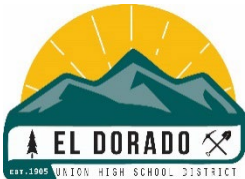


Notice of Classified Vacancy

Title IX Coordinator:
Tony DeVille, Deputy Superintendent
(530) 622-5081 ext. 7251 / tdeville@eduhsd.net

Title II/504 Coordinator:
Pam Bartlett, Sr. Director of Student Success
(530) 622-5081 ext. 7253

**The El Dorado Union High School District is seeking qualified applicants
for the following position.**

FILING DEADLINE August 18, 2026 4:30 p.m.	PERSONNEL TECHNICIAN JOB #26-42	DISTRICT OVERVIEW
EL DORADO UNION HIGH SCHOOL DISTRICT 4675 Missouri Flat Road Placerville, CA 95667 Human Resources 530.622-5081 or 916.933-5165 ext. 7228 Fax 530.622-5982 Link to EDUHS Employment page  THE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER AND PROHIBITS UNLAWFUL DISCRIMINATION AND/OR HARASSMENT OF DISTRICT EMPLOYEES OR JOB APPLICANTS ON THE BASIS OF THE INDIVIDUAL'S ACTUAL OR PERCEIVED RACE, COLOR, ANCESTRY, NATIONAL ORIGIN, AGE, RELIGIOUS CREED, MARITAL STATUS, PREGNANCY, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, GENETIC INFORMATION, MILITARY AND VETERAN STATUS, SEX, SEXUAL ORIENTATION, GENDER, GENDER IDENTITY, GENDER EXPRESSION, OR ASSOCIATION WITH A PERSON OR GROUP WITH ONE OR MORE OF THESE ACTUAL OR PERCEIVED CHARACTERISTICS.	Months: 12 mo/yr, Schedule D Hours: 30 hrs/wk Salary: \$26.05 - \$35.74/hr* Anticipated Site: District Office/Human Resources The successful candidate will possess the skills, knowledge and abilities to: • Prepare job vacancy notices, advertisements, input applications, schedule interviews and maintain recruitment files • Track TB, first aid, mandatory certifications and trainings • Perform clerical and secretarial work of above-average difficulty with speed and accuracy • Handle multiple tasks with constant interruptions and deadlines • Prioritize work and complete assigned tasks independently • Use discretion in disseminating information and in maintaining security and confidentiality • Establish and maintain effective relationships with those contacted in the course of work • Minimum of 3 years secretarial experience and at least 1 year experience in Human Resources is highly desirable. Testing Date/Time To Be Determined Annual District Health Benefit Cap \$11,186.65 pro-rated based on contracted hours <i>* Starting pay range, see full salary schedule at www.eduhsd.net</i> Interested applicants may apply online at www.edjoin.org/EDUHS	The El Dorado Union High School District is located in the Sierra Nevada foothills between Sacramento and South Lake Tahoe. The District's boundaries encompass 1,250 square miles, including a large portion of El Dorado County's historic Gold Rush region. The area includes about 40 communities along the Highway 50 corridor, including the towns of Placerville, El Dorado Hills, Cameron Park, Shingle Springs, Diamond Springs, Camino, and Pollock Pines. A variety of new and existing homes, many with acreage, are available at reasonable prices within the District. Agriculture, tourism, and light industry are the area's primary industries. The community is served by Los Rios Community College District, Sierra Community College District, Cosumnes River Community College, California State University at Sacramento, and U.C. Davis. The District's location and natural setting provide for exciting outdoor activities with the Sacramento River Delta on the western border, Lake Tahoe resort and ski area on the eastern border and the American River. The District serves 6,650 students in grades 9 through 12 and is comprised of four comprehensive high schools, a charter school, a Regional Occupational Program, and a continuation school.