



Homes and Community Renewal

Job Opportunities at New York State Homes and Community Renewal

Build a career while building a better community. Rewarding careers in Public Service start here!

ASSOCIATE COUNSEL / ETHICS OFFICER

New York State Homes and Community Renewal (HCR) fosters the creation and preservation of high quality affordable housing, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Under the leadership of Governor Andrew M. Cuomo and Commissioner James S. Rubin, **HCR** is a vibrant, innovative agency that integrates and leverages New York State's housing resources. We have offices in New York City, Albany, Buffalo and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low and moderate income families. Our mission is far reaching, encompassing single and multifamily housing finance, home improvement, rent regulation, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, retirement and family-friendly policies.

The Office of Professional Services (OPS) is responsible for all administrative and support services, including Human Resources, Communications and Public Information, Legal Affairs, Fair Housing, Policy Development, Competitive Procurement and Contract Management, Fiscal Planning, Accounting and Treasury Services, Facilities and Building Management Services, Internal Audit, Project Management and Information Technology Services. OPS values professionals that enjoy working in a fast-paced environment and who have the skills required to effectively plan, direct, and coordinate HCR's wide array of support services.

Job Summary

Reporting to the Deputy General Counsel, the position is a Management Confidential position with the employee acting as the principal attorney supporting employment, labor and ethics issues across all parts of the Agencies that make up New York State Homes and Community Renewal (HCR). The Attorney also will perform, from time to time, such other legal services related to the above areas and related policy matters as may be assigned. The incumbent's responsibilities include:

Duties and Responsibilities:

Under the general supervision of the Deputy General Counsel, responsibilities include but are not limited to:

- Assists Human Resources with all employment matters and oversees all employment litigation;
- Monitoring and tracking employee dispute matters including litigations



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- Prepares and presents materials for Members and Directors with respect to employment, labor and ethics topics and matters
- Conducts investigations concerning potential employee misconduct and related matters;
- Conducts collective bargaining negotiations in conjunction with the Human Resources Department and senior HCR staff;
- Acts as the Agency's Ethics Officer and provides advice and consultation concerning ethics matters and renders opinions concerning statutes, policies, rules and regulations applicable to HCR;
- Coordinates with the HCR Control Officer and other HCR senior managers on issues of risk with emphasis on those risks arising in the employment and ethics areas
- Interacts with other government entities on related employment and ethics topics, including GOER and JCOPE
- Performs related work.

Qualifications:

- Admitted to the practice and in good standing in New York State;
- At least 6 years' experience in management and employment law or related litigation matters, with a preference for experience including collective bargaining;
- Experience in conducting internal investigations and preparing related reports
- Experience in litigating employment and/or labor matters
- Experience counseling on ethics matters
- Ability to work under pressure;
- Excellent oral and written communication skills;
- Strong analytical, organizational and tactical skills;
- Proven record of productivity and reliability.

This job description is not intended to be all inclusive and employee will be expected to perform other related duties as assigned.

What we offer:

- Exciting opportunity to be part of New York's resurgence to greatness;
- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunity for dedicated professionals.

TO APPLY, please send resume and cover letter to: jobopportunities@nyshcr.org
New York State is an Equal Opportunity Employer (EOE)