

UNITED STATES COURTS
DISTRICT OF COLUMBIA CIRCUIT
E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, NW
Washington, D.C. 20001

Director of Workplace Relations
Job Announcement Number USCA 24-10
July 10, 2024

Position Description – The Director of Workplace Relations (DWR) provides confidential and impartial assistance to judges and court employees, including Federal Public Defender’s Office employees, on workplace conduct matters. The DWR works closely with the Employment Dispute Resolution Coordinators (EDRCs) to provide annual EDR Plan training and regular outreach to the court community on workplace conduct issues. The DWR provides staff support to the circuit’s Workplace Conduct Committee and implements workplace conduct policies and procedures recommended by the Committee and adopted by the courts. This position serves as a resource for all the courts and court units in the circuit. The position is located in Washington, D.C. Some work may be done remotely.

Overview of Duties

- Serve as the primary expert on workplace conduct and related issues.
- Partner with EDRCs and HR professionals in the circuit to develop and provide training on the EDR Plans, related policies, and workplace conduct issues for judges and court employees.
- Provide sound advice, guidance, and recommendations related to the implementation of the EDR Plans, related policies, and other workplace conduct issues.
- Serve as an informal resource for judges and court employees on workplace conduct and related issues.
- Develop and initiate surveys, track and analyze data, identify and report trends, and make recommendations to the Workplace Conduct Committee.
- Provide education and outreach opportunities to the court community on workplace conduct issues.
- Provide staff support to the Workplace Conduct Committee and its advisory groups – the Employee Sounding Board, the Employee Advisory Group, and the Law Clerk Advisory Group.
- Identify content for the workplace conduct website to ensure that information is current, accessible, and engaging for judges and court employees.
- Meet regularly with the Judicial Integrity Officer (Administrative Office of the U.S. Courts) and the DWRs in the 12 other circuits.
- Coordinate annual reporting to the Administrative Office of EDR-related data and respond to public information requests.

Qualifications – The DWR must have outstanding interpersonal and communication skills both verbally and in writing; excellent organizational skills; attention to detail; the ability to meet deadlines; the ability to lead and facilitate training programs, meetings, and difficult discussions about sensitive matters; and mediation skills. The proven ability to demonstrate sound judgment and maintain confidentiality is essential.

Must possess a minimum of three years of specialized experience with particular knowledge, skills, and abilities to perform this position successfully. For example, specialized experience might include progressively responsible experience in employment law, employee relations, employment dispute resolution, legal administration, mediation, or a similar field.

Education – A bachelor’s degree from an accredited college or university in human resources, employment relations, or a related field is required. A law degree or an advanced degree relevant to labor and employment law, mediation, or a similar field is preferred.

Salary – This is a part-time position (40 hours per two-week pay period). This position is graded at a CL 30 or CL 31 depending on experience and qualifications. The part-time salary range is \$55,754 to \$95,950 per year.

Conditions of Employment – Must be a United States citizen or eligible to work in the United States. Employees of the federal courts are excepted service appointments. Appointments are “at will” and may be terminated with or without good cause by the Court. The candidate selected for the position will be hired provisionally pending the results of a background investigation. Direct deposit of pay is required.

Benefits – Federal benefits include paid vacation and sick leave, health benefits, life insurance, flexible benefits program, long-term care, retirement benefits, and a tax-deferred savings plan. Additional information about benefits is available at www.uscourts.gov/career/benefits.

Application Process – Submit by email a cover letter and detailed resume. Email a single PDF attachment containing both documents to VacancyDWR@cad.uscourts.gov with the job announcement number in the subject line of the email. Because of the large volume of applications, only those candidates who will be interviewed will be contacted. The position is open until filled. The first cut-off date for review of applications is August 9, 2024.

The United States Courts are an Equal Opportunity Employer.