# LOUISIANA MILITARY DEPARTMENT

**LANG-GOHSEP, Baton Rouge, LA**

**Operations Technician 1, 2, or 3**

# 50377899

**ANNOUNCEMENT NO.** 202-2026
**OPENING DATE:** 13 November 2026
**CLOSING DATE:** 20 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 an Operations Technician to provide technical, operational, and administrative support to the Response Division. Reporting to the Operations Manager, the Operations Technician will help maintain the operational readiness of the State Emergency Operations Center (SEOC), support situational-awareness activities, coordinate information flow during incidents, and assist with response documentation, training, and resource tracking. The ideal candidate will possess strong organizational skills, sound judgment, and the ability to perform effectively during emergencies and extended activations.

The Operations Technician will assist in maintaining the SEOC in a constant state of readiness and prepare, post, and distribute documents that support situational awareness for stakeholders. Responsibilities include monitoring operational systems, such as WebEOC; assisting with the processing of resource requests received by telephone and through WebEOC; and supporting the development of a clear and comprehensive operating picture during significant events. The position will collaborate with federal, state, and local government agencies, as well as private-sector partners, to support response coordination20 Nov and may advise supervisors and leadership on operational issues as needed.

Additional duties include assisting with the development and improvement of Emergency Operations Center policies and procedures, participating in training and exercises, and delivering operational and WebEOC training to state and local agencies. The Operations Technician will also provide administrative support to the Response Division by preparing correspondence, coordinating schedules and travel, maintaining records, and developing reports, presentations, spreadsheets, and other materials using Microsoft Office applications. This position works in both routine office and emergency-response environments and may require service in the SEOC for 12-hour shifts or longer during emergency activations. The role may involve high-pressure conditions, time-sensitive assignments, and coordination across multiple agencies and stakeholders. Perform other related duties as assigned

## POSITION QUALIFICATIONS:

Minimum Qualifications: Applicants must possess a baccalaureate degree and at least two years of professional experience in homeland security or emergency management. Six years of full-time work experience in any field may be substituted for the baccalaureate degree. A master's degree may be substituted for the required two years of professional experience.

Applicants who do not possess a baccalaureate degree may qualify by combining college credit and full-time work experience. Up to 120 semester hours of college credit may be used toward substitution for the degree requirement. College credit of 30 to 59 semester hours may substitute for one year of experience; 60 to 89 semester hours may substitute for two years; 90 to 119 semester hours may substitute for three years; and 120 or more semester hours may substitute for four years of experience toward meeting the baccalaureate degree requirement.

## 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