

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

REQUISITION NO:	<u>DOH07215617</u>	DATE POSTED:	<u>06/08/18</u>		
POSITION NO:	<u>244235</u>	CLOSING DATE:	<u>06/25/18</u>		
POSITION TITLE:	<u>Human Resources Specialist (Behavioral Health) (S)</u>				
DEPARTMENT NAME / WORKSITE:	<u>NDOH/Division of Behavioral &amp; Mental Health Services/Window Rock, Arizona</u>				
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>A164A</u>
WORK HOURS:	<u>8:00 am-5:00 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 41,017.60</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 19.72</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Receives direction and supervision from the Health Services Administrator in the planning, development and implementation of recruitment and selection procedures/processes and recruitment strategies; is responsible for the recruitment and selection process including but not limited to advertisement, applicant screening, offers of employment and new employee orientation; coordinates and monitors for background check adherence; ensure compliance with applicable federal, state and Navajo Nation laws, regulations and policies; resolves problems; provides guidance and assistance in areas of employee relations/discipline, performance management, classification and other human resources related matters.

Researches, analyzes and advises on specific employee relations concerns and disciplinary actions; works with the Department of Justice and the Department of Personnel Management on the interpretation of the applicable policies and procedures and in addressing human resources issues, and makes appropriate recommendations; interprets and explains established standards, policies and procedures; collaborates with management in the development, revision and implementation of department operating policies and procedures; coordinates with management and collaborates with the Department of Personnel Management to initiate classification and reclassification actions; organizes and maintains personnel files and records.

Develops training material and provides in-service and training to staff on various human resources policies, procedures, standards and processes; oversees the maintenance of staff training records, licensure and continuing education units (CEU) requirements and behavioral health accreditation standards; prepares required reports, correspondence and analysis for department requiring a thorough understanding of human resources management policies and procedures; participates in the budget development process and provides technical assistance in developing staffing projections; attends trainings, meetings and conferences to develop and maintain professional competence.

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

**Minimum Qualifications:**

- A Bachelor's degree in Human Resources, Personnel Management, Business Administration or closely related field; and two (2) years of work experience in human resources including recruitment, compensation, classification, employee relations, performance management or training; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's 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 principles, practices and trends of human resources management; knowledge of specialized recruitment strategies for various types of positions; knowledge of the organizational structure of the Navajo Nation and department.

Skill in comprehending and analyzing organizational and procedural problems and in making sound recommendations and conclusions; skill in setting priorities to meet established as well as changing deadlines; skill in applying judgment in the release of confidential information; skill in researching, compiling and preparing reports and related information; skill in oral and written communications and presentations to a wide variety of audiences.

Ability to work cooperatively and jointly with agency offices to provide quality seamless customer service.

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