



The Navajo Nation

JOE SHIRLEY, JR.
PRESIDENT

BENNIE SHELLY
VICE-PRESIDENT

MEMORANDUM

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

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

DATE : December 15, 2010

SUBJECT : JOB VACANCY ANNOUNCEMENT SUBMISSION SCHEDULE

Attached for your information is an updated Job Vacancy Announcement (JVA) Submission and Advertisement Schedule for calendar year 2010.

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

1. Programs **must** submit a hard copy of the JVA using the Excel template available on DPM's website at www.nndpm.navajo.org. The JVA **must** have all required signatures and contact information (i.e., name and telephone number of contact person). In addition, programs **must** e-mail a copy of the JVA to assigned.Human.Resources.Analyst@nndpm.navajo.org to be posted on DPM's website. **(If the electronic copy is not in Excel format, it will not be accepted.)**
2. 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 applications were referred by DPM, including copies of the non-selection letters sent to the unsuccessful applicants and the applications.
3. All JVAs with incorrect information (i.e., incorrect position title, worksite, salary) or utilizing the incorrect format will be returned.
4. Programs may request to advertise hard to fill positions on an Open Until Filled (OUF) basis, with PRIOR approval from the HR Director.
5. 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, programs must ensure that position descriptions, closing dates, salary information and contact information are consistent with the JVA. In addition, 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)".

Your adherence to these guideline and deadlines will be appreciated. Should you have any questions, please contact the DPM at (928) 871-6722. Thank you.

Attachment

DEPARTMENT OF PERSONNEL MANAGEMENT

P.O. Box 7080, Window Rock, AZ 86515

Telephone: (928) 871-6330; Fax: (928) 871-6976; Website: www.nndpm.navajo.org

Department of Personnel Management

Job Vacancy Announcement Submission/Advertisement Schedule

JVA Due to DPM (by 5pm)	For Advertisement	
	FROM	TO
December 17, 2010	January 03, 2011	January 14, 2011
December 30, 2010	January 18, 2011	January 31, 2011
January 14, 2011	January 31, 2011	February 11, 2011
January 28, 2011	February 14, 2011	February 28, 2011
February 11, 2011	February 28, 2011	March 11, 2011
February 25, 2011	March 14, 2011	March 25, 2011
March 11, 2011	March 28, 2011	April 08, 2011
March 25, 2011	April 11, 2011	April 22, 2011
April 08, 2011	April 26, 2011	May 9, 2011
May 06, 2011	May 23, 2011	June 07, 2011
May 20, 2011	June 06, 2011	June 17, 2011
June 03, 2011	June 20, 2011	July 01, 2011
June 17, 2011	July 05, 2011	July 18, 2011
July 01, 2011	July 18, 2011	July 29, 2011
July 15, 2011	August 01, 2011	August 12, 2011
July 29, 2011	August 15, 2011	August 26, 2011
August 12, 2011	August 29, 2011	September 12, 2011
August 26, 2011	September 12, 2011	September 23, 2011
September 09, 2011	September 26, 2011	October 07, 2011
September 23, 2011	October 10, 2011	October 21, 2011
October 07, 2011	October 24, 2011	November 04, 2011
October 21, 2011	November 07, 2011	November 21, 2011
November 04, 2011	November 21, 2011	December 06, 2011
November 18, 2011	December 05, 2011	December 16, 2011
December 02, 2011	December 19, 2011	January 03, 2012
December 16, 2011	January 03, 2012	January 17, 2012
December 30, 2011	January 17, 2012	January 30, 2012

DIVISION ASSIGNMENTS
RECRUITMENT & SELECTION SECTION

ALL: Individual assessments
Open Until Filled positions
Positions advertised

ALBERDA AVERY

DED **Division of Economic Development**
DGS **Division of General Services**
DNR **Division of Natural Resources**
DSS **Division of Social Services**
OMB **Office of Management & Budget**
NTC **Office of Navajo Tax Commission**

ARLINDA BADONIE-JOHN

DHR **Division of Human Resources**
DOE **Division of Education**
DPS **Division of Public Safety**
OAG **Office of the Attorney General**
OOC **Office of the Controller**

ORA WAUNEKA

DCD **Division of Community Development**
DOH **Division of Health**
EPA **Environmental Protection Agency**
HS **Department of Head Start**
OLS **Office of Legislative Services**
OPV **Office of the President/Vice President**