THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DHR02213236** DATE POSTED: 05/19/17
POSITION NO: 202302 CLOSING DATE: OUF
POSITION TITLE: **Human Resources Director**
DEPARTMENT NAME / WORKSITE: DHR / Department of Personnel Management / Window Rock, Arizona
WORK DAYS: Mon thru Friday REGULAR FULL TIME: ☑ GRADE/STEP: AB70A
WORK HOURS: 8am - 5pm PART TIME: ☐ NO. OF HRS./WK.: $ 67,433.60 PER ANNUM
SEASONAL: ☐ $ 32.42 PER HOUR
TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Executive Director of the Division of Human Resources; oversees human resources functions for the Executive and Legislative Branches. Directs and manages the Department of Personnel Management; manages the development of human resources policy changes in response to changes occurring with executive decisions and legislated actions; resolves and engages in policy issues of considerable sensitivity; modifies human resources policies and procedures in accordance with applicable laws, policies and regulation; provides policy guidance on all major facets of human resources management which includes recruitment, classification, employee relations, personnel records, employee training and development activities; monitors and evaluates employee performance and develops and implements corrective measures, when needed; confers with operating officials on significant management problems and provides advice and solutions on complex issues that are highly controversial; consults regularly with divisions, departments and programs; improves and strengthens department service delivery; redirects human resources programs to a more productive and effective delivery of services; provides expenditure controls for the overall department budget. Prepares and presents comprehensive reports to branches, divisions, departments and programs within the Navajo Nation Government, the Navajo Nation Council and oversight committees; deals extensively with committees of the Navajo Nation Council. Develops required reports; attends Department Manager's meetings; coordinates regular meetings with Section Supervisors within DPM. ***This position serves at the Pleasure of the Executive Director.***

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Master's Degree in Human Resources Administration, Public Administration or Business Administration; and eight (8) years of experience in human resource management; five (5) years of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.

(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; budget and reporting systems, financial controls, departmental and staff performance methods and measures; insurance and employee retirement programs. Skill in: developing and analyzing department strategic plans, operating systems, procedures, controls and budget preparation; planning, organizing and directing the work of human resource management staff engaged in the many facet of public human resource; rendering professional advice to officials of the Navajo Nation government on key human resources management issues; communicating effectively orally and in writing. Ability to work under pressure, handle sensitive issues with diplomacy and demonstrate 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.