

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

### Position Details

Announcement Number: SAD VA 2024-076  
Opening Date: 22 July 2024  
Closing Date: 6 August 2024  
Position Title: Platoon Leader (SAD CW2/O-2)  
Duty Location: Discovery ChalleNGe Academy, Lathrop  
Selecting Official: Director, Discovery ChalleNGe Academy  
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 CW2/O-2.** 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

**Discovery Youth ChalleNGe Academy is a tobacco and smoke-free environment; smoking or use of tobacco products is not authorized on duty or on Academy premises.**

- Active members of the California Military Department (Army, Air, CSG) in the grades **W01 through CW3 or O-1 through O-3** 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.**
- Completion of an Associate Degree or higher is required. (Mandatory)
- Completion or concurrent enrollment of a course work in Counseling or Social Work is preferred.
- Training or education in child growth and development or education techniques or counseling techniques preferred. (Desired)

- Flexible work schedule requirement including nights and weekends when the academy mission dictates. (Mandatory)
- Demonstrate ability to communicate orally and in writing. (Mandatory)
- Training in Human Relations, Equal Opportunity, or Human Awareness. (Desired)
- Strong computer skills with Windows Operating System and Office Suite experience. (Desired)
- 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 CA driver's license.

### Primary Duties and Responsibilities

Works as a Platoon Leader for up to 55 Cadets under the direct supervision of the Deputy Director.

- Platoon Leaders are responsible for guiding cadets on acquiring meaningful life-skills, problem-solving strategies, better decision-making, personal responsibility and accountability, and goal setting.
- Responsible for identifying, observing and monitoring behaviors of cadets and reports any behavioral problems or areas of concern to the Deputy Director and the Program Director.
- Responsible for networking with outside agencies and community partners to provide licensed counseling services for cadets while promoting positive relationships throughout our local community.
- Responsible for collecting, evaluating and recording metrics as required by NGB Cooperative Agreement.
- Provide support and strategies to cadets helping them to cope with the stressors of living with other cadets and the school environment.
- Serves as the academy's liaison and is responsible for developing and maintaining communications with families/guardians.
- Supports organizational regulations and policies.
- Plans and coordinates academy events that influence cadet success and their experience.
- Assist in coordinating resources to cadets and their families who require counseling services which the Academy is unable to provide.
- Provides leadership guidance to staff and informed recommendations to the Deputy Director and Program Director.
- Performs other duties assigned.
- All applicants are recommended to submit a Personnel Qualification Record (current PQR) or Resume.
- Be available for ESAD surge operations to assist State Personnel, Comptroller, J-staff response in the event of SAD emergencies.

## 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 (ORB) or IPPS-A printout, current within the past six months.
- **CAARNG Applicants:** Are required to submit a Soldier Management Record printout (from Retirement Points Accounting System). **(Officer only)**
- **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 your background, experience, education, and/or training in teaching, training, and mentoring youth, or adults.**
- **Describe a situation where you dealt with a youth or other individual in crisis and how you managed the situation or mitigated risk through de-escalation.**
- **Describe your experience working with outside agencies or community partners to achieve a desired outcome?**

- **Please explain your experience planning and coordinating events and managing projects while supervising subordinate staff.**
- **Describe your experience working with difficult and complex people or groups, especially parents of youth.**