

Special Counsel for Ethics, Risk and Compliance



New York State Agencies and Authorities

New York State has implemented a statewide state-of-the-art system for Ethics, Risk and Compliance management for NYS Agencies to improve government operations and deliver better value for taxpayers and citizens. Central to this system is a team of Special Counsel for Ethics, Risk and Compliance that are strategic and forward-thinking leaders, who identify, manage and mitigate potential problems in the areas of ethics, risk and compliance.

JOB SUMMARY:

- Report to agency Commissioner and work collaboratively with the General Counsel, the Internal Control Officer, the Internal Audit Officer, and others who have primary risk responsibilities within the agency.
- Review existing systems within the agency for managing ethics, risk, and compliance and work with management, counsel, and others to identify gaps and areas for potential improvement, and remedies for identified issues.
- Evaluate agency initiatives and programs to identify risks and opportunities, coordinate research systems to ensure high ethical standards within the agency, assist in complying with requests for information and records, track issues that affect significant agency operations and recommend risk-mitigation measures, and identify and then prioritize training needs for agency personnel.
- Assist in the responses to unexpected events that may negatively affect an agency's mission and coordinate responses in a timely manner.
- Collaborate with Special Counsels for Ethics, Risk, and Compliance at other agencies and authorities to create and implement an Ethics, Risk and Compliance system tailored to the needs of all NYS agencies and authorities.
- Liaise with the State's Chief Special Counsel for Ethics, Risk and Compliance as well as counterparts across other agencies, authorities, and the Executive Chamber.

Desired Skills and Experience:

- J.D required; admission to New York State Bar.
- Minimum of 8 years of legal experience; Prefer experience in compliance, ethics, investigations, or law enforcement.
- Must have high integrity and excellent judgment along with an understanding of generally accepted principles, standards, and techniques used for identifying and managing ethics, risks and compliance.
- Demonstrated excellent written and oral communication skills.
- Must be an execution-oriented self-starter with exceptional organizational skills, attention to detail and independent follow through.

- Ability to learn quickly, synthesize input from a variety of sources and think critically and strategically about ethics, risk and compliance.

- Position location: Albany and New York City – Please indicate your location preference.