

► ◀ New York, New York; Cell: (917) 406-0095

EXPERIENCES

LEGAL EXPERIENCE

NEW YORK CITY DEPARTMENT OF CORRECTION, QUEENS, NEW YORK

Executive Agency Counsel/ Director of Human Resources Compliance, May 2016 to Present

- Serves as Investigator and Hearing Officer for Step I Non-Uniform Staff Members grievances and disciplinary hearings, and represented the New York City Department of Correction (“Department”) at Step I hearings;
- Serves as liaison for the Department’s Human Resources Office, the respected Labor Unions representing the Department’s non-uniformed staff, Trials and Litigation, and the Department’s EEO Offices, and the Workplace Violence Committee and the respective unions.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures; maintains historical human resource records by designing a filing and retrieval system; keeping past and current records; maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional associations.
- Develops, initiates, maintains, and revises policies and procedures for the general operation of the Department’s Office of Human Resources and its related activities to prevent illegal, unethical, or improper conduct; ensures legal compliance by monitoring and implementing applicable federal and state requirements; conducting investigations; maintaining records; representing the institution at hearings; develops and periodically reviews and updates the standards of conduct to ensure continuing currency and relevance in providing guidance to management and employees.
- Collaborates with other departments to direct compliance issues to appropriate existing channels for investigation and resolution; consults with the Department’s Office of General Counsel, Office of EEO, and The Law Department of New York City, as needed, to resolve difficult legal employment-related or compliance issues.
- Acts as an independent review and evaluation body to ensure that compliance Issues/concerns within the organization are being appropriately evaluated, investigated and resolved.
- Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future.
- Ensures proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required. Manages an effective compliance training program, including appropriate introductory training for new employees as well as ongoing training for all employees and managers.

NEW YORK CITY DEPARTMENT OF CORRECTION, QUEENS, NEW YORK

Agency Attorney III, Office of Labor Relations, June 2015 to May 2016

- Serve as Investigator and Hearing Officer for Step II grievances and disciplinary hearings, and represented the New York City Department of Correction (“Department”) at Step II hearings; and assisted OATH investigations and Step

III and Arbitrations.

- Serve as liaison for the Department's Human Resources Office, the respected Labor Unions representing the Department's non-uniformed staff, Trials and Litigation, and the Department's EEO Offices.
- Represented the Department at various labor negotiations, disciplinary proceedings, and Step III hearings, and assisted with trial preparations for OATH.
- Serve as liaison for the Department the Workplace Violence Committee and the respective unions.

LAW OFFICE OF MICHAEL A. LIDDIE, BROOKLYN, NEW YORK

Principal, September 2011-June 2015

- *Assigned Counsel Plan Panel Membership, Second Department, Queens County Family Court Panel*, September 2011-Present.
- *Assigned Counsel Plan Panel Membership, First Department, Bronx Criminal Court Panel*, June 2010-Present.
- General Practice, including but not limited to: Criminal Law; Family Law; Real Estate; Trust and Wills; Adoption, Employment Discrimination, Immigration Law.
- Plan detail trial strategy: voir dire; opening statement; cross examination; closing statement.
- Draft pleadings and settlement agreements. Participate in client conferences and settlement negotiations.

LAW OFFICE OF G. WESLEY SIMPSON, P.C., BROOKLYN, NEW YORK

Of Counsel, Pro Bono, September 2002-June 2010

- General Practice, including but not limited to: civil litigation: Family Law; Real Estate; Trust and Wills; Adoption, Employment Discrimination, Immigration Law and all Criminal Law related matters.

HONORABLE JUDGE DENNY CHIN, U.S. DISTRICT COURT, S.D.N.Y.-NEW YORK, NEW YORK

Judicial Intern, summer 1997

- Researched legal issues drafted and evaluated motions and trial memoranda.
- Attended pretrial conferences, hearings and trials. Reviewed jury instructions.

