

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:A2: LB03114922

DATE POSTED: 01/25/18

POSITION NO: 242448

CLOSING DATE: OUF

POSITION TITLE: Policy Analyst

DEPARTMENT NAME / WORKSITE: LB/Office of Navajo Government Development, Window Rock, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STE A165 A165A

WORK HOURS: 8am-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 44,720.00 PER ANNUM

SEASONAL: DURATION : \$ 21.50 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Performs a variety of analytical and evaluative research of major legislative actions, examines issues and provides a comprehensive analysis of major concerns to the Navajo Nation government. Work on highly controversial matters that affect the overall Navajo Nation, forge strong political relationships, communicate well, negotiate and compromise if necessary to promote continuity of program goals and objectives of Government Reform. Study, analyze and research difference models of government systems as an alternative forms of government for the Navajo Nation. Develop informational system or materials on government issues to Navajo Nation Chapters. Proposal writing to supplement program funding or utilize funds to support Navajo Nation Chapters. Provide leadership training for 110 chapter officials on the variety of self-governance. Communicates on program activities and performance through reports, statistics, and presentations at program, chapter and Council meetings. Provides awareness, understanding, of support for the conservational protection and preservation of Navajo tradition and culture. Provide technical guidance on achieving the program's strategic plan, accomplish the goals and objective of the office. Analyze program operations and recommend improvement toward a viable, efficient and effective program management. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's Degree in Political Science, Public or Business Administration, Business Administration or closely related area; and two (2) years of progressively responsible research related work experience; or an equivalency combination of education and experience.

Special Requirements:

- 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:

Excellent research and writing skills mandatory, knowledge of legislative affairs, planning, work simplification, legislative analysis, techniques, and procedures. Knowledge of the Navajo Nation, Federal and State Laws, regulation, and guidelines governing aspects of tribal operations relative to the principles and techniques of policy analysis. Skill in collecting, analysis and evaluation of information to arrive at sound conclusions recommendations. Skill in interpretation and analysis of legal and quasi-legal documents. Knowledge of the principles of Dine' Fundamental Laws.

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