

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

REQUISITION NO: LB0037591

Date Posted: 03/11/13

POSITION NO: 202015

Closing Date: 03/22/13

CLASS CODE: 1980

POSITION TITLE: Policy Analyst

DEPARTMENT NAME: Legislative Branch/Office of Legislative Services

DEPARTMENT NO: 3 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITIONS TYPE: GRADE: R65A

Days: Monday to Friday

Permanent:

SALARY:

Hours: 8:00am to 5:00pm

Temporary:

Duration: \_\_\_\_\_ \$ 41,516.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40+ \$ 19.96 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Be the lead Policy Analyst for the Legislative Branch, Office of the Legislative Services; in this capacity; be thoroughly familiar with a vast cross section of Laws, Rules and Regulations pertaining to the work of the Divisions, Departments and Chapters of the Navajo Nation. Constantly monitor Federal, State and Tribal Legislative bodies activities. A primary responsibility will be to provide impact statements for all Legislative proposed by the Navajo Nation Council Delegates. For all proposed Legislations, conduct a through impact assessment, prepare written implications, consulting with Office of Legislative Counsel. Prepared documents will become an exhibit to the proposed Legislations. Review all incoming proposed Navajo Nation legislations, place in the Legislative review process, monitor progress of each legislation, and ensure final disposition. The process must be monitored on a daily basis. Supervise two staff members to timely and accurately process proposed legislations.

Work collaboratively with Legislative Advisors and designated staff to ensure timely submission of Committee Reports so that Legislations move quickly and accurately through the Legislative process. Incumbent will be a member of the engrossment review team. Attend training, conferences, and workshops to keep current of all Federal, State and Tribal issues. Prepare written monthly, quarterly and yearly reports.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's Degree in Political Science, Public or Business Administration, Management; or closely related area; and

**Experience:**

Three (3) years of progressive responsible research related work experience or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. (**Prefer** Administrative/Legislative/Legal, knowledge of the Navajo Nation Government, plans of operations, policies and funding; conduct various types of research including economic, political and legal issues, attitudes and theories as they apply to a variety of circumstances).

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)***

**Special Knowledge, Skills and Abilities:**

Communicate effectively, verbally and in writing; researches and interprets legal documents; government relations, tribal, state and federal codes; analyzes complex written documents; establishing working relationship and interacting effectively with a wide range of people; communicate clearly and concisely in the Navajo and English Languages.

**License/Certification Requirements:**

Valid state driver's license, Navajo Nation Vehicle Operator's Permit and Navajo Nation Bar Association Member, **preferred**.

**VETERANS' PREFERENCE APPLIES**

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

*Revised: 1-15-99*