

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Human Resources Analyst #50332291

**ANNOUNCEMENT NO.** 030-2022

**SALARY:** MA-613 / Minimum \$34,590 / Maximum \$68,099 annually

**LOCATION:** LA Military Dept., Human Resources (LMD-HR), Gillis W. Long Center, Carville, La.

**OPEN:** 27 January 2022

**CLOSE:** 10 February 2022

**NOTE:** Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

**In accordance with R.S. 42:1701, if you are nominated for this position, you will be required to undergo a criminal background check prior to commencement of employment with the Louisiana Military Department.**

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Military Members; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Excellent knowledge of Microsoft Office programs (Word, Excel, Power Point, Outlook, etc.) and ADOBE PRO. Ability to communicate clearly verbally and in writing. Knowledge of CYMA and NAMETAG Database System (Personnel and Payroll components). Skilled in preparing spreadsheets and maintaining internal databases. Experience working with structures/functions of the LA Military Department and the Louisiana National Guard. Complete Microsoft Office Courses. Complete Civil Service Training Courses. Complete ISIS HR Courses: Basic Navigation, Employee Administration, Time Administration, Basic and Advanced Reporting.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC) Card. Travel may be required. Must be available to report to duty during emergency or disaster situations. Must have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public.

c. **OTHER REQUIREMENTS:** The LA Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Must attend/complete all LMD annual training and other training required for the position. Must adhere to the Code of Ethics and foster a Sexual Harassment-Free Environment.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. The successful applicant will be required to join the Louisiana State Guard as a condition of employment. Service in the Louisiana State Guard does not require the applicant to perform military training, periodic inactive duty (monthly drills), nor does it require deployment outside of the State of Louisiana. The applicant can expect that service in the Louisiana State Guard to be substantially the same as normal State Government working conditions.

4. **POSITION DESCRIPTION:** Provides administrative support to Human Resources & Risk Management as directed. Duties include typing correspondence, answering phones, maintaining databases & spreadsheets, reports, produces slide shows, maintaining calendars and schedules, Responsible for Human Resources & Risk Management Time and Attendance (T&A) and incoming/outgoing mail, etc. Serves as Primary State Active Duty Payroll Manager; Primary CAC Card Manager; Primary Combined Charitable Campaign POC; Primary Awards and recognition POC; Primary Agency POC for (ODR) Louisiana State Office of Debt Recovery. Orders supplies for GWLC HR Personnel. Expected to be available to work overtime in support of State and local emergencies and report to different work locations as directed. Coordinates with other agencies i.e., LASERS, Office of Group Benefits, etc. as required. Perform other duties as assigned.

5. **APPLICATION PROCEDURES:** All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2016/10/LMD-H-Form-10-State-Application-pdf-10-25-2016NEW.pdf>.** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

SSG Ashley Ray  
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