

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No.: DHR02222535

Date Posted: 1/4/2022

Position No.: 244831

Closing Date: 01/18/2022 by 5pm

Position Title: Human Resources Technician

Department Name | Worksite: Department of Personnel Management, Window Rock, AZ

Work Days: Mon - Fri Regular Full Time: Grade/Step: BQ60A

Work Hours: 8:00am - 5:00pm Part Time: Hours/Week _____ Per Annum: \$ 32,635.44

Sensitive Seasonal: Duration: _____ Per Hour: \$ 15.63

Non-Sensitive Temporary: Duration: _____

DUTIES AND RESPONSIBILITIES:

As a team member of the Support Services Section, the HR Technician will work primarily with the Oracle JD Edwards Enterprise Database, also referred to as the Human Resources Information System ("HRIS"). On a daily basis, reviews and logs all incoming/outgoing Personnel Action Forms (PAF) into the PAFLog using the FileMaker Pro database. Ensures all employment documents are attached supporting the personnel action, reviews the supporting documents for completeness, accuracy and compliance with the established policies and procedures. Responds to PAF inquiries from the divisions, departments and management. Assists and provides guidance to the divisions, departments and programs in regards to the preparation and submittal of various personnel action forms. Processes various types of PAFs by entering/updating employee and position information in the HRIS database. Reviews employee annual and sick leave accrual rates; Compiles and categorizes data and information in order to determine the relationship of the data with reference to established criteria/standards; Extracts/Exports data necessary to generate a wide range of technical reports on a weekly, monthly, quarterly basis, or when requested for by the HR Position Control Analyst and/or the HR Director. Assists the Senior HR Technician with closing out inactive employee assignments after each pay cycle. Gathers information for the Senior HR Technician in order to respond to the NN Payroll Office regarding employees who may have payroll interruptions resulting from expired assignments, data entry errors or discrepancies with employee, job, or tax information. Takes the initiative to research and troubleshoot errors in order to identify the root cause and initiates the appropriate corrective action to correct the error and/or provides possible solutions to resolve the problem or will recommend the most appropriate solution. Will participate in the planning, redesign and development of workflow processes and procedures to streamline and automate the functions of the section. Offers recommendations and feedback of operating policy and procedural improvements; uses discretionary judgement when requested to disclose confidential personnel information.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED and three (3) years of responsible office and technical support experience in a human resources office; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of:

- Navajo Nation Personnel Policies Manual and procedures
- computer software, word processing, database and spreadsheet applications.
- Progressively responsible experience working in a human resources office
- Proficient in Microsoft Office software or other computer applications.

Skill in:

- preparing a variety of records, reports and correspondence using appropriate formats
- communicating effectively, orally and in writing
- applying judgment in the release of confidential information
- maintaining filing and records systems.

Ability to:

- interpret and analyze informational needs
- provide technical advice and guidance on human resources actions and processes
- enter data accurately at a speed necessary for successful job performance
- create, compose and edit written materials
- follow oral and written instructions
- analyze and resolve problems.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.