LOUISIANA MILITARY DEPARTMENT

CFMO, Jackson Barracks, New Orleans, LA

Analyst (Energy Management)

50655686

ANNOUNCEMENT NO. 204-2026
OPENING DATE: November 13, 2026
CLOSING DATE: November 20, 2026

***SALARY:**
MT-309 $40,830 - $49,005

*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 CFMO Energy Management Analyst supports the CFMO Energy Manager, Strategic Plans Branch Manager, and CFMO leadership by providing timely updates, reports, and analysis related to energy, water, utility, and installation-status reporting requirements. The incumbent will enter utility data monthly into the database provided by the Louisiana Military Department; review military department utility bills and accounts for incorrect charges, account information, meter information, and other discrepancies; and monitor all assigned sites, including facilities listed in the Facilities Inventory and Support Plan (FISP). The analyst will notify the CFMO Energy Manager when coordination with a utility provider is required to correct erroneous information or request account credits, reconcile utility-billing discrepancies with the Louisiana Military Department on a weekly basis, and maintain utility records for the most recent one-year period, including the final and initial bills associated with changes in meter or account numbers.

The CFMO Energy Management Analyst will manage required reporting in the Army Water and Energy Reporting System (AEWRS). Responsibilities include reporting federal energy cost and consumption data monthly; water consumption and cost data quarterly; and renewable-energy data quarterly. All other required AEWRS information must be updated annually before the end of the reporting year on 30 September. The incumbent will ensure Comprehensive Energy and Water Evaluations (CEWEs) are completed every four years in accordance with the Energy Independence and Security Act of 2007 and are reported annually in AEWRS. The analyst will also monitor consumption data entered in AEWRS and conduct energy-trend analyses to determine whether actual energy consumption is on track to meet National Guard Bureau goals.

Additionally, the incumbent will collect Installation Status Report (ISR) Service Performance data on a quarterly and annual basis and submit complete, accurate, and timely reports to the NGLA CFMO ISR Program Manager through email and the ISR web module before established suspense dates. The CFMO Energy Management Analyst will perform other duties as assigned by the Energy Manager, Strategic Plans Branch Manager, and CFMO leadership; attend weekly Strategic Plans Branch meetings, which may occasionally be scheduled with less than 24 hours' notice; and attend In-Progress Reviews (IPRs) as directed.

POSITION QUALIFICATIONS:

Minimum qualifications include three or more years of professional experience in energy or utility analysis. Relevant experience as an office manager, office clerk, or in a military position may be considered in support of this requirement. The successful candidate must have experience storing, managing, and tracking official records or sensitive documentation; operating office equipment such as printers, scanners, copiers, shredding machines, and fax machines; and using Microsoft Office applications at a high level of proficiency. Candidates must demonstrate excellent written and verbal communication skills, working knowledge of information technology and communications systems, and the ability to contribute effectively within a team-oriented, cooperative, and collaborative work environment.

The ideal candidate will possess the ability to organize and sort data to produce required reports, use additional tools and programs to research and validate utility-billing discrepancies, and create clear graphs, spreadsheets, and worksheets to support energy-management reporting and analysis. The candidate must be detail-oriented, capable of managing recurring reporting requirements, and able to communicate professionally with internal stakeholders and external counterparts.

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 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