



# LOUISIANA MILITARY DEPARTMENT

CFMO, Jackson Barracks, New Orleans, LA

Analyst (Energy Management) - (Temporary)

#50469036

**ANNOUNCEMENT NO.** 051-2026

**OPENING DATE:** March 26, 2026

**CLOSING DATE:** April 09, 2026

**\*SALARY:**

**MT-309** \$40,830 - \$49,005

## BENEFITS

**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

\*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:

Serve as the CFMO Energy Management Analyst and provides updates and reports to the DFMO Energy Manager, Strategic Plans Branch Manager and CFMO leadership as required. Enter utility data monthly into a database provided by the State of Louisiana Military Department. Conduct utility invoices analysis by reviewing all military department utility bills/accounts for erroneous information. Monitor all assigned sites including all facilities listed on the Facilities Inventory and Support Plan (FISP). Reports to the CFMO Energy Manager when there is a need to contact the utility provider to correct erroneous information and when there is a need to request credit on accounts(s). Reconcile discrepancies in utility bills with LMD on a weekly basis. Maintain billing records as follows: keep the last one (1) year of bills on file at all times. Additionally, retain both the last bill under the old meter/account number and the first bill under the new meter/account number whenever a change in meter number and/or account number occurs. Report Federal energy cost and consumption data on monthly, water consumption and cost data quarterly and renewable energy data quarterly. All other information collected in AEWRS should be updated annually before the end of the AEWRS reporting year on 30 September. Ensure Comprehensive Energy and Water Evaluations (CEWE's) are conducted in accordance with EISA 2007 every four years and report in AERWS annually. Monitor consumption data as reported through AEWRS and perform energy trend analyses to determine whether actual consumption is on track with NGB goals. Collect ISR Service Performance data on a quarterly and annual basis. Submit timely reports to the NGLA CFMO ISR Program Manager via email and ISR Web module prior to given suspense date. Possess the ability to organize and sort data to run reports as needed. Must understand and utilize additional tools and programs to research and verify discrepancies in billing. Must possess the ability to create graphs and worksheets. Perform all other duties as assigned by the Energy Manager, Strategic Plans Branch Manager and the CFMO. Attend Progress Reviews (IPR's) as directed.

## **POSITION QUALIFICATIONS:**

Three or more years of professional work experience in energy/utility analysis is required. Experience as an office manager, office clerk or military experience can supplement experience. Experience in storing, management, and tracking of official records, or sensitive documentation is required. Experience with operating various office equipment such as printers, scanners, copiers, shredding machines, and fax machines is required. High level of proficiency with Microsoft Office tools/programs is required. Excellent written and verbal communication skills. Working knowledge of information technology and communication systems. Team oriented, cooperative, and collaborative performance culture is required. Ability to organize and sort data in order to run reports as needed. Understand and utilize additional tools and programs to research and verify discrepancies in billing. Create graphs and worksheets.

## **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:

Mrs. Dawn Riess

LMD-HR (LANG-JB)

6400 Saint Claude New Orleans, LA 70117

E-mail: [dawn.t.riess.nfg@army.mil](mailto:dawn.t.riess.nfg@army.mil)