



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	765734	# of Positions	1
Business Title	Deputy Director of Human Resources		
Civil Service Title	ADMINISTRATIVE STAFF ANALYST		
Title Code No	1002E	Level	00
Title Classification	Competitive		
Proposed Salary Range	\$118,873.00 - \$145,000.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Human Resources Unit		

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

Job Description

Only candidates who are permanent in the Administrative Staff Analyst title (or a comparable administrative title) or those who are reachable on the Open-Competitive Exam may apply. Please include a copy of your Notice of Result card or indicate if you are already permanent in the title. If you do not meet the civil service criteria, you will not be considered for an interview.

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 Human Resources Unit/Employee Services as a Deputy Director.

KCDA 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 civil service rules, regulations and Executive policies, the HR team executes tasks in areas 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. HR guides employees on personal and confidential matters and responds to inquiries regarding policies.

Under general direction of the Chief of Employee Services, with some latitude for independent initiative and judgment, the Deputy Director will undertake various roles that facilitates the daily operations and objectives of the agency. The prospective candidate's responsibilities include the following:

- Represent KCDA at various City government meetings. Facilitate a collaborative relationship with oversight agencies such as Department of Citywide Administrative Services (DCAS), Office of Labor relations (OLR), Office of Payroll Administration (OPA), the Mayor's Office, labor unions and other City agencies and affiliates. .
- Oversees all recruitment processes, including but not limited to the timely posting of job vacancies on various platforms. Ensure that job titles are correctly categorized, salaries are precise, and vacancies are promoted on the suitable platforms.
- Manage the interview and selection process utilizing NYCAPS e-hire platform Smart Recruiter. facilitate civil service hiring pools, list calls and DP-72 and DP-189 processes.
- Oversees NYCAPS data entry for all personnel transactions such as: new hire actions, transfers, promotions, separations, leaves etc. Ensuring that all NYCAPS transactions are accurately processed.
- Oversees new requests and tasks required to properly onboard new employees, interns, consultants, volunteers, 211/212 candidates. Ensuring the necessary documents, processes and deadlines are adhered to prior to the employee's start date.

- Organize onsite staff and consultation for managerial and supervisory staff. Plan, coordinate, execute and monitor performance management training for legal and non-legal staff ensuring agency goals and initiatives in that area is met.
- Manage job classifications for the agency which includes drafting justification documents, job descriptions, identifying appropriate civil service titles and attending classification hearings.
- Provide oversight to recruitment, benefits, onboarding and performance management areas.
- Facilitate meetings with varying departments and staff to troubleshoot and resolve HR related issues and inquiries.
- Direct and assist with special projects delegated from executive management and perform other related HR management tasks as needed.

Preferred Skills

- A master's degree from an accredited institution with at least ten (10) years of HR management experience - City experience preferred OR
- A bachelor's degree from an accredited institution with at least fifteen (15) years of HR management experience - City experience preferred.
- Possession of HR and EEO certifications and versatility in the areas.
- Structured interviewing knowledge.
- Knowledge of Civil Service laws and policies.
- Experience interfacing with union.
- Knowledge of City personnel rules, policies and processes.

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.

Minimum Qual Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or

2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

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 08/24/2026

POST UNTIL 09/23/2026

[Return to Previous Page](#)

[Switch to Internal View](#)

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.