

MEETING AGENDA OF THE PERSONNEL COMMISSION of
CHICO UNIFIED SCHOOL DISTRICT

The Personnel Commission meets on 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

Wednesday, April 29, 2026

	Purpose	Page(s)
CALL TO ORDER		
WELCOME TO VISITORS		
CONSIDERATION OF MINUTES		
1. Consider approval of the minutes of the regular meeting of March 30, 2026.	Action	26-119 – 26-120
BUSINESS		
2. Director’s Report	Information	
3. Consider job announcement(s) for: Payroll/Benefits Technician, Registrar, and Sr Office Assistant.	Action	26-121 – 26-123
4. Consider eligibility list(s) for: Accountant, Cafeteria Cook Manager 1, IA-Bilingual (Spanish), Instructional Paraprofessional, Preschool Assistant, Sr Library Media Assistant, and Transportation Special Education Aide.	Action	26-124 – 26-131
5. Consider seniority list(s) for: Accountant, Administrative Specialist, Cafeteria Cook Manager 1, Campus Supervisor, Custodian, Elementary Counseling Assistant, IA-Bilingual (Spanish), Instructional Paraprofessional, IP-Driver, IP-Intensive Behavior Interventionist, Payroll/Benefits Technician, Sr Custodian, Sr Library Media Assistant, Sr Office Assistant, Transportation Special Education Aide, and Parent Classroom Aide @ Sierra View.	Action	26-132 – 26-151
6. Consider the revised job description for: Director-Information Technology.	Action	26-152 – 26-154
7. Consider the reinstatement for Hallie Redmond to Custodian.	Action	
8. Consider the 2026-27 Personnel Commission Budget.	Action	26-155
9. Discuss the proposed changes to the reclassification/reallocation procedure.	Discussion	26-156 – 26-158
10. Announce date of regular meeting, May 18, 2026.	Announcement	

<p>11. 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 with a 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"> 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. 	Discussion	
12. Adjourn to Closed Session.	Closed Session	
13. Consider the evaluation of the Executive Director-Classified Human Resources.	Information	
14. Reconvene to Open Session.	Open Session	
ADJOURNMENT		

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

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

PERSONNEL COMMISSION

Minutes for March 30, 2026

Regular Meeting

The Chico Unified School District Personnel Commission met in regular session at the administration building on March 30, 2026. The following were present:

Commission Members:

Gloria Bevers, Chairperson
 Scott Jones, Vice Chairperson
 Susie Cox, Member

Staff Members:

Mike Allen, Executive Director-Human Resources
 Christina Macaluso, Classified Human Resources Asst

Others:

Visitors

Gloria Bevers, Chairperson, called the meeting to order at 4:03 pm.	Call to Order
Visitor, Holly Ponciano, was welcomed.	
The minutes of the February 23, 2026, meeting were considered and approved. (MSC) Jones/Cox	Minutes Approved
<p>Mike Allen, Executive Director-Human Resources, reported:</p> <ul style="list-style-type: none"> • The annual California Schools Personnel Commission Association (CSPCA) conference occurred this month. Two of the three Commissioners attended as well as Mr. Allen and two Classified HR staff members. • The movement in the Classified HR office has gone into effect. Sharyn Fields has shifted to Certificated HR while Jennifer Horn has been promoted on limited term to cover Ms. Fields' absence. We have backfilled Ms. Horn's position with a substitute. • Mr. Allen reviewed the number of recruitments open, eligibility lists created, interviews scheduled or conducted, new hires processed, retirees, resignations, and position requests to be filled. 	Director's Report
Job Announcement(s) for Accountant, Cafeteria Cook Manager 1, Instructional Paraprofessional, Instructional Paraprofessional-Driver, Sr Library Media Assistant, and Transportation Special Education Aide were considered and approved. (MSC) Jones/Cox	Job Announcements Approved
Eligibility List(s) for Cafeteria Assistant, Custodian, Human Resources Coordinator, Instructional Paraprofessional, Instructional Paraprofessional-Driver, Instructional Paraprofessional-Extensive Needs, Office Assistant Elementary Attendance, School Bus Driver-Non-Public School, and School Bus Driver-Type 1 were considered and approved. (MSC) Jones/Cox	Eligible Lists Approved
Seniority List(s) for Cafeteria Assistant, Cafeteria Cook Manager 1, Campus Supervisor, Custodian, Instructional Paraprofessional, IP-Driver, IP-Extensive Needs, Intensive Behavior Interventionist, Maintenance Worker, Office Assistant Elementary Attendance, Preschool Assistant, Registrar, School Bus Driver-Non Public School,	Seniority Lists Approved

School Bus Driver-Type 1, School Office Manager, Sr Grounds Worker, and Sr Maintenance Worker-Plumber were considered and approved. (MSC) Jones/Cox	
The Draft 2026-27 Personnel Commission Proposed Budget was reviewed.	Proposed Budget Reviewed
The proposed changes to the reclassification/reallocation procedure were reviewed. The Commissioners approved to move forward with completing the following reclassification/reallocation requests while putting a pause on the remainder of the list until the new procedure is adopted: Administrative Specialist (Workers' Compensation & Leaves of Absence), Construction Records Technician, Health Assistant, Targeted Case Manager-Bilingual, Buyer, Transportation Special Education Aide, and Licensed Nurse.	Reclassification/Reallocation Procedure Reviewed and Approved
The date of the next Personnel Commission meeting is scheduled for April 29, 2026.	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 5:11 pm.	Closed Session
The meeting reconvened to Open Session at 5:27 pm. There were no comments to report.	Open Session
The meeting was adjourned at 5:28 pm.	Adjournment

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

PAYROLL/BENEFITS TECHNICIAN
Salary Range - \$28.38/Hr. to \$44.05/Hr.
Starts at \$28.38/Hr.

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 20240.**
- 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 PAYROLL/BENEFITS TECHNICIAN. Positions are typically full time, 12 months 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 would be: Two years of increasingly responsible experience in the administration of benefit plans. Two years of experience in payroll operations, preferably in a public sector environment. 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, human resources. Additional appropriate college level coursework. Experience creating documents, databases, spreadsheets, and reports using MS Office Suite.* 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 exam process. 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 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 100%. The top-scoring candidates who pass the written test will be invited to the oral exam/interview. 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.

Wednesday, April 8, 2026 @ 12:00 PM
Thursday, April 16, 2026 (during the day)
Thursday, April 23, 2026 (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 \$1,282/month to be applied towards a health plan for themselves and dependents. Part-time employees are eligible with the cost pro-rated based upon hours worked. The District pays \$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**

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

REGISTRAR
Salary Range: \$24.35/Hour - \$37.81/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** 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 20152.**
- 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 Registrar. The eligible list resulting from this recruitment will be used to fill openings in this classification for up to 6 months. Substitutes to work on an on-call, as-needed basis for regular employees will be selected from the established eligible list. Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities to meet the minimum requirements would be: **Three years of increasingly responsible clerical experience and equivalent to the completion of the 12th grade. Ability to type or operate a keyboard at a level sufficient for successful job performance required.** 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 6 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.

