NYC Job Posting ID # **807626**

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 BUREAU
This is a support role within the Administration Bureau that will be reporting to the Director of Human Capital. The Administration Bureau is made up of six units: Finance, Procurement, Human Capital, Information Technology, Facilities and Special Projects and Initiatives (SPI). The Administration Bureau serves as a customer service resource for the agency, mission driven to enhance employee experience. As part of the Human Capital team the selected candidate will serve as a Human Capital Coordinator; this team is responsible for managing employee resources, health benefits, payroll, timekeeping and supporting the agency's mission.

THE ROLE
Under the direct supervision of the Director of Human Capital, the selected candidate will serve as the Human Capital Coordinator, responsibilities will include but not be limited to the following:

- **Human Resources Transactions:** Research and implement various transactions related to recruitment, onboarding, payroll, timekeeping, employee benefits as well as promotions, transfers, separations and offboarding.
- **Pre-Employment Processing:** Assist in the acquisition of background checks and fingerprinting; conducts employment eligibility verifications.
- **Record Keeping and File Management:** Maintain updated and accurate HC records; including personnel files; ensuring all legal and personal documentation for each employee is filed in both their electronic and physical folders.
- **Onboarding**: Coordinate orientation sessions for new employees related to salary, pension, deferred compensation, health insurance, time and leave regulations, HIPPA, FMLA, COBRA, etc.
- **Training and Professional Development:** Review, track, and document compliance with mandatory and non-mandatory training, continuing education, and annual employee performance evaluations; provide support to other agency wide professional development initiatives.

- **Internship Management:** Support recruiting, onboarding, and offboarding of interns throughout the year; ensuring that program documentation is up to date and collaborating with all stake holders to continuously improve the program and maintain a pipeline of legal and non-legal talent.
- **Interagency Collaboration and Policy Compliance:** Serve as a 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 filing.
- **Other duties as assigned**

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

- Experience with processing Human Resources transactions within HRIS systems.
- Strong organizational and research skills; ability to analyze data and make data driven decisions and recommendations.
- Ability to think outside of the box and propose creative solutions to problems.
- Reliable team player who can work collaboratively as well as independently.
- Strong communication (written and verbal) and customer service skills
- Two years of experience working for the City of New York; with working knowledge of City human resources rules and regulations a plus.
- Working knowledge of the following systems: New York City Automated Personnel System (NYCAPS), Payroll Management System (PMS), Payroll Information Administration (Pi), CityTime, and Citywide Human Resources Management System (CHRMS).
- Ability to handle multiple assignments with competing deadlines.

LOAN FORGIVENESS:

The federal government provides student loans forgiveness through its Public Service Loan Forgiveness Program (PLF) to all qualifying public service employees. Working with the Staten Island District Attorney's Office qualifies you as a public service employee, which forgives the remaining balance on your direct loans after you've reached a certain number of qualifying payments (most people use this to forgive school loans)!

CIVIL SERVICE TITLE: **Community Coordinator**
SALARY RANGE: **$65,000 – $75,000,** 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: 807626
- Click on the job business title: **Human Capital Coordinator**
- Click on "Apply Now" at the bottom of the posting.

Please be advised that we are not accepting phone calls, emails, or mailed correspondence related to resumes or job applications. Candidates will only be contacted if selected for an interview.

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.

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.