

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DGS12416567</u>	DATE POSTED:	<u>11/07/18</u>
POSITION NO:	<u>240926</u>	CLOSING DATE:	<u>11/21/18</u>
POSITION TITLE:	<u>Senior Information Systems Technician</u>		
DEPARTMENT NAME / WORKSITE:	<u>DGS/Insurance Services Department / Worker's Compensation Program / Window Rock, AZ</u>		
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>AS61A</u>
WORK HOURS:	<u>8am - 5pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>36,920.00</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>17.75</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

The Senior Information Systems Technician (SIST) supervises the operation of the mainframe computer systems for the Insurance Services Department to ensure the systems are maintained and secured; troubleshoots and resolves computer operating systems by maintaining the software/hardware for the claims management systems database and the entire systems for the department. Work closely with consultants/vendors for the implementation of the new cloud based software for Workers' Compensation and Risk Management Claims Management System. Ensure the users have access privileges when program modifications are performed and ensure there is a smooth transition to the new MARSH Clear sight software; provide office support/ communication to the department/program for networking and develop procedures, forms, and other organization tools to manage projects and monitor timelines; maintains open communication between staff and users to encourage questions and problem solving; enters data and maintains a variety of databases; organizes data for efficient retrieval and reporting; uploads and reconciles data for required governmental reporting; audits user data input; prepares necessary correspondence related to work duties; performs responsible practices that support and enforce policies, rules and regulations relating to computer systems and peripheral equipment; maintains confidentiality of information and date relating to reports and staff.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associates Degree in Computer Science or related field and four (4) years of information system hardware and software installation and maintenance experience, computer programming, network services, systems support of production support; 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:

Knowledge of: Utilization and purposes of management information systems, database structure and data verification methods; data storage concepts; principles and operation of networks, operating systems, standard software applications with advanced skill in database applications, hardware, and related peripheral equipment; policies, rules and regulations relating to computer systems and peripheral equipment; proper records maintenance and storage, standard office operations and basic research techniques. Skill and Ability to: Research new technology, manuals and guides to resolve inquiries; prioritize requests, organize, schedule, and coordinate a variety of activities and projects to meet required reporting deadlines; learn and adapt to changes in technology; enter, maintain, and retrieve data to prepare documents and produce a variety of reports; communicate effectively both in oral and written forms; explain technical concepts in non-technical terms to individuals and groups; read, interpret, and apply policies and procedures; follow instructions; work independently; establish and maintain cooperative working relationships with those contacted during the course of work. SIST is responsible for abiding to Navajo Nation Privacy Act and must have ability of maintain clinical notes, referrals, and reporting methods to the supervisor, program, department and divisions.

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