

City of New York
NYC HOUSING AUTHORITY
Job Posting Notice

Civil Service Title: EXECUTIVE AGENCY COUNSEL	Level: M1
Title Code No: 95005	Salary: \$95,500.00/\$95,500.00-\$105,000.00 Frequency: ANNUAL
Title Classification: Non-Competitive	
Business Title: Senior Counsel	Work Location: Policy
Division/Work Unit: Law Dept-Legal Counsel	Number of Positions: 1
Job ID: 557175	Hours/Shift:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Job Description

The Policy Unit of the Legal Counsel Division in the NYCHA Law Department’s Legal Counsel Division provides legal advice to the agency in legislative, regulatory, and compliance matters and other initiatives. The unit assists the agency in formulating and implementing policies and procedures and provides support to internal business partners by researching a host of legal issues affecting their operations. The unit analyzes proposed legislation at the federal, state, and local levels, advising potentially affected business units regarding implementation and assisting in those efforts when new or amended legislation becomes effective.

The Public Information Unit of the Legal Counsel Division works closely with internal business partners to respond to requests for documents and information from members of the public, the media, litigants, and federal, state, and local agencies under the New York Freedom of Information Law (FOIL). Public Information also provides legal advice on privacy and confidentiality issues arising in research studies, data exchanges, contracts, privacy incidents, data breaches, audits, and investigations and other inquiries, and assists in policy drafting in these areas.

Collaborative research, negotiation and drafting, and factual investigation form the core of Legal Counsel’s work in both units.

Responsibilities of the Senior Counsel include, but are not limited to, the following:

1. Analyze proposed and existing federal, state, and local laws, regulations, and rules to determine their effects on NYCHA operations and to assist in implementation.
2. Collaborate with internal partners in the preparation of policies and procedures affecting virtually all aspects of the agency’s operations.
3. Provide legal analysis and guidance regarding the recently enacted state law creating the NYCHA Preservation Trust.
4. With the Chief of Policy, overseeing the work of staff attorneys and support staff in the Policy and Public Information Units.
5. Assist the Public Information Unit staff to respond to FOIL requests, subpoenas, investigations, and other inquiries; providing legal advice, direction, and review.
6. In coordination with other Legal Counsel attorneys and with NYCHA’s Chief Privacy Officer, providing legal advice on data sharing to safeguard privacy and confidentiality of NYCHA information.
7. Respond to related litigation and engaging in motion practice as needed.
8. In collaboration with the Deputy General Counsel, the Chief of Policy, and other Senior Counsel, developing and enhancing the legal expertise of the unit’s attorneys in public information, housing-related issues, federal privacy law, and other areas.
9. Perform other related duties.

SPECIAL NOTE: Effective August 16, 2021, all persons newly hired for employment by the New York City Housing Authority (NYCHA) must provide proof of having received at least one dose of an approved COVID-19 vaccine prior to beginning their employment, except for those who obtain an exception due to medical or religious reasons through the reasonable accommodation process.

After receiving a conditional offer of employment from NYCHA, an applicant for employment must provide proof of having received at least one dose of an approved COVID-19 vaccine within a reasonable period of time. Failure by the applicant to provide NYCHA with proof of having received at least one dose of an approved COVID-19 vaccine will result in NYCHA revoking the conditional offer, unless the applicant obtains an exception through the reasonable accommodation process.

Any person who begins their employment with NYCHA after providing proof of having received only one dose in a 2-dose series of a COVID-19 vaccine, will also be required to provide NYCHA with proof of receipt of a second dose within 30 days of the first dose. Failure to do so will result in termination.

Please read this posting carefully to make certain you meet the minimum qualification requirements before applying to this position.

Minimum Qualification Requirements

Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work.

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

Preferred Skills

- 1. Strong legal analysis, research, writing, and verbal skills.
- 2. Strong interpersonal and organizational skills.
- 3. Ability to work independently and in team settings to produce high-quality, timely legal work.
- 4. Ability to work quickly and efficiently under pressure.
- 5. Familiarity with housing laws and regulations, FOIL, electronic records management, real estate, administrative law, or legislative and rulemaking processes desirable.

Additional Information

- 1. Resume and cover letter must include bar admission date(s) (month and year). Candidates must also provide two writing samples representing the candidate’s efforts, not those of a reviewer; three references, listing their professional association and the circumstances under which they became familiar with the candidate’s professional skills; and a copy of the candidate’s law school transcript.
- 2. Salary level depends upon qualifications and experience.
- 3. For NYCHA employees, preference will be given to employees who have served a period of one year in their current title and level (if applicable).
- 4. NYCHA residents are encouraged to apply.

Residency Requirement

NYCHA has no residency requirements.

To Apply

To apply for this assignment, please submit your cover letter/resume electronically using the following method:

NYCHA employees: Apply through Employee Self-Service (ESS). www.nyc.gov/ess. Search for **JOB ID# 557175**

All other applicants: Go to www.nyc.gov/careers/search. Search for **JOB ID# 557175**

Only applicants scheduled for interview will be contacted.

Submission of application is not a guarantee that you will receive an interview.

Note: All resumes must be received no later than the last day of the posting period.

Posting Date: 11/03/2022

Post Until: 11/13/2022

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.