

RESOLUTION OF THE
HEALTH, EDUCATION AND HUMAN SERVICE COMMITTEE
Of the 23rd Navajo Nation Council--Second Year 2016

AN ACTION

RELATING TO HEALTH, EDUCATION, AND HUMAN SERVICES; AMENDING CERTAIN PROVISIONS OF THE NAVAJO NATION PERSONNEL POLICIES MANUAL RELATED TO EMPLOYMENT PRACTICES AND CLASSIFICATION OF POSITIONS

BE IT ENACTED:

Section 1. Findings

- A. The Health, Education and Human Services Committee is established as a standing committee of the Navajo Nation Council with the purpose to promulgate regulations, promote accountability to policies, and provide legislative oversight on matters involving...general governmental services and human services and to oversee Navajo Nation efforts in implementing and ensuring compliance with employment and labor laws and policies of the Navajo Nation. 2 N.N.C. § 400(A); (C)(1 & 3).
- B. The Health, Education and Human Services Committee shall have the power to establish Navajo Nation policy, promulgate rules and regulations governing...human services and general government services of the Navajo Nation. 2 N.N.C. § 401(B)(1).
- C. The Health, Education and Human Services Committee serves as the oversight committee for the...Division of Human Resources. 2 N.N.C. § 401(C)(1).
- D. The Navajo Nation Personnel Policies Manual was revised in December 2014 to address, among other matters, the Employment Practices and Classification of Positions relative to the equivalency clause. See HEHSCD-041-13 as Exhibit A.
- E. The Navajo Nation Personnel Polices Manual may be amended from time to time by the Health, Education and Human Services Committee of the Navajo Nation Council at the recommendation of the Division of the Human Resources which include the Department of Personnel Management and divisions of the Executive Branch and Legislative Branch. Navajo Nation Personnel Polices Manual, Section I, D., Amended Dec. 4, 2013.

- F. The equivalency clause of the Navajo Nation Personnel Policies Manual in the Employment Practices section and the Classification of Positions section has caused delays in hiring for numerous positions throughout the Navajo Nation.
- G. It is in the best interest of the Navajo Nation to amend the Navajo Nation Personnel Policies Manual to address the employment concern.

Section 2. Amendment to the Navajo Nation Personnel Policies Manual

The Health, Education and Human Services Committee of the Navajo Nation Council hereby amends the Navajo Nation Personnel Policies Manual as follows:

The Navajo Nation
Personnel Policies Manual

III. Employee Practices

~~C. Equivalency Clause~~

~~1. DEFINITIONS~~

~~"Equivalency" means:~~

- ~~a. The use of an academic degree to substitute for a minimum number of years of work experiences; or~~
- ~~b. The use of a number of years of work experience to substitute for a required academic degree.~~

~~2. APPLICATION~~

- ~~a. All current job vacancies, future job vacancies, and newly created class specifications shall not use equivalency qualification.~~
- ~~b. From the effective date forward, a job vacancy and class specification, must state the minimum and preferred qualifications for a position.~~
- ~~c. The minimum and preferred qualifications, in current job vacancies, future job vacancies, and newly created class specifications, shall be described by using a specific academic degree, or required years of experience, or a combination of both~~
- ~~d. Nothing in this section shall affect employees currently employed by the Navajo Nation, on regular status, seasonal, or temporary basis.~~

VI. CLASSIFICATION OF POSITIONS

B. Equivalency Clause

~~As stated in Section III.C. of this policy, the Equivalency Clause is eliminated~~

~~From the effective date forward, all class specifications shall not use equivalency qualification. All class~~


~~specifications shall state the minimum and preferred qualifications for a position. The minimum and preferred qualifications shall be described by using a specific academic degree, or required years of experience, or a combination of both.~~

To establish job descriptions/classifications, programs must:

1. Establish minimum qualifications for a position, whether a certain number of years of experience, a specific educational requirement, or both for qualification assessment; and,
2. Establish preferred qualifications for a position, whether a certain number of years of experience, a specific educational requirement, or both in seeking the best qualified candidate.

