

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

REQUISITION NO: DHR00915159 DATE POSTED: 04/09/18  
POSITION NO: 211690 CLOSING DATE: 04/27/18  
POSITION TITLE: Labor Compliance Officer  
DEPARTMENT NAME / WORKSITE: Office of Navajo Labor Relations, Window Rock, AZ  
WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: AI61A  
WORK HOURS: 8:00am-5:00pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 31,948.80 PER ANNUM  
SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 15.36 PER HOUR  
NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Receives and investigates labor related complaints filed in accordance with the Navajo Preference in Employment Act (NPEA); makes job site visits to interview workers and supervisors; collects, reviews and analyzes relative documentations; determines compliance with appropriate working conditions, laws, rules and regulations; reports observed violations to appropriate regulatory agencies; provides written communications to charged employer; participate in labor dispute negotiations; negotiates and executes informal settlement agreements. Attends pre-bid meeting, job site inspections and pre-construction meeting; provides orientations at job sites and to a variety of groups; makes presentations on program related policies and procedures; conducts field inspections to monitor compliance and follow up on corrective action for non-compliance issues; consults with a variety of technical and/or professional specialists to obtain information; prepares required reports.

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

**Minimum Qualifications:**

- An Associate's degree in Business with emphasis in Human Resources or closely related field; and one (1) year of experience as a compliance officer or in labor relations, mediation, arbitration or investigation; or an equivalent combination of education and experience.

**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 the Navajo Preference in Employment Act. Knowledge of the Navajo Nation Personnel Manual. Knowledge of the business and industrial practices, market trends, and conditions. Knowledge of the safety protocols on a construction site. Skill in using a laptop or desk top computer. Skill in using Microsoft work application. Skill in effectively and clearly composing weekly, monthly, and quarterly reports. Must be able to speak in front of large groups. Must be willing to travel extensively on and off the reservation.

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