THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR0229007**	DATE POSTED:	**08/04/14**
POSITION NO:	208229	CLOSING DATE:	**08/18/14**
POSITION TITLE:	**Human Resources Analyst**		
DEPARTMENT NAME / WORKSITE:	**DHR/Department of Personnel Management/Window Rock, AZ**		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	Y64A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 39,228.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 18.86	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Provides technical assistance in areas such as recruitment and selection, qualification assessment, performance evaluation, interprets and explains established human resources policies and procedures; provides orientation and training regarding personnel policies and procedures. Develops recruitment and selection plans and materials; reviews and completes qualification assessments on employment applications to determine whether the applicants meet the requirements for job vacancies, promotion, transfer and acting status assignments; prepares and submits written documentation of the results of the assessment process to the hiring authority. Prepares a variety of reports, correspondences and analyses for divisions, departments/programs requiring a thorough understanding of human resource management policies and procedures; participates in the development and presentation of training sessions for staff and employees; attends training, meetings and conferences to develop and maintain professional competence; provides guidance to supervisors/employees regarding the Personnel Policies Manual.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Human Resource Management, Personnel Management, Business Administration or a related field; and two (2) years of experience in human resources including recruitment, compensation, classification, employee relations, performance management or training.

Preferred Qualifications:

- PHR Certification; FMIS Certification.
- Basic Management Training.
- Specialized human resources experience in recruitment, compensation, classification, employee relations, performance management or training.
- Proficient in Microsoft Office software or other computer applications.

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.)

A favorable background investigation is required.

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