



Workforce Development Analyst III

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.

Program Summary: Although the current job opening is located in the Refugee Program Unit, candidates who are screened in and pass the examination will be placed on an eligible list for future openings.

Position Summary: Under general direction, this position performs planning, policy and analytical work, data collection, tracking and reporting, develops program and policy documents, prepares grant application, develops contracts, develops and conducts workshops and presentations for SETA boards, committees, partners, providers and community members, assists with for the procurement of job training and community service program providers and the implementation of job training programs, provides technical assistance to program providers, monitors and evaluates job training programs, demonstrates a comprehensive understanding of SETA's workforce development programs and services, and does related work as required. Incumbents provide training to staff, contracted providers, and partner agencies. They also establish and maintain positive, professional relationships with SETA partners, contracted providers, community members, board members, and staff.

Starting Salary: \$30.26/Hr. to \$38.63/Hr. SETA's pay scale consists of six steps, each step increase is 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: up to \$1500 annually
Access to the 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
Personal Leave
Paid Jury Duty
Regional Transit Monthly Pass Reimbursement
Employee Assistance Plan (EAP)



Minimum Qualifications:

Any combination of training or 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 educational training in sociology, psychology, business administration, economics, or other social science; or some background in working with workforce development programs is highly desirable;
- OR**
- II. This could include two (2) years for Range 2 and three (3) years for Range 3 of increasingly responsible work experience in planning, policy, and analytical or related work.

How to Apply: This is an Open recruitment. 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: Thursday, September 5, 2024

FINAL FILING DATE: Thursday, September 19, 2024, by 5 p.m.

Upon job offer individuals will be required to complete a pre-employment health screening.

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.

