

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DHR02214142</u>	DATE POSTED:	<u>08/03/17</u>
POSITION NO:	<u>230114</u>	CLOSING DATE:	<u>08/16/17</u>
POSITION TITLE:	<u>Human Resources Technician</u>		
DEPARTMENT NAME / WORKSITE:	<u>DHR / Department of Personnel Management / Window Rock, AZ</u>		
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	<u>8:00 am - 5:00 pm</u>	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	<u> </u>
		DURATION :	<u> </u>
		GRADE/STEP:	<u>AB60A</u>
		\$	<u>28,600.00</u> PER ANNUM
		\$	<u>13.75</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Under general supervision, provides technical support to the DPM / Employee Relations Section. Duties include logging in grievance request and correspondences into appropriate database; review and forward correspondences to Human Resources Analyst or respective sections for appropriate actions; prepares and issues standardized memorandums/letters in response to grievance requests; screen calls for HR Analyst; maintain confidentiality of decisions, actions and recommendations; schedules administrative meeting; prepare, maintain and monitors grievance cases; prepare inactive grievance file for scanning and shredding; interpret the Navajo Nation Personnel Polices Manual; assist with employee orientation and presentations; responds to inquiries regarding status of grievance; uses discretionary judgment upon receipt of request to release confidential information's; assist other sections in regards to status of applications, Personnel Action Form (PAF); review PAFs to ensure compliance of NNPPM and CBA; filing appropriate hearing notices in correct grievance file; receive and refer unemployment notices/claim to appropriate department.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED and three (3) years responsible office and technical support experience in a human resources office; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.

(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 human resources policies and procedures; computer software, database and spreadsheet applications.
Knowledge of the Navajo Preference in Employment Act and Collective Bargaining Agreement
Skill in preparing a variety of reports an drafting correspondences using appropriate format.
Skill in communicating effectively both orally and in writing.
Skill in applying judgment in the release of confidential information.
Skill in maintaining filing and records systems.
Ability to interpret and analyze informational needs and provide technical advice and guidance on HR actions and processes.
Ability to create, compose and edit Witten materials.
Ability to follow oral and written instructions.

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