

SENIOR HUMAN RESOURCES ANALYST

DEFINITION: Under general direction, performs personnel work of considerable difficulty in planning, developing, organizing and leading a major personnel program or function; serves as an internal consultant in providing technical expertise for one or more personnel functions; plans initiates and develops Nation wide study of a major problem area of personnel management with a view toward the development of improving service delivery; 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:

Independently resolves difficult personnel problems requiring an urgent response and resolution; work is performed with relative independence from supervision; reports findings and conclusions to top management officials and secures agreement; explains and justifies decisions and/or actions; communicates desired personnel objectives.

Meets with all levels of Navajo Nation staff and officials to analyze, develop and implement a wide variety of personnel/human resources programs; develops, implements and/or interprets personnel policies, procedures and practices to employees, supervisors and managers; provides advice/counsel to employees, supervisors and managers regarding ways to resolve specific personnel/human resource problems; prepares a variety of personnel related reports.

Conducts major position classification studies by scheduling and conducting job audits and formulating recommendations and/or writing class specifications; participates in wage and salary surveys involving the interpretation of various provisions of the compensation administration policy; investigates problems incidental to the re-allocation of positions, the effective and consistent application of disciplinary policy, and the fair and expedient processing of employee grievances, and recommends appropriate responses.

Provides information and guidance to supervisors/employees regarding the Personnel Policies Manual; advises and assists supervisors/employees on the handling of disputes, allegations, actions and other personnel matters; reviews and processes employee grievances; may conduct administrative hearings to attempt resolution of issues, disputes and grievances; maintains appropriate files and records of grievances, and investigations.

Conducts and/or serves as team leader on special studies, and investigations and prepares appropriate reports and correspondence; reviews, researches and prepares appropriate response on position classification, recruitment and selection, personnel actions and other personnel management issues; supervises the work activities of technical and professional staff.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the principles and practices of modern personnel management and employee relations.

Knowledge of the organizational structure of the Navajo Nation.

Knowledge of the practices, terminology and requirements of a wide variety of occupations.

Knowledge of supervisory methods and techniques.

Knowledge of the Navajo Nation Personnel Policies Manual.

Knowledge of the principles and practices of position classification, salary administration, recruitment, selection, employee development and employee relations.

Skill in planning, assigning and coordinating the activities of subordinate personnel.

Skill in setting a management climate for professionalism and for positive employee morale and motivation.

SENIOR HUMAN RESOURCES ANALYST

Skill in establishing and maintaining effective working relationships with elected officials, department heads, employees and their representatives, business and professional groups and the general public.

Skill in workload and time management techniques.

Skill in communicating effectively, both orally and in writing.

Skill in comprehending and analyzing organizational and procedural problems and in making sound recommendations and conclusions.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is performed in an office environment and requires a minimum of physical effort with intermittent sitting, standing and walking.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Personnel or Human Resources Management, Business or Public Administration or related field required; and five (5) years of experience in personnel management two (2) years of which must have been in a supervisory capacity.

PREFERRED QUALIFICATIONS:

- PHR or SPHR Certification; FMIS Certification.
- Advance Management Training.
- Specialized experience supervising one or more human resources components.

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.