

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

Workplace Relations Specialist

Job Announcement: 19-9

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

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

Salary: CL 25-26 (\$45,622 - \$81,658) per annum
Depending on qualifications and experience

Closing Date: Open Until Filled (Preference will be given to applications received by Sept. 1, 2019.)

Organization: The Circuit Executive's Office for the United States Court of Appeals for the First Circuit seeks applications for the position of Workplace Relations Specialist. 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 Workplace Relations Specialist performs professional work related to development and administration of the Office of the First Circuit Director of Workplace Relations. The incumbent reports to the Circuit Director of Workplace Relations. Occasional travel may be required.

**Duties and
Responsibilities:**

Representative duties include, but are not limited to:

- Assisting the Director of Workplace Relations (DWR) in developing and maintaining a circuit-wide office that will implement policies and provide trainings to foster healthy workplace environments and facilitate resolution of workplace issues.
- Assisting the DWR in supporting court units with the adaptation and implementation of the revised Model Employment Dispute Resolution (EDR) Plan and related employment policies throughout the circuit.
- Assisting the DWR in providing education and resources to judges and employees regarding the recent amendments to the Code of Conduct for U.S. Judges, the Code of Conduct for Judicial Employees, and the Judicial Conduct and Disability (JC&D) Act and Rules.
- Assisting the DWR in providing education and resources to judicial employees on the informal and formal channels available for addressing workplace conduct issues, including the DWR, the Office of Judicial Integrity (OJI), EDR Plan, JC&D Act and Rules, and local grievance policies or other plans within each court unit.
- Establishing and maintaining Office of Workplace Relations information storage systems (electronic and paper) for confidential notes, filings, correspondence, publications, data, forms, and other documents. Compiling and arranging information and data, and preparing required periodic reports.

- Providing support services to the DWR, including, but not limited to: all aspects of organization and file management; gathering, organizing, summarizing, and indexing of electronic and paper documents and background material; and assisting the DWR at meetings and mediations.
- Assisting with the management of the Fair Employment Practices System (FEPS) reporting process for court units and Federal Public Defender (FPD) offices throughout the circuit, including data preparation and validation of the annual FEPS reports for submission to the Administrative Office.
- Assisting with the design, management, implementation, and evaluation of training programs, including but not limited to, training on the EDR Plan, new employee orientation, in-service workshops on professional development topics, management/leadership training, and other relevant topics.
- Assisting with the development and distribution of employee surveys, tracking and analyzing data, identifying trends, and providing results to the DWR.
- Complying with the Code of Conduct for Judicial Employees and court confidentiality requirements, including handling confidential information in a variety of contexts.
- Performing other duties as assigned.

Qualifications:

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. Specialized experience might include progressively responsible experience in employment law, employee relations, employment dispute resolution, or mediation acquired as a lawyer, paralegal, and/or human resources professional.
- A bachelor's degree from an accredited college or university in a related field of academic study, or an associate's degree or paralegal certificate from an accredited paralegal program;
- 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;
- Excellent interpersonal skills and the ability to communicate effectively both orally and in writing;
- Demonstrated proficiency and accuracy in office protocols and administrative practices, such as calendaring, travel planning, preparation of travel vouchers, typing, photocopying, assembling, filing, record keeping, and telephone usage;
- Demonstrated skill in using personal computers and applications, such as Microsoft Office Suite, word processing and spreadsheet applications, and e-mail; and
- Proven ability to demonstrate sound judgment and maintain confidentiality.

Preferred Qualifications:

- An advanced degree in law, labor and employment relations, mediation, or a similar field;
- Experience in the Federal Judiciary;
- Familiarity with the regulations and policies of the Executive and/or Judicial Branch of the Federal Government;
- Aptitude and experience dealing with professional legal staff, court personnel, federal agency officials, and the public;
- Ability to perform legal research and/or cite checking and familiarity with legal databases, such as Lexis and Westlaw; and

- Experience in training, implementation, and application of workplace policies such as harassment and discrimination policies, FEPS, the Family & Medical Leave Act, reasonable accommodation requests, and other human resources practices.

Benefits: Federal benefits include paid vacation and sick leave, health benefits, life insurance, flexible benefits programs, 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 via email, **in pdf format only**, 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