Criminal Appeals Clinic, Benjamin N. Cardozo School of Law-New York, New York

Legal Intern, fall 1996-1997

- Competitively selected by faculty committee for this year-long program to represent an incarcerated appellant.
- Intensively trained in appellate advocacy with strong emphasis on researching, evaluating, writing, and digesting of records of appeals, in addition to drafting the appellate brief.
- Argued appeal before Appellate Division, First Department under special New York State authorization, fall 1997.

HIGHER EDUCATION ADMINISTRATIVE EXPERIENCE

JOHN JAY COLLEGE OF CRIMINAL JUSTICE--NEW YORK, NEW YORK

Deputy Labor Designee, Human Resources, November 2005 – September 2011

- Served as Investigator and Hearing Officer for classified staff and PSC title Step I grievances and disciplinary hearings, and represented the College at Step II hearings; and assisted CUNY Legal on all College Arbitrations.
- Served as liaison for Labor Union Representatives, the CUNY Council of Personnel Officers, and CUNY's Office of Faculty and Staff Relations. Served as the College's liaison for the New York State Commission on Public Integrity. Assisted in the development and implementation of staff development and training initiatives resources.
- Provided guidance and consultation to supervisors so that problems are avoided and personnel issues are resolved in a positive manner. Provided counsel to and worked collaboratively with senior management, administrators, Deans, and Chairpersons on a broad range of Human Resources issues.
- Monitored personnel actions for compliance with CUNY bylaws, contractual agreements, federal, state and local legislation.

JOHN JAY COLLEGE OF CRIMINAL JUSTICE--NEW YORK, NEW YORK

Assistant to the Provost, Senior Vice-President for Academic Affairs, March 2005 - November 2005

- Reported to the Senior Vice President for Academic Affairs.
- Managed, coordinated, and facilitated the daily operations and long-range planning of redesigning the organizational

structure within Academic Affairs with hired consultants. Served as convener for Academic Council meetings; Adviser for inter-disciplinary majors; Served as liaison for Committee on plagiarism and academic integrity.

JOHN JAY COLLEGE OF CRIMINAL JUSTICE--NEW YORK, NEW YORK

Student Elections Review Committee (SERC) Chairperson, September 2005 – September 2011

- Appointed 2005 SERC's Chairperson by President Jeremy Travis, President, John Jay College of Criminal Justice
- Approved student government election procedures.
- Certified the results of student government elections and student body referenda, and
- Managed all student elections appeals on behalf of the President.

JOHN JAY COLLEGE OF CRIMINAL JUSTICE--NEW YORK, NEW YORK

Director, Four-Year B.A. in Criminal Justice Weekend Study Program: July 2000 - November 2005

- Managed all aspects of The Weekend Study Program. Established guidelines, recommendations, procedures for Weekend Program services. Planned, facilitated and moderated The Annual Weekend Law School Forum.
- Interviewed, selected, and managed Weekend College staff. Assisted in interviewing and selecting some Weekend Program faculty. Scheduled classes and coordinated faculty assignments with Provost's Office.
- Wrote and edited Summary Report to register The Weekend Study Program in Criminal Justice with New York State, and procured all supplies and equipment and support services. Edited *The Weekend Wise* newsletter.

JOHN JAY COLLEGE OF CRIMINAL JUSTICE--NEW YORK, NEW YORK

Director, Two-Year A.S., Rikers Island Extension Program, October 1999 - November 2005

- Managed all aspects of the Rikers Island Extension Program, a two-year A.S. in Correction Administration Program for the New York City Department of Corrections, housed on Rikers Island. Established guidelines, recommendations, and procedures to provide Rikers Island services. Selected, motivated, and managed John Jay College's Rikers staff and faculty.
- Scheduled classes and coordinated faculty assignments with Provost's Office.
- Recruited New York City Corrections Officers for Rikers Island Extension Program enrollment.

