



STATE OF LOUISIANA
invites applications for the position of:
IT Support Specialist 1, 2 or 3
#50574493

Equal Opportunity Employer

ANNOUNCEMENT NO. 131-2024

OPENING DATE: August 27, 2024

CLOSING DATE: September 10, 2024

***SALARY:**

MT-312 / \$50,003 - \$90,022 annually

MT-313 / \$53,498 - \$96,325 annually

MT-314 / \$57,242 - \$103,064 annually

JOB TYPE: Unclassified

LOCATION: CFMO, 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

****As part of a Career Progression Group, the level
at which the vacancy is filled will be determined
by the qualifications of the candidate selected.***

Louisiana Military Department



CFMO

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:

- Install, program, maintain and repair Electronic Security Systems (ESS) / Intrusion Detection Systems (IDS) IAW AR190-11 standards and as acknowledged in cooperative agreement appendix 1004. Systems to maintain include Lenel access, Aiphone access, Bosch B9512G IDS, and CCTV.
- IAW AR190-11 respond to trouble calls within 24 hours of notification.
- Maintain alarm monitoring station contact data for each ESS site i.e. physical address, responding law enforcement, and system users (supply sergeants). Revise and update as needed.
- Review and authorize invoices for monitoring and data transmission services payments.

- Maintain ESS/IDS certification.
- Provide vault construction statement checklist to units for purpose of providing a valid DA form 4604 vault construction statements. Review DA form 4604 on each site visit to ensure statement is not out of date.
- Schedule and conduct semi-annual PMCS for ESS/IDS systems at each site.
- Maintain an inventory of repair parts on hand.
- Maintain an inventory of tools for the installation, maintenance, and repair of ESS/IDS systems.
- Maintain one GSA vehicle.
- Install, program, maintain and repair CCTV and access control equipment.
- Support vendor installations of ESS/IDS, CCTV and access control equipment.
- Install new Intrusion detection systems ESS/IDS for new MILCON projects.
- Inspect and approve the installation of new ESS/IDS, CCTV and access control equipment installed by contractors.
- Install, program, maintain, and repair ESS/IDS systems for portable vaults.
- Schedule in/out of state overnight travel, submit travel request, and file travel claim/voucher with supporting documentation in the prescribed time frames. Follow the state policy and requirements.
- Maintain a valid state driver's license.
- Monitor cell phone during off duty hours IOT determine level of required response to maintenance issues.
- Complete and turn in timesheet as required.
- Perform other duties as assigned.

POSITION QUALIFICATIONS:

- Use common hand tools, electronic measuring devices, signal generators, telephone connection tools, conduit installation tools, and portable CCTV monitoring devices.
- Receive and maintain a certification from the PEC course in Little Rock, AR for the current ESS/IDS. (Bosch).
- Operate office equipment including, but not limited to copier, computer, camera, and facsimile machine.
- Maintain knowledge of electronic databases and how to input and retrieve data through prepared reports.
- Proficient with Microsoft Office (Word, excel, Access, Outlook, and PowerPoint) and other Windows programs utilized to create/develop documents, presentations/briefings, reports and correspondence.
- Performs word processing, filing, answers telephone and emails, and maintains records.
- Create and maintain an IT based ESS network enclave.

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:

Mrs. Dawn Riess
LMD-HR (Jackson Barracks)
E-mail: dawn.t.riess.nfg@army.mil
Office: (504) 278-8547