

### **HUMAN RESOURCES POSITION CONTROL ANALYST**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in the maintenance, control and reporting functions of position information in the Human Resources Information System (HRIS) involving entering position information, budget and fund information; performs a wide range of standard budgetary and advisory functions pertaining to position control and classification; 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:**

Consults with the Office of Management and Budget, Contract Accounting and programs regarding approved budgets; maintains position control information by entering all positions budgeted into the HRIS; assigns position numbers for proposed new positions; ensures that there are no duplicate position numbers assigned; reconciles position information against approved budgets for all funding sources; enters budget changes per budget transfer or modification; ensures that all budget information is entered accurately and that system reflects actual balance for each position; works closely with programs to ensure that positions are properly classified/reclassified in accordance with approved budgets; notifies and advises programs of any problems or necessary corrective action associated with position control information and/or budgets.

Responsible for ensuring that all position classification questionnaires are properly logged and all classification/reclassification actions taken by the Human Resources Analyst are updated on HRS and that all required budgets and personnel action forms are submitted to reflect such actions; monitors the turnaround time of all questionnaires submitted; meets with programs to provide technical assistance in planning and developing budgets in areas of personnel i.e., proposed new positions, salary adjustments; provides general information regarding classification and budget policies and procedures; in coordination with the HRS Manager prepares a variety of reports and correspondence; provides training and orientation regarding position control and personnel budgeting; attends training, meetings and conferences to develop and maintain professional competence.

#### **KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:**

Knowledge of public or government budget process involving methods and practices of budgeting and accounting.

Knowledge of computer databases and spreadsheet files.

Knowledge of the principles and practices of human resource management.

Skill in performing numerical computations and reports.

Skill in operating and developing computer databases and spreadsheet files.

Skill in setting priorities to meet established as well as changing deadlines.

Skill in researching, compiling and preparing reports and related information.

Skill in oral and written communications and maintaining and establishing effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Business Administration, Accounting, Human Resource Management or a related field; and two (2) years of responsible work experience involving

THE NAVAJO NATION

Class Code: 1411  
Human Resources Series  
Human Resources Services Group  
Overtime Code: Exempt  
Pay Grade: 64

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budgeting systems, accounting or human resource management; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Depending on 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.