

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification & Salary Guidelines

**Occ. Code 6531800**

**Deputy Commissioner & Counsel, NS M-6, M-7**

**6531800**

Brief Description of Class

Deputy Commissioner & Counsel incumbents report to the Commissioner, OS, or Executive Deputy Commissioner, NS, and serve as the chief legal officer for an agency.

Distinguishing Characteristics

*Deputy Commissioner & Counsel*

Factors that determine the level of Deputy Commissioner & Counsel include agency size; variety and complexity of laws and regulations governing agency operations; frequency of legal and regulatory changes impacting agency; role in executive level decision making; and number and level of professional legal staff supervised.

M-6: oversees a legal office for a large agency governed by varied and complex laws and regulations, and frequent changes in the legal and regulatory environment; reports to the agency head; participates in agency management; and supervises a large and high level legal staff.

M-7: oversees a legal office for the largest agency governed by the most varied complex laws and regulations; frequent changes in the legal and regulatory environment; reports to the agency head; participates in agency management; and supervises a large and high level legal staff.

The four categories of agencies are based on agency size and are as follows: largest (over 8,000 employees), large (1,501-8,000 employees), medium (500-1,500 employees), and small (fewer than 500 employees).

Illustrative Duties

*Deputy Commissioner & Counsel*

- Provide legal counsel, services, and representation to an agency; and in matters of significant importance and sensitivity, personally represent the agency and its leadership.

- Serve as liaison with the Governor's Counsel on matters of legal significance relating to agency activities.
- Review proposed and established federal, State, and local legislation affecting the agency and make recommendations for appropriate action.
- Review agency's application of law; and render formal opinions to appropriate audiences.
- Work with the Attorney General's Office to develop responses to all matters in litigation; and provide legal counsel to the agency head and executive staff on issues under litigation.
- Present testimony in court and other adjudicatory setting.
- Advise the Commissioner on laws, rules, and regulations governing the operations of the agency and duties and responsibilities as a member of special committees.
- Supervise the drafting of agreements and contracts and ensure they contain appropriate safeguards.
- Conduct special studies or participate in special assignments as directed by the Commissioner.
- Represent the agency at meetings, professional associations, and civic groups.
- Supervise and mentor subordinate staff by providing training and evaluating performance.

### Minimum Qualifications

M-6: law degree from an accredited law school; admission to, and member in good standing of, the New York State Bar; and eight years of relevant post-bar experience.

M-7: law degree from an accredited law school; admission to, and member in good standing of, the New York State Bar; and nine years of relevant post-bar experience.

**Note:** Classification & Salary Guidelines illustrate the nature and scope of duties and responsibilities of the exempt classes they describe, and the recommended salary ranges for such classes. These guidelines cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those recommended for appointment at the time the guidelines were written.

09/2021