

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DODE70115107 DATE POSTED: 02/14/18  
POSITION NO: 243441 CLOSING DATE: 02/28/18  
POSITION TITLE: Head Start Employee Relations Specialist  
DEPARTMENT NAME / WORKSITE: DODE/Navajo Head Start - Window Rock, AZ  
WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: AL65A  
WORK HOURS: 40 hours PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 47,756.80 PER ANNUM  
SEASONAL:  DURATION : \_\_\_\_\_ \$ 22.96 PER HOUR  
TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Serves as lead person responsible for grievance cases, appeals and hearings; conducts Suspected Child Abuse and Neglect (SCAN) investigations, related personnel disciplinary actions, follow-up on suspension and investigatory correspondences; addresses disciplinary actions upon occurrence and determines appropriate action; attempts to resolve and responds to grievances and appeals; provides technical assistance and guidance on employee relations, discipline and grievance issues; addresses sensitive and confidential personnel concerns; works closely with the Office of Hearings and Appeals, Department of Justice, Office of Navajo Labor Relations, Ethics and Rules, other Nation Programs to address or determine best solutions to personnel issues; maintains employee relations, disciplinary to address or determine best solutions to personnel issues; maintains employee relations disciplinary and grievance files and records in accordance with applicable standards, regulations, policies and procedures.

Interprets and explains employment policies, procedures, collective bargaining agreement, laws, standards and regulations in addressing human resources issues and make appropriate recommendations; collaborates with management in the development, revision and implementation of department operating policies and procedures; works with managers and supervisors to develop standardized correspondence to support specific rules and guidelines; updates and maintains electronic records management system pertinent to legal reviews, documentation and hearings; interprets union contracts; assists in negotiation collective bargaining agreements.

Conducts training and orientation regarding disciplinary actions, the grievance process, the Personnel Policies Manual, collective bargaining agreements; serves as key contract in establishing and maintaining professional behavior, conduct and expectation of all Head Start employees; may be assigned special projects; attend trainings, meetings and conferences to develop and maintain professional competence.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Human Resources, Personnel Management, Business Administration, Organizational Psychology, Behavioral Sciences or closely related field; and five (5) years of intermediate level employee relations, discipline, policy interpretation and application of law or human resource management work experience; or equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license.
- 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 Head Start Performance Standards, regulations, collective bargaining agreement and applicable department policies and procedures; knowledge of techniques and procedures of public human resource management programs; knowledge of the Navajo Nation Personnel Policies Manual; skill in applying judgment in the release of confidential information.

*Incumbent must abide by program standards of conduct.*

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