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

Position Details

Announcement Number: SAD VA 2024-003
Opening Date: 17 January 2024
Closing Date: 16 February 2024
Position Title: Emergency Finance Pay and Training NCOIC (SAD E-6)
Duty Location: Consolidated Headquarters Complex, Rancho Cordova, CA
Selecting Official: Comptroller, J8
Projected Employment Date: 1 March 2024

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

- 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.**
- Must be available on a 24/7 and on call basis as emergency incidents dictate to address service member questions, issues, and concerns; regarding pay, tax withholdings, benefits ARRO PERSTAT, ARRO pay, ARRO AVN and ARRO LOGSTAT during around the clock operations.
- Minimum of two years' experience in FI$CAL.
- Knowledgeable in TEAMS, and SharePoint with a minimum of 3 years operational experience in ARRO.
- 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.
- 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 ARRO 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.
- 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

Operates under the Emergency Finance Admin Chief, and Emergency Finance Manager. Provides training and administration for the Active, Respond, Recover, Operate (ARRO) system. Manages software training program and the Emergency Finance Payroll Section. Is the subject matter expert and primary point of contact for all emergency and special program branch ARRO training and pay related matters. Oversees and provides FI$CAL support to include creation of payroll project creations. Responsible for creating training Standard Operating Procedures (SOPs) and coordinating with Payroll NCO and Training NCO to refine internal training/SOPs. Trains ESAD surge staff on emergency administrative response operations. Support Emergency Response EFS functions. Performs duties in accordance with CMD Reg. 600-1.

- Supervises the Emergency Finance's training and payroll sections.
- Develops ARRO training material for all modules to include SOPs for Emergency and Special Pay (ESP) procedures.
- Develops and maintains a comprehensive knowledge-based test that produces ARRO Operators and Certifying Officials that require little or no supervision after completion of the ARRO course /POI.
- Manage ARRO training Share Point site and all access requests and permissions to ARRO.
- 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. Coordinates with programs annual to set MOU for pay in accordance with CMVC.
- 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.
- Consolidates Emergency response for the purpose of AARs and captures operational trends for incorporation into training agenda.
- Conducts 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 any emergency States response.
- Oversees the implementing of all training for Fi$CAL developments.
- Manages the payroll operations within FI$CAL.
- 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, transcripts, Record Brief, or RIP).
- **All Applicants:** Are required 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 California Military Department, Director of State Personnel Programs, Attn: NGCA-JSD-SP (Box #27), 10601 Bear Hollow Drive, Rancho Cordova, CA 95670, **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 **midnight on Friday, 16 February 2024.**

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/knowledge in categories listed below and must be in the following order:

- Fi$Cal
- ARRO (formerly RAPTR)