

# JOB DESCRIPTION



**JOB TITLE:** ATTORNEY - OFCCP COMPLIANCE GROUP  
**REPORTS TO:** PARTNERS  
**DEPARTMENT:** LAW

**FLSA STATUS:** EXEMPT  
**DIRECT REPORTS:** NO  
**EFFECTIVE DATE:** MAR 1, 2019

## POSITION SUMMARY

Under the direction of the firm's partners, Associate Attorneys in the firm's OFCCP Compliance Group conduct legal research, prepare written content for both legal and non-legal audiences, and assist firm clients on a broad range of issues arising under state and federal employment laws and regulations, primarily in the areas of equal employment opportunity and affirmative action. They also serve as staff attorneys in the Office of the General Counsel of the firm's largest institutional client, the Center for Workplace Compliance (CWC).

## ESSENTIAL RESPONSIBILITIES

- o Provides advice and counsel to the firm's corporate clients on EEO, affirmative action, and other workplace compliance matters, including those administered and enforced by the Department of Labor's Office of Federal Contract Compliance Programs (OFCCP)
- o Directs the design and development of client affirmative action programs (AAP) in compliance with federal laws, executive orders, and OFCCP's implementing regulations
- o Provides advice and counsel on the design, development, and execution of employment transactions and compensation data analyses, including complex statistical analyses to assess and mitigate discrimination risk
- o Manages OFCCP audits on behalf of the firm's clients, including preparing OFCCP desk audit submissions and developing strategic responses to follow-up requests for information
- o Researches, drafts, and edits written memoranda, comments to regulatory agencies, and *amicus curiae* briefs filed with the Supreme Court and federal courts of appeals on significant employment law issues
- o Serves as a facilitator for in-person and online workplace compliance training programs

## KNOWLEDGE, SKILLS, AND ABILITIES

- o Extensive knowledge of employment law, particularly in the areas of EEO and affirmative action
- o Ability to deliver exceptional results and exhibit good judgment under pressure and in a deadline-driven environment
- o Ability to work independently in addition to collaborating with others
- o Strong client service orientation and excellent interpersonal skills
- o Exemplary written communication skills and analytical abilities

## EDUCATION AND EXPERIENCE

- o Juris Doctor degree from an accredited U.S. law school (law review experience a plus)
- o Admitted (or ability to gain admission) to the District of Columbia bar
- o At least five years of law firm, corporate, or government experience in workplace law compliance
- o Experience preparing or directing the preparation of AAPs under Executive Order 11246, Section 503 of the Rehabilitation Act, and Section 4212 of the Vietnam Era Veterans' Readjustment Assistance Act
- o Experience advising and counseling clients on workplace compliance requirements applicable to federal government contractors, and specifically those enforced by the OFCCP
- o Background in federal public policy/government relations and/or familiarity with employment data analytics a plus

## ATTRIBUTES

- o Drive and determination; strong work ethic
- o Leadership presence; quickly establishes credibility to influence decisions
- o Trustworthy, with strong business integrity and ability to hold sensitive information in confidence
- o Innovative thinker; leverages and promotes diversity in approach to getting work done
- o Willingness to travel occasionally

To apply send cover letter and résumé to [careers@ntlakis.com](mailto:careers@ntlakis.com).