

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR02214809 DATE POSTED: 12/20/17
POSITION NO: 244039 CLOSING DATE: OUF
POSITION TITLE: Human Resources Employee Relations Specialist
DEPARTMENT NAME / WORKSITE: DHR / Department of Personnel Management / Window Rock, AZ
WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: A166A
WORK HOURS: 8:00 AM - 5:00 PM PART TIME: NO. OF HRS./WK.: _____ \$ 48,464.00 PER ANNUM
SEASONAL: DURATION : _____ \$ 23.30 PER HOUR
TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under the general supervision of the HR Director, perform work of moderate difficulty in planning, developing, organizing and supervising the employee relation component within the Department of Personnel Management through the effective resolution of employee complaints and grievances, and research supervisor requests. Ensure that the employee follows the established grievance policy that is outlined in the Navajo Nation Personnel Policies Manual by setting administrative meeting to seek resolution, drafting stipulated administrative agreements, obtaining Office of Hearing and Appeal orders for disposition of the case, dismissing cases that are untimely and monitor and enforce compliance of the stipulated administrative agreement. Work closely with Department of Justice on HR issues. Identify training topics for design and development of training materials for presentation and work closely with Staff Development and Training Program to conduct training. Draft or modify existing employee relation procedures. Supervise the employee relation employees.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Bachelor's degree in Human Resources, Business Administration, Organizational Psychology, Behavioral Science or related field; and five (5) years specialized experiences in employee relations or human resources/personnel management one (1) year of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.

(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 techniques and procedures of public human management programs. Knowledge of principles and practices of employee relations. Knowledge of theories, principles and practices of mediation and conflict resolution. Ability to understand, interpret, apply and explain personnel laws, rules, regulations, standards and procedures. Skills in establishing and maintaining effective and unbiased working relationship with supervisors and employee. Ability to analyze and make improvements in human resources policies and procedures, activities and transactions. Ability to operate in a highly confidential environment and deal with employees and the public in a tactful and professional manner. Ability to plan, organize and direct the work of staff engaged in employee relations/grievance activities.

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