



## **Associate Counsel, Labor & Employment University of Rochester**

To be considered for this position, please go to the University's careers website at following link and search for job #242123: <https://www.rochester.edu/humanresources/careers/>

### **Minimum Position Qualifications**

- J.D. degree and five (5) years of relevant legal experience.
- Demonstrated depth and specialized knowledge in the field of labor and employment law.
- Direct labor and employment experience with large and/or complex employers is desired, ideally with higher education institutions including faculty matters, experience with health care clients, experience with unionized employee populations, and experience litigating or managing labor/employment claims/litigation.
- Excellent interpersonal skills required and ability to work collaboratively.
- Admission to the New York State bar or registration in New York to work as in-house counsel is required.

### **Duties and Responsibilities**

With leadership from Senior Counsel for Labor and Employment regarding assignments and prioritization, will provide legal services and advice on employment and labor law for all components of the University, including but not limited to the University of Rochester Medical Center, and University affiliates. The candidate will exercise independent judgment and initiative while working collaboratively with the other Office of Counsel attorneys to perform various responsibilities. The attorney will be expected to deliver consistent, high-quality, timely, ethical, and efficient legal services for the University and its affiliates consistent with standards of professional conduct, while contributing positively to a collegial, cooperative work environment.

The candidate will provide legal advice, counsel, and updates, specifically regarding largely non-unionized employee populations as well as some smaller unionized groups, on such typical labor and employment topics as recruitment and termination, compensation, leaves of absence, accommodations, complaints of harassment and discrimination, performance management, affirmative action, policy interpretation and changes, talent acquisition issues, and other labor and employment based regulatory and compliance matters. The candidate may also be called upon to advise Human Resources and the Office of Equity and Inclusion on internal investigations, employee performance management and disciplinary issues, updating HR policies, and responses to regulatory agency inquiries, complaints, audits, and initiatives. The general duties are as follows:

- Assist with managing employment-related litigation and pre-litigation matters, including but not limited to advising administrators in connection with investigations and related internal appeals by employees and handling defense of agency charges and complaints filed with the EEOC, the NYS Division of Human Rights, the Department of Labor, and other governmental agencies (OCR, OFCCP, NLRB), for the University of Rochester, its



Medical Center, and affiliates (including but not limited to conducting investigations, drafting Position Statements, attending conferences, etc.)

- Draft and offer revisions to legal memoranda, analyses, reports, correspondence, and policies, as requested, relating to labor and employment matters
- Draft and offer revisions to offer letters and other employment related agreements for the University and its Medical Center, including healthcare provider, faculty, and administrator appointments
- Stay informed about and update the Office of Counsel about changes in regulations and laws relating to labor and employment matters relevant to the University's operations and manage special projects, as assigned, to identify legal issues to management and recommend appropriate action, including through coordination with lawyers in the Office of Counsel and other University and affiliate constituents, including the Chief Human Resources Officer and their staff
- Review personnel and related University policies and provide advice to administrative leadership and counsel to Human Resources concerning legally necessary policy revisions and updates on an ongoing basis
- Undertake such other duties as may be assigned by the General Counsel, Senior Counsel for Labor and Employment, or as may be requested by senior administrators.