



LOUISIANA MILITARY DEPARTMENT

LMD Human Resources, Jackson Barracks

HR Payroll Systems Assistant 1, 2, or 3

181668

ANNOUNCEMENT NO. 083-2026

OPENING DATE: May 26, 2026

CLOSING DATE: Open Until Filled

***SALARY:**

MA-615 \$40,914 - \$50,752

MA-616 \$43,784 - \$54,309

MA-617 \$46,842 - \$58,115

*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:

LMD Payroll Assistant (For over 800 State Employees) / State Active Duty (STAD) Payroll. LaGov ECC Advises and instructs HR Analysts on Payroll issues. Run reports on biweekly basis to verify input for EFTs to employees and work with HR Analysts on any corrections required. Process off cycle payments in LaGov ECC system as required to ensure that employees are paid in a timely manner. Work with LaGov ECC personnel to seek resolution on any payroll issues that may arise. Office of State Uniform Payroll (OSUP): Work with OSUP personnel to resolve any issues that come up and serve as the Agency POC for Statewide Vendors and OSUP Direct Deposit /ETF Alternate POC.. Seek guidance from OSUP on any matter we deem necessary. Louisiana State Retirement System (LASERS): Work with Lasers personnel to resolve any discrepancies in wages reported by LaGov ECC system and provides information for LASERS audits and position inquiries. Review calculations and payments to LASERS by deployed state employees. Assist in other areas related to LASERS issues. Office of Group Benefits (OGB): Work with HR Analysts to resolve any issues with active employees' premiums. Make payments via check to OGB for retirees (prior to deductions beginning from retirement pay) and active employees paying premiums while on leave without pay. Reconcile all current year 941's before preparing STAD W-2's. Prepare W2's for STAD personnel during the calendar year. Work with J8 personnel annually to ensure current pay tables are loaded into the STAD system and verify information. Primary Agency LEO Coordinator for LMD. Responsible for tracking and reporting data on the status of Mandatory training for all LMD Employees. Serve as the agency POC for Background and Drug Screening, HR Benefits POC. Maintain records and compile statistical reports concerning personnel related data such as turnover analysis, succession planning, demographics and absenteeism rates. Monitor position status for FLSA requirements, Monitor expiration of Temporary Positions. Responsible for the following Reports: Office of Risk Management quarterly report, ZP136-Total Attendance/Absence Report (HR quarterly), ZP257-OGB/OTS Reconciliation Report (HR daily), ZX01-Employment Summary (HR-ADA), ZP50-Basic Pay Info/Stat Report (HR ea. Pay Period FLSA Rule, Audits), ZP52-Basic Pay Audit Report (HR Market Rate Adj., Audits), ZP54-Turnover Analysis Report (HR as needed), ZP174- Employee Qualification Report (HR-ADA), ZP14-Statistical Summary Reports (HR, Audits), ZT23- Time Entry/Rate Worksheet (HR, Audits), ZT33-Absence and Attendance Listing (HR, Audits), ZP64-Employee Wage Type Results Report (HR-Rehired Retirees Pay Period), ZP120-Employee Address Report (HR, Audits, Emergency Alert Notification), ZP135-Flexible Employee Data Report (HR, RM Audits), ZP78-Action History (HR Retirement Award Research), ZP44-Contract Audit Report, ZP185-Succession Planner. Assist the Human Resources Director and Deputy Director, and perform other duties as required.

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

POSITION QUALIFICATIONS:

Must have excellent knowledge of Microsoft Office Programs (Word, Excel, Outlook, etc.). Ability to communicate clearly verbally and in writing. Knowledge of LaGov ECC System & ARRO (Personnel and Payroll components). Skilled in preparing spreadsheets and maintaining internal databases. Experience working with structures/functions of the Louisiana Military Department and the Louisiana National Guard. Complete Microsoft Office Courses. Complete Civil Service Training Courses. Complete LaGov ECC HR Courses: Basic Navigation, Employee Administration, Time Administration, Basic and Advanced Reporting, Introduction to ORG Management.

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