

## **CONSTRUCTION EMPLOYMENT ANALYST**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in analyzing and reviewing wage related data to determine wage and labor standards compliance with Navajo Nation prevailing wage rates; investigates and resolves wage disputes between employees and contractors; 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:**

Examines and records workforce and wage data reported in manpower and payroll reports received from construction companies; researches, interprets and enforces various sources of regulatory documentation pertaining to Navajo Nation labor regulations; provides referrals to construction job sites; provides information and materials on apprenticeship trades programs to interested individuals; provides guidance to those applying for apprenticeship training; notifies companies, businesses of violations, infractions and requests corrective action to be taken; resolves wage and classification disputes between employees and contractors.

Schedules and performs on site investigations to determine compliance and investigate violations; recommends withholding of contractor's funds from progress payments for noncompliance; attends pre-bid meetings to inform contractors of Navajo Preference in Employment Act and Navajo Nation labor laws; schedules and participates in labor compliance pre-construction meetings; provides technical assistance to contractors; reviews bid specifications to review scope of work to ensure wage determinations and regulatory language are incorporated.

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

Knowledge of Navajo Nation wage, hour regulations.  
Knowledge of research methods and report preparation.  
Knowledge of construction trade practices.  
Skill in determining scope of work and ensure appropriate wage determinations  
Skill in resolving wage and classification disputes between employees and employers/contractors.  
Skill in applying judgment in the release of confidential information.  
Skill in establishing/maintaining effective working relationships.

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

### **MINIMUM QUALIFICATIONS:**

- A high school diploma and two (2) years of contract administration, human resource wage, hour compliance and labor relations.

### **PREFERRED QUALIFICATIONS:**

- An Associate's degree in Business, Construction Management or closely related field.
- Two (2) years in experience in construction industry.
- Three (3) years of experience in employment and personnel laws.
- Proficient in Microsoft Office software or other computer applications.

THE NAVAJO NATION

Class Code: 2022  
Planning and Analysis Series  
Contracts Crafting and Compliance Group  
Overtime Code: Non-Exempt  
Pay Grade: 59

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**SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.

**Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit 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.