

MILITARY DEPARTMENT  
Job Opportunity



**ANNOUNCEMENT:** 2013-08

Date of Announcement: February 14, 2013

THE MILITARY DEPARTMENT IS THE STATE FUNCTION OF THE CALIFORNIA ARMY AND AIR NATIONAL GUARDS. **Successful candidate must be able to pass Live Scan and a National Agency Background check.**

**POSITION:** Staff Services Analyst

**SALARY:** A \$2,817 - \$3,426

B \$3,050 - \$3,708

C \$3,658 - \$4,446

**LOCATION:** CMD's Joint Forces Training Base, STARBASE Military Academy, 4022 Saratoga Avenue, Bldg #21, Los Alamitos, CA 90720

**CONTACT:** Ms Salli Curchin (916) 854-3026

**FILE BY:** March 6, 2013

Please complete an online State Application (Form 678) available from [www.jobs.ca.gov](http://www.jobs.ca.gov) and submit to this department ONLY by mail or person no later than the file by to:

**Military Department  
State Personnel Programs  
9800 Goethe Road, Box 27  
Sacramento, CA 95827**

**DUTY STATEMENT:**

40%	Prepares and maintains administrative requirements, official correspondence, time and attendance, official mail, logs, records, staff records and other applicable reports and documents as required; typing/office automation. Receives and distributes all office supplies; manages filing systems for electronic and hard copy files; performs administrative operations related to reporting to headquarters.
20%	Reviews and edits correspondence prior to release, submits for signature; client support for computer and software activities; maintains blank forms and regulations.
10%	Provides client support for computer and software activities; administers and maintains SharePoint site.
10%	Responsible for coordinating all supplies for the program; assists with administrative actions regarding logistics and supply; assists with preparing and maintaining logistical correspondence logs and records to include purchase orders and CAL CARD records.
10%	Assists in maintaining cadet logistical records and assists in small personnel office; assists in personnel services administration and logistical matters.
10%	Assists with supporting student activities; reviewing accounts payable and receivable ledgers; archiving files and transporting files to the warehouse. Advises director and other staff members on personnel administrative activities; acts as a lead person. Perform other duties as assigned.

Please state the source of your eligibility (i.e. **List eligibility-if list eligible; tell us who you tested with**, SROA or surplus employee, reinstatement, transfer, lateral transfer, etc.).

For more details on the steps for getting a state job, visit the state jobs website at [www.jobs.ca.gov](http://www.jobs.ca.gov) or the CMD job site at <http://www.calguard.ca.gov/casp/Pages/SCS.aspx>

If you do NOT indicate the source of your eligibility, you may not be considered for an interview.

**RELOCATION EXPENSES WILL NOT BE PAID**

**WHO SHOULD APPLY:** Applicants must be a current state employee, a former state employee, or be on a state employment list for this classification in order to apply for this position. If applying under list eligibility, this means you took a state exam for this job classification. *Please include your exam results if you have them.* Applications will be screened and only the most qualified will be contacted for interview. **All appointments are subject to State Restriction of Appointment (SROA) provisions.**

**DESIRABLE QUALIFICATIONS:** Willingness to work in a military environment.

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.