

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Training Officer (Commandant)

ANNOUNCEMENT NO. 177-2018

SALARY: SS-414 / Minimum \$38,106 / Maximum \$75,026 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: Primary advisor to the Executive Level pertaining to cadet and cadre issues. Serves as the direct line supervisor of the cadre department: Directly managing one (1) Assistant Commandants and indirectly managing four (4) Shift Supervisors and twenty (20) Cadre. Responsible for developing the cadre staff. Schedule/assign duties and activities to Cadre being sure to track IDT (drill) dates and Annual Training dates of the section. Prepares and reviews PER documents for and conducts counseling for one (1) Assistant Commandants and indirectly managing four (4) Shift Supervisors and twenty (20) Cadre. Reviews and approves payroll documentation for the section. Recommends and imposes disciplinary actions when required for all subordinates. Evaluates overall behavior and adjustment of each staff member and exchanges views and information with JCP staff. Supervises the daily activities of all shifts. Responsible for maintaining a full staff. Coordinates and submits position vacancy announcements with LMD-HR. Conducts interviews and recommends applicants for hire. Recommend and impose any recognition/awards for the section. Delegate tasks down to subordinates as needed. Coordinates and supervises the general development, academic and nonacademic skills training of one hundred and fifty plus (150+) JCP cadets. Instructs/Supervises cadets in various personal and recreational activities and physical training. Offers assistance and practical advice to cadets, determines disciplinary measures as necessary. Supervises, coordinates and assists in instruction of the cadet handbook provisions and life skills training to the cadets. Supervises and coordinates movement of cadets to and from classrooms, barracks, work details, career education facilities, pre-apprenticeship locations, etc. Uphold the Standards and Policies of the JCP program. Maintain communication with all JCP Leads. Maintain an open line of communication and coordination with the Gillis Long facility (Post SGM). Communicate with cadet parents/guardians as needed. Assists in development and implementation of cadet handbook provisions and life skills training. Participates in other instructional programs as required. Works closely with leads to ensure that rules and regulations are followed to accomplish the mission of YCP. Maintains and updates the Standard Operating Procedures for the Cadre Department. 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.

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