Thursday, April 24th, 2026 12:00 PM
Friday, May 1st, 2026 (during the day)
Thursday, May 7th, 2026 (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 \$115 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**

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

SENIOR OFFICE ASSISTANT
Starting Salary: \$21.06/Hour
Salary Range: \$21.06–\$32.67/Hour

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

GENERAL INFORMATION & INSTRUCTIONS:

- A. Apply on-line at www.edjoin.org.
- B. **Read the job announcement prior to completing the application form.**
- C. To claim Veterans' credit on open entry-level exams, you must submit a copy of your DD214. Those claiming disability Veterans' credit must include evidence of current receipt of disability benefit by the closing date for filing applications.
- D. **KEEP THE JOB ANNOUNCEMENT! If you have not received notification for any part of the exam by the day prior to the date announced, call the Classified Human Resources Office at (530) 891-3000, extension 20185.**
- E. Complete all parts of the application. Any requested attachments must be received by 12:00 PM on the closing date. **Late applications are not accepted.**

THE POSITION

The District is establishing an eligible list for SENIOR OFFICE ASSISTANT. The eligible list resulting from this recruitment will be used to fill openings in this classification for up to 6 months. Substitutes to work on an on-call, as-needed basis for regular employees will be selected from the established eligible list. Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities to meet the minimum requirements would be: **Three (3) years of responsible clerical experience including experience in the maintenance of complex records, and equivalent to the completion of the twelfth grade supplemented by specialized coursework in office practices or a related field. Ability to type or operate a keyboard at a level sufficient for successful job performance required. Ability to take and transcribe dictation at a speed necessary for successful job performance may be required for some positions.** All persons interested in this position and who meet job related and essential qualifications are encouraged to apply. CUSD is an affirmative action employer and will not discriminate against employees or discriminate in employment of classified personnel with regard to race/color, religious creed, national origin/ancestry, age, mental or physical disability, sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions,) sexual orientation, gender identity/gender expression, military/veteran status, marital status, medical condition or genetic information.

EXAMINATION AND CERTIFICATION

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

APPLICATION/EXAMINATION DATES & CERTIFICATION

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

Friday, April 24, 2026, 12:00 PM
Tuesday, May 5, 2026 (during the day)

JOB DESCRIPTION INFORMATION (see reverse side)

EMPLOYMENT INFORMATION FOR BARGAINING UNIT CLASSIFICATIONS

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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.

Eligible List: Accountant

Effective: March 25th, 2026 – September 25th, 2026

<i>Rank</i>	<i>Prom</i>	<i>Open</i>	<i>Last Name</i>	<i>First Name</i>
1	X		Delgado	Sergio



Mike Allen, Executive Director

Eligible List: Cafeteria Cook Manager 1
Effective: March 27, 2026 – September 28, 2026

<i>Rank</i>	<i>From Open</i>	<i>Last Name</i>	<i>First Name</i>
1	X	Humble	James
2	X	Sanchez	Blanca
3	X	Lencioni	Breanne
4	X	Simkins	Chelsea
5	X	Novak	Leah



Mike Allen, Executive Director

Eligible List: Instructional Assistant – Bilingual (Spanish)

Effective: March 24, 2026- September 24, 2026

<i>Rank</i>	<i>Prom</i>	<i>Open</i>	<i>Last Name</i>	<i>First Name</i>
1-Tie		X	Diaz Alvarez	Angelica
1-Tie		X	Leon-Barron	Stephanie
2		X	Carlos Silva	Melissa
3		X	Rivera	Abigail



Mike Allen, Executive Director

Eligible List For: Instructional Paraprofessional

Effective: April 10th, 2026 – October 10th, 2026

February 19th, 2026 – August 19th, 2026

December 8th, 2025 – June 8th, 2026

Rank	Prom Open	Last Name	First Name
1		X Brown-Kinell	Lauren
2		X Kennedy	Aaron
3-Tie		X Uecker	Kelli
3-Tie		X Black	Steven
3-Tie		X Dudman	Kenneth
3-Tie		X Cheatham	Melissa
3-Tie		X Herrera-Martinez	Ivette
3-Tie		X Johnson	Erin
3-Tie		X Pappani McDermott	Kai
3-Tie		X Patzke	Marla
3-Tie		X Reichert	Emily
3-Tie		X Shippen	William
4	X	Bless	Andreas
5-Tie		X Barraza	Addie
5-Tie		X Guerse	Sophia
5-Tie		X Haverty	Shay
5-Tie		X Johnson	Sadrea
5-Tie		X Kelley	Abbigayle
5-Tie		X Lent	Liana
5-Tie		X Newton	Emmeline
5-Tie		X Simkins	Chelsea
5-Tie		X Heal	Daniel
5-Tie		X Johnson	Sadrea
5-Tie		X Perry	Bethany
5-Tie		X Martinez-Garcia	Evelyn
5-Tie		X Rivers	Laney
5-Tie		X Wiggley	Bernadine
6		Mordwinow	Whitney
7		X Rodriguez	Aryanna
8		X Gallegos-Ambris	Anthony
9-Tie		X Bray	Melissa
9-Tie		X Reed	Leah
9-Tie	X	Leach	Ashlee
10		X Thorne	Lacy

11		X	Chavez	Ashley
12		X	Smith	Jackie



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: Preschool Assistant

Effective: **December 29th, 2025 – June 29th, 2026**
July 28th, 2025 – January 28th, 2026

Rank	Prom	Open	Last Name	First Name
1		X	Perez	Nayeli
2		X	Perez-Fortin	Alicia
3		X	Ward	Alexis
4-Tie		X	Mai	Jenna
4-Tie		X	Oropeza	Alma
5		X	Bugayong	Marissa
6		X	Miller	Kamil
7		X	Johnson	Sadrea
8		X	Guild	Katherine
9-TIE		X	Shelton	Julia
9-TIE		X	Miller	Heather
10		X	Rutherford	Alexsis
11	X		Cisneros	Saira
12		X	Koch	Lilli


Mike Allen, Executive Director

Revised 4/9/2026

Eligible List: Sr. Library Media Assistant

Effective: April 15th, 2026 – October 15th, 2026

<i>Rank</i>	<i>Prom</i>	<i>Open</i>	<i>Last Name</i>	<i>First Name</i>
1		X	Gardenhire	Molly
2	X		LaMusga	Elizabeth
3		X	Dillard	Jonathon
4	X		Johnson	Erin
5-Tie		X	Cutler	Robin
5-Tie	X		Lehecka	Nella
6		X	Barker	Rebecca
7		X	Halverson	Alexa
8		X	Wood	Mallory
9		X	Evers	Rita
10		X	Haverty	Shay



Mike Allen, Executive Director

Eligible List For: Transportation Special Education Aide

Effective: March 26, 2026 – September 26, 2026

December 2, 2026 – June 2, 2026

Rank	Prom	Open	Last Name	First Name
1	X		Yanez	Laura
2-Tie		X	Straker	Colleen
2-Tie		X	Cornwell	Alice
2-Tie		X	Vail	Erik
3-Tie		X	Lake	John
3-Tie		X	Wolff	Katie
3-Tie		X	Rodriguez	Christopher
4-Tie		X	Weupe	Asante
4-Tie		X	Galloway	Tehya
5		X	Cook	Walker



Mike Allen, Executive Director

SENIORITY LIST - Accountant
April 29, 2026 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	3/8/2022	Lico	Kristy
2	7/18/2022	Bianco	Celia
3	4/24/2026	McKeon	Kelly



