

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

### Position Details

Announcement Number: SAD VA 2021-084  
Opening Date: 17 November 2021  
Closing Date: 1 December 2021  
Position Title: Deputy Director, Work for Warriors (SAD O-3)  
Duty Location: Sacramento, CA  
Selecting Official: Director, External Affairs  
Projected Employment Date: 1 January 2022

### Vacancy Announcement Details

The Military Department is accepting applications for the State Active Duty position indicated above. This vacancy announcement expires **1 December 2021** unless sooner rescinded.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, dated 21 April 2020. 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-3.** 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-4** 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 and civilian education requirements commensurate with the grade of the applicant are required. **Attach documentation of your highest level of civilian education.**

- Must have demonstrated ability to make routine managerial decisions, exercise independent judgment and effectively prioritize a diversified workload.
- Must possess sound verbal and written skills to effectively communicate across a broad spectrum of military, federal and state government agencies, and civilian partners.
- Must have a thorough understanding of budgets and ledgers.
- Must be familiar with the Beyond the Yellow Ribbon (BYR) program and its mission.
- Must possess a working knowledge of Federal Contracts and contracting requirements.
- Must have demonstrated experience with the State procurement process and the Fi\$Cal system.
- Thorough knowledge of the California EDD and the US DOL and their employment reporting.
- Must be well versed in the capability, demographics, and reach of trending social media.
- Must be familiar with the Work for Warriors program, its mission, and its processes.
- Must possess leadership skills to motivate staff to work as an effective team.
- Demonstrated experience managing personnel.
- Experience in administration of hiring/interview boards.
- Must have strong working knowledge of Microsoft Office suite of applications: Word, Excel, PowerPoint, Teams and Outlook.
- Experience in sales and/or recruiting.
- Strong ability to network in diverse array of business, military, and para-military environments.
- Must be able to travel frequently and remain overnight when necessary.
- Required to meet height/weight and physical fitness standards prescribed by their military branch of membership.
- 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.)**
- Must pass Live Scan upon hire date.
- 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). 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.**

### Primary Duties and Responsibilities

Work for Warriors' Deputy Director is directly responsible to the Program Director. Supervision is general in nature and primary work assignments are performed independently within established guidelines. Normal procedures for the military chain of command will be in effect and incumbent will be second-in-charge of the team with the authority to task team members with individual responsibilities. Incumbent functions under the general supervision of the Work for Warriors Director and is responsible for executing and enforcing the Director's guidance and intent. The Deputy Director ensures that the Director is informed of matters concerning Work for Warriors and coordinates and synchronizes plans with the State Active Duty (SAD) staff; the Deputy serves as the principal supervisor to the Project Officer, and the Operations NCOIC. Incumbent exercises considerable independent judgment in the performance of duties.

- Manage Federal and State budgets for the program. The Deputy Director is the program Budget Officer and must know the financial status at any given time.
- Maintains current contracts and develops future contracts for program needs.
- Continually engages with the Beyond the Yellow Ribbon (BYR) program to maintain Federal funding.
- Interfaces with the USPFO throughout the year to ensure Work for Warriors' Federal contract(s) execute successfully, without gaps in coverage.
- Manages State procurements and purchases utilizing P&C guidelines and Fi\$Cal.
- Charged with identifying and maintaining locations/agreements for suitable workspace for Work for Warriors' team members throughout the State.
- Collaborates with inter- state Work for Warriors and Employment Initiative partners to coordinate national efforts for funding, program representation, and develop best operational practices.
- Grows the Work for Warriors brand. Liaise with non-partner states to share best practices and market the program to those considering a Work for Warriors platform.
- Coordinates with intra-state partners to integrate and offer Work for Warriors' services to a wide array of candidates.
- Follow State and National politics to analyze potential effects on employment.
- Manage the administration of all internal hiring boards and direct the development of interview questions and process.
- Responsible to develop, mentor, and coach the Project Officer.
- Maintains direct communication with the Contractor Lead and acts as a liaison between the Director and the Lead.
- Responsible to nominate Contract Office(s) Representative(s)COR(s), as necessary, for program contacts and maintaining regular communication with COR(s).
- Ensures that all parameters of contracts are being met by all parties and engaging the COR as necessary.
- Functions as the primary Work for Warriors spokesperson for all required Military Department briefs/meetings and for all community partner events. Many public events are political in nature and require an engaging demeanor and flawless professional bearing.
- Engages in a multitude of business networking events throughout the State.
- Functions as the SME on the Work for Warriors business model and history.
- Performs staff planning and coordination as required for development, career, and conference type events.
- Directs Social Media activities and campaign plan in coordination with the social media SME(s).
- Perform as a Veteran Staffing Consultant (VSC) when needed. Every team member is a VSC; the Deputy must know the process to oversee the process, and fill-in as necessary.
- Performs a variety of other duties as assigned and as necessary.

### Instructions for Submitting Applications

To request a State Active Duty Appointment Application or CSG AHA forms, please contact State Personnel Programs by email at [SP.SADApplication@cmd.ca.gov](mailto:SP.SADApplication@cmd.ca.gov) 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: Are required to submit documentation of COVID-19 vaccination.**

- **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:** Attach 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 31 March 2022 and must not be dated any earlier than 31 March 2019. Army Directive 2020-006 (Army Combat Fitness Test) allows Soldiers to continue to take and record an APFT to overcome a flag).**
  - **CA Air National Guard (CA ANG) Applicants:** Are required to submit Report on Individual Person (RIP), and ARCNet Individual Readiness Detail, current within the past twelve 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 CAARNG Applicants:** Are required to submit Personnel Qualification Record (PQR), Enlisted Record Brief (ERB).
  - **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 [SP.SADApplication@cmd.ca.gov](mailto:SP.SADApplication@cmd.ca.gov). Applications mailed, or e-mailed, must be received by the State Personnel office no later than the **close of business on Wednesday, 1 December 2021**.

## 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.**

- Describe your background, experience, and working knowledge of direct placement employment programs and veteran employment programs, with examples.
- What job experience do you have that relates to the Deputy Director position (job description) and how?
- Describe your experience in managing State Active Duty (SAD) members and overseeing contractors.
- Describe your Federal and/or State contracting experience. Include any purchasing and procurement experience.
- What public speaking and/or networking experience do you have?
- Why are you a highly qualified candidate for this position? What can you offer the program?