

HUMAN RESOURCES SPECIALIST (BEHAVIORAL HEALTH)

DEFINITION: Under general supervision, performs work of moderate difficulty in planning, developing, organizing and coordinating human resources activities for the Department of Behavioral Health Services; serves as internal consultant in providing technical expertise and guidance in recruitment and selection, classification, performance management, employee relations/discipline and other human resources management programs in accordance with personnel policies and procedures; interprets and provides advice on most or all facets of the human resources profession, regulations, policies and procedures; 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 behavioral health director and management team in the planning, development and implementation of recruitment and selection procedures and recruitment strategies; oversees and coordinates recruitment and selection process including but not limited to advertisement, applicant screening, hiring, offers of employment and new employee orientations; coordinates and conducts background checks, employee assessments and fingerprinting; monitors adherence to recruitment and selection policies and procedures and ensure compliance with applicable federal, state and Navajo Nation laws, regulations and policies; resolves problems; provides guidance and assistance in areas of employee relations/discipline, performance management, classification and other human resources related matters.

Researches, analyzes and advises on specific employee relations concerns and disciplinary actions; works closely with the Department of Justice and the Department of Personnel Management on the interpretation of the applicable policies and procedures and in addressing human resources issues, and makes appropriate recommendations; interprets and explains established standards, policies and procedures; collaborates with management in the development, revision and implementation of department operating policies and procedures; coordinates with management and collaborates with the Department of Personnel Management to initiate classification and reclassification actions; organizes and maintains personnel files and records.

In coordination with the Staff Development Coordinator develops training material and provides in-service and training to staff on specific staff development opportunities and human resources policies, procedures, standards and processes; oversees the maintenance of staff training records, licensure and continuing education units (CEU) requirements and behavioral health accreditation standards; prepares required reports, correspondence and analysis for department requiring a thorough understanding of human resources management policies and procedures; participates in the budget development process and provides technical assistance in developing staffing projections; may serve as timekeeper; attends training, meetings and conferences to develop and maintain professional competence.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of the principles, practices and trends of human resources management.

Knowledge of specialized recruitment strategies for various types of positions.

Knowledge of the organizational structure of the Navajo Nation and department.

Knowledge of Health Information Portability and Accountability Act (HIPAA) regulations.

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

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Skill in setting priorities to meet established as well as changing 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.
Ability to work cooperatively and jointly with agency offices to provide quality seamless customer service.

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, Personnel Management, Business Administration or closely related field; and two (2) years of work experience in human resources including recruitment, compensation, classification, employee relations, performance management or training.

PREFERRED QUALIFICATIONS:

- PHR Certification; FMIS Certification.
- Basic Management Training.
- Specialized human resources experience in recruitment, compensation, classification, employee relations, performance management or training.
- Proficient in Microsoft Office software or other computer applications.

SPECIAL REQUIREMENTS:

- A favorable background investigation.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

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.