

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0564273

Date Posted: 11/07/11

POSITION NO: 242197

Closing Date: 11/21/11

CLASS CODE: 2019

POSITION TITLE: Associate Contract Analyst

DEPARTMENT NAME: DIVISION OF SOCIAL SERVICES - 638 Department

DEPARTMENT NO: 56 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R62A

Days: MON. - FRI.

Permanent:

SALARY:

Hours: 8 AM - 5 PM

Temporary:

Duration: _____ \$ 32,073.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 15.42 Per Hour

DUTIES AND RESPONSIBILITIES:

Assists the Department in the monitoring and evaluating of the many contracts received for contractor performance requirements; which can be for youth homes, elderly group homes, adult in-home care and indigent burial assistance services throughout the Navajo Nation. Conducts unannounced on-site field visits with contractors and subcontractors that were awarded contracts. Reviews are comprised of administrative, personnel management, financial management and property management files; which includes narrative/expenditure reports, financial statements and audit findings. Other reviews consist of Residential Client files to ensure that applications, certifications and social summaries are current and updated. Makes visits to mortuaries and funeral homes, making reviews regarding reimbursement compliance concerning licensure, certification of operations, adequacy of facilities, the providing of professional services such as embalming, funeral directing, burial services, casket displays, consumer marketing pricing and other pertinent matters. Prepares final report of findings for supervisory review; including submission of said reports. Prepares correspondence with recommendations

concerning non-compliance of contractual terms and seeking corrective action plans. Prepares and processes a variety of documents and correspondence. Compiles SAS documents for approval. Perform data entry activities. Review and gather information, provides analysis and provides interpretation concerning contracts to vendors, contractors/subcontractors, clientele and supervisor. Attends meetings regarding contracts. Assist other staff in preparation of trainings, meetings.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelors Degree in Business Administration or closely related field, OR

Experience:

Equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. **(to receive full credit for education applicant must submit copies of transcripts, degrees and current certificates.)**

Special Knowledge, Skills and Abilities:

Knowledge of generally accepted grant, contract administration principles, procedures and practices. Knowledge of accounting transactions and budgeting practices. Knowledge of procurement and contracting policies and methods. Skill in auditing records and reports for compliance and evaluative purposes. Skill in operating and developing computer databases and spreadsheet files. Skill in gathering, consolidating, analyzing facts and drawing conclusions. Skill in communication techniques; orally and in writing.

License/Certification Requirements:

Must possess a valid State Drivers License and obtain a NN Motor Vehicle Tribal Permit within the 90 day introductory period.

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