State of California, Military Department

State Active Duty (SAD)

Vacancy Announcement

1 Position Available

Position Details

Announcement Number:	SAD VA 2026-100
Opening Date:	3 November 2026
Closing Date:	17 November 2026
Position Title:	Assistant Area II Coordinator (SAD E-6)
Duty Location:	Facilities and Infrastructure (F&I) Area II, Dublin
Selecting Official:	Area II Coordinator, F&I Area II
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 annual 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.
- Possess general knowledge related to construction and maintenance of buildings and civil infrastructure.
- Must possess a high school diploma or equivalent.
- Must be able to effectively communicate orally and in writing.
- Must possess a valid motor vehicle operator's license.
- Must have an operational knowledge of the California National Guard organization and chain of command.
- Strategic and Tactical Thinking: Must demonstrate the ability to operate at both tactical and strategic levels by addressing immediate operational requirements while anticipating future needs, identifying

organizational risks, establishing long-range priorities, and considering the broader effects of decisions on personnel, facilities, resources, and mission accomplishment.

- Communication and Interpersonal Skills: Must be able to communicate effectively orally and in writing with military and civilian personnel at all organizational levels. Must demonstrate the ability to clearly communicate priorities, decisions, risks, constraints, and recommendations and to maintain effective professional relationships with commanders, employees, customers, contractors, governmental agencies, and other stakeholders.
- Facilities Management Knowledge: Must possess sufficient knowledge of facilities operations, maintenance, construction, infrastructure, and related management practices to effectively oversee Area operations, recognize significant requirements and risks, establish priorities, and coordinate with technical subject-matter experts. The position does not require mastery of individual construction trades or engineering disciplines but requires the ability to understand, evaluate, and act upon technical information and recommendations.
- Organizational Knowledge: Must possess, or demonstrate the ability to develop, operational knowledge of the California Military Department and California National Guard organization, chain of command, missions, policies, procedures, and the relationship between State and Federal facilities programs and resources.
- Resource and Fiscal Management: Must demonstrate the ability to responsibly manage personnel, funding, equipment, contracts, and other organizational resources and to establish priorities when available resources are insufficient to address all identified requirements.
- Technology and Management Systems: Must be proficient in Microsoft Office applications, including Outlook, Word, Excel, PowerPoint, and Teams, and possess demonstrated experience with State of California procurement and the Fi$Cal system, and the ability to learn and effectively utilize computerized maintenance management and other departmental systems of record, including Azzier/CMMS.
- Planning and Problem Solving: Must demonstrate the ability to analyze complex problems, distinguish symptoms from underlying causes, evaluate available information, identify appropriate subject-matter expertise, develop and compare courses of action, and provide well-reasoned recommendations to leadership.
- Accountability and Initiative: Must demonstrate personal accountability, initiative, adaptability, and the ability to operate with limited supervision. Must proactively identify emerging requirements and organizational deficiencies, communicate significant risks to appropriate leadership, and take reasonable action within delegated authority rather than relying solely on direction from higher headquarters.
- Military and Emergency Requirements: Must possess military assignments and experience appropriate to the grade of the applicant and be capable of supporting State and Federal missions, including emergency and disaster response, as required.
- Licensing and Travel: Must possess a valid California vehicle operator's license and be capable of frequent travel throughout the assigned geographic Area and other locations as mission requirements dictate.
- Military Standards: Appropriate military uniform with federally recognized or California State Guard rank will be worn in accordance with applicable military regulations. Must meet applicable height/weight, physical fitness, and other military standards prescribed by the member's branch or component of membership.
- 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.

Primary Duties and Responsibilities

The Assistant Area Coordinator (AAC) is directly responsible to the Area Coordinator under the supervision of the Facilities Operations and Maintenance Branch Chief. The AAC serves as the principal assistant to the Area Coordinator and is responsible for the day-to-day operational management of the Area Office. The AAC provides technical and administrative oversight of maintenance operations supporting California Army and Air National Guard facilities within the assigned geographic area, ensuring maintenance activities are executed safely, efficiently, and in compliance with applicable federal, state, and department regulations. The AC exercises direct and indirect supervisory responsibility over a mixed workforce that may include State Active Duty (SAD), State Civil Service (SCS), Federal Technician, Active Guard and Reserve (AGR), and other assigned or supporting personnel. The Assistant Area Coordinator (AAC) serves as the AC's principal assistant for day-to-day Area operations and assumes responsibility for Area operations in the AC's absence. The AC must operate at both tactical and strategic levels, balancing immediate facility, personnel, and maintenance requirements with long-range facilities planning, workforce development, resource prioritization, risk management, and organizational objectives.

- Serves as the principal assistant to the Area Coordinator in managing all facilities operations and maintenance activities within the assigned geographic area.
- Assumes responsibility for management of the Area Office during the absence of the Area Coordinator, including personnel supervision, customer support, workload management, emergency response, and coordination with headquarters staff.
- Provides daily operational oversight of Area maintenance personnel by Monitoring technician assignments; Adjusting workload priorities; Balancing staffing resources; Coordinating emergency responses; Ensuring efficient utilization of personnel and equipment.
- Serves as the Area Office CMMS/Azzier administrator by Reviewing work requests; Assigning work orders; Monitoring backlog.
- Work Management and CMMS Oversight.
- Ensure effective implementation and use of the department's Computerized Maintenance Management System (CMMS), including Azzier or successor systems of record. Provides management oversight of work-order processes, preventive maintenance, corrective maintenance, labor and material reporting, backlog management, and maintenance performance.
- Ensures the Assistant Area Coordinator and assigned personnel maintain accurate and timely records and utilize CMMS data to support workload management, resource allocation, reporting, and management decisions.
- Strategic Facilities Planning and Prioritization: Evaluates facility conditions, mission requirements, and operational risks to identify short-, mid-, and long-range maintenance and infrastructure needs. Ensures requirements are appropriately documented, categorized, prioritized, and communicated through established departmental planning processes to support sustainment, repair, modernization, and capital investment decisions. Develops Area priorities based on mission impact, life-safety risk, regulatory requirements, facility condition, available resources, and long-range organizational objectives.

