

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

Position Details

Announcement Number: SAD VA 2026-026
Opening Date: 26 February 2026
Closing Date: 4 March 2026
Position Title: HR Risk & Compliance Manager (SAD E-6)
Duty Location: J1, State Personnel Programs (SPP), Rancho Cordova
Selecting Official: Deputy Director, J1, SPP
Projected Employment Date: 4 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 (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

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.

- Must be ARRO certified within two months of hire.
- Possess professional written and oral communication skill and ability to compose concise, professional correspondence.
- Familiarity with Microsoft Office suite of products to include Outlook, Excel, Word, Teams, and Powerpoint.
- Ability to comprehend the State Fund Master Agreement.
- Understanding of the life of a SCIF claim
- Understanding of ESAD pay.
- 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

Incumbent operates independently under the general supervision of the State Personnel Programs Operations NCOIC. The Incumbent coordinates directly with the SCS return to work coordinator, but not in a supervisory capacity, there are no subordinates. The Incumbent retains oversight of all department Emergency State Active Duty (ESAD) State Compensation Insurance Fund (SCIF) claims. Incumbent supervises the WC SCIF NCO

- Participates in relevant briefings and submits reports when required.
- Participates in all WC SCIF related meetings.
- Track and maintain department ESAD SCIF claim records.
- Coordinate with SCS return to work coordinator for educational opportunities and to sync claims, as necessary.
- Receive and quality check (QC) required SCIF claim forms from ESAD unit POCs, submit complete packets to State Fund.
- Liaise with ESAD unit POCs to ensure State Fund RFI's are answered promptly and that injured personnel are returned to work as soon as medically feasible.
- Discuss return to work with ESAD unit POC, physician, and SCIF claims adjuster, as necessary.
- Review/scrutinize medical and payment information. request State Fund investigation as appropriate.
- Go to the scene of the injury or direct the ESAD unit POC to go to the scene of the injury, to collect data, if appropriate (injury vs duties vs location, etc.).
- Question witnesses and others with knowledge of the injury and scrutinize the e3067 to ensure adequate information is collected to determine if the injury is work-related.
- Review State Fund investigations and settlement documents.

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 Wednesday, 4 March 2026**.