



SENIOR PERSONNEL ANALYST (Supervisory)

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 Senior Personnel Analyst to perform advanced and complex work in a variety of areas in the Human Resources Department. The ideal candidate will have exceptional communication skills, both orally and in writing, as well as the ability to problem solve intricate situations.

Position Summary: Technical and professional work may include, but is not limited to, recruitment and selection, examination development, classification analysis, salary administration, workers' compensation and safety administration, performance management, staff training and development, benefits administration, leave management, Employee/Labor Relations, and employee investigations.

This position will perform advanced journey level personnel functions requiring extensive knowledge of and proficiency in personnel management, and will be expected to exercise considerable independent judgement in carrying out duties and responsibilities.

The ideal candidate is computer savvy with experience in HRIS systems. Experience with ADP is a plus.

Starting Salary: \$28.77 per hour

Benefits:

Medical Benefits (6 plans to choose from)
Dental Benefits
Life Insurance
Vision Insurance
Health Savings Account (HSA)
Modern Health (Mental Health Wellness Program)
Educational Reimbursement: up to \$1500 annually
Access to the Public Employee Student Loan Forgiveness Program

Pension (mandatory contribution required)
Retirement Health Savings Accounts and 401A plans
Paid Holidays
Paid Vacation
Paid Sick Leave
Paid Personal Leave
Paid Jury Duty
Regional Transit Monthly Pass Reimbursement
Employee Assistance Program (EAP)



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, skills, and abilities would be:

- I. Graduation from an accredited college or university with major course work in public administration, business administration, personnel management or related courses;

AND

Two years' experience which reflects extensive knowledge, skills and abilities required for the position.

OR

- II. Advanced educational training with coursework in public administration, personnel management, labor relations or a closely related field;

AND

Four years of experience that reflects extensive knowledge, skills and abilities required for the position.

- III. Supervision experience is preferred but not required.

Who May and How to 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 from must be submitted by the deadline date using the online application which can be found at <https://laserfiche.seta.net/Forms/app>.

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

"Per federal requirements effective January 31, 2022, all employees are required to be fully vaccinated for COVID or have an approved medical or religious exemption."

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

POSTING DATE: Wednesday, May 4, 2022

FINAL FILING DATE: Tuesday, May 17, 2022 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

