

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

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<b>TITLE:</b>	Personnel Technician I	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	Personnel Technician	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	9682	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Human Resource Services	<b>SALARY:</b>	Range 42 Salary Schedule C

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Learn, interpret, and explain rules, regulations, policies, and procedures related to assigned duties.

Meet schedules and timelines.

Work independently with little direction.

Operate a computer, related software, and standard office equipment.

Lift light objects according to safety regulations.

Handle multiple tasks, and complete work with many interruptions.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Communicate effectively, both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet state and district standards of professional conduct as outlined in Board Policy.