



Human Resources Manager

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.

We are looking for an experienced Human Resources Manager to help oversee the daily operations and administration of the human resources department, as well as be responsible for several major ongoing projects. This position reports directly to the Personnel/Human Resources Chief.

Position Summary: This position is responsible for HR administration and operations for the Agency with 600 employees. Typical responsibilities would include overseeing benefits leaves, recruitment, legal compliance, policy and labor agreement compliance, and employee training. This position is responsible for supervising HR staff members and collaborating with SETA's other Managers on employee training, work-related injuries, investigations, HR projects and tasks, and performing other HR-related duties as required. Experience in ADP a plus.

Starting Salary: \$85k to 100k/Year Depending on Experience and Qualifications

Benefits:

Medical Benefits (6 plans to choose from)
Dental Benefits (100% Agency paid for family)
Life Insurance
Vision Insurance
Modern Health – Employee Assistance Program
Access to the Public Employee Student Loan
Forgiveness Program
Management Leave (72 Hours)
401 A with up to 4% matching

Pension (mandatory contribution required)
Retirement Health Savings Account and 457 Plan
Optional Life Insurance
Paid Holidays (13)
Paid Vacation
Paid Sick Leave
Paid Personal Time
Paid Jury Duty
Regional Transit Monthly Pass
Reimbursement

Minimum Qualifications:

EDUCATION:

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. Graduation from an accredited college or university with major course work in public administration, business administration, personnel management, labor relations and/or finance or accounting or related courses.

AND

- II. Five (5) years of responsible administrative experience including three (3) years of supervision, which reflect extensive application knowledge and abilities for recruitment selections, classification, salary and/or benefits administration, affirmative action, labor relations, staff development and training, and/or payroll and finance.

OR

- III. At least seven (7) years of Human Resources Experience in a Supervisory or Managerial role.

HOW TO APPLY: Copies of degrees, permits and credentials must be attached to application. 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 via the link below:

[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: Friday, November 7, 2025

FINAL FILING DATE: Friday, November 21, 2025, at 5 p.m.

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