

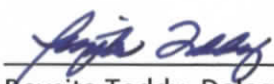


THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT  
JONATHAN NEZ VICE PRESIDENT

MEMORANDUM

TO : Division and Executive Directors  
EXECUTIVE AND LEGISLATIVE BRANCHES

FROM :   
Reycita Toddy, Delegated Human Resources Director  
Department of Personnel Management

DATE : June 19, 2017

SUBJECT: QUALIFICATION ASSESSMENT PROCEDURES

Attached for your information is a copy of the Qualification Assessment Procedures that are to be utilized by the Department of Personnel Management (DPM) Human Resources Analysts and the Division staff. These procedures will provide guidance to all Evaluators in conducting accurate and consistent qualification assessments.

Only those divisions who have been authorized by the Division of Human Resources to conduct their own qualification assessments and whose designated staff have received the required training by the DPM may utilize these procedures.

Should you have any questions, please contact DPM at 871-6330. Thank you.

CONCURRED:

  
LaVonne Tsosie, Division Director  
Division of Human Resources

XC: Honorable HEHSC Members  
Arbin Mitchell, Chief of Staff, OPVP  
File



**PROCEDURES  
EXECUTIVE AND LEGISLATIVE BRANCHES  
DEPARTMENT OF PERSONNEL MANAGEMENT**

<b>SECTION:</b>	<b>RECRUITMENT AND SELECTION</b>	NO: 15 -IV-004
<b>SUBJECT:</b>	<b>QUALIFICATION ASSESSMENT PROCEDURES</b>	RELEASE DATE: 06/19/17
<b>CROSS REFERENCE:</b>	<b>NNPPM Section IV. Recruitment and Selection; VI.B. Equivalency Clause; XII.C.3, Qualifications, D.4, F.3.</b>	REVISION DATE:

## **PURPOSE**

To provide standard procedures and guidance to the Department of Personnel Management (DPM) Human Resources Analysts and/or Division staff in conducting accurate and consistent qualification assessments.

For purposes of these procedures and guidelines, the individual(s) conducting qualification assessments at DPM and other Divisions shall be identified as "Evaluator" herein.

NOTE: A union member shall not be assigned as an Evaluator. In addition, all Evaluators shall be required to sign a Statement of Confidentiality to be maintained in his/her personnel file.

## **APPLICABILITY**

These procedures shall apply to the DPM Human Resources Analysts and the Division Evaluators within the Executive and Legislative Branches.

## **PROCEDURES**

The following procedures shall be utilized by the Evaluator(s) when conducting qualification assessments.

NOTE: All applications received for positions advertised on an Open Until Filled (OUF) basis shall be released to the Division Evaluator(s) every other day rather than waiting for the closing date. All other applications will be released two (2) working days after the specified closing date. This will allow the Evaluator(s) to begin the qualification

assessment to ensure that the evaluating department complies with the timeline specified herein.

The Evaluator shall conduct a qualification assessment on all applications received on or before the closing date specified on the job vacancy announcement, including non-Navajos.

To ensure that the Evaluator is completing accurate qualification assessments the Evaluator must be knowledgeable of all positions, i.e., the type of work to be performed by the applicant/employee and the minimum qualifications for the position. Other documents that will assist in conducting qualification assessments are: Job Vacancy Announcement, Navajo Nation Employment Application, resume and other credentials. There may be occasions when the Evaluator may be required to contact a program supervisor to determine if a degree is within a related field and is acceptable for the position being evaluated.

The Evaluator shall utilize the standard Navajo Nation DPM Qualification Assessment (QA) form when conducting qualification assessments. To ensure that they are using the standard DPM QA form, the Evaluator shall compare the position title and class code indicated on the form to the position title on the Job Vacancy Announcement (JVA).

1. The Evaluator begins the qualification assessment by entering the Applicant's personal information in the top left section on the QA form. This information is taken directly from the Employment Application.

#### **APPLICANT INFORMATION**

- a. Applicant's Name: Last Name, First Name
  - b. SSN: Applicant's Social Security Number
2. The Evaluator shall use the Education Section to list the Applicant's education on the QA Form. This information is taken directly from the Employment Application.

#### **EDUCATION**

- a. Write the name of the high school attended, date graduated; if applicant received a GED, list the date when GED was awarded.
- b. List the name of college/university attended, date received/graduated, type of degree received and major or field of study.
- c. If no degree was awarded, list field of study and total number of credit hours earned. Example:  
Tohatchi High School – 05/82  
NMSU – 06/90 Associates in Business Administration  
NMSU – Nursing Assistant (36 credit hours)
- d. To receive credit for education, certification, licensure, copies of degree, transcripts, certificates and other appropriate documents must be

submitted along with Employment Application. Check appropriate box on QA form, if degree or transcripts are attached.

To ensure that a degree was actually awarded the Evaluator must review the transcripts to verify that the degree was conferred to avoid potential falsification. NOTE: List all education even if it is unrelated and explain in the Results Section that education is unrelated and no credit was given.

