

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Specialist (Human Resources) #50314052

**ANNOUNCEMENT NO.** 031-2017

**SALARY:** AS-613 / Minimum \$27,664 / Maximum \$58,240 annual salary

**LOCATION:** LA Military Department (LMD-HR), Jackson Barracks, New Orleans, Louisiana

**OPEN:** 2 February 2017

**CLOSE:** 16 February 2017

**NOTE:** Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form 10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

#### **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 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, Access, etc) and knowledge of ADOBE PRO. Must have the ability to communicate clearly verbally and in writing. Knowledge of ISIS System (Personnel and Payroll components). Skilled in preparing spreadsheets and maintaining internal databases. Experience working with structures/functions of the LA Military Department (LMD) and the Louisiana National Guard. Complete Microsoft Office Courses and 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. 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. Must complete SHARP Training and foster sexual harassment free environment. Complete all LMD training requirements annually.

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. 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:** Provides IT and administrative support to Human Resources (HR) & Risk Management (RM) as directed. Duties include typing correspondence, answering phones, maintaining databases & spreadsheets, reports, producing slide show presentations, processing travel order requests, travel expense reports and authorizations, maintaining calendars and schedules. Responsible for Human Resources & Risk Management Time and Attendance (T&A) and incoming/outgoing mail, etc. Serves as Primary OPR for: HR Forms Manager, HR & RM Electronic Media Storage. Manager for all HR folders contained on LMD Drives, LMD Awards and PERS OPR for LMD. Prepares and distributes Form 2's (Notification of Personnel Action). Tracks various information i.e. Incentive Pay, CPIC Certification Pay, etc. Assists ORG Manager and Employee Assistance Officers. Interfaces with customers and co-workers. Prepares and distributes job announcements to LAARNG, ANG and State Civil Service as well as prepares State-wide employee notices for distribution to all LMD Employees. Maintains State Vehicle log and HR property inventory list. Orders supplies for HR Jackson Barracks office as required. Serves as training POC for mandatory and CPTP Training for Human Resources and Risk Management. 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. Must attend/complete all mandatory LMD Training (SHARP, Ethics, Anti-Terrorism, Suicide Prevention, Sexual Harassment, etc.). Fully supports SHARP, adheres to Code of Ethics and fosters Sexual Harassment free environment. 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/2015/10/LMD-H-Form-10-State-Application-1.pdf>** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

Ms. Stephanie Decquir  
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