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, August 22, 2022

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**CALL TO ORDER**

**WELCOME TO VISITORS**

**CONSIDERATION OF MINUTES**

1. Consider approval of the minutes of the regular meeting of July 19, 2022.
   Action 22-290 – 22-291

**BUSINESS**

2. Director’s Report
   Information

3. Consider job announcement(s) for: Behavior Specialist, Financial Specialist, Instructional Assistant-Bilingual (Spanish/English), Instructional Assistant-Multicultural, Instructional Paraprofessional, Network Analyst, Preschool Assistant, School Office Manager, and Targeted Case Manager/Family Liaison-Bilingual (Spanish/English).
   Action 2-292 – 22-300

4. Consider eligible list(s) for: Administrative Specialist, Cafeteria Cook Manager 1, Campus Supervisor, Computer Technician, Health Assistant, Instructional Assistant-Multicultural, Instructional Paraprofessional, Library Media Assistant, and School Office Manager.
   Action 22-301 – 22-309

5. Consider seniority list(s) for: Accounting Technician, Cafeteria Assistant, Cafeteria Cook Manager 1, Campus Supervisor, Custodian, Elementary Counseling Assistant, Health Assistant, Instructional Assistant-Bilingual, Instructional Assistant-Computers, Information Systems Analyst, Instructional Paraprofessional, Intensive Behavior Interventionist, Maintenance Worker, Network Analyst, Office Assistant, School Bus Driver Type 1, School Bus Driver Type 2, School Office Manager, Senior Account Clerk, Senior Custodian, Targeted Case Manager-Bilingual (Spanish/English), and Transportation Special Education Aide.
   Action 22-310 – 22-333

7. Suggestions and comments. At this point in the meeting, visitors may submit their written views on any matter before the Commission, except those matters listed in section 207 of the Merit System Rules & Regulations, and will be provided reasonable opportunity to present their views orally. The Commission will consider their comments and recommendations prior to arriving at a course of action. The Commissioners will not take action on items not appearing on the agenda.
   a. Speakers will identify themselves and will direct their comments to the Chairperson.
   b. Speakers will be given 5 minutes to present their topic.
   c. Each topic will be limited to 15 minutes or 3 speakers.
   d. Once 2 speakers have shared a similar viewpoint, the Chairperson will ask for a differing viewpoint. If no other viewpoint is represented, a 3rd speaker may present.
   e. Speakers will not be allowed to yield their time to other speakers.
   f. Speakers will respect the time limit granted for their presentation. Those speakers unwilling to respect the time limit will be asked to discontinue their presentation by the Chairperson. An unwillingness to halt a presentation after being directed will, at the discretion of the Chairperson, result in the meeting being called into "recess" until such time that the meeting can resume in an orderly fashion.
   g. No disturbance or willful interruption of any Personnel Commission meeting shall be permitted. Persistence by an individual or group shall be grounds for the Chairperson to terminate the privilege of addressing the meeting. The Personnel Commission may remove disruptive individuals and order the room cleared if necessary. In this case, further Personnel Commission proceedings shall concern only matters appearing on the agenda.

8. Announce date of regular meeting, September 26, 2022.

ADJOURNMENT

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

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Director-Classified Human Resources at 530-891-3000 ext 20132 at least 24 hours in advance of the meeting. (Government Code §54954.2 (a) 1.)
The Chico Unified School District Personnel Commission met in regular session at the administration building on July 19, 2022. The following were present:

**Commission Members:**
- Gloria Bevers, Chairperson
- Beverly Patrick, Vice Chairperson
- By Phone Scott Jones, Member

**Staff Members:**
- David Koll, Executive Director-Human Resources
- Christina Macaluso, Classified Human Resources Assistant

**Others:**
- Visitors

| Gloria Bevers, Chairperson, called the meeting to order at 10:07 am. | Call to Order |
| Visitor, Jim Hanlon, was welcomed. | Minutes Approved |
| The minutes of the June 27, 2022 regular meeting were considered and approved. (MSC) Patrick/Jones | Director’s Report |
| David Koll, Executive Director-Human Resources, reported: | |
| - The Campus Supervisor and School Office Manager reallocations are next and currently being worked on. Mr. Koll announced that they should be complete in the next few weeks. In addition to reclassifications, Mr. Koll explained the Tentative Agreement that increased the reclassification/reallocation amount from $25,000 to $30,000. This amount can cause some issues as some studies may cost more than the allotted amount, so additional discussions may need to occur with the Union and District on how to proceed. | |
| - Mr. Koll announced that the Regional conference will be scheduled in October, and the CSPCA State Conference will be scheduled for end of January in Long Beach. | |
| - The Administrative Specialist recruitment has closed. The Human Resources department is currently hiring for the Front Desk as the employee who previously held the position was placed on the 39-month re-employment list. | |
| - The Human Resources department is working towards making the Position Request Form (PRF) process electronic. The new process will be called Human Resources Authorization (HRA) which will be completed through our online program, Escape. Trial Runs have been scheduled, however none have been conducted as of yet. The next anticipated Trial Run is scheduled for July 28. | |

| Job Announcement(s) for Administrative Specialist, Baker Assistant, Cafeteria Cook Manager 1, Computer Technician, Custodian, Instructional Paraprofessional (closed 6/30/2022), Instructional Paraprofessional (closed 7/22/2022), Licensed Nurse, School Bus Driver-Type 2, and School Office Manager were considered and approved. (MSC) Patrick/Jones | Job Announcements Approved |
| Eligible List(s) for Accountant, Accounting Technician, Baker Assistant, Behavior Specialist, Cafeteria Assistant, Custodian, Information Systems | Eligible List Approved |
Analyst, Instructional Assistant-Computers, Instructional Paraprofessional, Instructional Paraprofessional-Intensive Behavior Interventionist, Maintenance Worker, and Office Assistant were considered and approved. (MSC) Patrick/Jones

