

Senior Attorney (NY HELPS)

Announcement Posted:

04/29/24

Responses must be hand delivered or postmarked by:

05/09/24

Salary Range:

\$88,283 to \$111,592

Location:

Division of Legal Affairs
40 North Pearl Street
Albany, NY 12243

Grade:

661 (Managerial/Confidential)

of Positions:

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Candidates Must Meet the Following Qualifications:

NY HELPS: This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

For the duration of the NY HELPS Program, this title may be filled via a non-competitive appointment, which means no examination is required, but all candidates must meet the minimum qualifications of the title for which they apply. At this time, agencies may recruit and hire employees by making temporary appointments. In May 2024, if a temporary NY HELPS employee is satisfactorily performing in the position, the appointment will be changed from temporary pending Civil Service Commission Action to permanent non-competitive, and the official probationary period will begin.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

NON-COMPETITIVE MINIMUM QUALIFICATIONS:

Admission to the NYS Bar and 24 months of subsequent satisfactory legal experience.

Note: You must be a graduate of an accredited law school with an LLB or JD degree. Admission to the New York State Bar and current registration to practice in New York State is necessary for continued employment. Novice level litigation experience where litigation tasks were performed occasionally with some guidance and/or assistance, is required.

OR

55 B/C: This position is eligible for 55b/c appointment, and candidates with 55b/c eligibility are encouraged to apply. To be eligible for a 55b/c appointment, candidate must be currently enrolled in the Civil Service 55b/c program and must be a graduate of an accredited law school with an LLB or JD degree.

Information about the 55b/c program can be found here: [55b/c Recruitment Resources Center \(ny.gov\)](https://www.ny.gov/55b-c-recruitment-resources-center).

Admission to the NYS Bar and 24 months of subsequent satisfactory legal experience.

Note: You must be a graduate of an accredited law school with an LLB or JD degree. Admission to the New York State Bar and current registration to practice in New York State is necessary for continued employment. Novice level litigation experience where litigation tasks were performed occasionally with some guidance and/or assistance, is required.

COMPETITIVE MINIMUM QUALIFICATIONS:

Eligible for a lateral transfer or for transfer under Section 70.1 or 52.6 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. Information regarding transfer eligibility is available on the Civil Service Career Mobility Office website at <https://careermobilityoffice.cs.ny.gov/cmo/gotit/>.

OR

Reachable on the appropriate eligible list in Albany.

Note: You must be a graduate of an accredited law school with an LLB or JD degree. Admission to the New York State Bar and current registration to practice in New York State is necessary for continued employment. Novice level litigation experience where litigation tasks were performed occasionally with some guidance and/or assistance, is required.

Preferred Experience:

The selected candidate will be responsible for providing legal counsel in regard to personnel and human rights matters. Accordingly, it is preferred that candidates have experience in dealing with such matters, New York's Civil Service Law, New York's Human Rights Law, New York's Public Officers Law, as well as federal civil rights law and the Americans with Disabilities Act.

Duties of Position:

Working under the supervision of the Supervising Counsel for the Labor Bureau of the Division of Legal Affairs, the requested Senior Attorney will provide legal advice and counsel in regard to personnel matters. The Senior Attorney's duties will include but are not limited to the following:

- Provide legal analysis of employment law issues which, among other things, requires expertise regarding federal civil rights laws, the federal Americans with Disabilities Act, the New York State Human Rights Law, the New York State Public Officers Law, and the New York State Civil Service Law;
- Prepare memoranda and legal opinions analyzing complex employment-related issues and participate in internal and inter-agency meetings dealing with personnel matters;
- Keep abreast of changes in the laws, rules, regulations, and policies governing employment-related issues and advising the General Counsel and the Supervising Counsel for Labor of such changes;
- Provide assistance to the New York State Office of the Inspector General in regard to investigations of employee wrongdoing and corruption in State government;
- Provide legal advice and counsel to the agency's Bureau of Human Resources in regard to employment law issues and disciplinary matters;

- Assist in the preparation of legal arguments and papers to be submitted in judicial and administrative proceedings arising out of the agency's handling of personnel matters;
- Provide analysis and comments on proposed State legislation;
- Represent the agency in administrative hearings held by State and federal agencies regarding personnel issues and human rights complaints; and
- Provide assistance in regard to other matters at the request of the General Counsel or the Supervising Counsel for Labor, including responding to Freedom of Information Law (FOIL) appeals.

Conditions of Employment:

A full-time, permanent, contingent permanent, or temporary appointment will be made. Hours are 9:00 am to 5:00 pm. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. Candidates must be legally authorized to work in the United States.

Your resume must indicate how you meet the minimum qualifications for this position. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

Remarks:

- **Candidates should reference posting 24-123 when submitting your application.**
- **If submitting electronically, please reference posting 24-123 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**

NYS OTDA seeks to promote a diverse workforce that is a representation of the various cultures, voices, backgrounds, ideas, and talents of the citizens and communities that we serve. We actively solicit and encourage applications from Black, Indigenous, and People of Color ("BIPOC"); LGBTQIA+ individuals; women; people with disabilities; and military veterans.