

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

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**TITLE:**

Recruitment and Retention  
Specialist, CARES Act

**CLASSIFICATION:**





**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

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, bend at the waist, and kneel or crouching to retrieve files from cabinets and shelves; hear and speak to exchange information and make presentations; see to monitor various activities and read documents; lift light objects; transport materials to various locations.

**SAMPLE HAZARD:**

Contact with dissatisfied or abusive individuals.

**NOTE:**