Seniority List(s) for Accountant, Campus Supervisor, Custodian, Financial Specialist, Health Assistant, HR Coordinator, Instructional Paraprofessional, Instructional Paraprofessional-Intensive Behavior Interventionist, Licensed Nurse, Maintenance Worker, Office Assistant Elementary Attendance, and Parent Classroom Aide @ Neal Dow were considered and approved. (MSC) Patrick/Jones

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<th>Suggestions and Comments</th>
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<td>There were no suggestions or comments.</td>
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<th>Next Meeting</th>
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<td>The date of the next Personnel Commission meeting is scheduled for August 22, 2022.</td>
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<th>Adjournment</th>
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<td>The meeting was adjourned at 10:28 am.</td>
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CHICO UNIFIED SCHOOL DISTRICT
JOB ANNOUNCEMENT FOR
BEHAVIOR SPECIALIST
Starting Salary: $44.64/Hour

OPEN & PROMOTIONAL COMPETITIVE EXAMINATION + longevity steps

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

GENERAL INFORMATION & INSTRUCTIONS:
A. Apply on-line at www.edjoin.org; or pick up a job announcement and instructions on how to apply on-line in the lobby of CUSD Administration Building, 1163 E. 7th Street, Chico CA.
B. Read the job announcement prior to completing the application form.
C. To claim Veterans’ credit on open entry-level exams, you must submit a copy of your DD214. If claiming disability Veterans’ credit, applicant must include evidence of current receipt of disability benefit by the closing date for filing applications.
D. KEEP THE JOB ANNOUNCEMENT! If you have not received e-mailed notification for any part of the exam by the day prior to the date announced, call the Classified Human Resources Office at (530) 891-3000 x 20104.
E. Complete all parts of the application. The completed application and any requested attachments must be received by 4:30 p.m. on the closing date. Late applications are not accepted.

THE POSITION:
The District anticipates openings and is establishing an eligible list for Behavior Specialist. The eligible list resulting from this recruitment will be used to fill openings in this classification for up to 6 months. Substitutes to work on an on-call, as needed basis for regular employees will be selected from the established eligible list. Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be: Bachelor of Arts or Science in applied behavioral sciences, psychology, social work, sociology, education, or mental health related field, experience in conducting student functional behavior analysis, training in behavioral interventions such as Crisis Prevention Intervention (CPI) techniques. Current valid driver’s license and board certification as a Behavior Analyst (BCBA) is required.

All persons interested and who meet job related and essential qualifications are encouraged to apply. CUSD is an affirmative action employer and will not discriminate against employees or discriminate in employment of classified personnel with regard to age, ancestry, color, gender, gender expression, gender identity, genetic information, marital status, medical condition, mental disability, military and veteran status, national origin, physical disability, pregnancy, childbirth, breastfeeding or related medical conditions, race, religious creed, sex, or sexual orientation of any person. Bilingual candidates are encouraged to apply.

EXAMINATION AND CERTIFICATION:
The examination consists of an evaluation of the application for education and experience that pertains to job related and essential qualifications. The top candidates will be invited to continue the exam process. The District will determine the top candidates based solely on the information submitted with the application. The examination will consist of an oral exam (personal interview) which tests the knowledge and experience needed to perform the typical duties, weighted 100%. Successful promotional candidates will have ¼ point for each year of service up to a maximum of 5 points added to the final score.

APPLICATION/EXAMINATION DATES & CERTIFICATION:
a. Closing date for filing applications: Open Until Filled
b. Date of Oral Exam (personal interview): To Be Determined (during the day)
c. Certification shall be according to Merit System §1507,

JOB DESCRIPTION INFORMATION (see reverse side)

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

1. Vacation Credit—shall be accrued 1 day/month for 0-4 full years of service. Beyond 4 years refer to agreement. Each employee who is in a paid status less than 1/2 of the workdays in any month shall accrue 1/2 of a full month’s vacation credit. Each employee in a paid status for 1/2 or more of the workdays in any month shall accrue a full month’s vacation credit.
2. Holidays—Employees in a paid status the day before or after the holiday are entitled to holiday pay.
3. Health and Welfare Benefits—Full-time employees of the District receive up to $1,170/month to be applied towards a health plan for themselves and dependents. Part-time employees are eligible with the cost pro-rated based upon hours worked. The District pays the full cost of a dental and a vision plan for employees (and dependents) that work 6 hours or more per day. Any employee working less than 6 hours may elect dental and/or vision coverage at his/her cost. A term life insurance plan is also provided by the District to full-time employees and is available for part-time employees. Part-time employees may have these costs pro-rated based upon hours worked. Dependents may be covered with term insurance at employee expense. Income protection insurance is paid by the District for all employees.
4. Sick Leave—One day of sick leave is earned for each month worked, with unlimited accumulation.
5. Probationary Period--All employees must serve a probationary period of six months in any classification for which they are hired, or which they transfer or promote into.
6. Retirement—All employees assigned 4 or more hours/day must join Public Employees’ Retirement System (PERS).
7. Social Security--All classified employees are covered by Social Security and must contribute to the Social Security system.
8. Credit Unions—There are credit unions available for membership by all classified employees.

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

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

22-292

JOB LINE 530-891-3000
CHICO UNIFIED SCHOOL DISTRICT
JOB ANNOUNCEMENT FOR
OPEN AND PROMOTIONAL COMPETITIVE EXAMINATION

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 mail notification for any part of the exam by the day prior to the date announced, call the Classified Human Resources Office at (530) 891-3000, extension 20120.
E. Complete all parts of the application. Any requested attachments must be received by 4:30 p.m. on the closing date. Late applications are not accepted.

