

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

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**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.