

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

### Position Details

Announcement Number: SAD VA 2024-032  
Opening Date: 11 April 2024  
Closing Date: 22 April 2024  
Position Title: Project Manager (SAD E-8)  
Duty Location: Facilities and Infrastructure, Sacramento, CA  
Selecting Official: Planning, Programming & Construction Branch Head, Facilities, and Infrastructure  
Projected Employment Date: 15 May 2024

### Vacancy Announcement Details

The California Military Department is accepting applications for the State Active-Duty position indicated above. **Current SAD employees will have priority for hire.** 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-8.** 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-7 through E-9** 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.**
- Additional consideration will be given to candidates having both military and civilian construction or engineering management backgrounds.
- Possess in-depth knowledge and experience on matters related to construction, construction processes and phases, construction contracts, budgetary processes for construction related payments including performing estimating duties, as well as experience and knowledge of techniques used the construction and maintenance fields of buildings and civil infrastructure.

- Must be able to effectively communicate orally and in writing.
- Must possess strong administrative management skills and the ability to make timely, well-considered decisions; able to exercise independent judgment and use initiative in organization and supervision.
- Must be able to travel and remain overnight when necessary.
- Required to meet CA NG military requirements prescribed by their military branch of membership.
- Must be proficient with the use of Microsoft Office programs and possess the ability to efficiently operate facilities management programs such as Azzier, Builder, and ISR programs.
- Applicant must meet, and maintain, federally recognized medical fitness standards or CSG equivalent. **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

This position is directly responsible to the Chief, Design and Project Management, Facilities, and Infrastructure Directorate.

- Performs duties and responsibilities as a Project Manager.
- Analyzes, reviews, and assists in the execution of Military Construction (MILCON), Capital Outlay, SRM and Deferred Maintenance projects for the Military Department in relation to established standards.
- Studies and gathers data in preparing architectural and construction standards for size, type, and costs of structures, methods of construction, and optimum space utilization in relation to the functional and operational needs of agency programs.
- Gathers data, prepares, and assists in the preparation of reports on priority or acceptability of requested projects for inclusion in the budget.
- Prepares requests to the Office of the State Architect outlining legislative intent on scope and standards of proposed construction for preparation of schematic preliminaries.
- Develops project milestones and timelines and meets suspense deadlines.
- Coordinates and provides oversight to verify design work performed by A&E firms or personnel.
- Prepares scopes of work that reference criteria and established standards for project design.
- Selects or recommends considerations for the selection of A&E firms for award of design contracts and the stages of design development.
- Manages and schedules design development and obtains approval at each design stage.
- Responsible for reviewing, accepting, or amending work by A&E firms, and rejecting work not meeting established standards.
- Assists and reviews verification of Federal and State approvals at each design stage.
- Provides review, acceptance, or amendment input for work by A&E firms and rejects work not meeting established standards.
- Reviews payment requests for accuracy, verifies work billed, and recommends payment.

- Assists in the bidding process with Contracting Officers and is responsive to bidders according to established guidelines, regulations, and policies and recommends award of construction contracts.
- Coordinates and verifies construction work performed by contractors.
- Performs investigations of construction and maintenance requests to determine appropriateness.
- Determines initial scope of work of minor and recurring construction projects through coordination and consultation with using agencies.
- Coordinates with military, Federal, State, and local government on matters concerning project funding and design approvals.
- Coordinates major facility maintenance and construction projects with a variety of offices and agencies to ensure relevant design criteria is considered.
- Assists in presentations to the Department of Finance, Public Works Board, and National Guard Bureau to support programs.
- Must be able to travel routinely and stay overnight, and occasionally, on extended trips away from home.
- Performs staff planning and coordination as part of the Joint Logistics function at the Military Department.
- Participates in J4 Logistics Operations in support of State and Federal emergency or disaster response requirements on a 24/7 basis, as needed.

### [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 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](mailto:SP.SADApplication@cmd.ca.gov). Applications mailed, or e-mailed, must be received by the State Personnel office no later than **midnight on Monday, 22 April 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:**

- **Describe your experience in project management and construction.**
- **Describe how you would deal with a dispute with a contractor.**
- **Describe how you would manage a construction project and what tools you would use to do so.**