

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DODE70121873</u>	DATE POSTED: <u>09/28/21</u>
POSITION NO: <u>243441</u>	CLOSING DATE: <u>10/18/2021 by 5pm</u>
POSITION TITLE: <u>HS Employee Relations Specialist</u>	
DEPARTMENT NAME / WORKSITE: <u>DODE / Navajo Head Start / Window Rock, AZ</u>	
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>
WORK HOURS: <u>40 hrs. / week</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>
	GRADE/STEP: <u>BO65A</u>
	\$ <u>55,666.08</u> PER ANNUM
	\$ <u>26.66</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Serves as a lead person responsible for grievance cases, appeals and hearings; conducts Suspected Child Abuse and Neglect (SCAN) investigations, related personnel disciplinary actions, follow-up on suspension and investigatory correspondences; addresses disciplinary actions upon occurrence and determines appropriate action; attempts to resolve and responds to grievances and appeals; provides technical assistance and guidance on employee relations, discipline and grievance issues; addresses sensitive and confidential personnel concerns; works closely with the Office of Hearings and Appeals, Department of Justice, Office of Navajo Labor Relations, Ethics and Rules, other Nation programs to address or determine best solutions for personnel issues; maintains employee relations, disciplinary to address or determine best solutions to personnel issues; maintains employee relations disciplinary and grievance files and records in accordance with applicable standards, regulations, policies and procedures. Interprets and explains employment policies, procedures, collective bargaining agreement, laws, standards and regulations in addressing human resources issues and make appropriate recommendations; collaborates with management in the development, revision, and implementation of department operations policies and procedures; works with managers and supervisors to develop standardized correspondence to support specific rules and guidelines; updates and maintains electronic records management system pertinent to legal reviews, documentation and hearings. Conducts training and orientation regarding disciplinary actions, the grievance process, Navajo Nation Personnel Policies Manual; serves as key contract in establishing and maintaining professional behavior, conduct and expectation of all Head Start employees; may be assigned special projects; attend trainings, meetings and conferences to develop and maintain professional competence.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Human Resources, Personnel Management, Business Administration, Organizational Psychology, Behavioral Sciences or closely related field; and five (5) years of intermediate level employee relations, discipline, policy interpretation and application of law or human resource management work experience; or an equivalent combination of education and experience.

Special Knowledge, Skills and Abilities:

- Possess a valid Driver's License.
- 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:

Knowledge of Head Start Performance Standards, Navajo Nation, federal, state and local laws relative to position responsibilities; student assessments and educational activities based on current and relevant research; exercising professional judgment; applying problem solving strategies; must possess the ability to work independently, set priorities, plan, organize and implement activities; address the public and professional groups. Must possess the ability to compile reports accurately and attention to detail; while following verbal and written instructions, must communicate effectively orally and in writing. Must provide technical advice and guidance on Human Resources actions and processes. Ability to prioritize and manage work load and deadlines. Skill in developing and executing documents and reports, goals and objectives. Must apply judgment in the release of confidential information while maintaining filing and records systems.

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