Mike Allen, Executive Director-Human Resources

SENIORITY LIST - Administrative Specialist
April 29, 2026 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	11/8/2021	Smead	Janessa
2	11/9/2021	Horn	Jennifer
3	11/1/2022	Gillaspie	Lori
4	11/8/2022	Baer	Kimberley
5	7/10/2023	Walker	Chantel
6	9/25/2023	Carriere	Michelle
7	6/20/2024	Schwartz	Karen
8	7/8/2024	Cobery	Cameo
9	9/3/2024	Hammond	Marla
10	6/16/2025	Seguine	Esme
11	6/16/2025	Nicoletti	Melissa
12	8/1/2025	Markusen	Laura
13	2/2/2026	Hohberg	Julia
14	3/30/2026	Perez Molinero	Elva
15	4/8/2026	Meadows	Angela

SENIORITY LIST - Cafeteria Cook Manager 1
April 29, 2026 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	8/12/2022	Corriea	Kathleen
2	11/27/2023	Jarjour	Ragheda
3	9/20/2024	Alibrahen	Kinana
4	6/2/2025	Espinoza	Sandro
5	4/21/2026	Humble	Cordy


Mike Allen, Executive Director-Human Resources

SENIORITY LIST - Campus Supervisor
 April 29, 2026 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	10/7/1999	Coogan	Matthew
2	12/20/2001	Apalit, Jr	V. James
3	11/17/2003	O'Brien	Casey
4	8/17/2004	Runnells	Marina
5	10/4/2007	Collado	Josh
6	1/13/2009	Nelson	Jay
7	8/19/2013	LaMusga	Elizabeth
8	4/24/2017	LeDuc	Michael
9	8/21/2017	Ravetz	Ariel
10	5/23/2019	Forayter	John
11	8/15/2019	Leer	Wendi
12	9/6/2019	Gomez	Angelica
13	8/16/2021	Ramirez	Paula
14	10/18/2021	Haddid	Nancy
15	1/3/2022	Kimbler	Valerie
16	1/28/2022	Connaughton	Anna
17	4/27/2022	Dorn	Shawna
18	8/16/2022	Martinez	Savannah
19	11/2/2022	Varicelli	Anthony
20	11/29/2022	Hurd	Shannon
21	1/18/2023	Shonk	Amy
22	3/28/2023	Rodriguez	Fernando
23	7/1/2023	Delgado	Kristina
24	8/18/2025	Chew	Kyle
25	11/12/2025	Garcia	Timothy
26	1/8/2026	Renteria	Constantino
27	4/1/2026	Smith	Serina


 Mike Allen, Executive Director-Human Resources

SENIORITY LIST - Custodian
 April 29, 2026 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME				
1	7/28/1997	Hungate	Howard	27	8/30/2022	Yang	Chao
2	2/17/2006	Johnston	Joseph	28	11/23/2022	Wilson	Starr
3	2/21/2006	Thao	Toua	29	2/21/2023	Rodriguez	Rocio
4	11/9/2006	Yang	Houa	30	5/1/2023	Roberts	Frank
5	8/21/2012	Hammon	Keli	31	5/1/2023	Villa	Manuel
6	3/9/2015	Hitson	Denise	32	5/1/2023	Nakamoto	Joshua
7	7/6/2015	Nemat-Nasser	David	33	5/18/2023	Baisley	Adam
8	7/6/2015	Stoklasa	Anthony	34	8/10/2023	Brewer	Kimberly
9	7/11/2016	Adams	Daniel	35	8/21/2023	Decker	Tamala
10	3/6/2017	Robinson	Austin	36	9/19/2023	Zepeda	Roberto
11	9/24/2018	Zavala	Yolanda	37	10/9/2023	Matthews	Amber
12	5/18/2020	Carroll	Katherine	38	11/20/2023	Jaime	Francisco
13	1/19/2021	Jones	Jason	39	8/13/2024	Moeller	Christopher
14	1/19/2021	Asosi	Mareko	40	8/26/2024	Taylor	Ryan
15	1/19/2021	Villa	Sonia	41	8/29/2024	Miranda	Refugio
16	1/21/2021	Lee	Lee	42	5/29/2025	Sierra Aguilar	Eliasib
17	6/7/2021	Tourville	Tiffany	43	5/29/2025	Dobkins	Ryan
18	6/21/2021	Cisneros	Norma	44	12/1/2025	Moua	Aliya
19	10/27/2021	Aaron	Alzea	45	12/1/2025	Vazquez	Maria
20	10/27/2021	Pimentel	Sain	46	12/1/2025	Lee	Yee
21	10/28/2021	Greife	Joshua	47	12/10/2025	Read	John
22	2/10/2022	Figuero de Hernandez	Hilda	48	1/14/2026	Swick	Heather
23	2/10/2022	Gardner	Randal	49	1/14/2026	Escobar	Maria
24	4/8/2022	Sanders	Steven	50	1/22/2026	Haskell	Adam
25	6/28/2022	Godinez	Fidelina	51	1/27/2026	Daleal	Ajairus
26	7/18/2022	Santoyo	Maria	52	2/6/2026	Ogarrio	Delilah
				53	4/7/2026	Esparza	Araceli
				54	4/7/2026	Griffis	Jason
				55	4/7/2026	Redmond	Hallie


 Mike Allen, Executive Director-Human Resources

SENIORITY LIST - Elementary Counseling Assistant
April 29, 2026 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	10/5/2015	Martin	Jennifer
2	8/29/2016	Aicega	Dianna
3	4/15/2019	Fabian	Ryan
4	1/24/2023	Martin	Kasey
5	5/5/2023	Sautner	Sarah
6	11/27/2023	McLean	Claire
7	8/26/2024	Mendoza	Yadira
8	8/25/2025	Sheridan	Sagan
9	8/25/2025	Howell	Sabrina
10	8/25/2025	Perez-Miranda	Nayeli
11	10/14/2025	Corona	Hailey

SENIORITY LIST - IA-Bilingual (Spanish)
 April 29, 2026 - 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	10/26/2020	Diaz	Patricia
9	9/20/2021	Alonso	Gisela
10	2/27/2023	Herrera-Hernandez	Jennifer
11	5/1/2023	Hernandez	Norma
12	8/24/2023	Espinoza	Angela
13	8/16/2024	Salas	Luna
14	8/16/2024	Corona-Perez	Gabriela
15	8/16/2024	Brown	Adriann
16	8/27/2024	Colin	Jennifer
17	10/28/2024	Cuadros-Gonzalez	Elena
18	8/18/2025	Roldan-Mojica	Sandra
19	8/18/2025	Mello	Dulce
20	8/18/2025	Aparicio Loborio	Anika
21	8/18/2025	Ramos Garcia	Eduardo
22	8/18/2025	Arevalo	Isabel
23	8/18/2025	Alesandroni	Victoria
24	4/27/2026	Leon-Barron	Stephanie

SENIORITY LIST - Instructional Paraprofessional
 April 29, 2026 - ANY TIED DATES ARE BROKEN BY LOTTERY

