

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DHR00914837</u>	DATE POSTED: <u>12/28/17</u>	
POSITION NO: <u>203732</u>	CLOSING DATE: <u>OUF</u>	
POSITION TITLE: <u>Program Manager I</u>		
DEPARTMENT NAME / WORKSITE: <u>DHR / Office of Navajo Labor Relations / Window Rock, AZ</u>		
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AI67A</u>
WORK HOURS: <u>8:00 am - 5:00 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>52,852.80</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>25.41</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Division of Human Resources Director, the ONLR Program Manager I will oversee the overall programmatic functions, administrative functions, daily activities and the program budget by planning, directing, and supervising ONLR central and agency staff. Will establish, update and implement the department's Strategic Management Plan, Standard Operating Procedures while enforcing the Navajo Preference in Employment Act [NPEA]. Provides training, guidance and assistance to the ONLR staff with NPEA orientations, reviewing labor issues, monitoring case load and investigations. Develops and produces department reports, budget, goals and objectives to the division office, legislative oversight committee, etc. Attends work sessions, trainings, meetings and represents the department at all levels of operation in a professional manner. Closely works with the Navajo Labor Commission, Navajo Department of Justice, Health, Education and Human Services Committee and the Office of Hearings and Appeals. Demonstrates leadership by reinforcing positive behavior and promoting recognition through the use of effective employee evaluations, effective hiring practices and accountability. Complete ONLR staff evaluations to ensure productivity efficiency and effectiveness. Effective at processing complex problems and information; using innovative approaches to identify effective solutions. Complete special projects as assigned by the Division Director. Ensures adherence to all the Navajo Nation Policies and Procedures applicable to the employees under their supervision.

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, investigations, case management, monitoring and enforcement. Knowledge of Navajo Fundamental Law, NPEA, Labor and Employment Laws. Effective communication skills, written and oral, to properly respond to all levels of the organization [internal and external]. Knowledge of computers and software, with the capability to learn new applications.

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