THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR07611821**	DATE POSTED:	04/11/16
POSITION NO:	241893	CLOSING DATE:	04/22/16
POSITION TITLE:	Human Resources Adjudicator		
DEPARTMENT NAME / WORKSITE:	Office of Background Investigations/ Window Rock, Arizona		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB66A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 47,756.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 22.96	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Background Investigations Manager, performs work of moderate to complex difficulty in cross-jurisdictional civil and criminal record based analytical adjudication and determination of cases within "whole-person judgement" model based on its merits; Exercises due process, just cause, and advisement notices to ensure and document determinations specifically for denied or discontinued employment and possible grievance(s) and/or appeal(s) within personnel policies, administrative, judicature systems of law or collective bargaining agreements; Present concerns to the manager in a factual and impartial manner and puts forth sound recommendations viable for high degree of confidence and trustworthiness; Conducts suitability assessment ensuring all creditable information is ascertained, and depending on level of risk and sensitivity, makes decisions aligning with the sensitive criteria designations of positions; Detects discrepancies in information and distinguishes the relevancy of information and evidence; Produces qualified suitability assessments prior to recommending the issuance of determination notices and advisements notices. Completes cases that decreases the turnaround time of background checks. Improves procedures, processes, model, checklist, controls, and procedures for thoroughness, timeliness, transparency and accountability. Provides technical assistance and work products pertaining to procedures, processes, laws, regulations, etc. Assists in establishing minimum standards of character. Contributes to improving program goals and objectives including Annual Performance Criteria, Fund Management Plan, Plan of Operations, Customer Service Plan, Records Management Plan, assigned special projects, etc. Ensures completeness and accuracy of all work products. Improves the use of automated tracking, database systems, software, reporting, and analysis functions for efficiency and confidentiality. Performs research for programmatic and operational purposes. Provides guidance and advisement in appeals and/or administrative, collective bargaining agreement, judiciary actions. Contributes to customer satisfaction and services. May represents the office at the Navajo Nation Council, standing committee and other meetings; Prepares required reports, correspondences, presentations and statistics. Required to conduct fingerprinting of individuals. Develops and maintains inter-agency collaborative protocol, agreements, and working relationship with tribal programs and other appropriate organizations. Performs other work as assigned. Ensures ethical and professional codes of conduct, and compliance to federal and tribal confidentiality and privacy laws.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Human Resources Management, Criminal Justice, Business Administration, Political Science or related field; and three (3) years of work experience in adjudication, analysis of court and law enforcement documents or background investigations.

Preferred Qualifications:

- Three (3) years of work experience in adjudication, analysis of court and law enforcement offenses and statutes, background investigations and human resources management.
- Membership in good standing with the Navajo Nation Bar Association.

Special Requirements:

- A favorable background investigation.
- Posses 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 background investigations and adjudication principles and practices. Knowledge of laws, policies and procedures pertaining background checks, criminal statutes, adjudication, court procedures, and fingerprinting techniques. Ability to be unbiased and maintain a fair, impartial and objective toward the person being investigated, and information being reviewed and adjudicated. Ability to identify issues and information necessary for completing adjudicating reports and findings. Knowledge of computer software programs and applications. Knowledge of interpreting criminal history records. Ability to communicate effectively orally and in writing. Must be computer literate to research national and state repositories, registries, and online data sources. Skill in research and preparing complex technical reports. Able to work independently and make appropriate decisions. Able to interpret and analyze laws, policies and procedures. Able to improve customer service and teambuilding. Able to prioritize caseloads and work assigned to meet deadlines. Able to apply sound judgment in the release of confidential information. Able to interpret and analyze information and provide technical advice and guidance. Able to establish and maintain effective working relationships. Able to exercise maturity, integrity, honesty, discretion, sound logical thinking and strong analytical processing

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