

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DHR00914719</u>	DATE POSTED:	<u>12/04/17</u>		
POSITION NO:	<u>211690</u>	CLOSING DATE:	<u>12/15/17</u>		
POSITION TITLE:	<u>Labor Compliance Officer</u>				
DEPARTMENT NAME / WORKSITE:	<u>DHR - Office of Navajo Labor Relations / Window Rock, AZ</u>				
WORK DAYS:	<u>Mon - Fri</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>A161A</u>
WORK HOURS:	<u>8:00 - 5:00</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 31,948.80</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 15.36</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Program Manager, the Labor Compliance Officer (LCO) primarily conducts assessment of charges filed, interviews, and labor compliance investigations by analyzing, interpreting and researching labor violations according to the Navajo Preference Employment Act (NPEA). The LCO prepares correspondence, notices, and various reports on a daily basis. Will be responsible for establishing and maintaining collaborative working relationships with the general public, colleagues, external parties (employers, business partners, legal council and law offices), including governmental and community agencies. Confers with subject matter specialists, technical experts, and attorneys. Recommends informal settlements pursuant to NPEA by incorporating Fundamental Law tactics. Attends training sessions, conferences, and workshops to keep updated of current practices and to gain knowledge on legal issues associated with areas of responsibility. Maintain confidentiality and apply case management skills to properly administer process and internal procedures to ensure complaints filed are handled without bias.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Business or Public Administration or closely related field with emphasis in Human Resources or Employment Law and one (1) year of experience as a compliance officer or in labor relations, mediation, arbitration or investigation, construction management; or an equivalent 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:

Must have proficient writing skills and the ability to communicate effectively. Able to apply research, interviews and investigative techniques efficiently. Must have ability to utilize general office equipment with no supervision and the ability to learn and apply new software applications with minimal instruction. Skilled in Public Speaking and conducting presentations. Knowledge of Navajo Preference in Employment Act, Affirmative Action, Healthy Start Act, Navajo Fundamental Law, the Navajo Nation's Judicial and Executive policies and procedures. Training in Case Management, Mediation, Arbitration, Fire Safety or NIOSH.

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