Assistant, and Stock Clerk were considered and approved. (MSC) Jones/Patrick	Job Announcements Approved
Eligible List(s) for Instructional Paraprofessional and Roving Cafeteria Assistant Cook Manager were considered and approved. (MSC) Patrick/Jones	Eligible Lists Approved
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 were considered and approved. (MSC) Patrick/Jones	Seniority Lists Approved
Revised Job Descriptions for Administrative Assistant, Baker Assistant, Bakery Manager, Behavior Specialist, Bicultural Liaison, Business Services Assistant,	Revised Job Descriptions Approved

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, Director-Communications and Community Relations, Director-Educational Data and Assessment, Director-Facilities and Construction, and Director-Maintenance/Operations/Transportation were considered and approved. (MSC) Patrick/Jones	
New Job Description for Intermediate Office Assistant was considered and approved with an amendment to the job title, TBD. (MSC) Patrick/Jones	New Job Description Approved
Salary Placement for Intermediate Office Assistant was considered and approved at Level 2/Range 8. (MSC) Patrick/Jones	Salary Placement Approved
The updated 2023/24 CSEA Salary Schedule A-1 was reviewed.	Salary Scheduled Reviewed
The proposed Nutrition Services Department re-organization was considered and approved with minor changes. (MSC) Patrick/Jones	NS Re-Organization Approved
The date of the next Personnel Commission meeting is scheduled for March 25, 2024; however, a new date of March 18, 2024 was suggested.	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 4:51 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 AND PROMOTIONAL COMPETITIVE EXAMINATION**

**OFFICE ASSISTANT ELEMENTARY ATTENDANCE**  
**Starting Salary: \$18.83/Hour**  
**Salary Range: \$18.83 – \$29.21/Hour**

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

**GENERAL INFORMATION & INSTRUCTIONS:**

- A. Apply on-line at [www.edjoin.org](http://www.edjoin.org).
- 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 **OFFICE ASSISTANT ELEMENTARY ATTENDANCE**. Positions usually work part time, 4 – 6 hours per day, 197 days per year. The eligible list resulting from this recruitment will be used to fill openings in this classification for up to 6 months. Substitutes to work on an on-call, as-needed basis for regular employees will be selected from the established eligible list. Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities to meet the minimum requirements would be: **One year of general clerical experience, equivalent to the completion of the twelfth grade and ability to type or operate a keyboard at a level proficient for successful job performance.** The District will determine the top candidates based solely on the information submitted on the application. All persons interested in this position and who meet job related and essential qualifications are encouraged to apply. CUSD is an affirmative action employer and will not discriminate against employees or discriminate in employment of classified personnel with regard to age, ancestry, color, gender, gender expression, gender identity, genetic information, marital status, medical condition, mental disability, military and veteran status, national origin, physical disability, pregnancy, childbirth, breastfeeding or related medical conditions, race, religious creed, sex, or sexual orientation of any person. Bilingual candidates are encouraged to apply.

**EXAMINATION AND CERTIFICATION**

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

**APPLICATION/EXAMINATION DATES & CERTIFICATION**

- a. Closing date for filing applications:
- 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, March 11, 2024, 12:00 PM**  
**Friday, March 15, 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 AND PROMOTIONAL COMPETITIVE EXAMINATION**

**SCHOOL OFFICE MANAGER**  
**Salary Range: \$22.91/Hour - \$35.54/Hour**  
**Starting Salary is at the first step for new employees**

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** or pick up a job announcement and instructions on how to apply on-line in the lobby of CUSD Administration Building, 1163 E. 7th Street, Chico, CA.
- B. **Read the job announcement prior to completing the application form.**
- C. To claim Veterans' credit on open entry-level exams, you must submit a copy of your DD214. Those claiming disability Veterans' credit must include evidence of current receipt of disability benefit by the closing date for filing applications.
- ➡ D. **KEEP THE JOB ANNOUNCEMENT! If you have not received notification for any part of the exam by the day prior to the date announced, call the Classified Human Resources Office at (530) 891-3000, extension 20120.**
- E. Complete all parts of the application. Any requested attachments must be received by 12:00 p.m. on the closing date. Late applications are not accepted.

**THE POSITION**

The District is establishing an eligible list for School Office 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 years of responsible secretarial and clerical support experience that included decision making responsibilities and exercising of independent judgment, equivalent to the completion of the twelfth grade supplemented by specialized training in office practices or a related field, and ability to type or operate a keyboard at a level sufficient for successful job performance. Experience in a school district is highly desirable. Ability to obtain and maintain certification in First Aid & CPR by the end of the 5<sup>th</sup> month of employment required. Please see job description for full description of all requirements.** All persons interested in this position and who meet job related and essential qualifications are encouraged to apply. Top qualifying candidates will be invited to the written exam. The District will determine the top candidates based solely on the information submitted on the application. CUSD is an affirmative action employer and will not discriminate against employees or discriminate in employment of classified personnel with regard to age, ancestry, color, gender, gender expression, gender identity, genetic information, marital status, medical condition, mental disability, military and veteran status, national origin, physical disability, pregnancy, childbirth, breastfeeding or related medical conditions, race, religious creed, sex, or sexual orientation of any person. Bilingual candidates are encouraged to apply.

