



LOUISIANA MILITARY DEPARTMENT

LMD Headquarters, Jackson Barracks

HR Organizational Manager 1, 2, or 3

163603

ANNOUNCEMENT NO. 060-2025

OPENING DATE: June 10, 2025

CLOSING DATE: June 24, 2025

***SALARY:**

MA-616 \$43,784 - \$54,308

MA-617 \$46,842 - \$58,114

MA-618 \$50,128 - \$62,191

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

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

JOB TYPE: Unclassified

Current Classified employees must give up their designation to accept this position.

POSITION DESCRIPTION:

Responsible for maintaining the HR Organizational Management area of the LaGov system for the LA Military Department (LMD). Uses the LaGov System to maintain positions, allocate/set-up/fund positions, reallocate positions, title changes, schedule/level changes, delimit positions, enter planned vacancies, code changes, etc. Prepares and sends requests to establish new Job Codes with our Liaison at Civil Service. Performs annual and special code changes on positions throughout the year (Feb, Apr, Jul, Oct and as requested). Prepares, tracks, updates and maintains the LMD Organizational Chart for Military Affairs and Education Programs depicting numbers of authorized, filled and vacant positions of the components of each. Breaks down the Organizational Chart and distributes to Directorates monthly. Manages and tracks Agency Authorized Strength. Prepares the LMD Manning Document as requested by the HR Director. Prepares, updates, maintains and distributes weekly Vacancy Tracking Reports. Responsible for the overall tracking of all LMD Personnel Actions received by HR, monitoring for action, approval, disapproval and ensuring accuracy of information. Distributes Notification of Personnel Action Form (Form 2) for all approved Personnel Actions. Prepares, distributes and updates State Vacancy Announcements as vacancies are approved. Sends request to distribute Vacancy Announcements to J-6 and Geaux Guard, to include requests to remove once positions are filled. Prepares LMD-HR Slides for the monthly Command Brief. Liaison to the State Contractor who represents the LA Military Department in unemployment claims, providing timely information and documents upon request. Also ensures all claims are validated/reconciled against LA Workforce Commission invoices prior to preparing the Payment Voucher. Prepares Certificates for Service Awards, Retirement, etc. Performs position history analysis, as well as LAPAS information and trend analysis as required. Prepares and distributes Louisiana State Guard Appointment and Promotion Orders. Prepares and distributes State Active Duty Orders during State Emergencies and when requested. Prepares short notice time critical reports for the Human Resource Director and Leadership as requested. Manages HR files and correspondence regarding Personnel Actions. Ensures the security and confidentiality of sensitive information regarding the pay and personnel actions of State employees of the LA Military Department. Assists the HR Team as necessary. ADA Coordinator for Agency. Performs other duties as assigned.

Equal Opportunity Employer and State as a Model Employer (SAME)

POSITION QUALIFICATIONS:

Knowledge of LaGov System (Personnel and Payroll components). Excellent knowledge of Microsoft Office Programs (Word, Outlook, Excel, PowerPoint, etc.). Ability to communicate clearly verbally and in writing. Ability to think independently and make sound decisions and recommendations. Experience working with structures/functions of the LA Military Department and the Louisiana National Guard. Complete Microsoft Office Courses. Complete Civil Service Training Courses. Complete LaGov HR Courses: Basic Navigation, Employee Administration, Time Administration, Basic and Advanced Reporting, Introduction to ORG Management.

GENERAL REQUIREMENTS:

- 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.
- Must be available to report to duty during emergency or disaster situations.
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:

SFC Juan Rossell

LMD-HR (Jackson Barracks)

Email: juan.c.rossell.mil@army.mil

Office: (504) 278-8034