

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE7019898

DATE POSTED: 02/09/15

POSITION NO: 242083

CLOSING DATE: 02/23/15

POSITION TITLE: Human Resources Analyst

DEPARTMENT NAME / WORKSITE: Navajo Head Start - Window Rock, AZ

WORK DAYS: Mon-Fri REGULAR FULL TIME: GRADE/STEP: AD64A

WORK HOURS: 8am-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 42,390.40 PER ANNUM

SEASONAL: DURATION : _____ \$ 20.38 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Consults with department and program management to assess human resources needs; provides technical assistance in areas such as recruitment and selection, qualification assessment, performance evaluation, position classification and wage and salary administration; interprets and explains established human resources policies and procedures (e.g., overtime, flex time, merit bonus, completion of documents and forms); provides orientation and training regarding personnel policies and procedures.

Meets with hiring authorities and develops recruitment and selection plans and materials; reviews and completes qualification assessments on employment applications to determine whether applicants meet the requirements for job vacancies, promotion, transfer and acting status assignments; prepares and submits written documentation of the results of the evaluation process to the hiring authority, including recommendations; monitors turnover and job vacancy statistics.

Reviews and analyzes position classification questionnaires; analyzes organizational and job relationships; performs and summarizes desk audits or interviews to supplement written documentation; allocates position to appropriate classification; prepares new classification specifications and revises existing specification; conducts job evaluations using established methodology; conducts wage survey and recommends grade; collaborates with Department of Personnel Management (DPM) staff in recommending effective organizational structures to department or program management.

Prepares a variety of reports; prepares a variety of correspondence and analyses for division, departments/programs requiring a thorough understanding of human resource management policies and procedures; participates in the development and presentation of training sessions for staff and employees; attends training, meetings and conferences to develop and maintain professional competence; provides guidance to supervisors/employees regarding the Personnel Policies Manual; may advise and assist supervisors/employees on handling of disputes, allegations, actions and other human resources matters.

Minimum Qualifications:

- A Bachelor's degree in Human Resource Management, Personnel Management, Business Administration or a related field; and two (2) years of experience in human resources including recruitment, compensation, classification, employee relations, performance management or training.

Preferred Qualifications:

- PHR Certifications; FMIS Certification.
- Basic Management Training.
- Specialized Human Resources experience in recruitment, compensation, classification, employee relations, performance management or training
- Proficient in Microsoft Office software or other computer applications.

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:

Work involves a minimum of physical effort in an office setting.

<<A favorable background investigation is required>>

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