THE POSITION - The District is establishing an eligible list for FINANCIAL SPECIALIST. The eligible list resulting from this recruitment will be used to fill openings in this classification for up to 6 months. Substitutes to work on an on-call, as needed basis for regular employees will be selected from the established eligible list. Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typial way to obtain the knowledge, skills and abilities to meet the minimum requirements would be:
Two years of experience in payroll operations, preferably in a public sector environment; two years of increasingly responsible experience in the maintenance of financial or statistical records, preferably including some experience in the specific area of assignment; equivalent to the completion of the twelfth grade supplemented by specialized training or course work in accounting, financial record keeping, or a related field; AA/AS degree or higher with focus in accounting; additional appropriate college level coursework; ability to operate 10-key by touch and ability to type or operate a keyboard at a level proficient for successful job performance. 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 an evaluation of the application for experience and education that pertains to essential duties and qualifications. The top qualifying candidates will be invited to continue the exam process. The District will determine the top candidates based solely on the information submitted on the application. The examination will consist of a written test designed to test job related and essential qualifications, weighted 40%; and an oral exam (personal interview) which tests the knowledge and experience needed to perform the typical duties, weighted 60%. Successful promotional candidates will have ¼ point added to the final score for each year of service up to a maximum of 6 points.

APPLICATION/EXAMINATION DATES & CERTIFICATION:
- a. Closing date for filing applications: Thursday, July 28, 2022, 12:00 p.m.
- b. Date of written exam: Wednesday, August 10, 2022 (during the day)
- c. Date of oral exam (personal interview): Monday, August 15, 2022 (during the day)
- d. Certification shall be according to Merit System §1507.
- e. Selection interviews will be scheduled as needed following the exam process.

JOB DESCRIPTION INFORMATION (see reverse side)

EMPLOYMENT INFORMATION FOR BARGAINING UNIT CLASSIFICATIONS
The following employment information is a summary and is not intended to be all-inclusive. For specific details, see the Agreement between Chico Unified School District and the Chico Chapter #110, CSEA.
Vacation Credit—shall be accrued 1 day/month for 0-4 full years of service. Beyond 4 years refer to agreement. Each employee who is in a paid status less than 1/2 of the workdays in any month shall accrue 1/2 of a full month's vacation credit. Each employee in a paid status for 1/2 or more of the workdays in any month shall accrue a full month's vacation credit.
Holidays—Employees in a paid status the day before or after the holiday are entitled to holiday pay.
Health and Welfare Benefits— Full-time employees of the District receive up to $1,198/month to be applied towards a health plan for themselves and dependents. Part-time employees are eligible with the cost pro-rated based upon hours worked. The District pays $119 toward the cost of the dental, and $5 toward the cost of the vision plan for employees (and dependents) that work 8 hours or more per day. Any employee working less than 6 hours may elect dental and/ or vision coverage at his/her cost. A term life insurance plan is also provided by the District to full-time employees and is available for part-time employees. Part-time employees may have these costs pro-rated based upon hours worked. Dependents may be covered with term insurance at employee expense. Income protection insurance is paid by the District for all bargaining unit positions.
 Sick Leave—One day of sick leave is earned for each month worked, with unlimited accumulation.
Probationary Period—All employees must serve a probationary period of six months in any classification for which they are hired, or which they transfer or promote into.
Retirement—All employees assigned 4 or more hours/day must join Public Employees' Retirement System (PERS) for which a deduction is made from their salary. Social Security—All classified employees are covered by Social Security and must contribute to the Social Security system.
Credit Unions—There are credit unions available for membership by all classified employees.

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

07/14/22

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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

07/14/22

22-293
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. To claim disability Veterans’ credit, applicant must include evidence of current receipt of disability benefit by the application closing date.
D. KEEP THE JOB ANNOUNCEMENT! If you have not received emailed notification for any part of the exam by the day prior to the date announced, call the Classified Human Resources Office at (530) 891-3000 x 20104.
E. Complete all parts of the application. The completed application and any requested attachments must be received by 12:00 PM on the closing date. Late applications are not accepted.

THE POSITION
The District is establishing an eligible list for INSTRUCTIONAL ASSISTANT - BILINGUAL (English/Spanish). Positions work part time at various sites, 181 days per year. The eligible list resulting from this recruitment will be used to fill openings in this class for up to 6 months. Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Some experience working in an organized education or child care setting; equivalent to the completion of the twelfth grade. The ability to read, write, speak and translate from and to English and Spanish is required. CUSD is an affirmative action employer and will not discriminate against employees or discriminate in employment of classified personnel with regard to race/color, religious creed, national origin/ancestry, age, mental or physical disability, sex, sexual orientation, gender identity, veteran status, marital status, or medical condition. Bilingual candidates are encouraged to apply.

EXAMINATION AND CERTIFICATION
The examination consists of an evaluation of the application for education and experience that pertains to the related and essential qualifications. The top 20 to 25 candidates will be invited to continue the examination process. The District will determine the top candidates based solely on the information submitted with the application. Incomplete applications will not be accepted. Those top candidates who need to meet the requirement for a qualifying Competency Test will be invited to the exam which tests competencies in English/Language Arts, the Ability to Assist in Instruction, and mathematics. Candidates who submit proof, with the application, of a valid California teaching credential, passing the CBEST or holding an AA/AS degree or higher will not take the written exam. Credential certificates without a credential issuance date will not be accepted in lieu of printout showing date credential was issued. Candidates in the top group who meet the competencies requirement will be invited to a Performance/Oral Exam (interview), weighted 50/50%, which evaluates both the ability to read, write and translate to and from English and Spanish and the knowledge and experience needed to perform the typical duties of the position. Successful promotional candidates will have ¾ point for each year of service up to a maximum of 5 points added to the final score.

APPLICATION/EXAMINATION DATES & CERTIFICATION
a. Closing date for filing applications: Wednesday, August 10, 2022, 12:00 PM
b. Date of Competency Test: Thursday, August 18, 2022 (during the day)
c. Date of Performance/Oral Exam (interview): Wednesday, August 24, 2022 (during the day)
d. Certification shall be according to Merit System §1507.

