

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR02221387
POSITION NO: 212222
POSITION TITLE: HUMAN RESOURCES INFORMATION TECHNOLOGY MANAGER

DATE POSTED: 07/15/21
CLOSING DATE: Open Until Filled

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

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BJ67A</u>
WORK HOURS: <u>8 A.M. to 5 P.M.</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>27.10</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>56,584.80</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Oversees department functions of the human resource information management systems; administers, coordinates and implements computer software programming; reviews computer systems for upgrades, enhancements and improvements; enhances computer systems by evaluating data collection designs; explores and researches software and hardware needs to improve and enhance computer systems; collaborates with the Department of Information Technology staff to ensure that the network, hardware and software is compatible with existing virtual environment; develops procedures and guidance for existing database system and provide training; provides compliance with HR staff through development and maintenance of HR related databases through the collaboration with end users on database design, testing, functionality and implementation of database design; keeps breast of new trends and innovations in the field of information technology; supervises IT staff; designs training material and provides guidance and training; makes recommendations and participates in system meetings with the goal of automating the HR functions; meets with staff to determine their needs and to develop and generate automated processes, reporting and data sharing; performs compliance reviews by evaluating weekly computer activities and provides reports to HR Director; provides technical support and end user documentation.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Computer Science, Management Information Systems or Business Administration; and four (4) years of experience in human resource system administration, database development and administration, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver 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 uses and applications of personal computers/software to the standard practice of human resource management; database design, management and administration; technical journals, software manuals, hardware manuals used in the installation and maintenance of computer systems; the tools and equipment used in computer installation, repair and maintenance; applying software development principles and methods sufficient to participate in the design, development, testing and implementation of new or modified applications software. Skill in: analyzing and diagnosing computer systems and problems and in developing and implementing corrections and solutions; designing, developing and administering databases; reading, understanding and interpreting technical manuals; utilizing computer databases to research, maintain and update records and files; communicating effectively, both orally and in writing. Ability to: organize and facilitate use meetings to assist with gathering requirements and translating them into technical specifications; work under pressure handling multiple projects at one time while staying organized and communicate clearly with users with limited technical know-how.

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