

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

REQUISITION NO: DODE70111770 DATE POSTED: 04/04/16  
POSITION NO: 942720 CLOSING DATE: 04/15/16  
POSITION TITLE: Head Start Human Resources Assistant (S)  
DEPARTMENT NAME / WORKSITE: DODE/Navajo Head Start/Window Rock, AZ  
WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: AD60A  
WORK HOURS: \_\_\_\_\_ PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 29,993.60 PER ANNUM  
SEASONAL:  DURATION : \_\_\_\_\_ \$ 14.42 PER HOUR  
TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Prepares personnel action forms (PAF) in accordance with the Department of Personnel Management (DPM) requirements; reviews and verifies PAF for accuracy; ensures that all new hire forms are completed accurately and in its entirety; ensures that all required documents i.e., certifications, licensure, permit, background check memoranda, employee benefits forms, etc. are attached to PAF prior to submitting to DPM; coordinates with Fiscal Manager and staff on labor distribution figures to verify funds availability for positions being filled; responsible for obtaining clearance signatures for termination PAFs; responsible for internal Head Start processes including notifying the information technology section of employees that no longer employed with program to disengaged their computer and email access.

Maintains log for all PAFs, job vacancy announcements, position classification questionnaire and qualification assessments; reviews and verifies job vacancy announcements and position classification questionnaire for accuracy and completeness in accordance with personnel policies and federal regulations; logs in and out documents transmitted to DPM; assists with maintaining employee file folders; sets up and maintains folders that contain applications, background check information, education/training, personnel action forms, performance evaluations, health certification, medical/physical/TB clearance, background clearance information into ChildPlus software program; ensures confidentiality of employee information.

Answers incoming calls; provides information regarding applications, labor distribution, budget, rehires, terminations, disciplinary actions; receives calls from parents and families regarding complaints about center staff and operations, records and shares information with education component for appropriate response; assists HR Manager with new employee training and work sessions; attends human resources and staff meetings.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; and three (3) years of work experience in an office environment, including human resources related duties.

**Preferred Qualifications:**

- Six (6) to twelve (12) months of specialized training in general office procedures.
- Six (6) months of progressively responsible experience in human resources management.
- Proficient in Microsoft Office software and other computer applications.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.

***(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: Head Start Performance Standards, Navajo Nation, federal, state and local laws relative to position responsibilities; knowledge of computer software, word processing, database and spreadsheet applications; skill in communicating effectively, orally and in writing; skill in the operations of modern office equipment (e.g., word processors, photocopiers, computers/software); skill in applying judgement in the release of confidential information; ability to provide technical advice and guidance on human resources actions and processes; ability to enter data accurately at a speed necessary for successful job performance; ability to follow oral and written instructions.

**Incumbent must abide by program standards of conduct.**

***<<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.**