JOB DESCRIPTION INFORMATION (see reverse side)

EMPLOYMENT INFORMATION FOR BARGAINING UNIT CLASSIFICATIONS
The following employment information is a summary and is not intended to be all-inclusive. For specific details, see the Agreement between Chico Unified School District and the Chico Chapter #110, CSEA.
1. Vacation Credit—shall be accrued 1 day/month for 0-4 full years of service. Beyond 4 years refer to agreement. Each employee who is in a paid status less than 1/2 of the workdays in any month shall accrue 1/2 of a full month’s vacation credit. Each employee in a paid status for 1/2 or more of the workdays in any month shall accrue a full month’s vacation credit.
2. Holidays—Employees in a paid status the day before or after the holiday are entitled to holiday pay.
3. Health and Welfare Benefits—Full-time employees of the District receive up to $1,198/month to be applied towards a health plan for themselves and dependents. Part-time employees are eligible with the cost pro-rated based upon hours worked. The District pays the full cost of a dental and a vision plan for employees (and dependents) that work 6 hours or more per day. Any employee working less than 6 hours may elect dental and/or vision coverage at his/her cost. A term life insurance plan is also provided by the District to full-time employees and is available for part-time employees. Part-time employees may have these costs pro-rated based upon hours worked. Dependents may be covered with term insurance at employee expense. Income protection insurance is paid by the District for all employees.
4. Sick Leave—One day of sick leave is earned for each month worked, with unlimited accumulation.
5. Probationary Period—All employees must serve a probationary period of six months in any classification for which they are hired, or which they transfer or promote into.
6. Retirement—All employees assigned 4 or more hours/day must join Public Employees’ Retirement System (PERS) for which a deduction is made from their salary.
7. Social Security—All classified employees are covered by Social Security and must contribute to the Social Security system.
8. Credit Unions—There are credit unions available for membership by all classified employees.

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

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

JOB LINE 530-891-3000

22-294
CHICO UNIFIED SCHOOL DISTRICT
JOB ANNOUNCEMENT FOR
OPEN & PROMOTIONAL COMPETITIVE EXAMINATION

INSTRUCTIONAL ASSISTANT- MULTICULTURAL
Starting Salary: $19.20/hour
+ longevity steps

Salary Placement – Employment is at the third step for new employees, effective 12/1/2021. Progression to the second step takes 6 months and further progressions are yearly through Step 5. There are additional steps for longevity. The Human Resources Office determines promotional employees’ step placement.

GENERAL INFORMATION & INSTRUCTIONS:
A. Apply on-line at www.edjoin.org or pick up a job announcement and instructions on how to apply on-line in the lobby of CUSD Administration Building, 1163 E. 7th Street, Chico, CA.
B. Read the job announcement prior to completing the application form.
C. To claim Veterans’ credit on open entry-level exams, you must submit a copy of your DD214. To claim disability Veterans’ credit, applicant must include evidence of current receipt of disability benefit by the application closing date.
D. KEEP THE JOB ANNOUNCEMENT! If you have not received emailed notification for any part of the exam by the day prior to the date announced, call the Classified Human Resources Office at (530) 891-3000 x 20104.
E. Complete all parts of the application. The completed application and any requested attachments must be received by 12:00 PM on the closing date. Late applications are not accepted.

THE POSITION
The District is establishing an eligible list for Instructional Assistant- Multicultural (English/Spanish). The eligible list resulting from this recruitment will be used to fill openings in this classification for up to 6 months. Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: Some experience working in an organized education or child care setting; equivalent to the completion of the twelfth grade. The ability to read, write, speak and translate from and to English and Spanish is required. Must be at least 25 years of age, and possess a valid California driver’s license. CUSD is an affirmative action employer and will not discriminate against employees or discriminate in employment of classified personnel with regard to age, ancestry, color, gender, gender expression, gender identity, genetic information, marital status, medical condition, mental disability, military and veteran status, national origin, physical disability, pregnancy, childbirth, breastfeeding or related medical conditions, race, religious creed, sex, or sexual orientation of any person. Bilingual candidates are encouraged to apply.

EXAMINATION AND CERTIFICATION
The examination consists of an evaluation of the application for education and experience that pertains to job related and essential qualifications. The District will determine the top candidates based solely on the information submitted with the application. Incomplete applications will not be accepted. Those candidates who need to meet the requirement for a qualifying Competency Test will be invited to the exam which tests competencies in English/Language Arts, the Ability to Assist in Instruction, and mathematics. Candidates who submit proof, with the application, of a valid California teaching credential, passing the CBEST or holding an AA/AS degree or higher will not take the written exam. Credential certificates without a credential issuance date will not be accepted in lieu of printout showing date credential was issued. Candidates in the top group who meet the competencies requirement will be invited to a Performance/Oral Exam (interview), weighted 50/50, which evaluates both the ability to read, write and translate to and from English and Spanish and the knowledge and experience needed to perform the typical duties of the position. Successful promotional candidates will have ¼ point for each year of service up to a maximum of 5 points added to the final score.

APPLICATION/EXAMINATION DATES & CERTIFICATION
a. Closing date for filing applications: Tuesday, August 2, 2022, 12:00 PM
b. Date of Competency Test: Tuesday, August 9, 2022 (during the day)
c. Date of Performance/Oral Exam (interview): Tuesday, August 16, 2022 (during the day)
d. Certification shall be according to Merit System §1507.

