

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

Position Details

Announcement Number: SAD VA 2023-082
Opening Date: 17 May 2023
Closing Date: 31 May 2023
Position Title: District Information Technology Logistics Manager (SAD E-6)
Duty Location: Oakland Military Institute, Oakland, CA
Selecting Official: Director, Oakland Military Institute
Projected Employment Date: 1 July 2023

Vacancy Announcement Details

The California Military Department is accepting applications for the State Active-Duty position indicated above. 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

Oakland Military Institute is a tobacco and smoke-free environment; smoking or use of tobacco products is not authorized on duty or on Academy premises.

- Active members of the California Military Department (Army, Air, CSG) in the grades **E-5 through E-7** may apply. Applicants must have a military affiliation per Para 3-2 of CMD Reg. 600-1. 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.**
- Experience working with youth is highly desirable.
- Must be able to pass a DOJ/FBI background check.
- Must have valid California Driver's License.
- Have the ability to communicate effectively, orally and in writing.

- Information Technology skills are required (Windows OS. Microsoft Office Suite). Familiarity with AERIES student information system desirable; willingness to be trained in AERIES a requirement.
- This position requires a flexible work schedule.
- Requires a wide variety of additional duties.
- 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

Works directly with Superintendent and Commandant. Work is reviewed in terms of adequacy, effectiveness, reasonableness with program and departmental policies and directives. Is accountable for all related purchasing and contracting activities through frequent collaboration with the Chief Financial Officer.

- Serves as a principal employee for Informational Material Management and all cadet supply and service operations.
- Facilitates staff, facility, and committee(s) for needs assessments and purchasing all instructional materials, including digital curriculum.
- Manages district suspense for reports on Informational Materials and California Cadet Corps (CACC) supply activities.
- Prepares and reports frequently to Oakland Unified School District (OUSD), Board of Directors, Youth and Community Programs Task Force (YCPTF), California Cadet Corps (CACC), Superintendent, and Commandant.
- Leads in the appraisal of inventory of materials processes and training IAW state, OUSD, and CACC rules and regulations.
- Accountable for logistical planning, coordinating, and supervising all activities that support the YCPTF mission.
- Responsible for planning and coordinating all supplies and transportation for the Oakland Military Institute.
- Ensures proper receipt, storage, and distribution of State and Federal property; supervises supply conduct.
- Coordinates the moving and maintaining of all district-level supported curricula into a single sign-on system.
- Support operations related to academy operations, monitors supply actions, and develop necessary operating procedures and regulations to ensure proper care and utilization of organizational materials and equipment.
- Supervises in developing and preparing operations information, plans maps, sketches, overlays, and related data to employ supply and service organizations.

- Responsible for instructional materials management training for employees.
- Leads administrative actions regarding logistics and supply, including developing necessary operations.
- Procedures and regulations for proper state supply accountability and compliance with applicable state regulations.
- Responsible for determining administrative requirements in the logistical area, preparing and maintaining logistical.
- Correspondence logs, records, cadet logistical records, staff logistical records, and other applicable records and documents, as required, to include purchase orders.
- Be available for ESAD surge operations to assist State Personnel, Comptroller, and J-staff in a state emergency.
- Other duties as assigned.

Instructions for Submitting Applications

To view the State Active Duty Appointment Application, please click [State Active Duty Appointment Application \(.pdf\)](#). To view California State Guard AHA Form, please click [California State Guard AHA Form \(.pdf\)](#).

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:** 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.
- **All Applicants:** Include any documentation for current flagging actions. SM must include a memo signed by commander indicating circumstances and disposition mitigation.
- **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.
- **CA Army National Guard (CAARNG) Applicants:** Attach most recent APFT/ACFT (DA Form 705) and MEDPROS IMR.
- **CAARNG Applicants:** Are required to submit a Record Brief (ERB), current within the past six months.
- **CA Air National Guard (CAANG) Applicants:** Are required to submit Report on Individual Person (RIP), and ARCNet Individual Readiness Detail, current within the past six 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.
- **CSG Applicants:** CSG Accession Orders and Current Assignment 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 **midnight on Wednesday, 31 May 2023**.