THE NAVAJO NATION

BEN SHELLY PRESIDENT
REX LEE JIM VICE PRESIDENT

MEMORANDUM

TO: Navajo Nation Divisions, Departments and Programs
Executive and Legislative Branches

FROM: Bernadette Bernally
Bernadette Bernally, Human Resources Director
Department of Personnel Management

DATE: October 1, 2014

SUBJECT: JOB VACANCY LISTING SUBMISSION SCHEDULE

The following guidelines are to be utilized when advertising positions on the Department of Personnel Management (DPM) weekly job vacancy listing for calendar year 2015.

1. Programs **must** submit a hard copy of the JVA using the Excel template available on DPM's website at www.dpm.navajo-nsn.gov. The JVA **must** have all required signatures and contact information (i.e., name and telephone number of contact person).
2. Programs **must** e-mail a copy of the JVA to the assigned Human Resources Analyst @ www.dpm.navajo-nsn.gov to be posted on DPM's website. **(If the electronic copy is not in Excel format, it will not be accepted.)**
3. Programs who wish to re-advertise a position may do so by submitting a written request to DPM in accordance with the JVA Submission and Advertisement Schedule. The request must provide justification for re-advertisement if a pool of applicants were referred by DPM, including the applications and copies of the non-selection letters sent to the applicants.
4. JVAs with incorrect information (i.e., incorrect position title, worksite, salary) or utilizing the incorrect format will be returned.
5. Programs may request to advertise hard to fill positions on an Open Until Filled (OUF) basis, with PRIOR approval from the HR Director.
6. The job vacancy listing is published weekly, which allows positions to be advertised for ten working days.

Programs may advertise in area newspapers or publications, however they must ensure that position descriptions, closing dates, salary information and contact information are consistent with the JVA. Advertisements must include the following statement, "Veterans' Preference Applies" and "The Navajo Nation gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act (NPEA)." Sensitive position must include the following statement, "Position requires a Background Check and Suitability Assessment prior to employment." PPM: "A favorable background investigation is required."

Your adherence to these guidelines and deadlines will be appreciated. Should you have any questions, please contact the DPM at 928-871-6330. Thank you.

Attachment

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