

## Deputy Counsel

**Announcement Posted:**

04/25/2023

**Responses must be hand delivered or postmarked by:**

05/25/2023

**Salary Range:**

\$129,566 - \$163,695

**Location:**

Division of Legal Affairs  
40 North Pearl Street  
Albany, New York 12243

**Grade:**

NS (Equated to M-5, Management/Confidential)

**# of Positions:**

1

**Candidates Must Meet the Following Qualifications:**

Candidates must have a Law degree from an accredited law school; admission to, and member in good standing of, the New York State Bar; and seven years of relevant post-bar experience.

**Preferred Skills:**

- Exceptional organizational skills and experience managing large projects, with timely completion and quality results.
- Exceptional written and oral communication skills.
- Attention to detail and quality control.
- Ability to handle multiple matters under pressure and deadlines.
- Demonstrated ability to provide sound supervision and staff development.
- Commitment to public service and the highest integrity.
- Interest in the OTDA mission.

**Duties of Position:**

The incumbent of this position will be responsible for oversight of bureaus within the Division of Legal Affairs dedicated to providing advice and counsel on Labor, Employment, and Information Security. The duties of the position include, but are not limited to:

- Supervise attorneys responsible for providing legal advice to the Bureau of Human Resources on various employment-related matters including, but not limited to, employee discipline, reasonable accommodations, local social service district appointments, union grievances, and improper practice charges filed with the Public Employment Relations Board.
- Supervise the agency ethics officer and provide guidance on ethics issues.

- Supervise the Information Security Office team and oversee matters pertaining to information and data security, confidentiality requirements, and cyber and technology risk assessment.
- Liaise with the Department of Law, other New York State agencies, and other governmental entities.
- Oversee and manage assigned cases in the agency litigation portfolio.
- Hear appeals from Freedom of Information Law determinations.
- Stay abreast of pertinent legal developments related to labor, employment, and information security.
- Advise OTDA staff on legal matters pertaining to labor, employment, and information security.

## **Conditions of Employment:**

A full-time appointment will be made. This position is in the Exempt jurisdictional classification. A background check of the selected candidate will be required.

## **Working for New York State:**

**THE NEW YORK STATE OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE (OTDA) IS LOOKING FOR APPLICANTS WHO ARE SEEKING A REWARDING CAREER.**

**The Office of Temporary and Disability Assistance (OTDA)** is recognized as a national leader in the field of Human Services and innovative social welfare programs. OTDA is responsible for supervising programs that provide assistance and support to eligible families and individuals.

OTDA's functions include: Providing temporary cash assistance; providing assistance in paying for food; providing heating assistance; overseeing New York State's Child Support Enforcement Program; determining certain aspects of eligibility for Social Security Disability benefits; supervising homeless housing and services programs; and providing assistance to certain immigrant populations.

As a New York State employee, you are afforded great fringe benefits totaling in excess of 60% of your salary. Our comprehensive package includes:

- Health care coverage with provisions for hospitalization, medical/surgical coverage, prescription drug benefits, dental, and vision.
- Generous vacation, personal, and sick leave benefits.
- Up to thirteen paid holidays per calendar year.
- Pre-Tax Health Care.
- Voluntary enrollment in deferred compensation plans.
- Access to financial assistance for further career-related study.
- Membership in the New York State Retirement System.

NYS OTDA is an Affirmative Action/Equal Opportunity Employer. We actively solicit and encourage applications from Black, Indigenous, and People of Color ("BIPOC"); LGBTQI+ individuals; women; disabled individuals; and military veterans.

**Candidates must be legally authorized to work in the United States.**

## **Remarks:**

- **Candidates should reference posting #23-088 when submitting your application.**
- **If submitting electronically, please reference posting #23-088 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**