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Review Vacancy

Date Posted: 10/02/26
Applications Due: 10/17/26
Vacancy ID: 226183

Position Information

NY HELPS	No
55-b/c Eligible	No
Agency	Cannabis Management, Office of
Title	Assistant Counsel - VID 226183
Occupational Category	Legal
Salary Grade	NS
Bargaining Unit	M/C - Managerial/Confidential (Unrepresented)
Salary Range	From $97874 to $123715 Annually
Employment Type	Full-Time
Appointment Type	Temporary
Internship	No
Jurisdictional Class	Exempt Class
Travel Percentage	10%

Schedule

Workweek	Mon-Fri
Hours Per Week	37.5

Workday

From	8 AM

To	5 PM
Flextime allowed?	No
Mandatory overtime?	No
Compressed workweek allowed?	No
Telecommuting allowed?	Yes

Location

County	Albany
Street Address	1220 Washington Ave.
City	Albany
State	NY
Zip Code	12226

Job Specifics

Duties Description	Reporting to the General Counsel the incumbent of this position will serve in the Office of Cannabis Management's (OCM) Legal Division and will manage a portion of the legal portfolio focused on supporting the administrative work of the agency, including agency contracts, human resources, and FOIL matters. The Assistant Counsel provides technical legal assistance and advice to the Director of Administration and other executives in the Office. Duties include, but are not limited to: • Monitor all pending human resources actions and advise the Office of General Counsel and Director of Administration on legal aspects of labor relations within the OCM. • Assist in developing and implementing ethics policies within OCM and for OCM-related boards. • Assist the General Counsel in conducting confidential investigations and implementing uniform policies with respect to reasonable accommodation, telecommuting, and related requests. • Analyze legal opinions, briefs and other material, and prepare memoranda of law; confer with administrators or outside parties to recommend legal action in order to mediate, negotiate, or settle legal issues related to the agency's mission and programs • Work with executive leadership and directors for OCM programs to draft and review contracts and memoranda of understanding. • Review and/or negotiate procurements with vendors, coordinate with the Office of the State Comptroller, Division of the Budget, and the Attorney General's office. • Coordinate with the NYS Office of Employee Relations as needed. Advise executive leadership as appropriate. • Assist with the preparation of arbitration matters relating to employee discipline or discrimination matters pending with the NYS Division of Human Rights. • Conduct legal research and prepare legal memoranda with opinions, citations, and legal precedents in support of relevant activities. • Respond to requests arising from interaction with OCM business units or as assigned by the First Deputy Counsel and General Counsel. • Prepare as necessary rules and regulations in support of the Office's business units including processing in accordance with the State Administrative Procedure Act. • Recommend changes in OCM rules, regulations, and policy statements to respond to new legislation, court decisions and requests for changes. • Educate staff and coordinate training opportunities on State ethics requirements, which may include conducting seminars, workshops, and presentations. • May attend hearings and administrative proceedings, and prepare findings, orders or decisions according to law, evidence presented, and legal precedents • Supervise one or more attorneys responsible for one or more of the following areas: employment-related administrative and court proceedings contract review, and preparation of agency responses to actions brought against the agency regarding personnel or affirmative matters. • Other duties as assigned.

Minimum Qualifications	Admission to, and member in good standing of, the New York State Bar and two years of subsequent professional legal experience. NOTE: IN ORDER TO AWARD THE PROPER CREDIT FOR WORK EXPERIENCE, RESUMES MUST INCLUDE MONTH AND YEAR FOR START AND END DATES. IF ANY OF THIS EXPERIENCE IS LESS THAN FULL TIME YOU MUST INDICATE THE AVERAGE NUMBER OF HOURS WORKED PER WEEK.
Additional Comments	NOTE: • Travel may be required (approximately 10%), including during evening and weekends, depending on mission and assignment. • Possession and maintenance of a valid Driver's License issued by the NYS Department of Motor Vehicle is required or otherwise demonstrate the capacity to meet the transportation needs of the job. The Office of Cannabis Management (OCM) is an equal opportunity employer, and we recognize that diversity in our workforce is critical to fulfilling our mission. We encourage applicants from all communities to apply. For a full version of OCM's EEO/AA statement and benefits of joining OCM, please visit: About | Office of Cannabis Management (ny.gov). NYS Office of Cannabis Management does not participate in E-Verify and does not sponsor visa applications. NOTE ON TELECOMMUTING: Employees are required to apply and obtain approval through management to telecommute according to the agency's Telecommuting Program Guidelines.

Some positions may require additional credentials or a background check to verify your identity.

How to Apply

Name	Human Resources/JHG
Telephone	518-473-5282
Fax	518-486-1631
Email Address	HRresumes@ogs.ny.gov

Address

Street	NYS Office of General Services, HRM 31st Floor Corning Tower, Empire State Plaza
City	Albany
State	NY
Zip Code	12242

Notes on Applying	Please submit a resume and cover letter to HRresumes@ogs.ny.gov detailing how you meet the minimum qualifications along with the month/year and, if less than full time, the average hours worked per week for each position listed. Indicate the Position Title & Vacancy ID number of each position you are applying to.

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