

PERSONNEL COMMISSION

Minutes for June 22, 2026

Regular Meeting

The Chico Unified School District Personnel Commission met in regular session at the administration building on June 22, 2026. The following were present:

<u>Commission Members:</u>	Gloria Bevers, Chairperson Scott Jones, Vice Chairperson Susie Cox, Member
<u>Staff Members:</u>	Mike Allen, Executive Director-Human Resources Christina Macaluso, Classified Human Resources

Assistant

<u>Others:</u>	Visitors
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Gloria Bevers, Chairperson, called the meeting to order at 4:06 pm.	Call to Order
The minutes of the May 18, 2026 regular meeting were considered and approved. (MSC) Jones/Cox	Minutes Approved
Mike Allen, Executive Director-Human Resources, reported: - The Classified HR Ad Campaign has launched, and the office is being inundated with applicants. As a result of the Ad Campaign, the HR office has received 96 applications for the recruitment of Office Assistant alone. - It was noted that the Commissioners may need to take the Mandated Trainings required for Board Members starting July 1, 2026. - Mr. Allen reported that we have received 104 HRAs since April 30th.	Director's Report
Job Announcement(s) for Director-Information Technology, IA-Bilingual (Spanish), IP-Extensive Needs, IP-Intensive Behavior Interventionist, Maintenance Worker, Office Assistant, and Targeted Case Manager-Bilingual (Spanish) were considered and approved. (MSC) Jones/Cox	Job Announcements Approved
Eligibility List(s) for Director-Information Technology, Elementary Counseling Assistant, Financial Specialist, Health Assistant, Instructional Paraprofessional, IP-Extensive Needs, IP-Intensive Behavior Interventionist, Passenger Van Driver, Registrar, and Sr Custodian were considered and approved. (MSC) Jones/Cox	Eligible Lists Approved
Seniority List(s) for Accountant, Cafeteria Assistant, Custodian, Financial Specialist, IA-Bilingual (Spanish), IA-Computers, Instructional Paraprofessional, IP-Extensive Needs, IP-Intensive Behavior Interventionist, Library Media Assistant, Office Assistant Elementary Attendance, Payroll/Benefits Technician, Sr Library Media Assistant, and Targeted Case Manager-Bilingual (Spanish) were considered and approved. (MSC) Jones/Cox	Seniority Lists Approved
The revised job description(s) for Targeted Case Manager-Bilingual and Elementary Counseling Assistant were considered and approved. (MSC) Jones/Cox	Job Descriptions Approved

The re-organization/reclassification for Workers' Compensation Administrative Specialist was considered and approved. There was no change to the current job title or salary placement. (MSC) Jones/Cox	Re-Organization/ Reclassification Approved
The reallocation for Targeted Case Manager/Family Liaison (corrected from Targeted Case Manager-Bilingual) was considered and approved. There was no change to the salary placement. (MSC) Jones/Cox	Reallocation Approved
The reallocation for Construction Records Technician was considered and approved to Level 5, Range 14 effective 7/1/2026. (MSC) Jones/Cox	Reallocation Approved
The reallocation for Health Assistant was considered and approved to Level 3, Range 9 effective 7/1/2026. (MSC) Jones/Cox	Reallocation Approved
The reallocation for Buyer was considered and approved to Level 6, Range 18 effective 7/1/2026. (MSC) Jones/Cox	Reallocation Approved
The reallocation for Nutrition Services Purchasing Warehouse Coordinator was considered and approved to Level 6, Range 18 effective 7/1/2026. (MSC) Jones/Cox	Reallocation Approved
The reallocation for Storekeeper was considered and approved. There was no change to the salary placement. (MSC) Jones/Cox	Reallocation Approved
The date of the next Personnel Commission meeting is scheduled for July 27, 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 4:47 pm.	Closed Session
The meeting reconvened to Open Session at 5:43 pm. There were no comments to report.	Open Session
The meeting was adjourned at 5:44 pm.	Adjournment

