



# LOUISIANA MILITARY DEPARTMENT



## LANG-GOHSEP

### Plans, Training, & Exercise Manager 1, 2, or 3

# 50532830

**ANNOUNCEMENT NO.** 019G-2026

**OPENING DATE:** 24 June 2026

**CLOSING DATE:** 08 July 2026

**\*SALARY:**

**MA-619** \$53,643 - \$76,520

**MA-620** \$57,408 - \$81,878

**MA-621** \$61,422 - \$87,619

\*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:

The Plans, Training, and Exercise (PTE) Manager serves as a subject matter expert and supervisor responsible for leading the comprehensive lifecycle development, execution, and maintenance of the state's emergency preparedness frameworks. The primary purpose of this position is to direct a team of 6 to 10 multi-disciplinary staff members in developing statutory state emergency plans, orchestrating comprehensive training catalogs, and coordinating statewide exercise programs. This role ensures all strategic planning, training initiatives, and exercises adhere to federal and state standards (such as FEMA guidelines, EMAP, and EMPG mandates), ultimately enhancing the operational capability and resilience of GOHSEP, state agencies, and local sub-recipients.

50% | Program Management & Team Supervision Personnel Leadership: Supervise, mentor, and evaluate a team of 6 to 10 professional staff members across the Planning, Training, and Exercise sections to ensure operational consistency, balanced workloads, and professional growth. Strategic Deliverables Oversight: Manage and track key programmatic "big lifts" across the division, including the finalization of the National Qualification System (NQS) Implementation Plan, the State Emergency Operations Plan (EOP), and the multi-year GOHSEP Strategic Plan. Workforce & Accountability: Establish clear milestones for the section, removing operational bottlenecks, resolving internal data or tracking discrepancies, and ensuring all project updates flow clearly up the command chain.

20% | Emergency Planning & Compliance Statutory Document Maintenance: Oversee the review, updating, and publishing of critical state emergency documents, including the Continuity of Operations Plan (COOP), Continuity of Government (COG), and the State EOP. Assessments & Reviews: Manage the programmatic development of the annual Stakeholder Preparedness Review (SPR) and collaborate on the Threat and Hazard Identification and Risk Assessment (THIRA). Ensure the mandatory compliance review of local Parish EOPs and external health facility plans (e.g., Nursing Home plans as requested by LDH). Accreditation Standards: Actively review and align all operational documentation with the Emergency Management Accreditation Program (EMAP) standards to maintain agency compliance and readiness posture.

## **POSITION DESCRIPTION CONT.:**

20% | Training Initiatives & Exercise Coordination Training & Capability Building: Direct the creation and distribution of the annual Training Catalog, GOHSEP Academy Course Schedules, and the execution of Integrated Preparedness Planning Workshops (IPPW) resulting in the state Integrated Preparedness Plan (IPP). Statewide Exercises: Lead the design, scheduling, and execution of the annual GOHSEP Statewide Exercise (SWE), coordinating multiple planning meetings with internal stakeholders and external partners like the Louisiana National Guard (LANG). EMPG Grant Deliverables: Oversee the successful execution of EMPG grant-mandated outreach, ensuring the planning section achieves its required annual benchmarks (such as completing 32 outreach/education events and 5 multi-jurisdictional preparedness coordination seminars/workshops).

10% | Other Duties & Emergency Operations Center (SEOC) Activation Liaison Duties: Act as an expert representative and primary point of contact for parish OHSEP directors, state agencies, and regional stakeholders regarding planning, training gaps, and exercise frameworks. SEOC Support: Maintain a constant state of operational readiness to pivot rapidly from administrative leadership to immediate, high-tempo tactical support. Emergency Activation Leadership: Fulfill critical leadership roles within the State Emergency Operations Center (SEOC) during state-declared emergencies and activations as directed by GOHSEP Leadership. Plans Section Chief: Serve as the Plans Section Chief during SEOC activations, assuming full operational responsibility for the collection, evaluation, dissemination, and use of information about the development of the incident. This includes directing the compilation, editing, and official production of the comprehensive Statewide Situation Report to ensure accurate situational awareness for executive leadership and state partners.

Perform other duties as assigned.

## **POSITION QUALIFICATIONS:**

### **Knowledge:**

Emergency Management Doctrines: Advanced knowledge of the National Incident Management System (NIMS), Incident Command System (ICS), National Qualification System (NQS), and HSEEP (Homeland Security Exercise and Evaluation Program) principles. Statutory & Accreditation Standards: Deep familiarity with the Emergency Management Accreditation Program (EMAP) requirements and Louisiana emergency management laws. Grant Alignment: Operational understanding of how local and state planning, training, and exercise deliverables satisfy federal EMPG performance metrics.

### **Skills:**

Supervisory Leadership: Proven ability to manage, motivate, and guide a diverse group of 6 to 10 technical specialists while balancing multiple overlapping section deadlines. Project & Task Management: Strong capability to utilize task tracking metrics to monitor long-term project lifecycles (e.g., multi-year IPP creation, annual SWE execution). Facilitation & Public Speaking: High proficiency in hosting multi-jurisdictional planning workshops, regional seminars, and training academies.

### **Abilities:**

Strategic Execution: Ability to transform raw threat assessments (THIRA/SPR) and regional workshop data into actionable, state-level strategic plans. Collaboration & Teamwork: Ability to maintain robust, collaborative partnerships with external agencies (e.g., LDH, LANG) and local parish emergency directors. Operational Agility: Capacity to maintain composure and pivot rapidly from office-based management to extended, 24/7 emergency response shifts under high-pressure conditions.

## **POSITION QUALIFICATIONS CONT.:**

### **Experience & Education:**

Experience: A minimum of 4–6 years of professional-level experience in emergency management planning, training development, exercise coordination, or a closely related field is required. At least 2 years of supervisory or team leadership experience is highly preferred.

Education: A Bachelor's degree from an accredited college or university is strongly recommended (preferably in Emergency Management, Homeland Security, Public Administration, or Business Administration).

Equivalent, high-level professional emergency management experience may substitute for the degree requirement on a year-for-year basis.

### **Certificates, Licenses, & Training:**

Driver's License: A valid driver's license is required for routine statewide travel to support regional workshops, planning outreach events, and localized exercises. Core Training Requirements: Completion of FEMA Independent Study courses IS-100, IS-200, IS-700, and IS-800 is required. Advanced Training (Preferred): Completion of ICS-300 and ICS-400, or a certified Homeland Security Exercise and Evaluation Program (HSEEP) course is highly desirable within the first 12 months of employment.

## **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](mailto:gohsepemployeerelations@la.gov)