

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

1 Position Available
(Current SAD Employees Only)

Position Details

Announcement Number: SAD VA 2024-066
Opening Date: 29 July 2024
Closing Date: 12 August 2024
Position Title: Northern Regional Enlisted Advisor (SAD E-7)
Duty Location: Joint Task Force Rattlesnake (JTFRS), Sacramento, CA
Selecting Official: Commander, JTFRS
Projected Employment Date: 1 September 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-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 (Army, 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. 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.**
- 2 years of rated time as a Platoon Sergeant (ARMY) or Flight Sergeant (AIR).
- Must possess FF1C certificate.
- Must have knowledge of the CNG, JTFRS, and Cal Fire organizational structure and capabilities.
- Must have completed Defensive Drivers Training and possess a clean driving record.

- Must be able to anticipate current and future operational needs and tasks from the JFRS Deputy Commander and/or higher headquarters.
- Must be willing to work weekends and be available to reach in case of emergencies.
- Must be willing to drive over 700 miles a week.
- Must have ARRO certificate.
- Understand the Cal Fire Chain of Command.
- Understand requirements of crews operating in the field to include readiness drills, Cal Fire policies/guidelines, and emergency operations.
- Knowledgeable on Microsoft applications to include PowerPoint and Excel.
- Must be knowledgeable on State CMD, Cal Fire, and JFRS policies and regulations.
- Must have knowledge of: PERSTAT, Cal Fire and JFRS rank structure, Wildland Firefighting (WLFF) program, Basic Fire Training requirements, Microsoft Office, Adobe Suite platforms, and Google Applications.
- Completion of State SHARP Training.
- Must possess a minimum of a Secret clearance.
- Experience with recruiting and hiring process and procedures.
- Must possess excellent written/verbal communication skills and can effectively communicate with individuals at all levels both civilian and military.
- Possess strong supervision and management skills and the ability to make timely, well considered decisions.
- Possess strong problem-solving skills and the ability to exercise independent judgement and initiative.
- Completion of FEMA ICS-100, FEMA ICS-200, FEMA IS-800, NWCG S-130, NWCG S-190, NWCG L-180, and FEMA IS-700.
- Direct fire experience on a JFRS Hand Crew and/or Crew OIC.
- Valid CAARNG Access.
- Knowledge of CMD SCIF process, State administration systems, and CMD regulations and policies.
- Must be eligible for EPC/GOEPC Consideration.
- Completion of military and civilian education requirements commensurate with the grade of the applicant are required.
- 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 or CSG equivalent.
- Appropriate military uniform with federally recognized, or CSG recognized, rank will be worn in accordance with military regulation.
- Must be able to pass State and Federal background checks (Live Scan), and California Military Department status verification. Continuation of employment is contingent upon maintaining favorable background checks.
- Must possess a valid state driver's license.

Primary Duties and Responsibilities

The Northern Region Enlisted Advisor oversees 144 personnel across 6 hand crews advising 6 Officers in Charge (OIC) and 6 Non-Commissioned Officers in Charge (NCOIC). Primary Functions include ensuring that the crews comply administratively with Joint Task Force Rattlesnake (JFRS) administrative tasks and can meet the mission requirements of fuel reduction and emergency responses. The Northern Region Enlisted Advisor is responsible

for maintaining a good working relationship between Cal Fire and CMD leadership working in partnership with location Division Chiefs and Northern Program Managers.

- Maintaining good order and discipline across Northern Region formations by ensuring all policies and standards are upheld.
- Ensure 0800 PERSTAT is submitted by crew leadership in ARRO.
- Monitor both ARRO and Google tracker inputs to be accurate and not falsified.
- Ensure end of mission, SCIFs, and personnel evaluations are submitted in a timely manner by crew leadership.
- Schedule meetings with Cal Fire leadership at the division chief level and above to help maintain a cohesive partnership between CMD and Cal Fire.
- Attend monthly BHOs with local recruiting teams to help fill crew rosters with qualified Service Members.
- Ensure all crews complete mandatory due outs pushed out by Mission Support Team (MST) and Operations.
- Assist with the training, planning, and onboarding of new Service Members onto JFTRS at FF1C.
- Assist with the development of policies in conjunction with Task Force and Cal Fire leadership.
- Address Service Member hardships, relay questions or concerns to MST, Operations, JFTRS CSM or Commander.
- Manage and coordinate the inner region and out of region transfers.
- Ensure FC33s are being completed to procure reimbursement from incident responses.
- Coordinate supply request between crews and JFTRS logistics.
- Expected to coordinate crew schedules, create spreadsheets/reports for internal and external communication, anticipate personnel shortages, oversee hiring/recruiting and help facilitate all Cal Fire Basic Fire Training.

Instructions for Submitting Applications

To view the State Active Duty Appointment Application, please click [State Active Duty Appointment Application \(.pdf\)](#). To view Unit Verification Memorandum Template, please click [Unit Verification Memorandum Template \(.pdf\)](#). 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/or 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:** Unit Verification Memorandum with Judge Advocate General (JAG) clearance letter or email. California State Guard applicants will have the memorandum completed by CSG HQ.
- **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:** Are required to submit a Record Brief (ERB) or IPPS-A printout, 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.
- **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 Monday, 12 August 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 background, experience, education, and training in wildland firefighting, the National Response Framework, and the Incident Command System.**
- **Explain your experience with the Activate Respond Recover Operate (ARRO) system and its significance to the California Military Department's mission in combating wildland fires.**
- **Describe your knowledge of the hierarchy structure of Cal Fire and how it corresponds or correlates to the California Military Department.**
- **Explain what a Type I Readiness Drill used by Cal Fire entails. Describe its events, significance to hand crews, and who is being assessed.**
- **Explain the daily, weekly, monthly, and yearly responsibilities of a Joint Task Force Rattlesnake Regional Enlisted Advisor. Additionally, describe the responsibilities of a Regional Enlisted Advisor during state emergency incidents and identify their main points of contact within the California Military Department and Cal Fire.**