



HEAD START PROGRAM ANALYST

We are looking for a Program Analyst to perform a variety of statistical recordkeeping for claims and contracts with state and federal funded programs. Incumbents are expected to work independently and have knowledge of state and federal programs, methods and procedures.

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.



Program Summary: Unit is responsible for ensuring that all ERSEA Performance Standards are followed countywide through training and monitoring. The unit ensures all applications for both the Head Start program and the State-funded programs are accurate and complete, reporting into the Child Development Management Information System, reporting meal counts for Child and Adult Care Food Program, and maintaining and providing training on the different modules in Child Plus, a data management system.



Position Summary: Under general direction, the Program Analyst is responsible for the development, maintenance, and analysis of data systems and information used to track the operations of Head Start/Early Head Start and state funded programs. The Program Analyst performs a variety of specialized statistical recordkeeping assignments in the maintenance and processing of reports and records; analyzes reports for accuracy of reporting; makes recommendations to program supervisors for corrections; assists with the development and enhancement of computer applications used to maintain Head Start/Early Head Start information systems. Incumbents in this position may provide lead direction and training to Head Start and state funded staff.

Starting Salary: \$24.90/Hr. to \$31.78/Hr. (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 Benefits
Life Insurance
Vision Insurance
Health Savings Account (HSA)
Educational Reimbursement: up to \$1500 annually
Public Employee Student Loan Forgiveness Program
Pension (mandatory contribution required)

Retirement Health Savings Accounts and 457 plans
Paid Holidays (13)
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 and abilities is qualifying. A typical way to obtain this knowledge and ability would be:

- I. Advanced training and background in working with data analysis, record-keeping and reporting systems and one-year work experience maintaining file tracking systems.



Who May and How To Apply: *Open to the public, 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:



[Click Here to Apply](#)

Copies of all degrees, permits, and credentials must be attached to the application.

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

Per federal requirements all employees are required to be fully vaccinated or have an approved medical or religious exemption.

POSTING DATE: Tuesday, July 30, 2024

FINAL FILING DATE: Tuesday, August 13, 2024 by 5 pm

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