

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

Requisition No: DOE7013882  
POSITION NO: 241252  
CLASS CODE: 3657

Date Posted: 07/18/11  
Closing Date: 07/29/11

POSITION TITLE: Head Start Human Resources Specialist  
DEPARTMENT NAME: DIVISION OF DINE EDUCATION / NAVAJO HEAD START  
DEPARTMENT NO: 701 WORKSITE LOCATION: WINDOW ROCK, AZ  
WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: V640A  
Days: M-F Permanent:   
Hours: 8:00-5:00 Temporary:  Duration: \_\_\_\_\_ SALARY: \_\_\_\_\_  
Part-Time:  No. of Hrs/Wk: 40 \$39,956.80 Per Annum  
\$19.21 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Consults with program managers in the planning, development and implementation of recruitment and selection procedures and recruitment strategies; oversees and coordinates recruitment and selection process including but not limited to advertisement, applicant screening, hiring and offers of employment; coordinates and conducts background checks, employee assessments and fingerprinting; monitors department adherence to recruitment and selection policies and procedures and regulatory compliance issues; resolves problems; provides guidance and assistance in areas of employee relations/discipline, performance management, classification and other human resources management programs.

Researches, analyzes and advises on specific employee relations concerns and disciplinary actions; works closely with the Department of Justice and the Department of Management on the interpretation of the applicable policies and procedures and in addressing human resources issues and makes appropriate recommendations; interprets and explains established standards, regulations, policies and procedures and collective bargaining unit issues; collaborates with management in the development and/or revision and implementation of department operating policies and procedures; coordinates with program managers and collaborates with the Department of Personnel Management to initiate classification and reclassification actions; maintains personnel files and records in accordance with applicable standards, regulations, policies and procedures.

In coordination with the Staff Development Coordinator develops training material and provides in-service and training to staff on specific staff development opportunities, degree programs and human resources policies, procedures, standards and processes; prepares required reports, correspondence and analysis for department requiring a thorough understanding of human resources management policies and procedures; participates in the budget development process and provides technical assistance in developing staffing procedures; attends training, meetings and conferences to develop and maintain professional competence.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Human Resources or Personnel Management, Business Administration or closely related field; and

**Experience:**

Two (2) years experience in human resource/personnel management; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. **(to receive full credit for education/training applicant must submit copies of college transcript, certificate, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Depending on the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

**License/Certification Requirements:**

Must pass a criminal background check, fingerprinting and employee assessment prior to employment; and must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit.

**VETERANS' PREFERENCE APPLIES**

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

**Revised: 08-16-02**