**EXAMINATION AND CERTIFICATION**

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

**APPLICATION/EXAMINATION DATES & CERTIFICATION**

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

**Monday, March 11, 2024, 12:00 PM**  
**Tuesday, March 19, 2024 (during the day)**  
**Monday, March 25, 2024 (during the day)**

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

**EMPLOYMENT INFORMATION FOR BARGAINING UNIT CLASSIFICATIONS**

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

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

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

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

**Questions, contact: CUSD, 1163 E. 7th St., Chico, CA 95928--(530) 891-3221 – TTY (530) 895-4030**  
**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER** **JOB LINE = 530-891-3000 & PRESS 5-6**

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

**Effective:**     **March 1, 2024 – September 1, 2024**  
                      **October 27, 2023 – April 27, 2024**

<b>Rank</b>	<b>Prom</b>	<b>Open</b>	<b>Last Name</b>	<b>First Name</b>
1	X		Frank	Eric
2	X		Gess	Wade
3 TIE		X	Phebus	Gregory
3 TIE		X	Dilts	Ayrian
3 TIE		X	Sampson	Michelle
3 TIE		X	Watkins	Maureen
3 TIE		X	Hemstalk	Anna
3 TIE		X	Wilson	Maggie
4		X	Rye	Sydney
5	X		Burwell	Ben
6 TIE	X		Robertson	Natalie
6 TIE	X		Caraway	CrystalMay
7	X		Pendergraft	Elisa
8 TIE		X	Belser	Peyton
8 TIE		X	Ramirez	Ana
8 TIE		X	Hernandez Jr.	Salvador
8 TIE		X	Miranda	Timothy
8 TIE		X	Sanchez	Ashley
8 TIE		X	Britt	Summer
8 TIE		X	Asu	Blessing
9		X	Zilch	Taron
10 TIE	X		Lacy Sr.	Dirk
10 TIE	X		Cifuentes	Rafael
11 TIE		X	Wilson	Dejane
11 TIE		X	St. Louis	Mark
11 TIE		X	Ritza-Sanchez	Nicole
11 TIE		X	Flowers	Madison
11 TIE		X	Auvinen	Matt
12		X	Wright	Cathryn
13	X		Lorenzo	Sherrie
14		X	Carbajal Quintero	Andrea

  
**Mike Allen, Executive Director**

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

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

***Eligible List For: School Bus Driver***

***Effective: March 8, 2024 - September 8, 2024***

<b><i>Rank</i></b>	<b><i>Prom</i></b>	<b><i>Open</i></b>	<b><i>Last Name</i></b>	<b><i>First Name</i></b>
1			Jensen	Jill



***Mike Allen, Executive Director***



SENIORITY LIST - Director-Maintenance/Operations/Transportation  
March 18, 2024 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	12/1/2023	Morris	John

  
Mike Allen, Executive Director-Human Resources

SENIORITY LIST - Financial Specialist

March 18, 2024 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	10/28/2021	Solano	Yesenia
2	12/11/2021	Slocomb	Jeanne
3	8/29/2022	Soulliere	Diana

  
Mike Allen, Executive Director-Human Resources

SENIORITY LIST - IA-Bilingual (Spanish)

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



Mike Allen, Executive Director-Human Resources

SENIORITY LIST - Instructional Paraprofessional  
March 18, 2024 - ANY TIED DATES ARE BROKEN BY LOTTERY

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

Rank	Seniority Date within Class	Last	First				
1	11/2/2000	Jones	Brett	40	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, 3/18/2024

  
Mike Allen, Executive Director-Human Resources

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

Instructional Paraprofessional, 3/18/2024

  
Mike Allen, Executive Director-Human Resources

276	10/9/2023	Copenhaver	John
277	10/9/2023	Fay	Susan
278	10/9/2023	Marshall	Emily
279	10/16/2023	Ramirez-Pila	Ana
280	10/18/2023	Rodriguez	Bianca
281	10/18/2023	Hill	Krista
282	10/23/2023	Gutierrez-James	Teresa
283	10/23/2023	Londry	Leah
284	10/23/2023	Avila	Sabrina
285	10/23/2023	Taylor-Vazquez	Marta
286	10/24/2023	Gonzalez	Dylan
287	10/25/2023	Reis	Marissa
288	10/30/2023	Auvinen	Matt
289	10/30/2023	MacGibbon	Emily
290	11/3/2023	Vought	Sarah
291	11/7/2023	Rice	Melanie
292	11/13/2023	Shelton	Jason
293	11/13/2023	Teves	Jasmine
294	11/13/2023	Wilson	Maggie
295	11/27/2023	Leahy	Sarah
296	11/29/2023	Partida	Karen
297	12/7/2023	Reribi	Halima
298	12/18/2023	Scott	Tyler
299	1/8/2024	Sheppard	Latasha
300	1/8/2024	Dillanes	Ashley
301	1/8/2024	Perez	Elenie
302	1/8/2024	Lorenzo	Sherrie
303	1/8/2024	Puckett	Isabelle
304	1/8/2024	Wilson	Dejane
305	1/22/2024	Jones	Gabriella
306	1/22/2024	Abreu	Johana
307	1/22/2024	Belser	Peyton
308	1/22/2024	Manrubia	Michelle
309	1/23/2024	Gonzalez	Anthony
310	1/24/2024	Britt	Summer
311	1/31/2024	Rye	Sydney
312	2/5/2024	Schlager	Jayme
313	2/5/2024	Brooks	Hilary
314	2/5/2024	Dilts	Ayrian
315	2/12/2024	Knauth	Mackenzie
316	2/20/2024	Hurst	Khalid
317	2/22/2024	Keables	Tyler
318	2/20/2024	Brannen	Kiana
319	2/20/2024	Abouzeid	Isabella
320	2/26/2024	Gran	Sydney
321	3/4/2024	Hunt	Debra

SENIORITY LIST - Licensed Nurse

March 18, 2024 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	2/11/2013	Campos	Deborah
2	1/9/2017	Sealey	Angie
3	8/17/2020	Harris	Brianna
4	9/21/2020	Canfield	Olivia
5	8/22/2022	Ramirez	Greselda
6	10/17/2023	Hoetger	Hilary
7	2/6/2024	Zepeda	Robyn



Mike Allen, Executive Director-Human Resources



SENIORITY LIST - M & O Coordinator

March 18, 2024 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	1/8/2024	Fields	Jennifer

  
Mike Allen, Executive Director-Human Resources

SENIORITY LIST - Preschool Assistant

March 18, 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
9	2/26/2024	Rew	Laura

SENIORITY LIST - School Office Manager  
March 18, 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 Equipment Mechanic  
March 18, 2024 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	3/23/2020	Straker	David
2	1/3/2022	Galloway	Daniel
3	8/23/2023	Carini	Noah
4	9/20/2023	Morgan	Conor

**CHICO UNIFIED SCHOOL DISTRICT  
ELECTRONICS TECHNICIAN**

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**DEFINITION**

Under direction, to perform a variety of complex technical tasks in the installation, modification, and repair of District clock, bell, intercom, fire and intrusion alarm and telephone 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 heat and smoke detection equipment, data gathering panels and phone lines/equipment; unified systems; master clocks; secondary clocks; bell systems, including impulse, synchronous and electronic digital master clocks; intercoms; public address; paging and phone systems.
- Receive work orders; confer with supervisors and building administrators to determine work priorities; confer with originators of work orders 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.
- 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.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Theory, function and design of communications, electronic and electro mechanical 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.