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

Rank	Seniority Date within Class	Last	First	Rank	Seniority Date	Last	First
1	11/2/2000	Jones	Brett	40	12/3/2013	Kavanagh	Colleen
2	7/1/2002	Baker	Stacey	41	2/19/2014	Nelson	Jay
3	7/1/2002	Langseth	Christine	42	2/28/2014	Rice-Capucion	Yvette
4	7/1/2002	Parker	Martin	43	3/13/2014	Meier	Wendy
5	7/1/2002	Palmer	Barbara	44	8/18/2014	Jackson	Rebecca
6	7/1/2002	Gore-Zabala	Christine	45	8/18/2014	Corcoran	Carla
7	8/22/2002	Bodney	Teresa	46	8/18/2014	Main	Kimberly
8	8/1/2003	Scovel	Jeanne	47	10/15/2014	Nielsen	Terra
9	8/19/2003	Ravetz	Angela	48	10/24/2014	LeDuc	Michael
10	8/3/2004	Payne	Kristan	49	11/3/2014	Grebmeier	Wendy
11	8/30/2004	Clement	Nicole	50	1/5/2015	Farwell	Austin
12	3/1/2005	Watts	Christina	51	1/5/2015	Smith	Kristen
13	3/15/2005	Olson	Janet	52	1/5/2015	Lucio	Patricia
14	4/11/2005	Scholar	Michele	53	2/2/2015	Johnson	Sonja
15	8/16/2005	Feingold	Rod	54	3/31/2015	Jack	Diana
16	10/25/2005	Tracy	Jeffrey	55	8/17/2015	Graves	Patrice
17	11/5/2005	English	Tammie	56	8/17/2015	Connaughton	Anna
18	2/28/2006	Jolliff	Crystal	57	8/18/2015	Gibson	Sarah
19	3/13/2006	Reise	Marcy	58	9/8/2015	Stratton	Marin
20	8/15/2006	Dorghalli	Aftonia	59	10/5/2015	Carrillo	Saleena
21	1/18/2007	Chmelynski	Tiffany	60	1/4/2016	Mecham	Christy
22	4/10/2007	Bhojak	Deborah	61	1/4/2016	Lessenger	Ova
23	5/8/2007	Kingori	Miriam	62	1/4/2016	Mueller	Melissa
24	6/19/2007	Robinson	Mitchell	63	1/26/2016	Ward	Kristin
25	5/27/2008	Nelson	Lindsey	64	2/29/2016	Waslewski	Abigail
26	8/30/2010	Hashemi	Sarah	65	5/18/2016	Gonsalves	Maria
27	10/18/2010	Buenrostro	Deborah	66	8/18/2016	Smith	Teresa
28	10/25/2010	Schill	Angelina	67	8/18/2016	Mino	Mary
29	4/12/2011	Ryan	Patrick	68	8/18/2016	Pisani	Debra
30	4/10/2012	Wootten	Rebekah	69	8/18/2016	Brewer	Lisa
31	7/1/2012	Weber	Lisa	70	8/31/2016	Avalos Huerta	Mayra
32	8/20/2012	Hull	Saythong	71	9/1/2016	Morton	Denise
33	12/11/2012	Smithson	Birgitta	72	9/6/2016	Alexander Graf	Kimberly
34	2/4/2013	Ludlow	Debra	73	9/6/2016	Langston	Dennel
35	4/22/2013	Woodbury	Jeanne	74	9/15/2016	Cummings	John
36	4/30/2013	Ukei	Hiroko	75	12/19/2016	France	Brandy
37	9/18/2013	Ravetz	Ariel	76	12/21/2016	Bellante	Lynne
38	10/8/2013	Owen	Mary	77	1/9/2017	Miller	Stephanie
39	10/21/2013	Rikkelman	Jessica	78	1/23/2017	Fashing	Kari
				79	3/6/2017	Lawrence	Malika
				80	3/20/2017	Ensign	Melonie
				81	3/20/2017	Hurd	Amanda
				82	8/21/2017	Graubart	Tracy
				83	8/21/2017	Peterson Pierce	Hannah


 Mike Allen, Executive Director-Human Resources

84	10/2/2017	Meza	Maja	132	1/3/2022	Chrisenson	Kelli
85	10/2/2017	Lyons	Sharon	133	1/26/2022	Greenwood	Quinn
86	12/6/2017	Bernson	Michelle	134	2/10/2022	Alexander	Catherine
87	1/9/2018	Taylor	Michelle	135	2/11/2022	Hildebrandt	Darlene
88	3/26/2018	Wahl	Sheila	136	2/15/2022	Gutierrez	Sabrina
89	3/26/2018	Batman	Gerilynn	137	2/28/2022	Granados	Crystal
90	4/23/2018	Gordon-Cassidy	Ruth	138	3/3/2022	Finley	Kassandra
91	5/8/2018	Watts	Kari	139	3/21/2022	Davis	Kelley
92	5/15/2018	Stewart	Lauren	140	4/13/2022	Bechtold	Terra
93	8/22/2018	Bettencourt	Meagan	141	4/19/2022	Anrig	Doug
94	1/8/2019	Emmons	Karen	142	8/15/2022	Fredrickson	Tiffany
95	3/25/2019	Varicelli	Anthony	143	8/15/2022	Starks	Corrina
96	3/25/2019	Spini	Allison	144	8/15/2022	Hammond	Joel
97	7/18/2019	Gelles	Naomi	145	8/15/2022	Hejl	Rebecca
98	8/15/2019	Simpkins	Abbe	146	8/15/2022	Leaf	Karen
99	8/15/2019	Smith	Erin	147	8/15/2022	Fowler	Rebecca
100	8/15/2019	Huber	Stefanie	148	8/15/2022	Renwick	Michalyn
101	10/9/2019	Lattin	Jenny	149	8/15/2022	Starr-Flanagan	Jamie
102	10/9/2019	Arends	Yuki	150	8/23/2022	Bonnenfant	Jordan
103	10/29/2019	Rodrigues	Jennifer	151	8/29/2022	Johnsen Rouse	Erin
104	12/2/2019	Brewster	Amy	152	8/30/2022	Fields	Elijah
105	2/28/2020	Masuda	Arielle	153	9/13/2022	Hawkins	Abigail
106	3/9/2020	Baker	Kelly	154	9/19/2022	Rodriguez Nungaray	Esthefany
107	3/9/2020	Gomez	Angelica	155	9/20/2022	Hernandez	Nina
108	3/23/2020	Dugan	Jacqueline	156	9/21/2022	Dotson	Sierra
109	3/23/2020	O'Kelley	Danielle	157	9/29/2022	Halt	Ryan
110	3/23/2020	Cortez	Savanna	158	9/29/2022	Robertson	Natalie
111	3/23/2020	Pastor	Kristi	159	10/3/2022	Sands	Jeremiah
112	10/12/2020	Ferris	Tamra	160	10/13/2022	Brighter	Lokelani
113	1/11/2021	Mendoza	Rebecca	161	10/14/2022	Barron	Patricia
114	4/12/2021	Campos	Tara	162	10/19/2022	Allemandi-Schultz	Lynn
115	4/12/2021	Martin	Desiree	163	12/1/2022	Robins	Sarah
116	4/19/2021	Alonzo-Perez	Maria	164	2/16/2023	Sheridan	Justyne
117	8/16/2021	Silva	Amanda	165	3/6/2023	Colvin Sebring	Emma
118	8/16/2021	Norris	Suzanne	166	3/8/2023	Buccola	Anthony
119	8/16/2021	Burson	Adam	167	4/18/2023	Underwood	Kailey
120	8/30/2021	Murphy	Julia	168	5/22/2023	Miller	Marysa
121	9/24/2021	Silva	Charles	169	8/21/2023	Payne	Brittany
122	10/4/2021	Frazier	Sherrie	170	8/21/2023	Wesley	Joseph
123	10/14/2021	Estrada	Marcus	171	8/21/2023	Moncrief	Danielle
124	12/7/2021	Luther	Diana	172	8/21/2023	Love	Michelle
125	1/3/2022	Fox	April	173	8/21/2023	Bardo	Zandra
126	1/3/2022	Villa	Lourdes	174	8/21/2023	Fitzgerald	Jocelyn
127	1/3/2022	Wilcox	Bradley	175	8/21/2023	White	Andrew
128	1/3/2022	Ventura	Nichole	176	8/21/2023	Honea	Melanie
129	1/3/2022	Van Laan	Sandra	177	8/21/2023	Millard	Debbie
130	1/3/2022	Barry	Keelin	178	8/21/2023	Rodriguez Galvan	Sheyla
131	1/3/2022	Ochoa	Amber	179	9/13/2023	Jones	Kyle

