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

CAAG-SP 8 March 2010

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty Vacancy Announcement 2010-18 – Expires 19 March 2010

1. The Military Department is accepting applications for the State Active Duty position indicated below. The selected applicant will be provided a temporary appointment, which is a minimum of six months or less, and provides full benefit 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. ***The individual selected for this position will be paid at their federal or California State Military Reserve pay grade, not to exceed E-4.*** This vacancy announcement will expire on 19 March 2010 unless sooner rescinded.

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:**	**Administrative Specialist (SAD E-4)**
b. **EMPLOYMENT LOCATION:**	**JFHQ, Sacramento, CA**
c. **PROJECTED EMPLOYMENT DATE:**	**1 April 2010**
d. **SELECTING SUPERVISOR:**	**Director, State Personnel Programs**

3. The basic qualification requirements are:

a. Military Service: Members of the active or retired California Army or Air National Guard, or active members of the California State Military Reserve in the grades of E-3 through E-5 may apply.
b. Education/Experience: Completion of military educational and civilian requirements commensurate with the grade of the applicant is required. Must be a high school graduate or equivalent. ***Attach a copy of your high school diploma/GED.***
c. Military Assignments: Assignments appropriate to the grade of the applicant.
d. Communication Skills: Must be able to effectively communicate orally and in writing.
e. Appropriate military uniform with federally recognized, or CSMR recognized, rank will be worn in accordance with military regulation.
f. 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 Guard service member, 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.

4. Desirable qualifications include:

a. Experience in customer service working with military department employees, service members and civilians.
b. Ability to work with minimum supervision.
c. Basic computer skills and knowledge of MS Word, Power Point, Excel, and Microsoft Access.
d. Military Personnel experience is preferred.
e. Ability to solve problems and communicate effectively with professionalism.
f. Must have appropriate level of security clearance.

5. Principal duty functions:

The incumbent works under the general supervision of the Assistant Deputy Director, State Personnel Programs.

a. Acts as the initial customer service provider, directing customers, both in person and via phone calls, to appropriate personnel for assistance to include where to find information on the website and other resources available.
b. Processes documents by inputting and maintaining tracking systems of all incoming documents. Distributes documents to appropriate staff accordingly.
c. Handles and distributes main incoming phone line; receives and distributes messages effectively.
d. Receives and monitors personnel records and time cards.
e. Maintains State Personnel main calendar.
f. Advises the Director and other staff members on personnel/administrative activities.
g. Prepares military and non-military correspondence for signature.
h. Performs other duties as assigned.

6. The applicant 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.

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 required supporting documentation, to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAAG-SP, Box #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAAG-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, with original signatures, must be received in State Personnel no later than the close of business on 19 March 2010. Applications will not be accepted via fax or e-mail.***

FOR THE ADJUTANT GENERAL:

Jeffrey W. Magram (8 Mar 10)
JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

The following is a checklist to assist with the submission of a complete and accurate application. Explain negative responses.

Have you completed and signed your application form?	
Have you attached a copy of your high school diploma or GED?	
Have you attached a copy of your height, weight & physical fitness verification?	