

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR0823163

Date Posted: 05/23/11

POSITION NO: 936380

Closing Date: 06/07/11

CLASS CODE: 1982

POSITION TITLE: MANAGEMENT ANALYST

DEPARTMENT NAME: Navajo Department of Workforce Development

DEPARTMENT NO: 82 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R64A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8am to 5pm

Temporary:

Duration: Full-Time \$ 38,084.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Will perform monitoring for all program activities to ensure compliance with program grant plans, policies and program guidelines, applicable ACTS signed into law, its federal rules and regulations and other applicable mandates. Will conduct test work and analysis of statistics, financial and budget reports, performance measures, program management, operations, and systems and procedures. Will provide technical assistance for planning and implementation of corrective actions and systems modification. Assist in development and implementation of internal policies/guidelines, strategic planning organizational change, staff development and assessment and department units and workforce center operation assessment and analysis. Assist with evaluation and analyzing program objectives, implement program activities and monitoring of single audit correction action plans. Will conduct comprehensive investigations for staff and participant grievance/complaints and potential or existing program fraud and abuse. Will assist with program evaluations for operational systems, services and contractual activities. Will assist in planning and implementation of all monitoring goals and objectives, design of and update of monitoring and evaluation policies and procedures.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelor's Degree in Public or Business Administration, Government Management, or closely related area; and

Experience:

two (2) years of progressive responsible work experience involving public administration, research, and finance; or an equivalency combination of education, training and experience which provides the capabilities to perform the described duties.

PREFERRED: Four or more years experience in program analysis, monitoring and some basic accounting background. Two or more years in program monitoring, management information statistical work; some knowledge about the single audit process.

(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Must have knowledge of federal grant management and requirements. Knowledge of government organizational process, finance, budgeting, accounting, personnel administration and management practices. Must possess analytical skills to effectively monitor management, operations and organizational systems, procedures and controls. Must have excellent writing skills and reading skills. Must possess computer skills in working with Excel, Word, Power Point and other software programs. Must have good communication skills and public speaking ability.

License/Certification Requirements:

PREFERRED: Valid State Driver's License; must obtain Navajo Nation Motor Vehicle Operator's permit.

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