

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR0098551
POSITION NO: 211690

DATE POSTED: _____
CLOSING DATE: _____

POSITION TITLE: Labor Compliance Officer
DEPARTMENT NAME / WORKSITE: Office of Navajo Labor Relations - Chinle, Arizona
WORK DAYS: Monday thru Friday REGULAR FULL TIME: GRADE/STEP: Y61A
WORK HOURS : 8:00am to 5:00pm PART TIME: NO. OF HRS./WK.: 40 \$ 30,264.00 PER ANNUM
SEASONAL: Duration: Regular Full-time \$ 14.55 PER HOUR
TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Accepts, analyzes and investigates allegation of charges filed with the Office of Navajo Labor Relations ("ONLR") by issuing of inquiry, discovery process (subpoenas, interrogatories, depositions, production of documents, etc.), probable cause determinations, conducts investigative interviews and initiates settlement agreements. Initiate informal meetings to determine and remedy probable cause violations of the Navajo Preference in Employment Act ('NPEA'). Conduct job site inspections on all types of construction projects funded by States of Arizona, New Mexico and Utah, Federal, Tribal and Private entities in an effort to increase employment opportunities for Navajos and minimize discrepancies found with reports filed by employers or contractors, and documents action taken with favorable or significant results. Provide and conduct NPEA orientations to all employees and employers of the territorial jurisdiction of the Navajo Nation. Monitors, disseminates information, and enforce by ensuring all employer(s) remain in compliance with the NPEA's Compliance requirements. Provides technical assistance on interpretation on NPEA, Affirmative Action Plan, and Healthy Start Act regulations. Coordinates training sessions with employers for Navajo workers in order to support and achieve full implementation and enforcement of NPEA. Collects appropriate fees for employment charge filing fees, labor organization certification fees, orientation/training fees, conference room usage fees, NPEA booklets fees, photocopying fees, etc. Ensures that required fees are collected, verified and accounted for on a daily basis; perform opening and closing cashier functions, issue receipts, and verifies all cash and money orders collected against field cash receipts, and safeguard funds collected. Responsible for the safety and security of Navajo Nation Property including handling of confidential information. Performed other duties as assigned by the Department Program Manager.

MINIMUM QUALIFICATION REQUIREMENTS:

Education:

Associate Degree in Public/Business Administration, or Human Resources.

Work Experience/Training:

2 years experience as a Compliance Officer in areas of Investigation, Monitoring and Enforcement. 2 years experience of Public Speaking, Mediation and Arbitration. Researching and investigation of compliances and regulations pertaining to wages and compensation. 1 year currency collection experience.

PREFERRED QUALIFICATION REQUIREMENTS:

Education:

Bachelors Degree in Public Administration, Business Administration, or Human Resources.

Work Experience/Training:

Four (4) years as a Compliance Officer working with Personnel laws, Organized Labor Union, and Labor Dispute Negotiation. Three (3) years experience in Public Speaking, Mediation and Arbitration. Knowledge of Computer Software Applications, Business Composition writing, Knowledge of Navajo Nation Tribal laws, equal opportunity and applicable labor laws is strongly preferred. Ability to analyze, appraise and investigate factual information in clear and logical form. Ability to communicate effectively in Navajo and English and prepare written documents.

(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Must speak, interpret and translate Navajo language fluently. Knowledge of Navajo Preference in Employment Act, Affirmative Action, Healthy Start Act regulations, and Navajo Nation's Judicial, Legislative and Executive Personnel Policies. Skill and knowledge of case management and archiving retention of confidential information.

Special Requirements:

Valid Driver's License, Tribal Permit, First Aid and CPR certified, Fire Safety, MSHA, H2s and NOSHA certified. Complete and favorable Background Investigation clearance is required.

VETERANS PREFERENCE APPLIES

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