



HEAD START CFS QUALITY ASSURANCE ANALYST

The SACRAMENTO EMPLOYMENT AND 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 Quality Assurance Analyst to work closely with employees and supervisors engaged in providing direct services to assess service delivery and facilitate the provision of excellent service by the Sacramento Employment and Training Agency.

Program Summary: The SETA Head Start mission is to improve the lives of low-income children by providing quality comprehensive child development services that are family focused, including education, health, nutrition and mental health.



Position Summary: Under general direction, this position provides monitoring and quality assurance to assure local, state and federal guidelines are being met and exceeded in the basic functional areas of: safety, health, nutrition, learning environment, development of physical and intellectual competence, language development, social and emotional development, special education and family support, within child development programs operated by the Sacramento Employment and Training Agency and its delegate agencies and partners.

Starting Salary: \$24.74/Hr. to \$31.57 (New employees typically are hired at the first step, Step A. SETA's pay scale consists of six steps, each step increase is on annual basis.)

Benefits:

Medical Benefits (6 plans to choose from)
Dental and Vision Benefits
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 and 457 plans
Paid Holidays (13)
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 the knowledge and abilities would be any combination that includes:

- I. At least one (1) year in a classification equivalent to a SETA Head Start Specialist;
- OR**
- II. One (1) year of specialized experience that includes working with quality assurance/monitoring methods, dealing with the problems of young children and their families;

AND

Education:

- I. An AA degree or higher in Social Science, Human Development, or in a related field;
- OR**
- II. A Basic Health Services Credential or a Basic Family Services Credential issued by the National Head Start Association is highly desirable.

Desirable:

Experience in policy and procedure and procedures and Early Childhood Education Degree.

How to Apply: This is an OPEN examination being re-advertised. **If you applied within the last 60 days no need to reapply.** Open to the public, current employees, and employees eligible for transfer or voluntary demotion. A completed SETA application must be submitted by the deadline date using the online application.

[Click Here to Apply](#)

Posting Date: Wednesday, March 20, 2024

Final Filing Date: Wednesday, April 3, 2024 by 5 p.m.

Upon job offer individuals will be required to complete a pre-employment health screening, TB test, background check, motor vehicle record check, and provide copies of immunization records for MMR, TDAP, and flu (or flu waiver).

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.*

