DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

# of Positions: 1

<table>
<thead>
<tr>
<th>Business Title</th>
<th>Employee Services Director</th>
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<tbody>
<tr>
<td>Civil Service Title</td>
<td>ADMINISTRATIVE CHIEF</td>
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<tr>
<td>Title Code No</td>
<td>10135</td>
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<tr>
<td>Level</td>
<td>M1</td>
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<tr>
<td>Title Classification</td>
<td>Non-Competitive</td>
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<tr>
<td>Proposed Salary Range</td>
<td>$150,000.00 - $160,000.00 (Annual)</td>
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<tr>
<td>Work Location</td>
<td>350 Jay St, Brooklyn Ny</td>
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<tr>
<td>Division/Work Unit</td>
<td>Human Resources Unit</td>
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Job Description

Brooklyn’s more than 2.3 million residents make it the fifth-largest municipality in the country. The Kings County District Attorney’s Office which serves it is one of the largest prosecutorial agencies in the nation. District Attorney Eric Gonzalez has an unwavering commitment to keeping the public safe while also increasing community trust in our justice system through fairness and equality for all. His Office is at the cutting edge of a national movement to repair and reform our criminal justice system and is a recognized leader in innovation, including through the Justice 2020 initiative. Now, at a critical moment in time, the Office has a unique opportunity for a consummate human resources professional to join us as our Director of Employee Services. The successful applicant will become an integral leader within the Office, providing advice and insight to executive staff, direct supervision of staff in the department, and counsel to employees and supervisors in a wide range of circumstances.

The Office has more than 1,100 employees. It is a large, complex organization that is required to remain fully operational around the clock, every day of the year. Staff are not only involved in court and litigation operations, but also social work (both for victims and the accused in Office-run diversion programs), active law enforcement investigations, community outreach and support, and policy advocacy. The new Employee Services Director will be required to rapidly acquire a working knowledge of the agency and develop meaningful relationships with executive staff, Office supervisors and their staffs, and direct-report staff in the units comprising the Employee Services Department, including Human Resources, Benefits Management, and Payroll and Timekeeping.

The Office is looking for a Director who has a comprehensive knowledge of local, state, and federal employment and labor laws and standards, as well as current best practices and techniques for all aspects of public human resources management. The Director should be prepared to quickly but comprehensively assess the needs of the agency in a particular instance, meaningfully brief executive and supervisory staff as to the controlling standards and available options, and offer counsel as to the best course of action for the agency before promptly and professionally implementing the selected plan of action. The new Director should be prepared to represent and safeguard the best interests of the District Attorney and the Office under varied and often challenging circumstances. Extensive knowledge of and experience with City personnel policies and practices is essential.

Reporting to the Chief of Staff, the new Director will have overall supervisory responsibility for programmatic and functional activities within the Employee Services Department, including administration, payroll and timekeeping, labor and employee relations, recruitment and selection, benefits administration, performance management, and workforce training and development, in addition to other highly responsible and complex administrative and management support tasks as may be directed by
executive staff. The new Director will need to continually assess the impact and success of all HR programs, practices, and infrastructures, identifying possible course corrections for executive staff as necessary and implementing changes as directed.

Employee Services under the new Director should have a strong reputation within the agency as a resource and support for employees in all kinds of circumstances – a place to air concerns, find answers, and seek help, while supporting and developing the organizational culture of the Office. The new Director will be expected to offer individual guidance to employees in difficult personal and professional circumstances and provide careful career counseling to professional staff, while also developing Employee Services staff in their abilities to provide similar support to Office staff in appropriate contexts. The successful applicant will also play a central role in the Office’s internal response to employee misconduct, work performance issues, grievances, and other related matters, and supervise the orderly implementation of the Office’s progressive discipline policy and the maintenance of the highest ethical, professional, and legal standards amongst all staff.

The Office will also rely on the new Director to represent the agency in a wide variety of City and outside agency contacts, including matters related to collective bargaining and labor relations. The new Director should be comfortable working closely with executive staff to determine the agency’s position but also operating with broad latitude to effective implement that position as needed. The new Director will use his or her comprehensive knowledge of labor and employments laws and policies – including all aspects of Equal Employment Opportunity mandates – to ensure Office compliance while also constantly looking for opportunities to improve both Office policies and procedures and their implementation, in a variety of contexts. The new Director will also be called upon to interpret City rules, policies, and Personnel Services Bulletins.

Minimum Qual Requirements

Qualification Requirements
1. Graduation from an accredited college and four (4) years of responsible, full time paid experience in a governmental agency, business firm or civic organization; assisting an executive in directing or coordinating the administration of a large organizational segment, or directing or coordinating the administration of several small organizational segments, or performing an appropriate combination of these duties.

2. Education or experience which is equivalent to one "1" above. However, all candidates must have at least two years of experience at the level as described in one "1" above.

Preferred Skills
The successful candidate will possess all of the knowledge, skills, and abilities required to execute the duties of the position as described above. Preference may be given to candidates who possess:

- A Master’s Degree in Public or Business Administration, Human Resources, or a related field, and at least 15 years of management experience in City government and other public HR environments
- SHRM/PHR/SPHR certifications, related education, and Diversity and Inclusion Certifications
- Comprehensive knowledge of and experience with Civil Service laws, policies, and procedures
- Extensive experience working in a unionized environment and personal experience working with City personnel rules, policies, and procedures, and other City labor relations matters
- Knowledge and experience with City Payroll Management and Timekeeping functions
- Working knowledge of various City HR systems, including NYCAPS/PeopleSoft, CHRMS, PMS, and other HRIS databases
- Enhanced proficiency in various computer programs including the Microsoft Office suite
- Exceptional ability to communicate orally and in writing on a variety of subjects in many different contexts
- Excellent organizational skills and attention to detail
- Significant independent initiative demonstrated by curiosity, engagement, and proactive approaches to circumstances and issues
- Ability to review and analyze various types of data sets, and the ability to present data in a variety of formats effectively and persuasively to a given audience

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.

A RESUME AND COVER LETTER ARE REQUIRED.  
PLEASE INDICATE IN YOUR COVER LETTER HOW YOU HEARD ABOUT THIS POSITION.  
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.  
NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.  

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.

<table>
<thead>
<tr>
<th>POSTING DATE</th>
<th>POST UNTIL</th>
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<tbody>
<tr>
<td>07/15/2021</td>
<td>07/29/2021</td>
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