Instructional Paraprofessional, 4/29/2026


Mike Allen, Executive Director-Human Resources

180	9/18/2023	Baugh	Leslie	226	8/19/2024	Krzym	Jamie
181	9/18/2023	Jordan	Christine	227	8/19/2024	Surita	Tangi
182	9/18/2023	Cadena	Kimberly	228	8/19/2024	Tindill	Taryn
183	9/25/2023	Lovell	Cassidy	229	8/26/2024	Santo	Crystal
184	10/3/2023	Argenal	Hailey	230	10/7/2024	Hiller	Kenneth
185	10/3/2023	King	Marijke	231	10/7/2024	Gilbert	Marie
186	10/3/2023	Keene	Robert	232	10/21/2024	Saise	Melissa
187	10/3/2023	Banegas	Kassarrah	233	10/22/2024	Anderson	Charlene
188	10/9/2023	Fay	Susan	234	11/12/2024	Centeno	Sonia
189	10/9/2023	Marshall	Emily	235	11/13/2024	Wilson	Maggie
190	10/18/2023	Hill	Krista	236	11/28/2024	Raya	Evelyn
191	10/23/2023	Gutierrez-James	Teresa	237	12/9/2024	Blackshire	Iyanah
192	10/23/2023	Londry	Leah	238	12/9/2024	Ward	Brianna
193	10/23/2023	Avila	Sabrina	239	12/9/2024	Duda	Heather
194	10/23/2023	Taylor-Vazquez	Marta	240	12/9/2024	Graves	Melexcia
195	10/30/2023	MacGibbon	Emily	241	12/9/2024	Lynch	Haley
196	11/7/2023	Rice	Melanie	242	1/7/2025	Yasin	Lamees
197	11/13/2023	Shelton	Jason	243	1/16/2025	Tu'ihalangie	Carina
198	11/29/2023	Partida	Karen	244	1/27/2025	Miller	Heather
199	12/7/2023	Reribi	Halima	245	1/27/2025	Del Bosco	Anna
200	1/8/2024	Lorenzo	Sherrie	246	2/10/2025	Vallerga	Debra
201	1/22/2024	Jones	Gabriella	247	2/10/2025	Mariscal	Laura
202	1/24/2024	Britt	Summer	248	2/10/2025	Guild	Katherine
203	1/31/2024	Rye	Sydney	249	2/18/2025	Brogdon	Patricia
204	2/5/2024	Schlager	Jayme	250	2/18/2025	Boykin	Savannah
205	2/5/2024	Brooks	Hilary	251	2/20/2025	Brighter	Renee
206	2/5/2024	Dilts	Ayrian	252	3/10/2025	Contreras	Jackeline
207	2/20/2024	Hurst	Khalid	253	3/10/2025	Herrera	Victoria
208	2/20/2024	Brannen	Kiana	254	3/10/2025	Kaufmann	Sienna
209	2/20/2024	Abouzeid	Isabella	255	3/24/2025	Walker	Latoya
210	4/10/2024	Favela	Monica	256	3/25/2025	Simmons	Georgia
211	4/22/2024	Contreras	Rosenda	257	3/26/2025	Granados	Danielle
212	4/23/2024	Heryford	Carley	258	3/26/2025	Walsemann	Erin
213	5/6/2024	Davidson-Mays	Ymonne'	259	3/26/2025	Galloway	Patricia
214	8/16/2024	Gill	Reina	260	3/28/2025	Long	Shanon
215	8/16/2024	Torres	Arlene	261	3/31/2025	Fortune	Stephenie
216	8/16/2024	Del Cid	Janeth	262	3/31/2025	Atkins	Melissa
217	8/16/2024	Kerr	Rebekah	263	4/10/2025	Wells	Amanda
218	8/16/2024	Campos	Liliana	264	4/14/2025	Sprague	Randi
219	8/16/2024	Spini	Gina	265	4/23/2025	Hoffman	Thomas
220	8/16/2024	Perondi	Angela	266	4/28/2025	Prather	Elsie
221	8/16/2024	Nash	Amber	267	5/27/2025	Person	Erica
222	8/16/2024	Rushton	Judith	268	8/18/2025	Genato	Stacey
223	8/16/2024	Zamora-Enriquez	Gloria	269	8/18/2025	Katz	Andrea
224	8/16/2024	Lomeli	Cristian	270	8/18/2025	Hernandez	Angelica
225	8/19/2024	Jackson-Hill	Endiyalynn	271	8/18/2025	Guidi	Angela

