THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR0098551**	DATE POSTED:	**03/14/14**
POSITION NO:	211690	CLOSING DATE:	**03/27/14**
POSITION TITLE:	**Labor Complilance Officer**		
DEPARTMENT NAME / WORKSITE:	**DHR/Office of Navajo Labor Relations. Chinle, AZ**		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	Y61A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 30,264.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 14.55	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Accepts, analyzes and investigates allegation of charges filed with the Office of Navjao Labor Relations (ONLR) by issuing of inquiry, discovery process (Subpoenas, interrogatories, depositions, production of documents, etc.), probably cause determinations, conducts investigative interviews and initiates settlement agreements. Initiate informal meetings to determine and remedy probably cause violations of the Navajo Preference in Employment Act (NEPA). Conduct job site inspections on all types of construction projects funded by Staes of Arizona, New Mexico and Utah, Federal, Tribal and Private entities in an effort to increase employment opportunities for Navajos and minimize discrepancies found with reports filed by employers or contractors, and documents action taken with favorable or significant results. Provide and conduct NPEA orientations to all employees and employers of the territorial jurisdiction of the Navajo Nation. Monitors, disseminates information, and enforce by ensuring all employer(s) remain in compliance with the NPEA's compliance requirements. Provides technical assistance on interpretation on NPEA, Affirmative Action Plan, and Healthy Start Act regulations. Coordinates training sessions with employers for Navajo workes in order to support and achieve full implementation and enforcement of NPEA. Collects appropriate fees for employment charge filing, labor organization certification, orientation/training, conference room usage, NPEA booklet fees and photocopying fees.

Ensures that required fees are collected, verified and accounted for on a daily basis; perform opening and closing cashier functions, issue receipts, and verifies all cash and money orders collected against field cash receipts, and safeguard funds collected. Responsible for the safety and security of Navajo Nation property including handling of confidential information. Perform other duties as assigned by the Program Manager.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

An Associate's degree in Business or closely related field; and two (2) years of experience in labor contract investigation and compliance. Some positions may require specific licenses or certificates.

Preferred Qualifications:

Training in Personnel Law, Organized Labor Union or Labor Dispute Negoation. Two (2) years of experience in mediation and arbitration. Proficient in Microsoft Office sofware applications and other computer software appications.

Special Requirements:

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condiction of employment.

(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 NPEA, Affirmative Action, NNPPM and Healthy Start Act Regulations. Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condiction of employment.

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