

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE7012843
POSITION NO: 242083
CLASS CODE: 1417

Date Posted: 01/31/11
Closing Date: 02/11/11

POSITION TITLE: HUMAN RESOURCE ANALYST **
DEPARTMENT NAME: NAVAJO HEAD START/DEPT OF PERSONNEL MANAGEMENT
DEPARTMENT NO: 701 WORKSITE LOCATION: WINDOW ROCK, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: P640A
Days: M-F Permanent: SALARY:
Hours: 8:00-5:00 Temporary: Duration: \$37,876.80 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$18.21 Per Hour

DUTIES AND RESPONSIBILITIES:

Pursuant to a Memorandum of Agreement, the HR Analyst will ensure that personnel documents/issues for the Navajo Head Start are addressed in a timely manner by providing technical assistance in areas of recruitment and selection; conducts qualification assessments on applications to determine whether applicants meet the minimum qualifications for job vacancies, temporary employment, promotion, transfers, reclassification, acting status assignments, demotions; maintains appropriate databases by entering assessment results, issues referral letter/listing of qualified applicants to NHS and issues appropriate notice to applicants who do not meet the minimum qualifications of position; participates in interview process as requested.

Works closely with Navajo Head Start Human Resources Specialist and assists with the development of recruitment and selection plans; interprets and explains the personnel policies and procedures (e.g. recruitment and selection, transfer, promotion, demotion, overtime, flex time, performance management); assists NHS in the development of job vacancy announcements; provides guidance to supervisors and employees regarding the personnel policies; participates in the development of training materials; provides orientation/training on recruitment and selection and all other areas of human resources management (e.g. employment practices, performance management, employee relations, transfers, promotions, leave, overtime, classification, compensation, preparation of personnel documents, etc.); reviews, researches and recommends action on NHS personnel action forms.

Ensures that personnel documents (JVA, PCQ, EPAF, disciplinary actions) are in accordance with Personnel Policies and Procedures, Head Start Performance Standards, Collective Bargaining Agreement; works closely with the Classification Pay Office in the classification/reclassification of positions and ensures all necessary documents are attached to expedite action and provides assistance when requested.

Prepares recruitment and selection reports/statistics, as requested; prepares correspondence and analysis for NHS a thorough understanding of human resources management policies/procedures; attend meetings, training, conferences to develop and maintain professional competence; and may perform special assignments/projects.

Education and Training:

Bachelor's Degree in Human Resources/Personnel Management, Business Administration or related field; and

Experience:

Two (2) years work experience in human resources/personnel management; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of degrees, transcripts, diplomas, certificates, permits, etc.)

Special Knowledge, Skills and Abilities:

License/Certification Requirements:

Must pass a criminal background investigation (fingerprinting and assessment) and a physical examination with tuberculosis (TB) clearance prior to employment; and possess a valid state driver's license. Within 90 days of employment must obtain a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit.

****UNION POSITION**

VETERAN'S PREFERENCE APPLIES

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

Revised: 08-16-02