

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR02224050

DATE POSTED: 06/14/22

POSITION NO: 244939

CLOSING DATE: 07/05/2022 by 5pm

POSITION TITLE: Programmer Analyst

DEPARTMENT NAME / WORKSITE: DHR/Department of Personnel Management - Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BQ64A

WORK HOURS: 40/week PART TIME: NO. OF HRS./WK.: _____ \$ 45,226.08 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 21.66 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Create, maintain, and document DPM's applications, databases, and file systems located onsite and hosted on various PaaS and SaaS cloud-based platforms. Participates in the entire systems development lifecycle and accepts responsibility for the new HRMS project including HRMS implementation and eventual EOL of current system. Provides services including software maintenance, major modification, or development of requested system changes, enhancements, or repairs to HRMS modules. Performs requests for programming services as system or user needs change or evolve. Maintains all new HRMS system modules and module integration by creating SOP's that clearly define system stability, performance, and operational standards. Determines the best method for implementing requested changes to existing computing systems by researching and analyzing the requested functions in terms of their effects on current applications. Ensures system stability and continuous operation by defining server, software, data backup/disaster recovery protocols, and security related to the entire HRMS system. Resolves HRMS system-wide problems by conducting a thorough analysis of the problems and employing appropriate debugging techniques and procedures to resolve the problems. Ensures the performance and stability of the HRMS by thoroughly testing and extensively reviewing user feedback and post-systems implementation effects on procedures and performance of daily DPM operations. Ensures that security standards are strictly followed when developing, programming, and implementing systems and applications mods. Communicates and works closely with various NN departments and contractors relating to HRMS systems design, integration, interoperability, and training. Create and maintain application systems, systems integration, applications programming, web design, and database architecture documentation. Create a Github and onsite repository to store documentation, procedures, and code related to all systems design, construction, testing, and changes to new HRMS.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Computer Science or closely related field; and two (2) years of computer programming 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 entry level computer programming and analysis methods and practices. Knowledge of technical journals and software/hardware manuals. Knowledge of computer hardware, software and peripherals. Knowledge of general office practices and procedures. Knowledge of a variety of data processing software applications. Knowledge of high-level language computer programming. Skill in operation of computer terminals and peripheral equipment. Skill in reading, understanding and interpreting technical manuals. Skill in programming and customizing computer software to meet the end user's needs. Skill in following specific instructions and established procedures in transferring and entering data. Skill in establishing and maintaining effective working relationships.

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