

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR02215342 DATE POSTED: 05/04/18
POSITION NO: 201840 CLOSING DATE: 05/17/18
POSITION TITLE: Human Resources/IT Support Technician

DEPARTMENT NAME / WORKSITE: DHR / Department of Personnel Management / Window Rock, AZ
WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: A162A
WORK HOURS: 8:00 am - 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 34,881.60 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 16.77 PER HOUR
NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Performs specialized technical tasks, reviewing and verifying documents for completeness, accuracy and ensuring compliance with established policies and procedures; logs in all Position Classification Questionnaires (PCQ) and related documents; returns incomplete PCQs; forwards complete PCQs to HR Analyst; makes necessary updates to PCQ database based on classification actions; work closely with HR Classification & Pay Mgr. on new class specifications; updates to class plan; sets up/updates position information in HRIS; creates qualification assessment form for new class specifications; updates website; scans working documents in PCQ database; forwards action memorandum to program and Office of Background Investigations; develops and maintains files, records and other documents; prepare reports for programs; provides training for program supervisors on various human resources processes, procedures and guidelines. Receives and reviews Employee Performance Appraisal Forms (EPAF), Step Increase and Merit Pay Bonus Recommendations for completeness/accuracy; logs in documents into appropriate database by entering required information; returns incomplete documents; generates reports for programs i.e. outstanding EPAFs; forwards step increase/merit pay bonus recommendations for eligibility to Associate HR Analyst; works closely with programs regarding outstanding EPAFs which may impact eligibility. Works closely with the HRIT Manager and FileMaker team lead person in maintaining and troubleshooting issues that may arise with databases; assists in the development and modification of existing databases; periodically reviews departmental operations, workflow processes and provides recommendations on the use of FileMaker software to enhance operations; assists in mentoring and training staff on utilizing databases; reviews and recommends changes to established procedures for each database; works with other sections to review document processing and updates; prepares a variety of reports, forms, correspondence, charts and memoranda requiring a thorough understanding of personnel management policies and procedures. follows established policies and procedures in processing and filing various personnel data forms; provides information and guidance to employees and supervisors in areas of assigned responsibility regarding procedures and processes; may respond to inquiries regarding status of position classifications/reclassifications, applications, personnel actions, and policies and procedures; maintains confidentiality; uses discretionary judgment when requested to disclose confidential personnel information on applicants and/or employees; may be assigned special projects.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; supplemented by 12 college credit hours; and four (4) years responsible office or IT support work experience in a human resources office; or an equivalent combination of education and experience.

Special Requirements:

- 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 Navajo Nation's human resources policies and procedures; applicable federal and state employment laws; and computer software, database and spreadsheet applications. Skill in: preparing a variety of reports and correspondence using appropriate formats; the operations of office equipment (e.g., personal computers/software, scanners, power point, copiers; applying judgment in the release of confidential information; maintaining automated filing and records systems. Ability to: interpret and analyze informational needs and provide technical advice and guidance on human resources actions/processes; exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records and reports; perform routine maintenance on system software and applications; determine computer problems and to coordinate hardware and software solutions; analyze and resolve basic computer problems; organize work to meet priorities and deadlines; establish and maintain effective working relationships; communicate effectively both orally and in writing: create, compose and edit written materials: follow oral and written directions.

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