



DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

Job ID	765756	# of Positions	1
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Business Title HR Generalist

Civil Service Title COMMUNITY ASSOCIATE

Title Code No 56057 **Level** 00

Title Classification Non-Competitive

Proposed Salary Range \$ 66,936.00 - \$ 66,936.00 (Annual)

Work Location 350 Jay St, Brooklyn Ny

Division/Work Unit Human Resources Unit

[Return to Previous Page](#)

[Switch to Internal View](#)

Job Description

The Kings County District Attorney's Office (KCDA) ranks among the largest prosecutorial offices in the nation. It is dedicated to creating and executing innovative prosecutorial strategies that align with our vision of maintaining safety in Brooklyn while also guaranteeing fairness and justice for everyone. KCDA presents an exciting opportunity for a potential candidate to join its Employee Services Human Resources Unit as a HR Generalist.

KCDA's Human Resources (HR) Department oversees all personnel matters concerning prospective, current, and former KCDA employees and supports the Executive decisions that impact the workforce and workplace. In addition to ensuring adherence to citywide rules, regulations, and executive policies, the HR team carries out functions in various domains, including recruitment, onboarding, performance management, benefits administration, career counseling, training, labor relations, and data management. HR is tasked with utilizing agency and city systems to analyze data, produce confidential reports, and supervise projects designed to enhance and strengthen staff relations in the agency.

Under general supervision, with some latitude for independent initiative and judgement, the HR Generalist will undertake various roles, including cross-training that facilitates the daily operations and objectives of the unit. The prospective candidate's responsibilities will include the following:

- Assist with recruiting activities including attending career fairs and recruitment events in the community.
- Facilitate the recruitment process by preparing job vacancy postings, vetting resumes for qualified candidates, scheduling candidates for interviews and gathering supportive documents for final interviews and all other recruitment processes.
- Processing civil service transactions inclusive of civil service hiring pools, list calls, DP-72 and DP-189 processes.
- Prepare, analyze and coordinate HR-related personnel transactions, data and requests ensuring accuracy and completeness. Transactions that include new hire processes, various employment applications, promotions, transfers, job classifications, compensation analysis and any other related processes.
- Produce regular HR-related reports to guarantee data accuracy, monitor activities, and facilitate management evaluations. Creation of some reports entails collaboration with different tiers of personnel and management.
- Examine and assess incoming data and policies from varying sectors of the agency and the City of New York. All information is appropriately disseminated when required.

- Process employee requests such as employment verification letters, affidavits, loan forgiveness forms and other related requests.
- Review and process employee leaves, resignations and terminations.
- Conduct benefits orientation for new hires with eventual enrollment, exit interviews and retirement information sessions.
- Track and analyze employee tasks and standards and performance appraisals data. Troubleshooting and assisting bureaus with issues regarding performance management.
- Facilitating trainings ensuring management staff is adequately equipped with the desired expertise to complete tasks and standards and employee performance appraisals.
- Engage in knowledge sharing sessions and partake in cross-training activities.
- Assists with special projects assigned by management and performs other related HR tasks as needed.

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.

Preferred Skills

- Knowledge of City of New York personnel rules, policies and processes.
- Familiarity with different systems utilized by the City of New York, such as NYCAPS, CHRMS, PMS, PRISE and additional HRIS databases.
- Must have a strong command of technology, including proficiency in Word, Excel, PowerPoint, and similar applications.
- A keen focus on detail, excellent organizational and analytic abilities.
- Excellent communication and writing capabilities.
- Must demonstrate an exemplary professional demeanor and a positive attitude. Candidate must also be able to maintain confidentiality.
- City of New York work experience is a plus.

Additional Information

Candidate must meet the following additional requirements:

- Must possess a bachelor's degree in a related field.
- Must possess at least three (3) years HR professional experience.

To Apply

To apply for this position, kindly visit <https://cityjobs.nyc.gov/jobs>. In the search bar, input Job ID # "765756"; this action should direct you to the job posting. We value your interest, but only those candidates who meet the necessary qualifications will be contacted.

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 01/22/2026

**POST
UNTIL** 02/11/2026

[Return to Previous Page](#)[Switch to Internal View](#)

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