

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

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**TITLE:** Benefits Analyst



**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree with a

- x Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- x Operate a computer, related software, and standard office equipment.
- x Complete work with many interruptions; meet schedules and timelines.
- x Understand and work within scope of authority.
- x Work confidentially with discretion.
- x Analyze situations, and adopt an effective course of action.
- x Establish and maintain effective working relationships with school officials, administrators, and employees.
- x Communicate effectively both orally and in writing.
- x Meet state and District standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office environment; fast paced work with fixed deadlines; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard and 10-key calculator; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions; lift light objects.

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied or abusive individuals.

(Former title: Payroll Benefits Specialist, Benefits Specialist, Disability & Risk Management Specialist)

**NOTE:** This job class has been designated "Confidential" by the Board of Education in accordance with the Rodda Act.