

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR02220526

DATE POSTED: 02/03/21

POSITION NO: 202302

CLOSING DATE: OUF

POSITION TITLE: Human Resources Director

DEPARTMENT NAME / WORKSITE: DHR/Department of Personnel Management/ Window Rock, AZ

WORK DAYS: Mon - Fri REGULAR FULL TIME: GRADE/STEP: BJ70A

WORK HOURS: 8:00 am - 5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 73,267.92 PER ANNUM

SENSITIVE SEASONAL: DURATION : \$ 35.09 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Directs and coordinates all human resources functions, programs and initiatives that ensure integration and support of the overall mission of the Navajo Nation by maintaining compliance with applicable tribal, state, federal and state laws and regulations. Manages program budgets and completes allocations; prepares monthly and annual reviews on program performance assessments. Ensures excellent customer services with all internal and external customers. Prepares a variety of administrative reports and documents. Evaluates personnel performance measures; evaluates process of hiring, staffing and recruiting to ensure optimal use of program budget. Represents the department, Division of Human Resources and the Navajo Nation for the betterment of the Navajo Nation. Leads and coordinates planning, implementation and administration services, including employee compensation and employee relations. Provides consultation and professional support to senior management in organizational planning and development of studies; performs activities such as strategic personnel planning process, management skills and team coaching. Takes the lead role in employee discipline, counseling, performance appraisal, problem resolution and corrective action planning. Maintains strict confidentiality and maintains professional and technical knowledge by conducting research, attending seminars, reviewing and educating on publications; establishing networks, conferring with representative, agencies and related organizations. Keeps abreast of EEO, HIPPA, COBRA, Wage/Salary Structure and AZ/NM Human Resources Laws. Takes on special projects related to enhancing on today's technology that will embrace new developments for the Navajo Nation. Assists the Division of Human Resources Division Director on assigned duties and responsibilities.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Master's degree in Human Resources Management and/or Public Administration; and five (5) years of human resources management experience and three (3) years in a management capacity.

Special Requirements:

- A favorable background investigation
- Possess a valid state driver's license
- Human Resource Certification
- FMIS and HRIS Certification

(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 principles and practices of recruitment and employment compensation, HRIS systems; EEO, ADA, HIPPS, tribal, state and federal laws and regulations. Skill in operating up-to-date computer software and spreadsheets; analyzing problems in project consequences, identifying solutions and implementing recommendations.

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