

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS05620059

DATE POSTED: 09/16/20

POSITION NO: 236496

CLOSING DATE: 09/29/20

POSITION TITLE: Senior Programs and Projects Specialist

DEPARTMENT NAME / WORKSITE: Division of Social Services - Executive Administration / Window Rock, Arizona

WORK DAYS: Monday to Friday REGULAR FULL TIME: GRADE/STEP: BC67A

WORK HOURS: 8 a.m. to 5 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 54,724.80 PER ANNUM

SENSITIVE SEASONAL: DURATION : \$ 26.31 PER HOUR

NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under the direction of the Division Deputy Director, enforces compliance with the Navajo Nation Personnel Policy Manual (NNPPM); requires and provides orientation and training on the NNPPM to all new and current employees; provides training to supervisors on due process and assists each supervisor to comply with the progressive discipline process prior to issuing adverse actions; researches and assists supervisors to address performance deficiencies and to develop Performance Improvement Plans (PIP); researches and assists supervisors to develop appropriate disciplinary action; develops internal procedures for supervisors to address employee performance and conduct matters with actions to be applied timely, accurately and fairly. Coordinates with all supervisors to determine the professional development needs of all Division of Social Services (DSS) employees to enhance and refine their knowledge, skills and abilities (KSA) and researches employment training opportunities; develops, implements, and coordinates ongoing and consistent employee trainings; identifies external trainers and enters into agreements to provide professional trainings to DSS employees; assists with contracts and agreements specifically for training and staff development; handles all planning and preparation for trainings and workshops; researches, develops, and applies onboarding and retention strategies for new and current employees to retain employees. Coordinates with all DSS Human Resource representatives to process all necessary personnel documents in a timely and accurate manner, i.e., Personnel Action Forms, Employee Performance Appraisal Forms, OBI Background Checks, Backpay Request Forms, etc.; also coordinates to draft disciplinary actions to employees and maintain all employees records in a secure location. Handles all paperwork and arrangements for the DSS Executive office to recruit and hire employees. Consults and works closely with the Navajo Nation Department of Personnel Management to process personnel paperwork to recruit, select, hire and compensate appropriately; Provides reports on a regular basis to keep the DSS Executive Office informed of the operation and progress of Human Resource issues and concerns; remains abreast of all current and new Human Resource activities and trends; attends appropriate meetings on behalf of DSS; collaborates with other resources. May be delegated in the absence of the Division Deputy Director.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or a closely related field; and six (6) years of responsible program related administrative experience; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- A valid state driver's license. Within ninety (90) days of hire, must obtain a Navajo Nation Vehicle Operator's Permit.

(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: principles, practices and trends of human resources management; functional areas of human resource management and employment laws; specialized recruitment strategies; principles and practices of position classification, salary administration, recruitment, selection, employee development and employee relations; organizational structure of the Navajo Nation and Division.

SKILL IN: comprehending and analyzing organizational and procedural problems and in making sound conclusions and recommendations; project and time management; applying judgment in the release of confidential information; researching, compiling and preparing reports and related information; oral and written communication; making presentations and providing trainings; managing staff and complex internal relationships, and providing advice and direction to staff.

ABILITY TO: interpret and implement policies and procedures; handle stressful and sensitive situations in a professional manner; develop and maintain effective working relationships with Division managers and supervisors, other NN department staff, vendors and consultants.

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