THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR02214356**	DATE POSTED:	**09/14/17**
POSITION NO:	240807	CLOSING DATE:	**09/27/17**
POSITION TITLE:	Human Resources Analyst ***(2 Positions)***		
DEPARTMENT NAME / WORKSITE:	DHR/Department of Personnel Management/Window Rock, AZ		
WORK DAYS:	Mon-Fri	REGULAR FULL TIME: ☑	GRADE/STEP: AB64A
WORK HOURS:	8am-5pm	PART TIME: ☐ NO. OF HRS./WK.:	$ 40,414.40 PER ANNUM
		SEASONAL: ☐ DURATION :	$ 19.43 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; prepares Job Vacancy Announcements on a weekly basis; 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; 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.)

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