

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

Position Details

Announcement Number: SAD VA 2024-108
Opening Date: 25 November 2024
Closing Date: 6 December 2024
Position Title: Legislative Liaison NCO (SAD E-7)
Duty Location: External Affairs, Consolidated Headquarters Complex, Rancho Cordova, CA
Selecting Official: Director, External Affairs
Projected Employment Date: 2 January 2025

Vacancy Announcement Details

The California Military Department (CMD) 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 E-7.** 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-6 through E-8** 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.**
- Demonstrated military leadership experience and ability to solve problems. A prior broad experience in military protocol, operations, logistics, procurement, management, and emergency operations is desired.
- Should possess knowledge of the federal and state legislative and regulatory process and be politically attuned.

- Prior experience working with elected officials and government agencies on fiscal and policy issues is desired.
- 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 anytime, 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 military organizations, with professionalism, proper protocol, and empathy.
- Incumbent should have a working knowledge of the Microsoft Office Suite of applications, to include Word, Excel, Outlook, and PowerPoint. Advanced internet research skills are important for success in this role for conducting legislative research and tracking state and federal issues of concern.
- No record of military or civilian convictions (except minor traffic violations). Must not be pending any adverse actions.
- 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

Supervised by the Legislative Liaison Officer and works under general guidance of the External Affairs Sergeant Major (SAD E-9). Assists in facilitating the partnership between CMD and legislative officials to support CMD/CNG needs.

- Serve as supporting liaison between CMD/CNG and the federal and state legislature.
- Assist with research and preparation of executive correspondence.
- Prepare and send information alerts to federal/state elected officials regarding CMD/CNG activities and missions that occur within their districts.
- Learn to track legislation and prepare analysis describing advantages/disadvantages/political impacts.
- Track/monitor budget hearings and budget related legislation.
- Maintain legislative bill file and electronic copies of all legislative correspondence.
- Provide support for CMD/CNG orientations and events involving military leaders, elected officials, and their staff. Support includes managing invitations, initiating and completing mission planning, assisting with travel arrangements and providing escort duties.

- Assist with preparation of and learn how to present testimony for legislative committees on favorable or adverse legislation that effects the CMD/CND. Must be able to articulate, facilitate communication, and present military specific views and experiences to legislative staff and members.
- Supports production/distribution/implementation of the CMD's annual legislative priority plan.
- Assist CMD/CNG directors and senior leaders with developing legislative proposals and government relations strategy consistent with the Governor's and The Adjutant General's priorities.
- Learn to review material being provided to Congress to ensure it is consistent with operational security procedures and controls as outlined in Army Regulation 1-20 Legislative Liaison.
- Assist with tracking and verifying resource line outcomes of defense budget proposals for members of Congress, along with supporting White Papers.
- Travel with other supporting staff members to CNG facilities to maintain connection with present and upcoming mission capabilities and personnel programs.
- Assist with preparing and coordinating legislative responses to Legislative Audits and Confirmation Hearings.
- Assist with providing timely and accurate responses to taskers and requests for information from the Governor's office and elected officials' (federal, state, and local) offices, with prompt, consistent, factual, fully coordinated, approved, and cleared responses for each request.
- Provide legislative support to senior leaders of the CMD/CNG to include scheduling, talking points, elected officials' (federal, state, local) biographies and district assessments.
- Become proficient in Fi\$Cal and CalATERS travel programs and processes.
- Part of Governor's Office Support Team – with little to no advance 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 as liaison to the Governor. Become knowledgeable on CMD/CND capabilities and applicable state and federal laws and policies that govern Civil Support Operations.
- Provide administrative support as needed to the Governor's Military Council.
- Serve as senior External Affairs NCO in the absence of the External Affairs Sergeant Major.
- Learn, as a secondary function, the roles and responsibilities of the External Affairs Sergeant Major and state legislation and perform associated duties when called upon to do so.
- Perform other duties as assigned.

Instructions for Submitting Applications

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:** State Active-Duty Appointment Application. To view the State Active Duty Appointment Application, please click [State Active Duty Appointment Application \(.pdf\)](#).
- **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:** Authorization for Release of Information Form. To view Authorization for Release Form, please click [Authorization to Release Information Form \(.pdf\)](#).
- **All Applicants:** Are **required** to submit a Resume.
- **All Applicants:** Unit Verification Memorandum with Unit/BDE Legal clearance letter or email. California State Guard applicants will have the memorandum completed by CSG HQ. To view Unit Verification Memorandum Template, please click [Unit Verification Memorandum Template \(.pdf\)](#)

- **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 Friday, 6 December 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 experience with the legislative process – federal, state, and local.
- Provide an example of a time when you had to research a topic and provide analysis in a written format.
- How has your work experience prepared you for this position?