

## Senior Attorney

**Announcement Posted:**

05/13/24

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

05/23/24

**Salary Range:**

\$88,283 to \$111,592

**Location:**Division of Legal Affairs  
40 North Pearl Street  
Albany, NY 12243**Grade:**

661/MC

# of Positions:

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**Candidates Must Meet the Following Qualifications:****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**

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 \(ny.gov\)](#).

**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.

Preferred Experience:

3+ years of post-admission experience in reviewing, drafting and negotiating agreements and contracts, and demonstrated experience planning, conducting, and managing simultaneous work assignments in a team setting within strict deadlines. An avid interest in or knowledge of data privacy, confidentiality, security and compliance, particularly in the field of social services, is preferred.

**Duties of Position:**

Working in the Labor and Information Security Unit, duties include but are not limited to the following:

- Assist in providing legal and technical support to Division of Legal Affairs (DLA) and agency programs concerning the scope and appropriateness of access to agency systems and data. Act as Point of Contact (POC) for agency and local social service districts (SSD) with regard to security incident investigations and/or breaches, liaising with the Governor's Office, the Office of Information Technology Services (ITS) Chief Information Security Office (CISO), the Business ISO, and other agencies and 3rd party entities, as necessary.
- Assisting with providing high level legal and technical support to SSDs as they seek to meet legal compliance obligations involving the handling of data and other privacy, confidentiality and security concerns.
- Assist in providing legal recommendations, advice and support to all OTDA programs, including but not limited to the Division of Audit and Quality Improvement (A&QI), and the Division of Budget, Finance and Data Management including reviewing and commenting on data sharing agreements, assisting in internal and external audits of the Agency, reviewing proposed research projects and providing legal recommendations on the appropriateness of the sharing of data from a legal compliance standpoint, as well as assisting in fraud and other types of investigations.
- Assist in providing legal advice to agency policymakers on issues that may have bearing on the agency's mission or changes in a particular program; assist in providing legal advice to local social service districts (SSDs) in matters involving privacy, security and confidentiality of data and other IT issues and legal compliance; assist in providing legal support in matters which are novel or potentially precedent setting.
- Assist in liaising with the ITS Information Security Officers and 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, IT project prioritization and development.
- Assist in preparing and reviewing regulations, policy documents and agreements, including Memoranda of Understanding, Service Level Agreements and other agreements with other government entities and contracts with third party contractors and vendors, as well as the SSDs. Assist in preparing responses to requests for legal opinions.
- Assist in representing DLA at meetings attended by other OTDA staff, staff from other governmental entities and individuals/entities from the private sector.
- Assist the Deputy Counsel of the Office of Temporary and Disability Assistance (OTDA) in charge of Litigation by providing support for OTDA officials on questions of law, particularly those involving litigation hold, electronic discovery, document retention and information security, confidentiality, privacy and compliance issues; assisting in interactions with outside state and federal agencies on questions of law and procedure.
- Assist in the development and monitoring of agency compliance with various IT-related policies and tools, including, but not limited to those relating to the use of social media, email management, litigation holds, the auditing of systems, and the installation, use and modification of new and existing IT hardware and software.
- Assist in providing legal support with regard to systems and data issues involved in the creation and maintenance of disaster preparedness planning and business continuity to ensure these plans meet agency legal obligations. Providing support of IT project portfolio risk assessment and data classification.

- Assist with the development and review of legislative proposals involving assigned program and topic areas. This task includes assisting, as needed, with research, drafting, participation in negotiations and interaction with appropriate individuals.
- Assist in the support of programs and the agency as the agency seeks to build and implement a new Integrated Eligibility System (IES). Assist and support the DLA IES liaison by attending project planning meetings, status meetings, Subject Matter meetings, small work group meetings and providing legal advice in real time. 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. Provide legal guidance on all legal compliance requirements and obligations in scope for the build of IES. Assign and coordinate with program attorneys and privacy attorneys and ISO to review all project documentation and provide IES with a consolidated DLA response.

## **Conditions of Employment:**

A full-time permanent appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. Hours are 8:30am to 4:30pm. 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 24-133 when submitting your application.**
- **If submitting electronically, please reference posting 24-133 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.