



NYC Job Posting ID # 534201

*POSITION AVAILABLE*

**ADMINISTRATIVE COORDINATOR  
HUMAN CAPITAL**

**RICHMOND COUNTY DISTRICT ATTORNEY**

The men and women of the Richmond County District Attorney's office work each day in partnership with Law Enforcement and the people of Staten Island to pursue justice for victims of crime, to prevent crime in all its forms, and to promote the safety and well-being of all citizens of our Borough.

**THE BUREAU**

Human Capital serves as a strategic partner to the Richmond County District Attorney's Office through core HR, talent/workforce management and employee engagement. We cultivate an organizational environment that promotes change and business improvement.

**THE ROLE**

Under the direct supervision of the Director of Human Capital, the candidate will be responsible for but are not limited to, the following:

- Oversee the day-to-day functions of recruitment and employee information, i.e., postings, preprocessing, onboarding, documentation, managing employee files/electronic profiles
- Manage data spreadsheets that are developed for tracking
- Processing the bi-weekly payroll and distributing paychecks and pay stubs to employees.
- Reviewing and reconciling details from the 160/161 reports before the close of payroll.
- Process stop-payments, EFT reversals, supplemental payroll, and one-time payments.
- Generate payroll reports for oversight agency's approval
- Conduct monthly and annual reviews of agency credit card and checking account expenses
- Researching and processing longevity differentials, service increments, and recurring increments payments; managerial/contractual salary changes based on collective bargaining/mayoral agreements; managerial lump sums and taxable fringe calculations, etc.
- HR data entry of personnel transactions utilizing City systems
- Support all onboarding functions including document preparation, employee orientation and maintaining personnel records.
- Other duties as assigned by supervisor

## MINIMUM REQUIREMENTS

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

## PREFERRED SKILLS

- 3 - 5 years of working in public service with advance knowledge of City systems (NYCAPS, CHRMS, PMS, and Pi)
- Excellent writing, communication, inter-personal, problem-solving, and organizational skills
- Strong analytical, problem solving and time management skills
- Detail oriented while meeting competing deadlines in a fast-paced environment
- Advanced proficiency in MS Office (Excel, Word, Outlook), and data entry
- Familiarity with video editing technology

CIVIL SERVICE TITLE: **COMMUNITY COORDINATOR**

SALARY RANGE: **\$62,215 - \$70,000**, Commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: until filled

## TO APPLY: ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE NYC JOBS WEBSITE

City Employees – Click [here](#) and log in to ESS.

Non-City Employees – Go to <https://a127-jobs.nyc.gov/>

- Search for job ID number: **534201**
- Click on “Apply Now” at the bottom of the posting

Please be advised only candidates under consideration will be contacted.

The candidate selected for this position must be a resident of the City of New York or become a resident within 90 days of appointment.

Authorization to work in the United States is required for this position.

Sponsorship is not available for this position.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Nothing can provide a higher level of protection against COVID-19 or do more to speed the City’s recovery than vaccination, which is safe and lifesaving. Convenient and community-based vaccination sites can be found via [nyc.gov/vaccinefinder](https://nyc.gov/vaccinefinder) or by calling 877-VAX-4-NYC.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