JOHN JAY COLLEGE OF CRIMINAL JUSTICE--NEW YORK, NEW YORK

Articulations Agreement Coordinator, October 2000 - November 2005

- Developed and structured all John Jay College articulations agreement intra-CUNY, SUNY, and private colleges.
- Responsible for all administrative monitoring for John Jay College's articulations agreements.

TEACHING EXPERIENCE

JOHN JAY COLLEGE OF CRIMINAL JUSTICE--NEW YORK, NEW YORK, spring 2007 - Present

Adjunct Professor (Graduate): Department of Public Management,

PAD 708-301: Labor Relations in the Public Sector

- Critically examine the evolution of labor relations laws and its effects on the public sector, the establishment of the collective bargaining relationship, and negotiation of the collective bargaining agreement.
- Focus is primarily on the application of strikes, picketing, and boycotts, and the administration of the Collective Agreement, Labor and the Antitrust Laws, Federalism and Labor Relations.

JOHN JAY COLLEGE OF CRIMINAL JUSTICE--NEW YORK, NEW YORK

Adjunct Professor (Graduate): Department of Public Management,

PAD 710-01: The Law of Public Employment

- Critically examine the law of public employment, including statutory and constitutional principles, concepts and values that apply to public administration.
- Focus is primarily on the application of the United States Constitution to public sector employment through the following specific topics:
 - (2) Discipline, suspension, and termination: hearing rights, collective bargaining; Employee Benefits;
 - (3) Freedom of Expression and Privacy: freedom of speech, union and political activity;

- (4) Employment Discrimination: Age, Disability, Race and National Origin, Sex, Religious, Retaliatory;

JOHN JAY COLLEGE OF CRIMINAL JUSTICE--NEW YORK, NEW YORK

Adjunct Professor (Graduate): Department of Public Management, fall 2007

PAD 702: Human Resources Management

JOHN JAY COLLEGE OF CRIMINAL JUSTICE--NEW YORK, NEW YORK

Adjunct Professor (Undergraduate): Department of Public Management, fall 2007

Business Law, ACC/LAW 264-01, Department of Public Management/Accounting

- Critically examined the important principles of substantive law in the areas of constitutional law, tort law and contract law. Discussed recent cases as a means of understanding both substantive and legal principles and the practical application of such principles in the modern business world, and discussed the establishment of the collective bargaining relationship, and negotiation of the collective bargaining agreement.
- Focused on the legal environment of business and various substantive areas of the law, the purpose of the law and the various classifications of the law and the sources of law; business ethics and white-collar crime were discussed.

EDUCATION

CITY UNIVERSITY OF NEW YORK, THE GRADUATE CENTER, N.Y., N.Y.

Ph. D, Criminal Justice, The Graduate Center, CUNY: Fall 2009, Accepted; Fall 2011, Administrative Leave

BENJAMIN N. CARDOZO SCHOOL OF LAW, N.Y., N.Y.

Juris Doctor, June 1998

Admitted: New York State Bar: 2002

Honors:

*Affirmative Action/Diversity Workforce Unit, 2005-2009
New York County Lawyers' Association Judicial Law Clerk Fellowship
Criminal Appeals Clinic; Public Interest Summer Stipend Award
Intensive Trial Advocacy Program (ITAP); Appellate Advocacy;
Editor-In-Chief, Moot Court Honor Society
Bench Memoranda Writer: 1997 Constitutional Law Competition;
1996 National Moot Court Competition*

Activities:

Vice-Chair, Black, Asian, and Latin Law School Association, 1996-1997
Vice-President, Black Law School Association, 1995-1996

CITY UNIVERSITY OF NEW YORK, JOHN JAY COLLEGE, N.Y., N.Y.

Master of Public Administration, Budgeting and Fiscal Policy: June 1993

Bachelor of Arts, Government and Public Administration: June 1991

Honors:

Patricia Roberts Harris Public Service Fellow; Distinguished Service Award; Dean's List.

COMMUNITY ACTIVITIES

THE COMMUNITY CHURCH OF GOD, CORONA, QUEENS, N.Y.

MINISTER