

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR00914744 DATE POSTED: 12/06/17
POSITION NO: 203732 CLOSING DATE: 12/19/17
POSITION TITLE: Program Manager I
DEPARTMENT NAME / WORKSITE: DHR / Office of Navajo Labor Relations / Window Rock, AZ
WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AI67A
WORK HOURS: 8:00 am - 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 52,852.80 PER ANNUM
SEASONAL: DURATION : _____ \$ 25.41 PER HOUR
TEMPORARY:

DUTIES AND RESPONSIBILITIES:

The Office of Navajo Labor Relations Program Manager I is under the direct supervision of the Division of Human Resources' Division Director. Program Manager will plan, direct, and supervise ONLR program staff. The incumbent will assure program responsibilities and objectives are in compliance by researching, compiling, developing and implementing the Program Budget, Strategic Management Plan, Guidelines, Standard Operating Procedures and revising and enforcing the Navajo Preference in Employment Act to improve and strengthen ONLR program services and/or incorporating new services. Will develop and provide continuous trainings to all ONLR staff in areas of employment investigation, jobsite visits/inspections, NPEA orientations, and labor case management. Observes, evaluates, develops and provides department reports and programs budgets to address programmatic areas. The incumbent will assist in policy/guidelines development in collaboration with DHR Administration team, Departments/Programs, Health, Education & Human Services Committee, and various committees of the Navajo Nation Council. Develop and maintains complainants' database tracking system, collect, compile, analyze statistics on categories of employment issues and present written reports to Division Director. Periodically evaluate department to ensure productivity efficiently and effectiveness. Represent the ONLR program at all levels of operations. Work closely with the Division Director, Navajo Department of Justice, Oversight Committee, Labor Commission, etc. Will be working on special assignments and projects as directed or assigned by the Division Director of DHR.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Bachelor's Degree in Human Resources, Public or Business Administration or a closely related program discipline; and five (5) years of ONLR program related experience; two (2) years of which must have been in a supervisory capacity; 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:

Work experience in Human Resources Supervision, Policy Management, Monitoring and Enforcement in Employment and Personnel Laws. ** Knowledge and skillful in principles, and practices of management and public administration. ** Knowledge and skillful in strategic planning, contract writing and negotiation, arbitration, program evaluation and forecasting. ** Knowledge and skillful of budget and reporting systems, financial controls and operational budgeting, department and staff performance methods and measures. ** Knowledge of departmental operational activities and client services. ** Ability to promote and maintain good public relations; advocates for program services. ** Knowledge in interpreting wage and labor laws. ** Must possess ability to work independently, set priorities, plan, organize and implement activities to ensure progressive program operations. *** Fire Safety, First Aid and CPR Certified. *** Speak and translate Navajo language frequently (Navajo Preference in Employment Act). *** FMIS Certification.

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