DUTIES AND RESPONSIBILITIES:
Reviews and verifies incoming and outgoing documentation for completeness, accuracy and compliance with established policies and procedures; enters, verifies and edits personnel data forms for classifications/reclassifications, employee performance appraisals, step increase, merit pay bonus and other bonus payments; prepares a variety of reports, forms, correspondence and memoranda requiring a thorough understanding of personnel management policies and procedures; prepares personnel reports for departments and programs; and participates in informational presentations; maintains confidentiality of decisions, actions and recommendations; participates in outreach activities, uses discretionary judgment when requested to disclose confidential personnel information on employees. Performs specialized technical tasks, such as entering confidential employee and position information in the appropriate databases, including FileMaker Pro, JDE - Human Resources Information System (HRIS) and Excel logs, ensuring the accuracy and completeness of all information; provides response regarding status of position classifications/reclassifications, employee performance appraisals, step increase/merit pay bonus recommendations, other bonus, change in worksites, salary assessments. Monitors and prepares necessary documents for supervisors review; researches and responds to a variety of technical questions; assists in developing schedules and methods to accomplish assignments in a timely and efficient manner; assists with monitoring error reports and works with technicians and analysts on making necessary corrections/updates. Reviews workflow and various processes, recommends and implements changes to enhance effectiveness; participates in planning, developing and implementing operating policies and procedures in the Classification & Pay Section to streamline and improve processing time of various human resources documents i.e., PCOs, EPAFs) procedures in processing and filing various personnel data forms; develops and maintains files, records and other documents; may be assigned special projects.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
• A high school diploma/GED, supplemented by 6 to 12 months of specialized training in general office procedures; and four (4) years responsible office support and technical work experience in a human resources office; 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 Navajo Nation’s Personnel policies and procedures. Knowledge of computer software, database and spreadsheet applications. Skill in: preparing a variety of records, reports and correspondence using appropriate formats; the operations of office equipment (e.g., personal computers/software, scanners, power point, copiers); applying judgment in the release of confidential information; maintaining automated filing and records systems. Ability to interpret and analyze informational needs and provide technical advice and guidance on human resources actions and processes. Ability to exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records and reports. Ability to interpret and apply Navajo Nation, state and federal laws, regulations, policies and procedures. Ability to organize work to meet priorities and deadlines. Ability to establish and maintain effective working relationships. Ability to communicate effectively both orally and in writing. Ability to create, compose and edit written materials. Ability to analyze and resolve problems. Ability to follow oral and written directions.

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