



DIVISION ADMINISTRATION

The Navajo Division of Human Resources (NDHR) Administration is in St Michaels within the Navajo Land Department Building #8966, while its ten Departments and Programs, are located throughout the Window Rock vicinity. It is with great anticipation and prospect that the Division be unified in a one-stop Division Complex to host all its departments and to better serve our customers, and to avoid run around.

The NDHR Leadership includes the Division Director, Mrs. Reycita Toddy and Deputy Division Director Mrs. Katherine Benally, both experiences as being employees of the Navajo Nation Government in years past. NDHR Departments include the Department of Personnel Management, Staff Development and Training Department, Navajo Department of Workforce Development, Department of Retirement Services, Office of Navajo Labor Relations, Navajo Nation Television and Film, Navajo Office of Vital Records and Identification, Department of Child Support Services, Office of Background Investigations and the Navajo Nation Band.

The NDHR is in the process of updating its Navajo Nation Title Code Enabling Legislation. The last change occurred in 2016. The major changes required in this amendment are name and title changes; hence, the changes are minor, yet requests from a couple of legislative oversights recommend an update be completed.

The NDHR Administration, its Departments and Staff wish everyone a safe and joyful new year as we move forward with great plans within 2025. We also encourage everyone to be safe and stay healthy at the forefront of flu season. We look forward to many more accomplishments within 2025. The NDHR Administration recognizes the commitment and hard work of its division employees, keep up the great work. Axhe'hee Nitsaago (Thank you all).





DEPARTMENT OF PERSONNEL MANAGEMENT

Enterprise Resource Planning System: Artic It

The Division of Human Resources (DHR) is pleased to announce an ongoing collaboration between the Department of Personnel Management (DPM) and the Navajo Office of Vital Records and Identification (NOVRI) with Arctic IT and its partners on the implementation of the Government Enterprise Resource Planning (ERP) System.

Embracing modern technology is essential for improving efficiency, transparency, and effectiveness within the Navajo Nation Government. This modernization effort aims to enhance internal operations and service delivery in key areas, including:

- ✓ Financial management
- ✓ Human resources management
- ✓ Budgeting
- ✓ Tribal enrollment

DPM, along with teams from Benefits, Retirement, Payroll, and the Judicial Branch, is actively contributing to the system's design and configuration, ensuring alignment with HR best practices. Meanwhile, NOVRI has been working closely with Arctic IT on the Tribal Enrollment Platform, compiling essential data from its database used by the Hardship Office under the Office of the Controller to be incorporated into a new software design.

NAVAJO NATION APPLICATION PORTAL NOW AVAILABLE

The Department of Personnel Management (DPM) is actively accepting employment applications through its online Application Portal, providing a streamlined and convenient way for job seekers to apply for positions within the Navajo Nation Government.

In March 2025, DPM received 76 applications and advertised 126 job openings across various departments.

Department of Personnel Management accomplished a 2-day work session with the Health, Education and Human Services Committee on Thursday and Friday, March 6-7, 2025, to review the proposed amendments to the Navajo Nation Personnel Policies Manual (NNPPM). The work session was successful and the DPM team will review the HEHSC recommendations and schedule a meeting with HEHSC for final review and approval from the committee for possible implementation by April 30, 2025.

The DPM Recruitment team is actively implementing the 12-Month Plan under Nygren Priority No. 3, aiming to fill 50% of vacant positions. This strategic initiative focuses on streamlining hiring, enhancing efficiency, and ensuring long-term workforce sustainability.

To support this effort, DPM is compiling vacancy data and will provide an updated listing, including the number of advertised positions, referrals, selections, and readvertisements. This data will be shared with division programs to assess hiring needs and position requirements.

For more information or to apply, visit the DPM website: www.dpm.navajo-nsn.gov.



UPCOMING JOB FAIRS & RECRUITMENT EVENTS

The Department of Personnel Management (DPM) and partner organizations have scheduled the following Job Fairs and Recruitment Events:

- March 20, 2025 – Diné College Job Fair (Shiprock, NM)
- March 27, 2025 – Diné College Main Campus Job Fair (Tsaile, AZ) 9:00 AM – 3:00 PM
- April 11, 2025 – 10th Annual Community Spring Job Fair (RIO West Mall) | 12:00 PM – 4:00 PM
- May 8, 2025 – UNM Career Fair (Gallup, NM) | 10:00 AM – 1:00 PM

Navajo Nation Police Department Recruit Drives

- February 15, 2025 – Ft. Defiance, AZ
- October 12 & 26, 2025 – Shiprock, NM

The Department of Personnel Management continues to make progress in streamlining internal processes, enhancing employee relations, and improving service delivery. Through ongoing collaboration and efficiency-focused initiatives, DPM remains committed to strengthening the Navajo Nation workforce.

