

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

Position Details

Announcement Number: SAD VA 2024-112
Opening Date: 30 October 2024
Closing Date: 5 November 2024
Position Title: Emergency Finance Section (EFS) Reimbursement and Fi\$Cal NCO (SAD E-6)
Duty Location: J8 Emergency Finance Section, Sacramento
Selecting Official: Emergency Finance Manager
Projected Employment Date: 21 December 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 knowledgeable in and have operational knowledge on ARRO, and Fi\$Cal program procedures.
- Must be available on a 24/7 and on call basis as emergency incidents dictate to address service member questions, issues, and concerns.
- Possess professional written and oral presentation skills and able to compose correspondence.
- Possess a working knowledge of the military functions, responsibilities, processes and chain of command/approval chain, equipment, and procedures as well as the organizational structure of the Military Department.

- Ability to interpret and Implement current Fi\$Cal and State policies, rules, regulations and laws concerning State Activations.
- Familiarity with Fi\$Cal procedures, Microsoft Windows operating systems and suite of Microsoft Office products to include Outlook, Excel, Access, and PowerPoint.
- Ability to cope with and adapt to changes inherent to an emergency management environment.
- Must have a current or qualify for a secret clearance.
- Experience building and developing training programs for software applications.
- Understanding of emergency management processes and prior emergency state active duty experience.
- Familiarity with Emergency Management Incident Command System (ICS) to include completion of ICS 100, 200, 700, 800.
- Knowledge of basic accounting procedures to upload journals from TEC's claims and US Bank charges into Fi\$Cal General Ledgers to manually allocate expenses to the ultimate funding sources.
- Knowledge on Accounts Receivable to allocate reimbursements.
- 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 Section Chief to process all reimbursement claims, to include travel, purchase orders, payroll and equipment usage related to Emergency and Special Programs Branch. Provides Fi\$Cal support, to include Purchase Order approvals voucher approvals, budget check errors, alignment of SCO transactions and integration of Fi\$Cal software developments for all Accounting Units, including Accounts Payable, General Ledger, and Cash Management.

- Receives, validates, and processes all reimbursement documentation for all ESAD and special program expense for the CMD.
- Assists in Coordinating with other directorates, and external agencies to reimburse documentation.
- Assists in maintaining office files and procedures for reimbursement tracking.
- Works as one of the department's subject matter experts for reimbursement tracking during emergency activation, personnel in-processing, and staging operations during state declared emergencies, on call 24/7.
- Assists in research and investigation of all Emergency State Active Duty and Special program reimbursements to ensure accuracy and compliance.
- Assists in processing and maintaining records using Fi\$Cal and ARRO to ensure reimbursement of CMD expenses.

- Assists as a technical advisor within the military department: advising Staff on reimbursement concerns and statuses.
- Assist Accounting Administrator II in month end close and year end close.
- Assists in publishing and updating all reimbursement guidance on SharePoint, ARRO, and the Emergency Preparedness Manual.
- Works as a liaison for CMD with numerous interagency dealings with financial and reimbursement plans.
- Responsible for uploading Mission Resource Taskers, Incidences, and FRAGOS into ARRP.
- Responsible for creating and tracking of Organizational Units on ESAD Missions.
- Align SCO transactions (tab run) into different Fi\$Cal modules.
- Assist in approving PO and vouchers, receipt PO, and processing Purchase Orders.

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 Wednesday, 30 October 2024**.