**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.

**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.

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Chico Unified School District  
Electronics Technician

- 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, 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 knowledge, skills and abilities would be:

Experience:

- Four (4) years of journey-level technical electronics experience, such as repair and maintenance of clocks, fire and intrusion alarms, and telephone systems.

Training:

- Completion of basic electronic school or apprenticeship program or formal course work in electronic theory.
- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

SPECIAL REQUIREMENTS

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

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.
- Obtain and maintain 16-hour asbestos training certificate.

Conditions of Employment:

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

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Willingness to respond to emergency calls at night or on weekends.
- This type of work requires 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.

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Chico Unified School District  
Electronics Technician

- 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, push, pull or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding and ramps.

PC - December 1996, ~~June 2004~~, ~~August 2004~~, ~~March 2024~~

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**CHICO UNIFIED SCHOOL DISTRICT  
ELEMENTARY COUNSELING ASSISTANT**

**DEFINITION**

Under direction of site administration or designee, provides early intervention and emotional/behavioral/academic review and supports, to identified students either individually or in groups. Facilitates classroom and schoolwide lessons and activities in Social and Emotional Learning, character education, conflict resolution, and bullying prevention. Participates in ongoing District training, maintains records of service and facilitates collection of data.

**SUPERVISION EXERCISED** - Exercises no supervision.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Work individually with identified children, facilitating social and life skill lessons.
- Establish positive relationships with children and achieve goals jointly established by site leadership and/or the referring teacher.
- Assist in evaluating student progress in a wide variety of skills; report progress regarding student performance and behavior.
- Assist in screening and assessing students.
- Communicate all matters of importance to site administrator or designee; communicate important information to parents when so directed.
- Assist with organizing and compiling evaluative data.
- May assist certificated teaching staff with the development and preparation of instructional materials.
- Attend and participate in staff meetings and in-service activities as assigned; attend workshops, conferences and classes to increase professional knowledge.
- Perform related duties and responsibilities as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Child development theory and principles;
- Basic subjects taught in schools;
- English usage, spelling, grammar and punctuation;
- General needs, learning styles and behavior of children;
- Basic clerical procedures;
- Simple record keeping procedures;
- General methods of education and tutoring;
- Basic techniques to motivate students and manage student behavior;
- Safe work practices;
- Reading, language development, and mathematics equivalent to high school competencies.

**Skill to:**

- Learn to operate equipment, including technology, used as educational aids;
- Operate office equipment.

**Ability to:**

- Learn the procedures and functions necessary to perform assigned duties;
- Learn instructional terminology, educational philosophies, concepts, materials, methods and procedures;
- Learn the general signs and indications of healthy social/emotional functioning in children;
- Utilize active listening skills;

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- Compile records and prepare reports.
- Effectively work with students and school community.
- Interact effectively and sensitively with individuals from diverse backgrounds.
- 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.
- Supervise and discipline students according to approved policies and procedures.
- Read, write and understand the English language.
- Perform clerical duties, including, but not limited to data entry into District databases.
- Maintain confidentiality of student and school information.
- Demonstrate an understanding, patient and receptive attitude toward children.
- 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, 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:

- Some experience working in an organized education or childcare setting.

##### Training:

- Equivalent to the completion of the twelfth grade.
- Supplemental specialized training in child development, education or a related field is desirable.

#### 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 school site environment.

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## CHICO UNIFIED SCHOOL DISTRICT FACILITIES USE COORDINATOR

### DEFINITION

The position is responsible for managing facility functions by coordinating the use of all District facilities including working with staff and community groups to coordinate scheduling and promoting the use of all District facilities. The position has direct supervision and oversight of a variety of technical work related to facilities use and theater operations.

### SUPERVISION EXERCISED

May exercise technical and functional supervision over staff members relating to facility usage.

### EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Communicates with individuals regarding the facility/grounds (e.g. scheduling activities, forwarding billing information, identifying special needs, etc.) for the purpose of maximizing the facility usage; preventing conflicts; meeting specific needs, and ensuring that invoices are distributed.
- Oversees the administrative and technical operation of the District's Center for the Arts Theater.
- Creates, maintains and implements the District's facilities use policies, procedures and administrative regulations.
- Maximize facilities usage by scheduling activities, identifying special rental needs, preventing scheduling conflicts.
- Negotiates community facility use rental contracts and agreements for the purpose of achieving outcomes consistent with the District's long- and short-range goals.
- Responds to inquiries from a variety of internal and external parties by phone, electronic communication, letter and/or in person (e.g. staff, parents, students, community organization, and the public, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- As needed, assists with departmental administrative functions (e.g. hiring, counseling, training, supervising, evaluating, monitoring budget, developing procedures, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring that necessary outcomes are achieved.
- Participates in a variety of meetings as required (e.g. workshops, inter/intra-district committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Researches topics related to the use and operation of the Chico Unified School District (CUSD) facilities/grounds and the Center for the Arts for the purpose of developing new programs/services, ensuring compliance with mandated requirements, securing general information for planning, and/or responding to requests.
- Advises site personnel and community clients for the purpose of providing information regarding safety of all facility maintenance and use and theater activities.
- Prepares a wide variety of often complex materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.

