



LOUISIANA MILITARY DEPARTMENT



LANG-GOHSEP

Reimbursement Specialist 1, 2, or 3

50464414

ANNOUNCEMENT NO. 006G-2026

OPENING DATE: 10 March 2026

CLOSING DATE: 24 March 2026

***SALARY:**

MA-616 \$43,784 - \$62,455

MA-617 \$46,842 - \$66,832

MA-618 \$50,128 - \$71,521

*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 provide support to the LMD All Hazard Reimbursement Department. Must be able to travel to Baton Rouge EOC during All Hazard Events for extended periods of time. Use interactive websites related to the adjudication and processing of project worksheets including Louisiana Public Assistance, LSS and others as appropriate. Prepare and complete special projects, miscellaneous reports, spreadsheets, and documents. Reconcile projects for closeout and track expenditures requiring JVs. Prepare Director's letters for EMAC reimbursement payments, incoming and outgoing. Research RFIs from GOHSEP and FEMA pertaining to reimbursement. Lead reviewer on EMAC reimbursement packets. Prepare reimbursement documentation and expense packets. Review reimbursement packets prepared by other staff for Director signature. Perform cost analysis and gather quotes on emergency expenditures. Enter data accurately into Excel workbooks, onto reimbursement forms, and into specified grant websites. Perform routine clerical work such as typing, filing, copying, shredding and mass scanning. Assist with updating files (both electronic and hard copy). Keep project worksheet files current. Maintain document control system. Complete ALL mandatory State trainings including but not limited to Ethics and Sexual Harassment. Complete initial program and periodic trainings assigned by All Hazard Reimbursement Director. Reimbursement Specialist position will be cross-trained on all aspects of reimbursement documentation requirements to include EMAC, Public Assistance, Hazard Mitigation and Preparedness and be able to train and assist Reimbursement Tech positions in all aspects of the programs and documentation requirements. Perform ALL other duties as assigned. All positions report to and supervised by Director. Long-term temporary position.

POSITION QUALIFICATIONS:

Must have extensive experience with Microsoft Excel. Must have working knowledge of Microsoft Office programs (Teams, Word, Outlook, PowerPoint) and Adobe. Must be capable of learning to use interactive websites related to the adjudication and processing of project worksheets including Louisiana Public Assistance, LSS, Louisiana Checkbook, and others as appropriate. Experience with Disaster Recovery and or Grant Reimbursement preferred. Experience with reconciling billing or audit documentation preferred. Experience with LaGov ECC preferred. Must have excellent organizational skills and attention to detail. Must have effective written and verbal communication skills. Must have ability to work both solo with minimal supervision as well as work collaboratively with in a team environment.

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.
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.
- 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.
- 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:

Shanice Allen
7667 Independence Blvd.
Baton Rouge, LA 70806
Email: gohsepemployeerelations@la.gov