

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS03924024

DATE POSTED: 06/13/22

POSITION NO: 242095

CLOSING DATE: 07/08/2022 by 5pm

POSITION TITLE: Staff Training Coordinator

DEPARTMENT NAME / WORKSITE: Department for Self Reliance / Gallup, New Mexico

WORK DAYS: <u>Monday to Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ64A</u>
WORK HOURS: <u>8 a.m. to 5 p.m.</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>45,226.08</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>21.66</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Department Manager III, develops appropriate training plans for Department for Self Reliance (DSR) employees. Coordinates and collaborates with all DSR supervisors in assessing the training and educational development for the administrative and direct services staff. Develops and maintains a DSR employee training file for all employees to assure individual development plans are complete and makes recommendations to revise and/or change plans as required. Provides technical assistance to all DSR supervisors on a regular basis to enhance or expand employees individual training plans. Collaborates with DSR Department Manager III, Finance Section, and Human Resources Section to develop Scopes of Work resulting in the development and finalization of Request for Proposals that will be advertised in the media to recruit prospective vendors to provide specific training requirements for staff. Assists in preparation of a contract for professional services, as required. Makes recommendations regarding program plans, training needs and implementation of program goals and objectives. Develops, implements, and maintains DSR training plan to ensure that all staff development and training requirements are being addressed. Designs and reviews all major training components are in place and implemented such as forms, training plans, reports, files, financial status reports, etc. Consults with Department Manager III and all supervisors regarding deficiencies and improvements needed for staff development and training plan. Coordinates and collaborates with NN Staff Development & Training component to schedule and recommend DSR employee training requirements. Evaluates the DSR Pathway to Quality Services training regularly for effectiveness and recommended revisions or changes. Plans and facilitates DSR Pathway to Quality Services training on a regular basis. Leads group meetings with management to report on status and progress of DSR employee training plan. Keeps informed of current trends relative to staff development and training techniques. Attends conferences, workshops, and seminars locally, regionally, and nationally to solicit current information and trends in staff development and training opportunities.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Business, Education, Social Sciences or related field; and four (4) years of curriculum or instructional development experience; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- A valid state driver's license. Within ninety (90) days of hire, must obtain a Navajo Nation Vehicle Operator's Permit.
- Within six (6) months of employment, must complete mandatory training and pass required examination to be certified for access to

(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: federal, state and Navajo Nation laws, rules, regulations and mandates related to training and certification; supervisory and administrative methods and practices; instructional concepts, principles and methods; research, writing, planning and development of training programs; computer hardware, software and peripherals.

SKILL IN: developing, designing, implementing and presenting training; collaborating with state, federal and community agencies in the presentation of training and coordination of resources; training, scheduling, assigning and reviewing work; researching, developing and implementing programs and services; tracking staff development and certification to ensure compliance with regulations and certification; data collection and data analysis; utilizing computer hardware and software, must be proficient with Microsoft software; establishing and maintaining effective working relationships. Strong verbal and written communication skills required.

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