

Title: Environmental Program Analyst

Duration: Annually/Revolving

Compensation: \$36,000 to \$40,000

Duty Location: NGLA-CFM-EM, Camp Beauregard, 420 F Street, Pineville, LA 71360

Areas of Consideration: Civilian, Active Louisiana National Guard members; Retired Guard members; & Louisiana State Guard members.

Advertisement Period: November 8– November 24, 2017

Application Procedures: The job is a Contractor position through Rapides Soil & Water Conservation

To apply, you will first need to log on to the following site:

<https://louisianaworks.net>

(NOTE: If you do not have a HIRE account, you will have to create one upon opening the site)

Once on the site, go to the “search for a job” section, in the “Enter Keyword” space, enter Environmental Program Analyst and in the search radius space select “Statewide”. Do not fill in city or zip code. Once the announcement comes up, click on the job title and follow the directions to apply. You can search by Job #747468

POC: CPT Jeremy Futrell, Environmental Program Manager, (318) 290-5385, jeremy.a.futrell.mil@mail.mil

Basic Eligibility Requirements: High School or equivalent diploma. Skilled in applying basic techniques in order to develop detailed schedules, charts and graphs. Proficiency in typing to accomplish word processing and office automation tasks. Knowledge and skill to coordinate the work of military and non-military entities including advising personnel in other governmental offices on procedures or regulations. Knowledge of grammar, spelling, punctuation and required military and non-military formats. Knowledge of military and civilian protocols. Working knowledge of Microsoft Word, Outlook, SharePoint SME, PowerPoint, Excel, Annual Reviews and Statistics.

Duty Hours: Tuesday to Friday, 0700 to 1730

Security Requirements: National Agency Check (NAC)

Dress and Appearance: Civilian Attire

Working Conditions: Office

Duties:

- Upload training, manifest, analytical, and other environmental documents onto the Sustainable Resource Management System (SRMS) site
- Monitor monthly Regional Coordinator (RC) checklists and track finding trends
- Complete after action reports
- Track Internal Environmental Performance Assessment System (I-EPAS) and Environmental Performance Assessment System (EPAS) findings and report current status to Environmental Program Manager (EPM)
- Quality assurance/quality control (QA/QC) of Environmental Assessment (EA), Cultural Resource and Natural Resource correspondences

- Ensure submission, upload to SRMS, and track and monitor progress of each EA, Cultural Resource, and Natural Resource correspondence
- Ensure Pest Management checklist is uploaded to the SRMS site
- Track the progress and submission of the annual Integrated Natural Resource Management Plan (INRMP), Integrated Cultural Resource Management Plan (ICRMP), and Integrated Pest Management Plan (IPMP) to National Guard Bureau (NGB)
- QA/QC of National Environmental Policy Act (NEPA) projects and track progress until completion
- Collect information to coordinate yearly training for milestone activities
- Collect and maintain personnel training information and certificates in individual training folders
- Research available training for GIS, Conservation, and Compliance personnel
- Establish and maintain goals and objectives, targets by quarter, CFT+- meeting minutes, and STEP coordination

Requesting Official and Title:

CPT Jeremy A. Futrell Environmental
Program Manager