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

CAJS-J1-SP 28 September 2012

MEMORANDUM FOR ***Current State Active Duty Service Members*** of the Active and Retired California National Guard, and ***Current State Active Duty Service Members*** of the California State Military Reserve

SUBJECT: State Active Duty Vacancy Announcement 2012-79 – Expires 15 October 2012

1. The Military Department is accepting applications for the State Active Duty position indicated below. This vacancy announcement expires ***15 October 2012*** unless sooner rescinded. An appointment to this position provides full benefit status for the appointee and their beneficiaries. Continuation and subsequent extensions of service of the selected applicant 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 the SAD grade of E-9.***

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 the checklist at the end of this announcement.

a. TITLE AND PAY GRADE:	**Deputy Chief, Procurement Branch (SAD E-9)**
b. EMPLOYMENT LOCATION:	**JFHQ, Sacramento CA**
c. PROJECTED EMPLOYMENT DATE:	**15 November 2012**
d. SELECTING SUPERVISOR:	**J8, State Comptroller**

3. The ***basic*** qualification requirements are:

a. Military: ***Current State Active Duty Service Members*** of the active or retired California National Guard, or ***current State Active Duty service members*** of the California State Military Reserve in the grades of E-8 and E-9 may apply. Applicants must have a military affiliation per Para 4-2a of CA ARNG 600-1/ANGI 36-2601. ***Retired members must submit a copy of their retirement orders, DD Form 214 or NGB Form 22. All others must submit written verification from their unit verifying their military status.***

b. Education/Experience: Completion of military education and civilian requirements commensurate with the grade of the applicant is required. Educational background in business law, contracting, or accounting. Associate of Arts degree at a minimum. ***Attach documentation of your highest level of civilian and military education.***

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

d. Communication Skills: Advanced written and oral presentation skills. Must be able to address groups in public. Ability to compose correspondence to include drafting regulations, policy documents and SOPs.

e. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. ***Attach a current copy, within the last 12 months, of your military component's verification of these requirements (Army: DA Form 705; Air: computer generated Report***

of Individual Fitness). 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.

f. Appropriate military uniform with federally recognized, or CSMR recognized, rank will be worn in accordance with military regulation.

g. Must possess a valid state driver's license. ***Attach a copy of your current driver's license and Department of Motor Vehicle's printout. Unit DMV reports are not accepted.*** California residents may obtain, at cost, a copy of their DMV printout at the following website: https://www.dmv.ca.gov/wasapp/dr/vieworprintreport.do?method=Continue.

h. Must have a superior knowledge of the California National Guard organization and the chain of command, and working knowledge of military staff functions, responsibilities and processes.

i. Must be able to interpret and implement current state, military, and federal contracting rules, regulations and laws.

j. Must have a minimum of two years experience supervising soldiers and/or civilians.

k. Must be expert level in Access/SQL database manipulation, and journey level in the Microsoft Suite.

4. ADDITIONAL QUALIFICATIONS:

a. Minimum of one year experience in state and/or federal government procurement preferred.
b. Bachelor of Arts degree is desired.
c. Willing to work flexible and/or extended shifts.

5. PRINCIPAL DUTY FUNCTIONS:

Works under the general supervision of the Chief, Procurement Branch, State Comptroller Office. Responsible to the Comptroller and Deputy Comptroller for the directorate. Serves as the Branch's lead contracts and purchase order specialist and advisor, requiring advanced level staff and technical skills. Works with a high degree of independence.

a. Acting Branch Chief of Procurement in the Chief's absence, serves as the technical authority and negotiator for the Department's complex contracting transactions, supervises a staff of seven professional employees to include training, assigning work and evaluating performance.

b. Manages the Military Department's CAL Card statewide program including training, delegation of cardholder spending limit on services, scheduling of required monthly audits and monitoring of CAL Card services.

c. Executes and administers contracts, agreements, leases, licenses, purchase orders and similar documents.

d. Provides technical advice to customers in developing detailed scopes of work, solicitation process, and contract management of the state contracting systems and procedures.

e. Serves as the technical authority and advisor for the Joint Staff.

f. Manages the Small Business and Disabled Veteran Business Enterprise Program.

g. Subject Matter Expert (SME) to the J-4, G-4 and J-8 for logistical support during state declared emergencies.

h. Assists in managing the Emergency State Active Duty Teams (ESADT) Program.

i. Various other duties as assigned.

6. 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.

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: CAJS-J1-SP, Box #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAJS-J1-SP website at http://www.calguard.ca.gov/casp/Pages/sad/aspx or by contacting Ms. Cheryl Arbaugh at (916) 854-3816 or DSN 466-3816. ***Original applications, with original signatures, and all required documentation, must be received in the State Personnel office no later than the close of business on Monday, 15 October 2012. USPS postmarks or delivery confirmation from UPS/FEDEX will not be accepted. If you want to confirm that your application has arrived at the State Personnel office, you must call prior to COB on the closing date to confirm receipt. Calls after the closing date will not be accepted. Applications will not be accepted via fax or e-mail, except applicants currently serving on active duty Title 10 OCONUS orders who may submit their applications, along with all required documentation, via e-mail to StateJobsCA@ng.army.mil Submit Title 10 orders with e-mailed documents***.

FOR THE ADJUTANT GENERAL:

Andreas O. Garza (28 September 2012)
ANDREAS O. GARZA
LTC, JA, CA ARNG
Director, State Personnel Programs

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

Have you completed your application form and provided an **original** signature?	
Have you attached a copy of your highest level of civilian **and** military education?	
Have you attached a copy of your height, weight & physical fitness verification? DA Form 705; computer generated Individual Readiness Fitness; or HT/WT/Military Appearance Memorandum	
Have you attached a copy of your valid state driver's license **and** DMV printout?	
Have you, as a **Retiree**, attached a copy of your retirement orders, DD 214, or NGB 22?	
Have you, as a **CSMR member,** attached.a copy of your orders or other validating documentations?	
Have you, as a **Deployed** soldier, attached a copy of your Title 10 OCONUS orders?	