



Workforce Development Planner I

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 visit us at www.seta.net.



We are looking for a Workforce Development Planner – Range I. Under general direction, this position oversees the full range of grant related activities including research and analysis, proposal development, project planning, procurement, and developing/coordinating multiple teams, 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 and administration, grant applications and other funding opportunities, grant/program implementation activities and/or special projects or initiatives, typically involving multiple external partners.



Salary: \$30.54/Hr. to \$38.98/Hr. (New employees typically are hired at the first step, Step A. SETA's pay scale consists of six steps, each step increase is 5% and on an annual basis.)

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
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 Reimbursement

Minimum Qualifications:

Any combination of training and experience which would likely provide the required knowledge and ability 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.



How to Apply: This is an Open recruitment. Open to 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](#)

Copies of all degrees must be attached to the application.

POSTING DATE: Tuesday, July 30, 2024

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

Applications will not be accepted after the 5 p.m. deadline. Auxiliary aids and services are available upon request to individuals with disabilities. Seta is an Equal Opportunity Employer.