JOB DESCRIPTION INFORMATION (see reverse side)

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

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

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

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
JOB LINE 530-891-3000

22-295
CHICO UNIFIED SCHOOL DISTRICT
JOB ANNOUNCEMENT FOR
OPEN & PROMOTIONAL COMPETITIVE EXAMINATION

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

GENERAL INFORMATION & INSTRUCTIONS:
A. Apply on-line at www.edjoin.org; or pick up a job announcement and instructions on how to apply on-line in the lobby of CUSD Administration Building, 1163 E. 7th Street, Chico CA.
B. Read the job announcement prior to completing the application form.
C. To claim Veterans' credit on open entry-level exams, you must submit a copy of your DD214. If claiming disability Veterans' credit, applicant must include evidence of current receipt of disability benefit by the closing date for filing applications.
D. KEEP THE JOB ANNOUNCEMENT! If you have not received e-mailed notification for any part of the exam by the day prior to the date announced, call the Classified Human Resources Office at (530) 891-3000 x20104.
E. Complete all parts of the application. The completed application and any requested attachments must be received by 12:00 PM on the closing date. Late applications are not accepted.

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

EXAMINATION AND CERTIFICATION:
The examination consists of an evaluation of the application for education and experience that pertains to job related and essential qualifications. The top candidates will be invited to continue the exam process. The District will determine the top candidates based solely on the information submitted with the application. Incomplete applications will not be accepted. Those top candidates who need to meet the requirement for a qualifying Competency Test will be invited to the exam which tests competencies in English/Language Arts, Mathematics, and the Ability to Assist in instruction. Candidates who submit proof, with the application, of a valid California teaching credential, passing the CBEST or holding an AA/AS degree or higher will not take the written exam. Credential certificates without a credential issuance date will not be accepted in lieu of printout showing date credential was issued. Candidates in the top group who meet the competencies requirement will be invited to an oral exam (personal interview), weighted 100%, which evaluates the knowledge and experience needed to perform the typical duties of the position. Successful promotional candidates will have ¾ point for each year of service up to a maximum of 5 points added to the final score.

APPLICATION/exAMINATION DATES & CERTIFICATION:
a. Closing date for filing applications: Monday, August 14, 2022, 12:00 PM
b. Date of Competency Test: Tuesday, August 23, 2022 (during the day)
c. Certification shall be according to Merit System $1507.

JOB DESCRIPTION INFORMATION [see reverse side]

EMPLOYMENT INFORMATION FOR BARGAINING UNIT CLASSIFICATIONS
The following employment information is a summary and is not intended to be all-inclusive. For specific details, see the Agreement between Chico Unified School District and the Chico Chapter #110, CSEA.
1. Vacation Credit—shall be accrued 1 day/month for 0-4 full years of service. Beyond 4 years refer to agreement. Each employee who is in a paid status less than 1/2 of the workdays in any month shall accrue 1/2 of a full month’s vacation credit. Each employee in a paid status for 1/2 or more of the workdays in any month shall accrue a full month’s vacation credit.
2. Holidays—Employees in a paid status the day before or after the holiday are entitled to holiday pay.
3. Health and Welfare Benefits—Full-time employees of the District receive up to $1,198/month to be applied towards a health plan for themselves and dependents. Part-time employees are eligible with the cost pro-rated based upon hours worked. The District pays the full cost of a dental and a vision plan for employees (and dependents) that work 6 hours or more per day. Any employee working less than 6 hours may elect dental and/or vision coverage at his/her cost. A term life insurance plan is also provided by the District to full-time employees and is available for part-time employees. Part-time employees may have these costs pro-rated based upon hours worked. Dependents may be covered with term insurance at employee expense. Income protection insurance is paid by the District for all employees.
4. Sick Leave—One day of sick leave is earned for each month worked, with unlimited accumulation.
5. Probationary Period—All employees must serve a probationary period of six months in any classification for which they are hired, or which they transfer or promote into.
6. Retirement—All employees assigned 4 or more hours/day must join Public Employees’ Retirement System (PERS).
7. Social Security—All classified employees are covered by Social Security and must contribute to the Social Security system.
8. Credit Unions—There are credit unions available for membership by all classified employees.

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

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

JOB LINE 530-891-3000

22-296
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 4:30 p.m. on the closing date. Late applications are not accepted.

THE POSITION - The District is establishing an eligible list for NETWORK ANALYST. The eligible list resulting from this recruitment will be used to fill openings in this class for up to 6 months. Substitutes to work on an on-call, as needed basis for regular employees will be selected from the established eligible list. Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities to meet the minimum requirements would be: Four years of experience in computer operations and networking, equivalent to the completion of the twelfth grade supplemented by specialized training or college level course work in computer science, management information systems or a related field, and ability to type or operate a keyboard at a level proficient for successful job performance. Top qualifying candidates will be invited to the written exam. All persons interested in this position and who meet job related and essential qualifications are encouraged to apply. CUSD is an affirmative action employer and will not discriminate against employees or discriminate in employment of classified personnel with regard to 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 experience and education that pertains to essential duties and qualifications. The top qualifying candidates will be invited to continue the exam process. The District will determine the top candidates based solely on the information submitted on the application. The examination will then consist of a written test designed to test job related and essential qualifications, weighted 40%; and an oral exam (personal interview) which tests the knowledge and experience needed to perform the typical duties, weighted 60%. The top-scoring candidates who pass the written test will be invited to the oral exam. Successful promotional candidates will have 1/4 point added to the final score for each year of service up to a maximum of 6 points.

APPLICATION/EXAMINATION DATES & CERTIFICATION
a. Closing date for filing applications: August 11, 2022, 12:00 p.m.
b. Date of written exam: August 19, 2022 (during the day)
c. Date of oral exam (personal interview): August 23, 2022 (during the day)
d. Certification shall be according to Merit System §1507.
e. Selection interviews will be scheduled as needed following the exam process.

