STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road - P. O. Box 269101
Sacramento, California 95826-9101

CAJS-J1-SP 19 August 2009

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty Vacancy Announcement 2009-40 – Expires 8 September 2009

1. The Military Department is accepting applications for the Term State Active Duty position indicated below. Applicants should submit their applications as soon as possible. A term appointment is greater than six months and provides full benefit status for the appointee and his/her beneficiaries. ***Soldier/Airman selected for this position will be paid at their federal or California State Military Reserve pay grade, not to exceed E-5.*** This vacancy announcement expires 8 September 2009, unless sooner rescinded. **Continuation and subsequent extension of service of selected applicant will be determined by the status of the current incumbent of this position, who is currently on Indefinite Military Leave (Furlough).**

2. This announcement has minimum requirements. Failure to comply with 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 paragraphs 3, 4, 5 and the suggested checklist at the end of this announcement.

a. **TITLE AND PAY GRADE:**	**Emergency Shelter Program (ESP) Administrative NCO (SAD E-5)**
b. **EMPLOYMENT LOCATION:**	**JFHQ, Sacramento, CA**
c. **PROJECTED EMPLOYMENT DATE:**	**21 September 2009 *** ****Pending Availability of Funds***
d. **SELECTING SUPERVISOR:**	**ESP Manager**

3. The basic qualification requirements are:

a. Military Service: Member of the active or retired California Army or Air National Guard, or active member of the California State Military Reserve in the grades of E-4 through E-6 may apply. An individual in a civilian status, who is eligible to become an active member of the California State Military Reserve in the military grade of E-4 through E-6 must submit an application under this criteria and be accepted by the State Military Reserve prior to appointment to State Active Duty.

b. Education/Experience:

(1) Successful completion of high school or equivalent. **Attach a copy of your high school diploma or GED certification.**

(2) Possess office administration experience performing the duties of an Administrative Assistant or equivalent.

(3) Knowledgeable of the requirements for preparing and managing military and civilian correspondence in accordance with AR 25-50, *Preparing and Managing Correspondence*.

(4) Enrolled into or successful completion of appropriate level of NCO Military Education is required. **Attach a copy of appropriate military certification completion for your federally recognized grade or a copy of proof of current enrollment**.

c. Other experience:

(1) Demonstrated ability to solve problems. Excellent written and verbal communications skills and the ability to communicate effectively with individuals at all levels in the legislature, community, and military organizations with professionalism, proper protocol and empathy are required.

(2) Incumbent must have a working knowledge of Microsoft Outlook, Word, Access, Excel, Power Point and Sharepoint Programs.

(3) Must be familiar with California National Guard operations and organizational structure.

4. The qualification requirements that are desirable are:
   a. Ability to type a minimum of 30 words per minute.
   b. Possess excellent attention to detail.
   c. Possess a post-secondary civilian education degree of Associate or higher.

5. The principle job functions are:
   a. Under the direct supervision of the ESP Operations Manager, the incumbent's duties include:
      (1) Provides administrative and clerical support to the ESP as well as the Governmental Affairs director and staff.
      (2) Assists with ensuring required weekly reports are completed and published in a timely manner.
      (3) Receives visitors, answers telephone calls and exercises judgment in screening and referring calls and visitors to the appropriate staff personnel.
      (4) Receives and distributes incoming correspondence.
      (5) Schedules appointments, meetings, and makes travel arrangements.
      (6) Prepares and submits travel claims.
      (7) Assists in maintaining office files.
      (8) Receives daily shelter reports from armory supervisors and prepares consolidated ESP daily armory usage and client tracking reports.
      (9) Receives SAD armory supervisor payrolls (SAD payroll sheets, OTAG Form 14s) from senior full-time armory employees, checks for accuracy and completeness, submits payroll to State Personnel and monitors for timely preparation and payment.
   b. Incumbent performs other duties as assigned.

6. Other Requirements:
   a. Applicants must meet and maintain physical fitness and weight/height requirements in accordance with published standards. **Attach a copy of your military component's verification of these requirements**
   b. Applicant must possess a valid California Driver's license. **Attach a copy of your current driver's license**.
   c. Appropriate military uniform will be worn in accordance with military regulations.

7. The individual selected for this position will 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, Pre-paid Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

8. Reimbursement for moving and relocation expenses will not be paid.

9. Submit a completed OTAG Form 900-8 (SAD Appointment Application) and all required supporting documentation to Joint Force Headquarters, Directorate of State Personnel Programs, ATTN: CAJS-J1-SP, #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAJS-J1-SP Web Site at http://www.calguard.ca.gov/casp/Pages/sad.aspx or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Applications must be received in State Personnel no later than the close of business on 8 September 2009. Applications will not be accepted via fax or email.**

FOR THE DIRECTOR, JOINT STAFF:

Jeffrey W. Magram (19 Aug 09)
JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

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The following is a suggested check sheet for each individual applicant to review to provide the most complete and accurate application. Explain negative responses.

Submission Requirements	Self Check
Have you completed and signed the application form?	
Have you attached a copy of height, weight & physical test verifications?	
Have you attached a copy of your California Driver's license?	
Have you attached a copy of your High School Diploma or GED?	
Have you attached a copy of your appropriate military certification for your federally recognized grade or proof of current enrollment?	

If current member of the State Military Reserve or Retired California Army/Air National Guardsperson, complete and sign our height, weight and military appearance verification form (available at http://www.calguard.ca.gov/casp/Pages/sad.aspx) that indicates your current medical fitness.