

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Assistant Commandant #50561981

**ANNOUNCEMENT NO.** 011-2021

**SALARY:** ME-413 / Minimum \$35,610 / Maximum \$70,117 annually

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

**OPEN:** 13 January 2021

**CLOSE:** Open Until Filled

**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, administrative, communication 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 Trainee and Cadre issues. Serves as the direct line supervisor of the Cadre Department: Directly managing four (4) Shift Supervisors and indirectly managing twenty (20) Cadre. Responsible for developing the Cadre Staff. Monitor scheduling/assigned duties and activities to Cadre. Track IDT (drill) dates and Annual Training dates of the section. Prepare and review PERs documents for and conducts counseling for Shift Supervisors and Cadre. Review and approve payroll documentation for the section. Recommend and impose disciplinary actions when required for all subordinates. Evaluate overall behavior and adjustment of each staff member and exchange view and information with JCP staff. Supervise the daily activities of all shifts. Responsible for maintaining a full staff. Coordinate and submit position vacancy announcements through JCP Office Manager. Conduct interviews and recommend applicants for hire. Recommend and impose any recognition/awards for the section. Delegate tasks down to subordinates as needed. Coordinate and supervise the general development, academic and nonacademic skills training of one hundred and fifty plus (150+) JCP trainees. Instruct and supervise Trainees in various personal and recreational activities and physical training. Offer assistance and practical advice to Trainees, determine disciplinary measures as necessary. Supervise, coordinate and assist in instruction of the Trainee handbook provisions and life skills training to the Trainees. Supervise and coordinate movement of Trainees to and from classrooms, dorms, 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 Trainees Parents/Guardians as needed. Assist in development and implementation of trainee handbook provisions and life skills training. Participate in other instructional programs as required. Works closely with Leads to ensure that rules and regulations are followed to accomplish the mission of JCP. Maintain and update 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.

Mrs. Christine Zeller  
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