

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

### Position Details

Announcement Number: SAD VA 2024-088  
Opening Date: 4 September 2024  
Closing Date: 18 September 2024  
Position Title: Emergency Finance Section(EFS) Payroll NCO (SAD E-6)  
Duty Location: J8 Emergency Finance Section, Sacramento  
Selecting Official: Emergency Finance Manager  
Projected Employment Date: 15 October 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.**
- Must be available on a 24/7 on call basis as emergency incidents dictate to address service member questions, issues, and concerns; regarding pay, tax withholdings, benefits ARRO PERSTAT, ARRO pay, ARRO AVN and ARRO LOGSTAT during around the clock operations.
- Minimum of two years experience in FI\$CAL.
- Knowledgeable in TEAMS and Share point with a minimum of 3 years operational experience in ARRO.
- Knowledgeable and experienced in payroll, state comptroller payroll procedures, federal and state tax return filing, and SCIF compensation.

- Must be able to pass both State and Federal background checks (Live Scan).
- Experience building and developing training programs for Software applications.
- Understanding of emergency management processes and have prior emergency state Active Duty experience.
- Ability to cope with and adapt to changes inherent to an emergency management environment.
- Familiarity with Microsoft Windows operating systems and suite of Microsoft Office products to include Outlook, Excel, Access, and PowerPoint.
- Familiarity with Emergency Management Incident Command System (ICS) to include completion of JCS 100, 200, 800,700, and ARRO Certification.
- 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

Operates under the Emergency Finance Admin Chief, and Emergency Finance Manager. Provides support on payrolls for the Active, Respond, Recover, Operate (ARRO) system. Manages software training program and the Emergency Finance Payroll Section. Is primary point of contact for all emergency and special program branch ARRO training and pay related matters. Oversees and provides FI\$CAL support to include creation of payroll project in FI\$CAL. Responsible for creating payroll training Standard Operating Procedures (SOPs) and coordinating with Payroll NCOIC and Training NCO to refine internal training/SOPS. Oversee ESAD surge staff on emergency administrative response operations. Support Emergency Response EFS functions. Performs duties in accordance with CMD Reg. 600-1.

- Support the Emergency Finance NCOIC on all payroll activities from each department.
- Develop and support NCOIC on ARRO training material to include SOP's for Emergency and Special Pay (ESP) procedures.
- Maintains multi-year plans for Emergency Finance Section to effectively implement proposed ARRO upgrades and software releases.
- Coordinate with State Controller's Office to confirm payroll files are received without errors, warrants created, as well as working together with SCO to resolve any issues in a timely manner.
- Support ARRO training NCO with SharePoint site and all access requests and permissions to ARRO.
- Supervises all ESAD and special pay programs to ensure compliance with California Military Veterans Codes (CMVC), tax codes under the IRS publication 15, and State Tax Codes under EDD.
- Coordinates with programs annual to set MOU for pay in accordance with CMVC.

- Review the Retiree State Active-Duty Annuitant payroll/benefits program (Program 40) according to State Regulations.
- Provides oversight for OPORDS, FRAGOS, MRTS, PERSTAT, PAR, and Reimbursement processing during State Emergencies.
- Consolidates Emergency response for the purpose of AARs and captures operational trends for incorporation into training agenda.
- Conducts Just in Time (JIT) training for emergency employees and Emergency State Deployment briefs.
- Support all ESP emergency functions during any emergency States response.
- Implement payroll training for Fi\$CaL developments on new modules.
- Process all payroll operations within Fi\$CaL.
- Analyze and prepare quarterly and yearly State and Federal tax returns. Assists on auditing reports from the IRS to resolve issues.
- Receives, validates, and processes all Emergency and Special pay programs, Personnel Accountability Reports (PARs) and ESAD payroll requests; to generate pay warrant schedules for distribution in accordance with standard operating procedures (SOPs).
- All other Duties as assigned.

### 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](mailto:SP.SADApplication@cmd.ca.gov). Applications mailed, or e-mailed, must be received by the State Personnel office no later than **midnight on Wednesday, 18 September 2024**.