THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR0229883**	DATE POSTED:	**02/02/15**
POSITION NO:	**243292**	CLOSING DATE:	**02/13/15**
POSITION TITLE:	**HUMAN RESOURCES ANALYST**		
DEPARTMENT NAME / WORKSITE:	**DHR/Department of Personnel Management, Window Rock, AZ**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB64A
WORK HOURS:	8:00 am to 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 40,414.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 19.43	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Performs work of moderate difficulty in position classification, compensation, performance management and other human resource management programs including limited management advisory service, assignments include a variety of different occupations and professions requiring a diverse knowledge of occupations. Reviews and analyzes position classification questionnaires (PCQ); analyzes organization charts, job and reporting relationships; performs desk audits to supplement written documentation, when necessary; contacts and/or requests additional position information or clarification from programs; allocates position to appropriate class; updates PCQ file database to reflect appropriate classification action; issues classification, reclassification or no action decision letters; develops new class specification and revises existing class specifications; conducts job evaluations using established methodology; conducts salary surveys and recommends grade assignments; develops and/or participates in the development of survey instruments; conducts research, special studies and investigations incidental to the allocation/reallocation of positions and prepares appropriate reports and correspondence; meets with programs regarding restructuring/reorganization; provides technical assistance, training and orientation on position classification, compensation and performance management. Provides guidance to supervisors and employees on the interpretation and explanation of established policies and procedures (e.g. classification, performance management, compensation, designation of sensitive positions.) Prepares statistical reports; works with PCQ database when classifying or reclassifying positions, the Alchemy database when conducting research on classification/reclassification decisions; provides input and recommendation on the various databases to streamline or expedite processes; provides guidance to supervisor and employees regarding the Personnel Policies and related procedures and all areas of human resources management.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Business Administration, Human Resources Management or Personnel Management or a related field; and two (2) years of experience in human resources, including classification, compensation, performance management, recruitment, employee relations or training.

Preferred Qualifications:

- PHR Certification; FMIS Certification.
- Basic Management Training.
- Specialized human resources experience in classification, compensation, performance management, recruitment, employee relations or training.
- Proficient in Microsoft Office software or other computer applications.

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 the principles, practices and trends of human resource management; principles and practices of classification, compensation, recruitment, performance management and employee relations;. Skill in comprehending and analyzing organizational and procedural problems and making sound recommendations and conclusions; organizing, tracking and prioritizing assignments and tasks; setting priorities to meet established as well as changing deadlines; researching, compiling and preparing reports and related information; applying judgment in the release of confidential information; oral and written communications and presentations to a wide variety of audiences. Ability to organize work to meet priorities and deadlines.

<<A favorable background investigation is required>>

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