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- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Represents Chico Unified School District Center for the Arts within the District and community (e.g. performances, announcements, flyers, etc.) for the purpose of increasing student and community participation in and support for the performing arts program.
- Promotes ticket sales and oversee box office activities.
- Manages a flexible work schedule including being present at all productions, rehearsals, and other events held at the Center for the Arts facility as needed.
- Maintains a secure environment at the Center for the Arts and other District facilities for the purpose of minimizing property damage, loss and liability and ensuring safety at work site.
- Insure that all facilities and equipment are maintained, secured, and properly inventoried.
- Maintains stage and media equipment for the purpose of ensuring the availability and functioning of required tools and equipment within a safe work area.
- Maintains inventory of theater items for the purpose of providing security of tools, equipment, supplies, props, and sets in the theater.
- Prepares and maintains accurate records.
- Coordinates and facilitates the training of CUSD students in the utilization of District facility equipment.
- Reads technical information, composes a variety of documents, and/or facilitates group discussions; and understands complex, multi-step written and oral instructions.
- Markets/promotes use of facilities.
- Performs other related clerical and managerial duties, as assigned.
- Performs management duties of classifications at the same or lower level, as assigned.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

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

- Light and sound boards;
- Schematics, carpentry, concepts of stage production and support;
- Problem solving skills and abilities

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

- Perform multiple, technical tasks simultaneously;
- Monitor budget expenditures;
- Adhere to safety practices; operating equipment used in theater production;
- Schedule a number of activities, meetings, and/or events; gather and/or collate data; and consider a variety of factors when using equipment;
- Work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods;
- Work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans;
- Safely operate a motor vehicle;

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

- Satisfactorily perform the functions of the job including, but not limited to: adhering to theater and technical safety practices; meeting deadlines and schedules; working under time constraints; and frequently working extended or nonstandard hours;
- Work under limited supervision following standardized practices and/or methods;
- Direct other persons within a small work unit;

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- Recognize that utilization of some resources from other work units is often required to perform the job's functions.

#### EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

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

##### Experience:

- Three (3) years of responsible experience in management and operation of a community theater, auditorium, or similar facility.
- Experience in marketing, fund-raising and public relations is desirable. Operation of sound and lighting systems is desirable.

##### Education:

- Bachelor's degree from an accredited college or university with major course work in arts administration, business or public administration or related field is required.

#### SPECIAL REQUIREMENTS

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

##### License and Certificate Requirement:

- Possess and maintain and 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 worksites and locations, as needed.

#### PHYSICAL DEMANDS

Essential duties require the following physical abilities and work environment:

- Work predominantly in an indoor environment
- Occasional lifting, carrying, pushing, and/or pulling
- Some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling
- Significant fine finger dexterity
- Generally, the job requires 50% sitting, 20% walking, and 30% standing.

Circumstances will dictate the actual amount of work to be performed. The job is performed under some hazardous conditions and in a normally clean atmosphere.

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## CHICO UNIFIED SCHOOL DISTRICT FACILITIES/FINANCE COORDINATOR

### DEFINITION

Under direction, to perform a variety of highly responsible specialized clerical and financial duties in support of the Facilities Department. This position is responsible for planning, organizing and participating in the operations and activities of the District's building program; overseeing construction budgets and expense tracking.

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### EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Plan, implement and manage existing and long-range data.
- Communicate with other District personnel and departments, architects, consultants, developers, governmental agencies and others to coordinate activities, exchange information and facilitate various projects.
- Prepare, track and analyze cost estimates, expense reports, statistical data and other financial reports; summarize raw data and format reports; develop visual presentations as requested.
- Set up and maintain accounting records for all receipts and expenditures in the Facilities and Planning Office.
- Implement construction accounting procedures for the State School Building Programs. Assure compliance with Office of Public School Construction guidelines, rules and regulations.
- Assist in the preparation of policy and procedure manuals for all accounting transactions in the Facilities and Planning Office.
- Implement construction accounting procedures for the Chico Unified School District programs.
- Initiate purchase orders, requisitions, change orders, and prepare documents for payment of invoices.
- Post receipts and expenditures to proper accounts.
- Prepare fund balance projections.
- Balance books monthly and prepare financial report.
- Work with accounting, budget and finance departments to reconcile anomalies and improve accuracy of all reports.
- Maintain running account balance of each construction project budget.
- Process construction progress payments and monitor for any claims, stop notices, retention payments, back charges and liquidated damage charges.
- Prepare reports for the Director and Managers, as assigned.
- Participate in year-end closing of account and District construction records.
- Work closely and cooperatively with outside auditors in gathering data for their review.
- Complete state construction reports as assigned. Make proper journal entries or transfers to keep integrity of the funds.
- Operate computer and word processing equipment for accounting applications.
- Supervise and evaluate subordinate staff.
- Perform other duties as assigned.

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### JOB RELATED AND ESSENTIAL QUALIFICATIONS

#### Knowledge of:

- Principles and procedures of bookkeeping, including governmental procedures and school district budget and reporting procedures.
- Computer based accounting systems.
- Modern office procedures, methods and equipment.
- Laws, rules and regulations applicable to California school district accounting activities.
- Principles and procedures of evaluation.
- Construction bidding, payments and change orders.

#### Skill to:

- Operate modern office equipment

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- Safely operate a motor vehicle.

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#### Ability to:

- Establish and maintain effective work relationships with those contacted in the performance of assigned duties.
- Understand and carry out complex oral and written instructions.
- Apply pertinent school district policies, laws, rules and governmental regulations to specific cases.
- Analyze and interpret fiscal records and documents and prepare accurate and complete financial summaries and reports.
- Perform research, compiling information from a variety of sources, maintaining accurate records and files.

#### 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:*

#### Education:

- Equivalent to a bachelor's degree from an accredited college or university with major work in accounting or business administration, or

#### Experience:

- Four (4) years of increasingly responsible financial or statistical record keeping experience.

#### LICENSE/CERTIFICATE REQUIREMENTS

- 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.

