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

Position Details
Announcement Number:      SAD VA 2022-070  
Opening Date:             27 June 2022  
Closing Date:             15 July 2022  
Position Title:           Emergency Finance Section Training and Innovation Chief (SAD O-3)  
Duty Location:           Joint Forces Headquarters, Sacramento, CA  
Selecting Official:       Deputy Comptroller, J8  
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 This vacancy announcement expires 15 July 2022 unless sooner rescinded.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 O-3. 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 O-1 through O-4 may apply. Applicants must have a military affiliation per Para 3-2 of CMD Reg. 600-1. 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.
• Must be available 24/7 and an on-call basis as emergency incidents dictate to address service member questions, issues, and concerns regarding pay, tax withholdings, and benefits during around the clock operations.
• Demonstrated competence in data analysis and problem solving.
• Demonstrated ability to obtain coordinated effort and timely results from groups of individuals with conflicting priorities and goals, while motivating subordinates to achieve superior performance levels in attainment of organizational objectives.
• Excellent written and verbal communication skills; ability to communicate effectively with individuals of all levels in both civilian and military organization.
• Advanced understanding of data base management systems: Microsoft Access, Excel, Word, Power Point, SQL coding, MS TEAMS. Minimum of one year experience.
• 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 control of the Emergency Finance Section Manager, Military Department Comptroller. The EFS Training and Innovation Chief is responsible for the RAPTR Pay module to include collections, reimbursements, PERSTAT, LOGSTAT, Aviation, and P&C modules. The EFS Training and Innovation Chief oversees the plans, operations, development, and execution of training to accomplish tasks given on pay, travel, ground, and P&C data collection and verification. Trains and organizes teams for ESAD duty to assist sub-unit ESAD operations.

• Manages the training department within the Emergency Finance Section (EFS).
• Manages and integrates the California Emergency State Active-Duty Software (ARRO).
• Responsible for reviewing and certifying 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.
• Manages unit ARRO training plans and schedules.
• Manages all EFS Standard Operating Procedures (SOPs) and defines Best Business practices.
• Maintains and tracks all ARRO training data.
• Works closely with other directorates to update and amend SOPs and OPRDS as needed.
• Assists with ARRO contract renewal and adjustments as needed.
• Responsible for overall plans and coordination of future operations.
• 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.SADAApplication@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 (ORB).
- **CA Air National Guard (CA ANG) Applicants**: Are required to submit Report on Individual Person (RIP), and ARCCNet 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.SADAApplication@cmd.ca.gov. Applications mailed, or e-mailed, must be received by the State Personnel office no later than the close of business on Friday, 15 July 2022.