



**OFFICE OF THE DISTRICT ATTORNEY  
RICHMOND COUNTY  
JOB VACANCY NOTICE**

<b>TITLE</b> SPECIAL ASSISTANT TO THE DISTRICT ATTORNEY/DIRECTOR OF HUMAN RESOURCES )	<b>SALARY</b> \$75,000-\$95,000
<b>BUREAU</b> ADMINISTRATION/HUMAN RESOURCES	<b>LOCATION</b> 130 STUYVESANT PLACE

**JOB DESCRIPTION:**

Under the direct supervision of the Director of Administration, candidate will serve as the Director of Human Resources, responsible for the following:

- Oversee all aspects of human resources, including personnel, payroll, time-keeping and employee benefits as well as recruitment, hiring, promotions, transfers, separations and maintaining of all personnel folders;
- Maintain all legal and personal documentation for each employee and maintenance of records;
- Monitor all staff performance appraisals;
- Coordinate orientation sessions for new employees related to salary, pension, deferred compensation, social security, health insurance, time and leave regulations, HIPPA, FMLA, COBRA, etc.
- Serve as Security Officer for PMS, NYCAPS and other relevant citywide systems;
- Liaison with the Office of Payroll Administration (OPA), Financial Information Services Agency (FISA), the Department of Citywide Administrative Services (DCAS), the Mayor's Office of Labor Relations (OLR) and the Law Department;
- Make recommendations to senior management regarding proposed policy changes based on City rules and regulations;
- Collaborate with the Department of Citywide Administrative Services regarding Section 211 waiver requests;
- Ensure timely submission of annual Conflict of Interest Board filings and financial disclosure filings;
- Act as the agency Equal Employment Opportunity Officer; ensure agency compliance with applicable laws, and practices and the annual audit performed by the City's Equal Employment Practices Commission;

**PREFERRED SKILLS:**

- Knowledge of City of New York human resources rules and regulations.
- Working knowledge of the New York City Automated Personnel System (NYCAPS), Payroll Management System (PMS), CityTime, and Citywide Human Resources Management System (CHRMS).

**QUALIFICATION REQUIREMENTS:**

1. A baccalaureate degree from an accredited college or university, and five (5) years of full-time, satisfactory administrative experience in management, in Business or Public Administration, or a related field, including two (2) years in criminal Justice or a related field or:
2. A satisfactory equivalent.

**TO APPLY FOR THIS POSITION:**

Please submit cover letter/resume electronically using one of the following methods:

**CITY EMPLOYEES:** Apply through Employee Self Service (ESS). [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for Job ID #: **294119**

**ALL OTHER APPLICANTS:** Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search). Search for Job ID#: **294119**

*Only applicants scheduled for interviews will be contacted. Submission of application does not guarantee that you will receive an interview.*

**The Richmond County District Attorney's Office is an Equal Opportunity Employer.**

<b>Dated</b> July 12, 2017	<b>Post Until</b> July 25, 2017	<b>Transmittal Number</b> 905-18-001
-------------------------------	------------------------------------	---