

State of California, Military Department

State Active Duty (SAD)

Vacancy Announcement

1 Position Available

Position Details

Announcement Number: SAD VA 2026-010
Opening Date: 16 January 2026
Closing Date: 22 January 2026
Position Title: Project Officer (SAD O-3)
Duty Location: Work for Warriors, Rancho Cordova, CA
Selecting Official: Deputy Director, WFW
Projected Employment Date: 22 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 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 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

- Active members of the California Military Department (Army, Air, CSG) in the grades **O-1 through O-4** 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.
- Must have demonstrated the ability to make routine managerial decisions, exercise independent judgment and effectively prioritize a diversified workload.
- Must possess sound verbal and written skills in order to effectively communicate across a broad spectrum of military, federal and state government agencies and civilian partners.
- Ability to prepare, follow up, monitor, review and report on projects.
- Must have demonstrated experience with the State procurement process and the Fi\$Cal system.
- Must be familiar with the process of trend analysis.
- Knowledge of the California EDD and the US DOL and their employment reporting.

- Familiar with the capability, demographics, and reach of trending social media.
- Must be familiar with the WFW Program, its mission and processes.
- Must possess collaborative skills to work as an effective team.
- Familiar with typical IT problems and fixes.
- Experience maintaining web pages or using WordPress.
- Experience in administration with hiring/interview boards.
- Demonstrated strong experience with Microsoft Office Suite: Word, Excel, PowerPoint, Teams and Outlook; especially Excel.
- Demonstrated experience with Adobe products: Adobe DC, In-Design.
- Strong ability to network in diverse array of business, military, and para-military environments.
- Must be able to respond on short notice with a 24/7 requirement.
- Must be able to travel frequently and remain overnight when necessary.
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- 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 state driver's license.

Primary Duties and Responsibilities

Work For Warriors project Officer is directly responsible to the Director, Supervision is general in nature and work assignments are performed independently within established guidelines. Normal procedures for the military chain of command will be in effect and incumbent will serve as the Deputy Director in the absence of the Deputy, with authority to task team members with individual responsibilities.

- Incumbent functions under the general supervision of the Work For Warriors Director and serves as the Deputy Director in his/her absence.
- The Project Officer is responsible for managing the "behind-the-scenes" efforts, projects, and processes that enable the efficient operations of WFW.
- This position operates largely in the realm of "other duties as assigned", incumbent exercises considerable independent judgment in the performance of duties.
- Maintain (and control access to) the digital tools employed by WFW.
- Monitor, manage and disseminate or delegate organization email and voicemail traffic.
- Develop organizational tools, documents, and databases as necessary.
- Analyze organizational trends and present results in a palatable fashion for intra-state partners.
- Lead and develop special projects to innovate and improve the organization.
- Collaborate with the Contractor Team lead and Operations NCOIC to develop organizational goals and ensure they are met.

- Designs the internal auditing strategy, policy, and capability and assist the OPS NCOIC to execute.
- Functions as the WFW internal IT helpdesk to resolve minor IT issues prior to escalating to J6.
- Manage State procurements and purchases utilizing P&C guidelines and Fi\$Cal.
- Coordinates purchase of all necessary supplies: office, event shirts, expo event kits, IT hardware/software, banners, etc.
- Designs and orders business cards, flyers, and promotional materials.
- Functions as the Property Book Officer for WFW; maintains accountability of all organizational property.
- Maintains the WFW website, including ensuring accurate up-to-date information and researching best practices from similar organizations.
- Follow State and National policies to analyze potential effects on employment.
- Administer internal hiring boards and develop interview questions and processes.
- Functions as the SME on WFW operations processes.
- Performs staff planning and coordination as required for development, career, and conference type events.
- Functions as secondary WFW spokesperson for military department briefs/meetings and for community partner events, many public events are political in nature and require an engaging demeanor and flawless professional bearing.
- Engages in a multitude of business networking events throughout the State.
- Assist Social media activities and campaign plan in coordination with the social media SME(s).
- Perform as a Veteran Staffing Consultant (VSC) when needed.
- Every team member is a VSC; the project Officer must know the process to be the SME on the process.
- Performs a variety of other duties as assigned and as necessary.

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 (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.
- **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 Thursday, 22 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 experience managing or coordinating projects from planning through completion. Include the scope of the project, your specific role, tools or methodologies used, and how you ensured timelines, deliverables, and objectives were met.**
- **Explain your experience working with veterans, service members, military families, or workforce development programs. How have you supported career transition, employment services, or program delivery for these populations?**
- **Describe your experience with program administration tasks such as tracking performance metrics, preparing reports, managing data, or ensuring compliance with policies or funding requirements. How did your work support effectiveness and accountability?**
- **Describe your experience preparing written and/or verbal briefings for leadership, partners, or external audiences. Include examples of reports, presentations, or correspondence you developed and how you ensured clarity, accuracy, and professionalism.**