

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR0224278

Date Posted: 11/07/11

POSITION NO: 242196

Closing Date: 11/21/11

CLASS CODE: 1411

POSITION TITLE: HR Position Control Analyst

DEPARTMENT NAME: Department of Personnel Management/Human Resources

DEPARTMENT NO: 22 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A

Days: Mon. - Fri.

Permanent:

SALARY:

Hours: 8:00 AM - 5:00 PM

Temporary:

Duration: _____ \$ 38,084.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Under the supervision of the HR Director; works with Office of Management and Budget, Contract Accounting and programs regarding approved budgets; maintains position control by ensuring that all positions budgeted are properly entered into the Human Resources Information System (HRIS); assigns position numbers for proposed new positions; ensures that there are no duplicate position numbers assigned; develops a database to track multiple funded positions; reconciles position information against approved budgets for all funding sources; enters budget changes per budget transfers/modifications; ensures that all budget information is entered accurately and maintained and that system reflects actual balance for each position; works closely with programs to ensure that positions are properly classified/reclassified per approved budgets; notifies and advises programs of any problems or necessary corrective action associated with position control information and/or budgets; participates in the review and development of personnel budgeting procedures for the BIPM; prepares required budget forms for annual budget development process; participates in budget meetings and orientations. Responsible for the development and implementation of formal procedures; researches innovative methods of uploading budget information into HRIS; develops procedures for the annual extension of employee assignments; coordinates extension activities; generates required reports; works with DPM sections regarding review of various documents to ensure funds availability; requests for budgets, revisions/ modifications; provides technical assistance to programs in planning and developing personnel budgets; serves as backup to HRIS Supervisor in addressing and resolving HRIS problems.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Business Administration, Accounting, Human Resource Management or a related field; and

Experience:

two (2) years of responsible work experience involving budgeting systems, accounting or human resource management; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Financial Management Information System, HRIS System, Filemaker Pro, Word processing, Excel, and other computer softwares.

License/Certification Requirements:

Valid drivers license.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99