THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR11213211 DATE POSTED: 01/26/17
POSITION NO: 243836 CLOSING DATE: OUF
POSITION TITLE: Senior Human Resources Analyst
DEPARTMENT NAME / WORKSITE: Division of Human Resources Administration / Window Rock, Arizona
WORK DAYS: Mon thru Friday
WORK HOURS: 8am - 5pm

REGULAR FULL TIME: ☑
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☐
TEMPORARY: ☐ DURATION :

GRADE/STEP: AB66A
$ 47,756.80 PER ANNUM
$ 22.96 PER HOUR

DUTIES AND RESPONSIBILITIES:

Works directly with the Division Director of the Division of Human Resources performing advanced level human resource analyst work. Performs complex and / or specialized assignments. Provides professional and technical advice to Navajo Nation divisions, departments and programs within the Executive and Legislative Branches on a variety of human resources issues relating to hiring, classification and recommending the best solution. Conducts Qualification Assessments for positions within the Division. Refers qualified applications to departments within DHR. Be a liaison between the division and the Department of Personnel Management and other Navajo Nation departments to ensure all positions are filled and determine budget availability. Develops guidelines or procedures for quality control and accountability of those waivered executive branch divisions with waiver approval per the Navajo Nation Personnel Policies Manual. Will assist DHR departments with implementation of disciplinary actions, grievance, investigations, employee performance evaluations and the background check process, including the renewal process.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's Degree in Human Resources Administration, Public Administration or Business Administration or related field required; and five (5) years of experience in human resource management; two (2) years of which must have been in a supervisory capacity.

Special Requirements:

- A favorable background investigation is required.

(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 practices of position classification, salary administration, recruitment, selection, performance management, employee development and employee relations.
Knowledge of budget and reporting systems, financial controls, departmental and staff performance methods and measures.
Knowledge of insurance and employee retirement programs.
Skill in developing and analyzing department strategic plans, operating systems, procedures, controls and budget preparation.
Skill in planning, organizing and directing the work of human resource management staff engaged in the many facets of public human resources.

Skill in rendering professional advice to officials of the Navajo Nation government on key human resources management issues
Skill in communicating effectively orally and in writing.
Ability to work under pressure, handle sensitive issues with diplomacy and demonstrates respect for people from all backgrounds.

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