



## City of **Spokane** Washington

An invitation to apply for the position of

### **Chief Labor Assistant Attorney** **\$104,462 to \$128,453 Annually**

Plus excellent benefits

Open until filled—First review of applications on Friday, September 9, 2016

#### **Spokane, Washington**

Near Nature, Near Perfect

Nestled in the Inland Northwest at the foothills of the Rocky Mountains, Spokane, Washington, is a vibrant growing community that still has a small-town feel. Spokane's affordable housing, growing arts and theater community, and fine colleges and universities make it a choice destination for families and working professionals alike, and outdoors enthusiasts will relish Spokane's prime location close to skiing, hiking, camping, lakes and beaches, and other recreational pursuits. Spokane is the business hub of the Inland Northwest, with an international airport, multiple business and industrial parks, and high-tech infrastructure. With seventeen local golf courses, award-winning local wineries, Broadway plays at the Opera House, Spokane is a fantastic place to put down roots. There's something here for everyone.

#### **Nature of Work:**

Under general direction, the Chief Assistant City Attorney - Labor acts as the subject matter expert regarding employment law, labor relations, and negotiations. Provides specialized legal services, including advice and representation for all City departments, requiring considerable experience, discretion and independent judgment. Provides the City Attorney, Mayor and senior City staff with analysis of complex legal issues, collective bargaining agreement negotiations status for each bargaining unit, and assists in development of policies and procedures.

#### **Supervision:**

Works independently subject to direction by City Attorney within the limits of general policies of the City and established standards and practices of the legal profession. Requires the application of extensive experience and skill.

#### **Examples of Work:**

- May serve as Chief Negotiator for Collective Bargaining Agreements between the bargaining units and the City, and advises Human Resources staff concerning Memorandums of Understanding and Supplemental Agreements.
- Represents the City in arbitrations, grievance hearings, and matters before PERC.
- May act as lead defense counsel in labor and employment litigation or as part of the City's defense team
- Provides training and counseling on employment law issues, including wage and hour laws, personnel claims, reduction in force actions, discipline and discharge issues, etc.
- Establishes and maintains a productive, long-term relationship with all bargaining unit representatives while advocating for the City.
- Provides advice, training, and counsel to the Human Resources Department and serves as the HIPAA security officer.
- Provides advice, training, and counsel to all City departments and divisions about laws that govern the City.
- Responds to and resolves difficult and sensitive inquiries and complaints.
- Provide practical advice to resolve problems and

issues while minimizing litigation exposure.

- Work with division directors to anticipate and solve problems prior to becoming a larger issue.
- Drafts ordinances, regulations, state legislation and other legal documents having a major impact on City governmental operations.
- Conducts extensive legal research, renders comprehensive oral and written opinions on major substantive, procedural, and administrative issues in reference to employment law, labor relations, and negotiations.
- Performs other related work as required.

**Requirements of Work: Knowledge of:**

Municipal law and the practices and procedures of the City government. Extensive expertise in specific areas of the law, especially labor and employment law.

**Ability to:**

- Foster and maintain effective professional relationship with City officials and staff, colleagues, employees, and bargaining unit representatives.
- Express legal concepts in clear and concise language for the City Council, Mayor, City Administrator, City officials and staff and the general public.
- Organize and manage own work.
- Maintain good moral character and integrity in matters pertaining to professional responsibilities.
- Utilize Westlaw and related computerized research tools.
- Working Conditions and Physical Demands:
- Work is conducted primarily in an office setting. Incumbents in this classification are expected to communicate verbally, in person, in writing, and by telephone. A computer terminal is used and this requires the use of repetitive arm-hand movements.

**Minimum Qualifications:**

Any combination of education and experience which would provide the required knowledge, skills, and abilities, is qualifying. Generally this will include:



A Juris doctor or equivalent degree and a membership in Washington State Bar Association; AND five (5) years' experience in the practice of law, with three (3) years' experience in employment and labor law, to include labor contract negotiations required. Prior experience with public sector bargaining units and binding arbitration preferred.

**Other:**

Admitted to practice before United States District Court for the Eastern District of Washington and Ninth Circuit Federal Court of Appeals is recommended.

**Behavioral Standards:**

Respectful, courteous, and friendly to members of the public, other City employees, and City leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives.

Effectively communicates with customers and other City employees. Gets along with co-workers and managers. Positively represents the City, maintaining the trust City residents have placed in each of us. Demonstrates honest and ethical behaviors.

**To Apply:**

To apply, please submit a cover letter, résumé, and exempt application to:

City of Spokane Human Resources  
808 W. Spokane Falls Blvd, Spokane, WA 99201

The exempt application is located at [www.spokanecity.org/jobs/exempt](http://www.spokanecity.org/jobs/exempt). Packets submitted without a resume` cover letter, and exempt application will be considered incomplete and will not be accepted.

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The City of Spokane is proud to be an  
Equal Opportunity / Veteran's Preference Employer.

