

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR02217582 DATE POSTED: 04/05/19
POSITION NO: 244349 CLOSING DATE: 04/18/19 - 5:00pm
POSITION TITLE: HUMAN RESOURCES RECRUITMENT MANAGER

DEPARTMENT NAME / WORKSITE: Department of Personnel Management, Window Rock, AZ
WORK DAYS: Mon - Fri REGULAR FULL TIME: GRADE/STEP: AR67A
WORK HOURS: 8 am - 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 53,643.20 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 25.79 PER HOUR
NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Human Resources Director is responsible for planning, organizing, developing and evaluating the recruitment and selection processes and functions; develops recruitment strategies with department goals for hiring and retention and recommends best practices for recruitment functions; conducts qualification assessments; designs and develops training materials for presentation; conducts recruitment, selection and qualification assessment training; meets with managers to develop specific recruitment plans; reviews, researches and prepares appropriate responses on recruitment management issues; establishes recruitment goals, objectives, policies and operating procedures; ensures compliance of fair hiring practices by periodically reviewing hiring and interviewing processes and ensures that all job postings are in compliance with applicable policies and procedures and Navajo law; works effectively with management and human resources staff; serves as team leader; supervises the work activities of professional and technical staff; reviews and evaluates work of assigned staff; provides guidance and advice to management on recruitment, selection and other human resources issues; works with recruitment team to develop recruiting excellence and improving service delivery; establishes employee development plans, performance criteria and completes employee performance appraisals; develops partnerships with Navajo Nation programs on recruitment and retention opportunities; provides policy guidance on all major facets of human resource management which encompasses recruitment, classification, employee relations, records management, employee training and development activities; prepares required reports; and attends meetings with divisions, department/programs regarding recruitment and human resource management issues.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Human Resource/Personnel Management, Business or Public Administration or related field; and six (6) years of experience in the administration and management of human resources management in areas of recruitment and classification, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education and training.

Special Requirements:

- FMIS Certification

<<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: the principles and practices of human resource management the personnel policies, procedures and protocols; the principles and practices of recruitment, selection, classification, employee development and employee relations; the practices, terminology and requirements of a wide variety of occupations; supervisory methods and techniques; computer databases and spreadsheet files. Skill in: setting priorities to meet established and changing deadlines; workload and time management techniques; researching, compiling and preparing reports and related information; oral and written communications; maintaining and establishing effective working relationships. Ability to: analyze and make improvements in recruitment, selection and human resources policies, procedures and activities.

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