- Fiscal and Resource Stewardship: Exercises responsible stewardship of State and Federal resources assigned to or utilized within the Area. Plans, prioritize, monitor, and manage assigned maintenance and operating funds and allocates personnel, equipment, funding, and other resources based on mission requirements and established priorities. Ensures expenditures and resource decisions comply with applicable State, Federal, and departmental fiscal requirements. Maintains sufficient knowledge of Fi$Cal and other applicable financial systems to effectively oversee Area fiscal and procurement activities.
- Contracting and Project Oversight: Provides management oversight of public works, service contracts, and other contracted requirements originating within the Area. Reviews and validates requirements; establishes priorities; ensures scopes of work, cost estimates, and supporting documentation accurately describes the requirement; and coordinates with Headquarters staff throughout procurement and execution. Monitors significant construction, repair, and service contract activities to ensure requirements are executed in accordance with approved scope, schedule, funding, quality, and mission objectives.
- Facility Inspections, Condition Assessment, and Compliance: Ensures required facility inspections, condition assessments, BUILDER SMS inspections, Installation Status Reports (ISR), Real Property Inspections (RPI), and other applicable inspections are completed accurately and within established timelines. Ensures identified deficiencies are documented, evaluated, prioritized, and incorporated into appropriate maintenance or long-range planning processes. Ensures Area operations comply with applicable Federal, State, local, and departmental policies, regulations, codes, standards, environmental requirements, safety requirements, and facilities management procedures.
- Customer and Stakeholder Relationships: Serves as the principal Facilities Operations and Maintenance representative within the assigned Area. Establishes and maintains effective working relationships with commanders, facility managers, tenants, Headquarters staff, contractors, governmental agencies, local officials, and other stakeholders. Communicates facility priorities, constraints, risks, and resource decisions clearly and professionally and manages customer expectations consistent with mission requirements, available resources, regulatory requirements, and departmental priorities.
- Organizational Communication and Reporting: Maintains a comprehensive understanding of the operational status, significant requirements, risks, resource constraints, and emerging issues within the Area. Ensures the FOM Branch Chief and other appropriate leadership are informed of significant issues in a timely manner and provides accurate assessments, recommended courses of action, and supporting information necessary for decision-making. Prepares or reviews reports, correspondence, briefings, presentations, and other management products as required.
- Property, Vehicle, and Equipment Accountability: Maintains overall management responsibility and accountability for assigned State and Federal property, vehicles, tools, equipment, trailers, lifts, and other Area assets.
- Ensure inventories, hand receipts, maintenance, utilization, storage, and accountability requirements are completed in accordance with applicable policies and regulations. Ensures assigned resources are properly maintained and effectively utilized in support of Area operations.
- Physical Security and Facility Access: Ensures Area facilities and operations comply with applicable physical security, key control, access control, and sensitive-area requirements. Provides management oversight of Area physical security responsibilities and coordinates with commanders, facility managers, security personnel, and Headquarters staff to identify and resolve deficiencies affecting facility security or mission requirements.

- Emergency Response and Mission Support: Plans, coordinates, and directs Area facilities support during emergencies, disasters, utility failures, mission-critical facility outages, and State or Federal activations. Ensures Area personnel and resources maintain appropriate readiness to respond to emergency requirements. Must be capable of responding on short notice and supporting operations requiring availability outside normal duty hours, including 24/7 emergency response when required.
- Continuous Improvement and Organizational Effectiveness: Evaluates Area operations, processes, workload, staffing, and performance to identify opportunities for improvement. Implements approved policies, procedures, standards, and management initiatives and ensures subordinate personnel understand and execute established requirements. Identifies systemic issues and recommends changes to improve efficiency, accountability, customer support, workforce capability, facility readiness, and stewardship of resources.
- Other Leadership and Mission Requirements: Represents the FOM Branch Chief and the California Military Department, when directed, at meetings, conferences, facility boards, and engagements involving military organizations, governmental agencies, civic organizations, contractors, and other stakeholders. Performs other duties consistent with the responsibilities of the position and supports State and Federal missions as directed.
- 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 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 Tuesday, 17 November26.**

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:

- **Facilities Maintenance Operations and Work Management: Describe your experience planning, prioritizing, and overseeing facilities maintenance, repair, or construction work. Include how you have tracked work requests, assigned work, managed backlog, and used a work order or maintenance management system (such as Azzier, GFEBS, or a similar CMMS) or other records to support decisions.**
- **State Procurement and Fiscal Management: Describe your experience procuring goods, services, and public works through the State of California, including use of Fi$Cal (requisitions, purchase orders, receipting, and invoice/payment processing), CAL-Card, and applicable procurement methods (e.g., informal and formal solicitations, leveraged procurement agreements, small business/DVBE options, and State Contracting Manual requirements). Include the types and dollar values of procurements you have managed, your experience developing scopes of work and cost estimates, and how you tracked funds and contractor performance through completion.**
- **Leadership and Decision-Making: Describe the most complex operation, project, or team you have been responsible for leading. State its scope (number of personnel, facilities, dollar value, and timeline) and your specific role. Explain how you organized and prioritized the work, describe a significant decision you made with incomplete information or insufficient resources and the alternatives you considered, explain how you communicated risks and your recommendation to leadership, and state the measurable outcome. If you have acted in your supervisor's absence or led a response to an emergency or facility failure, describe what you were responsible for and what you did.**