

Executive Agency Counsel – Labor and Employment – Law Department

JOB DESCRIPTION:

1. Advise Human Resources Department, executive staff, General Counsel, and members of the law department on labor relations, civil service, military leave, FLSA, FMLA, and other employment related laws, rules and regulations.
2. Provide legal advice and support on the application and interpretation of collective bargaining agreements, agency policy, and laws rules and regulations regarding or affecting employees.
3. Represent the agency in administrative and arbitral proceedings regarding the labor-management relationship, individual or groups of employees, including but not limited to arbitration, improper practice, union certification and related proceedings, mediation and impasse; appearances may include at least the Office of Collective Bargaining, the NYS Department of Labor, the US Department of Labor, OATH, and other forums as required.
4. Provide legal support to other Law Department practice areas as appropriate.
5. Recommend, draft, propose, modify, and review labor and employment policy; participate in the process of policy development.
6. Participate, as member of collective bargaining team, in collective bargaining and labor-management meetings; review, draft, enforce, and defend collective bargaining agreements.
7. Represent the Law Department in all steps of the grievance process.
8. Responsible for the day-to-day operations of the Labor and Employment practice area; supervise attorney(s) and support staff member(s) as assigned.
9. Other duties as appropriate or assigned in these and related areas.

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.

EDUCATION AND EXPERIENCE PREFERRED:

1. Relevant experience and/or demonstrated interest in labor and employment law.
2. Minimum three years of experience in labor relations, with strong knowledge of New York City Collective Bargaining Law or Taylor Law; experience presenting cases in administrative settings; and a strong background in civil service law and employment laws.

NOTE: The selected candidate is required to maintain confidentiality regarding all NYCHA proceedings. **Salary will be commensurate with experience.**

Interested candidates should submit their cover letter and resume to Steven J. Rappaport, Assistant General Counsel, New York City Housing Authority, Law Department, 250 Broadway, 9th Floor New York, New York 10007; must include bar admission date(s) (month and year) on resume; provide

two writing samples representing candidate's efforts, not those of a reviewer; provide three references, listing their professional association and the circumstances under which they became familiar with the candidate's professional skills; include a copy of law school transcript; provide current salary and/or minimum salary requirements.

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