



DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

Job ID	684816	# of Positions	1
Business Title	Performance Management Analyst		
Civil Service Title	COMMUNITY ASSOCIATE		
Title Code No	56057	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 62,941.00 - \$ 62,941.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Human Resources Unit		

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Job Description

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutors' 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 a Performance Management Analyst in our Human Resources Department (hereinafter "HR").

HR oversees all staff-related issues. HR employees handle all personnel matters and ensure all organizational goals are met. The department addresses all matters that impact the workforce and workplace. HR conducts studies, prepares and issues reports and oversees projects aimed at improving and strengthening the department to meet the agency mission. HR staff provide guidance to employees on personal and confidential matters and responds to inquiries regarding all office policies. HR employees also provide guidance to employees on issues involving leave, benefits and other topics.

Under general direction, with wide latitude for independent initiative and judgment, the prospective candidate will be responsible for the following:

- Supports Human Resources Deputy Director during performance management process: updates employee data in (NYCAPS); review tasks and standards.
- Monitor and analyze the performance of different non-legal positions throughout the office; identify and summarize risk factors and issues to bring to the HR Director(s) attention.
- Supports department managers with the creation of performance improvement plans and establish a timeline for completion.
- Create and maintain the update of the department and unit organization charts.
- Assist with the production and distribution of performance management training.
- Produce, monitor, and evaluate department and agency-wide performance reports periodically and on-demand.
- Participate in the new hire orientation; provide guidance and understand of the performance management process to new employees.
- Supports HR with the maintenance, accuracy, and organization of data entered with the internal HR system.
- Back-up to the Training Specialist; manage training approval process; maintain accurate training reporting.
- Contributes to acknowledging HR concepts, principles, and practices related to achieving goals set within the unit of the department.
- Performs other related duties and tasks as assigned.

Preferred Skills:

- Dependable team player who works collaboratively and cooperatively with staff in a team-oriented

environment.

- Proven efficiency in the use of MS Office Suite (Microsoft Office, Excel, PowerPoint, Visio, Access); ability to update and edit existing databases.
- Ability to work independently and manage multiple short-term projects.
- Ability to follow directions and apply proper policies, procedures, and guidelines.
- Excellent interpersonal, organizational, planning, communication (Oral and Written), and creative problem-solving skills are essential.
- Ability to interact with all levels of staff, with high regard for confidentiality and diplomacy.

Additional Information

Candidates must meet the additional requirements:

- A baccalaureate degree from an accredited college or university, and satisfactory administrative experience in Human Resources, in Business or Public Administration or a related field.

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

To apply click the "Apply Now" button.

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

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/>.

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 10/17/2024

POST UNTIL 11/06/2024

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