

HUMAN RESOURCES ADJUDICATOR

DEFINITION: Under general supervision, performs work of moderate difficulty in coordinating and conducting the review and adjudication of completed background investigations; conducts investigations on employees and prospective employees for employment suitability in a sensitive position; reviews and recommends adjudicative action on background investigations in accordance with applicable laws, policies and procedures and funding source requirements; compiles and analyzes information for applicants to identify specific points and dates that may be of concern on applicant's background; 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:

Responsible for the review and adjudication of completed background investigations; conducts investigations to determine suitability for employment or continued employment for employees, applicants, volunteers, interns and internal transfers, promotions and reclassification of employees being considered for appointment to a sensitive position; reviews and recommends adjudicative action on investigations; compiles information, such as: educational verification, criminal history from the federal, state, county, tribal and various sources and data banks; evaluates evidence for credibility, relevancy and sufficiency; detects discrepancies in the information reviewed; distinguishes between relevant and irrelevant information and evidence; makes a good faith determination as to whether applicant/employee is suitable for employment in a sensitive position.

Conducts telephone interviews of applicants to elicit information and to afford the applicant the opportunity to appeal any adverse employment decisions and/or to give additional information that may mitigate any unfavorable circumstances or findings; may conduct fingerprinting responsibilities in the absence of assigned staff; interprets and explains background check and related human resources policies and procedures; provides technical assistance regarding background check processes, policies and procedures; develops and/or revises related documents and forms; ensures compliance with all applicable laws, policies and procedures.

Obtains information to assist management in making sound decisions; represents office at the Navajo Nation Council, standing committee and other meetings; develops training materials and provides training to staff and program supervisors on background investigations, adjudication and fingerprinting processes, policies and procedures; works with Nation programs in the implementation and coordination of personnel security program issues and concerns; handles public relations responsibilities; prepares required reports and correspondence; attends meetings and training to develop and maintain professional competence.

Develops and maintains an automated tracking system for background investigations and adjudication; ensures confidentiality and compliance with applicable laws, policies and procedures; provides guidance to program supervisors regarding appropriate personnel actions and/or grievances in accordance with the personnel policies manual or collective bargaining agreements for individuals with unfavorable background checks.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the principles, practices and concepts associated with background investigations and adjudication.

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Knowledge of laws, policies and procedures pertaining to background checks, adjudication and fingerprinting.

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

Skill in working with computers and applicable software applications.

Skill in developing and coordinating improvement to work processes, including work flow.

Skill in setting priorities to meet established deadlines.

Skill in applying judgment in the release of confidential information.

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

Skill in oral and written communications and presentations to a wide variety of audiences.

Skill in establishing and maintaining effective working relationships.

Ability to recognize, identify issues and information necessary for completing adjudicating reports and findings.

Ability to communicate effectively orally and in writing.

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

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Human Resources Management, Criminal Justice, Human Resources Management, Business Administration, Political Science or related field; and three (3) years of work experience in adjudication, analysis of court and law enforcement documents or background investigations.

PREFERRED QUALIFICATIONS:

- Three (3) years of work experience in adjudication, analysis of court and law enforcement offenses and statutes, background investigations and human resources management.
- Membership in good standing with the Navajo Nation Bar Association.

SPECIAL REQUIREMENTS:

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

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit, Certificate of Investigation and Adjudication and Certificate of Fingerprinting within 90 days of date of hire.

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.