

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DHR0828252

Date Posted: 10/22/13

POSITION NO: 932317

Closing Date: 11/04/13

CLASS CODE: 1252

POSITION TITLE: PROGRAM AND PROJECTS SPECIALIST

DEPARTMENT NAME: Navajo Department of Workforce Development

DEPARTMENT NO: 82 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: Y63A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8AM to 5PM

Temporary:

Duration: Full-Time \$ 35,984.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 17.30 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Supervise the Management Information System Unit (MISU) and ensure adherence to quality standards, deadlines, proper procedures, correcting errors and/or problems. Provide employees with guidance in handling difficult or complex problems and in resolving complaints or disputes. Implements and clarifies departmental policies and procedures. Conduct annual evaluations of employees assigned. Review records and reports pertaining to program statistics such as enrollments, terminations, and performance outcome and evaluate performance. Submit the Workforce Investment Act Comprehensive Services Program and Supplemental Youth Services Program Annual, Semi-annual & quarterly reports on-line via United States Department of Labor Employment & Training Administration Enterprise Business Support System (EBSS). Maintains communication with funding sources. Provide Technical Assistance to the NDWD agency staff on program requirements and form usage. Attend meeting and represent MIS Unit. Oversee applicants and participants forms, making corrections as necessary. Conduct work activities for unit. Oversee NDWD reporting system. Conduct MIS training for staff.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

Bachelor's degree in business administration, public administration or related field; and four (4) years of program related administrative experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

*(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application).*

**Special Knowledge, Skills and Abilities:**

Must be people-oriented and have good communication skills. Must be knowledgeable of NDWD, WIA, NEW program, and Navajo Nation requirements. Must have interviewing and career guidance skills, and be able to interpret assessment results and local labor demands. Must have good reading and writing skills; and be computer literate using current applications.

**License/Certification Requirements:**

**PREFERRED:** Valid State Driver's License; must obtain Navajo Nation Motor Vehicle Operator's 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*

## APPLICATION PROCEDURES

1. All applicants applying for positions within the Navajo Nation Executive Branch must submit the Navajo Nation Application for Employment to be considered. A separate application must be submitted for each position, so appropriate consideration can be provided. The application form must be filled out completely, **signed and dated**. Resumes are optional and cannot be substituted for the application form. If additional space is required, please attach additional sheets.
  2. Candidates must meet minimum qualifications described in the job vacancy announcement to be considered a valid applicant. Assessments will be conducted on all applicants to determine if they possess the qualifications required of the position. Applicants not meeting the minimum qualifications will be notified by the Department of Personnel Management (DPM) no later than thirty (30) calendar days after position closing date. Assessments will be based upon information provided on the application form and attachments.
  3. Candidates are to submit copies of degree and/or copies of transcripts and training certificates to ensure proper credit is given for education and training.
  4. Applications will only be accepted for positions currently being advertised. If an application is submitted for a position not currently being advertised, applicant will be so notified by DPM. The application will be kept on file for a period of six months. The retention of an application does not mean it will automatically be referred for other positions.
  5. Applications must be submitted to the DPM on or before the position closing date to be considered. Any applications received after the position closing date will not be considered and the applicant will be so notified by DPM. Exception: Mailed applications postmarked on or before the closing date.
  6. Faxed applications are no longer accepted by DPM.
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Bachelor's degr 06/28/13

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Funds Available by Department: Reviewed by Senior Acct.  
Name of last regular status employee: Roland Sandoval

Prepared by: Mora L. Morris

Title: Sr. Office Specialist

Date: 07/11/13

Approved by: Ms. Roselyn Shirley

Title: Dept Manager III

Date: 07/11/13

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