State of California, Military Department  
State Active Duty (SAD)  
Vacancy Announcement  
1 Position Available

**Position Details**
- Announcement Number: SAD VA 2022-069
- Opening Date: 27 June 2022
- Closing Date: 11 July 2022
- Position Title: Emergency Finance Admin Branch NCO (SAD E-6)
- Duty Location: Joint Forces Headquarters, Sacramento, CA
- Selecting Official: Emergency Finance Admin Branch NCOIC
- Projected Employment Date: 1 August 2022

**Vacancy Announcement Details**
The California Military Department is accepting applications for the State Active-Duty position indicated above. This vacancy announcement expires **11 July 2022** unless sooner rescinded. An appointment to this position provides full benefit status for the appointee and their beneficiaries. The incumbent will be appointed on annually renewable State Active-Duty orders through year six, at which time the incumbent may be eligible for career status IAW CMD Reg 600-1, dated 21 April 2020. Continuation and subsequent extensions of service will be determined by the individual’s performance of duty and continuation of funding. **The service member selected for this position will be paid at their federal or California State Guard pay grade, not to exceed E-6.**

This announcement has minimum requirements. Failure to meet these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the instructions at the end of this announcement for documents required to submit a complete application. **Applications missing signatures and required documents will not be considered.**

The Service Member selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment, and the Military Service Buy Back Program. **Reimbursement for moving and relocation expenses will not be paid.**

**Eligibility Requirements**
- Active members of the California Military Department (Air, Army, CSG) in the grades **E-5 through E-7** may apply. Applicants who are not current members of the California Military Department may apply, however, **applicants must meet military affiliation requirements at the time of appointment.** CSG members who have no prior federal military experience must be a member of the CSG in good standing for a minimum of two years for eligibility for SAD vacancies. **CSG members must submit a copy of their CSG orders with their application.** Non-members of the California Military Department (Air, Army, CSG) must submit a **Letter of Intent** to meet qualifying military affiliation at the time of appointment along with their application.
- Knowledgeable in RAPTR, TEAMS, and SharePoint 2016, with a minimum of 3 years operational experience in RAPTR.
• Knowledgeable and experienced in emergency payroll, state comptroller payroll procedures, federal and state tax return filing, and SCIF compensation.
• Experience building and developing training programs for Software applications.
• Understanding of emergency management processes and have prior emergency state active-duty experience.
• Ability to cope with and adapt to changes inherent to an emergency management environment.
• Must be available on a 24/7 and on call basis as emergency incidents dictate to address service member. questions, issues, and concerns regarding RAPTR to include PERSTAT, PAY, AVN, LOGSTAT, and Travel modules.
• Familiarity with Microsoft Windows operating systems and suite of Microsoft Office products to include Outlook, Excel, Access, and PowerPoint.
• Familiarity with Emergency Management Incident Command System (ICS) to include completion of ICS 100, 200, 800,700, and RAPTR Certification.
• Completion of military and civilian education (high school or equivalent) requirements commensurate with the grade of the applicant are required. Attach documentation of your highest level of civilian education.
• Military assignments appropriate to the grade of the applicant are required.
• Required to meet height/weight and physical fitness standards prescribed by their military branch of membership.
• Applicant must meet, and maintain, federally recognized medical fitness standards. Attach a current copy, within the past twelve months, of your military component’s verification of these requirements. (See instructions at the end of this announcement for required component-specific documents).
• Appropriate military uniform with federally recognized, or CSG recognized, rank will be worn in accordance with military regulation.
• Must be able to pass both State and Federal background checks (Live Scan). Continuation of employment is contingent upon maintaining favorable State and Federal background checks.
• Must possess a valid state driver’s license. Attach a current copy, within the past six months, of your Department of Motor Vehicle’s printout.

Primary Duties and Responsibilities
Operates under the Emergency Finance Admin Chief, Emergency Finance Manager. Provides training and administration for the Resource Administrative Platform Tracking and Reimbursement (RAPTR). Manages RAPTR software training program and the Emergency Finance Payroll section. Responsible for creating and training Standard Operating Procedures and coordinating with emergency and special pay/travel branch to refine internal training/SOPs. Trains ESAD serge staff on emergency administrative response operations.
Supports Emergency Response EFS Functions. Performs duties in accordance with CMD Reg. 600-1.
• Supervises the Emergency Finance's training and payroll sections.
• Develops RAPTR training material for all modules to include SOPs for Emergency and Special Pay (ESP) procedures.
• Develops and maintains multi-year training plans for Emergency Finance Branch to effectively implement proposed RAPTR upgrades.
• Develop and maintain a comprehensive knowledge-based test that produces RAPTR operators and Certifying Officials that require little or no supervision after completion of the RAPTR course /POI.
• Manage RAPTR training Share Point site and all access requests and permissions to RAPTR.
• Supervises all ESAD and special pay programs to ensure compliance with California Military Veterans Codes (CMVC), tax codes under the IRS publication 15, and State Tax Codes under EDD.
• Supervises the Retiree State Active-Duty Annuitant payroll/benefits program (Program 40).
• Provides oversight for OPORDS, FRAGOS, MRTS, PERSTAT, PAR, and Reimbursement processing during State Emergencies.
• Consolidate Emergency response for the purpose of AARs and capture operational trends for incorporation into training agenda.
• Conduct Just in Time (JIT) training for emergency employees and Emergency State Deployment briefs.
• Supervise any surge Military personnel assigned to training and payroll sections.
• Support all ESP emergency functions during State response.
• Perform other duties as assigned.

Instructions for Submitting Applications
To request a State Active Duty Appointment Application or CSG AHA forms, please contact State Personnel Programs by email at SP.SADApplication@cmd.ca.gov for assistance. Interested applicants must submit a completed and signed State Active-Duty Appointment Application and all required supporting documentation (listed below), to the Director of State Personnel Programs. Applications missing signatures and required documents will not be considered.
• All Applicants: Are required to submit documentation of COVID-19 vaccination.
• All Applicants: Documentation of your highest level of civilian education listed on your application. (Legible copy of either diploma, degree, or transcripts).
• All Applicants: Are recommended to submit a Resume.
• Readiness: Include any documentation for current flagging actions. SM must include memo signed by commander indicating circumstances and disposition mitigation.
• CA Army National Guard (CAARNG) Applicants: Attach most recent APFT/ACFT (DA Form 705) and MEDPROS IMR.
• All CAARNG Applicants: Are required to submit a Record Brief (ERB).
• CA Air National Guard (CA ANG) Applicants: Are required to submit Report on Individual Person (RIP), and ARCNet Individual Readiness Detail, current within the past twelve months.
• CA State Guard (CSG) Applicants: Complete and submit the CA 3024-1 Member AHA Form. Once appointed, each CSG service member will be required to complete and submit, in its entirety, additional SAD Medical Readiness Standards requirements, not to exceed beyond one year after hire date.
• All Applicants: DMV Printout current within the past six months. California residents may obtain, at cost, a copy of their DMV printout. Unit DMV reports are not accepted.
• CSG Applicants: CSG Orders – CSG Applicants only
• Deployed Service Members: Title 10 OCONUS Orders - Currently deployed service members only
Complete applications and all supporting documents may either be mailed to Joint Force Headquarters, Director of State Personnel Programs, Attn: NGCA-JSD-SP (Box #27), 9800 Goethe Road, Sacramento, CA 95827, Or e-mailed as One PDF file to SP.SADApplication@cmd.ca.gov. Applications mailed, or e-mailed, must be received by the State Personnel office no later than the close of business on Monday, 11 July 2022.