



LOUISIANA MILITARY DEPARTMENT

LMD-HR, Camp Minden, Minden, LA

HR Analyst 1, 2, or 3

50358134

ANNOUNCEMENT NO.028-2026

OPENING DATE: February 11, 2026

CLOSING DATE: February 25, 2026

***SALARY:**

MA-613 \$35,734 - \$50,997

MA-614 \$38,230 - \$54,562

MA-615 \$40,914 - \$58,365

*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.

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 HR Analyst for the Louisiana Military Department. Electronically enters and maintains all administrative employee actions in the LaGov system. These actions are required to process personnel and payroll related information, including but not limited to appointments, performance adjustments, promotions, rehires, reallocations, transfers, etc. Included in this process are verification and/or computation and entry of pay actions, bank details, date specifications, tax withholding information, personal data, organizational management data as well as other personnel and payroll related data. Responsible for determining leave and benefit eligibility. Provides general, basic explanation of employee benefit programs and advise 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, providing guidance and a general overview of each document, follows up to ensure new employee timely completes all required forms. Review position descriptions for accuracy of organizational information. Contact employees, supervisors, manager, etc. to elicit corrections or resolve minor conflicts in information presented. Provides grievance forms and routine procedural instructions to employees. Collects and compiles statistical data required to prepare reports. Accepts and screens applications. Verifies eligibility of selected applications. State liaison for employee job announcements. Employee liaison for employee benefits provider. Assists with all State Active Duty Missions. Enters employee information into the drug screen and background information database. Assists with the Supervisor's duties of the office. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Excellent knowledge of Microsoft Office programs (Word, Excel, Power Point, Outlook, etc.). Must possess excellent communication skills both oral and written. Knowledge of LaGov system (HCM). 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 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