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

Position Details
Announcement Number: SAD VA 2022-039
Opening Date: 2 May 2022
Closing Date: 16 May 2022
Position Title: Program Manager (SAD CW2/O-2)
Duty Location: California Job ChalleNGe Academy, Los Alamitos, CA
Selecting Official: Chief of Staff, Youth Programs
Projected Employment Date: 15 June 2022

Vacancy Announcement Details
The California 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 This vacancy announcement expires 16 May 2022 unless sooner rescinded.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 CW2/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
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 W1 through CW3, 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.
Primary Duties and Responsibilities
Works under the supervision of the Chief of Staff, Youth Challenge Programs.

- California Job ChalleNGe (CAJC) Program Manager will be responsible for achieving the goals as defined by the Department of Defense, National Guard Bureau and Youth and Community Program Task Force and will manage and administer the CAJC program.
- Responsible for direct supervision of the Fiscal Officer, Operations NCO, Placement Coordinator Lead, two satellite Placement Coordinator team leads, two Platoon Sergeants and a Logistics NCO.
- Responsible for the safety, health, morale, and well-being of all Academy personnel and participants.
- The Director organizes and supervise education and job placement goals of at risk 17 1/2 to 20 1/2 old students and is responsible for their safety and wellbeing.
- Establishes and maintains effective working relationships with multiple public, government and private agencies, partner high school and college education entities, public and private industries and employers, and the public.
- Creates and maintains internal controls to ensure the CAJC program is operating within all established laws, regulations, policies.
- Oversees the quantity and quality of Academy activities, ensuring that they meet the standards prescribed in the Master Cooperative Agreement and SOPs.
- Provides accurate reporting of youth associate progress and placement, program statistical data, budgetary reports, and other reporting criteria as established by the National Guard Bureau, YCPTF Commander, Director, or other supporting agencies.
• Oversees the selection, training, evaluation and development of all assigned staff and cadre.
• Manages the general administration of the Academy, including purchasing, facility management and maintenance.
• Provides assistance in the development of other academy endeavors; exercises judgment and initiative in planning, developing, and executing positive program performance in all CAJC functions.
• 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 (CAARNG) Applicants: Attach most recent APFT/ACFT (DA Form 705) and MEDPROS IMR.
• All CAARNG Applicants: Are required to submit a Record Brief (ORB).
• 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 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 teaching, training, and mentoring youth, or adults.
- Describe a situation where you dealt with a youth or other individual in crisis and how you managed the situation or mitigated risk through de-escalation.
- Describe your experience working with outside agencies or community partners to achieve a desired outcome.
- Please explain your experience planning and coordinating events and managing projects while supervising subordinate staff.
- Describe your experience working with difficult and complex persons or groups, especially parents of youth.