



TRAINING/STAFF DEVELOPMENT OFFICER

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: Lead by the Executive Director, the Executive Office is comprised of the Clerk of the Boards, Executive Coordinator, Public Information Officer, and is looking to add a Training/Staff Development Officer. The Executive Office assists in overseeing engagement with all Boards, external partners, along with City and County entities. The Executive Director is responsible for setting the direction of the organization and will be supported by the Training/Staff Development Officer in creating and administering relevant training and development programs for all Agency staff.

Position Summary: Under general direction, the Training/Staff Development Officer develops and coordinates the Agency training and staff development program, and monitors and assesses program quality, as well as assesses staff training needs. Responsibilities may include supervision of assigned staff. Duties of this position include, but are not limited to:

1. Identifying training and developmental needs within the organization through job analysis, appraisal schemes and regular consultation with department managers, chiefs and key staff,
2. Ensuring proper in-service training activities are being conducted for employees,
3. Create and deliver a range of training using face-to-face, digital and blended learning options,
4. Promote a work culture of continuing professional development (CPD),
5. Evaluate training and development programs and prepare reports for management in areas such as usage, engagement, and performance

Starting Salary: \$95,000 to \$120,000 Annually/Depending on Experience and Education. This is an Exempt and Confidential classification.

Benefits:

Medical Benefits (6 plans to choose from)	Retirement Health Savings Account
Dental and Vision Benefits	Paid Holidays (13)
Paid Vacation and Sick Leave	Management Leave (72 Hours)
401 A with up to 4% matching annually	Educational Reimbursement: up to \$1500
Paid Jury Duty	Pension (mandatory contribution required)
Health Savings Account (HSA)	Employee Assistance Programs (EAP)
Employee Student Loan Forgiveness Program	
Public Regional Transit Monthly Bus Pass Reimbursement	

Minimum Qualifications:

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain this knowledge and abilities would be:

- I. Graduation from an accredited four (4) year college or university with major course work in education, public administration, personnel management or related courses;

AND

- II. At least three (3) years of broad and extensive work experience in staff development and training, including one (1) year of supervision.

WHO MAY AND HOW TO APPLY: 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](#)

Upon job offer individuals will be required to complete a pre-employment health screening, TB test, and background check. Upon job offer, individual will be required to complete a pre-employment Motor Vehicle Record check.

POSTING DATE: Thursday, April 10, 2025

FINAL FILING DATE: Thursday, April 24, 2025, by 5 p.m.

SETA is an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities.