

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Assistant Commandant #50381523

**ANNOUNCEMENT NO.** 153-2021

**SALARY:** ME-414 / Minimum \$38,106 / Maximum \$75,026 annually

**LOCATION:** LA Military Department, Youth Challenge Program (YCP-CM), Camp Minden, Minden, La.

**OPEN:** 8 June 2021

**CLOSE:** 22 June 2021

**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:** Must have completed CPIC 1 and must complete CPIC 2 within one year of holding the position. Knowledge of Microsoft Office preferred. Must have strong organizational and managerial skills. Must be able to work irregular hours and weekends to support training of Cadets and Cadre.

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:** Serve as a direct line supervisor for the Cadre Department; directly manage four Shift Supervisors and up to forty Cadre/Group Leaders. Responsible for developing the Cadre staff. Maintain shift scheduling and assign duties and activities to Cadre; track IDT (drill) dates and Annual Training (AT) dates of the National Guard Cadre. Prepare and review annual PER documents for subordinates; conduct counseling for four Shift Supervisors; oversees the counseling up to forty Cadre/Group Leaders. Recommend and impose disciplinary actions when required for subordinates. Evaluate overall behavior and adjustment of each staff member and exchange views and information with YCP staff. Directly supervise the daily activities of all shifts. Responsible for assisting the Commandant in maintaining a full staff of Cadre/Group Leaders. Keep the Commandant aware of potential position vacancies within the Cadre Department. In the absence of the Commandant, conduct interviews and recommends applicants for hire. Recommend and impose any recognitions or awards for the section. Delegate tasks down to subordinates as needed. In the absence of a platoon cadre, may need to fill in on a platoon or as Shift Supervisor. Coordinate and supervise the general development, academic, and nonacademic skills training of two hundred plus YCP-CM cadets. Instruct/Supervise cadets in various personal and recreational activities and physical training. Offer assistance and practical advice to cadets; determine disciplinary measures as necessary. Supervise, coordinate and assist in instruction of the cadet handbook provisions and life skills training to the cadets. Supervise and coordinate movement of cadets to and from classrooms barracks, work details, community service, etc. Uphold the standards and policies of the YCP-CM program. Maintain communication with other YCP staff members. Maintain an open line of communication and coordination with the Camp Minden facility representatives as required for daily activities. Communicate with cadet parents/guardians as needed. Assist in development and implementation of cadet handbook provisions and life skills training. Participate in other instructional programs as required. Work closely with other staff members to insure that rules and regulations are followed to accomplish the mission of YCP. Assist the Commandant in maintaining and updating the Standard Operating Procedures for the Cadre department. Maintain assigned equipment (radios/batteries, golf cart(s), van(s), etc.). 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. Kandice Miller  
LMD-HR (Camp Minden), 100 Louisiana Boulevard, Minden, La. 71055  
E-mail: [kandice.m.miller2.nfg@mail.mil](mailto:kandice.m.miller2.nfg@mail.mil)  
Office: (318) 299-4277  
Fax: (318) 299-4297