

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS03922621

DATE POSTED: 01/13/22

POSITION NO: 240179

CLOSING DATE: 01/27/2022 by 5PM

POSITION TITLE: Senior Programs & Projects Specialist (Database Administrator)

DEPARTMENT NAME / WORKSITE: Department for Self Reliance / Gallup, New Mexico

WORK DAYS: Monday to Friday REGULAR FULL TIME: GRADE/STEP: BQ67A

WORK HOURS: 8 a.m. to 5 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 58,276.08 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 27.91 PER HOUR

NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Monitors on a weekly basis the performance and managing parameters to provide fast responses to over 150 front-end users and troubleshoots any issues with the Tribal Assistance System (TAS) client software/database. Responsible for the performance, integrity and security of the TAS client software/database by communicating while maintaining data standards, including adherence to the ACF Federal Data Report. Communicates regularly with technical, applications and operational staff in order to establish the needs of 150 users and monitors the user access and security to ensure database integrity and security of over 2000 clients each month by controlling TAS access permissions and privileges. Commissions with the software vendor to customize the existing application, and install new applications to improve the data entry into the TAS client software/database and test new versions of the TAS client software/database. Monitors the entry of federal data for each DSR Customer prior to the submittal of the mandatory report submitted each quarter to the ACF DHHS officials to verify DSR has met the negotiated Work Participation Rate. Monitors TAS entries daily or perform TAS case reviews to ensure compliance with program and federal requirements or identify areas of noncompliance and address these areas with appropriate supervisors. Creates Crystal Reports to assist with case monitoring. Responsible to submit on a quarterly basis the mandatory ACF Federal Data Report required to verify the department meets or exceeds the negotiated Work Participation Rate that if not met results in a \$1.5 million penalty. Any issues with the DSR results of the ACF Federal Data Report works closely with assigned DHHS ACF official to discuss/dispute the submittal of the ACF Federal Data Report and calculated work participation rate. Takes leadership of the Tribal Assistance System and provides quality training to new and current employees each quarter to master the navigation and entry of information into this case management system. Develops training modules on TAS modulates and provides Level 100 and Level 200 TAS training to new and current employees. Ensures appropriate federal and program policies and procedures are incorporated into the TAS case management software and staff are retrained on the changes or updates. Required to obtain and maintain official TAS Certification to meet the high training standards from the Eaglesun Company to offer TAS coursework to one hundred and fifty (150) DSR employees to obtain the TAS Certification required for their positions. Develops data reports and instruments for quality control and prepares statistical reports on the demographics of DSR Customers and their children. Prepares data reports for use in management decisions and general statistical reports. On an annual basis randomly identify cases for the annual single audit and each quarter identifies cases for Compliance audits. Monitors the Report Manager software to ensure management reports are working to develop and load new management reports as needed. Extracts for specific data fields with TAS to provide reports on the demographics of the DSR Customers and their children for planning, preparation and development to improve and expand the department services.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or a closely related field; and six (6) years of responsible program related administrative experience; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license. Within ninety (90) days of hire, must obtain a Navajo Nation Vehicle Operator's Permit.
- Within six (6) months of employment, must complete mandatory training and pass required examination to be certified for access to the Tribal Assistance System (TAS).

(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: application of case management as it applies to direct service for clients; modern principles and practices of public administration; Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to program responsibilities; budget and reporting systems, program analysis and performance measures; data collection and analysis; and program operational activities, mission and client service requirements.

SKILL IN: developing and analyzing program operating systems, procedures and controls; preparing and developing documents and reports, computer databases and spreadsheet files; managing staff and complex internal relationships, maintaining open communication, and providing advice and direction to subordinate staff. Strong verbal/written communication and presentation skills required.