

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DHR08220164

DATE POSTED: 10/16/20

POSITION NO: 936380

CLOSING DATE: 10/29/20

POSITION TITLE: Management Analyst

DEPARTMENT NAME / WORKSITE: DHR/Navajo Department of Workforce Development/Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: BC64A

WORK HOURS: 8am - 5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 42,473.60 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 20.42 PER HOUR

NON-SENSITIVE  TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Will perform monitoring for all program activities to ensure compliance with program grant plans, policies and program guidelines, applicable ACTS signed into law, its federal rules and regulations and other applicable mandates. Will conduct test work and analysis of statistics, financial and budget reports, performance measures, program management, operations, and systems and procedures. Will provide technical assistance for planning and implementation of corrective actions and systems modification. Assist in development and implementation of internal policies/guidelines, strategic planning organizational change, staff development and assessment and department units and workforce center operation assessment and analysis. Assist with evaluation and analyzing program objectives, implement program activities and monitoring of single audit correction action plans. Will conduct comprehensive investigations for staff and participant grievance/complaints and potential or existing program fraud and abuse. Will assist with program evaluations for operational systems, services and contractual activities. Will assist in planning and implementation of all monitoring goals and objectives, design of and update of monitoring and evaluation policies and procedures.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Public or Business Administration, Government Management, or closely related are; and two (2) years of progressive responsible work experience involving public administration, research, and finance; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state 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:**

Must have knowledge of federal grant management and requirements. Knowledge of government organizational process, finance, budgeting, accounting, personnel administration and management practices. Must possess analytical skills to effectively monitor management, operations and organizational systems, procedures and controls. Must have excellent writing skills and reading skills. Must possess computer skills in working with Excel, Word, Power Point and other software programs. Must have good communication skills and public speaking ability.

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

# JVA PROCEDURES

**DHR08220164**

DPM will utilize the JVA from a prior advertisement or standardize JVA when DPM becomes aware of a vacancy or is informed there will be a vacancy and provide notice to the program that the position will be advertised on the next vacancy listing.

If JVA has not been standardized programs must submit a hardcopy of the Job Vacancy Announcement utilizing the Excel template available on DPM's website. In addition, programs must email a copy of the JVA to the assigned Human Resource Analyst.

Comply with the employment, recruitment and selection policies and the requirements of applicable Navajo Nation, State, and Federal Laws.

To assist DPM in conducting the assessment, provide the description of the duties and responsibilities to be performed for your program. **DO NOT copy from class specification word for word.**

Programs who wish to re-advertise a position may do so by submitting a written justification request or email to DPM.

## FOR PROGRAM USE ONLY

Contact Person: Mora L. Morris, Sr. Office Specialist

Phone: (928) 871-7711

Email: [mlmorris@ndwd.org](mailto:mlmorris@ndwd.org)

Prepared by: Mora L. Morris

Title: Senior Office Specialist

Date: 09/29/20

- A Bachelor's degree in Public or Business Administration, Government Management, or closely related are; and two (

Approved by: Roberta Roberts

Title: Department Manager III

Date: 09/29/20

- Possess a valid state driver's license.

Dept. No: \_\_\_\_\_ Business Unit #: \_\_\_\_\_

Budget Amount: \_\_\_\_\_

Occupied? \_\_\_\_\_ Vacancy Date: \_\_\_\_\_

Position Status Date: \_\_\_\_\_

Classified Title: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

