



ANDREW M. CUOMO
Governor

**Homes and
Community Renewal**

RUTHANNE VISNAUSKAS
Commissioner/CEO

**Housing
Trust Fund
Corporation**

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ASSOCIATE COUNSEL/ETHICS OFFICER

New York City or Albany, NY

New York State Homes and Community Renewal (HCR) fosters the creation and preservation of high quality affordable housing for New Yorkers, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Working under the leadership of Governor Andrew M. Cuomo and Commissioner RuthAnne Visnauskas, *HCR* is a vibrant, innovative Agency that integrates and leverages New York State's housing and housing finance 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 multi-family housing finance, home improvement, rent control, 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, and retirement and family-friendly policies.

JOB SUMMARY

Reporting to the General Counsel, the position is a Management Confidential position with the employee acting as the principal attorney supporting employment, labor and ethics issues across the Agencies that comprise 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.

Duties and Responsibilities include, but are not limited to:

- Advise Senior HCR staff and the Human Resources Department on all employment matters;
- Oversee all employment litigation including management of outside counsel;
- Monitor and track employee dispute matters;
- Coordinate or conduct investigations concerning potential employee misconduct and related matters;
- Conduct collective bargaining negotiations in conjunction with the Human Resources Department and Senior HCR Staff;
- Support HCR labor relations;

- Serve as the Agency's Ethics Officer and provide advice and consultation concerning ethics matters and render opinions concerning statutes, policies, rules and regulations applicable to HCR;
- Interact with other government entities on related employment and ethics topics, including GOER and JCOPE; and
- Prepare and present materials for Members and Directors with respect to employment, labor and ethics topics and matters; and
- Perform 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 negotiating skills
- Proven record of productivity and reliability

This job description is not intended to be all inclusive, and the employee will also perform other reasonably related business duties as assigned.

TO APPLY, please send resume and cover letter to: Jobopportunities@nyshcr.org

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