THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOE7019021**	DATE POSTED:	**08/04/14**
POSITION NO:	**242671**	CLOSING DATE:	**08/18/14**
POSITION TITLE:	**Head Start Human Resources Manager**		
DEPARTMENT NAME / WORKSITE:	**DOE/Navajo Head Start - Window Rock, AZ**		

WORK DAYS:	**Monday - Friday**	REGULAR FULL TIME:	☑			GRADE/STEP:	**AA69A**
WORK HOURS:	**40 hrs/Week**	PART TIME:	☐	NO. OF HRS./WK.:		$ **62,982.40**	PER ANNUM
		SEASONAL:	☐	DURATION :		$ **30.28**	PER HOUR
		TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Plans, develops and manages the human resources activities within Navajo Head Start; researches, develops and implements fiscally responsible and efficient human resources processes, i.e., recruitment, classification, compensation, performance management, training/development, personnel records and policy administration; monitors department adherence to recruitment and selection policies and procedures, collective bargaining agreement and regulatory compliance issues; coordinates and conducts background checks, employee assessments and fingerprinting; researches, interprets, develops or revises policies and produces involving personnel related issues; remains updated on latest legal, labor laws and performance standard updates regarding human resources policies and procedures to ensure legal compliance. Supervises and directs human resources staff in recruitment, selection and hiring processes; ensures recruitment, selection and hiring processes are in compliance with applicable policies and procedures and the Head Start performance standard requirements; ensures maintenance, security and confidentiality of personnel files and records; conducts periodic audits of personnel files for compliance with Head Start performance standards and other applicable regulations; develops, maintains and tracks personnel related data and reports; participates in short and long term planning, budget and program reviews; provides technical assistance in developing staffing projections; collaborates and coordinates budget and position information with the Office of Management and Budget, Department of Personnel Management and the Office of Controller; collaborates with the Department of Personnel Management to initiate classification actions; supervises administration of employee performance evaluations in accordance with Navajo Nation Personnel Policies and procedures. Advises and assists supervisors with personnel related issues and challenges, including performance improvement plans, feedback and disciplinary processes; coordinates with supervisors on handling grievance issues in a legal compliant and professional manner; responds to grievance and complaints in accordance with policies and procedures, collective bargaining agreement and other mandated guidelines; performs related investigations and documentation when warranted; maintains positive communications with union representatives, providing information when warranted or required; consults with the Department of Justice and the Department of Personnel Management as appropriate on personnel matters; works with managers/ supervisors to assist on personnel matters. Assesses professional development, training and organizational development needs; develops, plans and monitors progress; develops and/or revises and implements proficient and effective human resources policies, procedures and process improvements (i.e., streamline background check process, decrease personnel action form processing time); reviews staff development and training needs to ensure that teaching staff are meeting the required educational mandates; develops and implements ongoing and consistent training system; maintains staff developments plans ; maintains records of training needs and accomplishments; oversees planning and implementation of training topics; ensures compliance with Head Start performance standards; attends training, meetings and conferences to develop and maintain professional competence.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Human Resources or Personnel Management, Education Administration or closely related field; and six (6) years of work experience in human resource/personnel management including labor relations and negotiation; three (3) years of which must have been in a supervisory capacity.

Preferred Qualifications:

- A Master's degree in Human Resources or Personnel Management, Education Administration or closely related field.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's 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: Head Start Performance Standards, regulations, collective bargaining agreement and applicable department policies and procedures; Principles, practices and trends of human resources management; functional areas of human resource management and employment laws; Specialized recruitment strategies for various types of positions; principles and practices of position classification, salary administration, recruitment, selection administration, recruitment, selection, employee development and employee relations. Skills in project management, time management and leadership; applying judgment in the release of confidential information; researching, compiling and preparing reports and related information. Ability to interpret and implement complex law and policies; handle highly stressful and sensitive situations in a professional manner; deal tactfully and develop effective working relationship with department heads, staff, vendors, elected officials and professional consultants and meet deadlines.

<<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.