

**UNITED STATES COURT OF APPEALS
FOR THE FIRST CIRCUIT
OFFICE OF THE CIRCUIT EXECUTIVE**

Director of Workplace Relations

Job Announcement: #19-3

Position Type: Full-time or Part-time, Permanent

Location: Circuit Executive's Office
John J. Moakley U.S. Courthouse, Boston, MA

Salary: CL 30 (\$91,135 - \$148,119) per annum
Depending on qualifications and experience

Closing Date: January 18, 2019

Organization: The Circuit Executive's Office for the United States Court of Appeals for the First Circuit seeks applications for the position of Director of Workplace Relations. The United States Court of Appeals for the First Circuit is the court of review for decisions by the district courts within the First Circuit, which includes the Districts of Maine, Massachusetts, New Hampshire, Rhode Island, and Puerto Rico. The Court also reviews decisions by federal administrative agencies, the United States Tax Court, and the Bankruptcy Appellate Panel. The Circuit Executive's Office provides policy development, administrative, technical, and staff support to the judges and court units within the First Circuit.

Job Summary: The Director of Workplace Relations is located in the Circuit Executive's Office and will oversee the implementation of employment dispute resolution policies for all courts within the First Circuit. Responsibilities include policy development, training, and facilitating the resolution of workplace issues. The incumbent reports to the Circuit Executive.

Duties and Responsibilities:

- Coordinating the implementation of all aspects of the Employment Dispute Resolution (EDR) Plan(s), fair employment practices, and other employment policies throughout the circuit.
- Creating and promoting a circuit-wide workplace conduct office that will serve as a resource for all court units in the circuit.
- Conducting an analysis of workplace conduct issues in the circuit and developing approaches to addressing those issues.
- Providing judges, employees, and local EDR coordinators throughout the circuit with guidance on the EDR Plan(s), including explanations of processes, deadlines, potential outcomes, and any applicable limitations.
- Developing and directing in-depth training to judges, court unit executives, supervisors, and judiciary personnel on equal employment opportunity rights and responsibilities, employment policies, recruitment and selection practices, new employee orientations, professional development, and other workplace issues.

- Serving as the primary expert on EDR and related issues for the First Circuit Judicial Council, Court of Appeals, and Judicial Council Workplace Conduct Committee. Researching, analyzing alternatives, preparing appropriate recommendations, and identifying courses of action as appropriate.
- Providing sound advice, guidance, and recommendations to judges, court unit executives, managers, and supervisors, related to the administration of EDR plans and the appropriate resolution of workplace issues based on well-supported facts and consistent with applicable policies, procedures, practices, and standards.
- Managing funds and formulating annual budget estimates for training activities. Evaluating and measuring each court unit's overall training initiative and making recommendations which meet unit goals and objectives.
- Developing and initiating employment surveys, tracking and analyzing data, identifying trends, and making recommendations, as requested.
- Representing the First Circuit in defining national and regional workplace environment policies and training and communication mechanisms, and facilitating discussion with constituent groups to propose changes in national policies.
- Managing the 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.
- Performing other duties as assigned.
- Travel within the Circuit and to national conferences will be required.

Minimum Qualifications:

- The candidate must possess a minimum of two (2) years of specialized experience. Specialized experience is progressively responsible experience which has provided the particular knowledge, skills, and abilities to perform the duties of the position successfully. For example, specialized experience might include progressively responsible experience in employment law, employee relations, employment dispute resolution, mediation, or a similar field.
- A bachelor's degree from an accredited college or university in employment relations, human resources, or a related field is required.
- Excellent organizational skills, attention to detail, the ability to respond to requests on short notice, and the ability to manage multiple tasks and meet stringent deadlines are essential.
- Excellent interpersonal skills and the ability to communicate effectively both orally and in writing are required, including the ability to lead and/or facilitate difficult discussions regarding sensitive matters.
- Proven ability to demonstrate sound judgment and maintain confidentiality is essential.

Preferred Qualifications:

- An advanced degree in labor and employment relations, law, mediation, or a similar field is strongly preferred.
- Experience in the Federal Judiciary is preferred.
- Familiarity with the regulations and policies of the Executive and/or Judicial Branch of the Federal Government is desirable.

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.

Background Check: The successful candidate is subject to a background check or investigation, which includes an FBI fingerprint check, as a condition of employment. Employee retention depends upon a favorable suitability determination.

How to Apply: Submit the following documents: (1) cover letter, (2) resume and (3) completed AO-78, Application for Federal Judicial Branch Employment (version dated 10/09) to:

Andrew Burke, Human Resources Administrator
Office of the Circuit Executive
U.S. Court of Appeals for the First Circuit
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 3700
Boston, MA 02210

Applications will also be accepted in **pdf format only** via email to ojobs@ca1.uscourts.gov

The application form (AO-78) is available at <http://www.ca1.uscourts.gov/sites/ca1/files/AO078.pdf>

Note: Applications that do not include all requested information will be deemed incomplete and will not be considered.

Additional Conditions of Employment:

An applicant must be a United States citizen or permanently eligible to work in the United States. The Federal Financial Management Reform Act requires direct deposit of federal wages. All court employees are required to adhere to a Code of Conduct. Successful completion of a six-month probationary period is required. All Court of Appeals employees are "at will" employees and serve at the pleasure of the Court. The Court will only communicate with those qualified individuals who will be invited for an interview. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice. If a subsequent vacancy of the same or similar characteristics to this position becomes available within a reasonable time of the original announcement, the Court may elect to select a candidate from the original qualified applicant pool.

EQUAL OPPORTUNITY EMPLOYER