

HUMAN RESOURCES DIRECTOR

DEFINITION: Under administrative direction, performs work of unusual difficulty in directing a human resources department of considerable size, scope and complexity; sets department goals and objectives within the context of policies established by the Division of Human Resources and by the Office of President and Vice-President; 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 the class.

TASKS:

Directs and administers the Navajo Nation human resource management program; manages the development of human resource policy changes in response to changes occurring with executive decisions and legislated actions; resolves and engages in policy issues of considerable sensitivity; implores support from executive managerial staff in formulating policies that impact a large jurisdiction of the Nation.

Modifies human resource policies and procedures in accordance with applicable laws, policies, and regulations; provides policy guidance on all major facets of human resource management, which encompasses recruitment, classification, compensation, employee relations, personnel records, employee training and development activities and retirement; confers with operating officials on significant management problems and provides advice and solutions on numerous complex issues that are of a highly controversial nature.

Consults regularly with divisions, departments and programs; improves and strengthens department service delivery; redirects human resources programs to a more productive and effective delivery service; deals extensively with committees of the Navajo Nation Council; makes decisions which may become subject to intense legislation and media scrutiny or controversy; provides accounting and expenditure control for the overall department budget.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the principles of public human resource management.

Knowledge of the principles and practices of position classification, salary administration, recruitment, selection, employee development and employee relations.

Knowledge of applicable human resources policies and procedures, rules, regulations and employment laws.

Knowledge of budget and reporting systems, financial controls, departmental and staff performance methods and measures.

Knowledge of insurance and employee retirement programs.

Skill in developing and analyzing department strategic plans, operating systems, procedures, controls and budget preparation.

Skill in formulating and executing documents and reports, short and long term goals and objectives.

Skill in interpreting and executing human resource management policies.

Skill in analyzing and making improvements in human resource policies and procedures, activities and negotiations.

Skill in planning, organizing and directing the work of human resource management staff engaged in the many facets of public human resource management.

THE NAVAJO NATION

Class Code: 1401
Human Resources Series
Human Resources Management Group
Overtime Code: Exempt
Pay Grade: 70

HUMAN RESOURCES DIRECTOR

Skill in rendering professional advise to officials of the Navajo Nation government on key human resources management issues.

Skill in communicating effectively in speaking and writing.

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

MINIMUM QUALIFICATIONS: A Master's degree in Human Resource Management, Personnel Management, Public Administration or Business Administration; and eight (8) years experience in public human resource management; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Navajo Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.