

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

REQUISITION NO: DHR02224478 DATE POSTED: 08/02/22  
POSITION NO: 244937 CLOSING DATE: 08/16/2022 By 5pm  
POSITION TITLE: HR Operations & Development Manager  
DEPARTMENT NAME / WORKSITE: DHR/Department of Personnel /Window Rock, AZ  
WORK DAYS: Mon-Fri REGULAR FULL TIME:  GRADE/STEP: BQ68A  
WORK HOURS: 8am-5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 63,496.08 PER ANNUM  
SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 30.41 PER HOUR  
NON-SENSITIVE  TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Manages all aspects of organizational development; oversees the development of training programs, facilitation of change management initiatives and review of current development programs to ensure linkage to department goals; develops human resources policies; develops programs to build human capital and a strong employee development culture; facilitates the development and implementation of employee performance measures to gauge the success of programs identify areas for improvement; oversee internal HR improvements that consist of the development and implementation of HR processes, setting operational performance targets and monitoring performance; instills a culture of continuous improvement with the department; ensures that departmental goals and milestones are met and adhere to approved budget; responsible for performing HR related duties on a professional level and works closely with senior management in supporting all employees; assists HR Director on a daily basis; has oversight in the absence of the HR Director; implements department culture, values and policies; institutes and manages HR policies, practices and procedures that address both strategic and operational needs of the department to maximize performance, employee engagement and to foster a healthy culture; provides managers and leaders with coaching and value-added management tools to help enable a connected, engaged and growth-oriented culture; implements best practices in HR management.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

A Bachelor's Degree in Human Resource Management, Business Administration and Management, Organization Management or Organizational Development; and three (3) years of experience in human resource management of business management involving managing human resources; and three (3) years of supervisory experience

**Special Requirements:**

A favorable background investigation.  
Possess a valid state driver's license

**<<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:**

Knowable of: principles of practices of human resource management; human resource laws and regulations as well as best practices for policies and procedures; budget and reporting systems, financial controls, departmental and staff performance methods and measures. Skill in: developing and analyzing department strategic plans, operating systems, procedures, controls and budget preparation; analyzing problems, protecting consequences, identifying solutions and implementing recommendations ; formulating and executing documents and reports, short- and long-term goals and objectives; interpreting and executing human resource management policies; analyzing and making improvements in human resource policies and procedures; human relations and ability to communicate effectively verbally and in writing. Ability to manage HR functional areas, HR technologies and related programs; provide strategic and forward thinking mindset, aligning HR initiatives to organizational goals through collaborative efforts; commit to initiate and support conversations and practices that promote Diversity, Equity & Inclusion throughout the department.

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