

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

### Position Details

Announcement Number: SAD VA 2020-094  
Opening Date: 13 October 2020  
Closing Date: 28 October 2020  
Position Title: Knowledge Manager (SAD O-2)  
Duty Location: JTF-Cyber, Mather, CA  
Selecting Official: Director, JTF-Cyber  
Projected Employment Date: 1 December 2020

### Vacancy Announcement Details

The Military Department is accepting applications for the State Active Duty position indicated above. This vacancy announcement expires **28 October 2020** unless sooner rescinded. 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 w/ Change #1. 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-2.**

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 (Air, Army, CSG) in the grades O-1 through O-3 may apply. Applicants must have a military affiliation per Para 3-2 of CMD Reg. 600-1. Applicants who are not current members of the California Military Department may apply, however, applicants must meet military affiliation requirements at the time of appointment. CSG members who have no prior federal military experience must be a member of the CSG in good standing for a minimum of two years for eligibility for SAD vacancies. CSG members must submit a copy of their CSG orders with their application. Non-members of the California Military Department (Air, Army, CSG) must submit a Letter of Intent to meet qualifying military affiliation at the time of appointment along with their application.

- Completion of military (NCO Academy) and civilian education (High School diploma or equivalent) requirements commensurate with the grade of the applicant are required. Attach documentation of your highest level of civilian education.
- Applicant must meet, and maintain, federally recognized medical fitness standards. Attach a current copy, within the past twelve months, of your military component's verification of these requirements. (See instructions at the end of this announcement for required component-specific documents.)
- Appropriate military uniform with federally recognized, or CSG recognized, rank will be worn in accordance with military regulation.
- Must be able to pass both State and Federal background checks (Live Scan) upon hire date. Continuation of employment is contingent upon maintaining favorable State and Federal background checks.
- Must possess a valid state driver's license. Attach a current copy, within the past six months, of your Department of Motor Vehicle's printout.
- Must possess, at minimum, a SECRET clearance, however, a TOP SECRET clearance with Sensitive Compartmented Information eligibility is preferred.

**The following knowledge, skill and abilities will be considered when making the selection but are not all required.**

- Knowledge of computer networking concepts and protocols, and network security methodologies.
- Knowledge of risk management processes (e.g., methods for assessing and mitigating risk).
- Knowledge of laws, regulations, policies, and ethics as they relate to cybersecurity and privacy.
- Knowledge of cybersecurity and privacy principles.
- Knowledge of cyber threats and vulnerabilities.
- Knowledge of specific operational impacts of cybersecurity lapses.
- Knowledge of cyber defense and vulnerability assessment tools and their capabilities.
- Knowledge of the capabilities and functionality associated with content creation technologies (e.g., wikis, social networking, content management systems, blogs).
- Knowledge of the capabilities and functionality associated with various technologies for organizing and managing information (e.g., databases, bookmarking engines).
- Knowledge of the capabilities and functionality of various collaborative technologies (e.g., groupware, SharePoint).
- Knowledge of the organization's core business/mission processes.
- Knowledge of Cloud-based knowledge management technologies and concepts related to security, governance, procurement, and administration.
- Knowledge of data classification standards and methodologies based on sensitivity and other risk factors.
- Knowledge of taxonomy and semantic ontology theory.
- Knowledge of Personally Identifiable Information (PII) data security standards.
- Knowledge of Payment Card Industry (PCI) data security standards.
- Knowledge of Personal Health Information (PHI) data security standards.
- Knowledge of use cases related to collaboration and content synchronization across platforms (e.g., Mobile, PC, Cloud).
- Knowledge of an organization's information classification program and procedures for information compromise.

- Knowledge of the principal methods, procedures, and techniques of gathering information and producing, reporting, and sharing information.
- Knowledge of data mining techniques.
- Knowledge of database theory.
- Skill in conducting information searches.
- Skill in conducting knowledge mapping (e.g., map of knowledge repositories).
- Skill in the measuring and reporting of intellectual capital.
- Skill in using knowledge management technologies.
- Ability to match the appropriate knowledge repository technology for a given application or environment.

### Primary Duties and Responsibilities

Supervised by the California Office of Emergency Services, Cyber Security Integration Center Mission Support Branch Chief, or designee. The Mission Support Branch Chief, or designee, will provide day-to-day supervision, assignment of work schedule and validation of hours worked by the employee.

**The following tasks may be assigned, depending on the needs of the department:**

- Construct access paths to suites of information (e.g., link pages) to facilitate access by end-users.
- Develop an understanding of the needs and requirements of information end-users.
- Managing and administering processes and tools that enable the organization to identify, document, and access intellectual capital and information content.
- Monitor and report the usage of knowledge management assets and resources.
- Plan and manage the delivery of knowledge management projects.
- Provide recommendations on data structures and databases that ensure correct and quality production of reports/management information.
- Lead efforts to promote the organization's use of knowledge management and information sharing.
- Manage the indexing/cataloguing, storage, and access of explicit organizational knowledge (e.g., hard copy documents, digital files).
- Design, build, implement, and maintain a knowledge management framework that provides end-users access to the organization's intellectual capital.
- Promote knowledge sharing between information owners/users through an organization's operational processes and systems.
- Providing the support, administration, and maintenance necessary to ensure effective and efficient information technology (IT) system performance and security.
- Performs other duties as assigned.

### Instructions for Submitting Applications

To request a State Active Duty Appointment Application or CSG AHA forms, please contact State Personnel Programs by email at [ng.ca.caarng.mbx.sad-application@mail.mil](mailto:ng.ca.caarng.mbx.sad-application@mail.mil) for assistance.

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 required documents will not be considered.**

- **All Applicants:** Documentation of your highest level of civilian education listed on your application. (Legible copy of either diploma, degree, or transcripts).

- **Readiness:** Include any documentation for current flagging actions. SM must include memo signed by commander indicating circumstances and disposition mitigation.
- **CA Army National Guard (CAARNG) Applicants:** APFT (DA Form 705) and MEDPROS IMR, current within the past twelve months. **(Due to the CA NG inability to conduct APFT qualification during the current COVID - 19 Restrictions, the 12 month APFT (DA Form 705) requirement has been extended to: Current within the past 18 months).**
- **CA Air National Guard (CA ANG) Applicants:** ARCNet Individual Readiness Detail, current within the past twelve months. **(Due to the CA NG inability to conduct APFT qualification during the current COVID -19 Restrictions, the 12 month ARCNET requirement has been extended to: Current within the past 18 months).**
- **CA State Guard (CSG) Applicants:** Complete and submit the CA 3024-1 Member AHA Form. Once appointed, each CSG service member will be required to complete and submit, in its entirety, additional SAD Medical Readiness Standards requirements, not to exceed beyond one year after hire date.
- **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.
- **CSG Applicants:** CSG Orders – CSG Applicants only
- **Deployed Service Members:** Title 10 OCONUS Orders - Currently deployed service members only

Complete applications and all supporting documents may either be mailed to Joint Force Headquarters, Director of State Personnel Programs, Attn: NGCA-JSD-SP (Box #27), 9800 Goethe Road, Sacramento, CA 95827, **Or** e-mailed as **One PDF file** to [ng.ca.caarng.mbx.sad-application@mail.mil](mailto:ng.ca.caarng.mbx.sad-application@mail.mil). Applications mailed, or e-mailed, must be received by the State Personnel office no later than the **close of business on Wednesday, 28 October 2020.**