

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

### Position Details

Announcement Number: SAD VA 2024-106  
Opening Date: 25 November 2024  
Closing Date: 10 December 2024  
Position Title: Area III Coordinator (SAD E-8/CW3/O-3)  
Duty Location: Facilities Maintenance, Fresno, CA  
Selecting Official: Maintenance Operations Officer, Facilities and Infrastructure  
Projected Employment Date: 1 January 2025

### 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 E-8/CW3/O-3.** 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-7 through E-9, WO1 through CW4, O-1 through O-4** 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 able to effectively communicate orally and in writing.
- Must possess strong administrative management skills and the ability to make timely, well considered decisions; able to exercise independent judgment and use initiative in organization and supervision.

- Must have an operational knowledge of the ARNG organization and the chain of command, in addition to extensive operational knowledge and broad familiarity of ARNG procedures, regulations and policies, especially important when overseeing state and federal funds for all maintenance activities.
- This position requires military skills and professional level competency to plan, train or execute emergency operations with NGB, Corps of Engineers, DGS and other State and Federal agencies. Position performs mission support within the Army Division or Joint Staff when activated to respond to state and Federal emergency missions.
- This position requires military authority over military personnel (SAD, Federal Technicians, AGR or GDOS). Direct and indirect supervision requirements of SAD personnel and various facility management and maintenance activities. Additionally, must interact with highest levels of HQ, NGB and other Federal and State entities.
- The military security requirements associated with this position will be exposed to sensitive and classified material to meet security and Army Division requirements for construction and engineering purposes.
- 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

The Area Coordinator is directly responsible to the Facilities and Infrastructure (G9) Directorate's Operations & Maintenance Branch Chief. Supervision is general in nature, normally required when broad departmental policy or procedural changes are developed or implemented. Position provides supervision of mixed staff to include SAD and SCS personnel.

- Approves and monitors complex maintenance, repair and construction activities for real property; conducts quarterly inspections of all assigned facilities.
- Manages and supervises the operations of geographically dispersed California Army National Guard armories, logistical sites and supported facilities.
- Conducts quarterly ISR inspections and updates real property records based on findings.
- Ensures compliance with facilities management policies and procedures as formulated by JFHQ, higher commands and Federal and state authorities.
- Performs real property audits. Assists with acquisition and disposal of Federal and State property at ARNG facilities.
- Manages maintenance and repair budgets, allocates and prioritizes resources.

- Supervises, assigns, reviews and prioritizes work projects for field support personnel for both civilian and military personnel of all statuses; approves leave usage; evaluates performance; initiates and or recommends disciplinary, adverse or counseling actions; performs all duties inherent with employee supervision, selection, separation and recognition requirements.
- Travels frequently in the conduct of business.
- Attends conferences and represents the CFMO and the Military Department at meetings involving local, civic and governmental officials and agencies on real property activities.
- Attends unit meetings and armory boards, conducts direct coordination with unit members.
- Responsible for all Federal and State vehicles assigned to include lifts, trailers and all mobile equipment 20HP and higher.
- Acts as the Contracting Officers Representative at CAARNG supported facilities.
- Develops Scopes of Work for minor projects and manages the execution of minor construction.
- UECO for facility environmental issues and liaison between unit and JFHQ.
- Performs staff planning and coordination in support of State and Federal missions, including emergencies and disaster response.
- Must be able to respond on short notice with a 24/7 requirement.

### 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/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, 10 December 2024**.