



**INTERNAL/EXTERNAL JOB VACANCY ANNOUNCEMENT**

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**JOB LOCATION** : Human Resources Department - Fort Defiance, AZ  
**SALARY** : \$26.1329 per hour  
**CLOSING DATE** : Friday, August 2, 2024, at 5:00 PM

**Class Summary:**

This class is the second of four levels in the Human Resources series. Incumbents perform professional human resources functions requiring an advanced or specialized knowledge of one or more functional areas of HR, or general knowledge of multiple functional areas. Specific duties will vary in accordance with the assigned area: **Training** - Specific responsibilities may include identifying training needs, conducting needs assessments, and developing training programs; integrating training programs with external vendors; counselling staff on training needs and developmental opportunities; conducting classification and compensation analyses, and assisting with the maintenance of the performance evaluation system. **Benefits** - Specific responsibilities may include overseeing the processing and reconciliation of NHA benefit program costs; evaluating benefit programs and determining procedural changes; developing benefit program budgets and preparing related cost estimates; assisting employees with benefits questions, claims, and related issues; and investigating claims of discriminatory employment practices. **Recruitment** - Developing recruitment strategies; advising hiring managers on interview techniques and related strategies; preparing interview questions based on position need assessments, and drafting recommendations for hiring. The HR Analyst is distinguished from the HR Specialist in that it performs professional HR functions requiring the application of advanced HR principles and concepts. Safety is a critical factor with NHA and all employees will adhere to Safety Policies and ensure Safety is how we perform our duties.

**Responsibilities:**

- Performs professional-level work in Human Resources programs, which may include, but are not limited to, recruitment, selection, worker compensation, training, employee relations, benefits administration, and/or related functions.
- Coordinates, reviews and administers a wide variety of programs within the human resources function which includes documenting and updating benefits files and claims; enrolling and monitoring employees; monitoring payments and eligibility; processing changes; reviewing and approving claims/applications; compiling and evaluating data; and investigating complaints and allegations.
- Performs research related to confidential human resources issues; compiles and evaluates data and makes recommendations.
- Prepares and presents reports related to projects and areas of responsibility including labor contracts and related research materials. Prepares related operational records and disseminates information as requested.
- Performs other duties of a similar nature or level.

**Required Skills:**

- Human resources principles and practices;
- Human resources programs;
- Applicable Federal, State, and local laws, rules, and regulations;
- Research methods;
- Mathematical computations related to Human Resources;
- Customer service principles;
- Recordkeeping principles;
- Preparing sound human resources recommendations;
- Compiling and organizing information;
- Applying policies and procedures;
- Preparing operational records and reports;



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- Maintaining confidentiality;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

**Required Experience:**

- Valid Driver's License
- Bachelor's degree in human resources, or related field, or related field an Equivalency;  
three years of general or specialized human resources experience

**How to Apply:**

Applicants must submit a completed NHA application, including an updated resume and unofficial transcripts or degree(s). Email completed application packet to [nhahr@hooghan.org](mailto:nhahr@hooghan.org) or hand delivered to our NHA HR Office in Fort Defiance, AZ by the closing date to be considered for the position. All applicants are subject to background investigation and must have a valid driver's license. Failure to submit required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 729-6623.