

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Employee Assistance Officer (Supervisor) #181667 **ANNOUNCEMENT NO.** 164-2017

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

LOCATION: LA Military Department (LMD-HR), Camp Beauregard, Pineville, Louisiana

OPEN: 9 November 2017

CLOSE: 22 November 2017

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:** Supervisory Experience Preferred. Excellent knowledge of Microsoft Office programs (Word, Excel, Access, Outlook, etc.). 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 Louisiana State 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, Introduction to ORG Management.

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.

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 have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public. Must complete SHARP Training and all LMD annual training requirements. 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. 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:

Performs duties as an Employee Assistance Officer and Supervisor for one employee with the State Military Department at Camp Beauregard. Assists Employee Administrator with Human Resources duties. Provides Human Resources to all employees including in processing, out processing and maintaining employees files in the State ISIS System. Processes a full range of personnel and payroll actions needed to complete appointments, merit increases, promotions, transfers, separations, etc. Maintains personnel folders and files/maintains all employees' information into their folders. Computes routine pay changes and may compute service time of employees as required. Verifies accuracy of information and makes needed corrections. Provides general, basic explanation of employee benefit programs and advises employees of various options available under some programs. Reviews benefits documents for accuracy and completeness; forwards to appropriate office. Provides induction documents to new employees, provides guidance and a general overview of each document; follows up to ensure new employee timely completes all required forms. Enters and checks T&A's for Camp Beauregard's time schedule (Wed-Friday Payroll week). Enters and checks changes of payroll - Time Schedule (Friday & Monday Payroll week). Enters and verifies Background/Drug screening results. Inputs and checks Merit Increases. Inputs changes for bank, address and any other personal information. Daily in processing and out processing of Camp Beauregard/YCP-CB employees. Reviews Form I's and PER's. Provides LASERS with detailed worksheets/reports to whom are maintaining support to state missions. POC between LMD and J1 for both Army and Air Guard NAMETAG Database. Maintains and trains all HR Personnel on all aspects of the State Active Duty (CYMA) Pay System, working with CYMA for all corrections/changes to the system. Maintains/stores all new State Active Duty Missions/Orders providing support from the National Guard. Maintains ACH payment to the bank for State Active Duty and performs all corrections and reversals. Processes weekly PV request for reimbursements of State Active Duty Missions. Processes/distributes yearly State Active Duty W2's providing Soldiers with W2 request for all lost W2's. Maintains the CY yearly Call-up worksheet. Provides daily, weekly and monthly reports to management pertaining to payroll, cost codes and sales tax information. Provides Budget department with Personnel/Payroll Reports along with many other payroll reports. Inputs/processes all LMD-CB supply orders. Completes ISIS HR paid, transfers and separations, benefits & enrollment POC for CAC Card Processing. Must attend/complete all mandatory LMD Training (Ethics, SHARP, Suicide Prevention, etc.) and foster a sexual harassment free environment. Performs 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.

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