



STATE OF LOUISIANA
invites applications for the position of:
Group Leader 1 (OPS)
#188224
An Equal Opportunity Employer

ANNOUNCEMENT NO. 006-2024

OPENING DATE: January 9, 2024

CLOSING DATE: Open Until Filled

SALARY: ME-412/ \$38,230 - \$68,806 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 based on tenure



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.

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:

Maintains all cadet, employee and payroll files. Prepare payroll for submission to HR to include printing sign in sheets, payroll and supporting documents. Maintains accurate head count of the company. Updates company accountability board and rosters daily. Prepares and distributes daily status report to all departments. Maintain Cadre Department manning document. Maintains Cadet information into Operations Spreadsheet on Server (ex. Drops). Maintains Cadre Personnel Actions digitally (ex. Form 1's, Form II's, Strength, etc.). Review payroll documents with an employee along with supporting documents (if applicable). Review applications and complete Form I for incoming or outgoing employees. Adjusts regular work routine to assist Operations Manager in daily activities (ex. retrieve cadet operational items from supply). Must be able to lift and transport cadet packages. Makes necessary decisions to implement program requirements based on current dynamics (ex. changes and adjustments to payroll, changes in Cadet promotions, changes to Cadre work schedule). Manage vacancy postings to the Better team website. Applying the learned knowledge of and ability to complete the duties of the Operations Manager during their absence is required. Apply time management skills when facilitating and coordinating complex tasks with changes in priority and various deadlines. Collects, sorts, scans and distributes Cadet mail. Perform other duties as assigned.

POSITION QUALIFICATIONS:

High school diploma or equivalent required. Member of the LANG, Retired LANG/Military
Valid Louisiana Driver's License. Knowledge and experience in working with at-risk youth preferred.
Proficient in Microsoft Office (Word, Excel, PowerPoint, Access, Outlook)

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