

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DHR02216679

DATE POSTED: 11/28/18

POSITION NO: 240356

CLOSING DATE: 12/11/18

POSITION TITLE: Human Resources Technician

DEPARTMENT NAME / WORKSITE: Department of Personnel Management / Window Rock, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: AR60A

WORK HOURS: 8am - 5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 30,035.20 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 14.44 PER HOUR

NON-SENSITIVE  TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Reviews and verifies incoming and outgoing documentation for completeness, accuracy, and compliance with established policies and procedures; performs specialized technical tasks, such as entering confidential applicant and employee information in the Human Resources Information System (HRIS). Assist the divisions, departments and programs on the preparation of personnel action forms which includes remarks, supporting documents for employment notices, change notices and termination notices. The processing of Personnel Action Forms (PAF) which entails the following: Logging in Personnel Action Forms as assigned on a daily basis into the appropriate database; reviewing and verifying information on PAF is correct and complete; reviewing all required documents attached for completeness, accuracy, and compliance with established policies and procedures; enters all confidential application and employee information into the Human Resources Information System (HRIS). Responds to inquiries regarding status of personnel action forms, and policies and procedures; may receive, verify and process documentation pertaining to disciplinary actions or grievances; Enters, verifies, and edits personnel data forms for classification, reclassification, pay rate, changes, transfer, termination, and annual and sick leave accrual rate; may participate in the development and recommendation of operating policy and procedural improvements; uses discretionary judgement when requested to disclose confidential personnel information on applicants and/or employees.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED; and three(3) years responsible office and technical support experience in a human resources office; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation
- Must be able to obtain FMIS/HRIS access within 90 days

*(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 Nation Personnel Policies Manual  
Knowledge of Microsoft Office and other computer software

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