THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DHR1137134** Date Posted: **10/22/12**

POSITION NO: **208528** Closing Date: **11/02/12**

CLASS CODE: **1252**

POSITION TITLE: **PROGRAMS & PROJECTS SPECIALIST**

DEPARTMENT NAME: **Navajo Occupational Safety and Health Administration**

DEPARTMENT NO: **113** WORKSITE LOCATION: **Window Rock, AZ**

WORKS DAYS/HOURS:
Days: **Mon. - Fri.**
Hours: **8:00 AM - 5:00 PM**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **R63A**

SALARY:
$ **34,944.00** Per Annum
$ **16.80** Per Hour

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Human Resources Division Director; oversees the occupational and safety and health program of the Navajo Nation government; plans, analyzes and achieves short and long term goals of the program; oversees the enforcement of the Navajo Nation Occupational Safety and Health Act of 2000 and applicable codes to assure employees across the Navajo Nation have safe and healthy working conditions; provides essential program representation to Nation programs; interprets program policies, procedures, activities and services; leads the development and implementation of training materials; provides training and education; develops and presents budget proposals; monitors expenditures and approvals; oversees inventory of supplies, equipment and vehicles; prepares grants proposals; attends a variety of department and division meetings; represents program and coordinates activities with Nation officials, governmental representative and the public; serves as liaison to Nation and non-tribal organizations; serves on committees and task forces; performs special assignments as requested by supervisor; assesses program operations to determine effectiveness and implements corrective action and enhancements; evaluates the work of program staff; conducts performance
evaluations; takes appropriate disciplinary action if necessary; responds to inquiries relating to occupational safety from the general public; conducts field visits to fulfill requests for safety consultations; conducts safety inspections for Nation programs, enterprises, contractors and small businesses.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Public or Business Administration or closely related field; and

Experience:

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/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Nation, federal and state laws, regulation and guidelines governing aspects of tribal operations relative to NOSHA; knowledge of budget and reporting systems, program analysis and performance measures; knowledge of program operational activities, mission and client service requirements.

License/Certification Requirements:

PREFERRED: Valid drivers license.

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***