3. The Evaluator shall use the Related Work Experience Section to list the Applicant's work related experience.

a. List the position title, dates of employment start to end (MM/YY to MM/YY), and the total number of years for each position.

*Example: You are conducting an assessment for a position that requires one (1) year of experience providing social services.*

*Caseworker (5/13 – 6/14) 2.1 years*

*Sr. Caseworker (4/15 - 5/16) 1.1 year*

*3.2 years*

NOTE: List only work related experience. Do not include unrelated work experience. *Example: If Applicant is being assessed for a Caseworker, then list only social services related experience.*

## QUALIFICATIONS

**Minimum Qualifications** are the amount and type of work experience, education, training and/or licensure one is required to have to be considered for the job. This should be limited to what the applicant must absolutely have to perform the job.

### **Equivalencies for Education and Experience**

With the recent amendments to the Navajo Nation Personnel Policies Manual (NNPPM), all Evaluators will utilize the following education and experience equivalencies only for those positions that include an equivalency clause that does not define the number of years of experience that substitute for a required academic degree or the number of years or credit hours of education that substitutes for a number of years of experience (for example, "or an equivalent combination of education and experience").

*Equivalency means: (a) The use of an academic degree to substitute for a minimum number of years of work experience; or (b) The use of a number of years of work experience to substitute for a required academic degree.*

### **Substituting Experience for Education:**

One year of relevant work experience may be substituted for one year of required education. "Relevant experience" means if the position requires a Bachelor's degree in Finance, the work experience must be finance-related, such as research and analysis of financial data, performing financial projections, etc. Most positions require some years of work experience in addition to the required education.

### **Examples of Acceptable Substitutions:**

Minimum Qualifications: Bachelor's degree in Information Technology and two (2) years of experience.

Substitution: Six (6) years of work experience in information technology. Examples of the types of information technology related experience (i.e., programming, cyber security, networking, etc.)

Minimum Qualification: Master's degree in Planning and four (4) years of work experience.

Substitution: Nine (9) years of work experience in planning. Example of types of planning related experience (i.e., community planning, health planning, transportation planning, etc.)

NOTE: The work experience must be in the field specified in order to be considered for substitution.

### **Substituting Education for Experience**

One year of relevant education at the undergraduate level may be substituted for one year of required work experience. When equating education and experience 3 credit hours will be considered to be equivalent to one month of experience.

### **SPECIAL REQUIREMENTS**

Some jobs have requirements for specific credentials, e.g., registration, licensure, certification, bilingual ability, etc. It is mandatory that one meet these requirements in order to meet the minimum qualifications of a position.

Copies of licensure, certificates, registration and permits must be attached to the Employment Application to be given credit.

4. The Evaluator shall use the Special Requirements Section to list the Applicant's licensure, certification, registration and permits that the Applicant must have in order to qualify for the position.
  - a. List the name of licensure, certification or permit and the expiration date.  
*Example: Position requires a Cardiopulmonary Resuscitation (CPR) Certificate.*  
*CPR – expiration date: 5/11/2017*

5. The Evaluator shall use the Preference Information on the Employment Application to determine if the Applicant is claiming Veteran's Preference or is a non-Navajo, this is determined as follows:

### **PREFERENCE**

Preference will be given as follows:

- a. If the Applicant checks "Yes" to the question "Do you wish to claim Veterans preference?" on the Employment Application, and the Applicant attached an Application for Veterans' Preference and copy of DD form 214 or 215 to his/her Employment Application;
    - i. Veterans' Preference will apply to initial employment only.
  - b. If the Applicant checked "Yes" to the question "Are you an enrolled member of the Navajo Nation?" and the Applicant did not provide a census number and a copy of his/her Certificate of Navajo Indian Blood (CNIB), then the Applicant will be categorized as a non-Navajo.
  - c. If the Applicant is an enrolled member of the Navajo Nation, he/she must attach a valid copy of his/her Certificate of Navajo Indian Blood (CNIB). Navajo Applicants who previously submitted a copy of their CNIB will not be required to submit a CNIB each time they apply.
  - d. Non-Navajo spouse. A non-Navajo who is legally married to an enrolled member of the Navajo Nation, he/she shall be entitled to preference in employment under the Navajo Preference in Employment Act (NPEA). The non-Navajo spouse shall be required to provide:
    1. proof of marriage by a valid marriage license,
    2. a copy of spouse's Certificate of Navajo Indian Blood, and
    3. proof (Affidavit of Residency) that he/she has resided within the territorial jurisdiction of the Navajo Nation for a continuous one year period immediately preceding the application for Navajo preference consideration.
  - e. The Evaluator must check the appropriate box on the qualification assessment form.
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6. The Evaluator shall ensure that the driver's license section is completed if a valid state driver's license is required.

### **DRIVER'S LICENSE**

- a. Check the Driver's License box, if applicable.
- b. Indicate the state in which the driver's license was issued and the expiration date.  
*Example: State: NM Expiration: 11/03/2020*
- c. A state Identification Card will not be accepted in lieu of a valid state driver's license.