CARRY IN

**CHICO UNIFIED SCHOOL DISTRICT
TARGETED CASE MANAGER/FAMILY LIAISON - BILINGUAL**

DEFINITION

Under general supervision of a management employee, this position performs site and home-based case management services.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Works with the parents, both at school and in the home environment, to assist them with school problems, (academic, behavior, health and attendance), and family concerns whenever they can be of assistance.
- May be required to adjust his/her schedule to include evening meetings.
- Works with school personnel to determine needs of students to be served through Student Study Team involvement, parent/teacher conferences, and IEP (Individualized Education Program) meetings.
- Attends regular staff meetings and workshops, as required.
- Assists parents in accessing services, scheduling appointments, transportation.
- Adjusts to flexible hours as needed for home visitations.
- Maintains on-going and monthly case management reports, target case management logs, contact notes, development of family plans and individual health service plans.
- Makes home visits, as required.
- Provides classroom support and student observations, as necessary.
- Performs related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Correct English usage, spelling, grammar, sentence structure and punctuation;
- Modern office practices including computer equipment and applicable software.

Ability to:

- Speak, read, write, and translate from and to English and designated second language;
- Work effectively with parents and students of all socio-economic and ethnic backgrounds;
- Accurately file and retrieve information;
- Understand and carry out oral and written instructions;
- Compile records accurately, and complete reports based upon information obtained;
- Work in the home environment in instruction with literacy-based education and developmentally appropriate practices;
- Establish, maintain and foster positive and harmonious working relationships with students, staff, parents and public.

Skill to:

- Operate standard office machines;
- Type at a level necessary for successful job performance;
- Safely operate a motor vehicle.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

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

Experience:

- Must have one (1) year case management experience.

Education:

- Associate's degree or higher required.
- Coursework in the areas of social work, liberal studies, or early childhood education preferred.

Training:

- Must obtain a Wellness Coordinator certificate within 5 months of probation.

SPECIAL REQUIREMENTS

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

License and Certificate Requirement:

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

Conditions of Employment:

- When driving personal vehicle, in the execution of job duties, employee must possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple worksites and locations, as needed.

PHYSICAL DEMANDS

- Please refer to the Job Analysis for Targeted Case Manager-Bilingual.

PC - August 23, 1999; November 26, 2001; November 2024, June 2026

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**CHICO UNIFIED SCHOOL DISTRICT
ELEMENTARY COUNSELING ASSISTANT**

DEFINITION

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

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

JOB RELATED AND ESSENTIAL QUALIFICATIONS**Knowledge of:**

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

Skill to:

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

Ability to:

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

- Compile records and prepare reports;
- Effectively work with students and school community;
- Interact effectively and sensitively with individuals from diverse backgrounds;
- Recognize potential of students and encourage their participation in educational programs and activities;
- Assist with the instructional and related activities of the assigned learning environment;
- Supervise and discipline students according to approved policies and procedures;
- Read, write and understand the English language;
- Perform clerical duties, including, but not limited to data entry into District databases;
- Maintain confidentiality of student and school information;
- Demonstrate an understanding, patient and receptive attitude toward children;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

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

Experience:

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

Education:

- Associate's degree or higher required.

Training:

- Supplemental specialized training in child development, education or a related field is desirable.
- Must obtain a Wellness Coordinator certificate within 5 months of probation.

SPECIAL REQUIREMENTS

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

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to work in a school site environment.

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CARRY IN

Worker's Compensation and Leave Specialist - Administrative Specialist

Comparable Districts	
Yuba City Unified School District	
Thermalito Union Elementary School District	
Shasta Union High School District	
Twin Rivers	
Marysville Joint Unified School District	
Natomas Unified School District	
Chico Unified School District	
Oroville Union High School District	
Corning Union High School	
Red Bluff Joint Union High School District	
Oroville City Elementary School District	
Paradise Unified School District	
San Juan Unified School District	
Corning Elementary School District	
Sutter Union High School District	
Palermo Union School District (K-8)	
CSEA Zone 2 Average	
The District is recommending	
The Merit Committee is recommending - \$22.66/hr, Level 5, Range 14	
Chico Unified School District Classified Salary Placement - \$22.66/hr	
Not a complete salary survey due to the differences of duties.	

