THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DGS06611984	DATE POSTED:	05/31/16
POSITION NO:	241008	CLOSING DATE:	06/14/16
POSITION TITLE:	Programs and Projects Specialist (S)		
DEPARTMENT NAME / WORKSITE:	DGS/ Employee Benefits Program / Insurance Service Department / Window Rock, AZ		
WORK DAYS:	M-F	GRADE/STEP:	AB630A
WORK HOURS:	8:00am - 5:00pm	$ 37,065.60	PER ANNUM
		$ 17.82	PER HOUR

REGULAR FULL TIME: ☑
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☐
TEMPORARY: ☐
DURATION :

DUTIES AND RESPONSIBILITIES:

Responsibilities include the review, evaluate and analyze current benefit program operation activities, the administrative activities, and plans, coordinates the development and implementations of program projects as assigned; Provide support to Program Management, advise and recommend strategies to help improve program, plans and overall services delivery of the program. Conduct research and recommend implementation of proposed operational changes, policy changes to refine organizational structures. Assist program management to ensure program goals and objectives are met. Provide assistance to ensure compliance to policies and procedures as required by the Navajo Nation, local state and federal guidelines. Ensure compliance of contracted services with the Third Party Administrator, Actuaries, Preferred Provider Network, etc.,. Responsibilities also include preparing, developing and implementing communication tools such as educational/informational presentations on program activities, projects or special events. Responsible for projects of the Wellness program, researching data from the FMIS/HRIS to ensure accuracy applicable to program responsibilities.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or in a close related field

Preferred Qualifications:

- Four (4) years of program related experience.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation. **(If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicant's expense).**

(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 principles and practices of business, health insurance and claims administration; knowledge of modern office methods and procedures; knowledge of a financial and human resource information management system and have basic knowledge of budgets and accounting; ability to plan, evaluate, research to establish and implement projects; ability to speak and write effectively, ability to establish and maintain working relationships with subordinates, superiors, tribal, state, and local officials. Must be resourceful, diligent and have sound judgement skills.

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