7. **QUALIFICATION ASSESSMENT DECISION/RESULTS**

Upon completing the QA form, the Evaluator is ready to determine whether the "Applicant Meets Minimum Qualifications" or "Does Not Meet Minimum Qualifications" by comparing the Applicant's Education and Work Related Experience to the minimum qualifications and checks the appropriate box.

8. **RECOMMENDATIONS**

The Recommendations Section is used to make any special notations regarding the qualification assessments, i.e., if the Applicant meets the minimum qualifications established for the position, or if the Applicant does not meet the minimum qualifications, then the Evaluator may indicate in this section what the Applicant was lacking to qualify for the position.

9. **SUPPLEMENTAL REQUIREMENTS**

Many of the Class Specifications include Supplemental Requirements which include additional requirements that the applicant must obtain within 90 days of the date of hire, within 6 months of date of hire, or within one (1) year of date of hire. Each program supervisor is responsible for monitoring the Supplemental Requirements and ensuring that these requirements are obtained within the specified time period to be eligible for continued employment.

10. The space provided for New Hire/Above Entry, Promotion and Acting Status Assignment are for DPM Use Only and is to be completed by the Human Resources Director. A copy of the completed QA form must be attached to all New Hire/Above Entry and Promotion requests submitted to DPM. In the event that the QA form is not attached, DPM will complete a qualification assessment and the results will be utilized to determine the Above Entry level rate.

11. The Evaluator must sign the form and include his/her Position Title and Date.

12. Upon completing the qualification assessment, applicants who meet the minimum qualification shall be referred to the hiring department/supervisor in the order or priority outlined in the NNPPM, Section IV.G. Referrals.

13. **RETURN OF APPLICATIONS**

Upon completion of the qualification assessments and issuance of appropriate referral or non-qualified notice to applicant(s) by the Evaluators, all applications for non-qualified applicants and copies of all completed QA forms must be returned to the DPM no later than five (5) working days upon issuing appropriate notice.

Upon completion of the interview and selection process by the hiring program, the applications for the non-selected applicants must be returned to DPM. Copies of the non-selection letters sent to each applicant must be returned to

DPM no later than five (5) working days or attached to the Employment PAF when a selection is made, whichever occurs first.

In addition, the Evaluators shall provide a qualification assessment list in Excel format. This information will be utilized to update the Applicant database and for auditing purposes.

**14. TIMELINE**

The Evaluator shall complete the qualification assessment on all applications within ten (10) working days after the closing date.

The ten (10) working days is inclusive of the date that the Employment Application is received and logged in; applications are forwarded to the Evaluators for qualification assessment, and the issuance of the referral memorandum to the hiring supervisor. Accordingly, all applications must be logged in on the same day that it is received by DPM.

In the event, that this timeline is not met by the Division Evaluator, the Evaluator will be subject to a Review as outlined below.

**15. APPEALS**

Applicants who have been determined not qualified may submit a written appeal to the DPM Human Resources Director within ten (10) working days from the date of the non-qualified notice and it shall be addressed, as follows:

- a. All appeals for qualification assessments, including assessments, being conducted by the Division Evaluators shall be addressed by the DPM Human Resources Director. The decision by the DPM Human Resources Director shall be final.
- b. There shall be no more than one (1) appeal for any one (1) position.
- c. No additional information other than that contained in the original application (e.g., resume, degrees, transcripts, licensure, etc.) will be considered in the appeal for re-evaluation. Any negative finding of documents not attached is not considered an appeal.

**16. REVIEWS**

To ensure compliance, the DHR will conduct periodic reviews of the qualification assessment process as it deems necessary. This review will ensure the Evaluator is complying with the following requirements:

- a. The standard QA form issued by DPM is being utilized by the Evaluator.
- b. Applications are complete (i.e., completed in its entirety, dates of employment include the month and date employed, required documents are attached, signed and dated, etc.).
- c. Applications were received on or before the specified closing date.



- d. QA was completed according to training requirements provided by DPM.
- e. QAs are completed within the established ten (10) working day timeline.
- f. The Evaluator shall be required to sign a Statement of Confidentiality and comply with all the terms and conditions therein. The unauthorized disclosure of confidential information will subject the Evaluator to the provisions of the NNPPM, Table of Penalties, Offense #22 and any other applicable rules, regulations or Navajo Nation Law.

In the event, the Divisions conducting their own assessments do not comply with any of these procedures; the Division of Human Resources (DHR) shall discuss the non-compliance with the Evaluator and Division Director. The Division Evaluator shall be provided thirty (30) working days to correct the non-compliance. If the non-compliance is not remedied, the Division of Human Resources and the Division Director shall meet to discuss other options, including returning the qualification assessment responsibility to DPM.

#### FORMS REQUIRED:

Navajo Nation Employment Application  
Qualification Assessment Form  
Job Vacancy Announcement  
Statement of Confidentiality