PC - June 1998, March 2024

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**CHICO UNIFIED SCHOOL DISTRICT  
FACILITY PLANNING/CONSTRUCTION SUPERVISOR**

**DEFINITION**

Under direction, to plan, organize and coordinate the District facility planning and construction processes; to plan, organize, and supervise the projection and forecasting of future school facilities; to plan, organize, coordinate, and perform specialized functions and activities pertaining to environmental quality, facility reconstruction, and future facility site identification, selection and acquisition.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Plan, organize and coordinate the planning of future school facilities, including the conduct of action research pertaining to economic, social and physical factors affecting land use within the confines of the District.
- Compile and analyze data and prepares graphic and narrative presentations regarding facility planning and construction.
- Confer with various agencies and land developers in determining land use and the need and location of potential school sites.
- Represent the District before local and state commissions and agencies pertaining to school facility planning and construction.
- May participate in the inspection, review, and evaluation of facilities, grounds, and work areas and prepares recommendations to ameliorate potential environmental and hazardous conditions.
- Maintain an information and data management, storage and retrieval system pertaining to land development, projected student enrollment, planning and construction timelines, and other matters related to facility development management functions.
- Assist in the preparation of bid specifications, legal advertising, change orders, easements, notices of completion, and other facility planning and construction communicative documents required by the State Building Program.
- May assist in the planning, organization and coordination of the community use of District facilities.
- Serve as a resource to District personnel, community members and others pertaining to school facility planning, District boundary information, and other matters related to school facility utilization and planning and construction.
- Participate in the functions and activities of the District safety committee that includes the planning of safety inspections, health and safety instructional programs and the development of informational materials pertaining to health and safety regulatory matters.
- Plan, organize and coordinate the District capital outlay budget, and the administration of the District's facility finance plan, bond issue matters, developer fee determination and collection, Mello Roos Districts, and redevelopment issues.
- May be required to drive a District vehicle to and from school facilities, land development areas and other areas in the performance of various functional responsibilities.
- Perform related duties and responsibilities as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Principles, methods, techniques and strategies of facility planning, construction, and finance management functions;
- Legal mandates, policies, regulations and guidelines pertaining to facility planning and construction.
- Local, state and federal administrative agencies responsible for land use and development and school facility building management programs;
- Research and analysis methods, techniques and procedures.

**Skill to:**

- Safely operate a motor vehicle.

**Ability to:**

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Chico Unified School District  
Facilities Planning/Construction Supervisor

- Effectively and efficiently plan, organize, coordinate and participate in a comprehensive school facility utilization, and planning and construction process;
- Maintain an extensive data and information management, storage and retrieval system;
- Analyze and interpret school facility construction and health and safety regulations, guidelines, practices and trends;
- Communicate effectively in oral and written form regarding technical and legal matters pertaining to facility planning and construction;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain cooperative working relationships.

**EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES**

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

**Experience:**

- Four (4) years of responsible experience in the facility planning and construction of school facilities and large buildings, including two years in a supervisory capacity.

**Education:**

- Bachelor's degree or higher, supplemented by advanced training or course work in organization, supervision, engineering and architectural principles.

**SPECIAL REQUIREMENTS**

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

**License and Certificate Requirement:**

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

**Conditions of Employment:**

- Insurability by the District liability insurance carrier.
- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple worksites and locations, as needed.

**PHYSICAL DEMANDS**

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

- Persons performing service in this position classification will exert 25 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment, and handling and working with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

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

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**CHICO UNIFIED SCHOOL DISTRICT  
FINANCIAL SPECIALIST**

**DEFINITION**

This position under general supervision performs a variety of clerical accounting duties involved in the developing, processing, and maintaining of financial records, including in the areas of payroll, accounts payable, and accounts receivable. One of the primary functions will be the generation, collection, auditing, coding, and processing of time cards and extra assignment sheets. Additional functions include absence tracking, handling employee deductions, and responding to informational requests. This position requires considerable discretion, professionalism, initiative, accuracy, attention to detail, organizational skills, ability to multitask within strict timelines, and effective communication skills.

**SUPERVISION EXERCISED**

May exercise technical and functional supervision over student assistants.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Processing of payrolls including data collection, time card verification, audit hours, vacation, sick leave, and workers' compensation including the coding of payroll.
- Balance payroll comparing inputs with outputs; audit final payroll and distribute.
- Act as internal consultant/support to management and staff on issues of payroll and accounts payable and receivable.
- Receive calls, visitors and mail; respond to complaints and requests for information.
- Ensure all sites have correctly completed and sent in their documents by the payroll deadlines.
- Validating absence tracking documents versus generated extra assignment sheets.
- Checking personal leave balances before allowing payment for time not worked.
- Participate in coordinating, organizing, and maintaining the workflow of the Payroll/Fiscal Services Department and provide training to assigned staff.
- Respond to and assist in resolving difficult and sensitive requests; apply policies, including District and Bargaining Unit policies; procedures and employee contracts; work with District and site personnel concerning contract sections and employee reporting.
- Maintain payroll/fiscal information system records and generate reports as needed; 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.
- Process accounts payable documents on a timely basis; evaluate and check invoices against purchase orders to ascertain relative charges; analyze and assign correct account classification and vendor codes; compute extensions and prepare invoices for payment; prepare warrants; file checks; mail checks to payees.
- Receive, code, post, and monitor accounts receivable records; process incoming checks.
- Monitor and balance various accounts verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems.
- Perform related duties and responsibilities as required.

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**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Principles, procedures, methods, practices, and terminology used in payroll and financial record keeping.
- Methods and techniques of data collection, analysis, and report preparation.
- Mathematical principles.
- Intermediate level MS Office Suite or equivalent.
- Federal and state labor law, Education Code, Butte County and Chico Unified School District employment policies.
- Collective Bargaining Agreements and Merit System Rules.

**Skill to:**

- Operate 10-key by touch.
- Create documents, databases, spreadsheets, and reports using MS Office Suite.
- Type or operate a keyboard at a level proficient for successful job performance.

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Chico Unified School District  
Financial Specialist

- Enter data and create reports using payroll information systems.
- Conduct and interpret research on pay related topics.