JOB DESCRIPTION INFORMATION (see reverse side)

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

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

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

Health and Welfare Benefits--Full-time employees of the District receive up to $1,198/month to be applied towards a health plan for themselves and dependents. Part-time employees are eligible with the cost pro-rated based upon hours worked. The District pays $119 toward the cost of the dental, and $15 toward the cost of the vision plan for employees (and dependents) that work 6 hours or more per day. Any employee working less than 6 hours may elect dental and/or vision coverage at his/her cost. A term life insurance plan is also provided by the District to full-time employees and is available for part-time employees. Part-time employees may have these costs pro-rated based upon hours worked. Dependents may be covered with term insurance at employee expense. Income protection insurance is paid by the District for all bargaining unit positions. Sick Leave--One day of sick leave is earned for each month worked, with unlimited accumulation. Probationary Period--All employees must serve a probationary period of six months in any classification for which they are hired, or which they transfer or promote into. Retirement--All employees assigned 4 or more hours/day must join Public Employees' Retirement System (PERS) for which a deduction is made from their salary. Social Security--All classified employees are covered by Social Security and must contribute to the Social Security system.

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

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

22-297
Salary Placement — Employment is at the first step for new employees. Progression to the second step takes 6 months and further progressions are yearly through Step 5. There are additional steps for longevity. The Human Resources Office determines promotional employees step placement.

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

THE POSITION:
The District anticipates openings and is establishing an eligible list for Preschool Assistant. The eligible list resulting from this recruitment will be used to fill openings in this classification for up to 6 months. Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be: 12 semester or 18 quarter units of Early Childhood Education or Child Development, possess and maintain Pediatric 1st Aid/CPR is required. Proof of immunizations for Measles/Mumps/Rubella (MMR) and Tetanus/Diphtheria/Pertussis (Tdap) is a required condition of employment for this classification. Copies of unofficial transcripts and current 1st Aid/CPR certificates must be submitted with application. Online 1st Aid/CPR certificates will not be accepted. Incomplete applications will not be accepted. All persons interested and who meet job related and essential qualifications are encouraged to apply. CUSD is an affirmative action employer and will not discriminate against employees or discriminate in employment of classified personnel with regard to race/color, religious creed, national origin/ancestry, age, mental or physical disability, sex, sexual orientation, gender identity, veteran status, marital status, or medical condition. Bilingual candidates are encouraged to apply.

EXAMINATION AND CERTIFICATION:
The examination consists of an evaluation of the application for education and experience that pertains to job related and essential qualifications. The top candidates will be invited to continue the exam process. The District will determine the top candidates based solely on the information submitted with the application. Incomplete applications will not be accepted. Those top candidates who meet the requirements will be invited to an oral exam (personal interview), weighted 100%, which evaluates the knowledge and experience needed to perform the typical duties of the position. Successful promotional candidates will have ¾ point for each year of service up to a maximum of 5 points added to the final score.

APPLICATION/EXAMINATION DATES & CERTIFICATION:
a. Closing date for filing applications: Tuesday, August 9, 2022, 12:00 PM
b. Date of Oral Exam (personal interview): Wednesday, August 17, 2022 (during the day)
c. Certification shall be according to Merit System §1507.

JOB DESCRIPTION INFORMATION (see reverse side)

EMPLOYMENT INFORMATION FOR BARGAINING UNIT CLASSIFICATIONS
The following employment information is a summary and is not intended to be all-inclusive. For specific details, see the Agreement between Chico Unified School District and the Chico Chapter #110, CSEA.
1. Vacation Credit—shall be accrued 1 day/month for 0.4 full years of service. Beyond 4 years refer to agreement. Each employee who is in a paid status less than 1/2 of the workdays in any month shall accrue 1/2 of a full month’s vacation credit. Each employee in a paid status for 1/2 or more of the workdays in any month shall accrue a full month’s vacation credit.
2. Holidays—Employees in a paid status the day before or after the holiday are entitled to holiday pay.
3. Health and Welfare Benefits— Full-time employees of the District receive up to $1,198/month to be applied towards a health plan for themselves and dependents. Part-time employees are eligible with the cost pro-rated based upon hours worked. The District pays the full cost of a dental and a vision plan for employees (and dependents) that work 6 hours or more per day. Any employee working less than 6 hours may elect dental and/or vision coverage at his/her cost. A term life insurance plan is also provided by the District to full-time employees and is available for part-time employees. Part-time employees may have these costs pro-rated based upon hours worked. Dependents may be covered with term insurance at employee expense. Income protection insurance is paid by the District for all employees.
4. Sick Leave—One day of sick leave is earned for each month worked, with unlimited accumulation.
5. Probationary Period—All employees must serve a probationary period of six months in any classification for which they are hired, or which they transfer or promote into.
6. Retirement—All employees assigned 4 or more hours/day must join Public Employees’ Retirement System (PERS).
7. Social Security—All classified employees are covered by Social Security and must contribute to the Social Security system.
8. Credit Unions—There are credit unions available for membership by all classified employees.
9. For further information, contact: CUSD, 1163 E. 7th St., Chico, CA 95928—(530) 891-3000. TTY (530) 895-4030

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

JOB LINE 530-891-3000

22-298
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 4:30 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 6th 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 an oral exam (personal interview) which tests the knowledge and experience needed to perform the typical duties, weighted 100%. 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. Top-scoring candidates who pass the written exam will be invited to the oral exam. Successful promotional candidates will have 1/4 point added to the final score for each year of service up to a maximum of 5 points.

APPLICATION/EXAMINATION DATES & CERTIFICATION
a. Closing date for filing applications: Tuesday, August 9, 2022, 12:00 PM
b. Date of oral exam (personal interview): Friday, August 12, 2022 (during the day)
c. Certification shall be according to Merit System §1507.
d. Selection interviews will be scheduled as needed following the exam process.

