



Workforce Development Professional-Range II

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 current job opening is for the job center, candidates who are screened in and pass the examination will be placed on an internal eligibility list for future openings. We are looking for a Workforce Development Professional II. Under general direction, the position will work in one of the many focus areas within Workforce Development, including but not limited to working with the following subpopulations: youth, refugees, people with disabilities, re-entry, and other groups with significant barriers to employment.

Position Summary: Under general direction, this direct services position will help to implement a full range of program and special initiatives activities. Depending on the job assignment, the WDP II guides people to social and financial self-sufficiency, develops training plans and job placements, and facilitates workshops to enhance participants' employability. Duties may also include monitoring and evaluation, case management, job development, job coaching of multiple individuals, and training of participants or agencies to work within their SETA contracts. At this time, the locations of the vacancies are to be determined however, location assignments are based on Agency ongoing needs.

Starting Salary: \$25.39/Hr. to \$32.40/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: No

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 (HAS)

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:

1. Advanced educational training in counseling preparation, business administration, education, psychology, sociology, communications, economics, marketing, public relations, or a closely related field, or some background in working with workforce development programs.

OR

2. At least two (2) years of increasingly responsible work experience in career planning, employment counseling, employment training or topical instructional programs.

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, July 2, 2026

FINAL FILING DATE: Thursday, July 16, 2026, by 5 P.M.

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