

Sacramento Employment and Training Agency (SETA) Cross-Advisory Board Member Position Description

The Sacramento Employment and Training Agency, a joint powers agency of the City of Sacramento and the County of Sacramento, seeks candidates for the SETA Cross-Advisory Board. This Board is being created to coordinate and review activities that would support the main goals of the Jaimes Irvine Foundation grant:

1. Increase low-wage customer participation and cohesion in decision-making across SETA Programs.
2. Improve access and participation by low-wage workers and job seekers in SETA's Workforce program and services.

ABOUT SETA

The Sacramento Employment and Training Agency 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.

Mission: SETA transforms lives by supporting programs and partners that empower people to thrive.

Vision: A Sacramento County where all communities facing barriers can achieve their fullest potential in school, work, and life.

For more information visit www.seta.net.

BOARD COMPOSITION:

The Cross- Advisory Board will include representatives from the following SETA Boards and Committees: Head Start Policy Council, Head Start Parent Advisory Committee, Community Action Board, Sacramento Works, Inc. Board, and Sacramento Works Youth Committee. To ensure that the Board's decisions/recommendations are grounded in principles of human-centered design, the Board will include customers that experienced services across SETA's major programs. Similarly, it will be staffed by a cross-section of SETA employees who are subject matter experts in SETA's major programs, as well as employees from each of SETA's Administrative Departments – Fiscal, Human Resources, and Systems Administration. Meetings would be led by the elected Chair or Vice Chair.

BOARD RESPONSIBILITIES:

The initial task of the Cross-Advisory Board will be to discuss, identify, and select Agency-wide areas of focus for alignment, integration, coordination, streamlining, or other significant improvements. The Board will work with assigned staff to engage third-party consultants that can help guide its activities. In addition, Board members may be paired with seasoned staff or consultants that are subject matter experts to mentor and guide their efforts.

MEETINGS:

The schedule for Board meetings will be set by its members. According to the Ralph M. Brown Act, Board members are required to attend in person at 925 Del Paso Blvd., Suite 100, Sacramento, CA 95815.

QUALIFICATIONS:

- Members of Head Start Policy Council
- Members of Head Start Parent Advisory Committee
- Members of Sacramento Works, Inc. Board
- Members of Community Action Board
- Members of Sacramento Works Youth Committee
- Members of Sacramento Works Employer Outreach Committee
- Current or former SETA clients
- Partners

COMPENSATION:

Members of the SETA Cross-Advisory Board will be paid \$60 per meeting.

APPOINTMENT PROCESS:

Applications will be screened, and selected applicants may be invited to the interview by the interview panel.

CONFLICT OF INTEREST:

The SETA Cross-Advisory Board members are public officials under California law who must abide by conflict of interest rules and regulations. Upon appointment, each applicant is required to submit a Statement of Conflict of Interest (the form will be provided).

ETHICS TRAINING:

Effective January 1, 2006, state law (AB 1234) requires that local officials who receive compensation, salary, stipends, or expense reimbursements must receive training in public service ethics laws and principles every two years. This requirement applies to all SETA Cross-Advisory Board members. A link to the course will be provided.