

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0633048

Date Posted: 03/28/11

POSITION NO: 241295

Closing Date: 04/08/11

CLASS CODE: 1211

POSITION TITLE: Administrative Services Officer

DEPARTMENT NAME: Navajo Special Diabetes Project

DEPARTMENT NO: 63 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A

Days: Monday-Friday

Permanent:

SALARY:

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

Temporary:

Duration: _____ \$ 38,084.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Assists the project in all aspects of personnel management services. Provide technical assistance, guidance and advise on personnel issues; reviews or prepare as necessary and ensures that any personnel actions within the project, such as employment, general wage adjustments, step increases, merit bonuses, promotions, demotions, disciplinary actions, termination, performance appraisals, etc., are accurate and processed in a timely manner.

Coordinate special projects for the program related to personnel issues. Develops and implements internal procedures to support the Personnel Policies Manual. Assists in other personnel related projects that involve the project and/or it's Division. Implement and administer the performance management systems for the projects. Coordinates with management to comply with submittal dates on the employee appraisal forms and request for merit bonus or step increases.

Coordinates with the Department of Personnel Management Employee Relations to address personnel issues such as disputes, grievances; provides management with technical assistance, guidance and recommendation in addressing individual and precedent situations not specifically incorporated by the Personnel Policies Manual. Prepares and responds to human resource correspondences in writing or by telephone to address concerns submitted by supervisor. Complies with Federal Privacy Act and maintains confidentiality.

Assists in the recruitment and selection of staff. Prepares job announcement, issues letters to applicant(s) selected and not selected. Participates and facilitates in employment interviews. Reviews Position Classification Questionnaires (PCQ) forms based upon staffing needs and ensures they are properly completed. Analyzes organizational relationship and recommends an effective organization structure.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

Two (2) years of administrative experience; 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 Navajo nation, federal & state laws, regulations and guidelines governing aspects of tribal operations relative to auditing, purchasing, grants, risk management, budgeting and accounting. Knowledge of auditing, budget preparation and reporting systems, program analysis and performance measures and revenue forecasting. Knowledge of general principles of supervision and personnel management procedures and practices, including record keeping and data security methods and techniques.

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: 1-15-99