

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Human Resource Services Analyst	<b>CLASSIFICATION:</b>	Classified Confidential
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	8058	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>			



**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.

