

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Risk Management Specialist	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9574	WORK YEAR:	12 Months
DEPARTMENT:	Risk and Disability Management	SALARY RANGE:	ASST @ STD

Perform related duties as assigned.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

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

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files from cabinets and shelves; and lift light objects.

SAMPLE HAZARDS

Occasional contact with dissatisfied or abusive individuals.