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

CAAG-SP 16 December 2009

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty (SAD) Vacancy Announcement 2009-69 – Expires 11 January 2010

1. The Military Department is accepting applications for the temporary State Active Duty position indicated below. This vacancy announcement expires 6 January 2010 unless sooner rescinded. The selected applicant will be appointed to temporary State Active Duty that provides full benefit status for his/her beneficiaries. ***The individual selected for this position will be paid at their federal or California State Military Reserve pay grade, not to exceed W-1 capped at four years of service*** Continuation and subsequent extension of service of the selected applicant will be determined by the individual's performance of duty as well as continuation of funding.

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:	**Counselor (SAD W-1 Capped at 4 years of Service)**
b. EMPLOYMENT LOCATION:	**Sunburst Youth Academy, Los Alamitos, CA**
c. PROJECTED EMPLOYMENT DATE:	**1 February 2010**
d. SELECTING SUPERVISOR:	**Commandant, Sunburst Youth Academy**

3. The basic qualification requirements are:

a. Military: Members of the active or retired California National Guard or active members of the California State Military Reserves in the grades of W-1 through W-2 may apply. An individual in a civilian status who is eligible to become an active member of the California State Military Reserves in the military grade of W-1 may submit an application under these criteria and be accepted by the California State Military Reserve **prior** to appointment to State Active Duty.

b. Education/Experience: Completion of a Baccalaureate degree in Social Sciences, Education, Counseling or a related field is required. Possess working experience performing the duties of a Counselor or equivelent. Experience working with youth is required. Completion of military and civilian education commensurate with the grade and service of the incumbent. **Attach documentation to support this requirement.**

c. Military Assignments: Assignments appropriate to the grade of the applicant.

d. Must be able to pass both State and Federal background checks.

e. Applicants must possess a valid state driver's license. **Submit a copy of your current driver's license and Department of Motor Vehicles printout.**

f. Applicants must **submit a letter of recommendation from current supervisor or Unit Commander and/or First Sergeant.**

g. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. **Attach a copy of your military component's verification of these**

requirements. If a current member of the California State Military Reserve or a 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.

h. Appropriate military uniforms are required (with federally or CSMR recognized rank) and grooming standards will be maintained in accordance with military regulation.

i. Must be available for flexible work schedule requirements, including nights and weekends when the academy mission dictates.

j. Communication Skills: Must be able to effectively communicate orally and in writing. Applicant will be asked to produce a short, handwritten report during the interview process.

4. Other requirements are indicated below:

a. Completion of graduate level coursework or a graduate degree in Counseling, Education, or Social work is preferred.

b. Experience/training in counseling or psychology is desired.

c. Strong computer skills with IBM compatible, Windows OS and MS Office Suite experience desired.

5. Principal duties and responsibilities:

Under the supervision of the Sunburst Youth Academy Lead Counselor, a Youth Challenge Counselor performs the following duties:

a. Plans, coordinates, and administers student counseling activities.

b. Assists staff in working more effectively with individual students.

c. Assists with student goal planning activities.

d. Serves on Cadre Discipline Board and Commandant Discipline Board.

e. Facilitates and teaches counseling classes on Anger Management, Ethics and Morality, and Personal Development.

f. Provides liaison support between staff and students, course development, learning activities and provides evaluation and feedback

g. Assists with transcript interpretation and credit assessment.

h. Coordinates medical and psychological appointments with parents; keeps parents informed on the progress of their student, particularly when the student is struggling.

i. Develops curriculum, facilitates and assesses the progress of cadet groups; (QUADS) in accordance with NGB MYPCA.

j. Be available for ESAD surge operation to assist the State Personnel in the event of a state emergency.

k. Performs other duties as assigned.

l. **The Youth Academy is a smoke-free environment; smoking is not authorized on duty or on Academy premises.**

6. The individual 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

Program, Group 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. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application) and all requested supporting documentation to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAAD-SP, #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAAD-SP website at http://www.calguard.ca.gov/casp/Pages/sad.aspx or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Original applications must be received in the State Personnel office no later than the close of business on 6 January 2010. Applications will not be accepted via fax or e-mail.**

FOR THE ADJUTANT GENERAL;

Jeffrey W. Magram (16 Dec 09)
JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

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 your military and education certificates?	
Have you attached a copy of height, weight & physical test verifications?	
Have you attached a copy of your DMV Printout?	
Have you attached a letter of recommendation from your Cdr/1SG?	