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

REQUISITION NO: **DHR0223179** Date Posted: **05/23/11**
POSITION NO: **212222** Closing Date: **OUF**
CLASS CODE: **1403**
POSITION TITLE: **HUMAN RESOURCES SYSTEMS MANAGER**
DEPARTMENT NAME: **Department of Personnel Management**
DEPARTMENT NO: **22** WORKSITE LOCATION: **Window Rock, Arizona**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **NEGOTIABLE**
. Days: **Monday-Friday** Permanent: ☑ **SALARY: 49,067.20 - 67,912.00**
Hours: **8:00 am - 5:00 pm** Temporary: ☐ Duration: _____ $ _____ Per Annum
Part-Time: ☐ No. of Hrs/Wk: **40** $ _____ Per Hour

**DUTIES AND RESPONSIBILITIES:**
Assesses technology, automation and reporting needs; periodically evaluates each workstation to determine maintenance requirements, assesses the need for upgrade or replacement; writes hardware specifications and submits purchase requisition to purchasing; collaborates with the Department of Information Technology staff in the development or enhancement of hardware or software; troubleshoots computer workstations and peripherals, corrects errors or problems; develops procedures and provides guidance and training as necessary; develops and maintains human resources related databases to ensure the accuracy of historical employee information.
Reviews and enhances processes for the input of employee leave, benefits and employment history, including salary and job changes; researches errors resulting from incorrect personnel transactions and implements remedial actions; meets with DPM and other Nation management staff to identify reporting needs; recommends and establishes the nature, format, frequency of report which will meet the client needs; generates reports using established report formats or develops specific
programs to produce customized output; produces a variety of regular management statistical reports detailing turnover rates, job vacancies, average time-to-hire/fill, etc. Supervises staff engaged in the development and maintenance of the HRIS; reviews and evaluates work of assigned staff; interprets and clarifies human resources policies and procedures; assists with the planning, organizing, development and evaluation of human resource management programs; designs and develops training materials for presentation; provides guidance and advice to management on human resources issues; conducts human resources orientations; assists in the development and presentation of annual budget.

**QUALIFICATION REQUIREMENTS:**
**Education and Training:**
A Bachelor's degree in Computer Science, Management Information Systems or Business Administration; and

**Experience:**
six (6) years 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, training and experience which provides the capabilities to perform the described duties. **(to receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**
Knowledge of the uses and applications of personal computers/software to the standard practice of human resource management; of database design, management and administration; of technical journals, software manuals, hardware manuals used in the installation and maintenance of computer systems; of the tools and equipment used in computer installation, repair and maintenance and of a variety of data processing software applications. Skill in analyzing and diagnosing computer systems and problems and in developing and implementing corrections and solutions; in designing, developing and administering databases; in reading, understanding and interpreting technical manuals; in utilizing computer databases to research, maintain, and update records and files and in communicating effectively, both orally and in writing.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**: Work is performed in an office environment and requires occasional physical effort (e.g., standing, stooping, lifting up to 25 pounds) in the troubleshooting or replacement of personal computers or peripherals.

***VETERANS' PREFERENCE APPLIES***
***THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.*** ***Revised: 1-15-99***