



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: February 26, 2014

SUBJECT: JOB VACANCY LISTING SUBMISSION SCHEDULE

The following guidelines and schedule are to be utilized when advertising positions on the Department of Personnel Management (DPM) bi-weekly job vacancy listing for calendar year 2014.

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 bi-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

Department of Personnel Management
Job Vacancy Announcement Submission/Advertisement Schedule

For Advertisement		JVA Due to DPM (by 5pm)
FROM	TO	
December 30, 2013	January 13, 2014	December 13, 2013
January 13, 2014	January 27, 2014	December 27, 2013
January 27, 2014	February 7, 2014	January 10, 2014
February 10, 2014	February 24, 2014	January 24, 2014
February 24, 2014	March 7, 2014	February 7, 2014
March 10, 2014	March 21, 2014	February 21, 2014
March 24, 2014	April 4, 2014	March 7, 2014
April 7, 2014	April 18, 2014	March 21, 2014
April 21, 2014	May 5, 2014	April 4, 2014
May 5, 2014	May 16, 2014	April 18, 2014
May 19, 2014	June 3, 2014	May 2, 2014
June 3, 2014	June 16, 2014	May 16, 2014
June 16, 2014	June 27, 2014	May 30, 2014
June 30, 2014	July 14, 2014	June 13, 2014
July 14, 2014	July 25, 2014	June 27, 2014
July 28, 2014	August 8, 2014	July 11, 2014
August 11, 2014	August 25, 2014	July 25, 2014
August 25, 2014	September 8, 2014	August 8, 2014
September 8, 2014	September 19, 2014	August 22, 2014
September 22, 2014	October 3, 2014	September 5, 2014
October 6, 2014	October 17, 2014	September 19, 2014
October 20, 2014	October 31, 2014	October 3, 2014
November 3, 2014	November 17, 2014	October 17, 2014
November 17, 2014	December 2, 2014	October 31, 2014
December 1, 2014	December 12, 2014	November 14, 2014
December 15, 2014	December 29, 2014	December 1, 2014
December 29, 2014	January 12, 2015	December 12, 2014
January 12, 2015	January 26, 2015	December 26, 2014