272	8/18/2025	Slater	Angela	318	10/20/2025	Wilson	Alethea
273	8/18/2025	Evalú	Malu	319	10/21/2025	Chavez	David
274	8/18/2025	Montenegro	Allie	320	10/27/2025	Avalos	Isabella
275	8/18/2025	Marchan	Jose	321	10/27/2025	Cortez-Zamudio	Jennifer
276	8/18/2025	Sourivong	Chinaly	322	10/27/2025	Buck	Bryan
277	8/18/2025	Sayavong-Vann	Sahtiah	323	10/27/2025	Chacon	Adalia
278	8/18/2025	Baxter	Samantha	324	10/30/2025	Eldridge	Brittany
279	8/18/2025	Saber	Karima	325	11/3/2025	Lopez	Jennifer
280	8/18/2025	Dempsey	Nicole	326	11/3/2025	Gerfen	Madison
281	8/18/2025	Jahromi	Hannah	327	11/3/2025	Keables	Tyler
282	8/18/2025	Gomez	Eric	328	11/7/2025	Moran	Ashely
283	8/18/2025	Montenegro	Jessica	329	11/17/2025	Lefever	Eric
284	8/18/2025	Cunningham	Kennedy	330	11/17/2025	Macias	Leticia
285	8/18/2025	Borja	Breanna	331	11/17/2025	Koskey	Faith
286	8/18/2025	Stever	Joshua	332	11/18/2025	Auvinen	Matt
287	8/18/2025	Mello	Dulce	333	12/1/2025	Baldrige	Karen
288	8/18/2025	Karamanos	Vasili Eftemios	334	12/1/2025	Holt	Dora
289	8/18/2025	Stephens	Karen	335	12/11/2025	Valdez	Brandy
290	8/18/2025	Yang	Rhonda	336	12/15/2025	Rangel	Joel
291	8/18/2025	Ghidossi	Amber	337	1/5/2026	Bucholz	Kai
292	8/18/2025	Ferret	Isabell	338	1/12/2026	Carter	Jared
293	8/18/2025	Thorne	Lacy	339	1/13/2026	Thomas	Joshua
294	8/18/2025	Francis	Stephanie	340	1/13/2026	Layton	Scott
295	8/18/2025	Smith	Serina	341	1/14/2026	Ward	Charis
296	8/18/2025	Southward	Rayna	342	1/14/2026	Rosenquist	Carli
297	8/18/2025	Thurman	Michelle	343	1/20/2026	Sherrell	Alexis
298	8/18/2025	Rollins	Makayla	344	1/26/2026	Chapel	Roby
299	8/18/2025	Gallaher	Cooper	345	1/26/2026	Canfield	Kelcey
300	8/18/2025	Rosenberry	Richard	346	2/2/2026	Williams	Terry
301	8/18/2025	Phillips	Ariel	347	2/3/2026	Clark	Jesse
302	8/18/2025	Horton	Randi	348	2/10/2026	Guerrero	Isabella
303	8/18/2025	Tovar-Tapiero	Ana	349	2/11/2026	Pinales	Bonita
304	8/18/2025	Branch	Broderick	350	3/2/2026	Sarin	Heather
305	8/18/2025	Salgado	Daniel	351	3/2/2026	Drummond	Kiley
306	8/18/2025	Boone	Makayla	352	3/5/2026	Anderson	Lily
307	8/18/2025	Donez	Helena	353	3/9/2026	Jordan	Laura
308	8/18/2025	Sullivan	Jillian	354	3/23/2026	Schultz	Olive
309	8/25/2025	Vanderbilt	Chantal	355	3/25/2026	Sheppard	Latasha
310	9/25/2025	Burke	Leslie	356	3/27/2026	Mikkelsen	Jakob
311	9/29/2025	Renteria-Graciano	Constantino	357	3/30/2026	Battaglia	Ava
312	9/30/2025	Merrill	Jessica	358	3/30/2026	Seipel	April
313	10/1/2025	Vina	Angelina	359	3/30/2026	Marubashi	Breana
314	10/13/2025	Molchen	Joshua	360	3/30/2026	Griffin	Tara
315	10/17/2025	Brown	Jordan	361	3/30/2026	Rosales	Edson
316	10/17/2025	Peterson	Molly	362	3/31/2026	Hipp	Michelle
317	10/17/2025	Varicelli	Kayla	363	3/31/2026	Irwin	Margie
				364	4/1/2026	Carlos-Silva	Melissa


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365	4/7/2026	Myvett III	Reisden
366	4/13/2026	Reyes-Muñoz	Ariana
367	4/14/2026	Tollmann	Rebecca

Instructional Paraprofessional, 4/29/2026


Mike Allen, Executive Director-Human Resources

SENIORITY LIST - IP-Driver

April 29, 2026 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	8/18/2025	Matlin	Dana
2	8/18/2025	Plumer	Ruthann
3	8/18/2025	Miller	Suzanne
4	8/18/2025	Williams	Janice
5	8/18/2025	Boyd	Donna
6	8/18/2025	Vlach	Monika
7	8/18/2025	Aceves Zepeda	Alma
8	8/18/2025	Kamph	Brent
9	8/18/2025	Smallhouse	Marcus
10	8/18/2025	Rechs	Lindsay
11	8/18/2025	Gutierrez	Amy
12	8/18/2025	Flanagan	Ciaran
13	8/18/2025	Espinosa	Michael
14	8/18/2025	Stremfel	Thomas
15	3/10/2026	Howe	Ryan

SENIORITY LIST - Intensive Behavior Interventionist
April 29, 2026 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	1/14/2022	Kemper	Nancy
2	4/29/2022	Willman	Richard
3	8/15/2022	Wright	Cathryn
4	11/2/2022	Ghiorso	Adam
5	11/14/2022	Allen	Phuong
6	1/23/2023	Sayre	Maria
7	2/2/2023	Ortiz	Tiahna
8	3/20/2023	Belson	Eyan
9	10/9/2023	Labrado	Melissa
10	10/10/2023	Silva	Charles
11	11/13/2023	Frank	Eric
12	4/24/2024	Cifuentes	Rafael
13	4/24/2024	Burwell	Benjamin
14	4/26/2024	Belser	Peyton
15	8/14/2024	Sanchez	Ashley
16	10/21/2024	O'Kelley	Maryann
17	10/29/2024	Jones	Kyle
18	8/14/2025	Seig	April
19	8/14/2025	Gonzalez	Anthony
20	10/6/2025	Gess	Wade
21	4/15/2026	Baser	Alyssa

SENIORITY LIST - Payroll/Benefits Technician
April 29, 2026 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	10/7/2021	McCarthy	Bonnie


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SENIORITY LIST - Sr Custodian
April 29, 2026 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	7/1/1996	Ward	Tim
2	9/8/2003	Farrell	LaRhonda
3	9/8/2003	Robinson	Brian
4	3/18/2010	Bingham	Tuolumne
5	10/7/2013	Griffis	Matthew
6	5/18/2015	Hudson	Nathan
7	2/14/2017	Hostick	Mary
8	10/13/2020	Daggett	Brian
9	11/4/2020	Wilmoth	Daniel
10	3/15/2021	Velasquez	Raymond
11	5/25/2021	Thomas	Jeff
12	6/15/2022	Barron	Ricardo
13	7/21/2022	Gutierrez	Neithn
14	1/30/2023	Turner	Matthew
15	10/11/2023	Raymondo	John
16	11/25/2024	Shrestha	Guru
17	2/3/2025	Contreras	Shayla
18	4/11/2025	Rifesi	Gavin

SENIORITY LIST - Sr Library Media Assistant
April 29, 2026 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	5/28/2019	McKeon	Katherine
2	11/29/2021	Picard	Elizabeth
3	11/4/2024	Moore	Jordan
4	4/24/2025	Markey-Ewers	Makenna
5	4/21/2026	Geary	Anna


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SENIORITY LIST - Sr Office Assistant
April 29, 2026 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	12/17/2010	Flint	Patricia
2	3/4/2014	Loch	Jenny
3	11/6/2017	Jones	Cynthia
4	2/18/2020	Leonard	Alicia
5	1/4/2021	Anderson	Krystin
6	3/26/2021	Morley	Jamie
7	3/31/2022	Driscoll	Shannon
8	8/8/2023	Wycoff	Larissa
9	8/5/2024	Fuston	Jessica
10	8/5/2024	Bonillas	Denise
11	8/5/2024	Ramos	Mariela
12	8/5/2024	Stiliha	Arica
13	8/16/2024	Gutierrez	Chondra

SENIORITY LIST - Transportation Special Ed Aide
April 29, 2026 - ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	11/19/2003	Runnells	Marina
2	3/2/2012	Baker	Stacey
3	10/3/2022	Sandoval	James
4	8/21/2023	Douglas	Eva
5	8/21/2023	Stewart	Mieka
6	6/5/2024	White	David
7	11/18/2024	Landini	Ronald
8	1/5/2026	Finley	Kassie
9	4/13/2026	Vail	Erik


