

Although there are school closures across the country due to COVID-19 virus, we will continue to work and provide email support for all systems.



SYSTEM UPDATES AND MAINTENANCE NOTICE

Kindly note that we will be performing system updates and maintenance on Thursday, February 4th at 6 PM (PST). During this time, users will not be able to upload, download, or access attachments. After the system updates and maintenance are completed, we will publish the announcement as soon as possible. For more information, please email EDJOINHelpdesk@SJCOE.Net.

Human Resources Classified Analyst (Confidential Position) at Washington Unified School District - W.Sac



The mission of Washington Unified School District, **THE GATEWAY TO EXTRAORDINARY POSSIBILITIES**, is to challenge and support each student to develop effective critical thinking, problem solving, and communication skills as a life-long learner acting in an ethical manner to serve a broader community through a community of learners.

Job Information

Date Posted: 1/22/2021

Application Deadline: **Until Filled**

Employment Type: Full Time

Length of Work Year: 260 days / year; 8 hours / day; duty hours: 8am to 5pm

Salary: Range 34-HRAN \$59,768.95 to \$69,190.03 DOE

Number Openings: (At time of posting) 1

Contact: Classified HR Analyst

Email: mcha@wusd.k12.ca.us

Phone: (916) 375-7604 ext. 1040

Requirements / Qualifications

Any combination equivalent to a bachelor's degree in business administration, human resources, public administration, or a related field and four years of professional public personnel experience in recruitment, selection or classification.

Cover Letter, Resume, 3 current letters of recommendation and 3 contacts for reference checks listed on application

For more information, contact the Human Resources Office, Monday - Friday 8:00am - 4:00pm, or call (916) 375-7604 ext. 1045. To see additional postings, please go to www.wusd.k12.ca.us and click on Employment

We are an equal opportunity employer and are committed to broadening the diversity of our workplace. All applications and resumes are welcome. The Washington Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. For concerns, immediately contact Norma Gonzales, Interim Associate Superintendent, Administrative Services, at 916-375-7604 ext. 1046. A copy of the Washington Unified School District's uniform complaint policy and non-discrimination policy are available upon request.

Benefits

- 14 Paid Holidays
- Participates in PERS
- Health, Dental & Vision
- 1 day sick leave per month
- 3 days family illness
- 12 vacation days first year
- Up to 21 vacation days with longevity

- Letter of Introduction
- Letter(s) of Recommendation (3 within the last 6 months)
- Resume