No Change, No New Title.

List in Ascending order

\$22.66
\$23.40
\$26.02
\$26.03
\$26.99
\$30.38
\$30.90
\$31.08
\$33.36
NA
NA
NA
NA
NA
NA

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CARRY IN

Targeted Case Manager / Family Liason

Comparable Districts		Job Title	Salary
The District is recommending The Merit Committee is recommending - \$20.57/hr, Level 3, Range 10 Chico Unified School District Classified Salary Placement - \$20.57/hr No Change	Yuba City Unified School District	Parent Advocate	\$19.57
	Thermalito Union Elementary School District	Student Advocate	\$20.62
	Shasta Union High School District	NA	\$0.00
	Twin Rivers	Family and Community Liaison	\$20.64
	Marysville Joint Unified School District	* Outreach Consultant	\$28.93
	Natomas Unified School District	Family Engagement Liaison	\$25.31
	Chico Unified School District	Targeted Case Manager	\$20.57
	Oroville Union High School District	Targeted Case Manager	\$22.91
	Corning Union High School	Bilingual community Liaison	\$23.07
	Red Bluff Joint Union High School District	Bilingual Service Liaison	\$20.70
	Oroville City Elementary School District	Parent Coordinator	\$18.02
	Paradise Unified School District	No comparable	\$0.00
	San Juan Unified School District	Parent/Family Support Ambassador	\$19.26
	Corning Elementary School District	Targeted Case Manager	\$19.95
	Sutter Union High School District	NA	\$0.00
	Palermo Union School District (K-8)	Targeted Case Manager	\$18.05
	CSEA Zone 2 Average	Targeted Case Manager	\$277.60
		TOTAL	\$20.62
		Median	\$277.60
		Median	\$24.01
		Chico Unified School District	\$20.62
			\$20.57

List in Ascending order

\$0.00
\$0.00
\$18.02
\$18.05
\$19.26
\$19.57
\$19.95
\$20.57
\$20.62
\$20.64
\$20.70
\$22.91
\$23.07
\$25.31
\$28.93

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CARRY IN

Construction Records Technician

Comparable Districts		Job Title	Salary
Yuba City Unified School District	The District is recommending The Merit Committee is recommending - \$22.66/hr, Level 5, Range 14 Chico Unified School District Classified Salary Placement - \$22.66/hr	Maintenance/Operations Secretary	\$23.87
Thermalito Union Elementary School District		Payroll and Compensation Analyst	
Shasta Union High School District		Project Assistant	
Twin Rivers		No Comparable	
Marysville Joint Unified School District		Facilities Accounting specialist 12 mon Or Facilities Technicia	\$26.85
Natomas Unified School District		NA	
Chico Unified School District		Construction Records Tech	\$20.04
Oroville Union High School District		HR Manager/Director Supervisory	
Corning Union High School		No Comparable	NA
Red Bluff Joint Union High School District		No Comparable	
Oroville City Elementary School District		Accounts tech	\$24.84
Paradise Unified School District		Skilled Maintenance Worker	\$26.46
San Juan Unified School District		Procurement Specialist (Const/Bond)	\$26.48
Corning Elementary School District		No Comparable	
Sutter Union High School District		No Comparable	
Palermo Union School District (K-8)		HR Tech Confidential	
		TOTAL	\$148.54
		Median	\$24.84
			\$121.69
			\$24.01
			\$24.84
			\$20.04
CSEA Zone 2 Average			\$24.01

The District is recommending
The Merit Committee is recommending - \$22.66/hr, Level 5, Range 14
Chico Unified School District Classified Salary Placement - \$22.66/hr
Salary Placement Level 5, Range 14

*Not A Valid Salary Survey. Many Districts don't have this position. Only six loosely connected positions were identified. The Merit Committee agreed that this is not a valid survey.
The Merit Committee and the District agree that Construction Records Technician should be placed with the Administrative Specialist. Based on duties and alliging with the classification hierarchy.

