

Job Overview:

The Counsel II performs a variety of employment related activities in accordance with the established standards of the legal profession to protect the Company's reputation and business interests and help ensure it complies with all relevant laws, regulations, contractual commitments and/or internal policies and standards. Provide legal advice within area of expertise to functional or operational area employees. Perform other duties as assigned. This position is located in New York.

Essential Functions:

- Employment counseling, covering all aspects of employment issues including but not limited to, civil rights, wage and hour laws, leaves of absence, disability related laws, immigration laws, workplace safety laws, reductions in force, labor laws, sick pay laws, schedule predictability laws, privacy laws, etc.) as they related to and affect business decisions.
- Handling agency claims and attorney demand letters (including but not limited to, discrimination, wage and hour, workplace safety, whistleblower, leaves of absence, wrongful termination, etc.) from filing of the claim to conclusion of the matter prior to litigation.
- Managing pro se employment arbitrations and labor arbitrations.
- Developing and facilitating training programs, materials and sessions for executives and associates on a variety of employment and labor law topics, including civil rights, wage and hour laws, leave of absence laws, disability and religious accommodations, immigration laws, rights under the NLRA and workplace investigations.
- Working closely with human resources executives to develop employment policies, procedures and related communications for all areas of the organization.
- Conducting legal research and drafting legal memoranda.
- Regular, dependable attendance & punctuality.

Qualifications:**Education/Experience:**

- J.D. and bar admission required;
- 4-8 years' experience in a national/regional law firm or corporate law department with most of that experience in the area of employment law;
- Strong experience handling matters arising under federal, state and local wage and hour, civil rights, leave of absence, immigration and workplace safety statutes as well as employment related common law claims;
- Experience in handling matters arising under the NLRA as well as labor contract administration and contract negotiation a plus.

Communication Skills:

- Ability to read, write, and interpret instructional documents such as (1) reports and procedure manuals, and (2) legal documents, including statutory and regulatory materials, case law and analytical legal writings.
- Excellent written, organizational, analytical and communication skills required.

Mathematical Skills:

- Must have above average mathematical skills, including the ability to compute rates, ratios, and percentages, and the ability to work with mathematical concepts such as probability and statistical inference.

Reasoning Ability:

- Must be able to work independently with minimal supervision.

Physical Demands:

- This position involves extended periods of sitting and the extensive use of computer and the office equipment and may involve stooping, kneeling, or crouching.
- Involves close vision, color vision.

Other Skills:

- Provide required work experience, computer skills, technical knowledge, management skills, leadership qualities, level of education and other job-specific skills.
- Must be able to handle multiple projects effectively with attention to detail.
- Excellent client service skills required.

Work Hours:

- Ability to work a flexible schedule based on department and store/company needs.

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