

THE JUDICIAL BRANCH OF THE NAVAJO NATION

JOB VACANCY ANNOUNCEMENT

POSITION NO: 209571

Date Posted: July 18, 2025

CLASS CODE: 9257

Closing Date: **August 1, 2025**

POSITION TITLE: **Human Resources Analyst**

DEPARTMENT NAME: Administrative Offices of the Courts

WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS:		POSITION TYPE:	SALARY INFORMATION:	
Days:	Monday - Friday	Regular Full-Time <input checked="" type="checkbox"/>	Salary Range:	\$66,189.60 - \$70,135.92
Hours:	8AM to 5PM	Temporary: <input type="checkbox"/>	Hourly Range:	\$31.70 - \$33.59
No. Hrs./Wk.:	40	Part-Time: <input type="checkbox"/>	Grade/Step:	CL67A-CL67C
DUTIES AND RESPONSIBILITIES				

Under immediate supervision of the Director of Human Resources, performs complex human resources, budgeting, and accounting responsibilities essential to the daily operations of the Navajo Nation Judicial Branch Human Resources Office. Analyzes the human resources policies and procedures and guides colleagues in interpreting them. Updates Human Resources Information System (HRIS) and provides power use support for the Judicial Branch. Completes personnel cost estimates during annual budget development or when needed for grant and contract applications on required Navajo Nation budget forms. Develops cost estimates for temporary positions and overtime calculations. Performs routine compliance monitoring based upon established Navajo Nation and other applicable policies and procedures. Develop narrative human resources-related reports with recommendations for short-and long-term planning. Provides administrative, human resources-related services and technical assistance to the Director of Human Resources, Judicial Branch employees, and external customers. **Personnel Budgeting & Compliance:** Develops and issues Form 3s (personnel budget forms) to the Financial Section and business unit managers during the annual budget development. Enter confidential employee census information into HRIS and ensures accuracy and completeness of all information. Develops position control records used in the annual budget process and maintains hard copy and electronic position control files, including information entered into HRIS. Maintains position control information by entering all budgeted positions into HRIS. **Human Resources Administrative Support:** Develop new hire personnel action forms, supporting documents, and on boarding materials. Updates personnel action forms into HRIS. Updates in HRIS for backpay request, annual leave payout, assignment extensions, etc. Works closely with Payroll Office and Employee Benefits Office to ensure that employee information is entered correctly into HRIS for payroll and employee benefit deductions. Updates and maintains personnel files. monitors turnover and job vacancy statistics. Prepares a variety of reports; assists with the development of training materials for presentation; assists with conducting training and orientation regarding the Judicial Branch Employee Policies and Procedures, disciplinary actions, the grievance process, etc.; may be assigned special projects. Works closely with the Director of Human Resources to address sensitive and confidential personnel concerns or determine best solutions to personnel issues; maintains employee relations and disciplinary files and records in accordance with applicable standards, regulations, policies and procedures. Receives grievances filed with the Judicial Branch Grievance Board. Generates a file, receives a copy of all pleadings, and sends all pleadings to Judicial Branch Grievance Board members and all concerned parties. Maintain grievance files and records in accordance with applicable standards, regulations, policies and procedures. Attends training, meetings and conferences to develop and maintain professional competence.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

A bachelor's degree in public administration, business administration, personnel management, or human resources administration and four (4) years of responsible experience in a personal management environment. An equivalent combination of education, training, and experience that provides the capabilities to perform the described duties will be considered. Preferred qualifications: Master's degree in personnel management, public administration, or business administration. SHRM or THRP certification, FMIS and HRIS power user credentials.

Special Knowledge, Skills and Abilities:

This position requires the following knowledge: Knowledge of Navajo Preference in Employment Act and other applicable Navajo, state, and federal employment laws and practices. Knowledge of court systems and court-related programs, knowledge of court and court-ordered laws, rules, regulations, policies and procedures, knowledge of basic understanding of Dine' Fundamental Laws and Navajo traditional values, concepts and teachings.

License/Certification Requirements:

Must possess a valid state driver's license. Must be FMIS 6B and HRIS certified within 90 days of employment. Within 90 days of employment, must obtain and pass a criminal background check. Must obtain a Navajo Nation Vehicle Operator's Permit. Depending on the Navajo Nation's needs, some class incumbents may be required to demonstrate fluency in Navajo and English 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

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