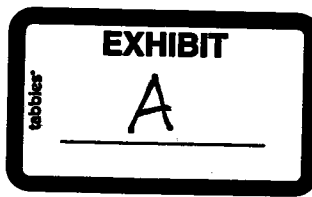
CERTIFICATION

I, hereby, certify that the foregoing resolution was duly considered by the Health, Education and Human Services Committee of the 23rd Navajo Nation Council at duly called meeting at Navajo Nation Council Chamber, Window Rock, Arizona, at which a quorum was present and that same was passed by a vote of 3 in favor, 0 opposed, 1 abstained this 12th day of September, 2016.



Jonathan L. Hale, Chairperson
Health, Education and Human Services Committee
Of the 23rd Navajo Nation Council

Motion : Honorable Peterson B. Yazzie
Second : Honorable Amber Kanazbah Crotty
Chairperson not voting



RESOLUTION OF THE
HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE
OF THE 22ND NAVAJO NATION COUNCIL

22ND Navajo Nation Council - Third Year, 2013

AN ACTION

RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES: AMENDING
CERTAIN PROVISIONS OF THE NAVAJO NATION PERSONNEL POLICIES MANUAL
RELATED TO JOB VACANCIES AND CLASSIFICATION OF POSITIONS

BE IT ENACTED:

Section 1. Amendment to Navajo Nation Personnel Policies Manual

The Navajo Nation hereby amends the Navajo Nation Personnel Policies Manual for Divisions/Departments/Department of Personal Management to make changes to job vacancies and class specifications as follows:

THE NAVAJO NATION

Personnel Policies Manual

III. EMPLOYMENT PRACTICES

C. Equivalency Clause

~~The use of the equivalency clause is henceforth eliminated for job description/classification development by programs. Equivalency clause is defined as automatically making a college degree (or degrees) the equivalent of a certain number of years of experience (and vice versa). Henceforth, to establish job description/classifications, programs must:~~

- ~~1. Establish minimum qualifications for a position (whether a certain number of years of experience, a specific educational requirement or both) required as a baseline for qualification assessments; and~~
- ~~2. Establish preferred qualifications for a position (whether a certain number of years of experience, a specific educational requirement or both) in seeking the best qualified candidate.~~

1. DEFINITIONS

"Equivalency" means:

- a) The use of an academic degree to substitute for a minimum number of years of work experience; or
- b) The use of a number of years of work experience to substitute for a required academic degree.

2. APPLICATION

- a) All current job vacancies, future job vacancies, and newly-created class specifications, shall not use equivalency qualification.
- b) From the effective date forward, a job vacancy and class specification, must state the minimum and preferred qualifications for a position.
- c) The minimum and preferred qualifications, in current job vacancies, future job vacancies, and newly-created class specifications, shall be described by using a specific academic degree, or required years of experience, or a combination of both.
- d) Nothing in this section shall affect employees currently employed by the Navajo Nation, on regular status, seasonal, or temporary basis.

VI. CLASSIFICATION OF POSITIONS

B. Equivalency Clause

As stated in Section III. C. of this policy, the Equivalency Clause is eliminated. ~~Henceforth, to establish job descriptions/ classifications, programs must:~~

- ~~1. Establish minimum qualifications for a position (whether a certain number of years of experience, a specific educational requirement or both) required as a baseline for qualification assessments; and~~
- ~~2. Establish preferred qualifications for a position (whether a certain number of years of experience, a specific educational requirement or both) in seeking the best qualified candidate.~~

From the effective date forward, all class specifications shall not use equivalency qualification. All class specifications shall

state the minimum and preferred qualifications for a position.

The minimum and preferred qualifications shall be described by using a specific academic degree, or required years of experience, or a combination of both.

C E R T I F I C A T I O N

I hereby certify that the foregoing resolution was duly considered by the Health, Education and Human Services Committee of the Navajo Nation Council at a duly called meeting at Window Rock, Navajo Nation (Arizona), at which a quorum was present and that the same was passed by a vote of 4 in favor and 0 opposed, this 4th day of December 2013.



Honorable Charles Damon II, Vice-Chairperson
Health, Education and Human Services Committee

Motioned: Honorable Dwight Witherspoon
Seconded: Honorable Joshua Lavar Butler