State of California, Military Department

State Active Duty (SAD)

Vacancy Announcement

1 Position Available

(Current SAD Employees Only)

Position Details

Announcement Number:	SAD VA 2026-098
Opening Date:	28 October 2026
Closing Date:	11 November 2026
Position Title:	Senior Enlisted NCOIC (SAD E-9)
Duty Location:	Youth and Community Programs Task Force (YCPTF)-HQ, Sacramento
Selecting Official:	Commander, YCPTF
Projected Employment Date:	TBD

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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 E-9.** 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 **E-8 through E-9** 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 eligible for EPC/GOEPC Consideration per regulations and board charter.**
- Comprehensive knowledge of California Military Department and California National Guard organization, policies, operations, personnel management, budgeting, logistics, and administrative processes.
- Thorough knowledge of California state personnel laws, rules, policies, and procedures governing State Active Duty personnel, including employee relations, performance management, hiring practices, and applicable labor and administrative requirements.

- Working knowledge of military justice, administrative investigations, and military special staff functions, including Equal Opportunity (EO), Sexual Assault Prevention and Response (SAPR), Sexual Harassment/Assault Response and Prevention (SHARP), Behavioral Health, Inspector General, Staff Judge Advocate, Chaplain, Safety, and related programs to effectively advise commanders and coordinate organizational actions.
- Demonstrated ability to analyze complex operational, personnel, financial, and organizational data; develop performance metrics and executive-level dashboards; identify trends and risks; and formulate data-driven recommendations and courses of action supporting strategic decisions by senior leaders and General Officers.
- Demonstrated ability to develop policy, implement organizational governance, establish internal controls, and lead enterprise-level process improvements across multiple functional areas.
- Advanced proficiency with Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint, Teams, SharePoint, and other enterprise collaboration and data management systems. –
- Must be capable of developing executive briefings, analytical products, reports, and decision-support tools.
- Ability to communicate effectively, both orally and in writing, and to confidently brief, advise, and present complex information to executive leadership, military commanders, government officials, educational partners, and external stakeholders.
- Demonstrated leadership experience supervising military and civilian personnel, developing subordinate leaders, resolving complex organizational issues, and building collaborative relationships across diverse organizations.
- Ability to exercise sound judgment, operate with minimal supervision, manage multiple competing priorities, and maintain the highest standards of professionalism, discretion, and confidentiality.
- Prior experience working with military youth development, education, or leadership programs is highly desirable.
- A bachelor's degree from an accredited institution is preferred.
- Position requires a flexible work schedule, frequent statewide travel, and the ability to respond to Emergency State Active Duty (ESAD) operations and other mission requirements as directed.
- 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 general supervision of the Commander, California National Guard Youth Programs, who establishes overall mission objectives and policy guidance. Exercises direct supervisory authority over Youth Programs Headquarters senior noncommissioned officers assigned to the Administration, Operations, and

Logistics staff sections, providing guidance, oversight, and performance management consistent with established personnel policies and organizational goals.

- Serves as the Senior Enlisted Leader and principal advisor to the Commander, California National Guard Youth Programs, on all matters affecting military personnel, readiness, operations, organizational effectiveness, and strategic initiatives.
- Provides executive leadership, supervision, and direction to Youth Programs Headquarters military and civilian personnel, ensuring integration of administrative, operational, logistical, and personnel functions across the organization.
- Develops, analyzes, and integrates organizational data, performance metrics, readiness indicators, and operational trends to inform senior leader decision-making, identify risks, and recommend courses of action that improve mission effectiveness and organizational performance.
- Develops strategic plans, policies, standard operating procedures, internal controls, and governance frameworks to ensure compliance with applicable federal, state, National Guard Bureau, and California Military Department laws, regulations, policies, and directives.
- Leads organizational planning efforts and synchronizes personnel, training, logistics, and operational activities to support statewide Youth Programs missions and strategic objectives.
- Serves as the Commander's principal enlisted representative in engagements with National Guard Bureau, California Military Department, United States Property and Fiscal Office, educational institutions, state agencies, local governments, contractors, and other internal and external stakeholders.
- Advises senior leaders on organizational readiness, resource allocation, budget execution, personnel management, operational risk, and long-range planning, providing data-driven recommendations to support executive decision-making.
- Supervises, mentors, develops, and evaluates military and civilian personnel assigned to Youth Programs Headquarters while fostering a professional climate built on accountability, leadership development, and organizational excellence.
- Develops and oversees military training programs to ensure cadre maintain proficiency in military instruction, leadership development, drill and ceremony, leadership reaction course operations, and other required military skills supporting Youth Programs.
- Develops, implements, and evaluates enterprise-wide inspection programs, organizational assessments, and corrective action plans to strengthen internal controls, improve compliance, and enhance organizational performance.
- Leads special projects, enterprise initiatives, and organizational modernization efforts, including implementation of new technologies, business processes, and operational systems to improve efficiency and effectiveness.
- Performs 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:** Personnel Status Verification for State Active-Duty (SAD) (CMD 901-13). California State Guard applicants will have the form completed by their CSG Unit. To view Personnel Status Verification for State Active-Duty (SAD) (CMD 901-13), please click https://calguard.ca.gov/wp-content/uploads/sites/62/2026/09/Personnel-Status-Verification-Form-for-State-Active-Duty-901-13.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 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, 11 November 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. Each response is limited to 300 words. Provide specific examples identifying your personal role, decisions, reasoning, and outcomes. Responses are evaluated on judgment, experience, technical competence, and clarity.

Candidate must clearly and concisely identify experience in categories listed below and must be in the following order:

- **Senior Leader Advisement: Describe a situation where you advised a senior leader on a complex issue without a clear regulatory or policy solution. What competing factors and risks did you consider, what recommendation did you make, and what was the outcome? Explain what you would do differently today.**
- **Policy Development and Risk Management: Describe a significant policy, SOP, or organizational process you personally developed or revised. What problem were you addressing, how did you reconcile regulatory requirements with operational realities, and how did you measure effectiveness? Identify one risk you accepted and justify your decision.**
- **Leadership and Accountability: Describe a difficult personnel or organizational performance issue you personally managed. How did you identify the underlying problem, balance accountability with**

organizational needs, and address resistance or disagreement from other leaders? Explain your decisions, the outcome, and lessons learned.

- **Personnel Administration and Regulatory Competence: Describe a complex military or civilian personnel action you managed or advised upon involving multiple or conflicting authorities. How did you determine the governing requirements, coordinate the appropriate administrative or legal review, and ensure a defensible outcome? Identify the applicable authorities, including CMD Regulation 600-1 where relevant, and explain the risks of an incorrect decision.**