



## CFS PROGRAM SPECIALIST

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](http://www.seta.net).

**Program Summary:** Head Start Program Specialist primary responsibilities will be to assist in providing guidance, support, and direction to Head Start/Early Head Start sub-recipients (delegates) in the delivery of comprehensive services in areas of safety, health, nutrition, learning environments, social and emotional development, disabilities, and family support.

**Position Summary:** This position will provide training, direction, and support services on best practices as well as act as a liaison to content leads. We expect the chosen candidate to be an effective leader who can innovate and improve the program while keeping in mind the focus is to serve the children and families.

SETA is looking for a candidate that has previous experience working in Early Childhood Education and/or Head Start/Early Head Start. The ideal candidate should be comfortable and skilled in building relationships, coaching, and organizing multiple projects at the same time and value working collaboratively with a diverse population of staff and parents. The position involves traveling and working at different site locations within Sacramento County. The Candidate should be adept at using multiple computer programs including the MS Office suite.

**Position eligible to work remote:** Yes\*

**Starting Salary:** \$25.73/Hr. to \$32.63/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 and Vision Benefits  
Modern Health – Mental Health Program  
Life Insurance  
Educational Reimbursement: up to \$1500 annually  
Public Employee Student Loan Forgiveness Program  
Pension (mandatory contribution required)  
Regional Transit Monthly Bus Pass Reimbursement

Retirement Health Savings Accounts  
Paid Holidays (13)  
Paid Vacation and Sick Leave  
Paid Jury Duty  
457 Plans  
Health Savings Account (HSA)  
Employee Assistance Program (EAP)  
Paid Personal Leave

## 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. At least five (5) years of experience in basic health, oral health, safe environments, nutrition, mental health, or social services functional area dealing with the socio-economic issues of young children and their families;

**OR**

- II. An AA Degree or higher in Child Development, Social Science, Psychology, Human Development, or its equivalent.

**AND**

- III. Two (2) years of experience working in basic health, oral health, safe environments, nutrition, mental health, or social services functional area dealing with the socio-economic issues of young children and their families
- IV. Bilingual skills are highly desirable.

## SPECIAL REQUIREMENTS:

Possession of, or ability to obtain, a valid Class C California Driver's License is required. A good driving record of at least three (3) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required.

**WHO MAY AND HOW TO APPLY: This is an open examination.** 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.

**Note: If you are currently on an active eligibility list you do not need to re-apply**

[Click Here to Apply](#)

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

**POSTING DATE: Thursday May 14, 2026**

**FINAL FILING DATE: Friday, May 29, 2026, 5 P.M.**

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

*\*Remote work 1 day per week upon completion of probationary period and following remote work policy guidelines*