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SENIORITY LIST - Parent Classroom Aide, Sierra View
April 29, 2026 – ANY TIED DATES ARE BROKEN BY LOTTERY

RANK	SENIORITY DATE WITHIN CLASS	LAST NAME	FIRST NAME
1	10/1/2025	Raftery	Danica


Mike Allen, Executive Director-Human Resources

**CHICO UNIFIED SCHOOL DISTRICT
DIRECTOR – INFORMATION TECHNOLOGY**

DEFINITION

Under general direction, to plan, develop, organize, and implement the policies, regulations, guidelines, and procedures pertaining to the District information technology, cybersecurity, and telecommunication infrastructure; to serve as a primary technical resource and liaison to District leadership, site personnel, and external partners to enhance operational efficiency and student educational outcomes; to oversee data privacy compliance and digital equity initiatives; and to do other related functions as directed.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Plans, organizes, and directs the District's comprehensive information technology, network infrastructure, and digital services.
- Collaborates with various District departments to plan, organize, and direct student and staff development programs, including cybersecurity awareness, digital citizenship, data privacy, and proficiency in the use of instructional technology, enterprise software, and emerging digital tools.
- Confers with, advises, and collaborates with District leadership and instructional personnel concerning modern educational technology initiatives and digital learning environments.
- Serves as the District liaison to strategic planning groups, District-wide instructional and operational committees, and community groups concerned with integrated communication systems, educational technology initiatives, and digital transformation.
- Identifies, researches, and secures diverse funding opportunities, including the E-Rate program and technology-related grants, to support the modernization and sustainability of District-wide digital infrastructure and learning initiatives.
- Serves as a lead advisor to District leadership, providing strategic recommendations for resolving complex technical challenges, mitigating cybersecurity risks, and optimizing technology-driven operational workflows.
- Develops, implements, and maintains District board policies, administrative regulations, and operational procedures in alignment with evolving state and federal laws governing data privacy, cybersecurity, and digital accessibility.
- Establishes and maintains collaborative partnerships with other educational agencies, regional technology organizations, and vendors to stay current with industry trends, leverage shared resources, and optimize the delivery of technical services.
- Coordinates and directs long-range strategic planning for District-wide technology infrastructure, including cloud-based systems, disaster recovery, business continuity, and the sustainable lifecycle management of hardware and software assets.
- Provides oversight and leadership for District technology projects, utilizing project management methodologies to ensure initiatives are completed on time, within budget, and in alignment with stakeholder requirements. Plans, organizes and directs a variety of management and program evaluation reports.
- Directs, supervises, and evaluates the performance of Information Technology department personnel; establishes a culture of high-quality customer service, technical excellence, and continuous professional growth.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles, techniques, strategies, goals, and objectives of public education;

- Enterprise-level information systems and software ecosystems, including the principles of architecture, integration, interoperability, and centralized management of diverse operational platforms;
- Methods, techniques, and Key Performance Indicators concerning the assessment, cybersecurity auditing, and performance evaluation of District information systems and network infrastructure;
- Federal, state, and local laws, codes, and regulations governing K-12 technology, including student data privacy (e.g. FERPA, SOPIPA, COPPA), cybersecurity standards, and telecommunications compliance (e.g. CIPA, E-Rate);
- Regional, state, and national technology organizations, consortiums, and vendor ecosystems that provide resources, advocacy, and collaborative opportunities for educational agencies;
- Modern instructional technology frameworks, including Multi-Tiered System of Supports (MTSS) and the integration of digital tools within curriculum design to enhance student engagement and data-driven outcomes;
- Human relations strategies, conflict resolution strategies, and team building principles and techniques.

Skill to:

- Safely operate a motor vehicle.

Ability to:

- Provide strategic leadership and management of comprehensive information technology initiatives that align with District-wide goals and objectives;
- Analyze complex data sets and assess system performance to provide evidence-based recommendations for program improvement and emerging technology adoption;
- Direct the evaluation of District-wide digital ecosystems, integrated communication systems, and instructional technology initiatives to ensure operational efficiency and educational efficacy;
- Serve as a strategic resource and subject matter expert to instructional staff, administrative leadership, and community stakeholders;
- Communicate complex technical concepts effectively in oral and written form to both technical and non-technical audiences;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish, direct, and maintain effective organization, community, and public 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 successful information, telecommunication, and technology experience preferred.
- Two (2) years of supervisory experience preferred.

Education:

- Completion of a bachelor's degree or higher degree from an accredited college or university in instructional technology, telecommunication, computer science, or a closely related field preferred.

SPECIAL REQUIREMENTS

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

License Requirement:

- Possess and maintain a current, valid driver's license and safe driving record.

Conditions of Employment:

- Insurability by the District's liability insurance carrier.
- When driving personal vehicle, in the execution of job duties, employee must possess and maintain proof of current automobile insurance.
- Use of personal or District vehicle to travel to multiple worksites and locations, as needed.
- Must be at least 21 years of age.

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.

- Exert 25 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Ascend and descend ladders, stairs, scaffolding, and ramps.
- Walking or standing for extended periods.
- Perceiving the nature of sound.
- Near and far vision, depth perception.
- Communicate clearly to provide oral information.
- Manual dexterity to operate equipment and use hand tools as handling and working with various materials and objects are important aspects of this classification.
- 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.