JOB DESCRIPTION INFORMATION (see reverse side)

EMPLOYMENT INFORMATION FOR BARGAINING UNIT CLASSIFICATIONS
The following employment information is a summary and is not intended to be all-inclusive. For specific details, see the Agreement between Chico Unified School District and the Chico Chapter #110, CSEA.
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Holidays—Employees in a paid status the day before or after the holiday are entitled to holiday pay.
Health and Welfare Benefits—Full-time employees of the District receive up to $1,198/month to be applied towards a health plan for themselves and dependents. Part-time employees are eligible with the cost pro-rated based upon hours worked. The District pays $119 toward the cost of the dental, and $15 toward the cost of the vision plan for employees (and dependents) that work 6 hours or more per day. Any employee working less than 6 hours may elect dental and/or vision coverage at his/her cost. A term life insurance plan is also provided by the District to full-time employees and is available for part-time employees. Part-time employees may have these costs pro-rated based upon hours worked. Dependents may be covered with term insurance at employee expense. Income protection insurance is paid by the District for all bargaining unit positions.
Sick Leave—One day of sick leave is earned for each month worked, with unlimited accumulation.
Probationary Period—All employees must serve a probationary period of six months in any classification for which they are hired, or which they transfer or promote into. Retirement—All employees assigned 4 or more hours/day must join Public Employees’ Retirement System (PERS) for which a deduction is made from their salary. Social Security—All classified employees are covered by Social Security and must contribute to the Social Security system.
Credit Unions—There are credit unions available for membership by all classified employees.

Questions, contact: CUSD, 1163 E. 7th St, Chico, CA 95928—(530) 891-3221 – TTY (530) 895-4030
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
JOB LINE = 530-891-3000 & PRESS 5-6
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. Your application must be completed in full in order to be considered. Any requested attachments must be received by 4:30 p.m. on the closing date. Late applications are not accepted.

THE POSITION - The District is establishing an eligible list for TARGETED CASE MANAGER - BILINGUAL (Spanish/English). Most positions are part time, 3.0 or 4.0 hours per day. The eligible list resulting from this recruitment will be used to fill openings in this class for up to 6 months. Substitutes to work on an on-call, as needed basis for regular employees will be selected from the established eligible list. Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: One (1) year of case management experience and the ability to speak and translate from and to English and Spanish. A valid driver’s license is required. Coursework in the areas of social work, liberal studies, or Early Childhood Education preferred. A copy of a valid driver’s license must be submitted with the application. 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 oral/performance exam. The District will determine the top candidates based solely on the information submitted on the application. All persons interested in this position and who meet job related and essential qualifications are encouraged to apply. CUSD is an affirmative action employer and will not discriminate against employees or discriminate in employment of classified personnel with regard to age, ancestry, color, gender, gender expression, gender identity, genetic information, marital status, medical condition, mental disability, military and veteran status, national origin, physical disability, pregnancy, childbirth, breastfeeding or related medical conditions, race, religious creed, sex, or sexual orientation of any person. Bilingual candidates are encouraged to apply.

EXAMINATION AND CERTIFICATION
The examination consists of an evaluation of the application for education and experience that pertains to job related and essential qualifications. The District will determine the top candidates based solely on the information submitted on the application. Candidates in the top group who meet the minimum requirements will be invited to a Performance/Oral Exam (interview), weighted 50/50, which evaluates both the ability to read, write and translate to and from English and Spanish and the knowledge and experience needed to perform the typical duties of the position. Successful promotional candidates will have ¼ point for each year of service up to a maximum of 5 points added to the final score.

APPLICATION/EXAMINATION DATES & CERTIFICATION
a. Closing date for filing applications:
   Tuesday, August 9, 2022, 12:00 PM
b. Date of performance/oral exam (personal interview):
   Wednesday, August 17, 2022 (during the day)
c. Certification shall be according to Merit System §1507.
d. Selection interviews will be scheduled as needed following the exam process.

JOB DESCRIPTION INFORMATION (see reverse side)

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

Credit Union--There are credit unions available for membership by all classified employees.
# Eligible List: Administrative Specialist

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

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David Koll, Executive Director

22-301
Eligible List: Cafeteria Cook Manager I
Effective: July 25, 2022 - January 25, 2023

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Eligible List: Campus Supervisor
Effective: March 29, 2022 - September 29, 2022
August 9, 2022 - February 9, 2023

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Eligible List: Computer Technician  
Effective: May 27, 2021 - November 27, 2021

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David Koll, Executive Director
Eligible List:
Health Assistant

Effective: July 20, 2022 - January 20, 2023
Effective: March 1, 2022 - September 1, 2022

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David Koll, Director
## Eligible List: Instructional Assistant - Multicultural

**Effective: August 16, 2022 - February 16, 2023**

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David Koll, Director
Eligible List For: Instructional Paraprofessional

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August 1, 2022 – February 1, 2023  
July 8, 2022 – January 8, 2023  
June 2, 2022 – December 2, 2022  
May 31, 2022 – November 31, 2022  
March 31, 2022 – September 31, 2022  
March 10, 2022 – September 10, 2022

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Eligible List: Library Media Assistant
Effective: August 3, 2022 - February 3, 2023

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David Koll, Executive Director
# Eligible List: School Office Manager (Oral Exam Score)

**Effective: August 15, 2022 - February 15, 2023**

**Effective: July 21, 2022 – January 21, 2023**

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David Koll, Executive Director

22-309
### SENIORITY LIST - Accounting Technician
August 22, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY

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David Koll, Executive Director-Human Resources

22-310
### SENIORITY LIST - Cafeteria Assistant

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

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**SENIORITY LIST - Cafeteria Cook Manager 1**

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

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August 22, 2022 - any tied dates are broken by lottery

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

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### SENIORITY LIST - Health Assistant

**August 22, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY**

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*Instructional Paraprofessional, 8/22/2022*

David Koll, Executive Director-Human Resources

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*Instructional Paraprofessional, 8/22/2022*

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David Koll, Executive Director-Human Resources

22-322
# SENIORITY LIST - Intensive Behavior Interventionist

**August 22, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY**

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

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

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

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CHICO UNIFIED SCHOOL DISTRICT  
Personnel Commission  
1163 East 7th Street  
Chico, CA 95928

David Koll, Executive Director-Human Resources
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August 22, 2022 - ANY TIED DATES ARE BROKEN BY LOTTERY

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Personnel Commission

Fifty-Third Annual Report

2021-2022
The Merit System
Very simply, the merit system is a method of personnel management which is designed to promote the efficiency and economy of the workforce and the good of the public by providing for the selection and retention of employees, promotional opportunities, in-service training, and other related matters, on the basis of merit, fitness and the principle of "like pay for like work."

