LOUISIANA MILITARY DEPARTMENT

LANG-GOHSEP, Baton Rouge, LA

Risk & Safety Specialist 1, 2, or 3

50371061

ANNOUNCEMENT NO. 201-2026
OPENING DATE: 13 November 2026
CLOSING DATE: 22 November 2026

***SALARY:**

MA-613 $35,734 - $60,876
MA-614 $38,230 - $65,134
MA-615 $40,914 - $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:

The Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP) is seeking a qualified professional to oversee training and perform risk management and safety duties in support of a safe, compliant, and prepared work environment. This position is responsible for planning and supporting facility safety, emergency-preparedness, and loss-prevention programs; conducting and documenting workplace, building, fire-safety, and operational inspections; identifying hazards; recommending corrective actions; and tracking deficiencies through resolution. The incumbent will assist with the development and revision of safety policies, procedures, and local safety programs; support fire drills, emergency exercises, and other preparedness activities; and evaluate contractor and tenant activities for safety and compliance risks.

The selected individual will investigate and document employee injuries, vehicle accidents, property damage, liability incidents, and other reportable events. Responsibilities include working with supervisors to identify root causes and implement measures to prevent recurrence; preparing and submitting required property, liability, vehicle, and workers' compensation claim documentation to the Risk Management Specialist within prescribed timelines; coordinating claim information with risk-management personnel, insurers, claims adjusters, and other stakeholders; and maintaining complete and accurate incident and claims files.

This position will instruct and document new-hire, recurring, and job-specific safety training; conduct safety meetings and briefings on hazard recognition, personal protective equipment, fire safety, emergency procedures, defensive driving, and safe work practices; and provide technical guidance to employees, supervisors, contractors, and tenants on applicable safety requirements. The incumbent will maintain training rosters, attendance records, certification documentation, inspection reports, safety correspondence, and authorized-driver documentation.

The position will serve as a facility point of contact for safety, risk management, and Operational Risk Management (ORM) compliance reviews and audits. Duties include supporting corrective-action plans resulting from audits, inspections, or safety reviews; monitoring required submissions for completeness, quality, and timeliness; and preparing periodic reports and briefings for leadership on incidents, claims, inspections, compliance status, trends, and unresolved risks. Additional responsibilities include supporting assigned environmental-compliance functions, such as hazardous-material and waste documentation and spill-prevention activities; assisting with emergency-response and performing other related duties as assigned

POSITION QUALIFICATIONS:

The ideal candidate will possess strong organizational, documentation, and recordkeeping skills, with the ability to assess risk exposure and implement effective preventive measures. The position requires excellent written, verbal, and interpersonal communication skills to provide clear safety training and guidance to employees, supervisors, contractors, and other stakeholders. Candidates should be familiar with applicable state and federal occupational safety regulations, risk-management procedures, and loss-prevention standards. The successful applicant must be able to maintain confidentiality and exercise discretion when handling sensitive information, demonstrate proficiency in Microsoft Office applications, and be available for overnight travel as required. Minimum qualifications include a high school diploma; a college degree or prior experience in insurance claims, loss prevention, safety, or a related field is preferred.

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