Account Code		Description	Proposed Budget
01-0000-0-0000-7400-4300-570-6200	Unrestr, Material-Supply	Materials and Supplies	\$3,000.00
01-0000-0-0000-7400-4305-570-6200	Unrestr, Copy Charges	Copy Charges	\$1,500.00
01-0000-0-0000-7400-4400-570-6200	Unrestr, NonCapEquip	Non Capital Equipment	\$2,000.00
01-0000-0-0000-7400-5200-570-6200	Unrestr, Travel-Conf	Travel and Conference	\$16,680.00
01-0000-0-0000-7400-5300-570-6200	Unrestr, Dues-Membership	Dues and Memberships	\$3,800.00
01-0000-0-0000-7400-5755-570-6200	Unrestr, InterFdNS	Nutrition Services--Food Budget	\$550.00
01-0000-0-0000-7400-5800-570-6200	Unrestr, Prof-Consult-Op	Consultations/Legal Fees	\$10,500.00
01-0000-0-0000-7400-5819-570-6200	Unrestr, Lic-Certif-Phys	Licenses and Certificates	\$4,000.00
01-0000-0-0000-7492-5852-570-6200	Unrestr, Advertising	Advertising	\$500.00
	Total		\$42,530.00
01-0000-0-0000-7452-2377-620-6200	Unrestr, Regular	Director Salary, Benefits, & Incidentals	\$183,984.00
01-0000-0-0000-7452-2477-620-6200	Unrestr, Regular	Personnel Commission Salary	\$154,251.00
01-0000-0-0000-7452-3102-620-6200	Unrestr, STRSClassified	Personnel Commission STRS Contributions	\$35,141.00
01-0000-0-0000-7452-3202-620-6200	Unrestr, PERSClassified	Personnel Commission PERS Contributions	\$44,355.00
01-0000-0-0000-7452-3312-620-6200	Unrestr, OASDIClass	Personnel Commission OASDI Contributions	\$9,600.00
01-0000-0-0000-7452-3322-620-6200	Unrestr, Medi Class	Personnel Commission Medicare Contributions	\$4,900.00
01-0000-0-0000-7452-3412-620-6200	Unrestr, Medical Class	Personnel Commission Medical Contributions	\$38,600.00
01-0000-0-0000-7452-3422-620-6200	Unrestr, Dental Class	Personnel Commission Dental Contributions	\$3,600.00
01-0000-0-0000-7452-3432-620-6200	Unrestr, Vision Class	Personnel Commission Vision Contributions	\$662.00
01-0000-0-0000-7452-3442-620-6200	Unrestr, Life Class	Personnel Commission Life Contributions	\$225.00
01-0000-0-0000-7452-3502-620-6200	Unrestr, UI Class	Personnel Commission Unemployment Insurance Contributions	\$175.00
01-0000-0-0000-7452-3602-620-6200	Unrestr, WC Class	Personnel Commission Workers' Compensation Contributions	\$8,500.00
01-0000-0-0000-7452-3712-620-6200	Unrestr, OPEB CSEA	Personnel Commission OPEB Contributions	\$7,800.00
01-0000-0-0000-7452-3902-620-6200	Unrestr, Other Benefits	Personnel Commission Other Benefits	\$805.00
	Total		\$492,598.00
01-0000-0-0000-7452-2477-510-6200	Unrestr, Regular	General Fund Salary	\$72,617.00
01-0000-0-0000-7452-3202-510-6200	Unrestr, PERSClassified	General Fund PERS Contributions	\$19,469.00
01-0000-0-0000-7452-3312-510-6200	Unrestr, OASDIClass	General Fund OASDI Contributions	\$4,171.00
01-0000-0-0000-7452-3322-510-6200	Unrestr, Medi Class	General Fund Medi Contributions	\$950.00
01-0000-0-0000-7452-3502-510-6200	Unrestr, UI Class	General Fund Unemployment Insurance Contributions	\$0.00
01-0000-0-0000-7452-3602-510-6200	Unrestr, WC Class	General Fund Workers' Compensation Contributions	\$1,800.00
01-0000-0-0000-7452-3712-510-6200	Unrestr, OPEB CSEA	General Fund OPEB Contributions	\$1,637.00
01-0000-0-0000-7452-3412-510-6200	Unrestr, Medical Class	General Fund Medical Contributions	\$13,675.00
01-0000-0-0000-7452-3422-510-6200	Unrestr, Dental Class	General Fund Dental Contributions	\$1,405.00
01-0000-0-0000-7452-3432-510-6200	Unrestr, Vision Class	General Fund Vision Contributions	\$240.00
01-0000-0-0000-7452-3442-510-6200	Unrestr, Life Class	General Fund Life Insurance Contributions	\$75.00
	Total		\$116,039.00
	Personnel Commission Total		\$608,637.00
		Proposed Budget Plus Highlighted PC Costs	

DRAFT

Reclassification & Reallocation Procedure

1. Purpose

The purpose of this procedure is to establish a clear, equitable, and transparent process for reviewing and potentially reclassifying or reallocating CSEA-represented classified positions. This annual process ensures internal alignment, external market competitiveness, and compliance with the Merit System and the Collective Bargaining Agreement (CBA).

2. Scope

This procedure applies to all classifications within the CSEA bargaining unit that fall under the Merit System and are placed on the district's Classified Salary Schedule (Levels 1–18).

3. Annual Timeline

The reclassification/reallocation process shall occur annually during a timeline mutually agreed upon by the Personnel Commission (PC), with recommendations from Chico Unified School District, and CSEA Chapter 110. The process typically begins at the start of the fiscal year and concludes prior to the adoption of the following year's budget.

4. Establishment of Classification Levels

All classifications represented by CSEA will be grouped by their current salary range (Level 1 through Level 18). For purposes of this procedure:

- **Level 1** contains entry-level classifications on the salary schedule.
- **Level 18** contains the highest-level classifications on the salary schedule.

A complete, updated list of classifications by level will be reviewed and approved annually by the Personnel Commission.

5. Randomized Level Ordering Process

To ensure fairness and neutrality in determining the sequence in which classifications are reviewed, the Personnel Commission will implement the following randomized selection process:

5.1 Randomization by Level

1. Beginning with **Level 1**, the Personnel Commission (or its designated staff) will place all classifications assigned to that level into a randomized drawing.
2. Classifications will be drawn **one at a time** and placed in order on the **Master Review List**.
3. The process will continue until all classifications in Level 1 are assigned to a sequential position.

5.2 Continuation Through All Levels

1. The Committee will then move to **Level 2**, repeating the randomization and placement process.
2. Sequentially, Levels 3 through 18 will be drawn and added to the Master Review List until all classifications are assigned to a place.

5.3 Annual Master Review List

1. The resulting Master Review List establishes the order in which classifications will be reviewed in the current year cycle.

6. Salary Survey & Analysis Process

Classifications will be reviewed in the order listed on the Master Review List.

6.1 Data Collection

For each classification under review, Human Resources/Personnel Commission staff will collect and present the following:

- Data from comparable school districts
- Internal alignment analysis
- Job Descriptions
- Position review questionnaires (if applicable)
- Organization structure and relational classification data
- Statutory and merit system compliance

6.2 Evaluation Criteria

The Personnel Commission will evaluate each classification using the following criteria:

- Duty alignment and Essential Function changes
- Internal salary alignment with related or adjacent classifications
- Significant increases in responsibility, scope, or required skill
- CSEA and District input, per the CBA and Merit Rules

6.3 Commission Recommendation

Based on the analysis, the Personnel Commission may recommend one of the following:

- **No Change** (classification appropriately placed)
- **Reclassification** (change in classification title or duties)
- **Reallocation** (movement to a different salary level/range)
- **Revision of job description** only

All decisions shall comply with Merit System rules, Education Code, and the CBA.

7. CBA Dollar-Limit Requirement

The CBA establishes an annual **financial cap** for reclassification/reallocation adjustments.

7.1 Applying the Dollar Limit

1. The Personnel Commission will move through the Master Review List **in order**, completing salary surveys and reallocation recommendations until the annual financial limit is reached.

2. Once the cost of approved reallocations meets the CBA-defined cap, the reclassification cycle for that fiscal year is concluded.

7.2 Classifications Not Reached

1. Classifications not reached before the dollar limit is met will be placed at the **top of the following year's Master Review List, in the same order**, before the next randomization cycle begins.
2. No classification loses priority due to the annual limit.
3. The district will retain its ability to conduct any reclassification or reallocation at any time. Any pulled by the district will not be deducted from the annual reclassification/reallocation allotment.

8. Implementation

All reclassification or reallocation decisions approved by the Personnel Commission shall be implemented:

- In compliance with Merit Rules,
- As outlined in the CBA, and
- With effective dates consistent with district budget timelines and legal requirements.

9. Communication

Following each Personnel Commission meeting, where actions are taken:

- HR/PC staff will notify CSEA, departments, and affected employees.
- Updated salary schedules and job descriptions will be posted on the district website.

10. Record Keeping

All documentation, including salary surveys, analysis reports, and Commission actions, will be securely maintained by the Personnel Commission Office in accordance with public records and Merit System requirements.

- An annual review of the process will be conducted by the Merit Committee and CUSD. All findings and/or recommendations will be sent to the Personnel Commission.