PERSONNEL ANALYST

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: The Human Resources Department oversees employee-related operations including talent, recruitment, onboarding, compensation, benefits, staff development, compliance, worker's compensation claims, and workplace safety. The Department includes 8 staff that serves approximately 600 employees.

Position Summary: This confidential position performs technical and professional work in a variety of human resources programs areas, including, but not limited to, recruitment and selection, staff training, classification analysis, and salary administration. Incumbents may assist Senior Personnel Analysts with more complex personnel functions. Incumbents may receive technical or functional direction and training from the Senior Personnel Analyst.

Starting Salary: $24.85/Hr. to $31.70/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.)*

Position eligible to work remote: Yes

Benefits

Medical Benefits (6 plans to choose from)
Dental and Vision Benefits
Life Insurance
Education Reimbursement: up to $1500 annually
Employee Assistance Program (EAP)
Paid Personnel Leave
Pension (mandatory contribution required)
Retirement Health Savings Accounts and 457 plans
Paid Holidays (13)
Paid Vacation and Sick Leave
Paid Jury Duty
457 Plans
Health Savings Account (HSA)

Minimum Qualifications: Any combination of training and experience which would likely provide the required knowledge, skills, and abilities. A typical way to obtain this knowledge and abilities would be:

I. Advanced education with major course work in public administration, business administration, human resources management, or related courses; and one-year experience that reflects extensive knowledge, skills, and abilities required for the position.

OR

II. Three years of experience that reflects extensive knowledge, skills, and abilities required for the position.

How To Apply: This is an open examination. 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. Copies of all degrees, permits, and credentials must be attached to the application. **Note: If you are currently on an active eligibility list you do not need to re-apply.**

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Click Here to Apply

Upon job offer, individual will be required to complete a pre-employment Motor Vehicle Record check.

POSTING DATE: Thursday, August 27, 2026
FINAL FILING DATE: Wednesday, September 2, 2026, by 5 P.M.

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