



STATE OF LOUISIANA
invites applications for the position of:
Senior Advisor

An Equal Opportunity Employer

ANNOUNCEMENT NO. 015-2024

OPENING DATE: January 17, 2024

CLOSING DATE: January 24, 2024

SALARY: MA-621 / \$61,422 - \$120,453 annually

JOB TYPE: Unclassified

LOCATION: LANG-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



LANG-GL

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.

POSITION DESCRIPTION:

Serves as the primary Advisor to the Installation Commander with the management, administration and coordination of all installation activities with particular interest on morale, welfare, discipline, performance, promotion, assignment and reassignment as they effect the service contributions of Gillis W. Long Center personnel to the accomplishment of the installation missions. Includes Personnel Actions, Operations, Logistics, Force Protection, Facility Engineering, Housing, Billeting, Infrastructure, Safety, Fiscal, Contracting, Purchasing, Emergency Planning and Special Projects. Manages, maintains and reviews employee (PERs) personnel performance reviews to certify accuracy. Ensures 100% of employees meet the initial, 90 day, mid-year, final PER and Form 3 requirements. Provides counsel to appropriate supervisors when friction areas arise and formulates means of resolution. Analyzes friction indicators and determines the best means of improvement and clarification. Works to further the intent of the Installation Commander's programs conceived and implemented to improve employee morale, understanding, mission awareness, career dedication and upward mobility in the context of the overall LMD mission. Promotes programs that save time, materials and funds. Reviews budget expenditures/encumbrances and advises the commander on future needs of installation. Makes frequent visits to installation tenants to determine the administration of all the Installation Commanders' programs and policies are being followed. Participates and provides guidance in the planning and administering of the Louisiana Military Department awards and recognition programs. Participates in various ceremonies, meeting and functions etc., as the representative of the installation.

Advises the Commander on the installation master plan. Advises the Commander on the maintenance of position management. Promotes safety programs for the Gillis W. Long Center. Supports short and long term goals and objectives established by the LMD and The Adjutant General. Provides leadership for Installation appearance standards and policies. Periodically works overtime and subject to work on off days on short notice. Must possess effective written and oral communication and interpersonal skills and ability to deal with all levels of personnel and the general public in a professional and effective manner. Performs other duties as assigned.

POSITION QUALIFICATIONS:

Ability to work independently with general guidance to meet objectives. Comprehensive knowledge of laws, regulations, and policies which affect personnel professional development, assignments, morale, welfare, discipline, performance, awards and recognition. Knowledge of the mission, organization, and work processes of both the Louisiana National Guard and the Louisiana State Military Department and their relationship. Broad understanding of planning, programming, and master planning concepts and procedures. Knowledge of State facility inventory sufficient to complete planning and programming responsibilities and influence decisions to the most efficient, economic, and safe approach possible.

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