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| SAC2 | **Human Resource Services** |
| Position Description |
| Administrative Review and Approval |

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| DATE: |  |  |
| TO: |  |  |
| FROM: | Clarissa Ramirez  Classification and Compensation Specialist |  |
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| **Position Title:** |

The attached position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with the classification, but are intended to accurately reflect the principle job elements. Incumbents may perform any combination of the essential functions shown on the position description.

Please review the draft position description, make revisions if appropriate, sign the acknowledgement below, and return to the attention of:

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| Name: Clarissa Ramirez | Human Resource Services, Box 770 |

I will forward this to the Cancy McArn, Chief Human Resources Officer for review and approval. If this position description is a bargaining unit position, this will be negotiated.

I acknowledge that I have reviewed/approved the final draft of the position description.

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| Administrator Signature |  | Date |

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| Superintendent‘s Cabinet Member Signature |  | Date |