



## DISTRICT ATTORNEY KINGS COUNTY

### Job Posting Notice

<b>Job ID</b>	679762	<b># of Positions</b>	1
<b>Business Title</b>	HR Generalist		
<b>Civil Service Title</b>	COMMUNITY ASSOCIATE		
<b>Title Code No</b>	56057	<b>Level</b>	00
<b>Title Classification</b>	Non-Competitive		
<b>Proposed Salary Range</b>	\$ 62,941.00 - \$ 62,941.00 (Annual)		
<b>Work Location</b>	350 Jay St, Brooklyn Ny		
<b>Division/Work Unit</b>	Human Resources Unit		

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#### Job Description

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutor's offices in the country and is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all. KCDA has an exciting opportunity to work as an HR Generalist in its Human Resources Unit.

The Human Resources (hereinafter, HR) Department oversees all personnel matters related to prospective, current, and former KCDA employees. While ensuring compliance with civil service rules and regulations and Executive policies, the HR team executes tasks in areas such as RECRUITMENT, ONBOARDING, PERFORMANCE MANAGEMENT, BENEFITS, TRAINING, LABOR, and DATA MANAGEMENT. This includes preparing reports, overseeing projects aimed at improving and strengthening staff relations to meet the agency's mission. HR guides employees on personal and confidential matters and responds to inquiries regarding policies.

Under general supervision, with some latitude for independent initiative and judgment, the HR Generalists perform various functions in HR and will be expected to become knowledgeable in various functions of the unit and participate in cross-training activities including but not limited to the following:

- Prepare and analyze HR-related information and personnel transactions/data/requests for accuracy and/or completeness, which may include: job classification data, compensation analysis, new hire, promotional & transfer transactions, and waiver information, various employment applications, and staffing reports. Responsible for the coordination, submission, and approval tracking of such actions.
- Review all incoming transactions such as new hire actions, transfers, promotions, separations, leaves, etc. for appropriate action and prepare related paperwork and forms for approval and processing.
- Generate routine HR-related reports to ensure data integrity, tracking of activity, and management review. Will be involved in the development of new reports as needed, which involves interfacing with various levels of staff and management, collecting requirements analyzing data for development and quality purposes.
- Track and analyze employee tasks and standards and performance appraisal data. Perform data entry in HR systems and generate reports for tracking purposes and management review.
- Interface with various departments and staff to handle and troubleshoot incoming inquiries and issues. Coordinate/communicate with bureau management and/or designated staff to troubleshoot HR-related matters.
- Review and analyze incoming information and policy from various areas of the agency and the city and disseminate routine information regularly.
- Coordination of the recruitment process; including civil service hiring pools and process and track related data.
- Generate/complete employment verification letters, affidavits, loan forgiveness forms, etc.

- Assist with employee leaves, resignations, and terminations; conduct Benefits orientation for new employees and enroll them in health benefits; and conduct exit and retirement interviews.
- Participate in knowledge transfer sessions and cross-training activities.
- Assist with special projects or assignments as assigned by management.
- Perform other related HR tasks as needed.

#### Preferred Skills

- Knowledge of City personnel rules, policies, and processes.
- Knowledge of various City HR systems such as NYCAPS, CHRMS, PMS, and other HRIS Databases
- Strong organizational skills and attention to detail.
- Excellent communication and writing capabilities.
- Proficiency in various computer programs such as Outlook, Excel, Word, Access, etc.
- City experience is a plus

#### Additional Information

Candidates must meet the additional requirements:

- Bachelor's Degree in a related field.
- At least 2+ years of HR professional experience.

#### Public Svc Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at <https://studentaid.gov/pslf/>.

### Minimum Qual Requirements

#### Qualification Requirements

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

### To Apply

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

For Non-City/External Candidates: Visit the External Applicant NYC Careers site and type "DA - Brooklyn" on the search line. Then locate the Job ID number. For Current City Employees: Visit Employee Self Service (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID number

### Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**POSTING DATE** 10/18/2024

**POST UNTIL** 11/07/2024

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