

State of California, Military Department

State Active Duty (SAD)

Vacancy Announcement

1 Position Available

Position Details

Announcement Number: SAD VA 2025-109
Opening Date: 13 January 2026
Closing Date: 27 January 2026
Position Title: Outreach, Admission, & Recruitment (OAR) Supervisor (SAD E-6)
Duty Location: California Job Challenge Program (CAJC), Los Alamitos, CA
Selecting Official: Director, CAJC
Projected Employment Date: 27 February 2026

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 15 November 2024. 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 (CSG) 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 Employee Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Savings Plus, and the Military Service Buy Back Program. **Reimbursement for moving and relocation expenses will not be paid.**

Eligibility Requirements

California Job Challenge Program (CAJC) is a tobacco and smoke-free environment; smoking or use of tobacco products is not authorized on duty or on Academy premises.

- Active members of the California Military Department (Army, Air, CSG) in the grades **E-5 through E-7** may apply. Applicants must have a militia affiliation per Para 5-2 of CMD Reg. 600-1. CSG members who have no prior federal militia experience must be a member of the CSG in good standing for a minimum of two years for eligibility for SAD vacancies.
- Experience in the supervisory role is required.
- Experience supervising and/or counseling youth is required.
- Experience as a youth mentor is desired.
- Experience in recruiting youth to include experience conducting presentations for recruiting purposes is required.
- Possess at least two years of managerial, administrative or leadership experience is required.

- Flexible work schedule requirement including nights and weekends when the academy mission dictates.
- Ability to obtain and maintain a valid military bus driver's license required.
- Applicants must maintain good standing with militia component.
- Completion of militia and civilian education requirements commensurate with the grade of the applicant are required.
- Militia assignments appropriate to the grade of the applicant are required.
- Applicants must meet, and maintain, militia component medical and physical fitness standards.
- Appropriate militia uniform with federal or state recognized rank will be worn in accordance with militia 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 California driver's license.

Primary Duties and Responsibilities

Works under the supervision of the California Job Challenge Academy Director.

- The OAR Supervisor Coordinates job placement opportunities; establishes and maintains relationships with employers and workforce agencies.
- Establishes necessary transitional resources such as job placement and internship opportunities for Job Challenge Scholars.
- Provides professional presentations to community organizations and agencies, to promote the mission of CAJC.
- Responsible for recruitment of Job Challenge scholars to include organizing recruiting activities and events, and the supervision of the California Job Challenge Outreach, admissions, and Recruitment (OAR) Staff.
- Responsible for Academy's OAR department's development of participants and fostering effective working relationships with multiple public, government, and private agencies, including law enforcement, probation, education agencies, private industry, and the general public.
- Responsible for the development of OAR staff work schedules including the management of leave requests and staff assignments.
- NCOIC of the OAR department.
- Establishes and maintains Community Based Organizations supporting the mission of CAJC.
- Promotes positive relationships in the community through involvement with community organizations and community service projects.
- Develops and implement necessary programs that promote positive placement in the Post Residential Phase of CA Job Challenge.
- Be available for ESAD surge operations to assist State Personnel, Comptroller, J-Staff response in the event of SAD emergencies.
- Will perform duties as a bus driver and other additional duties as assigned by the Program Director.

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.
- **California State Guard (CSG) Applicants:** CSG Accession Orders and Current Promotion Orders.
- **Deployed Service Members:** Title 10 OCONUS Orders - Currently deployed Service Members only.

Complete applications and all supporting documents may be e-mailed to the California Military Department as **One PDF file** to SP.SADApplication@cmd.ca.gov. Applications must be received by the State Personnel office no later than **midnight on Tuesday, 27 January 2026**.

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 background, experience, education, and/or training in teaching, training, and mentoring youth, or adults. Describe your background, experience, & training in Outreach, admissions, or recruitment.**
- **Describe your experience working with outside agencies or community partners to achieve a desired outcome.**
- **Please explain your experience planning and coordinating events and managing projects while supervising subordinate staff.**
- **Describe your experience working with difficult and complex people or groups, especially parents of youth.**

- **What makes you the most qualified applicant for this position?**