

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Coordinator (Safety) #50388360

ANNOUNCEMENT NO. 119-2015

SALARY: AS-613 / Minimum \$27,664 / Maximum \$58,240 annually

LOCATION: LANG-JB, Jackson Barracks, New Orleans, Louisiana

OPEN: 8 October 2015

CLOSE: 22 October 2015

NOTE: Currently Louisiana Military Department Vacancy Announcements are posted at <http://agency.governmentjobs.com/louisiana/default.cfm> This link will bring you to the current Job Opportunities Site. Scroll down to Agencies and check the block LA Military Department and click Apply Search at the bottom of page.

A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

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 Active Military Soldiers; (3) those eligible for Louisiana State Guard Membership.

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

a. **SPECIFIC:** Must have a working knowledge of Windows XP, Word, PowerPoint, Excel and Outlook. Must have knowledge of use of printers, scanners, fax machines and computer network. Must have the ability to disseminate technical information, provide guidance and conduct follow-up to ensure compliance with established standards in Safety/Risk Management subjects. Must be able to travel overnight.

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

c. **OTHER REQUIREMENTS:** The 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. Ability to work and communicate effectively with agency personnel and the public.

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. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

4. **POSITION DESCRIPTION:** Responsible for coordination of Louisiana Military Department employees Safety and Risk Management activities at Jackson Barracks and Camp Villere. Coordination will include planning and organizing the overall safety, emergency preparedness and loss prevention program for separate agencies. The plan will be designed to reduce accidents, decrease agency cost and protect personnel, property and equipment. Assists in the development and update of all safety policies and procedures for the separate agencies at the locations shown above. Make recommendations to resolve potential safety problems for an agency. Provide technical and specialized support for Risk Management programs including property and liability claims, worker's compensation, unemployment insurance and safety and environmental health/hazards. Assist department staff in the monitoring of state exposure, reporting requirements and other Risk Management activities. Responsible for assessing risk to insurable in agencies and departments and assisting/training agency personnel in establishing, implementing and maintaining the State's statutory Loss Prevention Programs. Monitor submission and quality of safety meeting and building inspection reports and advises agency heads of standards. Acts as a facility point of contact in all matters dealing with safety, Risk Management and Office of Risk Management audits. Completion of SHARP Training and fosters sexual harassment free environment. Complete all LMD training requirements annually. 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). **To obtain a LANG-LMD-H Form 10 (State Application) contact the following Human Resources Employee Assistance Office.**

Ms. Stephanie Decquir
LMD-HR, New Orleans, La. (LANG-JB)
E-mail: stephanie.a.decquir.nfg@mail.mil
Office: (504) 278-8547
Fax: (504) 278-8020