



STATE OF LOUISIANA
invites applications for the position of:
Office Manager 1
#50326258
An Equal Opportunity Employer

ANNOUNCEMENT NO. 185-2023

OPENING DATE: September 5, 2023

CLOSING DATE: Open Until Filled

SALARY: MA-613 / \$35,734 - \$70,117 annually

JOB TYPE: Unclassified

LOCATION: YCP-GL, Carville, LA

BENEFITS:

Retirement: Louisiana State Employees' Retirement System (LASERS) with employer contribution & Optional Retirement Savings Account
Insurance: Medical & Optional Dental & Vision
Paid Holidays: 10 days per year, additional holidays may be proclaimed.
Paid Annual Leave: 12 days per year with increases based on tenure
Paid Sick Leave: 12 days per year with increases



Louisiana Military Department

Youth Challenge Program
Gillis W. Long 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.

Department Mission

Intervene in and reclaim the lives of 16-to-18-year-old at-risk youth, producing program graduates with the values, life skills, education, and self-discipline necessary to succeed as productive Louisiana citizens.

Opportunities for advancement, salary increases, and professional leadership training translate to an effective team member with the potential to transform lives.

WHO WE ARE:

YCP is a voluntary program that target youth who are at risk of not completing high school. We provide an environment for youth so they may focus on completing academic goals while enhancing personal strengths and resiliency. Our program provides a structured environment and teaches discipline, self-control and motivation. We develop the whole person by focusing on 8 core components that support each cadet's personal development: academic excellence, life coping skills, job skills training, responsible citizenship, leader/followership, health & hygiene, physical fitness and service to community.

POSITION DESCRIPTION:

Monitoring multi-line phone 0730-1600, including coordination for phone to be monitored when out of the office, directing callers and taking complete messages for and supporting all staff. Assist the Director and Deputy Director as needed. Compile reports from the Program, State and Federal levels when requested. Prepare and submit all required Personnel Actions in accordance with the PPM; including all supporting documents and memorandums needed. Coordinator with Operations Manager for Cadre department personnel actions and assisting when needed. Manage vacancy postings to the Betterteam website. Ensure new employees are in-processed and out-processed according to proper procedure. Maintain and update employee information in programs database, trackers, and communicate to other departments as needed. Manage and update the Youth Challenge Staff Organizational Chart and NGB Staffing Pivot Table for Director weekly. Maintain and update all employees' personnel files to include contact information, emergency data, personnel actions, and Personnel Evaluation Reviews (PERS). Maintain and update telephone extension roster and email directories to YCP-GL. Request update from JCP, YCP-TC-P, and YCP-CM semi-annually.

Timekeeper duties to include monitoring CATS entries from weekly HR report. Communicate with all departments excluding Cadre for needed editing and adjustments. Do paper submissions when needed. Maintain required Time and Attendance documents for audits. Assist Operations Manager with Cadre timekeeping as needed. Maintain current electronic files and an in-office hardcopy of all departments SOPs, Policy letters and NGB Manual (CA- Cooperative Agreement). Compile NGB Data Reporting semi-annually. Build and maintain a Master Roster with Excel to track cadets from the database and distribute to all departments at start of new cycle. Maintain and update cadet information in programs database, trackers, and communicate to other departments as needed. Assist Counseling department and Post Residential with in-processing of new cadets as needed. Prepare an Excel spreadsheet for cadet W-9 reporting and provide to the Post Residential Supervisor. Prepare and issue all mail outs for cadets' parents/guardians regarding Director's informational letters, Family Days and Passes. Communicate with cadet parents/guardians through the programs texting app. Graduation preparation to include creating, ordering, and mailing out invitations to VIPs, ordering graduation programs, printing cadet graduation certificates. Order flowers for graduation stage and coordinator drop off and retrieval. Coordinator the needed supplies to set up and tear down the graduation VIP room. Maintain designated level of office supplies. Ensure Copiers and Postage Machine has funds and supplies. Perform monthly Building Inspection of Building 20 upstairs and provide report to YCP-GL Safety Coordinator. Keep office, copy room, conference room, hallway, and bathrooms clear and in order. Attend training classes (safety, driver, etc.) as required for State employment. Adhere to Louisiana Military Department Policies and Procedures. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Working knowledge of Microsoft Word, Excel, PowerPoint, Access, and Outlook.

Must type 50 words per minute.

Must have superior phone etiquette.

Ability to work and communicate effectively with peers, superiors, and subordinates.

Must be available to report to duty during emergency or disaster situations.

ADDITIONAL INFORMATION: Selected candidate must maintain a valid driver's license and must be willing to work a flexible schedule when needed which may include some evenings, weekends, or additional hours. Limited travel may be required.

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 but must be 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/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 point of contact below by the Close Date, no later than 4:00 p.m. CST:

Mrs. Christine Zeller

LMD-HR (Gillis W. Long Center), 5445 Point Clair Road, Carville, La.

E-mail: christine.r.zeller.nfg@army.mil

Office: (225) 319-4909