SACRAMENTO CITY UNIFIED SCHOOL DISTRICT Position Description

TITLE: Human Resource Services CLASSIFICATION: Classified Confidential

Analyst

SERIES: None FLSA: Exempt

JOB CLASS CODE: 8058 WORK YEAR: 12 Months

DEPARTMENT:

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding	60 Correct WPM
Word	95% Overall Score
Excel	95% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Sound human resources terminology, policies, practices, and procedures.

Functions of personnel and contract interpretation.

Legal and equitable interview and selection techniques.