THE NAVAJO NATION

JOE SHIRLEY, JR.
PRESIDENT

BEN SHELLY
VICE PRESIDENT

MEMORANDUM

TO : DIVISION DIRECTORS, DEPARTMENT AND PROGRAM MANAGERS
EXECUTIVE AND LEGISLATIVE BRANCHES

FROM : Reycita Toddy, HR Classification and Pay Manager
Department of Personnel Management

DATE : October 26, 2010

SUBJECT : SENSITIVE POSITIONS

Pursuant to the Human Services Committee Resolution No. HSCAU-11-10, the amended Navajo Nation Personnel Policies Manual (NNPPM) was adopted with an effective date of October 1, 2010. The NNPPM include provisions for background checks and relevancy assessments for sensitive positions. The Department of Personnel Management (DPM) in consultation with the hiring department is responsible for designating sensitive positions which is subject to final approval by the Human Resources Director or designee.

Accordingly, the DPM is requesting that each program complete a Sensitive Position List for all positions within their respective program using the instructions outlined on the attached Sensitive Position Checklist. This information will be utilized to designate sensitive positions.

Please submit the completed forms to DPM no later than 5:00 p.m. on November 19, 2010. Your cooperation and assistance in providing this information is appreciated. Should you have any questions, please contact me directly at (928) 871-7772. Thank you.

DISTRIBUTION

XC: Bernadette Bernally, HR Director, DPM
Paulene Thomas, Background Investigations Mgr, OBI
Julius Elwood, Division Director, DHR
File

DEPARTMENT OF PERSONNEL MANAGEMENT
P.O. BOX 7080, WINDOW ROCK, ARIZONA 86515 - TELEPHONE: (928) 871-6330; FAX: (928) 871-6976

SENSITIVE POSITION CHECKLIST

DEPT. NO.:	DEPT. NAME:

Pursuant to the Personnel Policies Manual, Section IV.K.3.a. and b, in consultation with the hiring department and subject to final approval by the Human Resources Director or designee, the Department of Personnel Management shall designate sensitive positions. Sensitive position shall include but not be limited to those positions with the following job responsibilities.

CRITERIA

1	Providing child care in a child care facility, or providing for the health, safety and security of children and youth, particularly where responsibility involves direct repetitive contact with children and/or youth or unsupervised access to children and/or youth;
2	Providing patient care or providing for the health, safety and security of adults and elders;
3	Having access to, or responsibility for money, receipts and/or disbursement of negotiable instruments, e.g., money, checks and property disbursements;
4	Having access to, or responsibility for credit data, credit account records or credit transactions;
5	Carrying and using firearms;
6	Having access to, and responsibility for the safety and security of Navajo Nation property;
7	Having routine access to master control and key systems;
8	Having access to, or responsibility for controlled substances or toxic, radioactive or other hazardous materials;
9	Having access to or responsibility for confidential information or sensitive data, medical records, including data protected by federal, state or Navajo Nation law, or to critical data processing systems.

INSTRUCTIONS

To assist the Department of Personnel Management (DPM) in the designation of sensitive positions, please complete the attached sheet(s) by selecting the applicable Criteria outlined above and enter: the Criteria No., the Position No., the Position Title, and an explanation of the responsibilities of the position(s) in your program that you consider to be a sensitive position. The list must include **all** positions within your program including those that you do not consider to be a sensitive position. Please enter "N/A" in the Criteria No., the Position No., and the Position Title only for those positions. ***(SEE EXAMPLE Below).*** **The Program Manager/Supervisor must sign and date the Sensitive Position List for his/her respective program.** A Sensitive Position List - Supplement is also attached if additional sheet(s) are needed.

CRITERIA NO.	POS. NO.	POSITION TITLE
1	*242422*	*Head Start Teacher Aide*

Please explain responsibilities. *Employee works with children throughout the course of the day in providing early childhood development activities and services in a Head Start center and in the playground; and assists with the transporting of children to and from center.*

CRITERIA NO.	POS. NO.	POSITION TITLE
N/A	*240022*	*Records Clerk*

Please explain responsibilities.

SENSITIVE POSITION LIST

DEPT. NO.:		DEPT. NAME:
CRITERIA NO.	POS. NO.	POSITION TITLE
Please explain responsibilities.		
CRITERIA NO.	POS. NO.	POSITION TITLE
Please explain responsibilities.		
CRITERIA NO.	POS. NO.	POSITION TITLE
Please explain responsibilities.		
CRITERIA NO.	POS. NO.	POSITION TITLE
Please explain responsibilities.		
CRITERIA NO.	POS. NO.	POSITION TITLE
Please explain responsibilities.		
CRITERIA NO.	POS. NO.	POSITION TITLE
Please explain responsibilities.		
CRITERIA NO.	POS. NO.	POSITION TITLE
Please explain responsibilities.		

Program/Department Manager's Signature

Date

Program/Department Manager's Name (Print)

SENSITIVE POSITION LIST - SUPPLEMENT

DEPT. NO.:		DEPT. NAME:
CRITERIA NO.	POS. NO.	POSITION TITLE
Please explain responsibilities.		
CRITERIA NO.	POS. NO.	POSITION TITLE
Please explain responsibilities.		
CRITERIA NO.	POS. NO.	POSITION TITLE
Please explain responsibilities.		
CRITERIA NO.	POS. NO.	POSITION TITLE
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