

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:

Contract Analyst

CLASSIFICATION

Valid California driver's license;

Office environment; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders and horizontally, and bend at the waist to retrieve and store files from cabinets and shelves; hear and speak to exchange information and deliver presentations; see to read and assure accuracy of financial and fiscal records and reports; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

HEALTH BENEFITS: District pays a portion of the employee's health benefits through District-offered plans.

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