

**EXECUTIVE DIRECTOR, PERSONNEL**  
**(New York County District Attorney)**

**General Statement of Duties and Responsibilities**

Under the direction of the District Attorney, serves as the Chief personnel administrator and oversees 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**

Develops and recommends to the New York District Attorney's Office personnel policies and regulations for all employees throughout the New York County District Attorney's Office.

Provides recruitment, training and staff development services to New York County District Attorney's Office bureaus and divisions.

Advises the District Attorney on manpower needs and available sources of staffing.

Serves as the 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.

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

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

**Qualification Requirements**

1. A master's degree from an accredited college or university 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 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

NC-X, PART I  
NEW YORK COUNTY  
DISTRICT ATTORNEY OFFICE [901]

CODE NO. MXXXXX

**EXECUTIVE DIRECTOR (PERSONNEL)**  
**(New York County District Attorney)**

**Direct Lines of Promotion**

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