

# Associate Director, Employee Relations & Compliance

New York City Criminal Justice Agency

New York (Hybrid)

Salary: \$126,000 - \$134,000

### The Organization

The New York City Criminal Justice Agency (CJA) is a not-for-profit service and research organization that operates in partnership with the New York City Mayor's Office of Criminal Justice. CJA is the City's main pretrial services agency, combining operations, pilot projects, and research under one roof. CJA utilizes procedural justice practices to provide pretrial services to over 100,000 people arrested annually in New York City. Information collected about these arrestees and subsequent case processing is maintained in the agency's internal and externally shared database systems, which are used to conduct descriptive and evaluation research on arrestee characteristics, case processing and court outcomes, and on issues and potential reforms to criminal justice policy in New York City. CJA's programs operate in the criminal courts and detention facilities 24 hours a day, seven days a week within the 5 boroughs of NYC, employing over 300 employees, citywide.

### The Department

The organization's People & Culture team manages the Human Resource functions for the Agency's 300+ staff members city-wide, including recruitment, on-boarding, orientation, employee relations, benefits and compensation, professional development, workplace health and safety and compliance. Approximately 20% of the organization's workforce is unionized line staff providing 24-hour coverage for our operations. It is the department's mission to help employees understand their rights and obligations and to support staff, managers, and organizational leaders in navigating all the complexities of work life through the various phases of the employment cycle. In doing so, we seek to create a culture of inclusion and understanding with respect for diversity of culture, experiences, and ideas that support mission. We draw upon the individual and collective strengths and values of our talent to define and inform the need for comprehensive benefit plans, establish professional goals, and meet performance objectives for the organization.

### The Position

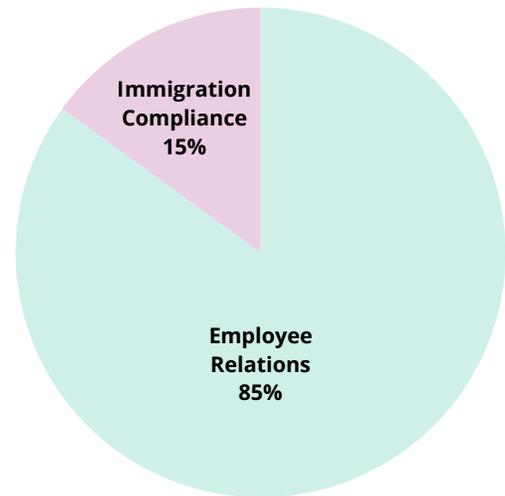
The Associate Director, Employee Relations & Compliance, will play a pivotal role in managing employee relations functions and cultivating a positive, inclusive, and harmonious workplace environment. This collaborative leader will work across a team of employees and managers whose make-up is diverse in experiences, identities, race, ethnicity, culture, and socioeconomics to address interpersonal workplace disputes, implement people management policies, analyze workplace trends, and ensure compliance with employment laws and regulations.

Additionally, the Associate Director, Employee Relations & Compliance will ensure that NYC Criminal Justice Agency (CJA) adheres to federal immigration regulations for the employment of individuals with work Visas. This individual will be involved in developing strategic immigration compliance frameworks, advising on sponsorship and employment eligibility issues, and maintaining robust internal systems to monitor and document compliance.

This role requires a strategic thinker with a strong background in employee relations, conflict resolution, immigration law, policy development, stakeholder management and the ability to provide guidance on best practices for compliance with employment laws, while also considering cultural norms and practices for the organization.

### Employee Relations

- Provide guidance to managers/supervisors to proactively address the root causes of people management issues and offer resolution strategies for effective outcomes.
- Assess and address employee relations issues using a DEIB-informed lens, including actively identifying and interrupting bias, microaggressions, and ensuring employee relations decisions account for cultural norms, power dynamics, and lived experience while maintaining organizational standards.
- Support Managers/Supervisors with conflict resolution, providing constructive feedback, and the interpretation of people management policies.
- Develop and deliver training programs on topics related to employee relations best practices, addressing misconduct/poor performance, supporting conflict resolution, facilitating staff mediation, and managing employee grievances.
- Directs and manages employment termination and off-boarding tasks to ensure structured and compliant processes.
- Aid in the optimization and utilization of people management tools such as Collaborative Improvement Plans (CIP) and Disciplinary Action Forms (DAF).
- Stay abreast of employment related laws and legal affairs and lead any implementation efforts.
- Conduct initial interviews and gather information regarding alleged misconduct such as harassment/discrimination allegations, work complaints, personnel conflicts, or other concerns; and ensures that the process is thorough and unbiased.
- Ensure CJA policies and procedures are compliant with labor laws and regulations.
- Provide strategic recommendations to resolve complex employee relations issues and mitigate potential legal risks.
- Performs other related employee relations duties as assigned.



