THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS03911492**	DATE POSTED:	02/22/16
POSITION NO:	243520	CLOSING DATE:	03/04/16
POSITION TITLE:	Policy Analyst		
DEPARTMENT NAME / WORKSITE:	Department for Self Reliance / Window Rock, Arizona		

WORK DAYS:	Monday to Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB65A
WORK HOURS:	8:00 am to 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 44,054.40	PER ANNUM
		SEASONAL:	☐		$ 21.18	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under general direction of the Senior Programs & Projects Specialist, provides technical support to direct services staff on Department for Self Reliance (DSR) Policy related issues, including policy clarifications, policy interpretations, and providing policy related orientations and training. As necessary, develops DSR Procedures Manuals which provide guidance to DSR staff in the provision of services and assistance; updates existing DSR Procedures Manuals to incorporate policy changes and changes which will improve guidance to staff; provides training on DSR Procedures Manuals. Prepares narrative and statistical reports for federal, state and tribal entities; develops PowerPoint presentations on DSR and TANF related issues and topics; and prepares correspondence and other documents on DSR and Tribal TANF related matters. Provides technical support to DSR management (Support Services) by researching and compiling information on DSR and TANF related issues; developing program goals and objectives; monitoring program performance; performing program planning activities. Develops and updates DSR case management forms based on need for collection of data and information related to services and assistance provided to DSR Customers. Assists in developing, monitoring and updating agreements with states and partner programs, including Intergovernmental Agreements, Government Services Agreements, Memorandum of Agreement, and Memorandum of Understanding. Monitors and keeps DSR management informed on TANF related legislation at the state and federal levels and assists in developing Position/Issue Papers on TANF related issues. Provides technical assistance and training/orientation on Welfare Reform and Tribal TANF Regulations (45 CFR Part 286). Preparing public education/awareness material (brochures, handbooks, public notices, etc.).

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public Administration, Business Administration, Political Science, Social Work, Counseling, Sociology, Psychology, or closely related field; and two (2) years of progressively responsible research, program analysis, policy development, and/or human services case management related work experience.

Preferred Qualifications:

- A Master's degree in Public Administration, Business Administration, Political Science, Social Work, Counseling, Sociology, Psychology, or closely related field.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(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: organizational and management theory, specifically goals and priorities of the Navajo Nation; legislative affairs planning, work simplification, legislative analysis techniques and procedures; Navajo Nation, Federal and State laws, regulations and guidelines governing aspects of tribal operations relative to the principles and techniques of policy analysis.

SKILL IN: the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations; the interpretation and analysis of legal and quasi-legal documents; developing and monitoring complex multi-fund and source budgets in order to analyze and present policy alternatives.

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