List in Ascending order

\$20.04
\$23.87
\$24.84
\$26.46
\$26.48
NA

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CARRY IN

Health Assistant

Comparable Districts		Job Title	Salary
Yuba City Unified School District	Health Aide	\$20.59	\$17.84
Thermalito Union Elementary School District	Health Assistant	\$20.98	\$18.11
Shasta Union High School District	Project Assistant	\$0.00	\$18.27
Twin Rivers	Health Assistant	\$21.94	\$19.08
Marysville Joint Unified School District	Health Aide I	\$21.01	\$19.71
Natomas Unified School District	Health Assistant	\$17.84	\$19.89
Chico Unified School District	Health Assistant	\$19.08	\$20.10
Oroville Union High School District	Contracted Nurses through BCOE - No Health Aides	\$0.00	\$20.59
Corning Union High School	Health Assistant	\$24.23	\$20.98
Red Bluff Joint Union High School District	Health Assistant	\$19.71	\$21.01
Oroville City Elementary School District	Health Assistant	\$19.89	\$21.70
Paradise Unified School District	Health Secretary	\$21.70	\$21.94
San Juan Unified School District	Health Assistant	\$18.11	\$24.23
Corning Elementary School District	Health Assistant	\$18.27	
Sutter Union High School District	No Health Aides	\$0.00	
Palermo Union School District (K-8)	Attendance/Health Asst	\$20.10	
	TOTAL	263.45	
	Median	\$20.10	
		\$263.45	
	Median	\$24.01	
	Chico Unified School District	\$20.10	
		\$19.08	
		\$20.26	

CSEA Zone 2 Average

The District is recommending
 The Merit Committee is recommending - \$20.04/hr, Level 3, Range 9
 Chico Unified School District Classified Salary Placement - \$20.04/hr

Salary Placement Level 3, Range 9

List in Ascending order

\$17.84
\$18.11
\$18.27
\$19.08
\$19.71
\$19.89
\$20.10
\$20.59
\$20.98
\$21.01
\$21.70
\$21.94
\$24.23

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CARRY IN

Comparable Districts		Buyer	
Yuba City Unified School District	Account Specialist II	\$25.70	\$0.00
Thermalito Union Elementary School District	Accounting Analyst	\$30.74	\$0.00
Shasta Union High School District	NA	\$0.00	\$21.63
Twin Rivers	Buyer	\$27.80	\$23.37
Marysville Joint Unified School District	Purchasing Technician/Buyer	\$24.31	\$23.53
Natomas Unified School District	Purchasing Tech Lead	\$25.31	\$23.77
Chico Unified School District	Buyer	\$23.77	\$24.31
Oroville Union High School	Acct. Payable & Purchasing Technician	\$25.26	\$24.84
Corning Union High School District	Admin Specialist M&O	\$23.53	\$24.93
Red Bluff Joint Union High School District	Buyer	\$23.37	\$25.10
Oroville City Elementary School District	Accounts Technician	\$24.84	\$25.26
Paradise Unified School District	Administrative Account Technician	\$24.93	\$25.31
San Juan Unified School District	Could not find a buyer - all budget technicians	\$0.00	\$25.70
Corning Elementary School District	School Office Secretary	\$21.63	\$27.80
Sutter Union High School District	NA	\$0.00	\$30.74
Palermo Union School District (K-8)	Accounts Payable Tech	\$25.10	
	TOTAL	326.29	
	Median	\$326.29	
		24.93	
	Median		
	Chico Unified School District	\$23.77	
CSEA Zone 2 Average			
The District is recommending			
The Merit Committee is recommending - \$24.96/hr, Level 6, Range 18			
Chico Unified School District Classified Salary Placement - \$24.96/hr			
		Salary Placement Level 6, Range 18	

