STATE VACANCY ANNOUNCEMENT
LOUISIANA MILITARY DEPARTMENT
LOUISIANA NATIONAL GUARD

POSITION: Energy Management Analyst #TBD

ANNOUNCEMENT NO. 206-2022

SALARY: MT-309 / Minimum $39,166 / Maximum $68,640 annually

LOCATION: LA Military Department, CFMO, Jackson Barracks, New Orleans, Louisiana

OPEN: 9 August 2022 CLOSE: 1 September 2022

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: Three or more years of professional work experience in energy/utility analysis is required. Experience as an office manager, office clerk or military experience can supplement experience. Experience in storing, management and tracking of official records or sensitive documentation is required. Experience with operating various office equipment such as printers, scanners, copiers, shredding machines and fax machines is required. High level of proficiency with Microsoft Office tools; programs is required. Excellent written and verbal communication skills. Working knowledge of information technology and communication systems. Team oriented, cooperative and collaborative performance culture is required. Ability to organize and sort data in order to run reports as needed. Understand and utilize additional tools and programs to research and verify discrepancies in billing. Create graphs and worksheets.
   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 the CFMO Energy Management Analyst and provide updates and reports to the CFMO Energy Manager, Strategic Plans Branch Manager and CFMO leadership as required. Enter utility data monthly into a database provided by the State of Louisiana Military Department (LMD). Conduct utility invoice analysis by reviewing all military department utility bills/accounts for erroneous information. Monitor all assigned sites including all facilities listed on the Facilities Inventory and Support Plan (FISP). Report to the CFMO Energy Manager when there is a need to contact the utility provider to correct erroneous information and when there is a need to request credit on account(s). Reconcile discrepancies in utility bills with LMD on a weekly basis. Maintain the last one (1) year of bills plus the last and first bill each time there is a change in meter number and/or account number. Report Federal energy cost and consumption data monthly, water consumption and cost data quarterly and renewable energy data quarterly. All other information collected in AEWRS should be updated annually before the end of the AEWRS reporting year on 30 September. Ensure Comprehensive Energy and Water Evaluations (CEWE’s) are conducted in accordance with EISA 2007 every four years and report in AERWS annually. Monitor consumption data as reported through AEWRS and perform energy trend analyses to determine whether actual consumption is on track with NGB goals. Collect ISR Service Performance data on a quarterly and annual basis. Submit timely reports to the NGLA CFMO ISR Program Manager via email and ISR Web module prior to given suspense date. Weekly meetings will be held within the Strategic Plans Branch. All efforts will be made to provide at least a 24 hour advanced notice but this may not be the case in all instances. Attend in Progress Reviews (IPR's) as directed. Perform all other duties as assigned by the Energy Manager, Strategic Plans Branch Manager and the CFMO.

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. Dawn Riess
LMD-HR (Jackson Barracks) P.O. Box 440, Chalmette, La. 70044
E-mail: dawn.t.riess.nfg@army.mil
Office: (504) 278-8547