

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Employee Assistance Officer #50358134

ANNOUNCEMENT NO. 179-2017

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

LOCATION: LA Military Department (LMD-HR), Minden, Louisiana

OPEN: 21 December 2017

CLOSE: 3 January 2018

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:** 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 Military Department and the Louisiana National Guard. Complete Civil Service training course. Complete ISIS HR Courses: Basic Navigation, Employee Administration, Time Administration, Basic and Advanced Reporting and 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: Perform duties as Employee Assistance Officer for the Louisiana Military Department at Camp Minden. Enter and check T&A's and changes of payroll. Print, fold & distribute pay stubs. Process the full range of personnel and payroll actions needed to complete appointments, merit increases, promotions, transfers, separations, etc. Compute routine pay changes. May compute service time of employees as required. Verify accuracy of information and make needed corrections. Provide general, basic explanation of employee benefit programs and advise employees of various options available under some programs. Review benefits documents for accuracy and completeness; forwards to appropriate office. Provide employee manual to new employees, providing guidance and a general overview of each document; follow up to ensure new employee timely completes all required forms. Participate in salary increase and other research needed to support requests for special pay actions. Provide grievance forms and routine procedural instructions to employees. Collect and compile data required to prepare reports. Provide assistance to agency personnel on routine department policies and procedures in assigned areas. Accept and screen applications, set-up drug screening, request background checks and verify results. Notify supervisor of any discrepancies. Assist supervisors and managers by providing routine information relative to the performance appraisal system. Provide notification of deadline for completion of appraisal process and follows up to ensure dates are met. Inform employees of Benefits Training. 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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