

DEPUTY CITY ATTORNEY

CLASS DESCRIPTION

General Responsibilities:

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.

Examples of Duties and Responsibilities:

Provide legal advice and representation to the City Human Resources Department and other City department/divisions on labor law related issues, including, but not limited to, discipline/termination decisions, collective-bargaining, contract interpretation, grievance arbitrations and interest arbitrations. Respond to prohibited practice complaints filed against the City with the Wisconsin Employment Relations Commission (WERC).

Provide legal advice and representation to the City Human Resources Department and other City department/divisions on employment law related issues, including but not limited to the Family and Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), Americans with Disabilities Act (ADA), other employment law statutes, and other relevant statutes/ordinances. Respond to formal complaints filed against the City with either the State of Wisconsin Equal Rights Division (ERD), Equal Employment Opportunities Commission (EEOC), or other administrative agency.

Represent the City in litigation before courts and administrative bodies, including before arbitrators, the WERC, the State of Wisconsin Equal Rights Division, the EEOC, and other legal entities. Coordinate and supervise outside private counsel representing the City on employment law matters.

Interpret laws, statutes, and ordinances for all City departments/divisions. Recommend changes to City ordinances based on developments in State and Federal labor and employment law. Draft ordinances, contracts, reports, opinions, pleadings, briefs, and other legal documents.

Hire, train, discipline, assign, and manage staff for the City Attorney's Office. Assist in the development and administration of the City Attorney's Office budget. Assist the City Attorney in developing policies and procedures for the City Attorney's Office. Implement and interpret policies and procedures as required. Conduct formal investigations relating to performance issues, harassment, and other areas as needed.

Provide advice and support to assigned City boards, commissions, and committees, including the Personnel Board. Attend meetings as required. Provide training to City employees as required.

Respond to public and media inquiries. Make presentations to the public as required.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

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.

Training and Experience:

Five years of increasingly complex experience as an attorney, including experience in settlements, trial work and legal research, preferably in a municipal setting, and at least three years experience in the practice of labor or employment law. Graduation from an accredited law school. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

Necessary Special Qualifications:

Admission to the bar and licensed to practice law in the State of Wisconsin.

Department/Division	Comp. Group	Range
City Attorney's Office	18	22

Approved: _____
Brad Wirtz
Human Resources Director
Date