

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

Position Details

Announcement Number: SAD VA 2026-066
Opening Date: 15 July 2026
Closing Date: 29 July 2026
Position Title: Human Resources Information System (HRIS) Specialist (SAD E-5)
Duty Location: J1-State Personnel Programs (SPP), Sacramento, CA
Selecting Official: Deputy Director, J1-SPP
Projected Employment Date: TBD

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-5.** 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-4 through E-6** 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.
- At least 2–4 years of experience in HR operations, personnel management, or administrative support.
- Experience working with HR systems or enterprise systems (e.g., ServiceNow, PeopleSoft, IPPS-A, etc.).
- Experience handling personnel actions, records management, or audits.
- Proficiency in ServiceNow (or similar ticketing/workflow system).
- Strong skills in Microsoft Excel (data tracking, reporting, basic analysis).
- Experience with report building and data validation.
- Ability to manage and interpret personnel data and system records.
- HR processes and personnel lifecycle actions (hiring, movement, separations, etc.).

- Data accuracy, compliance, and audit procedures.
- Administrative and records management standards.
- Experience coordinating with technical teams (e.g., IT/J6) and cross-functional stakeholders.
- Ability to draft professional correspondence and reports.
- Strong organizational and follow-through skills.
- 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

The employee works under the direct supervision of the PCR Manager, who establishes priorities, objectives, and deadlines. The employee independently performs personnel management, system administration (e.g., ServiceNow), reporting, and administrative tasks in accordance with established policies and guidance. The employee coordinates with HR, leadership, and technical teams (e.g., J6) to resolve issues, ensure data accuracy, and complete personnel actions, exercising sound judgment in prioritizing work. Complex or sensitive issues are referred to the Operations NCOIC. Completed work is reviewed for accuracy, timeliness, and compliance with applicable requirements rather than the methods used.

Systems Administration, Data Quality & Technical Coordination (ServiceNow/J6):

- System Corrections.
- Position movements in the system.
- Audits in the system.
- Coordinate with J6 to pull information from the system.
- Change requests.
- Training coordinator for ServiceNow.

Personnel & Position Management / HR Operations:

- Assists with managing and monitoring the PCR.
- Assists with managing and monitoring Personnel and Position actions.
- Coordinate for SAD and SCS personnel issues.
- Prep personnel accounting and strength management reports.

Reporting, Analytics & Compliance Deliverables:

- Create and maintain personnel and administrative reports.
- Develop reports.

Records, Correspondence & Executive Administrative Support:

- Prep and maintain records.
- Draft correspondence.
- Provide personnel and admin support to the Director, Deputy Director, Senior Enlisted Leader, State Personnel Programs.
- Support G2 with position descriptions for CACs as needed.

Program/Project & Management Support:

- Administrative support for all HR activities.
- Provide Subject Matter Expertise related to State Personnel Program's needs.
- Other duties as assigned.

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 (not Security Clearance) letter or email. CAARNG/CAANG verification memos are valid for 6 months from the date of signature. California State Guard applicants will have the memorandum completed by CSG HQ. CSG verification memos are valid for 30 Days from the date of signature. 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, 29 July 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 using HR Information Systems (e.g., ServiceNow, IPPS-A, etc.). Include the modules or applications you used, the types of personnel actions or requests you processed, and your role in the workflow.**
- **Describe your experience managing personnel and position actions. Include the types of actions you processed (e.g., hires, reassignments, promotions, separations, position changes), the systems you used, and how you ensured personnel records remained accurate and compliant.**