THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DHR0222103** Date Posted: **07/06/10**
POSITION NO: **202087** Closing Date: **07/19/10**
CLASS CODE: **1417**
POSITION TITLE: **HUMAN RESOURCES ANALYST**
DEPARTMENT NAME: **Department of Personnel Management**
DEPARTMENT NO: **22** WORKSITE LOCATION: **Window Rock, AZ**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **N64A**
Days: **M - F** Permanent: ☑ SALARY:
Hours: **8am - 5pm** Temporary: ☐ Duration: $ **36,753.60** Per Annum
Part-Time: ☐ No. of Hrs/Wk: **40** $ **17.67** Per Hour

DUTIES AND RESPONSIBILITIES:
Reviews and analyzes position classification questionnaires (PCQ); analyzes organizational chart, job and reporting relationships; performs desk audits to supplement written documentation, when necessary; contacts and/or requests additional information or clarification from programs. Allocates position to appropriate classification; updates PCQ file database to reflect appropriate classification action; issues classification, reclassification, or no action decision letter. Prepares new class specifications and revises existing specifications; conducts job evaluations using established methodology; conducts wage surveys and recommends grade assignment. Completes salary surveys requested by other organizations; develops and/or participates in the development of survey instruments. Conducts research, special studies and investigations incidental to the allocation/reallocation of positions and prepares appropriate reports and correspondence.
Collaborates with DPM staff in recommending effective organizational structures to department/program management, meets with department/program regarding restructuring/reorganization. Provides technical assistance, training and orientation on position classificatoin, compensation and performance management. Provides guidance to supervisors and employees onthe interpretation and explanation of established policies and procedures (e.g. classification, merit pay bonus, step increass, performance appraisals, overtime). Prepares quarterly statistical reports on classification/reclassification actions, training and orientations conducted. Works with the PCQ file database when classifying or reclassifying positions, Alchemy when conducting research on previous classification/reclassification actions; provides input and recommendations on the various databases to streamline or expedite process. Provides guidance to supervisors and employees regarding the Personnel Policies Manual and related procedures. Prepares a variety of correspondence and analyses for divisions, departments/programs requiring a thorough understanding of human resource management policies and procedures; attends
training, meetings to develop and maintain professional competence; provides guidance to supervisors/employees regarding the Personnel Policies Manual.

QUALIFICATION REQUIREMENTS:
Education and Training:
A Bachelor's degree in Human Resource Management, Personnel Management, Business Administration or a related field; and

Experience:
Two (2) years experience human resource/personnel management; 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, certificates, diploma, etc.)**

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***