



United States Court of Appeals for the Third Circuit

DATE: April 29, 2019
POSITION TITLE: Director of Workplace Relations
VACANCY NUMBER: CE 04/19-01
LOCATION: Third Circuit; duty station negotiable but likely based in Philadelphia
POSITION TYPE: Full-time or Part-time, Permanent
CLASSIFICATION LEVEL: CL-30
SALARY: \$90,814 - \$147,650 per annum (on Phila., PA pay scale) based upon qualifications and experience
CLOSING DATE: Open until filled; priority given to applications received by May 27, 2019

ORGANIZATION:

The Circuit Executive's Office for the United States Court of Appeals for the Third Circuit seeks applications for the position of Director of Workplace Relations. The United States Court of Appeals for the Third Circuit is the court of review for decisions by the district courts within the Third Circuit, which includes Pennsylvania, New Jersey, Delaware and the U.S. Virgin Islands. The Court also reviews decisions by federal administrative agencies and the United States Tax Court. The Circuit Executive's Office provides policy development, administrative, technical, and staff support to the judges and court units throughout the Third Circuit.

POSITION OVERVIEW:

The Director of Workplace Relations provides confidential and impartial assistance to judiciary employees and judges on workplace conduct matters. The incumbent coordinates the implementation of employment dispute resolution policies for all courts within the Third Circuit. Responsibilities include policy development, training, and facilitating the resolution of workplace issues. The position reports to the Circuit Executive.

MAJOR DUTIES AND RESPONSIBILITIES:

- Coordinate, in conjunction with court units, the implementation of all aspects of the Employment Dispute Resolution (EDR) Plan(s), fair employment practices, and other grievance and employment policies throughout the Circuit.
- Create and promote a Circuit-wide workplace conduct office that will serve as a resource for all units in the Circuit.
- Analyze workplace conduct issues in the Circuit and develop approaches addressing those issues.
- Provide advice, guidance, and recommendations to judges, court unit executives, managers, and supervisors, related to the administration of EDR and grievance plans and the appropriate resolution of workplace issues based on well-supported facts and consistent with applicable policies, procedures, practices, and standards.

- Develop and provide training for EDR Coordinators throughout the Circuit related to EDR Plans, fair employment practices, and other grievance and employment policies throughout the Circuit. In partnership with EDR Coordinators, develop Best Practices related to workplace conduct.
- Develop and provide training for 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.
- Serve as the primary expert on workplace conduct and related issues for the Third Circuit Judicial Council, Court of Appeals, District Courts, Probation and Pretrial Offices, Federal Public Defenders, and the Judicial Council Workplace Conduct Committee. Research, analyze alternatives, prepare appropriate recommendations, and identify courses of action as appropriate.
- Provide sound advice, guidance, and recommendations to judges, court unit executives, managers, and supervisors, related to the administration of EDR and grievance plans and the appropriate resolution of workplace issues based on well-supported facts and consistent with applicable policies, procedures, practices, and standards.
- Formulate annual budget estimates for training activities. Assist with each court unit's overall training initiative and make recommendations that meet unit goals and objectives.
- Develop and initiate employment surveys, track and analyze data, identify trends, and make recommendations, as requested.
- Represent the Third Circuit in defining national and regional workplace environment policies, training, and communication mechanisms. Facilitate discussion with constituent groups to propose changes to such policies.
- Assist with the Fair Employment Practices System (FEPS) reporting process for court units and Federal Public Defender (FPD) offices throughout the Circuit.
- Travel within the Circuit and to national conferences will be required.

MINIMUM QUALIFICATIONS:

- The candidate must possess a minimum of four (4) years of specialized experience. Specialized experience is progressively responsible experience that 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, legal administration, 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, 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.

- Supervisory experience is highly desired. Familiarity with the federal courts and the regulations and policies of the executive and/or judicial branch of federal government is desirable.

CONDITIONS OF EMPLOYMENT:

Must be a United States citizen, or must meet the requirements established by current appropriations law. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the court. Employee will be hired provisionally pending the results of a background investigation. Direct deposit of pay is required.

BENEFITS:

Federal benefits include paid vacation based on years of service and/or experience, paid holidays, sick leave, health and life insurance plans, Federal Employees Retirement System, long-term care insurance, and the Thrift Savings Plan (similar to 401K plan).

APPLICATION INSTRUCTIONS:

Submit the following documents: (1) cover letter, (2) resume, and (3) completed AO-78, Application for Federal Judicial Branch Employment (version dated 10/09) on-line to: https://www2.ca3.uscourts.gov/vacancyupload/ce_041901.aspx. The application form (AO-78) is available at www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment. Online documents must be in PDF format. Faxes will not be accepted.

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

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.

The U.S. Court of Appeals is an Equal Opportunity Employer