For more information, visit the DPM website: www.dpm.navajo-nsn.gov

STAFF DEVELOPMENT & TRAINING DEPARTMENT DAILY OPERATIONS

Staff Development & Training Division (SDTD) provides high-quality training for the Navajo Nation, enhancing knowledge and professional development in technology,

progressive education, and safety training. Our training services also incorporate Navajo language, cultural teachings, and Ke', reinforcing the values and traditions that shape our people and organizations. Our expert instructors instill these cultural principles while fostering professional growth.

We believe in the philosophy of "treating everyone with unconditional respect" and recognize that through unity and communication, we can achieve great things—both as a team and as individuals.

Current and upcoming projects include:

- Amendments to the Plan of Operation, including a potential department name change
- 2025 Administrative Professionals Day – April 22, 2025
- 2ND Annual Women's Conference Planning Meeting

We encourage all 110 Chapters to contact SDTD for training opportunities.

For a list of available training sessions, visit our website: www.sdt.d.navajo-nsn.gov

NAVAJO NATION COMPREHENSIVE COMPENSATION STUDY UPDATE

The Department of Personnel Management (DPM) is pleased to announce that the Navajo Nation Comprehensive Compensation Plan was presented to the Budget and Finance Committee on February 14, 2025, where it was officially received and accepted.

The last Compensation Study was completed in 2019; however, the unforeseen challenges of the global pandemic rendered it obsolete. To ensure an updated and accurate assessment, RED-W has been contracted as the current



Vendor. The firm will continue working closely with DPM to support the study and its implementation.

NAVAJO DEPARTMENT OF WORKFORCE DEVELOPMENT UPDATES AND KEY INITIATIVES

1. Form Revisions & Process Improvement

- The NDWD management team has completed Level 2-4 form revisions to enhance efficiency, improve customer service, and reduce paperwork for staff.
- The updated forms took effect on February 10, 2025.

2. Program Guidance & Forms Review

- NDWD has finalized Program Guidance and Forms Reviews for necessary amendments.
- The updated documents were released on February 10, 2025, for implementation.
- Orientation sessions will be scheduled at each Workforce Center (WFC), and staff are updating presentation materials.
- Training Dates: April 21-25, 2025 (Location out for bid; lodging and contract needed).

3. Strategic Planning & Training Session

- Rescheduled: April 7-10, 2025, at Twin Arrows Hotel and Casino.
- Presenters and hotels are confirmed and available.

4. FY' 2022 Performance Extension Request

- NDWD is requesting an extension for the FY 2022 period of performance to fully expend \$9M before the closeout deadline of June 30, 2025.
- Funds will be spent concurrently with FY 2022 allocations.

- Chief of Staff notified for review and submission to the Navajo Nation President for signature.

5. Increase in Applications for Services

- Due to the upcoming Summer Enrichment Program (May 2025), NDWD has seen a rise in applications.
- Recent AFS Count (Last Week):
 - Chinle: 22
 - Crownpoint: 24
 - Shiprock: 16
 - Tuba City: 24
 - Pending: 4 | Closed Out: 2

6. Summer Enrichment Program Collaboration with DPM

- Expected Enrollment: 1,200 youth
- Collaboration requested with DPM to streamline processing of PAFs for timely onboarding.
- Two start dates: June 3 & June 30, 2025.
- Proposal to increase C-Scale pay for NDWD Work Experience participants.

7. Potential Collaboration with Navajo Technical University (NTU)

- NDWD is exploring collaboration with NTU to utilize newly acquired funding.
- Follow-up email sent to discuss potential joint efforts.

NAVAJO NATION OFFICE OF BACKGROUND INVESTIGATIONS UPDATES

Upcoming Training for OBI Staff

1. HR Adjudication Conference – Hosted by Personnel Security Consultants, Inc. (PSC)

- Dates: April 15-16, 2025
- Location: Albuquerque, NM



- Attendees:
 - Rodney Nez – HR Adjudicator
 - Lavina Leonard – Senior Office Specialist
 - Nicketa Kirk – Program Manager I

2. Completed Background Investigation Cases

- Adjudication Section: 15 cases completed
- Investigation Section: 21 cases completed
- Intake Section: 24 cases completed

No issues reported with Criminal Tribal History Reports (CTHR) during this period.

3. Follow-up on Outdated Background Checks

- OBI is actively following up on prior cases and departments requesting outdated background checks.
- Renewal letters are being sent regularly.

