

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

### Position Details

Announcement Number: SAD VA 2024-074  
Opening Date: 17 July 2024  
Closing Date: 6 August 2024  
Position Title: MDSF Administrator (SAD E-6)  
Duty Location: External Affairs/People First, Sacramento  
Selecting Official: Director, External Affairs  
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-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.**
- Previous experience managing/administering a foundation/association/501c3. etc. is desirable.
- Should be highly organized with the ability to function effectively in a fast-paced environment. Should also be able to exercise sound judgment, take initiative, demonstrate high productivity and act on short notice.
- Incumbent should be available to work any time, 24 hours a day, 7 days a week during emergency/critical mission time frames, without additional compensation.
- Must have excellent interpersonal skills.

- Must also have excellent written and verbal communication skills allowing the ability to communicate effectively and form relationships with individuals from diverse backgrounds at all levels in the legislature and within community and many organizations, with professionalism, proper protocol, and empathy.
- Incumbent should have a working knowledge of the Microsoft Office Suited applications, to include Word, Excel, Outlook, and PowerPoint.
- No record of military or civilian convictions (except minor traffic violations); must not be pending any adverse actions.
- 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

### **Accountable to the Director, People First Directorate.**

- Serve as the principal administrator of the Military Department Support Fund (MDSF), to include the CMD Family Relief Fund.
- Manage the MDSF's day-to-day functions.
- Act as the senior advisor to the MDSF Council and the Director of People First on MDSF-related issues.
- Convene MDSF Council meetings as necessary to consider requests and proposals and maintain records of all proceedings.
- Track and record Council votes, decisions and needs, and administer the resulting necessary actions.
- Manage and track the MDSF budget and keep the Council abreast of its status and/or of budget-related issues.
- Manage MDSF-related contracts and agreements.
- Manage and maintain inter-foundational partnerships and relationships.
- Facilitate the annual MDSF internal audit, and/or any additional internal control requirements or audits, should they become required.
- Maintain a FI\$CAL Approver role and ability to build in vendors for the MDSF account, in addition to other FI\$CAL requirements should the need arise.
- Develop a fund-raising plan and system, and administer it as required to maintain and grow MDSF funds.
- Maintain relevant regulations and instructions (i.e. CMD 215-1, CMDI 1814.00, etc.).
- Understand relevant state and federal laws that govern the MDSF.
- Assist with research and preparation of executive correspondence.
- Travel as required to facilitate adequate MDSF management (maintain a CalATERS account for travel reimbursement).

- With little to no advanced notice, must be able to work or deploy at any time, 24 hours a day, 7 days a week, in military uniform, during state/federal emergencies, in direct support of the CMD's mission.
- Become knowledgeable on CMD/CNG capabilities and applicable state and federal laws.
- Perform other duties as assigned or required.

## 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/ORB) 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](mailto:SP.SADApplication@cmd.ca.gov). Applications mailed, or e-mailed, must be received by the State Personnel office no later than **midnight on Tuesday, 6 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 a position or role that you have held in which you were required to either administer a foundation, association, non-profit, or other similar organization, or where you performed duties that would be commensurate to administering such an organization.**

- **Describe your experience managing finances and/or budgets.**
- **Describe your experience fundraising. If you do not have direct fundraising experience, describe your experience with a similar or commensurate line of effort, such as sales or recruiting.**
- **Describe your experience as a subordinate who was required to formally present issues or proposals to a decision-authority (such as a boss, commander, board/council, etc.) and discuss some factors that you believe are important to administering such a process.**
- **Describe experience you have in writing standard operating procedures, policies, regulations, or statutes.**
- **Describe experience you have building and maintaining partnerships and discuss the factors that you believe are important in doing so.**
- **Describe your administrative background, experience, and skills.**