

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR0766670

Date Posted: 06/18/12

POSITION NO: 202304

Closing Date: 07/16/12

CLASS CODE: 1435

POSITION TITLE: BACKGROUND INVESTIGATIONS MANAGER

DEPARTMENT NAME: DHR/Office of Background Investigations

DEPARTMENT NO: 76 WORKSITE LOCATION: Tse Bonito, New Mexico

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R68A

Days: Mon - Fri

Permanent:

SALARY:

Hours: 8:00 AM - 5:00 PM

Temporary:

Duration: _____ \$ 53,476.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 25.71 Per Hour

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Division Director, directs and manages the Office of Background Investigations. Supervises and manages staff, assigns work to staff, reviews assignments, and provides administrative guidance. Develops and administers the annual program budgets, oversight of budget and expenditures. Interprets relevant policies, regulations, and laws. Provides guidance and advice on management of background investigations, fingerprinting and adjudication issues and processes; Develops and implements background investigation policies and procedures in accordance with applicable laws, policies and regulations. Attends meetings with division, departments/programs, and employees. Represents the Office of Background Investigations before the Health, Human Services and Education Committee, other standing committees, and the Navajo Nation Council, as required. Plans, monitors and evaluates program operations consistent with the mission statement, strategic plans and plan of operation. Ensures confidentiality and compliance with applicable laws, policies and procedures. Conducts performance appraisals for staff; oversees the development of training and presentation materials. Works with staff and Nation programs in the implementation and coordination of background investigations. Prepares required reports, conducts and/or attends meetings, and performs special assignments as necessary.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelor's Degree in Human Resources Management, Public Administration, Business Administration and/or Management; and

Experience:

Six (6) years of experience in managing and conducting background investigations, adjudication, human resource/personnel management and/or program administration, three (3) years of which must have been in a supervisory capacity.

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

Special Knowledge, Skills and Abilities:

Knowledge of human resources/personnel processes and concepts; ability to understand, interpret, apply and explain personnel laws, regulations, standards and procedures; skill in oral and written communications and presentations to a wide variety of audiences; knowledge of principles, practices and concepts associated with background investigations and adjudication; working knowledge of the Navajo Nation Personnel Policies Manual; knowledge of supervisory methods and techniques; Skill in planning, assigning and coordinating the activities of staff.

License/Certification Requirements:

Must obtain a favorable background check within 180 days of appointment. Must possess a valid state driver's license.

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