4. HEHSC Committee Meeting & Policy Amendments

- OBI attended the Health, Education, and Human Services Committee (HEHSC) meeting on March 5, 2025, alongside:
 - Department of Diné Education
 - DBOSBA
 - Elections Office
- HEHSC will reissue proposed amendments to HEHSCD-11-22, an action related to approving and adopting the Navajo Nation's policy for mandatory criminal background checks for local school board members.

For more information or to schedule an appointment, please contact OBI at (928) 810-8589.

NAVAJO NATION TV & FILM COLLABORATIONS

The Navajo Nation TV & Film (NNTVF) program, under the Navajo Division of Human Resources, is actively engaged in several projects and collaborations, including:

- Ganado Unified School District
- Office of the President and Vice President – Media team partnership
- Navajo Nation Parks & Recreation
- Just Move It – 5K run series coverage
- Taadidiin Tours – Page, AZ
- Lone Protester – Film production
- Animal Control
- Navajo Preparatory School
- Native Public Media
- Community Health Representative (CHR) Program
- Dart Drones – Drone Training collaboration

Project updates, videos, and links will be available on the Navajo Nation TV & Film website: www.navajonationtvandfilm.com and on the NNTVF YouTube page.

Stay tuned for more exciting updates and productions from NNTVF!

NAVAJO NATION OSHA ACTIVITIES UPDATE

The Navajo Nation Office of Occupational Safety and Health Administration (NNOSHA) has been actively conducting inspections, consultations, and training sessions across the



Navajo Nation. Below is a summary of recent and ongoing activities:

Inspections and Assessments

1. Consultation – Tohajiilee Veterans Center
 - NNOSHA conducted a consultation regarding the future use of the Tohajiilee Veterans Center.
 - Based on the current state of the structure, occupation is not possible. Plans for usage depend on available funds, with renovation likely exceeding the cost of demolition and replacement.
2. Inspection – Tohajiilee Community Center
 - A potential fall hazard was identified due to the missing cover on the septic tank at the Tohajiilee Community Center.
 - NNOSHA recommended installing a temporary cover and creating a barrier around the exposed hole. They also suggested contacting a waste management vendor to address the cover replacement.
3. Training – Twin Lakes
 - A General Safety Awareness, Safety Data Sheet Awareness, and Basic Fire Safety Awareness training session was held with 10 participants in attendance.
 - After the training, NNOSHA advised 5 workers on the inspection and maintenance of heavy equipment, specifically off-road forklifts.
4. Inspection – Senior Centers (Naschitti, Newcomb, Two Grey Hills, NM)

- NNOSHA conducted building and fire safety inspections at senior centers.
 - Critical risk findings were presented to the on-site supervisors for immediate action, while lower-risk issues were scheduled for correction. NNOSHA will coordinate with the Senior Centers for future follow-up on the critical risk items.
5. Navajo Nation Fairgrounds
 - A consultation and inspection were conducted for the Navajo Nation Fairgrounds, focusing on inventory and ADA compliance in preparation for its use by various groups during events.
 6. Follow-up Inspections – Kayenta/Monument Valley
 - NNOSHA is conducting follow-up inspections at businesses in Kayenta/Monument Valley, addressing concerns related to asbestos and fire safety.

For additional information, please contact NNOSHA at (928) 871-6742.

DEPARTMENT OF CHILD SUPPORT SERVICES (DCSS) UPDATES

1. Presentation to the Health, Education, and Human Services Committee (HEHSC)
 - DCSS attempted to present the next steps related to Legislation No. 0195-24, specifically regarding the 20% increase in the Child Support worksheet.
 - The committee requested additional information on the Public Hearing comments, which were presented at the previous meeting. DCSS has prepared a more comprehensive presentation for the next HEHSC meeting.



2. Arizona State Child Support System (AZ CARES)

- AZ CARES continues to undergo enhancements and defect resolutions on a weekly basis.
- Current work includes the development of the Unclaimed Funds Portal and the introduction of Case Closure codes.

proposed 20% increase in the child support guidelines.

- The meeting aims to prepare a presentation for the HEHSC regarding Legislation No. 0195-24.

DCSS remains committed to enhancing child support services and addressing the needs of the community.

3. Request for Services with NDOJ

- DCSS is working with the Navajo Department of Justice (NDOJ) via High Q on a potential Memorandum of Agreement (MOA) with the Navajo Office of Vital Records & Identification.
- The goal is to share updated addresses for DCSS customers who are difficult to locate. DCSS is awaiting a response from NDOJ on the process and representation.

**DEPARTMENT OF RETIREMENT SERVICES
EXPANDS RETIREMENT PLAN ACCESS FOR
NAVAJO NATION CHAPTERS. 2024 RETIREE
RECOGNITION**

The Department of Retirement Services is pleased to announce that 17 Local Governance Act (LGA) Certified Navajo Nation Chapters are currently participating in the Navajo Nation Retirement Defined Benefit Plan.

