



**Office of the Circuit Executive
United States Courts for the Ninth Circuit
San Francisco, California**

Job Announcement 18-04

Position: Director of Workplace Relations
Location: San Francisco, CA
Classification Level/Salary: CL-31/32 (\$117,133 - \$174,500) Depending on qualifications
Closing Date: Open until filled; priority given to applications received by July 27, 2018

Organization

The Office of the Circuit Executive provides policy development and administrative and staff support to: (1) the Ninth Circuit Judicial Council, a governing board of federal judges with jurisdiction over the federal courts of nine western states, Guam, and the Northern Mariana Islands; (2) the Chief Circuit Judge; (3) the United States Court of Appeals for the Ninth Circuit; (4) the Circuit Executive and (5) as requested, to the federal courts and other court units within the Ninth Circuit. The Ninth Circuit, headquartered in San Francisco, CA, is the largest federal circuit in the United States. For additional information on our organization, functions, staff, or employment benefits, visit our web site at <http://www.ca9.uscourts.gov>. This position reports to the Circuit Executive.

Major Duties and Responsibilities

1. Implement all aspects of the Employment Dispute Resolution (EDR) Plan and related employment policies throughout the circuit.
2. Direct and resolve workplace conduct matters. Serve as fact-finder or mediator of employment disputes in court units throughout the circuit and resolve issues through facilitated negotiations.
3. Provide employees, judges and local EDR coordinators throughout the circuit with expert guidance of the EDR Plan, including explanations of processes, timelines, potential outcomes, and any applicable limitations.
4. Develop and direct in-depth training to judges, CUEs, supervisors, and judiciary personnel on equal employment opportunity rights and responsibilities, policies, recruitment and selection practices, and other workplace issues.
5. Manage Fair Employment Practices System (FEPS) reporting process for court units and Federal Public Defender (FPD) offices throughout the circuit, including directing the data preparation and validation of annual FEPS reports for submission to the Administrative Office.
6. Serve as primary expert on EDR and related issues for the circuit judicial council, court of appeals, and applicable judicial council committees. Conduct research, analyze alternatives, prepare appropriate recommendations, and identify courses of action on matters submitted to judicial council committees.
7. Provide sound advice, guidance, and recommendations to managers, supervisors, unit executives, and judges based on well-supported facts and consistent with applicable policies, procedures, practices, and standards.
8. Develop and implement fair employment practices and policies for court unit(s), ensuring timely completion of annual FEPS information, and serve as an EDR coordinator, if appointed.
9. Design, develop, and execute training programs, including but not limited to, new employee orientation, in-service workshops on technical and professional development topics, and management/leadership training.
10. Manage funds and formulate annual budget estimates for training activities. Evaluate and measure the unit's overall training initiative and make recommendations which meet unit goals and objectives.
11. Develop and initiate employment surveys, track and analyze data, and identify trends. Make recommendations to the chief circuit judge, judicial council, and circuit executive based on in-depth analyses.
12. Represent the Ninth Circuit in defining national and regional workplace environment policies and training and communication mechanisms and facilitates discussion with constituent groups to propose changes in national policies.

Education/Experience

- An undergraduate degree in employment relations or a comparable program is required; an advanced degree in labor and employment relations, law, mediation, and continuing education is highly desired. A law degree requires graduation with a Juris Doctor (JD) degree (or equivalent) from a law school that has been accredited by a recognized accrediting authority, and admission to practice before the highest court of a State, Territory, Commonwealth, or possession of the United States.

- At least four years of specialized experience as a senior employment relations manager, or in the practice of law, in mediation, legal research, legal administration, or equivalent experience gained after graduation from law school.
- At least four years of supervisory experience. Familiarity with the federal courts and the regulations and policies of the executive and/or judicial branch of the federal government is desirable. Appropriate educational substitutions may be credited as one year of experience.

