

NAVAJO NATION
DEPARTMENT OF PERSONNEL MANAGEMENT
Job Vacancy Announcement

REQUISITION NO:	<u>DODE70112235</u>	DATE POSTED:	<u>07/18/16</u>
POSITION NO:	<u>243765</u>	CLOSING DATE:	<u>07/29/16</u>
POSITION TITLE:	<u>Senior Office Specialist</u>		
DEPARTMENT NAME / WORKSITE:	<u>Navajo Head Start / Human Resources Section - Central Admin. / Window Rock, AZ</u>		
WORK DAYS:	<u>Mon - Fri</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>AD60A</u>
WORK HOURS:	<u>40 Hrs / Week</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>29,993.60</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/> \$ <u>14.42</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/> DURATION : _____

DUTIES AND RESPONSIBILITIES:

After the HR Manager conducts qualification assessments on applications, the incumbent will set up interviews. Interview panel work includes 3 persons: 2 NHS content area employees and a policy council member. The policy council member is required under the Head Start Act to be on the interview panel. Thereafter, the incumbent will continue the recruitment and selection process, by conducting past employer reference checks, ensuring that the tribal, federal and state background checks are completed and adjudicated, ensuring that the required certifications are submitted for specific job titles, i.e., all center staff are required to have first aid/CPR, food handlers, medication administration trng certificates. Upon completion of obtaining the required documentation, the incumbent forwards the recommended individual for hire to the HR Assistant, where the HR Asst continues with the hiring process, i.e., developing PAF, contacting employee to complete new hire paperwork. Annually, every NHS employee is required to have annual physical exams (PE), including TB tests. Additionally, each employee is required to submit up-to-date immunization records. The incumbent is responsible for tracking and ensuring that each employee meets this requirement. The incumbent sets up tracking systems and inputs the updated data into the NHS personnel database. For center staff compliance, the incumbent will work closely with the School Readiness Coaches for tracking, maintaining, and updating the database. The incumbent works with program managers for compliance of all other staff regarding submittal of required forms and certifications. The incumbent conducts fingerprinting for Federal/State Criminal Record Checks. 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. Answer incoming calls from applicants, current staff, former staff, DPM, OOC, other NHS departments and provide information regarding applications, labor distribution, budget, rehires, terminations, disciplinary actions. 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. Maintain employee file folders: set up and maintain folders that includes applications and background information, education/training, PAFs, performance evaluations, health certifications, medical/physical/TB clearance, federal tribal criminal background clearance information, disciplinary actions, and other employee-related documentation. 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:

- An Associate's degree in Secretarial Science, Business or related field; and two (2) years responsible office 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.