



Workforce Development Planner

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 Workforce Development Planner. Under general direction, this position oversees grant applications, programs and special projects or initiatives for the Workforce Development Department.

Position Summary: This position coordinates the work of a variety of teams and collaborative workgroups to support the acquisition and implementation of programs and services for the Agency. Facilitates and oversees proposal and program development, grant applications and other funding opportunities, grant/program implementation activities and/or special projects or initiatives, typically involving multiple external partners.



Salary:

Workforce Development Planner I \$26.43/hour

Benefits:

Medical Benefits (6 plans to choose from)

Dental Benefits

Life Insurance

Vision Insurance

Health Savings Account (HSA)

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 and 457 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 and abilities is qualifying. A typical way to obtain this knowledge and ability would be:

Tier I

1. Bachelor's degree from an accredited college or university and one (1) to three (3) years of professional work experience directly related to the essential job duties in the areas of project team development, project management, grant proposal development and grant management.

OR

2. Any combination of experience or training which would adequately prepare a candidate for the position.

Tier II

1. At least three (3) years working for SETA in the Tier I role, with a satisfactory or higher rating on the performance evaluation for each of these years.

OR

2. Bachelor's degree from an accredited college or university and at least five (5) years of professional work experience directly related to the essential job duties in the areas of project team development, project management, grant proposal development and grant management.



WHO MAY APPLY: This is an Open Recruitment. Open to the public as well as current employees, and employees eligible for transfer or voluntary demotion. A completed SETA application or transfer form must be submitted by the deadline date using the online application which can be found at <https://laserfiche.seta.net/Forms/app>.

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 must be attached to the application.**

****Due to COVID-19, the recruitment for this position may be virtual, meaning exams and interviews will utilize electronic mediums such as video conferencing.***

POSTING DATE: Tuesday, July 13, 2021

EXTENDED: FINAL FILING DATE: Monday, July 26, 2021 by 5 p.m.

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

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