

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE7012844
POSITION NO: 241529
CLASS CODE: 1419

Date Posted: 01/31/11
Closing Date: 02/11/11

POSITION TITLE: HUMAN RESOURCES TECHNICIAN**
DEPARTMENT NAME: NAVAJO HEAD START/DEPT OF PERSONNEL MANAGEMENT
DEPARTMENT NO: 701 WORKSITE LOCATION: WINDOW ROCK, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: P600A
Days: M-F Permanent:
Hours: 8:00-5:00 Temporary: Duration: \$26,811.20 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$12.89 Per Hour

DUTIES AND RESPONSIBILITIES:

Pursuant to a Memorandum of Agreement, the HR Technician will ensure that Navajo Head Start personnel action forms and other pertinent documents are processed in a timely manner by providing technical assistance in the employee information group within Department of Personnel Management; receives and reviews PAFs for completeness and accuracy; records PAFs into PAF database; enters employee information in HRIS for new hires, temporary employment, promotions, transfers, reclassifications, acting status assignments, demotions, etc.; updates all required fields in HRIS for various changes; prepare years of service and leave accrual computations to ensure employees receives proper credit for benefits; ensures that personnel actions are in accordance with the Navajo Personnel Policies Manual, Head Start Performance Standards and Collective Bargaining Agreement; and responds to inquiries on the status of PAFs, policies and procedures, provides technical assistance and training on PAF preparations and processing.

May assist the Recruitment & Selection Section by receiving and reviewing applications for completeness; logs in applications to appropriate data base; files applications in application folder for qualification assessment process; assists HR Analyst with the preparation of notice to applicants who do not meet the minimum qualifications of position; assists in the maintenance of advertisement folders.

Prepares statistical reports; attends meetings, training and conferences; may assist in other areas of the DPM to expedite the processing of Navajo Head Start documents.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School diploma or GED, supplemented by 6 to 12 months of specialized training in general office procedures; and

Experience:

Three (3) years responsible office support work in a human resources office; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of degrees, transcripts, diplomas, certificates, permits, etc.)

Special Knowledge, Skills and Abilities:

License/Certification Requirements:

Must pass a criminal background investigation (fingerprinting and assessment) and a physical examination with tuberculosis (TB) clearance prior to employment; and possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit.

****UNION POSITION**

VETERAN'S PREFERENCE APPLIES

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

Revised: 08-16-02