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

Position Details
Announcement Number: SAD VA 2022-031
Opening Date: 3 May 2022
Closing Date: 13 May 2022
Position Title: Boards Administrator (SAD E-6)
Duty Location: State Personnel JFHQ, Sacramento, CA
Selecting Official: Director, State Personnel
Projected Employment Date: 1 June 2022

Vacancy Announcement Details
The California Military Department is accepting applications for the State Active-Duty position indicated above.
This vacancy announcement expires 13 May 2022 unless sooner rescinded.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 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 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 E-5 through E-7 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.
• Knowledge of California Military Department State Active-Duty processes, policies, and procedures.
• Knowledge of federal standards (administrative, medical) for all branches of service as well as possess the ability to interpret and apply different regulatory standards of all military service branches.
Must be familiar with CMD 600-1 and have a running knowledge of specific paragraphs and chapters that pertain to topics that often affect the retention or separation of State Active-Duty Service Members.

Health Insurance Portability and Accounting Act (HIPAA) Certified; and a minimum of one years’ work experience in a job requiring HIPPA compliance.

Ability to work in an office environment interacting with both State Active-Duty and State Civil Service personnel and able to perform duty during irregular hours and on weekends, traveling overnight when necessary.

Must be capable of performing multiple concurrent tasks with mission-type guidance and minimal supervision.

Must have superior written/spoken communication skills.

Skills in use of Microsoft Office and a variety of database programs.

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.

Military assignments appropriate to the grade of the applicant are required.

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).

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**

Incumbent will perform administrative duties under the direct supervision of the Supervisory Human Resources NCOIC.

- Provides administrative support to the State Personnel Director, Deputy Director, and Executive Officer.
- Prepares comprehensive reports and maintain records and files on knowledge management, prepares, composes, edits and processes reports, publications, and memos consistent with personal standards and formats.
- Assists with the development and preparation of formal presentations, prepares materials and binders for programs and meetings.
- Processes confidential documents and communicates with key CMD leaders when it comes to sensitive issues i.e., Medical Evaluation Board (MEB), Proposed Disciplinary Action (PDA), Disciplinary Action Board (DAB), and other adverse actions that may affect the livelihoods of State Active-Duty Service Members.
- Assists with the coordination of the Career Assessment Board (CAB), Selective Retention Board (SRB), and Grade Compatibility Council (GCC).
- Collects and Process Manpower and Personnel Advisory Council (MPAC) action requests.
- Process CalPERS membership requests as defined by Senate Bill 14 (SB14).
• Assists with Position Control Report (PCR) maintenance. Submits change in established position actions on STD Form 607 when necessary.
• Reviews state payroll reports such as Schedules 7 and 8.
• Assists with State Active-Duty Vacancy Announcements.
• Collects and tracks State Active-Duty Evaluations.
• Assists with establishing suspense dates, monitoring the timely completion and delivery of products.
• Assists with Live Scan and background checks.
• Works with other command’s directorates, as necessary.
• This position requires a wide variety of additional duties.

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 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 most recent APFT/ACFT (DA Form 705) and MEDPROS IMR.
• **All CAARNG Applicants:** Are required to submit a Record Brief (ERB).
• **CA Air National Guard (CA ANG) Applicants:** Are required to submit Report on Individual Person (RIP), and ARCNNet 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 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. Applications mailed, or e-mailed, must be received by the State Personnel office no later than the close of business on Friday, 13 May 2022.