Ability to:

- Demonstrate exceptional customer service and respond to requests and inquiries for information regarding payroll.
- Multitask in a timeline driven environment.
- Maintain confidentiality of employee information.
- Demonstrate critical thinking skills and exercise sound judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Perform mathematical computations quickly and accurately.
- Communicate clearly and concisely, both orally and in writing.
- Work independently in the absence of supervision.
- Work effectively and efficiently under pressure with constant interruptions.
- Maintain a professional environment within the office and District.
- Stay abreast of changes with employees, employment contracts, labor law, or other factors that may impact this function.

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 could be found in the following areas:

Experience:

- Two (2) years' experience in payroll operations, preferably in a public sector environment.
- Two (2) years of increasingly responsible experience in the maintenance of financial or statistical records, preferably including some experience in the specific area of assignment.

Education:

- AA/AS degree or higher with focus in accounting.
- Additional appropriate college level coursework.

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 of the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- This type of work requires 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 and on the telephone.
- Ability to exert up to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to work overtime on evenings and weekends, as needed.

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## CHICO UNIFIED SCHOOL DISTRICT FISCAL SERVICES MANAGER

### DEFINITION

Under general direction, manages fiscal support functions and staff for assigned unit. Establishes and monitors systems and procedures to ensure compliance with accounting principles, district, state, and federal regulations, and audit requirements. Performs complex accounting, analytical and technical work involving program compliance, budget control analysis and development; districtwide budget development; position control; and financial projections and reporting. Areas of responsibility may include payroll, benefits, budgeting, contracts and grants, and/or other fiscal/accounting functions.

### EXAMPLES OF ESSENTIAL DUTIES:

- Manage the day-to-day operations of fiscal support units such as payroll, benefits, budgeting, contracts and grants, position control, and/or other fiscal/accounting functions, ensuring compliance with district, state, and federal policies and regulations.
- Oversee the supervision of personnel, which includes work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
- Develop budgets and ensures budget compliance.
- Supervise and participates in the research, collection, analyses, and compilation of data for financial and statistical reports, projections, estimates, and studies, and prepares reports on findings.
- Develop complex computer –aided models used in the preparation of various financial reports, projections, and analyses; works with IT in the development and/or modification of programs to meet the needs of the District.
- Review and approves expenditure documents for budgets monitored by this position.
- Interact with internal and external auditors and participates in occasional auditing projects or provides information and access to accounting records as required.
- Advise and interprets policies to employees, management, and outside persons; resolves related problems.
- Develop and implements systems to maintain records on employees and compliance activities.
- Participates in development, implementation and maintenance of policies, objectives, short and long-range planning; develops and implements projects and programs to assist in accomplishment of established goals.
- Perform related duties and responsibilities as assigned.

### JOB RELATED AND ESSENTIAL QUALIFICATIONS

#### Knowledge of:

- Public agency payroll, finance, accounting, budgeting, and cost control policies, standards, and procedures.
- Management principles and practices.
- MS Office and accounting/financial software at an intermediate level.
- Preparation of financial statements and comprehensive accounting reports.
- Laws, rules, and regulations related to payroll and other assigned activities.

#### Skill to:

- Maintain interpersonal relationships and District-wide communication.
- Plan and organize plan and manage multiple projects.
- Manage employee development and performance management.

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- Examine and re-engineer operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Utilize technology and related software applications.
- Problem solve analysis and resolution.

**Ability to:**

- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Analyze and interpret complex financial information.
- Develop, plan, and implement short- and long-range goals.
- Multi-task in a changing environment.
- Develop and maintain recordkeeping systems and procedures.
- Effectively communicate both orally and in writing, accounting information, policies, and/or procedures in a manner easily understood by the customer.

**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:

**Education:**

- Bachelor's degree from an accredited college or university with major coursework in accounting, business administration, or related field.

**Experience:**

- Three (3) to five (5) years experience directly related to the duties and responsibilities specified, preferably in a public agency.

**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:

- This type of work requires 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.

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Chico Unified School District  
Fiscal Services Manager

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## CHICO UNIFIED SCHOOL DISTRICT GROUNDS PREP HELPER

### DEFINITION

Under supervision of the school site's principal or designee and direction of the Senior Grounds Worker, to maintain grounds in competitive playing condition for track, field, softball and baseball and to prepare fields for activities planned.

**SUPERVISION EXERCISED** Exercises no supervision.

### EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Mow, edge and trim play fields, tracks, ball diamonds, jumping pits, discus rings, and athletic fields.
- Operate, maintain and service gardening and grounds maintenance equipment, including tractor used for dragging fields, power lawn mowers, edgers, trimmers, hand mowers, shears, and sprayers.
- Pick up glass, papers, and other debris from the field prior to and after an event and empty trash cans as filled.
- Clean grass and dirt from around and inside drains to insure proper drainage.
- Spray weed killer and water as needed.
- Line and drag tracks, fields and ball diamonds.
- Set up equipment/materials such as scoring tables, bleachers, home plate, pitcher's rubber, flagging for long jump approach, etc. for events as needed.
- Burn in and maintain lines along the long jump approach and in the discus throwing sector.
- Perform related duties and responsibilities as assigned.

### JOB RELATED AND ESSENTIAL QUALIFICATIONS

#### Knowledge of:

- Hand and power tools and equipment used in grounds maintenance work and field preparation.
- Occupational hazards and standard safety practices necessary in the area of grounds maintenance.
- Safe driving principles and practices.

#### Skill to:

- Operate a tractor used for dragging fields.
- Line and burn lines for field events and ball games.
- Set up, prepare and maintain playing fields and tracks for athletic events.
- Operate a motor vehicle safely.
- Apply sprays used for weed killer safely.

#### Ability to:

- Learn and correctly interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Learn to perform the full range of grounds maintenance duties and tasks.
- Service and maintain all types of grounds equipment.

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- Perform heavy manual work for extended periods of time in all types of weather;
- 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:**

- Some grounds maintenance and gardening experience which included the use of power-driven heavy equipment.