### Immigration Compliance

- Serve as the agency's subject matter expert on immigration compliance including I-9, E-Verify, H-1B, J-1, F-1, O-1, TN, PERM, I-140, I-485, and other visa regulations.
- Provide guidance to leadership on sponsorship options, onboarding of foreign nationals, and employment eligibility verification.
- Oversee systems and processes for tracking visa expirations, extensions, and compliance requirements.
- Oversee and maintain I-9 compliance programs, ensuring timely completion, proper retention, and readiness for audit.
- Track and communicate regulatory updates from DHS, DOL, ICE, USCIS, DOJ, and other relevant bodies.

## ROLE OVERVIEW (cont.)

- Partner with external immigration counsel to prepare and manage petitions, extensions, and PERM applications.
- Lead internal I-9 and immigration file audits; identify and correct discrepancies to minimize risk exposure.
- Coordinate with Payroll and Legal on implications of employment status changes, terminations, and tax changes.
- Support foreign national employees with immigration-related onboarding, renewal reminders, and documentation resources.
- Stay current on emerging trends and best practices in employment law and immigration compliance.
- Performs other duties as assigned.

## THE IDEAL CANDIDATE

**The ideal candidate for the Associate Director position possesses the following competencies:**

<b>Decision Quality</b> Making good and timely decisions that keep the organization moving forward.	<b>Interpersonal Savvy</b> Developing strong relationships across various identities, cultures, and lived experiences, and applying this awareness to decision-making.	<b>Communicates Effectively</b> Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different
<b>Persuades</b> Using compelling arguments to gain the support and commitment of others.	<b>Manages Ambiguity</b> Operating effectively, even when things are not certain, or the way forward is not clear.	<b>Instills Trust</b> Gaining the confidence and trust of others through honesty, integrity, and authenticity.

## THE IDEAL CANDIDATE (cont.)

### Additional Qualifications

- At least 10 years of professional experience in employee relations, compliance, change management, organizational development, including employment-based immigration management OR its equivalent through training, education, and other experience.
- Bachelor's or Master's degree from an accredited college or university in Business Administration, Human Resources Management, Organizational Development, Legal Studies, Psychology, or related field required.
- Current knowledge of federal, New York state, and local employment laws and practices and ability to apply regulation and employment compliance into sound practices.
- Demonstrated experience in conducting workplace investigations and resolving complex employee relations issues.
- Demonstrated knowledge of diversity, equity, inclusion, and belonging principles, with experience applying DEIB frameworks, methodologies, or tools to employee relations, investigations, policy interpretation, or people management decisions.
- Ability to navigate sensitive matters with compassion and discernment as well as remain tactful and calm during confrontational situations.
- Knowledge of US immigration regulations and employment laws including I-9/E-Verify processes, and nonimmigrant/immigrant visa types.
- Experience working with external immigration counsel and immigration case management systems.
- A strong professional work ethic and compass for the confidential nature of human resources matters.
- Excellent verbal and written communication skills for sharing information to educate, instruct, motivate, and influence others.
- Intermediate to advance computer skills including Microsoft Office Suite or related software.

## WORK ENVIRONMENT

### Work Environment

This is a hybrid work schedule with 3 days in office and 2 days remote. Core business hours are Monday-Friday 9 am – 5 pm.

### CJA Values

Each employee at CJA is guided by these values in our work:

- **Commitment:** We are committed to being active partners in criminal justice reform through initiatives and creative problem-solving that evaluates different methods and strategies for alternatives to detention.
- **Fairness:** We are guided by fairness and the presumption of innocence for those who are detained and work with integrity and without bias to protect the privacy and interest of court-involved people and their families.
- **Innovation:** We value curiosity as a driving force to lead the way in pretrial services. We use innovative techniques in research, pilot programs, and engaging justice-involved communities to execute our mission of reducing unnecessary pretrial detention.

## WORK ENVIRONMENT (cont.)

### The New York City Criminal Justice Agency is an Equal Opportunity Employer

CJA is committed to creating and retaining a workforce of diverse talent and a culture of inclusion and belonging that honors and welcomes people with a variety of backgrounds, experiences, and perspectives. We are proud to be an equal opportunity employer with a track record of encouraging and supporting the employment of people with lived experiences in the legal system. We are dedicated to advancing our mission and work by recruiting and building multi-disciplinary teams that reflect the racial, ethnic, culture and gender identities of the clients and communities we serve.

We encourage individuals of all backgrounds to apply. Our employment practices are equitable and fair, without consideration of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, prior arrest or conviction, employment status, parental status, veteran status, or any other protected status under applicable laws.

## COMPENSATION AND BENEFITS

### Salary

\$126,000 - \$134,000 commensurate with experience

### Benefits

CJA offers a very generous benefit plan including health, dental and vision insurance, a comprehensive mental health and wellness (EAP) plan, four weeks' vacation, paid holidays and a retirement plan with employer matching contributions. CJA is also strongly committed to professional learning and development for its staff members and offers staff varied opportunities for learning and development through partnerships and vendor services for web based, in-person professional development training, as well as in-house job training and development.

## TIMELINE AND NEXT STEPS

[If you are interested in this position, please click here. All applicants will receive an email confirming receipt of their application.](#)

[We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above.](#)

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[Submit an application](#)

