

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

### Position Details

Announcement Number: SAD VA 2024-070  
Opening Date: 19 July 2024  
Closing Date: 9 August 2024  
Position Title: SECFOR and Fire/Life Safety Officer (SAD O-4)  
Duty Location: Consolidated Headquarters Complex (CHQC), Rancho Cordova, CA  
Selecting Official: Deputy Director, CHQC  
Projected Employment Date: 1 September 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 O-4.** 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 **O-3 through O-5** 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.**
- Proven ability to lead a team effectively.
- Prior experience in the areas of Law Enforcement, Security, Fire and Safety programs.
- Prior experience or certification in anti-terrorism programs.
- Proven experience in physical security, investigations, risk assessments and protection. Ability to properly investigate and document security events.

- Knowledge of emergency response and public safety operations.
- Proven experience in the principles, methods and practices of modern fire prevention management, fire suppression activities and occupational safety.
- Strong working knowledge of pertinent Federal, State, and local laws, codes and regulations; in Security and Fire/Life Safety.
- Ability to implement mitigation tools and programs in the areas of Security and Fire/Life Safety.
- Demonstrated ability in the principles and practices of personnel management including training, performance evaluation, and conflict management.
- Ability to plan, implement and oversee employee safety at work.
- Ability to recognize and communicate hazards and risks to prevent injury.
- Experience creating, implementing and delivering training and presentations in Security and Fire/ Life Safety.
- Must be eligible for EPC/GOEPC Consideration per regulations and board charter.
- 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

This position reports to the Deputy Director of the CHQC Directorate.

- Effectively communicate, lead, supervise, plan, evaluate, coordinate, train, and direct the activities of the SECFOR team at CHQC.
- Lead Fire/Life Safety programs for CHQC.
- Maintains appropriate certificates and competencies in the areas SECFOR and Safety.
- Develops the overall security strategy, policies, and standards to ensure the physical safety of all dignitaries, visitors, employees, or customers to the organization's facilities and the security of property and assets at CHQC.
- Works with local, State, Federal and Military partners to keep abreast of potential critical threats or safety concerns.
- Acts as primary liaison from directorate to appropriate CMD departments to stay current on threat and security concerns.
- Ensures that all surveillance and detection equipment is regularly inspected, is fully functioning, and appropriately deployed to protect the CHQC.
- Ensure proper recruiting, training, and scheduling of SECFOR.
- Create and implement disaster and/or crisis preparedness plans.
- Promote health and safety standards.

- Ensures that accurate records and reports are maintained.
- Organizes, directs, and oversees fire and life safety inspections, fire/life safety compliance, services and activities within the CHQC.
- Promote safe working techniques.
- Implement and maintain health and safety standards.
- Establish a cordial and professional relationship with employees.
- Maintain compliance with all safety regulations.
- Conduct regular staff meetings.
- Conducts semiannual security and safety meetings for all employees of the CHQC.
- Provide briefings to superiors about relevant internal and external threats and safety concerns.
- Collects and reports metrics of Security and Safety incidents and concerns.
- Identify hazardous waste and disposing of it correctly.
- Promote safety initiatives.

### 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 Friday, 9 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 how your prior experience in the areas of Law Enforcement, Security, Fire and Safety programs applies to this position.**
- **Explain and give examples of your proven experience in the areas of physical security, investigations, risk assessments and protection.**
- **Describe your working knowledge of pertinent Federal, State, and local law's codes and regulations; in the area as they pertain to Security and Fire/Life Safety and Fire Protection.**
- **Explain and give examples of your proven experience in the principles, methods and practices of modern fire prevention management, fire protection codes and standards, fire suppression activities and occupational safety.**