

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DHR11322248	DATE POSTED:	11/24/21
POSITION NO:	208528	CLOSING DATE:	Open Until Filled
POSITION TITLE:	Program Supervisor I		
DEPARTMENT NAME / WORKSITE:	Navajo Occupational Safety & Health Administration, Window Rock, Arizona		
WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: BQ64A
WORK HOURS:	8am-5pm	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ 45,226.08 PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ 21.66 PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Division Director of Human Resources, performs work of most moderate management coordinate and provide day to day supervision of the program. Plans, analyzes and achieves short and long term goals, oversight compliance enforcement of the Navajo Occupational Safety and Health Act, applicable codes and to assure employees of the Navajo Nation have safe and healthy worksite/workplace conditions. Provides essential SEH representation to Navajo programs, interprets compliance, policies, procedures, activities and service. Development and implementation of SEH Safety Plans, training materials; develops and presents budgetary proposals, monitors expenditures and approvals, attends a variety of department and division level meetings, represents the Navajo Nation, serves on committees and task forces, performs special assignments, evaluates the work of program staff, conducts performance evaluations, responds to inquiries relating to occupational safety from the Government, Enterprises, Entities, Chapters and Contractors. Conducts field visits to fulfill requests for safety consultations, conducts safety inspections for Navajo Nation programs, enterprises, contractors and small businesses. Work & enhance cooperatively with the Navajo Nation Safety Advisory Committee. Attends to the administrative management of the overall Navajo Nation OSHA Program personnel and operations.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Business Administration or closely related field; and one [1] years of program related experience.

-OR-

- A Bachelor's degree in Business Administration or closely related field; or an equivalency combination of education and experience.

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 OSH Act, Navajo Nation, federal and state laws, standards & regulation and guidelines governing aspects of tribal operations relative to Navajo OSHA; knowledge of the Navajo Nation Personnel Policies Manual, Budget Instructions Manual and reporting systems, program analysis and performance measures; knowledge of program operational activities, mission and client service requirements. Possess 30 hours OSHA training certification cards for 1926 Construction & 1910 General Industry. Recommend training/knowledge of Agriculture & Maritime Industry OSHA [cards], when necessary.

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