

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0934397

Date Posted: 12/12/11

POSITION NO: 942012

Closing Date: 12/23/11

CLASS CODE: 1365

POSITION TITLE: Senior Office Specialist

DEPARTMENT NAME: Division of Social Services/Western Navajo Regional Office

DEPARTMENT NO: 93 WORKSITE LOCATION: Tuba City, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R60A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 am-5:00 pm

Temporary:

Duration: _____ \$ 26,956.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 12.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Incumbent will examine best practices for managing the human resources program - Provides personnel support services to all NDSS/Western Navajo Regional Office program staff such as preparing Personnel Action Forms (PAF) for new hires, request for change from employees, other personnel actions such as temporary employment and extensions.

Prepare Position Classification Questionnaires (PCQ) to establish new position or reclassify current existing position jointly with supervisors. Prepares Job Vacancy Announcemetrn (JVA) for recruitment of permanent and temporary employees. Conduct follow up and monitors progress of documents. Assist in preparing Employee Performance Appraisals Forms. Assure that annual performance appraisals are submitted for employees; assist in development and tracking performance objectives/goals. Assist in reviewing all personnel actions for promotion, new hires, training needs, prepare letter of notification to qualified applicants of date, time and place of interviews. Assist, participatem conduct and facilitate interviews at Regional Office and Sub-offices. Coordinate with Department of Personnel to maintain accurate, clear adn complete records and administration of personnel and related functions at the Regional Office. Safeguard the confidentiality of personnel records and release information in accordance with privacy act laws only. Consult with respective departments (DPM, DOJ, Finanical Service Dept., Insurance, workman's Comp., Insurance Benefits office, etc.) regarding employee related activities.

As offical time keeper for the region; responsible for receiving all NDSS/WNRO employees' time sheets, leave slips, time cards and prepare Region time sheet for Program Manager II approval and submits to Payroll Department. Prepare back pay documents and track leave records; and provide technical support services regarding employees' insurance benefits, medical leave and arrange for orientation and training regarding Employees Benefits for staff.

Facilitate and coordinate timely flow of office servcies, administrative support services among offices, NDSS/Window Rock, Departments and Regional Offices. Research and respond to request for training for employees, arrange for employees' orientation and trainings. Compiles personnel update report to supervisors for their information and awarness. Perform wide range of clerical duties including composing correspondences regarding personnel activities or employee payroll. Schedules appointments and meetings and assist in preparation of program budgets. Assist administration staff in maintaining continuity of work flow for the region. May be delegated in the absense of Program Manager II. Attend meetings, provide presentations, coordinate with local departments for services.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Secretarial Science, Business, Human Resources Management or related field; and three (3) years of administrative experience; or and equivalent combination of eduation, training and experience with provides the capabilities to perform the described duties. **(to receive full credit for education applicant must submit copies of transcripts, degrees,**

Experience:

Three (3) years of progressive administrative experience; must demonstrate experience in the human resource field.

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Nation/State/Federal policies pertaining to workforce safety/benefits/human resource processes. Knowledge of individual staff development procedures; administration and human resource disciplines and practices. Must have problem solving abilities, and handle critical issues pertaining to work place needs.

License/Certification Requirements:

Navajo Nation Tribal permit and Valid Driver License. Must obtain a criminal background check, First Aid/CPR certification.

VETERANS PREFERENCE APPLIES

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

Revised: 1-15-99