

City of Westfield

Assistant City Solicitor- Labor Specialist-

Assistant City Solicitor/Labor Specialist

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CITY OF WESTFIELD Assistant City Solicitor / Labor Specialist Personal Services Agreement

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CITY OF WESTFIELD
Assistant City Solicitor / Labor Specialist

Personal Services Agreement

Non Civil Service

General Statement of Duties and Responsibilities:

This is responsible and varied professional work involving the responsibility for drafting legal documents, advising municipal officials and representing the City's interests in a variety of legal forums, focused mainly on labor relations and employment law.

Supervision:

Position exercises substantial independent judgment. Position is appointed by the Mayor to a three (3) year term subject to City Council confirmation. Position reports to the City Solicitor or, in his/her absence, to First Assistant City Solicitor. Exercises such supervisory responsibility over paraprofessional and clerical staff as authorized and required.

Essential Duties and Responsibilities:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Acts as lead negotiator in collective bargaining negotiations for all eligible municipal departments;
- Provides day-to-day advice and counsel to municipal departments regarding the interpretation and administration of collective bargaining agreements including discipline, implementation of policies and procedures, workplace investigations and discipline decisions;
- Represents the City in arbitrations and other employment related litigation including but not limited to Civil Service, MCAD, EEOC, Division of Labor Relation, preparing cases including witnesses preparation, legal research of precedents, preparation of post hearing briefs and other documents;
- Advises managers regarding compliance with federal, state, and local labor and employment laws; represents City in connection with union charges, complaints, or investigations by various administrative agencies;
- Assists in handling and/or monitoring labor related litigation in courts or other administrative agencies and assists in managing outside legal counsel on labor matters, when required; and
- Performs other tasks as assigned from time to time by the City Solicitor.

Education and Experience:

Must possess a Juris Doctorate from an accredited law school and be admitted to practice law in MA. Minimum of five (5) years of experience handling employment and labor relations matters, preferably in municipal environment; or an equivalent combination of training and experience. Experience in an in-house counsel role preferred.

Skills and Qualifications:

- Ability to write and speak clearly in English and to translate complex legal terms and concepts into language understood by the general public.
- Ability to maintain the independent professional judgment required by the duties of the position and the ethical standards applicable thereto while establishing effective working relationships with City officials, employees and the legal community at large.
- Familiarity and knowledge of all aspects of employment law, including: investigations, hiring processes together with interviewing and background checks, employee handbooks, company policies, wage and hour practices and compliance, discipline, discharges, leaves of absence and employment litigation.
- Knowledge of the rules and procedures applicable to litigation in Massachusetts.
- Ability to conduct complex legal research and to proceed as required in conformity with the research.
- General knowledge of Massachusetts municipal government.

Physical, Motor, and Visual Skills:

Much of the work is sedentary in nature, performed in a typical office setting in the Municipal Building. Regular and punctual attendance on location is a requirement. While performing the duties of this position, the employee is frequently required to sit; use hands or fingers, handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. Occasional lifting and carrying in excess of 10 pounds may be required as where exhibits or extensive files need be transported to buildings outside the office setting and presented in court. Specific vision abilities required by this job include close vision and the ability to adjust focus. Ability to drive a car and travel to site both within and outside the City required. Ability to attend frequent meetings at night.