

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

Position Details

Announcement Number: SAD VA 2023-073
Opening Date: 26 May 2023
Closing Date: 9 June 2023
Position Title: Director (SAD O-5)
Duty Location: Discovery ChalleNGe Academy (DCA), Lathrop, CA
Selecting Official: Chief of Staff, Youth and Community Programs Task Force (YCPTF)
Projected Employment Date: 22 June 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. **This position is a Temporary Backfill and not to exceed 12 months. Current SAD employees will have priority of hire.** 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-5.** 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

Discovery ChalleNGe Academy 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 **O-4 through O-6** 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.**
- Completion of Officer Advance Course and Command and General Staff College, or equivalent is desirable.
- Possess at least five years of managerial or administrative experience requiring the direct supervision of personnel.
- Experience at company/squadron command level or senior leadership and managerial positions.
- Training or education in human relations, equal opportunity or human awareness is desirable.
- Previous teaching and school administration experience desirable.

- Prior experience working at other Youth Challenge Programs in the State of California, youth programs, or youth desirable.
- Possesses a strong understanding of CMD Regulation 600-1 and other SAD Regulations desirable.
- Support and promote inclusion, diversity, SHARP, EO, and EEO programs.
- Ability to communicate effectively, orally and in writing.
- Strong computer skills are desirable.
- Flexible work schedule requirements including nights, weekends, and when Academy mission dictates.
- Completion of military and civilian education 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.
- Applicants 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 under the supervision of the Commander, California National Guard Youth and Community Programs Task Force. Reports to Chief, NGB youth Programs. Follows the rules and regulations of National Guard Youth Challenge Program Cooperative Agreement and CNGBM 9350-1 Manual, National Guard Youth Challenge program. Works in cooperation with San Joaquin Office of Education leadership, staff, and DCA Principal.

- Responsible for achieving the Discovery Challenge Academy goals and objectives set forth by the Chief, National Guard Bureau, as well as the Commander, Youth and Community Programs Task Force, and for overseeing the general administration of the Academy.
- Responsible for the supervision of Discovery Challenge headquarters staff and cadre and for overseeing the activities of teachers and supporting staff from the San Joaquin Office of Education.
- Responsible for the safety, health, morale, and well-being of all Academy personnel and participants and for establishing effective working relationships with multiple public, government, and private agencies, including law enforcement, probation, education agencies, private industry, and the general public.
- Responsible for monitoring and evaluating the quantity and quality of Academy activities, ensuring that they meet the standards prescribed in the Master Cooperative Agreement and SOP.
- Responsible for the accurate reporting of cadet and teacher attendance data, program statistical data, budgetary reports, and other reporting criteria as established by the Chief, National Guard Bureau, Commander, or other supporting agencies.
- Responsible for the selection, training, growth and development of all assigned staff and cadre.

- Responsible for promoting positive relationships in the San Joaquin County community through involvement with community organizations, law enforcement, health and human services, and other community service organizations and projects.
- Responsible for the general administration of the Academy, including purchasing, facility management and maintenance, and the development of construction and remodeling projects, as well as providing assistance in the development of other academy endeavors, such as a jobs challenge academy component or the establishment of additional Challenge Programs.

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 (ORB), current within the past six months.
- **CAARNG Applicants:** Are required to submit a Soldier Management Record printout (from Retirement Points Accounting System).
- **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 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.

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

- **Describe your experience as a military leader, instructor and/or program trainer.**
- **Describe your experience in developing SOPs and organizational or department policies.**
- **Describe your experience in Youth Challenge Programs and your experience supervising adult staff in youth development programs.**
- **Describe your experience managing the direct supervision of personnel.**
- **Describe your experience with understanding, interpreting, and enforcing CMD Regulation 600-1.**
- **Describe your experience with understanding and interpreting the National Guard Youth Challenge Operational Guidance.**
- **Describe your experience with youth.**
- **Describe your knowledge of National Guard Youth Challenge Program (NGYCP), CMD YCPTF, and Discovery Challenge Academy.**
- **Describe a challenging experience you had with a subordinate and how you resolved it.**