

City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Executive Agency Counsel	Level: M III
Title Code No: 95005	Salary: \$115,000.00/\$115,000.00-\$130,000.00 Frequency: ANNUAL
Business Title: Director of Labor Relations	Work Location: 75-20 Astoria Blvd, East Elmhurst, NY 11370
Division/Work Unit: Labor Relations	Number of Positions: 1
Job ID: 176420	Hours/Shift: Day Tour
Job Description The New York City Department of Correction, Human Resources Division is seeking to recruit an Executive Agency Counsel to serve as the Director of Labor Relations. Under executive direction of the Deputy Commissioner for Human Resources and with the broadest possible latitude to exercise independent judgment, the Director of Labor Relations will serve as a panel member of the city’s negotiation team at all collective bargaining sessions related to the department’s unionized uniformed and non-uniformed employees; ensure the department’s best interests are not compromised; develop strategies for the presentation of arguments for contract bargaining negotiations, as well as for responses to union grievances; consult with the General Counsel where appropriate, concerning the legal framework of negotiation strategies and may give sworn testimony in said sessions. The incumbent will also administer all labor contracts for the department, covering approximately 12,000 employees in over one hundred civil service titles. The recruited candidate will also respond to inquiries from facility Commanding Officers and other executives regarding the applicability of contract provisions; serve as counsel to the department’s executives on a wide range of issues within jurisdictional areas in order to establish and maintain a sound labor policy department-wide; develop, implement, monitor and modify policies consistent with alleviating and/or minimizing labor conflicts throughout the department; represent the department in deliberations held at Step III grievance and arbitration hearings, resolve grievances filed by the department’s employees; direct fact finding missions to obtain information to develop strategies for presenting the department’s position at hearings; craft, review and modify directives, general orders and regulations to reflect current views on labor related matters; advise and give direction on an ongoing basis to Wardens and Administrative Deputy Wardens concerning matters related to the handling of employee grievances and other labor-related issues; interpret labor contracts, rules and regulations. Collaborate with the Corporation Counsel and the department’s General Counsel on litigation matters with union-related implications; and perform other duties as required.	
Minimum Qualification Requirements Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work. Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.	
Preferred Skills Minimum of (8) eight years of Labor Relations and union contract negotiations experience in a governmental setting is a plus. Strongest candidates will display knowledge of city-wide policies and procedures issued by the Department of Citywide Administrative Services, and the Office of Labor Relations including the knowledge of Collective bargaining Agreements (CBA). Ability to work independently; establish and maintain working relationships; communicate complex rules, arbitration awards and other official mandates. Excellent written, verbal and interpersonal communication skills.	
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.	
To Apply For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#176420 For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#176420. Attention: Floretha Bryant Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.	
Posting Date: 11/24/2014	Post Until: UNTIL FILLED

The City of New York is an Equal Opportunity Employer