



# Louisiana Military Department

**LMD Human Resources, Training Center Pineville**  
**HR Analyst Manager 1, 2, or 3**  
#181667

**ANNOUNCEMENT NO.** 028-2025

**OPENING DATE:** March 6, 2025

**CLOSING DATE:** March 20, 2025

**\*SALARY:**

**MA-619** \$53,643 - \$66,539

**MA-620** \$57,408 - \$71,198

**MA-621** \$61,422 - \$76,190

\*Salary indicates typical starting range. Level will be determined by qualifications.

**JOB TYPE:** Unclassified\*

\*Current Classified employees must give up their designation to accept this position. Unclassified employees serve at the pleasure of their appointing authority.

**BENEFITS**

**Retirement:** LASERS

**Insurance:** Medical, Dental, & Vision

**Paid Holidays:** 10 plus proclaimed

**Annual Leave:** 96 hours per year with tenure increases

**Sick Leave:** 96 hours per year with tenure increases

**POSITION DESCRIPTION:**

Performs duties as an HR Analyst and Manager for several employee with the Louisiana Military Department at TCP-P and Camp Minden. Assists Employee Administrator with Human Resources duties. Provides Human Resources to all employees including in processing, out processing and maintaining employee files in the State SAP System. Processes a full range of personnel and payroll actions needed to complete appointments, merit increases, promotions, transfers, separations, etc. Maintains personnel folders and files/maintains all employees' information into their folders. Computes routine pay changes and may compute service time of employees as required. Verifies accuracy of information and makes needed corrections. Provides general, basic explanation of employee benefit programs and advises employees of various options available under some programs. Reviews benefits documents for accuracy and completeness; forwards to appropriate office. Provides induction documents to new employees, provides guidance and a general overview of each document; follows up to ensure new employee timely completes all required forms. Enters and checks T&A's for TCP's time schedule (Wed-Friday Payroll week). Enters and checks changes of payroll - Time Schedule (Friday & Monday Payroll week). Enters and verifies Background/Drug screening results. Inputs and checks Merit Increases. Inputs changes for bank, address and any other personal information. Daily in processing and out processing of TCP/YCP-TCP employees. Reviews Form 1's and PER's. Run and manage CATS reports, time and attendance that is entered into CATS. Training the HR staff that reports to Training Center Pineville and Camp Minden. Maintain the K-time tracker doing all hazard events. Help organize activity with the Charitable contributions Campaign. Work and review the OGB Monitoring report each month. Inputs/processes all LMD-CB supply orders. Completes ISIS HR paid, transfers and separations, benefits & enrollment POC for CAC Card Processing. Complete Microsoft Office Courses. Complete Civil Service Training Courses. Complete HCM/ERP Courses: Basic Navigation, Employee Administration, Time Administration, Basic and Advanced Reporting, Introduction to ORG Management. Perform other duties as assigned.

## **POSITION QUALIFICATIONS:**

Excellent knowledge of Microsoft Office programs (Word, Excel, Power Point, Outlook, etc.). Ability to communicate clearly, verbally and in writing. Knowledge of HCM System (Personnel and Payroll components). Skilled in preparing spreadsheets and maintaining internal databases. Experience working with structures/functions of the Louisiana Military Department and the Louisiana National Guard.

## **GENERAL REQUIREMENTS:**

- Must have a valid Driver's License, Social Security Card and Birth Certificate.
- Must be available to report to duty during emergency or disaster situations for extended hours over an extended period of time. Other periodic travel may be required.
- Must meet physical requirements to perform functions of the position.
- Must attend/complete all Louisiana Military Department (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:

- All LMD positions require in-office attendance. This is not a remote position.
- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- For positions requiring computer/email access selected applicant must qualify to obtain a Department of Defense Common Access Card (CAC) Card and maintain eligibility
- LMD is a substance abuse and drug free workplace. The selected applicant must pass a pre-employment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.
- To become an employee of the LMD you must be a current member of the Louisiana National Guard or eligible for membership in the Louisiana State Guard.
- The selected applicant must pass a pre-employment criminal background investigation prior to employment.

**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 12:00 a.m. CST:

Charlie Gandy  
LMD-HR (Gillis W. Long Center)  
E-mail: [charlie.a.gandy.nfg@army.mil](mailto:charlie.a.gandy.nfg@army.mil)  
Office: (225) 319-4950

Carol Hadley  
LMD-HR (Gillis W. Long Center)  
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