LOUISIANA MILITARY DEPARTMENT

LANG-GOHSEP, Baton Rouge, LA
Training Technician 1, 2, or 3
#164977

ANNOUNCEMENT NO. 198-2026
OPENING DATE: November 05, 2026
CLOSING DATE: November 15, 2026

***SALARY:**

MA-613	$35,734 - $60,876
MA-614	$38,230 - $65,134
MA-615	$43,784 - $69,679

*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:

Training Technician provides technical, administrative, and operational support for the State of Louisiana's emergency management training program within the GOHSEP Preparedness Division. Reporting directly to the Training Specialist, this position is responsible for coordinating training course logistics, maintaining student and instructor records, supporting training management systems, assisting with course scheduling and delivery, and ensuring accurate and timely documentation of statewide training activities. The Training Technician works closely with the Training Specialist, GOHSEP staff, parish emergency management agencies, state agencies, instructors, students, and federal and state training partners to support delivery of emergency management training throughout Louisiana. This position does not exercise supervisory authority but is expected to independently manage assigned administrative and logistical responsibilities, identify potential issues, and elevate concerns to the Training Specialist when necessary. The position plays a key role in maintaining accurate, audit-ready training records and supporting implementation of state and federal preparedness initiatives, including the National Incident Management System (NIMS), National Qualification System (NQS), Emergency Management Performance Grant (EMPG) requirements, and the State Integrated Preparedness Plan. Coordinate the administrative and logistical requirements associated with emergency management training courses, workshops, seminars, and GOHSEP Academy offerings. Process course requests, student registrations, enrollment confirmations, cancellations, rosters, attendance documentation, evaluations, certificates, and other required course records. Maintain training information within the State Training and Exercise Management System (STEMS) and other applicable databases and tracking systems. Enter, update, review, and validate student training records, instructor information, course completions, transcripts, and supporting documentation to ensure information is complete and accurate. Assist the Training Specialist with development, maintenance, and publication of the annual GOHSEP Training Catalog and GOHSEP Academy Course Schedules. Update course calendars, schedules, registration information, training announcements, and related materials as directed. Assist with coordination of training provided by FEMA, TEEX, LSU, NCBRT, Louisiana State Police, and other federal, state, local, academic, and private-sector training partners. Assist with training outreach activities necessary to meet Emergency Management Performance Grant and other state or federal preparedness performance requirements. Maintain documentation necessary to demonstrate completion of required training activities and performance measures. Coordinate course logistics including training locations, classroom requirements, audiovisual equipment, course materials, instructor travel information, student communications, facility access, and other administrative requirements necessary for successful course delivery.

POSITION DESCRIPTION CONT.:

Support implementation of the state's National Qualification System by accurately tracking required courses, student completions, instructor qualifications, credentials, transcripts, and related documentation. Provide routine reports, status information, training statistics, enrollment data, completion information, and other documentation requested by the Training Specialist or PTE Manager. Respond to routine training inquiries from emergency management personnel, state agencies, local jurisdictions, instructors, and members of the preparedness community. Provide accurate information or refer complex programmatic or policy questions to the Training Specialist. Collaborate with the Planning and Exercise Sections during Integrated Preparedness Planning Workshops (IPPW). Support the Training Specialist in the coordination and delivery of statewide training initiatives identified through the Integrated Preparedness Planning Workshop, State Integrated Preparedness Plan, capability assessments, grant requirements, and other preparedness priorities. Coordinate required training outreach events, seminars, and course targets to satisfy Emergency Management Performance Grant (EMPG) performance benchmarks. Plan, organize, and host multi-jurisdictional training workshops, regional seminars, and GOHSEP Academy deliveries for parish OHSEP staff, state agencies, and regional partners. Maintain operational readiness to transition from routine training duties to emergency response assignments within the State Emergency Operations Center during state-declared emergencies, disasters, exercises, or other activations. Serve within the SEOC Plans Section or other assigned emergency support function as directed. Assist with gathering, organizing, validating, and documenting operational information received from GOHSEP sections, parish emergency management agencies, state agencies, and other response partners. Support development of the Statewide Situation Report by collecting operational updates, reviewing submitted information for completeness, organizing data, maintaining supporting documentation, and assisting Plans Section personnel with preparation and distribution of situational awareness products. Assist in maintaining the Common Operational Picture by entering, updating, organizing, and verifying operational information within applicable emergency management systems, reports, dashboards, or tracking tools. Maintain the ability to work extended shifts, nights, weekends, holidays, or other nonstandard schedules when required during emergency operations. Performs all other tasks, special projects, administrative assignments, analysis, studies, reports, and related duties as directed by the Training Specialist, Plans, Training, and Exercise Manager, or GOHSEP leadership.

POSITION QUALIFICATIONS:

Experience & Education: Professional-level experience in emergency management, training delivery, program coordination, or a related field is highly preferred. Prior experience in a lead, supervisory, or team-coordination role is desirable. A college degree, preferably in Emergency Management, Public Administration, Homeland Security, Education, or Business Administration, is recommended; however, equivalent professional experience may be considered. Candidates should be proficient in standard office productivity software, including word processing, spreadsheets, email, electronic calendars, databases, and online registration or training management systems. Selected candidates will typically be required to complete FEMA Independent Study courses IS-100, IS-200, IS-700, and IS-800 within the first 6 to 12 months of employment.

Skills: Must demonstrate strong written and verbal communication skills to effectively engage with students, instructors, parish officials, state agencies, GOHSEP staff, and external training partners. The position requires a commitment to professional, responsive customer service and the ability to provide timely assistance to emergency management personnel, state and local officials, and other training stakeholders. Strong organizational and time-management skills are essential to coordinate multiple courses, registrations, deadlines, instructors, locations, and administrative requirements simultaneously. Candidates must also possess a high level of attention to detail when entering, reviewing, reconciling, and maintaining student, instructor, course, credential, and training-completion information. The ability to identify routine administrative or logistical issues, research available information, resolve matters within established procedures, and appropriately elevate complex issues is also required.

POSITION QUALIFICATIONS CONT.:

Knowledge: Possess a foundational knowledge of federal and state emergency management regulations, including FEMA programs, grant requirements, Emergency Management Performance Grant requirements, and state emergency management programs and procedures. Familiarity with, or the ability to develop working knowledge of, the National Incident Management System, Incident Command System, National Qualification System, Homeland Security Exercise and Evaluation Program, and related emergency management doctrine is required. Candidates must also be able to learn and support training course administration, registration processes, student tracking, instructor documentation, course scheduling, records management, and training database operations. A general understanding of the relationship between emergency management training, planning, exercises, capability development, and statewide preparedness priorities is preferred, along with the ability to maintain accurate electronic and physical records, spreadsheets, databases, transcripts, rosters, certificates, and supporting documentation.

Ability: Must be able to independently complete assigned training administration and logistical responsibilities while working under the direction of the Training Specialist. The position requires the ability to manage multiple assignments and deadlines, adjust priorities in response to changing course schedules and operational requirements, and maintain accurate, complete, consistent, and audit-ready training documentation and records. Candidates must collaborate effectively with GOHSEP personnel, parish emergency management offices, state agencies, instructors, federal partners, and other stakeholders. The successful candidate must also be adaptable, with the ability to transition from routine office duties to emergency operations assignments and perform effectively in a high-tempo State Emergency Operations Center environment. Discretion in handling student information, personnel information, training records, and other sensitive or restricted information is essential. The position may require extended hours, alternate shifts, weekends, holidays, and emergency assignments during activations or major preparedness activities.

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 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