

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Plans & Contract Specialist #TBD

ANNOUNCEMENT NO. 203-2022

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

LOCATION: LA Military Department, CFMO, Camp Beauregard, Pineville, Louisiana

OPEN: 9 August 2022

CLOSE: 1 September 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:** Two or more years of professional work experience in construction contract/project document management or coordination that includes tracking of official records or sensitive documentation is required. Experience with operating office equipment such as printers, scanners, copiers, shredding machines and fax machines is required. High level of proficiency with Microsoft Suite tools/programs is required. Team oriented, cooperative and collaborative performance culture is required. Working knowledge of military construction and A&E project document control, project lifecycles, warranty documentation, funding documents, project management software and real property database management systems. Excellent attention to detail and written and verbal communication skills.

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:** Serve as the CFMO Plans and Contracts Specialist and provide updates and reports to the Business Branch Manager and CFMO leadership as required. Continue to refine the Document Control standard of procedure (SOP) document to keep document control processes current with LAARNG CFMO and NGB standards. The SOP covers the sources (online systems, server folders, share point locations) that supply the documentation required for audit filing and/or future use. The SOP also covers roles and responsibilities, electronic and hard copy storage procedures and document check-in/out procedures. Assist in management of access and permissions for database management systems (M365, Microsoft Teams, CFMO Share point, CFMO server) designated for the BM Branch and CFMO employees. Using the latest CFMO approved process map, audit checklist and established of standards of procedure for document control, the employee will assist with collecting and organizing storage of electronic and hard copies of project documents (programming, funding, A&E, environmental, construction, etc.) in designated storage locations, approved by the BM Branch manager and CFMO. QA/QC contract files and payment actions from the closing out phase of the project until the last payment is completed, compiling audit notes for all open project files. Update the project document control tracker throughout the work week and review with the BM Branch Manager weekly as directed. Assist with establishing and managing a check-in/check-out process for project files as directed. Using the latest CFMO approved warranty list, document control process map and established of standards of procedure for management of warranty documents following major/minor projects, refine the "Warranty Documents" section of the document control SOP, to be kept on the CFMO server. In accordance with the approved warranty list and process map, collect, organize and store electronic and hard copies of warranty documents in designated storage locations, approved by the BM Branch Manager and CFMO. Assist with maintaining a tracker of available, used and expired warranties. Assist with updating the tracker throughout the work week and review it with the BM Branch Manager weekly as directed. Assist with establishing and managing a check-in/check-out process for warranty documents as directed. Review the monthly/annual payment schedules for revolving service contracts (personnel, office equipment & IT equipment) and provide a tracker with updates to the BM Branch Manager on open actions requiring attention. Perform QA/QC on invoices for active federal and state contracts (personnel services, other services) prior to preparing payment approval documents for the BM Branch Manager to review and sign. Update the invoice payment tracker with approved and rejected invoice information. Submit an evaluation support form to the BM Branch Manager twice per year, 15 calendar days prior to the end of "Mid-Year" and "End-Of-Year" evaluation periods. Perform all other duties as assigned by the BM Branch Manager or the CFMO.

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.

Ms. Carla Harvey / Ms. Wenda Woolf / Mrs. Christina Grimmert
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