

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DODE70120439	DATE POSTED:	01/11/21
POSITION NO:	942720	CLOSING DATE:	01/25/21
POSITION TITLE:	Head Start Human Resources Assistant		
DEPARTMENT NAME / WORKSITE:	Navajo Head Start - Window Rock, AZ		
WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	8am - 5pm	PART TIME:	<input type="checkbox"/>
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	
		DURATION :	
		GRADE/STEP:	BM60A
		\$	36,414.72 PER ANNUM
		\$	17.44 PER HOUR

DUTIES AND RESPONSIBILITIES:

Prepares personnel action forms (PAF) in accordance with the Department of Personnel Management (DPM) requirements; reviews and verifies employee and position information on PAF for accuracy; ensures that all new hire PAFs and supporting documents are complete and attached before submitting to Contract Accounting and/or DPM; coordinates with Director of Financial Services and appropriate Navajo Head Start finance staff on labor distribution and personnel budget to verify that funds are available for positions that are being filled; responsible for obtaining clearance signatures for termination PAFs; responsible for internal Head Start processes including notifying all sections of NHS of employees that are no longer employed with NHS to ensure return of property and disabling of program credentials such as email, FMIS access, etc. Maintains mail and status logs for PAFs, Job Vacancy Announcements (JVA), Position Classification Questionnaires (PCQ), and Qualification Assessments (QA). Review and verifies JVA's and PCQ's for accuracy and completeness in accordance with the Navajo Nation Personnel Policies Manual (NNPPM) and tribal/federal regulations. Assists with maintaining employee information (Navajo Nation Application, Federal/Tribal background check information, education/training credentials, PAF(s), Employee Performance Appraisal Forms (EPAF), performance evaluations, required health certifications, disciplinary actions, etc.) in personnel files and Child Plus records; ensure confidentiality of employee records/information. Answers incoming phone calls; provides technical assistance to NHS staff and customers; receives and reports complaints regarding center staff and/or operations accordingly; assists Director of Admin Services with new employee training and work sessions; attends meetings as requested/required; takes minutes in HR meetings.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High school diploma/GED; and three (3) years of work experience in an office environment, including human resources related duties; 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 and procedures; Knowledge of Navajo Head Start performance standards; Knowledge of Navajo Nation Employee Benefits; Knowledge of computer software such as Microsoft Office and other computer applications; Knowledge in confidentiality standards. Skill in oral and written communication; Skill in maintaining filing and records systems. Ability to provide technical assistance/guidance on HR issues;

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