**Michele A. Baptiste**    
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**Highlights**: Over 20 years practicing labor and employment law in New York State.  Knowledgeable of federal employment laws, interpretation of collective bargaining agreements, employee relations and internal investigations.  Former Chief Diversity Officer, Affirmative Action Officer and Human Rights Commissioner.

**EXPERIENCE**

**ZR Per Diem**

*Contract Attorney*, April 2023- present

Performing per diem legal work, including court appearance, deposing and defending depositions, reviewing documents and conducting sexual harassment trainings.

**Georgia State University, Atlanta, Georgia**

*Director of Investigations*,August 2022- April 2023

Conduct internal investigations involving discrimination and sexual harassment.  Serve as the University’s Deputy Title IX Coordinator.  Respond to EEOC complaints and prepare position statements. Conduct trainings.  Supervisor Investigators.

**Jamaica Hospital Medical Center, Jamaica, New York**

*Attorney,* May 2021- August 2022

Represented hospital in employment litigation cases before the Equal Employment Opportunity Commission, New York State Division of Human Rights and New York City Human Rights.   Drafted position statements and answers.  Prepared responses to NLRB charges.  Conducted internal investigations.  Served as a grievance hearing officer and prepare decisions.

**Maimonides Medical Center, Brooklyn, New York**

*Human Resources Investigator/Employee and Labor Relations Manager*,  June 2019 – April 2020

Conduct investigations concerning discrimination, sexual harassment and labor grievances. Provide guidance and contract interpretation of union contracts. Serve as a grievance hearing officer. Manage the employee relations process for all employee complaints. Ensure consistency in the application of investigation practices and policies. Work in conjunction with the Legal Department and outside counsel on labor and employment litigation. Responsible for a wide range of HR compliance and ensuring HR policies and procedures are up to date and in accordance with changes in city, state, and federal law.

**The City College of New York, City University of New York** New York, NY

*Dean of Diversity, Compliance and Faculty Relations*, June 2013- May 2018

Investigated discrimination complaints including race, ethnicity, gender, and age.  Ensured that the College is in compliance with all laws, rules and regulations including but not limited to Title VII, ADA, Section 504 of the Rehabilitation Act, NYS Human Rights Law and Title IX.  Served as the College’s Title IX Coordinator and investigated complaints involving the violation of the College’s sexual misconduct policy.  Drafted investigation reports and recommend appropriate disciplinary action.  Prepared Affirmative Action plans and responsible for overseeing the implementation of the City University of New York's Affirmative Action Policy.  Provided guidance to search committees regarding recruitment efforts for a diverse faculty and staff population.  Directed search committees and interpreted information on the under-utilization for relevant constituencies.  Reviewed recruitment documentation and monitored employee recruitment and selection to ensure compliance with EEO/AAP policies and plan. Served on the College’s Faculty Inclusive Excellence Council and responsible for overseeing the implementation of the Council's recommendations.   Administered training programs and curriculum to address issues such as sexual harassment, embracing diversity, engaging employees and students with disabilities. Reviewed disability accommodation requests for employees. Served as a confidential adviser to the President of City College.  Served as interim Chair of the President’s Council on Inclusive Excellence for faculty members. Represented the President at various committees and programs addressing issues of compliance, diversity and minority representation in the City College and CUNY communities.   Responsible for overseeing the Office of Diversity and Compliance and supervised its three employees.

**Purchase College, State University of New York,** Purchase, NY

*Affirmative Action Officer/Title IX Coordinator*, August 2012- June 2013

Monitored issues related to diversity at Purchase College, including the creation of an institutional plan to foster diversity and inclusion throughout all areas of the college.  Served as the Title IX Coordinator and ensured compliance with federal regulations and college policies.   Served as a liaison with SUNY’s Office of the General Counsel on complaints filed with the Equal Employment Opportunity Commission, Office of Civil Rights and New York State Human Rights Commission.  Investigated complaints from students and employees regarding discrimination, affirmative action and Title IX.   Reviewed job recruitment postings and requests for search waivers.  Provided training for search committees and reviewed their evaluations and recommendations.  Assessed and reported on the college’s compliance with equal employment opportunity, non-discrimination, and affirmative action requirements.  Reviewed current practices and training documents pertaining to job search procedures.   Advised survivors of sexual violence of their options, rights, and resources under Title IX.   Organized forums and presentations to students on Title IX issues, including reporting protocol. 