Desirable qualifications, knowledge, skills, and abilities

- Knowledge of laws, legal codes, court rules and procedures, precedents, and government regulations. Knowledge of changing Alternative Dispute Resolution Act and mediation processes.
- Skill in mediation techniques and tools, conducting mediation sessions in person and by teleconference. Skill in and ability to analyze and quickly synthesize complex information. Skill in analyzing, refining, and narrowing issues through settlement discussions.
- Skill in collaborative problem solving and consensus building. Skill in identifying unexpressed problems and analyzing related information to develop and evaluate options and implement solutions.
- Ability to develop and help individuals develop creative solutions to problems. Ability to command respect and control the dispute resolution process within a voluntary environment.
- Ability to handle confidential information in a variety of contexts, such as observance of strict confidentiality of individuals involved in informal and formal dispute resolution processes, including, but not limited to, complainants, respondents, and witnesses, maintaining respect for confidences during the course of the EDR process and thereafter.
- Knowledge and expertise in application and implementation of workplace policies. Ability to recommend and provide training and advice on changes in employment law policies and procedures, including but not limited to harassment and discrimination policies, FEPS, the FMLA, reasonable accommodation requests, and other personnel practices.
- Thorough knowledge of the theories, principles, practices, and techniques of human resources management and employee development and their application to the judiciary. Demonstrate knowledge of laws and regulations affecting employment and human resources programs. Demonstrate skill in researching, developing, implementing and evaluating human resources programs and policies. Exhibit the ability to formulate, interpret, and update human resources policies. Skill in mediating and facilitating resolution to complex and sensitive human resources issues and conflicts.
- Express knowledge of the *Guide to Judiciary Policy* and the *Human Resources Manual*.
- Skill and ability to conduct in-depth investigations, examine represented or non-represented witnesses, research and analyze employment law issues, and prepare detailed and thorough investigative reports.
- Ability to conciliate differing views among judges, court supervisors, and/or employees with respect to employment disputes and to interpret and apply regulations, concepts, and laws concerning personnel programs.
- Demonstrate skill in strategic planning for short- and long-term training programs, and provide advice on changes in employment law policies and procedures, including but not limited to the FMLA, reasonable accommodation requests, and other personnel practices.
- Knowledge of Equal Employment Opportunity Rights, Family and Medical Leave Rights, Employment and Reemployment Rights of Members of the Uniformed Services, Worker Adjustment and Retraining Notification Rights, Occupational Safety and Health Protections, and other applicable workplace protections.
- Knowledge of court operations and the powers and responsibilities of the Judicial Council derived from Title 18 and 28, United States Code, as well as from delegations from the Judicial Conference of the United States, the Administrative Office, and other authorities. Knowledge of Administrative Office and Judicial Conference policies and procedures as set forth in the Guide to Judiciary Policy regarding court administrative functional areas. Knowledge of the local court policies and procedures regarding assigned areas of responsibility. Knowledge of court culture and organizational dynamics. Knowledge of resources available from the Administrative Office and Federal Judicial Center to achieve the mission of the court (i.e., contacts, manuals, training, etc.).
- Skill in communicating effectively, both orally and in writing at the highest professional level. Skill and ability to listen and quickly understand and assess information, ideas, and interpersonal dynamics.
- Skill in establishing cooperative working relationships with staff throughout the circuit. Skill in facilitating, mediating, and implementing desired outcomes with judges, senior managers, unit executives, and court staff.

Ability to synthesize the results of legal research and convey those results (orally and in writing) in a clear, concise, and objective manner.

- Ability and willingness to travel throughout the nine western states of the Circuit (including Guam and Northern Mariana Islands) and to Washington, D.C. as required. Travel may be extensive at times.
- Ability to work under pressure with tight deadlines and to represent management as required.
- Excellent time management skills and the ability to track the progress of many projects simultaneously.

Benefits

Employees of the United States Courts are not covered by the Office of Personnel Management's civil service classifications or regulations. However, they are entitled to the same benefits as other federal government employees. Some of these benefits are:

- Vacation time accrues at a rate of 13 days per year for the first 3 years, increasing to 20 days after 3 years and 26 days after 15 years
- Sick time accrues at a rate of 13 days per year
- 10 holidays per year
- Choice of a variety of employer subsidized federal health and life insurance plans.
- Vision, dental, and disability insurance programs and Flexible Spending Programs - pre-tax contributions for health, dependent care, and transportation expenses
- Optional participation in Long Term Care Insurance and Federal Employee Group Life Insurance
- Participation in the Federal Employees Retirement System with employee contribution and full social security coverage
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)
- Public transportation subsidy (dependent on fiscal year funding)
- Creditable service with other federal agencies and/or the military will be used to compute employee benefits
- On-site gym and café

Conditions of Employment

- Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately following meeting the eligibility requirements.
- This position is considered "high sensitive" and the selected applicant must undergo an Office of Personnel Management (OPM) background investigation. Selected applicants are hired provisionally pending the results of a full background investigation and fingerprinting. In addition, incumbent will be required to provide updated background investigations every five years.
- Direct deposit of pay required.
- Positions with the U.S. Courts are "excepted service" positions. Employees serve "at will."
- Employees are subject to *The Judicial Code of Conduct*.
- No relocation expenses are permitted.

Application Information

Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice. Submit cover letter, resume, a writing sample (no longer than 5 pages), 3 references, and salary history as a **single PDF file** by e-mail to dwr-recruit@ce9.uscourts.gov, by fax to (415) 355-8901, or by mail to:

**Office of the Circuit Executive
United States Courts for the Ninth Circuit
Attention: Director of Workplace Relations (18-04)
P.O. Box 193939
San Francisco, California 94119-3939**

**The United States Courts are EQUAL OPPORTUNITY EMPLOYERS and
committed to equity and inclusion in its hiring practices.**