



United States Court of Appeals for the Sixth Circuit

Director of Workplace Relations

Cincinnati, OH Full-Time

\$87,125 – \$141,652*

About the Court

The United States Court of Appeals for the Sixth Circuit is one of 12 regional federal circuit courts. Circuit courts hear appeals from the districts located within the circuit and decisions of federal administrative agencies.

Headquartered in the historic Potter Stewart Courthouse in Cincinnati, the Sixth Circuit serves Kentucky, Michigan, Ohio, and Tennessee.

About Cincinnati

The Cincinnati region is booming! Located on the banks of the Ohio River, we have old city charm with 21st Century vision. We enjoy a diverse and energetic population who are transforming the area into one of the top places to live in the country. Explore our remarkable city at www.cincinnati-chamber.com and check out our awards at www.cincyusa.com.

The United States Courts for the Sixth Circuit is seeking a transformative Director of Workplace Relations. This new position provides a unique opportunity for a knowledgeable and conscientious professional to create and promote the circuit-wide workplace relations program.

Position Summary

The Director of Workplace Relations provides leadership, coordination, and guidance in the development and implementation of policies, training, and outreach, as well as provides insight on best practices related to workplace relations. The major responsibilities and duties of this position include:

- Coordinate, in conjunction with the court unit, the implementation of all aspects of Employment Dispute Resolution (EDR) Plan, fair employment practices, and other grievance and employment policies throughout the circuit.
- Serve as the primary expert on resolving internal employment disputes and related workplace conduct issues for court units throughout the circuit.
- Research, analyze, recommend, and implement workplace relations and fair employment best practices and assist in the implementation of such practices.
- Provide sound confidential advice, guidance, and recommendations related to the administration of the EDR and grievance plans.
- Serve on the circuit's Workplace Conduct Committee, providing information and updates to the committee on workplace initiatives being implemented throughout the judiciary and private sector. This may include collecting and analyzing data, identifying trends, and making recommendations.
- Design, develop, and execute training programs related to workplace issues, in partnership with court units. Formulate annual budget estimates for training activities.
- Assist with the reporting process of EDR claims to the Administrative Office for the Court of Appeals and the Federal Public Defender Offices within the circuit.
- Represent the Sixth Circuit in developing national and regional workplace environment policies, training, and communication mechanisms. Facilitate discussion with constituent groups to propose changes to such policies.
- Travel within the circuit and to national conferences/meetings.

Qualifications

Required: A bachelor's degree and a minimum of four years of specialized experience in employment law, employee relations, human resources, employment dispute resolution, mediation, legal administration, or similar field. Demonstrated skill in mediating and facilitating resolution of complex and sensitive issues and conflicts. Ability to conduct in-depth investigations; analyze findings, policies, and procedures; and determine appropriate remedies. Outstanding organizational skills. Exceptional interpersonal skills and the ability to communicate effectively both orally and in writing, especially regarding sensitive matters. Excellent presentation skills. Proven ability to demonstrate sound judgment and ethics and maintain confidentiality.

Preferred: Advanced degree in related field. Related experience in employment relations, specifically relating to conflict resolution or mediation. Familiarity with the federal courts or the regulations and policies of the federal government.

Total Rewards and Work/Life Balance

The Sixth Circuit offers a forward-thinking work environment with a team of dedicated professionals.

Compensation: \$87,125 – \$141,652* (CL 30, with promotion potential to CL 31. *Salary commensurate with qualifications.)

Benefits: Employer subsidized health and life insurance plans. Dental, vision, flexible spending accounts, long-term care plans available. Eligibility for Public Service Loan Forgiveness Program and mass transit subsidies. On-site gym. Federal retirement entails an employer sponsored pension plan (FERS-FRAE) and a retirement contribution plan with employer match (TSP). Retirees carry insurance plans into retirement while paying the same premiums as employees.

Work/Life: Time off - 13 vacation days, 13 sick leave days, and 10 paid holidays. Vacation days increase to 20 days after three years and to 26 days after fifteen years.

How to Apply

Please submit a single PDF application packet to ca06-humanresources@ca6.uscourts.gov that includes 1) a cover letter detailing your qualifications and experience performing the representative duties, and 2) current resume. Position is open until filled, preference given to applications received by **January 20, 2020**.

Initial application review: January 21 through January 24.

If selected for an interview, tentative interview dates include: weeks of January 27 and February 3. Video conference interviews available.

Conditions of Employment

Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. Selectees are subject to a background investigation and fingerprinting and are provisionally hired pending results of the background investigation. This position is subject to updated background investigations every five years. Employees are required to adhere to the [Judicial Code of Conduct for Judicial Employees](#). Employees are required to use Electronic Fund Transfer for payroll direct deposit. This position does not qualify for reimbursement of relocation expenses. For citizenship requirements, visit www.uscourts.gov/careers.

The Court of Appeals is an Equal Opportunity Employer and values diversity in the workplace.