##### **Training:**

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

#### **SPECIAL REQUIREMENTS**

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

##### **License and Certificate 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 worksites and locations, as needed.

#### **PHYSICAL DEMANDS**

Essential duties require the following physical skills and work environment:

- Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb and lift 50 lbs.; exposure to noise, outdoors, vibration, chemicals, mechanical hazards and electrical hazards; ability to travel to different sites and locations.

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## CHICO UNIFIED SCHOOL DISTRICT GROUNDS WORKER

### DEFINITION

Under supervision, to perform grounds maintenance work on school grounds and landscaped areas as part of a crew; to perform related duties as assigned.

SUPERVISION EXERCISED Exercises no supervision.

### EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Perform general grounds maintenance work, including sweeping walkways, removing trash, raking leaves and removing weeds.
- Plant, cultivate, water, fertilize, trim and prune trees, plants, shrubs, lawns and fields; remove trees.
- Mow, edge and trim lawns, play fields and athletic fields.
- Operate, maintain and service gardening and grounds maintenance equipment, including power lawn mowers, edger, hedge trimmer, chain saw, hand mower, saws, shears, trucks and turf vac; change oil and filters; lubricate, repair, or replace parts; sharpen cutting blades on equipment.
- Operate District vehicles on roads and school grounds; pull trailer needed to haul large power equipment; drive dump trucks to transfer debris to public dump grounds.
- Trap gophers; remove rodents from school grounds.
- Fill and level turf areas, including removing rocks and reseeding.
- Perform related duties and responsibilities as assigned.

### JOB RELATED AND ESSENTIAL QUALIFICATIONS

#### Knowledge of:

- Basic methods, materials and tools used in planting, cultivating and caring for lawns, fields, shrubs, trees and plants;
- Hand and power tools and equipment used in grounds maintenance work and field preparation;
- Occupational hazards and standard safety practices necessary in the area of grounds maintenance;
- Safe driving principles and practices.

#### Skill to:

- Operate a wide variety of equipment and tools required for grounds maintenance work in a safe and effective manner;
- Operate a motor vehicle safely.

#### Ability to:

- Learn and correctly interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions;
- Learn to perform the full range of grounds maintenance duties and tasks;
- Service and maintain all types of grounds equipment;
- Perform heavy manual work for extended periods of time in all types of weather;
- 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:

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**Experience:**

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- Some grounds maintenance and gardening experience which included the use of power-driven heavy equipment.

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**Training:**

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

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**SPECIAL REQUIREMENTS**

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

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**License and Certificate Requirement:**

- Possess and maintain an appropriate, valid driver's license and safe driving record.
- Possess and maintain a current, valid Qualified Applicator License (QAL) by the end of the 5<sup>th</sup> month of the probationary period.

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**Conditions of Employment:**

- Insurability by the District's liability insurance carrier.
- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple worksites and locations, as needed.
- Must be at least 25 years of age.

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**PHYSICAL DEMANDS**

Essential duties require the following physical skills and work environment:

- Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb and lift 50 lbs.
- Exposure to noise, outdoors, vibration, chemicals, mechanical hazards and electrical hazards.

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**CHICO UNIFIED SCHOOL DISTRICT  
HEALTH ASSISTANT**

**DEFINITION**

Under general supervision, to provide necessary first aid and emergency care to students and school staff; to assist in providing health related services including screening for vision, hearing and general health; and to perform a variety of clerical duties as required by the student health program.

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**SUPERVISION EXERCISED** - Exercises no supervision.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Provide necessary first aid and emergency care to students and staff; perform specialized physical health care services in accordance with Education Code Section 49423.5 under the supervision of a qualified school nurse, public health nurse, or licensed physician and surgeon.
- Arrange for transportation of sick or injured students and staff to home or medical service facilities.
- Assist the school nurse in screening for vision, hearing and general health; chart results of testing; track students requiring follow up by school nurse or medical provider.
- Dispense medications under appropriate guidelines.
- Assist orthopedically or physically handicapped students including taking care of individual physical/medical health care needs.
- Perform a variety of clerical and administrative duties under the guidance of the school nurse, including maintaining student health records, verifying individual student compliance with state mandated health services regulations, processing student accident reports, maintaining records of medications dispensed, and compiling, typing and maintaining records, reports, correspondence and statistical information.
- Report school health and safety problems to school administrators.
- Screen students for head lice; and encourage the use of Universal Precautions among students and staff; identify possible chronic health problems and refer to nurse, teacher and other school personnel.
- Identify and report suspected victims of child abuse to appropriate officials and agencies.
- Assist the school nurse in supervising students assigned to the nurse.
- Set up and maintain first aid kits for class field trips under established guidelines; notify teacher/school nurse of special needs and medications of students going on field trips.
- Order and maintain inventory of necessary medical supplies, materials and forms.
- Assist in student registration by informing parents/guardians of Child Health Development Physicals required for school entry and scheduling appointments for kindergarten screening.
- Provide referrals for students and/or parents/guardians to appropriate school staff as needed.
- Attend and participate in staff meetings during scheduled work hours or by prior arrangement and in-service activities; attend in-services, conferences and classes to increase professional knowledge in the areas relating to child health and welfare, specialized health care services, first aid, CPR and effective interaction with students and parents from diverse backgrounds.
- Operate a variety of office machines including, typewriters, word processors, copiers, calculators, fax machines and computers.
- Keep work space clean.
- May travel from school to school.
- Perform related duties and responsibilities as assigned.

