

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

Position Details

Announcement Number: SAD VA 2024-036
Opening Date: 1 May 2024
Closing Date: 15 May 2024
Position Title: Air Division Purchasing & Contracting Program Analyst (SAD O-3)
Duty Location: Air Division HQ, Sacramento, CA
Selecting Official: Chief of Staff, Air Division HQ
Projected Employment Date: 1 June 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 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, CSG) in the grades **WO1 through O-4** 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 possess experience in the Operations or Intelligence career fields with commensurate professional knowledge.
- Must possess a working knowledge of both State and Federal emergency mission operations and associated requirements.
- Must have a working knowledge of Air Force/Air National Guard organization, administration and applicable policies and procedures.
- Must have a working knowledge of regulations and procedures governing Military support to Civilian Authorities during emergency operations and disaster response exercises.

- Must possess the ability to interpret, apply and enforce a diverse multitude of Military regulations/publications and inter-agency partner agreements in a regulatory environment.
- Must have working knowledge of Microsoft Office Suite of applications and web based publishing systems and requirements.
- Must have demonstrated ability to make routine managerial decisions, execute primary duties with minimal supervision, exercise independent judgment and effectively prioritize a diversified workload across personnel, logistics and operations mission area subsets.
- Must be able to communicate effectively both orally and in writing.
- Must be available 24/7 for State emergency support and able to supervise military augmentees during emergency response efforts.
- Must possess at least a Secret Security Clearance per their military-affiliated requirements.
- 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

Reports to the Air Division Chief of Mission Support and the Director of Staff.

- Maintains access to Fi\$cal. Has a significant working knowledge of the Fi\$cal system for purchasing, contracting, budgeting, and accounting operations.
- Plans and Programs all new and existing State contracts and State procurements within the California Air National Guard.
- Physically reports in the office a minimum of 5 days a week as the Air Division Liaison to accomplish all Mission support and J8 functions but with primary emphasis on Purchasing and Contracts (P&C).
- Follows up with Accounts Payable on billing questions and requests for information/assistance (RFI/RFA) from the 5 CMNG Air Wings and Air Division to ensure contractors and service providers are paid accurately and on time per the Net 45 DGS Standards.
- Works respectfully with all JFHQ, CHQC, and Wing members to ensure all requirements are staffed and processed without loss of service.
- Reviews and supports the Air Division Budget Change proposal process quarterly, annually, and semiannually.
- Key manager of the P&C process for Air Division and over sees all Air Division Field Procurement Personnel (FPP).

- Attends and maintains all required FPP training requirements from CMD, SP, and Air Division.
- Retains a significant knowledge of Wing Operations and Key leadership personnel and positions to effectively maintain Master Cooperative Agreement requirements.
- Contains an entry-level knowledge of managing Federal and State Civil Service personnel.
- All 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, RIP, etc.).
- **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 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 **midnight on Thursday, 5 May 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 in categories listed below and must be in the following order:

- **What is your experience with writing statements of work, solicitations, and or researching vendors for state contracts? Provide specific examples.**
- **Describe the process for cooperative agreements reimbursements and how you would work with an Air Force organization if there were accounts outstanding.**
- **What is your preferred approach for managing a program without specified authority? Provide a specific example.**