

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Employee Assistance Officer (JCP)

ANNOUNCEMENT NO. 180-2018

SALARY: AS-613 / Minimum \$34,590 / Maximum \$68,099 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:** 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 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. 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: Performs duties as Employee Assistance Officer for the Louisiana Military Department at Gillis Long Center, servicing Job Challenge Program and other Education and Military Affairs Programs as necessary. Those duties include: Provides friendly and courteous customer service to our customers. Greets customers and assist in completion of applications & conducts in-processing of new employees as required. Maintains listing of current job announcements within the state. Ensures announcements are posted and available for the public. Answers telephone, directs calls, shares mail duty with other EA. Maintains and keeps adequate amount of office supplies and blank forms. Compiles and edits state payroll documents and enters in ISIS-HR. Coordinates with timekeepers on problem areas and makes corrections as needed. Produces various reports pertaining to personnel and payroll for review, edit and corrective action. Process the full range of personnel and payroll actions needed to complete appointments, market rate adjustments, promotions, transfers, separations, etc. Provides general, basic explanation of employee benefit programs and advise 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, providing guidance and a general overview of each document, follows up to ensure new employee timely completes all required forms. Schedules employees for required insurance open enrollment. Provides grievance forms and routing procedural instructions to employees. State liaison for employee job announcements. Must be available for overtime, state emergencies and support of the National Guard. Must be able to travel as necessary to other LMD Installations or to training as directed. Must attain knowledge and ability to assist in the process of paying State Active Duty, auditing and recouping STAD Payroll if necessary. Enters employee information into the Secon-Drug screen and ERS background information database. 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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