



# United States Court of Appeals for the Fourth Circuit Career Opportunity

## Director of Workplace Relations

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<b>Announcement #:</b> 2019-DWPR	<b>Appointment:</b> Career/Fulltime
<b>Location:</b> Richmond, VA	
<b>Salary Range:</b> CL-30 (\$86,523-\$140,674) with promotion potential to CL-31, or CL-31 (\$101,782-\$165,459) depending on experience, salary, and qualifications.	
<b>Closing Date:</b> Open until filled - preference given to applications received by June 28, 2019.	

### About the Job

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The Director of Workplace Relations serves as the primary expert on resolving internal employment disputes and related workplace conduct issues throughout the Fourth Circuit. This is a new position that presents a unique opportunity for the incumbent to create and promote a Circuit-wide workplace conduct office that will serve as a resource for all court units in the Circuit.

The Fourth Circuit prides itself on being a collegial and collaborative organization as well as an overall exemplary place to work. The ideal candidate will possess excellent interpersonal skills, be a strong leader and trainer, be creative, have an outstanding work ethic, and display a passion for resolving employee-related workplace problems and developing relationships with all court staff.

### Overview of Duties

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- Partner with court units to develop, interpret, and implement policies, procedures and practices relating to dispute and grievance resolution.
- Serve as the primary expert on workplace conduct and related issues. Provide sound advice, guidance, recommendations, and mediation related to the resolution of grievances and workplace conduct issues.
- Partner with Circuit HR professionals as well as unit executives, managers, and supervisors to develop and provide training related to workplace issues.
- Formulate annual budget estimates for training activities.
- Develop and initiate surveys, track and analyze data, identify trends, and make recommendations. Create best practices on workplace conduct.
- Represent the Fourth Circuit in defining national and regional workplace environment policies, training, and communication mechanisms.
- Frequent travel throughout the Circuit and to national conferences is required.

### Qualifications

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#### Required Qualifications

- The candidate must possess a minimum of three (3) years of specialized experience. For example, specialized experience might include progressively responsible experience in employment law, employee relations, employment dispute resolution, legal administration, mediation, or a similar field. (For internal candidates: CL-30 requires that at least one year of specialized experience be equivalent to CL-29.)
- A bachelor's degree from an accredited college or university in employment relations, human resources, or a related field.

- Excellent mediation skills, 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.
- Outstanding interpersonal skills and the ability to communicate effectively both orally and in writing are required, including the ability to lead and/or facilitate trainings as well as difficult discussions regarding sensitive matters regardless of the employee's position in the organization.
- Proven ability to demonstrate sound judgment and maintain confidentiality is essential.

#### Preferred Qualifications for CL-30. Required Qualifications to be considered for CL-31.

- A minimum of four (4) years of specialized experience. (For internal candidates: CL-31 requires that at least one year of specialized experience be equivalent to CL-30.)
- An advanced degree in labor and employment relations, law, or mediation, as well as continuing education. (A law degree requires graduation with a Juris Doctor 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.)
- Familiarity with the federal courts and the regulations and policies of the executive and/or judicial branch of federal government is desirable.

#### **Application Procedure** ---

Email (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position; (2) a **resume** that includes the name, title, and the contact information of three professional references; and (3) an **AO78–Application for Employment** to the ACE for Human Resources at [vacancy@ca4.uscourts.gov](mailto:vacancy@ca4.uscourts.gov) in a single PDF document. (The AO-78 is located at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.) Please include the title of the position in the subject line of the email. Receipt of applications will be acknowledged. Following acknowledgment, only those selected for an interview will be contacted. Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.

#### **Benefits** ---

Vacation time accrues at a rate of 104 hours per year the first three years and increases with tenure. Sick days accrue at a rate of 104 hours per year. Ten paid annual holidays. A variety of Agency-subsidized federal health insurance plans are available. Dental and vision coverage, life insurance, and long-term care insurance are available. A flexible spending account program is provided. Employees participate in both the Federal Employees Retirement System (FERS) and the Thrift Savings Plan (similar to a 401(k) plan).

In addition, the Court offers flexible schedules, telework opportunities, and a mass transit subsidy (budget dependent).

#### **Employment Conditions** ---

Applicants must be citizens of the United States or meet requirements under current law. Federal judiciary employees serve under “Excepted Appointments,” and are thus “at-will,” and as such, can be terminated with or without cause. Employees are subject to the Judicial Code of Ethics and Conduct, which is available to applicants for review upon request. All applicant information is subject to verification. The appointment to the position is provisional pending a suitability determination by the Court based on the results of a background check that includes fingerprinting. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

**The U.S. Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.**