

Job Title: Legal Counsel and Labor Relations Director

Job ID: 30412

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the Executive Legal Counsel, the Legal Counsel and Labor Relations Director will handle all legal matters, investigations, subpoenas, FOIL's, etc. The Director will also serve as the labor designee, handling all grievances, contractual matters, representing the college at hearings, arbitrations, etc.

Responsibilities include, but are not limited to the following:

- Provides legal counsel with respect to compliance with legal requirements, college and university policies and procedures, and contractual obligations. Provides legal advice regarding the development and implementation of college policies, procedures and transactions. Assists with investigations, makes recommendations as warranted.
- Work with attorneys in CUNY Office of the General Counsel and Office of Labor Relations in connection with litigation and arbitration including matters relating to students, employees, and third parties
- Review and respond to subpoenas and other requests for college, employee, and student records.
- Develops a thorough understanding of labor agreements, rules, and policies of the City University of New York (i.e. PSC/CUNY CBA, White Collar Contract, Blue Collar

Contract, CUNY's Rules and Regulations, New York State Civil Service Laws, etc.) and apply CUNY regulations appropriately by providing Deans, Vice Presidents, and Department Heads with guidance and mentorship.

- Develops and maintains professional relationships with union representatives and the CUNY Office of Labor Relations to oversee the disciplinary process and the finalization of disciplinary charges resulting from investigations.
- Proactively collaborates with the campus community as a strategic partner to establish mentoring, coaching, and training initiatives in an effort to reduce potential complaints and/or grievances and educates senior leadership on various labor relations policies and procedures.
- Monitors and analyzes complex current, proposed, or pending laws, regulations, and other internal or external developments affecting the College. Develops appropriate legal strategies and solutions, often in situations of high risk, with limited time for assessing alternatives.
- Establishes working guidelines to include internal operating policies, intake procedures, work priorities, turnaround times, quality standards, and other operational benchmarks.
- Maintains professional growth and development through seminars, workshops, and professional affiliations to keep abreast of latest developments in college and university law and in other related areas.
- Serves as the College's designated Ethics Officer, ensuring compliance with applicable laws, regulations, and institutional policies.

QUALIFICATIONS

Bachelor's Degree and eight years' related experience required.

Preferred qualifications include:

- JD and a member in good standing of the New York State Bar.
- 4 years' experience in a unionized academic environment, the public sector, or higher education is highly desired.
- Experience in acting as management advocate in grievances, arbitrations, unfair labor practice charges, and meet and discuss/confer sessions, including preparing witnesses, direct and cross-examination, opening and closing statements, and preparing motions.
- Skill in analyzing labor relations information, data, problems, practices, or procedures to define problems and objectives, consider alternative solutions and consequences, and propose solutions.
- Skill in writing clear, concise, analytical, legally correct, accurate and persuasive briefs, appeals, motions, grievance responses and settlement agreements. Demonstrated ability to express ideas, opinions, and legal concepts clearly, effectively, and accurately, both orally and in writing to non-lawyers.

- Commitment to the highest ethical and professional standards; personal and professional integrity beyond reproach; unquestioned discretion in maintaining confidentiality.
- Strong interpersonal skills to effectively interact and maintain productive, cooperative, and supportive relationships with a variety of constituents. High level of problem-solving skills, including the ability to work proactively and pragmatically. Strong organizational and leadership skills. Ability to effectively manage multiple complex and demanding priorities and navigate conflict.
- Demonstrated knowledge of immigration law and its application in a higher education or employment setting.

CUNY TITLE OVERVIEW

Directs College Labor Relations functions requiring the highest degree of confidentiality, skill, sound judgment and attention to detail.

- Represents the College at grievances and disciplinary proceedings
- Writes labor/legal related briefs and decisions
- Responds to policy and procedural inquiries from a wide variety of College officials, including Vice Presidents, Deans and Department Chairs
- Responds to a variety of requests, such as employment discrimination complaints from the Equal Employment Opportunity Commission (EEOC) and the New York State Division of Human Rights; subpoenas, and document requests
- Provides time-sensitive reports and information to internal and external sources, such as the New York Commission on Public Integrity
- Serves as liaison to the Office of the Vice Chancellor for Labor Relations, Office of the Vice Chancellor for Human Resources Management, and Office of the General Counsel
- Performs related duties as assigned.

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CUNY TITLE

Higher Education Officer

FLSA

Exempt

COMPENSATION AND BENEFITS

\$119,995 - \$141,858

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

*CUNY is in the process of implementing salary schedule increases. Once implemented, salaries of eligible employees will be adjusted by 6.09% with additional increases of 3.25% effective 9/1/2025 and 3.5% effective 9/1/26, in accordance with the terms of the PSC-CUNY collective bargaining agreement.

HOW TO APPLY

To apply, please visit <http://cuny.jobs/> and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

July 5, 2025

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.