THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **DHR0092178** Date Posted: **07/19/10**
POSITION NO: **210230** Closing Date: **07/30/10**
CLASS CODE: **2021**
POSITION TITLE: **LABOR COMPLIANCE OFFICER**
DEPARTMENT NAME: **OFFICE OF NAVAJO LABOR RELATIONS**
DEPARTMENT NO: **009** WORKSITE LOCATION: **Shiprock, New Mexico**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **N61A**
Days: **Monday to Friday** Permanent: ☐ SALARY
Hours: **8 am - 5 pm** Temporary: ☐ Duration: **Permanent** $ **28,371.20** Per Annum
Part-Time: ☐ No. of Hrs/Wk: **40** $ **13.64** Per Hour

DUTIES AND RESPONSIBILITIES:
Accepts, analyzes and investigates charges filed with the ONLR by issuing letters of inquiry, discovery process (subpoenas, interrogatories, depositions, production of documents, etc.), probable cause determinations, conducts interviews and initiates settlement agreements. Conducts informal hearing to determine probable cause on violations of the Navajo Preference in Employment Act. Conducts job site inspections on all types of construction work funded by States of Arizona, New Mexico and Utah, Federal, Tribal and Private entities in an effort to increase employment opportunities and minimize discrepancies found with reports filed by employers or contractors, and documents action taken with favorable or significant results. Provides and conducts NPEA orientation and ONLR requirements to all employers management personnel operating on the Navajo reservation and as requested by the general public or companies. Provides technical assistance on interpretation on NPEA. Assists with collection of wage data. Coordinates training with employers for Navajo workers order to support and achieve full implementation and enforcement of NPEA. Perform other duties as assigned by the Department Director.

QUALIFICATION REQUIREMENTS:
Education and Training:
An Associate's degree in Business or closely related field; and

Experience:
Four (4) years experience in labor contract investigation and compliance; 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.)***

Special Knowledge, Skills and Abilities:
Knowledge in labor complance work, business administration, economics, industrial relations. Experience in compliance of regulatory work, in Union Labor Relations and Employment Contract/Compliance work. Working with people, analyzing and resolving problems of situations, perform extensive writing and reading.
Knowledge of Tribal Laws, equal opportunity and applicable labor laws is strongly desired. Ability to analyze, appraise and organize fact in clear and logical form is highly desired. Ability to communicate effectively in Navajo and English and prepare written documents is required and computer skills.

License/Certification Requirements:
PREFERRED: Valid Driver's License and Tribal Permit.

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***