



Melissa Holtzer-Jonas

Program Manager, Littler CaseSmart

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Focus Areas

Littler CaseSmart

Discrimination and Harassment

Leaves of Absence and Disability Accommodation

Wage and Hour

Overview

Melissa Holtzer-Jonas is a member of the Littler CaseSmart team and is based in New York. In her role as Program Manager, she contributes to the success of the Littler CaseSmart platform by ensuring successful client implementation and client relations; providing financial oversight for the administrative charges managed on the Littler CaseSmart platform; hiring, training, and supervising Littler CaseSmart Counsel; and collaborating with team members and clients to accomplish Littler CaseSmart goals and initiatives.

Prior to becoming a Program Manager, Melissa was Littler CaseSmart Counsel and Team Lead, responsible for supervising a client-dedicated service team that focuses on handling administrative agency charges, and ensuring the team provides excellent legal work in keeping with client expectations. In addition, as LCS Counsel, Melissa was responsible for handling administrative agency charges from investigation to conclusion. She investigated charge allegations, reviewed pertinent documents, interviewed key witnesses, and provided clients an assessment of the risks associated with the charge. In partnership with the client, Melissa defended the charge by drafting persuasive position statements and responses to the agency's requests for information and/or pursuing resolution of the charge through formal or informal settlement negotiations.

Prior to joining Littler, Melissa represented school districts and municipalities in employment and civil rights litigation, with a stellar trial record, in state and federal courts. Melissa also handled charges pending before administrative agencies such as the U.S. Equal Employment Opportunity Commission, the New York State Division of Human Rights, the U.S. Department of Education, and the New York Department of Labor. She acted as special counsel to employers,

conducted internal investigations, counseled on employment issues, and assisted individuals negotiating employment disputes with their employers.

Melissa has served as a judge for the American Bar Association's National Appellate Advocacy Competition for law students in addition to law student competitions held at Hofstra University School of Law and St. John's University School of Law. She has taught monthly continuing legal education focused on employment law topics. Melissa has also performed pro bono work for Angels for Warriors, We the Action, and the Law Firm Antiracism Alliance (LFAA) and has served as a volunteer interviewer and mentor for law students. She is a member of the LFAA's Education Working Group. Melissa also serves as the co-vice chair for the Nassau County Bar Association's Women in Law committee, and as a Board of Trustees member for her local synagogue.

Professional and Community Affiliations

- Member, American Bar Association
- Member, Hofstra Law School Alumni Association
- Member, Nassau County Bar Association
- Member, Law Firm Antiracism Alliance, Education Working Group

Education

J.D., Maurice A. Deane School of Law at Hofstra University, 2005

B.A., Binghamton University, 2002

Bar Admissions

New York

Connecticut

Courts

U.S. Court of Appeals, 2nd Circuit

U.S. District Court, Eastern District of New York

U.S. District Court, Southern District of New York

Publications & Press

Need Career Counseling? Better Call Saul

Nassau Lawyer, Volume 69, No. 11

July/August 2020

Speaking Engagements

Successful Strategies for Working Remotely

Nassau County Bar Association Women in Law Committee

December 9, 2020

The Alphabet Soup of Employee Leave Benefits

New York State Conference of Mayors and Municipal Officials, Melville, NY

March 21, 2014