



NYC Job Posting ID # 538995

POSITION AVAILABLE

Human Capital Associate

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 ROLE

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

- Maintain organized records and tracking reports for all assigned processes;
- Manage all staff inquiries and requests pertaining to commuter benefits, health benefits, leave of absence benefits, workers' compensation, employment verification, union benefits, and all other employee benefits;
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments.
- Conducts or acquires background checks and employee eligibility verifications.
- Provide administrative support to other HC team members as needed.

MINIMUM REQUIREMENTS

1. A baccalaureate degree from an accredited college or university, and two (2) years of full-time, satisfactory administrative experience in Business or Public Administration, or a related field, including two (2) years in criminal Justice or a related field or:
2. An associate degree or 60 semester credits from an accredited college and two (2) years of satisfactory full-time progressively responsible clerical/administrative experience including "1" above; or;
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and two (2) years of satisfactory full-time progressively responsible clerical/administrative experience "1" above;
4. A satisfactory equivalent.

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).
- Experience with processes related to employee benefits and leave of absence.
- Ability to work independently and creatively in a fast-paced environment
- Strong organizational and data management skills related to tracking, reporting and data-based needs assessment.
- Strong analytical, research and writing skills.
- Ability to handle multiple assignments with competing deadlines

CIVIL SERVICE TITLE: **Community Associate**

SALARY RANGE: \$ **50,000.00- 55,000.00** 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: **538995**
- Click on the job business title: **Human Capital Associate**
- 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.

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/vaccine finder](https://nyc.gov/vaccine-finder) 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.