THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DHR08213899** DATE POSTED: 06/06/17

POSITION NO: 936380 CLOSING DATE: OUF

POSITION TITLE: Management Analyst

DEPARTMENT NAME / WORKSITE: DHR/Navajo Department of Workforce Development / Window Rock, AZ

WORK DAYS: Monday - Friday

WORK HOURS: 8am - 5pm

REGULAR FULL TIME: ☑

PART TIME: ☐ NO. OF HRS./WK.:

SEASONAL: ☐

TEMPORARY: ☐ DURATION :

GRADE/STEP: AB64A

$ 40,414.40 PER ANNUM

$ 19.43 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, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration, Government Management, or closely related area; and two (2) years of progressive responsible work experience involving public administration, research, and finance; or an equivalent combination of education and training.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation is required.

(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:

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.

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