

Senior Attorney (NY HELPS)

Announcement Posted:

12/10/2024

Responses must be hand delivered or postmarked by:

12/20/2024

Salary Range:

\$93,530 to \$117,875

Location:

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

Grade:

25

of Positions:

2

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, candidates may be hired via a non-competitive appointment if they meet the below NY HELPS minimum qualifications.

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 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 meet the minimum qualifications listed above. 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).

COMPETITIVE QUALIFICATIONS:

Eligible for a lateral transfer or eligible for transfer under Section 70.1 and 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.

Duties of Position:

Duties of the position include, but are not limited to, the following:

- Provide legal advice as the agency seeks to build and implement a new Integrated Eligibility System (IES). Attend project planning meetings, status meetings, and small work group meetings. Review and provide edits and comments on project scope documents, security documents, data mapping documents, workflow documents, business requirements, contracts and other documents involved in the IES build;
- Work on teams drafting, reviewing, and negotiating contracts for the agency, including but not limited to information security terms;
- Provide legal and technical support to the Office of Temporary and Disability Assistance (OTDA) Division of Legal Affairs (DLA) and agency programs concerning the scope and appropriateness of access to agency systems and data. Involves drafting, reviewing, and negotiating data sharing agreements, as well as involvement with audits;
- Provide legal and technical support to social services districts (districts) as they seek to meet legal compliance obligations involving the handling of data and other privacy, confidentiality, and security concerns;
- Act as liaison with the Office of Information Technology Services (ITS) on legal issues involving information privacy, security and confidentiality, data ownership, data access, data classification, data exchange, data loss prevention, information governance, audit and forensic review of data used and/or collected, and IT project prioritization and development;
- Assist the Litigation Unit on questions of law, particularly those involving litigation holds, electronic discovery, document retention and information security, confidentiality, privacy and compliance issues; assist in interactions with outside state and federal agencies on questions of law and procedure; and
- Handle contract Freedom of Information Law (FOIL) requests by preparing correspondence and redactions for contract documents. Assistance with subpoenas may be required from time to time.

Conditions of Employment:

Full-time, permanent appointments will be made. 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 these positions. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

Telecommuting up to 50% may be available in accordance with The Office of Temporary and Disability Assistance policy and can be discussed during the interview.

Remarks:

- **Candidates should reference posting 24-288 when submitting your application.**
- **If submitting electronically, please reference posting 24-288 as part of your subject line.**
- **If you are interested in applying to these positions, 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.