



**STATE OF LOUISIANA**  
**invites applications for the position of:**  
**Cooperative Agreements & Grants Manager**  
**#50357276**

Equal Opportunity Employer

**ANNOUNCEMENT NO.** 113-2024 *Amended*

**OPENING DATE:** July 24, 2024

**CLOSING DATE:** August 7, 2024

**SALARY:** MA-620 / \$57,408 - \$112,570 annually

**JOB TYPE:** Unclassified

**LOCATION:** LMD-BBA, Jackson Barracks, New Orleans, 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



**LMD-Budget & Business Analytics**

**Jackson Barracks**



**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:**

Cooperative Agreements:

Responsible for tracking Cooperative Agreement execution memorandums and Cooperative Agreement Modification Memorandums and ensuring that they have the most current funding data. Responsible for the coordination with LMD-Fiscal for LaGov coding and grant module development when new Federal Cooperative Agreements are established and for the coordination and conduct of reconciliations with the Federal Cooperative Agreement Program Managers. Responsible for Cooperative Agreement extension coordination and tracking between LMD Fiscal, Cooperative Agreement Program Managers, and USPFO. Serves as delegated signature approver for all Cooperative Agreement financial transactions within established thresholds. Participates in encumbrance scrubs with Cooperative Agreement Program Managers and LMD staff and makes final determination on liquidation of aged encumbrances. Serves as lead coordinator with LMD-Fiscal and LMD-C&P to ensure appropriate Cooperative Agreement budgeting, payment and reimbursement processes are functioning efficiently as possible. Recommends process improvements to LMD Chief of Staff. Ensures adequate internal controls are in place to protect state funding shares of Cooperative Agreement expenditures.

Responsible for all Grant Module requirements. Develops, maintains, and distributes grant workbooks used to capture data necessary to develop grant budgets for the LaGov Grant Budget Module. Creates and enters grant budgets for all appendices for every program year by sponsored program and class into the LaGov Grant Budget Module. Agency lead on Appendix (grant) reimbursement, requiring extensive collaboration with Fiscal, Cost Center, and Program Managers to identify and correct errors. Works closely with Program and Cost Center managers to verify AFP and Cooperative Agreement modifications. Assists Fiscal and Cost Center personnel in reconciliation of expenditures versus reimbursement requests. Reviews grant budget and expenditures to identify projected shortfalls or other issues and works with stakeholders to develop and recommend potential corrective courses of action. Responsible for annual calculation of CPP and coordination of reimbursement agreement with USPFO.

Competitive Grants:

Researches and recommends grant opportunities from government and non-government entities. Writes and submits grant proposals based upon the goals of the organization. Coordinates with LMD-Fiscal for LaGov coding and grant module development for new Competitive Grants. Coordinates with the Military Affairs Program, the Education Program, the Auxiliary Program, and the LANG Foundation for implementation of approved grants. Manages grant reporting requirements. Maintains grant records for audit and transparency.

Budget:

Serves as the primary liaison between the Budget section and Human Resources (HR). Budget section SME on Human Resources related matters.

Maintains and updates the Payroll Transactions database bi-weekly and creates and distributes payroll information reports to Fiscal and Cost Center personnel. Assists Cost Centers with HR actions and position coding requests to ensure proper payment and reimbursement.

Serves as the primary liaison between the Budget section and Public Assistance.

Assists with collection and review of documentation required for FEMA reimbursement of Emergency Operations related transactions. Completes extensive data collection and analysis to develop, prepare, and provide reports to assist in the FEMA Public Works reimbursement process. Coordinates between Fiscal, Contracting and Purchasing, Public Assistance, and the field to identify and correct mis-coding and missing documentation related to Emergency Operations transactions, playing an essential role in maximizing eligible reimbursements.

Serves as a key member of the Emergency Operations Staff in the Emergency Operations Center at Training Center Pineville during emergency response missions. Reviews and approves Emergency Operations related purchase requisitions in SRM. Provides guidance and review of LSS request coding. Monitors, forecasts, and reports mission related expenditures to determine budget authority burn rate. Assists Public Affairs Office with review of 5914 forms (Catered Meals), and other tasks as requested.

Serves as LaGov coding Subject Matter Expert for Agency. Recommends and requests new, or changes to existing, cost centers, Internal Orders, Grants and Sponsored Programs. Provides direct supervision of all Department Budget Analysts. Provides design, editing, and proofing for all published departmental documents. Performs other duties as assigned.

**POSITION QUALIFICATIONS:**

Bachelor's degree preferred with concentration in areas of accounting, auditing, budgeting, purchasing, human resource, planning, research and analysis or financial services. Three years of experience and/or college education in a business related field may be substituted to meet educational requirements. Prefer experience with SAP Business Objects, SAP HR, SAP SRM and SAP ECC or comparable financial/purchasing/contracting/human resource tracking system. Prefer experience with performance based budgeting. Must be available for travel as needed. Advanced skills in Microsoft Excel to include Pivot Tables, VLOOKUPS and SUMIFs (will be asked to demonstrate ability at interview). Intermediate skills using and updating Microsoft Access databases. Experience using Word, PowerPoint, Outlook, Visio and SharePoint. Prefer knowledge of Federal/State cooperative agreements.

**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 Juan Rossell  
LMD-HR (Jackson Barracks)  
E-mail: [juan.c.rossell.mil@army.mil](mailto:juan.c.rossell.mil@army.mil)  
Office: (504) 278-8547