

JVA PROCEDURES

DHR08212090

Programs must comply with the Job Vacancy Announcement Submission and Advertisement schedule.

Programs must submit a hardcopy of the Job Vacancy Announcement utilizing the Excel template available on DPM's website. In addition, programs must email a copy of the JVA to the assigned Human Resource Analyst.

Comply with the employment, recruitment and selection policies and the requirements of applicable Navajo Nation, State, and Federal Laws.

In defining the duties and responsibilities of the vacant position each position description is to be program specific. **DO NOT copy from class specification word for word.**

Programs who wish to re-advertise a position may do so by submitting a written request to DPM in accordance with the JVA Submission and Advertisement Schedule.

Yes No

FOR PROGRAM USE ONLY

Assist with evaluation

Sensitive Position:

Contact Person: Mora L. Morris, Sr. Office Specialist Telephone: (928) 871-7711

- A Bachelor's degree in Public or Business Administration, Government Management, or closely related are; and two (2) years of progressi

- Possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- A favorable background investigation is required. (If selected for the position tribal, federal and state background checks must be complet employment at the applicant's expense).

FOR PERSONNEL USE ONLY

Dept. No: _____ Account No.: _____ Funds Available: _____

Occupied? _____ Status Code: _____ Name: _____
Classified Title: _____

Reviewed by: _____ Date: _____

