



LOUISIANA MILITARY DEPARTMENT

Budget & Business Analytics, Jackson Barracks
Business Intelligence Specialist 1, 2, or 3

50595831

ANNOUNCEMENT NO. 075-2025

OPENING DATE: July 10, 2025

CLOSING DATE: July 24, 2025

***SALARY:**

MT-316 \$65,541 - \$78,665

MT-317 \$70,138 - \$84,177

MT-318 \$75,406 - \$90,063

*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:

To support data-informed decision-making by transforming raw data into insights that drive effective policy, operational efficiency, and transparent accountability. This role is responsible for assisting in the development, maintenance, and analysis of business intelligence tools, data models, and performance dashboards that improve program efficiency, transparency, and service delivery. The ideal candidate serves as a data steward - bridging technical data systems and agency stakeholders to help shape policy and operational improvements. Develop, implement, and maintain internal datasets. Gather, cleanse, and validate datasets from internal and external sources to perform analysis and satisfy ad hoc and ongoing periodic reporting requirements. Design and build interactive dashboards and reports using Power BI, Tableau, or similar. Write and optimize complex SQL queries to extract, integrate, and transform data. Assist in the process of defining the agency's BI strategy and multi-year roadmap to align analytics processes with agency goals. Assist with the establishment of priorities for self-service capabilities, tool roll-outs, and new data sources. Support form/workflow design and process automation using tools such as Nutrient Workflow or Power Automate in conjunction with CSS and JavaScript. Implement KPI scorecards and visualizations that highlight trends, anomalies, and opportunities. Develop documentation and training programs for tools and reports. Provide SharePoint Online support—list/library creation, permissions maintenance, and content organization. Creation and dissemination of Survey Monkey surveys; collection, aggregation, and presentation of survey results. Other duties as assigned.

POSITION QUALIFICATIONS:

Required Education: Associate degree in data science, data management, statistics, information systems and decision sciences (ISDS), an analytic discipline or area focusing on quantitative and data visualization skills, or a related field.

Preferred Education: Bachelor's degree in data science, data management, statistics, information systems and decision sciences (ISDS), an analytic discipline or area focusing on quantitative and data visualization skills, or a related field.

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

POSITION QUALIFICATIONS:

Required Experience: Proficiency in SQL and experience working with relational databases, knowledge and experience with Power BI, Tableau, or similar, statistical analytical skills, knowledge of database design and management principles, experience with data visualization tools, and ability to handle sensitive data and confidential information.

Preferred Experience: Experience with statistical analysis and research, experience with cleaning and manipulating data to prepare for analysis in software/languages, experience with SharePoint Online administration, experience with Microsoft Power Apps and Power Automate, experience with SAP/LaGov ERP, ECC, and Data Warehouse/Business Objects, experience creating and disseminating custom surveys with Survey Monkey.

Required Knowledge, Skills, & Abilities: Strong problem-solving, attention to detail, and analytical skills. Excellent communication and listening abilities, and strong professional writing. Ability to represent the Agency in a professional manner. Ability to gather and collect data and build reports using analytics. Customer service skills combined with a strong work ethic and a self-motivated approach toward achieving consistent results. Familiarity with SQL, VBA, JavaScript / TypeScript, CSS, HTML. Ability to multi-task and deliver work product under tight deadlines. Ability to collaborate with other professionals on projects and tasks.

Preferred Knowledge, Skills, & Abilities: Experience with API integration, Knowledge of LEAN principles and practices, Familiarity with Project Management and Planning principles. Proficient in business intelligence and data visualization tools and methodologies, including proficiency in advanced concepts in Microsoft Excel, Power BI, and Tableau. Proficiency with SQL, JavaScript / TypeScript, CSS, HTML

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)

6400 Saint Claude New Orleans, LA 70117

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

Office: (504) 278-8034