List in Ascending order	
\$0.00	\$0.00
\$0.00	\$0.00
\$21.63	\$21.63
\$23.37	\$23.37
\$23.53	\$23.53
\$23.77	\$23.77
\$24.31	\$24.31
\$24.84	\$24.84
\$24.93	\$24.93
\$25.10	\$25.10
\$25.26	\$25.26
\$25.31	\$25.31
\$25.70	\$25.70
\$27.80	\$27.80
\$30.74	\$30.74

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CARRY IN

Nutrition Services Purchasing Warehouse Coordinator

Comparable Districts		Job Title	Salary
Yuba City Unified School District		Director NS	\$25.70
Thermalito Union Elementary School District		Assistant Director of Child Nutrition Programs	\$30.74
Shasta Union High School District		NA	\$0.00
Twin Rivers		NA	\$0.00
Marysville Joint Unified School District		Nutrition Services Procurement Specialist	\$28.89
Natomas Unified School District		Purchasing tech lead	\$25.31
Chico Unified School District		Nutrition Services Purchasing Warehouse Coordinator	\$23.77
Oroville Union High School District		Acct. Payable & Purchasing Technician	\$25.26
Corning Union High School		None the Director does it	\$23.53
Red Bluff Joint Union High School District		Buyer	\$23.37
Oroville City Elementary School District		WAREHOUSE/GROUNDS WORKER	\$24.84
Paradise Unified School District		FOOD SERVICES SITE MANAGER	\$22.14
San Juan Unified School District		Nutrition Services Warehouse Supervisor	\$0.00
Corning Elementary School District		NA	\$0.00
Sutter Union High School District		NA	\$0.00
Palermo Union School District (K-8)		TOTAL	\$0.00
		Median	\$253.55
			\$24.93
			\$326.29
		Median	\$24.93
		Chico Unified School District	\$23.77
CSFA Zone 2 Average			
The District is recommending			
The Merit Committee is recommending - \$24.96/hr, Level 6, Range 18			
Chico Unified School District Classified Salary Placement-\$24.96/hr		Salary Placement Level 6, Range 18	

List in Ascending order

\$0.00
\$0.00
\$0.00
\$21.63
\$23.37
\$23.53
\$23.77
\$24.31
\$24.84
\$24.93
\$25.10
\$25.26
\$25.31
\$25.70
\$27.80
\$30.74

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CARRY IN

Storekeeper

Comparable Districts		Job Title	Salary
Yuba City Unified School District Thermalito Union Elementary School District Shasta Union High School District Twin Rivers Marysville Joint Unified School District Natomas Unified School District Chico Unified School District Oroville Union High School District Corning Union High School Red Bluff Joint Union High School District Oroville City Elementary School District Paradise Unified School District San Juan Unified School District Corning Elementary School District Sutter Union High School District Palermo Union School District (K-8) CSEA Zone 2 Average	The District is recommending The Merit Committee is recommending - \$23.77/hr, Level 6, Range 16 Chico Unified School District Classified Salary Placement - \$23.77/hr	Warehouse Person	\$22.49
		Warehouse is combined with Maintenance and Grounds	\$22.49
		NA	\$0.00
		Warehouse Specialist	\$22.41
		Storekeeper	\$35.47
		Warehouse Specialist 1	\$23.36
		Storekeeper	\$23.77
		M&O Admin Asst.	\$21.56
		Buyer	\$21.69
		Maintenance Clerk	\$23.37
		Delivery Driver	\$25.40
		Supervisor, NS Warehouse & Fleet	\$20.86
		NA	\$33.30
		NA	NA
		NA	NA
		TOTAL	\$296.17
		Median	\$22.49
		Chico Unified School District	\$23.77

No Change

Salary Placement Level 6, Range 16

List in Ascending order	
\$20.86	\$22.49
\$21.56	\$22.49
\$21.69	\$22.41
\$22.41	\$22.49
\$22.49	\$22.49
\$23.36	\$23.36
\$23.37	\$23.37
\$23.77	\$23.77
\$25.40	\$25.40
\$33.30	\$33.30
\$35.47	

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