

**CITY OF NEW YORK
DEPARTMENT OF CORRECTION
JOB POSTING NOTICE**

Civil Service Title: Agency Attorney	Level: IV
Title Code No: 30087	Salary: \$80,438 - \$113,313 Frequency: ANNUAL
Business Title: Deputy Director – Labor Relations Attorney	Work Location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Office of Labor Relations	Number of Positions: 1
Job ID: 241915	Hours/Shift: Day
Job Description	
<p>The New York City Department of Corrections (DOC) provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The DOC manages 12 inmate facilities, nine of which are located on Rikers Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough. The DOC seeks to recruit an experience Labor Relations Attorney to work in the Office of Labor Relations.</p> <p>Under the direction of the Executive Director of Labor Relations, the individual will be responsible for assisting in the administration of collective bargaining agreements covering over 10,000 uniformed and civilian employees in the DOC. The Office of Labor Relations also administers formal employee discipline of non-uniform employees and must ensure that discipline is administered in a timely, meaningful and equitable manner in order to provide efficiency, accountability and professionalism for the Department. Other duties include evaluating disciplinary matters for legal sufficiency; drafting formal charges; conducting hearings and recommending appropriate dispositions on disciplinary matters; providing advice to agency managers; engaging with union representatives; conducting second-step conferences on grievances and disciplinary charges for civilian employees, representing the agency at third-step grievance hearings; and acting as liaison to the Mayor’s Office of Labor Relations in arbitration hearings and other administrative proceedings. May supervise subordinate attorneys. These tasks will be performed under supervision of the Executive Director, with some latitude for the exercise of independent discretion and judgment.</p>	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 1. Admission to the New York State Bar; and either "2" or "3" below. 2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or 3. Six months of satisfactory service as an Agency Attorney Interne (30086). <p>Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.</p> <p>Note: In addition to meeting the minimum Qualification Requirements: To be assigned to Assignment Level (AL) II, candidates must have one year of experience at Assignment Level I or two years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment. To be assigned to AL III candidates must have two years of experience in Assignment Levels I and/or II or three years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.</p>	
Preferred Skills	
<ul style="list-style-type: none"> • A minimum of three years experience with litigation or administrative matters in a government setting is preferred. • Professional experience in Labor Relations and union contract negotiations in a governmental setting is a plus. • 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. • Ability to administer, hear and decide disciplinary matters in a timely and equitable manner. 	
Residency Requirement	
<p>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.</p>	
To Apply	
<p>For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 241915 For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# 241915 Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.</p>	
Posting Date: 5/25/16	Post Until: 6/20/16

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