

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone: 608-266-4511

2. Class Title (i.e. payroll title):

Deputy City Attorney

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Michael P. May-City Attorney

Work Phone: 608-266-4511

5. Department, Division & Section:

Office of the City Attorney

6. Work Address:

210 MLK Blvd. Room 401
Madison, WI 53703

7. Hours/Week: 38.75

Start time: End time:

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

-
10. Position Summary:

This is a highly responsible managerial and supervisory position reporting to the City Attorney of Madison. The Deputy City Attorney (DCA) is second in command to the City Attorney, serves as an advisor to the City Attorney on legal matters, and has full authority to act on behalf of the City Attorney in his absence, including administrative and supervisory decision-making. This position also is the primary attorney who represents the City on employment law, labor-management relations, grievance and interest arbitrations, and other employment and personnel issues. Work may include complex civil litigation and legal research and involves providing advice and legal opinions to the Mayor, the Common Council, City Department Heads, and other City employees. The DCA may also be responsible for supervising the administrative staff in the Office of the City Attorney and may lead/supervise a team of attorneys. The work is characterized by a high level of legal expertise and professional judgment and discretion, performed with a high degree of independence, under the general supervision of the City Attorney.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 35% A. Provide legal advice and representation to the City Human Resources Department and other City departments/divisions on labor law related issues.
1. Maintain current knowledge of labor related laws including the State of Wisconsin Municipal Employment Relations Act (MERA) and other relevant statutes/ordinances.
 2. Provide advice and consultation to the City Human Resources Department and other City departments/divisions pertaining to disciplinary/termination decisions, including consultation based on the standards of just cause.
 3. Interpret collective-bargaining and ordinance provisions and related Administrative Procedure Memoranda pertaining to employee discipline/terminations.
 4. Provide legal advice to and/or serve on the City's collective-bargaining team as required.
 5. Provide advice to the City's Human Resources Department regarding contract language and collective-bargaining proposals.
 6. Represent the City and respond to prohibited practice complaints filed against the City with the Wisconsin Employment Relations Commission (WERC).
 6. Represent the City in litigation before courts and administrative bodies, including grievance and interest arbitrations and WERC proceedings.
- 35% B. Provide legal advice and representation to the City Human Resources Department and other City departments/divisions on employment law related issues.
1. Maintain current knowledge of employment related laws such as the Family and Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), Americans with Disabilities Act (ADA), employment discrimination statutes, and other relevant statutes/ordinances.
 2. Respond to discrimination complaints filed against the City with either the State of Wisconsin Equal Rights Division (ERD) or the Equal Employment Opportunity Commission (EEOC).
 3. Represent the City in litigation before courts and administrative bodies, including grievance arbitrations and administrative proceedings before the State ERD.
 4. Coordinate and supervise outside private counsel representing the City on employment law matters.
 5. Provide advice and consultation to the City Human Resources Department and other city department/divisions relating to proper interpretation and application of employment related laws, statutes, and ordinances.
 6. Recommend changes to City ordinances and other procedural documents to ensure City policies remain consistent with changes in employment law.
- 20% C. Supervise the operations of the Office of the City Attorney, including administrative and professional staff.
1. Assist the City Attorney in preparing and monitoring the capital and operating budgets for the Office of the City Attorney.
 2. Hire, train, discipline, handle grievances, and monitor the performance of staff within the Office of the City Attorney.
 3. In conjunction with the City Attorney, develop and interpret the policies of the Office of the City Attorney.
 4. Conduct formal investigations relating to performance issues, harassment, and other areas as needed.
- 10 % D. Carry out related work within the City Attorney's office.
1. Draft ordinances, contracts, reports, opinions, pleadings, briefs, and other legal documents as required.
 2. Provide support to assigned City boards, commissions, and committees, including the Personnel Board. Attend meetings as required.
 3. Provide other legal advice and representation on other areas of the law or for other City departments/divisions as assigned.
 4. Provide leadership to lower-level attorneys on projects as assigned.
 5. Respond to public and media inquiries.
 6. Make presentations to the public as required.
 7. Provide training to City employees as required.
 8. Perform other related work as required.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of legal principles and their application within municipal corporations, particularly with respect to labor and employment law. Thorough knowledge of statutes and laws of Wisconsin and judicial interpretation and precedent. Thorough knowledge of municipal laws and ordinances. Thorough knowledge of judicial and administrative procedures and rules of evidence. Working knowledge of supervisory techniques. Ability to prepare complex briefs, opinions and pleadings. Ability to form and defend opinions. Ability to carry out independent research on legal issues. Ability to present legal matters logically, clearly, and concisely in accepted form. Ability to exercise sound judgment and discretion. Ability to plan, assign and review the work of lower level attorneys. Ability to assume responsibility for and implement legal programs. Ability to communicate effectively both orally and in writing. Ability to develop and maintain effective working relationships. Ability to represent the City's interest in complex negotiations. Ability to supervise and provide direction to all staff on administrative and supervisory issues, and to represent the City Attorney on such issues as requested or needed. Ability to take direction from the City Attorney and implement initiatives. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Admission to the State Bar of Wisconsin.

15. Physical requirements:

16. Supervision received (level and type):

Supervised by the City Attorney.

17. Leadership Responsibilities:

This position: ☒ is responsible for supervisory activities (Supervisory Analysis Form attached).
 ☐ has no leadership responsibility.
 ☐ provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

☐ I prepared this form and believe that it accurately describes my position.
☐ I have been provided with this description of my assignment by my supervisor.
☐ Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- ☒ I have prepared this form and believe that it accurately describes this position.
- ☐ I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- ☐ I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- ☐ I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- ☐ Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.