

# THE JUDICIAL BRANCH OF THE NAVAJO NATION

## JOB VACANCY ANNOUNCEMENT

POSITION NO:	241447	Date Posted:	10/15/2018
CLASS CODE:	9120	Closing Date:	11/9/2018
POSITION TITLE:	<b>Director of Human Resources</b>		
DEPARTMENT NAME:	Administrative Offices of the Courts		
WORKSITE LOCATION:	Window Rock, Arizona		

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: <u>Monday - Friday</u>	Permanent: <input checked="" type="checkbox"/>	Salary Range: <u>\$71,510.40</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input type="checkbox"/>	Hourly Range: <u>\$34.38</u>
No. Hrs./Wk.: <u>40</u>	Part-Time: <input type="checkbox"/>	Exempt or Non-Exempt: <u>Exempt</u>

### DUTIES AND RESPONSIBILITIES

Under general supervision of the Administrative Director of the Courts, performs work of moderate to extreme difficulty. Provides policy guidance to the Judicial Branch, and is responsible to advise, develop, coordinate and implement Judicial Branch human resource functions, including policies, organizational development, compensation, benefits, performance management, performance evaluations, employee relations, recruitment, and retention in compliance with all Navajo Nation laws, Judicial Branch Employee Personnel Policies and Procedures, and Personnel Policies for Judges and Justices. Supervise the Judicial Branch Human Resource Specialist. Secure, maintain and process official personnel records of justices, judges, and personnel. Analyze, develop, improve, and administer compensation and performance evaluation system, including implementation of appropriate salary structures, salary administration, cost of living adjustments, merit increases, bonuses, and job improvement training. Review and recommend improvements to the wage classification and pay plan for justices, judges, and personnel. Coordinate development and revisions to the Judicial Branch Personnel Policies for Justices, Judges, and Personnel. Ensure compliance with applicable policies, procedures, codes and regulations pertaining to recruiting, hiring, employment, disciplinary actions, and grievances. In conjunction with legal counsel, receive and process complaints against justices, judges, and personnel utilizing established policies and procedures. Review and development of job descriptions and administration of personnel classification questionnaires (PCQ). Represent Judicial Branch at hearings in unemployment benefits and workers' compensation or other administrative proceedings when necessary. Compile data, and prepare and distribute periodic management reports relating to human resources. Coordinate with management and internal/external resources to provide orientation, staff development, and training for employees to meet job requirements. Design and develop human resource training materials. Assume other duties as assigned by the supervisor.

### QUALIFICATION REQUIREMENTS:

#### **Education, Training and Experience:**

A Master's degree in Human Resource Management, Personnel Management, Public Administration or Business Administration or (a Juris Doctorate degree is preferred) and four (4) years of progressive experience in human resource management positions. An equivalent combination of education, training, and work experience that provides the capabilities to perform the described duties may be considered.

#### **Special Knowledge, Skills and Abilities:**

Knowledge of Navajo employment laws and practices. Knowledge and experience in employment law, compensation, organizational planning, organization development, employee relations, safety, and training. Experience in the administration of benefits and compensation programs and other Human Resources programs. Excellent computer skills in a Microsoft Windows environment for report writing, forms development, database management, and record keeping. Ability to compile and analyze human resource reports. Ability to communicate effectively with management, staff and external resources, and to solve problems effectively.

#### **License/Certification Requirements:**

Requires a valid state driver's license. Must be able to pass a criminal background, and obtain a Navajo Nation Vehicle Operator's Permit within 90-days of employment as a condition of employment. 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.

THE JUDICIAL BRANCH OF THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: October 01, 2010

**CONTACT INFO:** Judicial Branch Human Resources  
Post Office Box 520 Window Rock, Arizona 86515

**Telephone** (928) 871-7023 ♦ **Facsimile** (928) 871-6862 ♦ **Website** [www.navajocourts.org](http://www.navajocourts.org)