

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DHR02214360</u>	DATE POSTED:	<u>09/14/17</u>
POSITION NO:	<u>212385</u>	CLOSING DATE:	<u>09/27/17</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>8am - 5pm</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:

Assists the HR Position Control Analyst with various tasks relating to position control and budget management in HRIS. Receives and reviews all incoming budget documents for all funding sources of the Navajo Nation which include but is not limited to General Funds and External funds. Reviews budget documents for accuracy and completeness which include approved budgets for new contract & grants, extensions of contracts & grants, budget revision requests, budget modifications, etc. Updates all budget information into HRIS – Position Control modules – updates include budget amounts and budget hours; updates HRIS based on changes made by the Classification and Pay Section which include change in position titles, change in worksites, etc. Review incoming PAFs for funds verification for various types of personnel actions which include promotions, step increases, reclassifications, change in salary, etc. Creates and maintains budget files, scans all closed budget files. Maintains position control information such as logs of incoming documents and verifications. Assists all Navajo nation employees and programs with technician assistance, attends meetings upon request or schedules meetings. Prepares calculations and reports for programs as needed. Completes weekly, monthly and quarterly reports.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/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:

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