

**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-\$130,000 Frequency: ANNUAL
Business Title: Executive Director, Labor Relations	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Labor Relations	Number of Positions: 1
Job ID: 225501	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction seeks to recruit a dynamic candidate to serve as the Executive Director for the Office of Labor Relations. Under executive direction and with the broadest possible latitude to exercise independent judgment, the successful candidate will oversee the daily operations of the Labor Relations office; manage a team of attorneys and other labor relations office staff; serve on the 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 during negotiations; develop strategies for the presentation of arguments for contract bargaining negotiations, as well as for responses to union grievances; and consult with the General Counsel where appropriate concerning the legal framework of negotiation strategies. The incumbent will be responsible for administering all labor contracts for the department, covering approximately 12,000 employees in over one hundred civil service titles; respond to inquiries from facility Commanding Officers and other executives regarding the applicability of contract provisions; serve as counsel to the executive leadership team 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 grievances and arbitration hearings; resolve grievances filed by the departmental 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 related duties as assigned.

Minimum Qualification Requirements

- Admission to the New York State Bar; and (4) four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, (18) 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 communication skills both oral and written; strong interpersonal, analytical, and problem-solving skills;
- MS Office Suite (Word, Excel, PowerPoint, Excel) proficiency.

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 and search for **Job ID# 225501**

For all other applicants: Go to www.nyc.gov/careers and search for **Job ID# 225501**

Submission of a resume is not a guarantee that you will receive an interview.

Only those candidates under consideration will be contacted.

Posting Date: 12/10/2015

Post Until: 12/28/2015

The City of New York and The Department of Correction are Equal Opportunity Employers.