



Senior 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 #251005: <https://www.rochester.edu/human-resources/careers/>

Minimum Position Qualifications

- J.D. degree and ten (10) years of relevant legal experience.
- Demonstrated depth and specialized knowledge in one or more fields of law relevant to the needs of the University.
- Expertise and experience working in labor and employment law.
- Experience with large, complex employers.
- Experience with higher education institutions including faculty matters, health care clients, unionized employee populations.
- Experience litigating or managing labor/employment claims/litigation.
- Excellent written and oral communication skills.
- Strong analytical, interpersonal, and cross-cultural competencies.
- High level of integrity and professionalism.
- Ability to independently manage and prioritize work.
- Strong time management and organizational skills.
- Ability to work in and contribute to a collegial work environment while meeting deadlines and counseling administrators in sometimes challenging situations.
- New York State bar admission or registration in New York to work for the University as in-house counsel upon hire.

Duties and Responsibilities

With independent judgment and initiative, Senior Counsel works collaboratively with the other attorneys and staff in the Office of Counsel to manage employment-related litigation and pre-litigation matters, including but not limited to 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 all components of the University of Rochester, including its medical center and the corporate affiliates.

This position provides legal counsel and advice on employment and labor law matters for all components of the University regarding staff and faculty, including unionized and non-unionized employee populations; and advises on typical labor and employment topics such as recruitment and termination, compensation, leaves of absence, accommodations, complaints of harassment and discrimination, performance management, affirmative action, policy interpretation and changes, and

other labor and employment based regulatory and compliance matters. Collaborating with individuals across all levels of the institution, this position requires consistent delivery of superior quality legal services in a timely, ethical, and efficient matter according to standards of professional conduct, while contributing positively to a collegial, cooperative work environment. The general duties are as follows:

- Oversees, manages, and provides counsel for various internal and external legal matters (at times with outside counsel) including investigations, policy-related determinations, related internal appeals by employees, agency charges/complaints filed through governmental agencies, litigation, and pre-litigation matters.
- Manages legal projects, provides counsel, and identifies legal issues to management and recommends appropriate action, including working closely with the General Counsel, Labor & Employment Practice Group (“L&EPG”) and L&EPG Group Leader, and, as appropriate, the Chief Human Resources Officer and their staff, as well as affiliated corporate entities of the University.
- Produces periodic reports as requested to the General Counsel, Labor & Employment Practice Group Leader, and senior leadership at the University concerning statistics on internal and external employee complaints, proceedings, and resolutions of those complaints.
- Provides legal advice to Human Resources to included responses to regulatory agency inquiries, complaints, audits, and initiatives, as well as reviewing personnel and related University policies and suggesting legally necessary policy revisions and updates to reflect changes in the law on an ongoing basis.
- Develops, or assists with the development of, legally compliant training materials on labor and employment law topics and, as requested, delivers such training for administrative personnel and committees with related responsibilities.
- Fulfills the occasional need to render legal advice on topics tangentially related to labor and employment, such as payroll, benefits, ERISA, Title IX, and contract disputes.
- Proactively monitors and understands changes in regulations/laws relating to labor and employment matters and evaluates University policies in order to provide advice regarding necessary policy revisions and updates on an ongoing basis, as well as drafting revisions to said policies.
- Coordinates assignment to and work by outside counsel who may be retained to handle defense of claims, investigations, policy revisions and similar matters regarding labor and employment.
- Other duties as assigned including, but not limited to, acting on behalf of the General Counsel of the University in event of absence or as requested, and other duties as may be requested by senior administrators or the L&EPG Leader.



Salary Range: \$176,405 - \$230,000 annually. The salary of the finalist selected for this role will be set based on various factors, including but not limited to organizational budgets, qualifications, experience, education, licenses, specialty, and training. The hiring range provided represents University of Rochester's good faith and reasonable estimate of the range of possible compensation at the time of posting.

The University of Rochester is committed to fostering, cultivating, and preserving a culture of equity, diversity, and inclusion to advance the University's mission to Learn, Discover, Heal, Create – and Make the World Ever Better. In support of our values and those of our society, the University is committed to not discriminating on the basis of age, color, disability, ethnicity, gender identity or expression, genetic information, marital status, military/veteran status, national origin, race, religion/creed, sex, sexual orientation, citizenship status, or any other status protected by law. This commitment extends to the administration of our policies, admissions, employment, access, and recruitment of candidates from underrepresented populations, veterans, and persons with disabilities consistent with these values and government contractor Affirmative Action obligations.