4. Financial Stability and Contracts

- DCSS maintains financial stability, including the following contracts:
 1. Contract No. 024148 with Navajo Technology Services (deemed "sufficient")
 2. Contract No. 024093 with Arizona DED (Modification 4) has reached Purchasing
 3. Contract No. 024170 with Atmosphere Commercial Interiors (Modification 1) extends the contract date from March 31, 2025, to September 30, 2025

- An additional 7 LGA Certified Chapters are in the process of finalizing agreements with the Department. Once these agreements are signed, the total number of participating chapters will increase to 27, representing 25% of all Navajo Nation Chapters.
- This milestone highlights the Department's commitment to providing equitable access to retirement benefits for Chapter employees.
- The Annual Retirees Recognition for Calendar Year 2024 will honor 135 retirees and 3 In-Memoriam. As of now, 29 retirees have declined recognition.

5. Meeting with NDOJ and Business Development Economist

- DCSS is set to meet with NDOJ and the Business Development Economist to discuss the affordability of the

For more information about the Defined Benefit Plan, please contact the Department of Retirement Services at (928) 871-6944.



OFFICE OF NAVAJO LABOR RELATIONS (ONLR): INCREASED INSPECTION AND ENFORCEMENT OF THE NAVAJO PREFERENCE IN EMPLOYMENT ACT (NPEA)

The Office of Navajo Labor Relations (ONLR) continues to strengthen its enforcement of the Navajo Preference in Employment Act (NPEA) through ongoing training, monitoring, and investigation activities.

1. NPEA Orientation/Training

- ONLR provided NPEA training sessions to two organizations:
 - Coyote Canyon Rehabilitation Center
 - Winslow Indian Hospital

2. Monitoring of Construction Sites

- ONLR monitored seven (7) construction sites within the Chinle Agency.

3. Workplace Complaints and Investigations

- ONLR continues to assist the general public by investigating workplace complaints.
- Labor Commission hearing appearances are made to validate conclusions or investigations.

4. Commitment to NPEA Compliance

- ONLR remains committed to ensuring compliance with NPEA and supporting equitable employment opportunities across the Navajo Nation.

For more information or to request NPEA training, please contact ONLR at (928) 871-6800.

NAVAJO OFFICE OF VITAL RECORDS & ID (NOVRI): STAFFING AND OFFICE SPACE CHALLENGES

The Navajo Office of Vital Records & ID (NOVRI) provides updates related to staffing and office space across key locations:

1. K Account Renewal

- The 638 Contract Renewal has been received by the Navajo Nation, and NOVRI needs to prepare signature authorization documents to set up the new K account.
- It has been noted that the other 638 Programs have not had a K account established for them either. NOVRI's concern is that program funds for personnel/payroll are only available through the PPE on March 21, 2025.
- A meeting with the Controller and the Contracts and Grants Office is needed to address this issue.

2. Tribal Enrollment Platforms/ERP

- NOVRI presented a 12-month plan involving its participation in the Artic IT – Tribal Enrollment Platform software implementation.
- Meetings with Senior VSTs are being held to review the Tribal Platforms project analysis stage, with onsite visits to assess the system, which contains data provided by NOVRI.

3. NOVRI Procedures Task Force

- NOVRI's temporary Senior Projects Specialist has completed drafting Policies and Procedures and Standard Operating Procedures for review by the Task Force.



4. Crownpoint Office Building

- NOVRI is collaborating with the Crownpoint Chapter House, encouraging all occupants of the old Public Safety building to find short-term office space.

5. Enrollment Verification

- NOVRI assists various tribal, school, and federal programs by verifying tribal enrollment for services such as Social Services, Scholarships, and the FBI.

6. Service Hours Review

- NOVRI is working with the Bureau of Indian Affairs (BIA) to evaluate and potentially adjust window service hours.

7. Vital Records Services include:

1. Verifying tribal enrollment
2. Maintaining tribal membership rolls and issuing Certificates of Navajo Indian Blood as proof of membership
3. Issuing Navajo Nation Identification Cards

With an estimated tribal enrollment exceeding 420,000 members, NOVRI's services remain in high demand. For more information or inquiries, please contact NOVRI at (928) 871-6884.

NAVAJO NATION BAND RETURNS TO NDHR

On February 17, 2025, the Office of the President and Vice President returned the administrative oversight of the Navajo Nation Band to the Navajo Division of Human Resources (NDHR).

The NN Band will soon begin its Marching season, and new or returning members are encouraged to join. For more information or to sign up, please contact (928) 871-6375.



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Safe Travels

