

HUMAN RESOURCES DIRECTOR

DEFINITION: Under administrative direction, performs work of unusual difficulty in promoting and implementing human resource values by planning and managing human resources programs; sets department goals and objectives within the context of policies established by the Division of Human Resources and by the Office of President and Vice President; manages human resource policies, procedures and practices that address the strategic and operational needs of the department; provides proactive human resources partnerships ensuring effective talent management, workforce planning, employee development, retention and recruitment strategies are implemented; implements best practices in human resource management to build human capital and a strong employee development culture; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of the class.

TASKS:

Directs and administers the Navajo Nation human resource management program; manages the development of human resource policy changes in response to changes occurring with executive decisions and legislated actions; resolves and engages in policy issues of considerable sensitivity; implores support from executive managerial staff in formulating policies that impact a large jurisdiction of the Nation.

Modifies human resource policies and procedures in accordance with applicable laws, policies, and regulations; provides policy guidance on all major facets of human resources, which encompasses recruitment, classification, compensation, employee relations, personnel records, employee training and development activities and retirement; confers with operating officials on significant management problems and provides advice and solutions on numerous complex issues that are of a highly controversial nature.

Consults regularly with divisions, departments and programs; improves and strengthens department service delivery; redirects human resources programs to a more productive and effective delivery service; deals extensively with committees of the Navajo Nation Council; makes decisions which may become subject to intense legislation and media scrutiny or controversy; provides accounting and expenditure control for the overall department budget; takes on special projects related to enhancing technology that will embrace new developments.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of principles and practices of public human resource management.

Knowledge of principles and practices of position classification, compensation, recruitment, Human Resources Information System (HRIS), performance management, employee development and employee relations.

Knowledge of applicable human resources policies and procedures, rules, regulations and employment laws.

Knowledge of budget and reporting systems, financial controls, departmental and staff performance methods and measures.

Knowledge of insurance and employee retirement programs.

Skill in developing and analyzing department strategic plans, operating systems, procedures, controls, and budget preparation.

Skill in operating up-to-date computer software and spreadsheets.

Skill in analyzing problems in protecting consequences, identifying solutions, and implementing

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recommendations.

Skill in formulating and executing documents and reports, short- and long-term goals and objectives.

Skill in interpreting and executing human resource management policies.

Skill in analyzing and making improvements in human resource policies and procedures, activities, and negotiations.

Skill in planning, organizing, and directing the work of human resource management staff engaged in the many facets of public human resource management.

Skill in rendering professional advice to officials of the Navajo Nation government on key human resources management issues.

Skill in human relations and ability to communicate effectively orally and in writing.

Ability to work under pressure, handle sensitive issues with diplomacy and demonstrate respect for people from all backgrounds.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is typically performed in an office. Multiple demands are common and extended hours and irregular shifts may be required.

MINIMUM QUALIFICATIONS:

- A Master's degree in Human Resource Management, Business Administration or Public Administration; and five (5) years of experience in human resource management and three (3) years of which must have been in a management capacity; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

PREFERRED QUALIFICATIONS:

- A Master's degree in Human Resources Management.
- Strategist experience in employment and professional development.
- Five (5) years of experience in human resource management and four (4) years in a management capacity.
- Human Resource Certification.
- FMIS and HRIS Certification.

Supplemental Requirements:

Incumbents who do not possess FMIS and/or HRIS Certification and Human Resource Certification must obtain certification within 90 days of date of hire.

Depending upon the needs of the Navajo Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.