THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR0099440**	DATE POSTED:	**11/03/14**
POSITION NO:	**201184**	CLOSING DATE:	**OUF**
POSITION TITLE:	**Labor Compliance Officer**		
DEPARTMENT NAME / WORKSITE:	**Office of Navajo Labor Relations - Tuba City, Arizona**		

WORK DAYS:	Monday thru Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB61A
WORK HOURS:	8:00 a.m. - 5:00 p.m.	PART TIME:	☐	NO. OF HRS./WK.:	$ 31,179.20	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 14.99	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Accepts, analyzes and investigates allegation of charges filed with the Office of Navajo Labor Relations ("ONLR") by issuing of inquiry, discover process, (subpoenas, interrogatories, depositions, production of documents, etc.) probable cause determinations, conducts investigative interviews and initiates settlement agreements. Initiate informal meetings to determine and remedy probable cause violations of the Navajo Preference in Employment Act ("NPEA"). Conduct job-site inspections on all types of construction projects funded by States of Arizona, New Mexico and Utah, Federal, Tribal and Private entities in an effort to increase employment opportunities for Navajos and minimize discrepancies found with reports filed by employers or contractors, and documents action taken with favorable or significant results. Provide and conduct NPEA orientations to all employees and employers of the territorial jurisdiction of the Navajo Nation. Monitors, disseminates information, and enforce by ensuring all employer(s) remain in compliance with the NPEA's Compliance requirements. Provides technical assistance on interpretation on NPEA, Affirmative Action Plan, and Healthy Start Act regulations. Coordinates training sessions with employers, for Navajo workers in order to support and achieve full implementation and enforcement of NPEA. Collect appropriate fees for employment charge filing fees, labor organization certification fees, orientation/training fees, conference room usage fees, NPEA booklet fees, photocopying fees, etc. Ensures that required fees are collected, verified and accounted for on a daily basis; perform opening and closing cashier functions, issue receipts, and verifies all money order collected against field cash receipts, and safeguard funds collected. Responsible for the safety and security of Navajo Nation Property including handling of confidential information. Performed other duties as assigned by the Department Program Manager.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Business, with emphasis in Human Resources or closely related field; and one (1) year of experience as a compliance officer or in labor relations.

Preferred Qualifications:

- A Bachelors Degree in Business Administration or Public Administration or closely related field.
- One (1) year in construction management.
- Training in Personnel/Employment Law.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(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 Navajo Preference in Employment Act, Affirmative Action, Health Start act regulations, and Navajo Nation's Judicial, Legislative and Executive Personnel Policies and Procedures. Skill and knowledge of case management and archiving retention of confidential information. Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

<<A favorable background investigation is required>>

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