

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

### Position Details

Announcement Number: SAD VA 2026-024  
Opening Date: 25 February 2026  
Closing Date: 10 March 2026  
Position Title: Construction Project Officer (SAD O-4)  
Duty Location: Facilities and Infrastructure (F&I), Camp Roberts, CA  
Selecting Official: Chief, Design & Project Management  
Projected Employment Date: 10 April 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 pay grade, not to exceed O-4.** 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 **O-3 through O-5** 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.
- Completion of military education and civilian training commensurate with the applicants grade is required. Additional consideration will be given to candidates possessing both military and civilian construction or engineering management experience.
- Must have a Bachelor's degree in business administration, public administration, engineering, construction management, or a related field.
- Special consideration will be given to applicants with experience in budget management or cost estimating.

- Knowledge of construction and maintenance methods, practices, and techniques is required.
- Assignments must be appropriate to the grade and qualifications of the applicant.
- Must demonstrate the ability to communicate effectively, both orally and in writing.
- Must possess strong administrative and management skills, exercise sound independent judgement, demonstrate initiative, and make timely, well-reasoned decisions in organizational leadership and supervision.
- Must be able to travel and remain on overnight assignments as mission requirements dictate.
- Must be eligible for EPC/GOEPC Consideration per regulations and board charter.
- Applicants must maintain good standing with militia component.
- Completion of militia and civilian education requirements commensurate with the grade of the applicant is 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 regulations.
- 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 Construction Project Officer reports directly to the Chief, Design and Project Management (DPM) Branch, Construction and Facilities Management Office. Supervision is generally exercised, with more specific direction provided on matters related to Major Capital Outlay Program requirements.**

- Under the direction of the Chief, DPM Branch supervises employees and oversees staff function supporting State and Federal Capital Outlay Programs.
- Conducts, studies, and gathers data to develop architectural and construction standards related to facility size, type, cost, constructions methos, and optimal space utilization consistent with functional and operational program needs.
- Collects and analyzes data and prepares, or assists in preparing reports, evaluating the priority and feasibility of proposed projects for budget inclusion.
- Prepares requests for the Office of the State Architect outlining legislative intent, scope, and construction standards to support schematic preliminary development.
- Develops project milestones and timelines and ensures compliance with suspense deadlines.
- Assists the Chief, DPM in coordinating and providing oversight of staff functions assigned to the Facilities Designs and Projects Branch to ensure accuracy and compliance of architectural and engineering (A&E) design work.
- Assists in developing scopes of work that reference established criteria and standards for project design.
- Recommends selection of A&E firms for award of design contracts and coordinates all phases of design development.
- Verifies Federal and State approvals at each design approvals at each design stage.
- Reviews, accepts, amends, or rejects A&E work based on compliance with established standards.

- Reviews contractor and consultant payment requests for accuracy, verifies work performed, and recommends payment approval.
- Assists Contracting Officers during the bidding process and recommends award of construction contracts.
- Coordinates and verifies construction work performed by contractors.
- Develops detailed project milestones and timelines and ensures suspense deadlines are met.
- Supervises staff investigations of construction and maintenance requests to determine appropriateness and compliance.
- Establishes the initial scope of minor and recurring construction projects through coordination and consultation with supported agencies.
- Assists the Chief, DPM in training, mentoring, and developing Construction Project Officers, Military Department Project Managers, and Construction Analysts.
- Coordinates with Military, Federal, State, and local government entities regarding project funding, design approvals, and regulatory compliance.
- Coordinates major facility maintenance and construction projects with multiple agencies to ensure applicable design criteria and operational requirements are addressed.
- Delivers briefing and presentation to the Department of Finance, Public Works Board, and National Guard Bureau to support program approval and funding.
- Represents the Chief, DPM, Construction and Facilities Management Officer (CFMD) at meetings, briefings, and interagency forums as required.
- Travels on overnight and extended trips to support program and project requirements.
- Performs staff planning and coordination as part of the Joint Logistics (J4) function at Joint Force Headquarters (JFHQ).
- Participates in J4 logistics operations in support of State and Federal emergency and disaster response missions on a 24/7 basis, as required.

### 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 in your application. (Legible copy of either diploma, degree, transcripts, record brief, RIP, etc.).
- **All Applicants:** Authorization for Release of Information Form. To view the 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 the 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 a 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 emailed to the California Military Department as **one PDF file** to [SP.SADApplication@cmd.ca.gov](mailto:SP.SADApplication@cmd.ca.gov). Applications must be received by the State Personnel Office no later than **midnight on Tuesday, 10 March 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 as 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:**

- **Leadership or supervisory experience, including task delegation and performance oversight.**
- **Knowledge of project management principles, methodologies, and tools (e.g., planning, risk management, cost control).**
- **Demonstrated experience coordinating or managing projects, including scope, schedule, and deliverables.**