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

Position Details
Announcement Number: SAD VA 2022-038
Opening Date: 2 May 2022
Closing Date: 16 May 2022
Position Title: Placement Coordinator (SAD E-5)
Duty Location: California Job ChalleNGe Academy, Los Alamitos, CA
Selecting Official: Program Manager, California Job ChalleNGe Academy
Projected Employment Date: 15 June 2022

Vacancy Announcement Details
The Military Department is accepting applications for the State Active-Duty position indicated above. This vacancy announcement expires 16 May 2022 unless sooner rescinded.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-5.
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
California Job ChalleNGe Academy is a smoke-free environment; smoking is not authorized on duty or on Institute premises.
• Active members of the California Military Department (Air, Army, CSG) in the grades E-4 through E-6 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.
• Possess at least two years of managerial, administrative or leadership experience.
• Experience supervising and/or counseling youth is desired.
• Experience in recruiting youth to include experience conducting presentations for recruiting purposes is desired.
• Experience as a youth mentor is desired.
• Flexible work schedule requirement including nights and weekends when the academy mission dictates.
• Ability to obtain and maintain a valid military bus driver's license required.
• 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**

Works under the supervision of the California Job ChalleNGe Academy Director.

- Coordinates job placement opportunities; establishes and maintains relationship with employers and workforce agencies.
- Establishes necessary transitional resources such as job placement and internship opportunities for Job ChalleNGe Scholars.
- Provides professional presentations to community organizations and agencies, to promote the mission of CAJC.
- Responsible for recruitment of Job ChalleNGe scholars to include organizing recruiting activities and events, and the supervision of the California Job ChalleNGe Outreach, Admissions, and Recruitment (OAR) Staff.
- Responsible for Academy’s OAR departments development of participants and fostering effective working relationships with multiple public, government, and private agencies, including law enforcement, probation, education agencies, private industry, and the public.
- Responsible for the development of OAR staff work schedules including the management of leave requests and staff assignments.
- Establishes and maintains Community Based Organizations supporting the mission of CAJC.
- Promotes positive relationships in the community through involvement with community organizations and community service projects.
- Develop and implement necessary programs that promote positive placement in the Post Residential Phase of CA Job ChalleNGe.
- Be available for ESAD surge operations to assist State Personnel, Comptroller, J-staff response in the event of SAD Emergency.
• Perform duties as a bus driver and other additional duties as assigned by the Program Manager.
• Perform 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 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 (CAARRNG) Applicants: Attach most recent APFT/ACFT (DA Form 705) and MEDPROS IMR.
• All CAARRNG 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 ARCPNet 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 Monday, 16 May 2022.

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:

- Describe your background, experience, education, and/or training in Outreach, admissions, or recruitment. Please provide an example of your experience building working partnerships with outside agencies or community entities to support your organizations mission.
- Describe your experience working with youth.
- Please describe your experience in a supervisor or leadership role, managing schedules, and managing a calendar of events for your team.
- What is your experience with public speaking in a small to a large group setting?
- What is your level of skill with Windows Suite Office? Example: Word, Excel, PowerPoint, etc.