

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR0222903

Date Posted: 02/14/11

POSITION NO: 241893

Closing Date: 02/28/11

CLASS CODE: 1427

POSITION TITLE: HUMAN RESOURCES ADJUDICATOR

DEPARTMENT NAME: Office of Background Investigations

DEPARTMENT NO: 22 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N66A

Days: M-F

Permanent:

SALARY:

Hours: 8-5

Temporary:

Duration: _____ \$ 43,451.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 20.89 Per Hour

DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Background Investigations Manager, performs work of moderate difficulty in coordinating and conducting the review and adjudication of completed background investigation; conducts background investigations to determine suitability for employment or continued employment for employees, applicants, volunteers and interns and internal transfers, promotions and reclassification of employees being considered for appointment to sensitive positions; compiles information, such as criminal history from the federal, state, county, tribal and various sources and data banks; detects discrepancies in the information reviewed; distinguishes between relevant and irrelevant information and evidence; makes a good faith determination as to whether applicant/employee is suitable for employment in a sensitive position; may conduct fingerprinting responsibilities in the absence of assigned staff; assists manager with decision making; represents office at the Navajo Nation Council, standing committee and other meetings; develops training materials and provides training to staff and program supervisors on background investigations and adjudication. Also provides information on fingerprinting processes, policies and procedures; works with Nation programs in the implementation and coordination of personnel security program issues and concerns; handles public relations responsibilities; prepares required reports and correspondence; ensures confidentiality and compliance with applicable laws, policies and procedures.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Human Resources Management, Criminal Justice or related field; and

Experience:

Three (3) years experience in adjudication, analysis of court and law enforcement documents or background investigations; 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 college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of principles, practices and concepts associated with background investigations and adjudication. Knowledge of laws, policies and procedures pertaining to background checks, adjudication and fingerprinting. Ability to recognize, identify issues and information necessary for completing adjudicating reports and finding. Skill in researching, compiling and preparing reports. Ability to communicate effectively orally and in writing. Must be computer literate to research state repositories, national registries, and other online data sources. Skill in applying judgment in the handling of confidential information. Skill in developing and coordinating improvement to work processes, including work flow. Skill in establishing and maintaining effective working relationships.

License/Certification Requirements:

Must possess a valid state driver's license and a valid fingerprinting certification. **This position is a designated sensitive position and is subject to a criminal record and background check in accordance with the Navajo Nation Personnel Policies Manual.**

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99