



NYC Job Posting ID # **546642**

*POSITION AVAILABLE*

**Deputy Director of Human Capital  
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 ROLE**

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

- Oversee all aspects of human resources, including personnel, payroll, timekeeping, 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;
- 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;
- 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;

## MINIMUM 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.

## 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).

CIVIL SERVICE TITLE: **Administrative Manager**

SALARY RANGE: **\$80,000 – \$90,000**, 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: 546642
- Click on the job business title: **Deputy Director of Human Capital**
- 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/vaccinefinder](https://nyc.gov/vaccinefinder) or by calling 877-VAX-4-NYC.

THE RICHMOND COUNTY DISTRICT ATTORNEY IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAMS IS AVAILABLE IN THE HUMAN CAPITAL DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS