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

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| REQUISITION NO: | **DHR02210166** | DATE POSTED: | **05/18/15** |
| POSITION NO: | **212222** | CLOSING DATE: | **06/02/15** |
| POSITION TITLE: | **HUMAN RESOURCES SYSTEMS MANAGER** | | |
| DEPARTMENT NAME / WORKSITE: | **DHR/Department of Personnel Management, Window Rock, AZ** | | |

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| WORK DAYS: | Monday - Friday | REGULAR FULL TIME: | ☑ | | GRADE/STEP: | AB67A |
| WORK HOURS: | 8:00 am to 5:00 pm | PART TIME: | ☐ | NO. OF HRS./WK.: | $ 25.03 | PER ANNUM |
| | | SEASONAL: | ☐ | DURATION : | $ 52.062.40 | PER HOUR |
| | | TEMPORARY: | ☐ | | | |

**DUTIES AND RESPONSIBILITIES:**

Assesses technology, automation and reporting needs, periodically evaluates each workstation to determine maintenance requirements; assesses the need for upgrade or replacement; writes hardware specifications and submits purchase requisition to purchasing; collaborates with the Department of Information Technology staff in the development or enhancement of hardware or software; troubleshoots computer workstations and peripherals, corrects errors or problems; develops procedures and provides guidance and training as necessary; develops and maintains human resources related databases to ensure the accuracy of historical employee information. Reviews and enhances processes for the input of employee leave, benefits and employment history, including salary and job changes; researches errors resulting from incorrect personnel transactions and implements remedial actions; meets with the DPM and other Nation management staff to identify reporting needs; recommends and establishes the nature, format, frequency of report which will meet the client's needs; generates reports using established report formats or develops specific programs to produce customized output; produces a variety of routine management statistical reports detailing turnover rates, job vacancies, average time-to-hire/fill, etc. Supervises staff engaged in the development and maintenance of the HRIS; reviews and evaluates work of assigned staff; interprets and clarifies human resources policies and procedures; assists with the planning, organizing, development and evaluation of human resources management programs; designs and develops training materials for presentation; provides guidance and advice to management on human resources issues; conducts human resources orientations; assists in the development and presentation of annual budget.

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

**Minimum Qualifications:**

- A Bachelor's degree in Computer Science, Management Information Systems or Business Administration; and six (6) years of experience in human resources system administration, database development and administration, two (2) years of which must have been in a supervisory capacity.

**Preferred Qualifications:**

- Experience in human resources/information technology database administration.
- Proficient in Microsoft Office software or other computer applications.
- Experience in computer programming.
- FMIS Certification.

**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 uses and applications of personal computers/software to the standard practice of human resource management of database design, management and administration ; of technical journals, software manuals, hardware manuals used in the installation and maintenance of computer systems. Skill in analyzing and diagnosing computer systems and problems and in developing and implementing corrections and solutions; in designing, developing and administering databases; in reading, understanding and interpreting technical manuals; in utilizing computer databases to research, maintain and update records and files; and in communicating effectively both orally and in writing.

***<<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.***