



HUMAN RESOURCES MANAGER

The SACRAMENTO EMPLOYMENT & 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 visit us at www.seta.net.



We are looking for a talented Human Resources Manager to oversee the daily operations of the Human Resources Department as well as being responsible for several major on-going projects.



Position Summary: This position plans, organizes, and reviews the Agency's personnel and/or payroll programs through staff engaged in recruitment and selection, examination, test development, EEO related activities, staff training and development, labor relations, leave management, workers compensation, position classifications, and/or payroll and salary administration. Performs related duties as required.



Salary: Based on experience

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

Paid Management Time Off

Regional Transit Monthly Pass Reimbursement

Minimum Qualifications:

- I. Graduation from an accredited college or university with major course work in public administration, business administration, human resources/personnel management, labor relations and/or finance or accounting or related courses.

AND

- II. Five years of responsible administrative experience including three years of supervision, which reflect extensive application of the knowledge and abilities required for recruitment, selection, classification, salary and/or benefits administration, affirmative action, labor relations, staff development and training, and/or payroll and finance.

OR

- III. At least seven years of Human Resources experience in a Supervisory or Managerial role.

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>.

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

POSTING DATE: Tuesday, April 23, 2019

FINAL FILING DATE: Monday, May 6, 2019 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

