

HUMAN RESOURCES SYSTEMS MANAGER

DEFINITION: Under general direction, performs work of considerable difficulty with responsibility to manage and serve as the technical resource person in the development, maintenance and enhancement of the Navajo Nation's Human Resources System (HRS); 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 this class.

TASKS:

Meets with Department of Personnel Management (DPM) staff to assess technology, automation and reporting needs; periodically evaluates each workstation to determine maintenance requirements, assesses the need for upgrade or replacement; writes hardware specifications and submits purchase requisition to purchasing; collaborates with the Department of Information Technology staff in the development or enhancement of hardware or software; troubleshoots computer workstations and peripherals, corrects errors or problems; develops procedures and provides guidance and training as necessary; develops and maintains human resources related databases to ensure the accuracy of historical employee information.

Reviews and enhances processes for the input of employee leave, benefits and employment history, including salary and job changes; researches errors resulting from incorrect personnel transactions and implements remedial actions; meets with DPM and other Nation management staff to identify reporting needs; recommends and establishes the nature, format, frequency of report which will meet the client needs; generates reports using established report formats or develops specific search programs to produce customized output; produces a variety of regular management statistical reports detailing turnover rates, job vacancies, average time-to-hire/fill, etc.

Supervises staff engaged in the development and maintenance of the HRS; reviews and evaluates work of assigned staff; interprets and clarifies human resources policies and procedures; assists with the planning, organizing, development and evaluation of human resource management programs; designs and develops training materials for presentation; provides guidance and advice to management on human resources issues; conducts human resources orientations; assists in the development and presentation of annual budget.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the uses and applications of personal computers/software to the standard practice of human resource management.

Knowledge of database design, management and administration.

Knowledge of technical journals, software manuals, hardware manuals used in the installation and maintenance of computer systems.

Knowledge of the tools and equipment used in computer installation, repair and maintenance.

Knowledge of a variety of data processing software applications.

Skill in analyzing and diagnosing computer systems and problems and in developing and implementing corrections and solutions.

Skill in designing, developing and administering databases.

Skill in reading, understanding and interpreting technical manuals.

Skill in utilizing computer databases to research, maintain, and update records and files.

Skill in communicating effectively, both orally and in writing.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is performed in an office environment and requires occasional physical effort (e.g., standing, stooping, and lifting up to 25 lbs.) in the troubleshooting or replacement of personal computers or peripherals.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Computer Science, Management Information Systems or Business Administration; and six (6) years of experience in human resource system administration, database development and administration, two (2) years of which must have been in a supervisory capacity.

PREFERRED QUALIFICATIONS:

- Experience in human resources/information technology database administration.
- Proficient in Microsoft Office software or other computer applications
- Experience in computer programming.
- FMIS certification.

SPECIAL REQUIREMENTS:

- A favorable background investigation.

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