

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Human Resources Analyst #50314052

ANNOUNCEMENT NO. 123-2020

SALARY: MA-613 / Minimum \$34,590 / Maximum \$68,099 annually

LOCATION: LA Military Department, LMD-HR, Human Resources, Gillis W. Long Center, Carville, La.

OPEN: 31 July 2020

CLOSE: 14 August 2020

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 (Outlook, Word, Excel, Access, 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 and Introduction to ORG Management. Must be able to travel as necessary to other LMD Installations or to training as directed. Must be available for overtime during state emergencies and support of the National Guard.

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:** Provide friendly and courteous customer service to our customers. Greet customers and assist in completion of applications and conduct in-processing of new employees as required. Produce 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. Compute routine pay changes. May compute service time of employees as required. Verify accuracy of information and make needed corrections. Compile and edit state payroll documents and enter in ISIS-HR. Coordinate with timekeepers on problem areas and makes corrections as needed. 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; forward to appropriate office. Provide induction documents to new employees, provide guidance and a general overview of each document, follow up to ensure new employees timely complete all required forms. Review Position Descriptions for accuracy of organizational information. Contact employees, supervisors, managers, etc. to elicit corrections or resolve minor conflicts in information presented. Schedule employees for required insurance open enrollment. Provide grievance forms and routine procedural instructions to employees. Maintain listing of current job announcements within the state. State Liaison for employee job announcements. Ensure announcements are posted and available for the public, accept and screen applications and verify eligibility of selected applications. Enter employee's personal information into the State Employee Database CAC cards. Employee Liaison for employee benefits provider. Assist with all State Active duty missions. Enter employee information into the 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.

Ms. Carol Hadley
LMD-HR, 5445 Point Clair Road, Carville, La.
E-mail: carol.m.hadley.nfg@mail.mil
Office: (225) 319-4814
Fax: (225) 319-4772