

## **BACKGROUND INVESTIGATIONS MANAGER**

**DEFINITION:** Under general direction, performs work of considerable difficulty in planning, developing, organizing and managing the background investigations, fingerprinting and adjudication functions; work is performed with relative independence from supervision; 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:**

Plans, organizes and supervises the background investigations, fingerprinting and adjudication functions; develops and implements departmental goals and objectives; meets with all levels of Navajo Nation officials and staff regarding background investigations activities; develops and implements background investigations, fingerprinting, adjudication and operating policies and procedures for improving and strengthening departmental services; develops and implements internal control mechanisms and procedures to maintain departmental accountability; ensures compliance with all applicable laws, regulations and policies.

Provides guidance and advice to management on background investigations, fingerprinting and adjudication issues and processes; meets with representative of major organizational levels of federal and state agencies, and with legislative and executive officials of the Navajo Nation government; develops and implements memorandum of agreements with tribal, federal, state and county organizations relating to background investigations; represents department before the Human Resources Committee, other standing committees and the Navajo Nation Council as required; develops and presents annual budget; monitors expenditures.

Supervises the activities of technical and professional staff; reviews work assigned of assigned staff; conducts performance appraisals for assigned staff; oversees the development of training materials presentations and provides training to staff and program supervisors on background investigations, fingerprinting and adjudication policies, procedures and processes; works with Nation programs in the implementation and coordination of personnel security program issues and concerns.

Develops and maintains an automated tracking system for background investigations, adjudication and related documents; 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; prepares required reports; conducts and/or attends meetings; performs special assignments as necessary.

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

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

Knowledge of the techniques and procedures of background investigations, fingerprinting and adjudication.

Knowledge of the Navajo Nation Personnel Policies Manual.

Knowledge of the techniques and procedures of conducting background investigations, employee assessments and fingerprinting.

Knowledge of supervisory methods and techniques.

### **BACKGROUND INVESTIGATIONS MANAGER**

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

Skill in working with computers and applicable software applications.

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 understand, interpret, apply and explain personnel laws, rules, regulations, standards and procedures.

Ability to analyze and make improvements to department policies and procedures, activities and transactions.

Ability to plan, organize and direct the work of staff engaged in conducting background investigations, fingerprinting and adjudication.

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

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Human Resource Management, Public Administration, Business Administration and/or Management; and six (6) years of experience in managing and conducting background investigations, adjudication, human resource/personnel management and/or program administration, three (3) years of which must have been in a supervisory capacity.

**SPECIAL REQUIREMENTS:** Must possess a valid state driver's license. Within 180 days of appointment must obtain a criminal background check.

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.