

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH0643013

Date Posted: 03/14/11

POSITION NO: 242309

Closing Date: 03/25/11

CLASS CODE: 1251

POSITION TITLE: Senior Programs & Projects Specialist

DEPARTMENT NAME: Office of Planning, Research & Evaluation - Navajo Division of Health

DEPARTMENT NO: 64 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITIONS TYPE: GRADE: N67A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 - 5: 00 p.m.

Temporary:

Duration: \_\_\_\_\_ \$ 22.77 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 47,361.60 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Develops a methodology plan for improvement of performance measurement on essential public health services by establishing a Performance Management Office and establishing and implementing a standardized and ongoing performance measurement process and reporting of all NDOH programs; reviews and refines the methodology plan to mean progress, including data sources, timeline and milestones and to track and resolve challenges and issues to ensure success.

Conducts an assessment of and analyze the NDOH programs' performance improvement plans, and develops short and long range goals and objectives that support innovative changes for essential public health services to improve the quality, effectively and efficiency of the public health infrastructure that will support the delivery of public health services and programs as specified within the Affordable Care Act (P.L. 11-148) and the Indian Health Care Improvement Act of 2010.

Provides guidance and develops and offers tools and training to NDOH program upper and middle management staff on program performance planning, measurement and reporting on essential public health services, including: 1) health promotion and disease prevention; 2) public health policy and public health law; 3) health information technology and communication infrastructure; and 4) workforce and systems development.

Administers high level program/project management and compliance of contracts and grants, assembles performance improvement teams, develops short and long-term goals and objectives, reviews and interprets policies and procedures and performs critical assignments pertaining to public health issues. Monitors and evaluates budget expenditures and program/project progress. Implements and provides performance improvements. Prepares reports and recommendations on public health plans. Assists and provides technical guidance, leadership and/or training of subordinate professional planners. Consults with and establishes a network of experts in planning and conducting tribal public health practices and significant planning projects.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Public or Business Administration or a closely related field; and

A Master's degree in Public Health *preferred*.

**Experience:**

Six (6) years of responsible program related administrative experience ( preferable in planning or public health), 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 transcripts, degree, diploma, certificates, etc.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of principles, techniques and practices of public administration. Knowledge of social, economic and political make up the Navajo Nation. Knowledge of laws, regulation, policies and provision of new and existing programs under study. Must have excellent oral and written communication skills.

**License/Certification Requirements:**

Valid State Driver's License, *preferred*.

**VETERANS' PREFERENCE APPLIES**

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

*Revised: 1-15-96*