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**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Basic principles and practices of first aid, CPR, Universal Precautions, blood borne pathogens, and communicable

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- diseases;
  - Modern office practices, methods, and computer equipment;
  - Principles and procedures of record keeping and reporting;
  - Alphabetical, numerical, and subject matter filing systems;
  - 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.
  - **Safely operate a motor vehicle.**
- Ability to:**
- Work closely with and under the direction of the school nurse and under the supervision of the school principal;
  - Learn the principles, procedures and techniques used in screening for vision, hearing, and general health;
  - Learn the principles, practices, methods, and techniques used in first aid, CPR, Universal Precautions, and control of communicable diseases;
  - Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including, appropriate guidelines for dispensing medications;
  - Assist school nurse in screening for vision, hearing, and general health;
  - Administer first aid and CPR to school staff and students;
  - Care for individual physical/medical health care needs of students, including orthopedically or physically handicapped students;
  - Interact effectively and sensitively with individuals from diverse backgrounds;
  - Prepare and maintain accurate and complete records;
  - Prepare clear and concise reports;
  - Respond to requests and inquiries from the general 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, 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:

- One (1) year of providing responsible first aid and care of children is desirable.

##### Training:

- Equivalent to the completion of the twelfth grade with the ability to obtain specialized training in health, first aid, CPR, emergency medical services, or a related field.

#### SPECIAL REQUIREMENTS

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

##### License and Certificate Requirement:

- Possession of current certification in First Aid and CPR.
- **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 worksites and locations, as needed.**

#### PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

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**Nutrition Services Re-Organization (Updated)**

Job Classification	Emp Id	Position #	FTE	Hrs/Day	Current Salary Schedule	Current Hourly Rate	New Salary Schedule	New Hourly Rate	Variance	Daily Increase	Work Calendar	Work Days per year + Holidays	Cost
Cafeteria Cook Manager 1	15767	409032	1.0000	8.0	10/ 3	\$21.07	12/ 3	\$22.11	\$1.04	\$8.32	Cl181S	195	\$1,622.40
Cafeteria Cook Manager 1	16372	414227	1.0000	8.0	10/ 3	\$21.07	12/ 3	\$22.11	\$1.04	\$8.32	Cl181S	195	\$1,622.40
Cafeteria Cook Manager 1	13033	412356	1.0000	8.0	10/ 5	\$23.21	12/ 5	\$24.38	\$1.17	\$9.36	Cl181S	195	\$1,825.20
Cafeteria Cook Manager 1	3038	410076	1.0000	8.0	10/ 26	\$29.64	12/ 26	\$31.88	\$2.24	\$17.92	Cl181S	195	\$3,494.40
Cafeteria Cook Manager 1	15085	203040	0.8125	6.5	10/ 5	\$23.21	12/ 5	\$24.38	\$1.17	\$7.60	Cl181S	195	\$1,482.98
Cafeteria Cook Manager 2	15804	205040	1.0000	8.0	13/ 5	\$24.99	15/ 5	\$26.23	\$1.24	\$9.92	Cl181S	195	\$1,934.40
Cafeteria Cook-Small School	11088	413354	0.7500	6.0	6/ 10	\$22.11	8/ 10	\$23.21	\$1.10	\$6.60	Cl181E	195	\$1,287.00
Cafeteria Cook-Small School	11088	413394	0.1250	1.0	6/ 10	\$22.11	8/ 10	\$23.21	\$1.10	\$1.10	Cl181E	195	\$214.50
Cafeteria Sat Mgr Extended SY	1456	409027	0.7500	6.0	6/ 21	\$24.38	8/ 21	\$25.61	\$1.23	\$7.38	Cl200NS	215	\$1,586.70
Cafeteria Sat Mgr Extended SY	15699	410434	0.7500	6.0	6/ 5	\$21.07	8/ 5	\$22.11	\$1.04	\$6.24	Cl200NS	215	\$1,341.60
Cafeteria Sat Mgr Extended SY	13572	412004	0.7500	6.0	6/ 6	\$21.07	8/ 6	\$22.11	\$1.04	\$6.24	Cl200NS	215	\$1,341.60
Cafeteria Satelllite Manager	12892	411196	0.8750	7.0	6/ 7	\$21.07	8/ 7	\$22.11	\$1.04	\$7.28	Cl181E	195	\$1,419.60
Cafeteria Satelllite Manager	12892	414182	0.0625	0.5	6/ 7	\$21.07	8/ 7	\$22.11	\$1.04	\$0.52	Cl181E	195	\$101.40
Cafeteria Satelllite Manager	15060	410132	0.7500	6.0	6/ 6	\$21.07	8/ 6	\$22.11	\$1.04	\$6.24	Cl181E	195	\$1,216.80
Cafeteria Satelllite Manager	2115	409034	1.0000	8.0	6/ 21	\$24.38	8/ 21	\$25.61	\$1.23	\$9.84	Cl181E	195	\$1,918.80
Cafeteria Satelllite Manager	14048	412269	0.9750	7.8	6/ 8	\$21.07	8/ 8	\$22.11	\$1.04	\$8.11	Cl181E	195	\$1,581.84
Cafeteria Satelllite Manager	15338	409403	0.8750	7.0	6/ 6	\$21.07	8/ 6	\$22.11	\$1.04	\$7.28	Cl181E	195	\$1,419.60
Cafeteria Satelllite Manager	15338	414184	0.0625	0.5	6/ 6	\$21.07	8/ 6	\$22.11	\$1.04	\$0.52	Cl181E	195	\$101.40
Cafeteria Satelllite Manager	15338	414286	0.0625	0.5	6/ 6	\$21.07	8/ 6	\$22.11	\$1.04	\$0.52	Cl181E	195	\$101.40
Cafeteria Satelllite Manager	14424	414124	0.7500	6.0	6/ 6	\$21.07	8/ 6	\$22.11	\$1.04	\$6.24	Cl181E	195	\$1,216.80
Cafeteria Satelllite Manager	14424	414318	0.0625	0.5	6/ 6	\$21.07	8/ 6	\$22.11	\$1.04	\$0.52	Cl181E	195	\$101.40
Cafeteria Satelllite Manager	2720	410185	1.0000	8.0	6/ 21	\$24.38	8/ 21	\$25.61	\$1.23	\$9.84	Cl181E	195	\$1,918.80
TOTAL										\$145.92			\$28,851.02
Benefit Rate										0.4			\$11,540.41
Total Costs plus Benefits													\$40,391.42