**Law Offices of Michele Baptiste,** Garden City, NY

*Attorney*, January 2007- June 2013; June 2018- present (*maintained part-time law practice*)

Prepare discrimination complaints based on race, age, gender, retaliation and disability.  Represent employees in grievance hearings, unemployment insurance hearings, worker’s compensation hearings, labor arbitrations, state and federal courts, Equal Employment Opportunity Commission and New York State Division of Human Rights conferences, fact-finding investigations and hearings.  Drafted rebuttal statements, interrogatories and discovery requests and opposition to summary judgment motions.  Prepare Diversity policies and conduct training.  Attend deposition.

**Bond Schoeneck & King, PLLC**, Garden City, NY (came with Partners from Rains)    
*Labor & Employment Associate*, September 2004-December 31, 2006    
**Lamb & Barnosky, LLP**, Melville, NY (came with Partner from Rains)    
*Labor & Employment Associate*, March 2004-September 2004    
**Rains & Pogrebin, P.C.**, Mineola, NY (dissolved March 2004)    
*Labor & Employment Associate*, April 2003 - March 2004    
Conducted investigations of employee misconduct, harassment and discrimination by interviewing witnesses and counseling human resources professionals. Managed all aspects of discovery in employment litigation matters, including document production, document review and interrogatories.   Drafted briefs submitted to the Public Employment Relations Board, labor arbitrators and the New York State Human Rights Division.  Attended court conferences on scheduling and other pre-trial matters. Represented management in labor arbitrations, workers compensation hearings, disciplinary hearings, and Public Employment Relations Board conferences and hearings. Prepared for, attended and participated in collective bargaining negotiations regarding teacher, police and firefighters' labor contracts by drafting proposals, reviewing/analyzing bargaining positions and conducting financial analysis. Drafted answers to improper practice charges, settlement agreements, resolutions and client advice letters and memoranda.    
   
**NYC Department of Education**, Office of Labor Relations & Collective Bargaining, Brooklyn, NY

*Agency Attorney*, August 2000 - April 2003    
Represented the school district at labor arbitrations involving collective bargaining agreement issues by preparing and interviewing witnesses and taking testimony. Attended conferences and hearings before the Public Employment Relations Board. Drafted post-hearing briefs submitted to arbitrators and the    
Public Employment Relations Board. Negotiated the settlement of grievances and improper practice charges. Advised on appropriate disciplinary action in employee misconduct cases.  Served as a hearing

officer at grievance conferences. Drafted grievance decisions.

**EDUCATION**

Eugene Dupoch Law School, Nassau, Bahamas

Legal Education Certificate Candidate, April 2024

Albany Law School of Union University, Albany, NY

Juris Doctor, May 2000

Albany Law Journal of Science and Technology, 1998 - 2000

Moot Court Board, Wagner National Labor and Employment Law Competition Coach

Boston University, Boston, MA

B.A. in Political Science, May 1997

**BAR ADMISSIONS**   
New York, July 2001 (SDNY, May 2004 EDNY, April 2004); U.S. Supreme Court, May 2005    
Georgia, September 2023

**VOLUNTEER ACTIVITIES**

Darby Foundation, *Counsel,* January 2012- 2019

Queens Volunteer Lawyers Project, *Foreclosure* *Attorney*, October 2010 – June 2013

Nassau County Human Rights Commission, *Commissioner*, December 2009- October 2010