NAVAJO NATION
DEPARTMENT OF PERSONNEL MANAGEMENT
Job Vacancy Announcement

REQUISITION NO:	**DODE70112234**	DATE POSTED:	07/18/16
POSITION NO:	243767	CLOSING DATE:	**07/29/16**
POSITION TITLE:	Office Specialist		
DEPARTMENT NAME / WORKSITE:	Navajo Head Start / HR Section - Central Administration / Window Rock, AZ		
WORK DAYS:	Mon - Fri	GRADE/STEP:	AD58A
WORK HOURS:	40 Hrs / Week	$ 25,292.80	PER ANNUM
		$ 12.16	PER HOUR

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

DUTIES AND RESPONSIBILITIES:

The incumbent primarily works with the NHS HR files, to ensure that the files are maintained in accordance with the requirements of the Head Start Act, Performance Standards, NNPPM, CBA and NHS Code of Ethics. For example, all center staff are required to have first aid/CPR, food handlers, medication administration trng certificates. Further, all staff are required to obtain tribal, federal, state criminal record checks, and annual physcial exams, including TB testing. The incumbent ensures that this documentation is properly filed in the employees' hard copy files, and in the NHS personnel database. Additionally, the incumbent works with the School Readiness Coaches to all professional development (PD) training certifications, sign in sheets are properly stored in files, and in the PD files. Incumbent ensures proper filing of PAFs, performance evaluations, health certifications, immunization records, disciplinary actions, and other employee-related documentation. After the HR Manager conducts qualification assessments on applications, the incumbent will prepare and send non-qualified letters. Thereafter, the qualified applications are given to the Sr Ofc Specialist to set up interviews. After the interviews, the incumbent works sends out non-selection letters. The incumbent assists with customer services, anwering questions that applicants have about the recruitment and selection process, and answer employee questions regarding furlough, annual requirements, etc. However, no personal information is ever released to applicants or employees without first signing a release of information form. The incumbent assists the Admin Asst with conducting fingerprinting, if the Admin Asst is not available. This process includes having the applicant/employee complete background check forms that will be submitted to the vendor for federal/state background checks completion. The incumbent develops NHS employee identification badges. HR section also receives calls from parents and families regarding complaints about center staff and operations. Information is recorded and shared with the Education component for staff there to assist in responding to parents/families. Assist HR manager with new NHS employee trainings and work sessions. Attend HR and all NHS staff meetings. Take minutes at HR meetings. Attend mtgs w collorative partners, i.e., NTU, Dine College, etc. Review and verify all PAFs, JVAs, PCQs for accuracy and completeness in accordance with Navajo Nation policy & procedures, and federal regulations.

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

Minimum Qualifications:

• A high school diploma or GED; supplemented by college courses in general office procedures; and two (2) years general office or related experience.

Special Requirements:

• 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 Human Resources practices related Navajo Nation, federal, state, local laws and regulations; knowledge of business and industrial practices, market trend and conditions; knowledge of policies and procedures and methods; knowledge of generally accepted office procedures and equipment, including computers, financial/office application software; Child Plus database software; establishing and maintaining effective working relationships with others. Knowledge in all applicable policies and procedures that govern operations of Navajo Head Start; i.e. the Navajo Nation Policies & Prodedures, the Collective Bargaining Agreement, NHS Internal Policies and Procedures, the Head Start Performance Standards, the Head Start Act and other NN, Federal, State and Local laws and regulations. Possess a valid state driver's license Prior to Employment, must obtain a Physical Evaluation & TB Skin Test 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).

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

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