

**DEPUTY DIRECTOR, PERSONNEL**  
(New York County District Attorney Office)

**General Statement of Duties and Responsibilities**

This is a management class of positions.

Under direction of the Executive Director, assists the Executive Director with regard to all personnel actions taken by the New York County District Attorney's Office with respect to non-legal support staff; performs related work.

**Examples of Typical Tasks**

Assists with the development and recommendation of personnel policies and regulations for all employees throughout the New York County District Attorney's Office.

Assists with the provision of recruitment, training and staff development services to the New York County District Attorney's Office bureaus and divisions.

Assists and advises the Executive Director on manpower needs and available sources of staffing.

Assists the Executive Director as Agency liaison with other governmental units concerned with personnel matters, such as the New York City Department of Citywide Administrative Services, the New York City Council, the New York City Office of the Comptroller, and the New York City Office of Management and Budget.

Assists with the administration of policies on appointments of eligibles appearing on lists promulgated by the New York City Department of Citywide Administrative Services.

**DEPUTY DIRECTOR, PERSONNEL**  
**(New York County District Attorney Office) (continued)**

**Qualification Requirements**

1. A master's degree from an accredited college in business administration, public administration, human resources management, management science, operations research, organizational behavior, 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, 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 or university 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.
3. A four-year high school diploma or its educational equivalent and eight years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty.

**Lines of Promotion**

None. This class of positions is classified in the Non-Competitive Class.