

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

REQUISITION NO:	<u>DHR02220955</u>	DATE POSTED:	<u>04/26/21</u>		
POSITION NO:	<u>212222</u>	CLOSING DATE:	<u>05/07/2021 by 5pm</u>		
POSITION TITLE:	<b>HUMAN RESOURCES INFORMATION TECHNOLOGY MANAGER</b>				
DEPARTMENT NAME / WORKSITE:	<u>DHR/Department of Personnel Management, Window Rock, Arizona</u>				
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>BJ67A</u>
WORK HOURS:	<u>8 A.M. to 5 P.M.</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 27.10</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 56,584.80</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Oversees department functions of the human resource information management systems; administers, coordinates and implements computer software programming; reviews computer systems for upgrades, enhancements and improvements; enhances computer systems by evaluating data collection designs; explores and researches software and hardware needs to improve and enhance computer systems; collaborates with the Department of Information Technology staff to ensure that the network, hardware and software is compatible with existing virtual environment; develops procedures and guidance for existing database system and provide training; provides compliance with HR staff through development and maintenance of HR related databases through the collaboration with end users on database design, testing, functionality and implementation of database design; keeps breast of new trends and innovations in the field of information technology; supervises IT staff; designs training material and provides guidance and training; makes recommendations and participates in system meetings with the goal of automating the HR functions; meets with staff to determine their needs and to develop and generate automated processes, reporting and data sharing; performs compliance reviews by evaluating weekly computer activities and provides reports to HR Director; provides technical support and end user documentation.

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

**Minimum Qualifications:**

- A Bachelor's degree in Computer Science, Management Information Systems or Business Administration; and four (4) years of experience in human resource system administration, database development and administration, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver 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 uses and applications of personal computers/software to the standard practice of human resource management; database design, management and administration; technical journals, software manuals, hardware manuals used in the installation and maintenance of computer systems; the tools and equipment used in computer installation, repair and maintenance; applying software development principles and methods sufficient to participate in the design, development, testing and implementation of new or modified applications software. Skill in: analyzing and diagnosing computer systems and problems and in developing and implementing corrections and solutions; designing, developing and administering databases; reading, understanding and interpreting technical manuals; utilizing computer databases to research, maintain and update records and files; communicating effectively, both orally and in writing. Ability to: organize and facilitate use meetings to assist with gathering requirements and translating them into technical specifications; work under pressure handling multiple projects at one time while staying organized and communicate clearly with users with limited technical know-how.

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