



HEAD START CFS PROGRAM ANALYST

The SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA), a joint powers agency of the City and County of Sacramento, was formed in 1978. From its inception SETA has been an effective force in connecting people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees, and hope to many Sacramento area residents. For additional information please visit us at www.seta.net.

We are looking for a Program Analyst to perform a variety of statistical recordkeeping for claims and contracts with state and federal funded programs. Incumbents are expected to work independently and have knowledge of state and federal programs, methods and procedures.



Position Summary: Under general direction, the Program Analyst is responsible for the development, maintenance, and analysis of data systems and information used to track the operations of Head Start/Early Head Start and state funded programs. The Program Analyst performs a variety of specialized statistical recordkeeping assignments in the maintenance and processing of reports and records; analyzes reports for accuracy of reporting; makes recommendations to program supervisors for corrections; assists with the development and enhancement of computer applications used to maintain Head Start/Early Head Start information systems. Incumbents in this position may provide lead direction and training to Head Start and state funded staff.



Starting Salary: \$20.49 per hour.

Benefits:

Medical Benefits (6 plans to choose from)

Dental Benefits

Life Insurance

Vision Insurance

Educational Reimbursement: up to \$1500 annually

Access to the Public Employee Student Loan Forgiveness Program

Paid Jury Duty

Pension (mandatory contribution required)

Retirement Health Savings Accounts, 457 and 401A plans

Paid Holidays

Paid Vacation

Paid Sick Leave

Regional Transit Monthly Pass Reimbursement

Minimum Qualifications:

Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

- I. Advanced training and background in working with data analysis, record-keeping and reporting systems and one-year work experience maintaining file tracking systems.



HOW TO APPLY:

A completed SETA application must be submitted by the deadline date using the online application which can be found at <https://laserfiche.seta.net/Forms/app>. **Copies of all degrees, permits, and credentials must be attached to the application.**

Upon job offer individuals will be required to complete a pre-employment health screening, TB test, and background check.

POSTING DATE: Wednesday, January 10, 2018

FINAL FILING DATE: Wednesday, January 24, 2018 by 5 p.m.

SETA will not accept applications electronically submitted after the 5 p.m. deadline. Auxiliary aids and services are available upon request to individuals with disabilities.

SETA is an Equal Opportunity Employer

