

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

REQUISITION NO: DHR0222148

Date Posted: 07/06/10

POSITION NO: 202304

Closing Date: 07/19/10

CLASS CODE: 1435

POSITION TITLE: BACKGROUND INVESTIGATIONS MANAGER

DEPARTMENT NAME: DHR/Department of Personnel Management

DEPARTMENT NO: 22 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N68A

Days: Mon. - Fri.

Permanent:

SALARY:

Hours: 8:00 AM - 5:00 PM

Temporary:

Duration: \_\_\_\_\_ \$ 51,625.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 24.82 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Directs and manages the Office of Background Investigations Office. Prepares reports, correspondences and other documented as requested. Supervises program staff, makes work assignments, reviews background checks and adjudication decisions, conducts performance appraisals and provides guidance to staff. Develops and implements background investigation and adjudication policies and procedures in accordance with applicable laws, policies and regulations. Develops and administers the annual program budget; attends meeting with division, departments/programs and employees. Conducts training and orientations to Navajo Nation programs regarding background policies and procedures, federal, state, tribal laws and programs services. Occasional contact with Navajo Nation Standing Committees, legislative and executive officials and outside law enforcement agencies. Plans, monitors and evaluates program operations consistent with mission statement, strategic plans and plan of operation. Provides accounting and expenditure control for program budget.

**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 background investigations and adjudication. Knowledge of Navajo Nation Personnel Policies Manual. Knowledge of background investigations, employee assessments and fingerprinting processes and techniques. Knowledge of supervisory methods and techniques, including supervision of subordinate staff.

Ability to organize, interpret, analyze and apply effective work standards, activities and relationships.

**License/Certification Requirements:**

Must possess a valid state driver's license. Within 180 days of appointment must obtain a criminal background check.

**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**