

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Operations Manager (JCP)

ANNOUNCEMENT NO. 170-2018

SALARY: SS-410 / Minimum \$27,706 / Maximum \$53,435 annually

LOCATION: LA Military Department, Job Challenge Program (JCP), Gillis W. Long Center, Carville, La.

OPEN: 23 October 2018

CLOSE: 7 November 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:** High school diploma or equivalent required. Knowledge and experience in working with at-risk youth preferred. Must have strong organizational and managerial skills. Must have working knowledge of Microsoft Office Programs (Word, Excel, Access, Outlook, Powerpoint, etc.).

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. Must have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public.

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 attend/complete all LMD annual training and other training required for the position. 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. The successful applicant will be required to join the Louisiana State Guard as a condition of employment. Service in the Louisiana State Guard does not require the applicant to perform military training, periodic inactive duty (monthly drills), nor does it require deployment outside of the State of Louisiana. The applicant can expect that service in the Louisiana State Guard to be substantially the same as normal State Government working conditions.

4. **POSITION DESCRIPTION:** Maintains all Cadet, Employee and Cadre Department Payroll files. Maintains accurate head count of the company. Updates company accountability board and rosters daily. Prepares and coordinates training for both Cadets and Cadre. Maintains tracking roster for all Cadre drill dates. Prepares weekly Cadre work schedule. Prepares and distributes daily status report to all departments. Maintains Cadre Department manning document. Acts as counselor and mediator to intercept or divert Cadet and Cadre issues. Adjusts regular work routine to assist Cadre in daily training activities. Makes necessary decisions to implement program requirements based on current dynamics (ex. changes and adjustments to payroll, changes in Cadet promotions, changes to Cadre work schedule). Updates Cadre policies (SOP) and hand-guides as needed. Inputs Cadet information into database. Collects, sorts, scans and distributes Cadet mail. Completes and submits travel vouchers for Cadre Department. Completes 101's for Cadre Department LaCarte purchases. Reviews applications and completes Form 1's for incoming or outgoing employees. Acts in such a manner as to make a positive impression for the Louisiana Job Challenge Program. Enforce Administration policies and rules governing Cadre and Cadets. Attend professional meetings, conferences and workshops in order to maintain and improve professional competence. Adhere to departmental uniform policy and report to work on time or early each day. Use positive and professional communication skills when answering the phone. Consult with co-workers, teachers, counselors, case managers, support staff and administrators in order to resolve program issues. Confer with other staff members to plan and or adjust daily activities. Complete all LMD required training annually. Assist other departments when necessary. 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/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.

Ms. Cedina Whicker
LMD-HR, 5445 Point Clair Road, Carville, La.
E-mail: cedina.s.whicker.nfg@mail.mil
Office: (225) 319-4766 / (225) 319-4692
Fax: (225) 319-4772