



STATE OF LOUISIANA
invites applications for the position of:

Quality Assurance Coordinator
#50656308

An Equal Opportunity Employer

ANNOUNCEMENT NO. 041-2023

OPENING DATE: February 28, 2023

CLOSING DATE: Open Until Filled

SALARY: MT-314 / \$54,933 - \$96,262 annually

JOB TYPE: Unclassified

LOCATION: Cyber Assurance Center, Baton Rouge, LA

BENEFITS:

Retirement: Louisiana State Employees' Retirement System (LASERS) with employer contribution & Optional Retirement Savings Account

Insurance: Medical, Dental & Vision

Paid Holidays: 9 days per year

Paid Annual Leave: 12 days per year with increases based on tenure

Paid Sick Leave: 12 days per year with increases based on tenure

Louisiana Military Department



Cyber Assurance Center



The Louisiana Military Department is an Equal Opportunity Employer and State as a Model Employer (SAME) to promote diversity and inclusion in the workplace.

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.

POSITION DESCRIPTION:

Oversee the development and implementation of Louisiana Military Department's information security policies and cybersecurity policies with the Cyber Assurance Officer and Cybersecurity Researchers to protect both the agency and its partners from internal and external threats and vulnerabilities in accordance with the State of Louisiana's Office of Technology Services standards, policies and guidelines. Analyze and prepare assessment reports from data provided through commercial software vendors, the Cybersecurity Researchers, State of Louisiana leadership and legislature, as well as LMD partners. Respond to questions regarding assessment reports from internal LMD partners. Oversee and maintain administrative agreements with agency partners and vendors. Performs all other tasks, special projects, analysis, studies and plans as directed by leadership, Cybersecurity Researchers and Quality Assurance Manager. Assist Office of Technology Services as required. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Must possess a minimum of five (5) years of verifiable work experience in an information security/cybersecurity field and with computer systems programming; or in systems, database or network enterprise support (hardware or software level). Educational credentials may partially substitute for minimum work experience requirement. Must have the ability to install and administer windows desktop and server operating systems, Microsoft Office and 365 applications, Apple iOS, Linux Servers and next generation cybersecurity software; experience with replacing or repairing desktop and laptop PC hardware, software and network software. Must have excellent written and verbal communication skills. Must be able to work with minimal guidance, instruction or supervision.

GENERAL: Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Department of Defense Common Access Card (CAC) Card. Periodic 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.

OTHER REQUIREMENTS: 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.

CONDITIONS OF EMPLOYMENT: By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- The LA Military Department is a substance abuse and drug free workplace. To become an employee of the Louisiana Military Department/Louisiana State Guard, the selected applicant must pass a pre-employment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.

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).

- State Application: The LANG-LMD-H Form 10 (State Application) is located at:
<http://geauxguard.la.gov/join-us/state-technician-vacancies>

Application(s) must be submitted to the appropriate LMD Human Resources point of contact below by the Close Date, no later than 4:00 p.m. CST:

SFC Ashley Ray
LMD-HR (Gillis W. Long Center), 5445 Point Clair Road, Carville, La.
E-mail: ashley.g.ray.mil@army.mil
Office: (225) 319-4766