



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 human resources functions (recruitment) in the Human Resources Department.

Position Summary: This position performs technical and professional work in a variety of human resources programs areas, including, but not limited to, recruitment and selection, staff training, classification analysis, and salary administration. 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: \$22.33 per 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)
457 and 401(a) Retirement Plans
Retirement Health Savings Account
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. A typical way to obtain these knowledge and abilities would be:

- I. Advanced education with major course work in public administration, business administration, human resources 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 must be submitted by the deadline using the online application which can be found at <https://laserfiche.seta.net/Forms/app>

WHO MAY APPLY: This is an OPEN examination. Open to the public and all current employees and employees eligible for transfer or voluntary demotion.

*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, and/or online exam.

Upon job offer, individuals will be required to complete a pre-employment health screening, TB test, proof of vaccinations and background checks. (COVID-19 vaccinations are required unless there is an approved medical or religious exemption, and in which case employees are tested weekly.)

POSTING DATE: Wednesday, September 21, 2022

FINAL FILING DATE: Saturday, October 1, 2022 by 5 p.m.

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.

