

**State of New York
Offices of the Inspector General**

Deputy Chief Counsel & Director of Training (Albany)

The Office of the New York State Inspector General [“NYSIG”], as established by Executive Law Article 4-A, is entrusted with the responsibility of ensuring that New York State government, its employees, and those who work with the State meet the highest standards of honesty, accountability, and efficiency. The Office of the New York State Welfare Inspector General [“OWIG”], as established by section 74 of the Executive Law, is responsible for maintaining the integrity of New York State’s public assistance programs. The Office of the New York State Workers’ Compensation Fraud Inspector General [“WCFIG”], as established by section 136 of the Workers’ Compensation Law, is responsible for investigating violations of the laws and regulations pertaining to the operation of the workers’ compensation system. The Office of the Gaming Inspector General [“GIG”], as established by the Upstate New York Gaming and Economic Development Act, has the duty to receive and investigate complaints from any source concerning allegations of corruption, fraud, criminal activity, conflicts of interest or abuse in the Gaming Commission.

Collectively, the four offices are known as the Offices of the Inspector General [“OIG”]. OIG conducts in-depth investigations and analysis of alleged criminal wrongdoing, corruption, conflicts of interest, fraud and abuse in New York State agencies/entities which fall under the jurisdiction of NYSIG, OWIG, WCFIG and GIG. Moreover, OIG has a mandate to provide training on issues to the agencies under its purview to promote transparency, honesty, and efficiency, and to remind said agencies and their employees of such agencies of their duty to report occurrences of prohibited behavior.

Job Description

The Deputy Chief Counsel reports to the Chief Counsel and provides support in furtherance of her responsibility to provide legal counsel to the Inspector General in all areas of agency operations. The Deputy Chief Counsel is responsible for assisting in the drafting and revising of internal policies to ensure compliance with OIG’s mandate and applicable laws, and reviews rules, decisions, regulations, and pending legislation for legal implications. The Deputy Chief Counsel provides advice and counsel to ensure OIG’s compliance with the Freedom of Information Law (“FOIL”). The Deputy Chief Counsel also assists in the review of OIG investigations to ensure that legal and evidentiary requirements are met, that reports and letters are logically presented and consistent with findings, and that effective risk management techniques have been applied to mitigate potential legal issues.

The Deputy Chief Counsel is also integral to accomplishing OIG’s statutory training mandate by creating, editing, updating and ensuring the accuracy of all agency training materials. The Deputy Chief Counsel serves as the primary point of contact for covered agencies that solicit training from OIG, proactively identifies agencies that demonstrate a need for training and performs or oversees the administration of all external programming.

The Deputy Chief Counsel also coordinates the ongoing training and professional development of OIG's attorneys, investigators, and auditors. As part of this role, and in conjunction with the Director of Finance, the Deputy Chief Counsel reviews, evaluates and approves all requests from staff for outside training, researches training opportunities that may be available for staff, and plans and executes OIG's all-staff trainings.

As this is a statewide role frequent travel is required as well as willingness and availability to work unscheduled hours. The Chief Counsel serves at the pleasure of the Inspector General. Strict adherence to confidentiality is required.

Minimum Qualifications

Candidate must have a Juris Doctorate with admission to practice in the State of New York and be in good standing with the bar, with a minimum of 10 years of legal practice, preferably within an investigative context. Prior experience serving as an Inspector General or another government investigatory agency as well as a background in performing training sessions is highly preferred, as it a working familiarity with New York State laws and agencies.

Overall, the ideal candidate possesses excellent oral and written communication skills, is highly organized, an excellent legal researcher and demonstrates an ability to analyze complex matters and communicate them simply and accurately. The ideal candidate has a collegial attitude, works well independently, and is an adept multitasker. Additionally, as this is a statewide position, candidates must be willing to travel and available to work unscheduled hours as necessary.

This is a Management Confidential position that is appointed by the Inspector General. New York State residency is required. The salary range is \$116,686 - \$147,256 (Grade M-4 equivalent).

To Apply:

Please email resume and cover letter, referencing Job ID# 22-0136 "Deputy Chief Counsel" in the subject line to:

jobs@IG.NY.gov

<p>The State of New York does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, religion or disability in the admission to, access to or employment in our programs or activities. Reasonable accommodation will be provided upon request. The State of New York is an Equal Opportunity Employer.</p>
