

HEAD START HUMAN RESOURCES ASSISTANT

DEFINITION: Under general direction, performs work of moderate difficulty in providing operational support to human resources functions such as: recruitment, orientation and employment processes, data entry and other office support for the Navajo Head Start; ensures compliance with applicable policies, procedures, standards and regulations as it relates to human resources; 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:

Prepares personnel action forms (PAF) in accordance with the Department of Personnel Management (DPM) requirements; reviews and verifies PAF for accuracy; ensures that all new hire forms are completed accurately and in its entirety; ensures that all required documents i.e., certifications, licensure, permits, background check memoranda, employee benefits forms, etc. are attached to PAF prior to submitting to DPM; coordinates with Fiscal Manager and staff on labor distribution figures to verify funds availability for positions being filled; responsible for obtaining clearance signatures for termination PAFs; responsible for internal Head Start processes including notifying the information technology section of employees that no longer employed with program to disengage their computer and email access.

Maintains log for all PAFs, job vacancy announcements, position classification questionnaires and qualification assessments; reviews and verifies job vacancy announcements and position classification questionnaires for accuracy and completeness in accordance with personnel policies and federal regulations; logs in and out documents transmitted to DPM; assists with maintaining employee file folders; sets up and maintains folders that contain applications, background check information, education/training, personnel actions forms, performance evaluations, health certifications, medical/physical/TB clearance, background clearance information, disciplinary actions and related documents; enters employee information into ChildPlus software program; ensures confidentiality of employee information.

Answers incoming calls; provides information regarding applications, labor distribution, budget, rehires, terminations, disciplinary actions; receives calls from parents and families regarding complaints about center staff and operations, records and shares information with education component for appropriate response; assists HR Manager with new employee training and work sessions; attends human resources and staff meetings; takes minutes in HR meetings.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation policies and procedures and Head Start Performance Standards.
Knowledge of various benefits available to employees.
Knowledge of computer software, word processing, database and spreadsheet applications.
Skill in communicating effectively, orally and in writing.
Skill in the operations of modern office equipment (e.g., word processors, photocopiers, computers/software).
Skill in applying judgment in the release of confidential information.
Skill in maintaining filing and records systems.
Ability to provide technical advice and guidance on human resources actions and processes.
Ability to enter data accurately at a speed necessary for successful job performance.
Ability to follow oral and written instructions.

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

MINIMUM QUALIFICATIONS:

- A high school diploma/GED; and three (3) years of work experience in an office environment, including human resources related duties; or an equivalent combination of education and experience.

Special Requirements:

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

PREFERRED QUALIFICATIONS:

- Six (6) to twelve (12) months of specialized training in general office procedures.
- Six (6) months of progressively responsible experience in human resources management.
- Proficient in Microsoft Office software and other computer applications.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Incumbent must abide by program's standard of conduct.

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.