



NYC Job Posting ID # **585918**

POSITION AVAILABLE

**Human Capital 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 ROLE

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

- Handle some 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.
- 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.
- 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;
- Provide administrative support to other HC team members as needed;

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).
- 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 Coordinator**

SALARY RANGE: **\$55,000 – \$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: 585918
- Click on the job business title: **Human Capital Coordinator**
- 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.

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