

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DOH06416563		DATE POSTED:	11/07/18	
POSITION NO:	941439		CLOSING DATE:	11/21/18	
POSITION TITLE:	Programmer Analyst				
DEPARTMENT NAME / WORKSITE:	NDOH/Navajo Cancer Prevention Program - Window Rock, Arizona				
WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	AR64A
WORK HOURS:	8:00 am - 5:00 pm	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	\$ 41,641.60 PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	\$ 20.02 PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Provides data and evaluation management: Identifies, analyzes, and determines implementation of data reporting procedures. Determines system requirements for data computing and collection. Ensures all measures are maintained for data capability with internal and external entities. Ensure the level of confidentiality are maintained at all levels; including program policies and procedures. Provide technical support to the end users at both central and field locations. Maintain self-education with health information data system, requirements for funding source data reporting and submission, federal/tribal privacy act, data processing, and data security. Assist with evaluation and analyzing program objectives, implementing of program activities, and monitoring strategic goals. Will assist with program evaluation planning, monitoring , and reporting of program operations. Will assist in development and implementation of program policies, procedures, and guidelines. Write program reports. Expectations include communicating service delivery accomplishments to program stakeholders; manage program quality assurance, attend meetings, represents office and management at tribal, local, state, and federal events when required.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Computer Science or closely related field; and two (2) years of computer programming experience.

Special Requirements:

- A favorable background investigation.
- 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: in computer programming, variety of data processing software applications, data reporting procedures and system, requirements. Knowledge in Navajo Nation and Federal Laws, regulations, and guidelines for program operation. Developing and maintaining software applications, training end-users, data management, data collection, and professional writing.

SKILLS: Possess analytical skills, Research and designs data integration and migration methods. Skill in analyzing data systems, procedures and controls; Must have excellent writing skills, establishing cooperative work relations with those contracted in the course of work; supervising and managing staff. Must possess computer skills in working with Excel, Word, Power Point and other software programs.

ABILITIES: To create implement economical data information environment. To work as a team member. 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.