

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

REQUISITION NO: DPS0215008

Date Posted: 12/27/11

POSITION NO: 210148

Closing Date: 01/10/12

CLASS CODE: 1252

POSITION TITLE: PROGRAMS & PROJECTS SPECIALIST

DEPARTMENT NAME: Division of Public Safety

DEPARTMENT NO: 21 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R63A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00am - 5:00pm

Temporary:

Duration: \_\_\_\_\_ \$ 34,944.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 16.80 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Serve as a liaison and coordinate day to day program activities between the Navajo Nation Department of Personnel Management and Division of Public Safety programs. Coordinate and confer with management and supervisors to identify personnel needs, job specifications, job duties and responsibilities, qualifications and skills. Research and complete job analysis, job descriptions, and job evaluations procedures. Provide guidance and assist to supervisors with employee performance evaluations by reviewing and submitting completed forms. Provide advice and guidance to DPS departments/programs on the applications of interviewing and selection policies and procedures. Work closely with and provide technical to respective management teams. Assist in developing and compiling an annual salary and benefits survey. Coordinate and monitor the compensation and certification programs of departments/programs. Collaborate with the Navajo Nation Department of Personnel Management on effective organizational structures to department/program management. Prepare and submit a variety of memoranda, correspondences and analysis for departments/programs. Develop and coordinate new hire process/paperwork. Provide orientation and training regarding personnel policies and procedures. Assist management and supervisors in addressing and resolving employee problem and grievance issues by conducting interviews, administrative meetings, and documenting findings and recommendations. Develop and coordinate administrative and management training programs. Participates and attends job and career fairs. Attend related program meetings, management and staff meetings. Attend related conference, seminars, trainings, and workshops. Monitor and promote positive employee relations with clients, facilities and resources. Respond to requests from outside agencies, audits, etc. Assist departments/programs in developing and maintaining affirmative action plans which meet local, state and federal guidelines. Assist in the development of departments/programs goals and objectives and long term program strategies. Ensure program compliance of program activities and requirements as required by local, state and federal.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Public or Business Administration or in a 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 transcripts, certificates, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of modern principles and practices of public administration, procedures and practices; of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to project/program responsibilities; of budget and reporting systems, program analysis and performance measures; and of project/program operational activities, mission and client service requirements. Skill in developing and analyzing program operating systems, procedures, controls, budgets and forecasts; in preparing and developing documents and reports, computer databases and spreadsheet files; in oral and written communication; and in the collection, analysis, and evaluation of information to arrive at sound conclusions and recommendations.

**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**