



PERSONNEL ANALYST

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 please visit us at www.seta.net.

We are looking for a Personnel Analyst to provide direct services to employees as well as the public and perform advanced personnel functions in the Human Resources Department.

Position Summary: This position performs technical and professional work in a variety of personnel programs areas, including, but not limited to, recruitment and selection, staff training, classification analysis, salary administration, and workers' compensation and safety. Incumbents may assist Senior Personnel Analysts on more complex personnel functions. Incumbents may receive technical or functional direction and training from the Senior Personnel Analyst.

Salary: \$19.14 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 knowledge, skills, and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

- I. Advanced education with major course work in public administration, business administration, personnel management, or related courses; and one-year experience that reflects extensive knowledge, skills, and abilities required for the position.
- OR
- II. Three years of experience that reflects extensive knowledge, skills, and abilities required for the position.

HOW TO APPLY: A completed SETA application or transfer from 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, 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

