

**City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice**

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| Civil Service Title: Agency Attorney | Level: 03 |
| Title Code No: 30087 | Salary: \$70,000.00/\$70,000.00-\$85,000.00 Frequency: ANNUAL |
| Business Title: Labor Relations Attorney | Work Location: 75-20 Astoria Blvd East Elmhurst, New York |
| Division/Work Unit: Human Resources | Number of Positions: 1 |
| Job ID: 181320 | Hours/Shift: Day Tour |

Job Description

The New York City Department of Correction 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 Department handles over 100,000 admissions each year and manages an average daily inmate population of approximately 14,000 individuals, a uniformed staff of approximately 11,000 and a non-uniformed staff of approximately 1,300 individuals. The Department seeks to recruit a Labor Relations Attorney to assist in the administration of collective bargaining agreements and labor contracts covering approximately 12,000 employees in over one hundred civil service titles. Under direction of the Director of Labor Relations and with the latitude to exercise independent judgment, the incumbent will provide advice to agency managers; interpret labor contracts, rules and regulations; serve as liaison to the department and various labor unions; conduct second-step conferences on grievances, especially grievances concerning the discipline of civilian employees; represent the agency at third-step grievance hearings; investigate and research labor related matters, grievances and related issues; respond to union grievances; consult with the General Counsel where appropriate, concerning the legal framework of negotiation strategies; collaborate with the Corporation Counsel and the department's General Counsel on litigation matters with union-related implications; and may give sworn testimony in various proceedings; and perform other duties as required.

Minimum Qualification Requirements

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).
- Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment. 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.

Preferred Skills

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.

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

City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#181320

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#181320

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.**

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| Posting Date: 01/15/2015 | Post Until: 02/06/2015 |
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The City of New York is an Equal Opportunity Employer