

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

Position Details

Announcement Number: SAD VA 2023-019
Opening Date: 10 May 2023
Closing Date: 9 June 2023
Position Title: Personnel Information Management Technician (SAD E-7)
Duty Location: JFHQ, Sacramento, CA
Selecting Official: Director of Manpower, Personnel and Services, HQ ANG
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. **Current SAD employees will have priority of hire.** 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-7.** 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, CSG) in the grades **E-6 through E-8** 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, CSG) must submit a **Letter of Intent** to meet qualifying military affiliation at the time of appointment along with their application.
- **Must** possess a 5 skill-level Air Force Specialty Code in Personnel (3F0 AFSC).
- At least one year of experience using Microsoft Office software.
- Knowledge of the operation and application of electronic office automated equipment.

- General knowledge of the mission, objectives, terminology, and management practices in the activity, the agency and the department to recognize probable areas of interaction and overlap between proposed and existing systems.
- Knowledge of computer systems, and system software such as Integrated Automated Orders System, and electronic mail systems with the ability to manage, plan, and organize those systems.
- Must possess at least a Secret clearance.
- 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

Incumbent functions under the general supervision of the Personnel Superintendent, Air.

- Performs duties in coordination with the California National Guard Joint Operations Center (JOC) during state emergencies.
- Ensures all required reports are timely and accurate and distributed during State emergencies.
- Monitors completion of payroll documents for CA ANG members ordered to State Active Duty during and immediately after State emergencies.
- Assists with all actions needed to assimilate additional staffing at the JFHQ-CA during State emergencies.
- Assists Personnel Superintendent-Air with research on personnel actions requiring exceptions to policy or waivers, administrative matters, and training issues.
- Provides support, research, data, and procedures to administer state guidance and policies.
- Assists in managing and the maintenance of State Personnel Records.
- Conducts audits of existing records and retires as appropriate.
- Coordinates with the California Department of General Services and State Archives for record retrieval, when required.
- Assist former members with the retrieval of service records required for veteran benefits or other reasons.
- Maintains record transfer list for those records transfer to the State Archive.
- Prepare recurring and special management reports for use by senior officials of the California Air National Guard.
- Draws information from various sources. perform necessary research, coordination, verification, arithmetic computations, and data analysis, prepares, and distributes various management reports.
- Maintains a listing of recurring reports and ensures timely completion.

- Assists in managing the California Air National Guard Selective Retention Program, ensuring compliance with policies, procedures, and deadlines established in governing directives and local checklists.
- Assembles information and develops comprehensive lists of officers and enlisted members to be considered by the Selective Retention Board.
- Reviews documents submitted by unit commanders for board review, ensuring technical accuracy and proper receipt of all required documents.
- Prepares report of board recommendations to The Adjutant General. Prepares and distributes all notification letters.
- Exercises proper tact and discretion for maintaining confidentiality throughout the entire process.
- Performs necessary administrative tasks associated with processing requests for special orders.
- Publishes manual orders and utilizes Air National Guard Reserve Order Writing System (AROWS) and maintains special orders in accordance with Air Force Records Distribution Schedule.
- Coordinates with National Guard Bureau for the publication of orders associated with Organization Action Letters.
- Receives and answers requests for archived orders.
- Performs necessary administrative tasks associated with processing awards and decorations at the State Headquarters level.
- Prepares appropriate narratives, citations, and certificates, as appropriate for State and Federal decorations.
- Maintains files, prepares special orders, drafts endorsements, prepares award citations, and maintains logs.
- Keeps abreast of the various recognition programs available by reviewing information included in pertinent instructions, regulations, newsletters, and web sites.
- Assists senior officials in promoting recognition of deserving personnel for a wide range of special trophies and awards, both at the State and National level.
- Prepares correspondence and maintain files of correspondence in accordance with the Air Force Records Management Program.
- Assists the Functional Area Records Manager, ensures Records Custodians and Chief Office of Records training is current, conducts Staff Assistance Visits, and records compliance in Management Internal Control Set.
- Receives and processes or distributes (as necessary) Freedom of Information requests.
- Performs 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 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 the **close of business on Friday, 9 June 2023**.

Statement of Qualifications

A Statement of Qualifications is REQUIRED and must be submitted with your Employment Application. Applications received without an appropriate Statement of Qualifications based on the instructions below will be rejected for being incomplete and will not be considered. Resumes, cover letters, and other documents will not be considered as a response to the Statement of Qualifications. Please limit your SOQ to a maximum of two (2) pages, single-spaced, no less than twelve-point Arial font.

Candidate must clearly and concisely identify experience in categories listed below and must be in the following order:

- **What experience do you have in personnel?**
- **Describe your knowledge of computer systems and system software.**
- **Why is it important for Airmen to complete their professional military education?**