Who Started It?
The merit (civil service) system is not a new system. Early in the 1800s, the "spoils system" of patronage was well established as a method of filling government jobs. It took the tragedy of the shooting of President John Garfield by a disgruntled office worker in 1881 to focus enough attention on the practice to spark legislative reform.

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

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

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

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

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

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

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

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

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

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

**Government Code §12940
# PERSONNEL COMMISSION MEMBERS

**July 1, 2021 – June 30, 2022**

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<tr>
<td>Beverly Patrick</td>
<td><strong>Appointee of the Classified School Employees Association of the Chico Unified School District</strong></td>
<td>Vice Chairperson</td>
<td>3-year appointment</td>
<td>January 22, 2018, 12:01 pm</td>
<td>December 1, 2020, 12:00 noon</td>
<td>December 1, 2021, 12:01 pm</td>
<td>December 1, 2023, 12:00 noon</td>
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<tr>
<td>Scott Jones</td>
<td><strong>Appointee of the Personnel Commissioners</strong></td>
<td>Member</td>
<td>3-year appointment</td>
<td>December 1, 2013, 12:01 pm</td>
<td>December 1, 2016, 12:00 noon</td>
<td>December 1, 2019, 12:00 noon</td>
<td>December 1, 2019, 12:01 pm</td>
<td>December 1, 2022, 12:00 noon</td>
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# Summary of Recruitments by Classification Type

![Bar chart showing the number of recruitments by classification type for different years.](chart)

### Examinations Announced:

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<tbody>
<tr>
<td>Announcements (Recruitments)</td>
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<td>46</td>
<td>35</td>
<td>61</td>
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<td>Applications Received</td>
<td>1100</td>
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<td>Applications Approved</td>
<td>958</td>
<td>646</td>
<td>678</td>
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### Examinations Conducted:

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<tr>
<td>Job Related Written Test</td>
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<td>Performance/Technical Test</td>
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<td>Competency Test (Instructional Positions)</td>
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<td>Oral Exam</td>
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<td>Total Exams Given (Test Takers)</td>
<td>680</td>
<td>593</td>
<td>654</td>
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<td>Candidates Eligible</td>
<td>557</td>
<td>332</td>
<td>345</td>
<td>547</td>
<td>558</td>
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<td>% of Eligibles to Applicants</td>
<td>58.14</td>
<td>51.39</td>
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### Position Request Forms Processed

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<td></td>
<td>505</td>
<td>296</td>
<td>354</td>
<td>375</td>
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### Notices

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<td>Lateral Transfer Opportunity</td>
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<td>51</td>
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<td>Bargaining Unit</td>
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<td>673</td>
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<td>Classified Management</td>
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<td>800</td>
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<td><strong>Combined Total</strong></td>
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**Reclassification & Reallocation Studies**

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2021-22: Office Assistant and Registrar
2020-21: Business Services Assistant, Certificated HR Assistant, Classified HR Assistant, Computer Technician-Training Specialist, Educational Services Assistant, Human Resources Coordinator, Instructional Paraprofessional, Security Systems-Locksmith, and Sr Account Clerk
2019-20: Administrative Specialist, IPS-Visually Impaired, Sr Library Clerk, Director-Information Technology
2018-19: M&O Coordinator, Transportation Driver Trainer Instructor, Network Analyst, Director-Nutrition Services
2017-18: None, pending the development of a list of Comparable Districts by Chico Unified School District and CSEA, Chapter #110
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<td>201</td>
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<td>Provisional/Interim</td>
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<td>Leaves of Absence (unpaid)</td>
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<td>58</td>
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<td>Parent Restricted (Released)</td>
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<td>35</td>
<td>19</td>
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<td>Dismissals/ Released during Probation*</td>
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<td>194</td>
<td>201</td>
<td>151</td>
<td>97</td>
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<tr>
<td><strong>Total Turn-Over Ratio</strong></td>
<td>25.38%</td>
<td>28.01%</td>
<td>26.50%</td>
<td>26.25%</td>
<td>18.87%</td>
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<tr>
<td><strong>Voluntary Turn-Over Ratio</strong></td>
<td>10.86%</td>
<td>12.57%</td>
<td>15.13%</td>
<td>14.30%</td>
<td>9.50%</td>
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| Non-Board Actions             |         |         |         |         |         |
| **Exempt/Substitute Appointments:** |     |         |         |         |         |
| School Aide-Exempt            | n/a     | n/a     | n/a     | 9       | 9       |
| Pupil Helper-Exempt           | 13      | 2       | 26      | 3       | 7       |
| Substitute                    | 97      | 29      | 168     | 144     | 167     |

| Exempt/Substitute Resignations: |         |         |         |         |         |
| School Aide/Pupil Helper       | 28      | 19      | 10      | 17      | 10      |
| Substitutes                   | 38      | 40      | 31      | 42      | 34      |

| Exempt/Substitute Dismissals: |         |         |         |         |         |
| School Aide-Exempt            | n/a     | n/a     | n/a     | 0       | 0       |
| Pupil Helper-Exempt (Released)| 0       | 1       | 1       | 32      | 36      |
| Substitutes                   | 118     | 75      | 175     | 41      | 99      |

*School Aide for fiscal year 2021/22 are counted towards Restricted
*School Aide for fiscal year 2020/21 are counted towards Restricted
*School Aide for fiscal year 2019/20 are counted towards Restricted
*Amend title from Layoff to Re-Employment List to Placed on Re-Employment List (2021-22)
*Amend title from Dismissals to Dismissals/Released during Probation (2021-22)