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

CAJS-J1-SP 27 August 2009

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty Vacancy Announcement **2009-41** – Expires 16 September 2009

1. The Military Department is accepting applications for the State Active Duty (SAD) position indicated below. Selected applicant will be provided a permanent appointment, which provides full benefits and status for the appointee and his/her beneficiaries. Continuation and subsequent extension of service of the selected applicant will be determined by the individual's performance of duty and continuation of funding. This vacancy announcement will expire on **16 September 2009** unless sooner rescinded.

2. This announcement has minimum requirements. If you fail to meet these requirements, your application will not be considered. 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:**	**Supervisory Human Resource NCOIC (SAD E-8)**
b. **EMPLOYMENT LOCATION:**	**JFHQ, Sacramento, CA**
c. **PROJECTED EMPLOYMENT DATE:**	**21 September 2009**
d. **SELECTING SUPERVISOR:**	**Director, State Personnel Programs**

2. The basic qualification requirements are:

a. Military Service: Current State Active Duty personnel in the grades of E-7 through E-9.
b. Education/Experience: Completion of military educational and civilian requirements commensurate with the grade of the applicant. Must possess high school diploma.
c. Military assignments preferred: Assignments appropriate to military occupational specialty of the position (MOS 42a, or AFSC 3S091)
d. Communication Skills: Ability to create official military memorandums, civilian letters, and other correspondence within the CMD and other agencies. Must be able to effectively communicate orally and in writing. Must be able to conduct classes and training via web services (VTC) and on-site presentations to department personnel and senior military commanders.

4. Other minimum requirements:

a. Demonstrated supervisory abilities to manage and direct subordinates to accomplish program goals and objectives. Ability to deal with people and give clear and concise instructions in a tactful, patient manner.
b. Five years experience with State payroll system and State retirement system.
c. Five years experience with State benefits processes. Knowledgeable of available benefits to military department personnel.
d. Five years experience with the Emergency State Active Duty (ESAD) system.
e. Appropriate military uniform with federally recognized or State Military Reserve rank will be worn in accordance with military regulation.
f. Five years experience with California State regulations and policies regarding employee benefits.
g. Applicants are required to meet height/weight and physical fitness standards prescribed by their military branch of membership. **Submit current height/weight and physical fitness test results with application.**
h. Submit with the application addressed to the Director State Personnel Programs a two page military memorandum, per Army Regulation 25-50, outlining your understanding of the State Personnel Process as a Supervisory Human Resource NCOIC.

5. Principal duty functions:

Works under the direct supervision of the Director and Deputy Director, State Personnel Programs, and is the first-line supervisor for all State Personnel Human Resource actions.

a. Provides overall supervision of daily activities of all State Personnel Programs staff at the direction of the Deputy Director. Organizes all internal functions and develops written standardization plans to ensure smooth tasking for staff and CMD employees (SAD/SCS).

b. Provides organizational skills and training for new electronic based programs. Develop training programs for office automation, State Personnel Century 21 (MyCalPAYS) project training for staff and satellite locations.

c. Standardizes all payroll, health benefits, retirement, Emergency State Active Duty procedures, military leave and SCIF procedures.

d. Monitors State Active Duty vacancy announcement program, ensuring CA ARNG 600-1 is followed for fair and equitable hiring practices.

e. Interacts with other State agencies such as State Controller's Office (SCO), Department of Personnel Administration (DPA), and California Public Employees' Retirement System (CalPERS).

f. Establishes office Standardization Operating Procedures (SOP) booklet.

g. Acts as Position Control Report (PCR) manager which melds all payroll and position control functions within the CMD and SCO.

h. Works with the State Civil Service Staff Services Manager to coordinate all SAD and SCS procedures within the SPP.

i. Senior developer of training programs for State Personnel staff and satellite locations for newly automated programs.

j. Attends meets as directed by the Director or Deputy Director.

6. 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.

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

8. Submit a completed and signed OTAG Form 900-8 (SAD Appointment Application) with all required supporting documentation, and a military Biographical Summary or resume 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 (Bottom of page), 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 office no later than the close of business on 16 September 2009. Applications will not be accepted via fax or email.**

FOR THE DIRECTOR, JOINT STAFF:

Jeffrey W. Magram (27 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 up front. 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, two page Memorandum to Director State Personnel?	
Have you attached a military biographical summary or resume?	