



LOUISIANA MILITARY DEPARTMENT

LMD-R, Jackson Barracks, New Orleans, LA

Risk Management Specialist 1, 2, or 3

#50606168

ANNOUNCEMENT NO. 110-2026

OPENING DATE: June 25, 2026

CLOSING DATE: July 09, 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.

POSITION DESCRIPTION:

Provide technical and specialized support for the Risk Management programs including property, general liability, transportation and worker's compensation. Assist department staff in monitoring of state risk exposures, reporting requirements and other risk management activities. Submit state insurance claims for general liability, worker's compensation, transportation and property to ORM in a timely manner. Administer all worker's compensation claims from initial report to resolution. Acts as the primary liaison between employees, insurance carrier, and third-party administrators (TPA). Authorize initial medical treatment for injuries/worker's compensation claims. Investigate workplace injuries and coordinate return-to-work programs. Ensure compliance with state worker's compensation laws and reporting requirements. Conduct training on workplace injury prevention and claims processes. Maintain claims tracker spreadsheets. Brief the Risk & Safety Manager on any issues that may arise. Provide administrative support for general liability, property, transportation and worker's compensation claims processing. Coordinate with claimants, supervisors and insurance adjusters to ensure all paperwork is provided for claims processing. The Risk Management Specialist position activates during emergencies to the Emergency Operations Center (EOC) at Camp Beauregard in Pineville, LA. Must be familiar with the LMD emergency action plans and available for duty during all State Emergencies and All Hazards Events. Must be available for overnight travel and extended overnight travel. Must have computer skills and working knowledge of Microsoft office programs. Complete all LMD training requirements annually. Performs other duties as assigned.

POSITION QUALIFICATIONS:

Ability to maintain confidentiality and handle sensitive information with discretion. Must have excellent knowledge of Microsoft Office Programs (Excel, Outlook, Power Point, and Word) and Adobe Acrobat. Ability to assist with insurance functions such as accident, property, safety, loss prevention and risk management. Must be available for some overnight travel. College degree or prior experience in claims, loss prevention or insurance. Must possess excellent communication skills both oral and written. Skilled in preparing and maintaining spreadsheets.

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

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