

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** \*Sr. Analyst (Administrative Pgm/Resource Branch)      **ANNOUNCEMENT NO.** 070-2017

**SALARY:** AS-616 / Minimum \$33,904 / Maximum \$71,344 annual salary

**LOCATION:** CFMO, JFHQ-LA, Jackson Barracks, New Orleans, Louisiana

**OPEN:** 10 May 2017

**CLOSE:** 24 May 2017

*\*New Position - Pending Approval of FY 18 Budget – Cannot fill until Approved (July 1, 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>

**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:** Must possess thorough working knowledge of Microsoft Office Programs (Word, Powerpoint, Excel, Access, Outlook, etc.). Must have the ability to communicate clearly verbally and in writing. Must have the ability to work and communicate effectively with peers, superiors and subordinates.

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:** Serves as CFMO Branch Senior Analyst for NGLA-CFM-RM with Legislative Audit and Army Readiness Standards. Manages processing, repository and issues resolution for the SF 270 Voucher Reimbursement Program. Assists with developing, managing and maintaining Appendix (1/4) and prepare MCA Modifications (MODs) as necessary. Assists, develops and updates, as necessary, the Resource Branch Obligation Plan by accounting code and coordinate with USPFO and LMD Fiscal Offices. Maintain knowledge and keep current on Federal Code Definitions, budget planning, programming, acquisition and execution while remaining current on associated changes/developments. Assure financial archive files meet the standards of the Manager Internal Control Program (MICP) for document control. Assists and coordinates CFM-RM personnel with planning, scheduling and reimbursements for mission related meetings and travel. Functions as the CFMO Resource Branch mail custodian and commercial shipping manager (FedEx/UPS/DHL). Performs Government Purchase Card functions as a delegate for CFMO. Coordinates supplies inventories, obtains and orders expendable office supplies and serves as CFM-RM Property Officer. Must attend/complete all mandatory LMD Training (Ethics, SHARP, Suicide Prevention, etc.) and foster a 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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