

# UNITED STATES COURTS FIFTH JUDICIAL CIRCUIT



Announcement # - 2023-02

<b>Position Title:</b>	Director of Workplace Relations
<b>Location:</b>	Office of the Circuit Executive, New Orleans, Louisiana
<b>Grade/Salary Range:</b>	CL-30-31 (\$83,834 - \$160,317) Starting salary is commensurate with qualifications and experience.
<b>Closing Date:</b>	August 28, 2023

## **Overview:**

The Office of the Circuit Executive for the Fifth Circuit is accepting applications for the Circuit's Director of Workplace Relations. The Fifth Circuit is composed of the federal courts and federal public defender organizations (FPDO) in Texas, Louisiana, and Mississippi, and is the second largest circuit in the federal system.

## **Representative Duties:**

The Circuit's Director of Workplace Relations serves as the primary expert on workplace conduct policies for all courts and FPDOs in the Fifth Circuit.

Representative duties include:

- Provide confidential and impartial advice, guidance, and recommendations to judges, court unit executives, federal public defenders, supervisors, and staff throughout the Circuit on resolving internal employment disputes and related workplace conduct issues and on issues involving the administration of the Fifth Circuit Employment Dispute Resolution Plan and the Fifth Circuit FPDO Employment Dispute Resolution Plan (the EDR Plans).
- Provide sound advice to and work closely with the chief circuit judge, chief district and chief bankruptcy judges, unit executives, and federal public defenders in resolving specific workplace conduct issues and implementing the protections and processes described in the EDR Plans.
- Develop and provide training across the circuit on employment rights and responsibilities, policies, and workplace conduct.
- Serve as the primary expert on the EDR Plans for the Fifth Circuit Judicial Council, the Court of Appeals, other courts, court units, FPDOs, and staff throughout the Circuit.

- Represent the Fifth Circuit in defining national and regional workplace environment policies and training.
- Special projects and other duties as assigned.
- Periodic travel within and outside the Circuit is required.

### **Qualifications:**

#### ***Required:***

- Juris Doctor degree from an ABA-approved law school or a graduate degree in public administration, public policy, human resources, jurisprudence, business administration, management, or a related field.
- At least five years of relevant work experience in public service, law, or business.
- 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.
- Outstanding interpersonal skills and the ability to communicate effectively both orally and in writing, including the ability to lead and/or facilitate trainings as well as difficult discussions regarding sensitive workplace matters.
- Proven ability to demonstrate sound judgment and to maintain neutrality and strict confidentiality in sensitive situations.
- Skill in collaborative problem solving and consensus building.
- Knowledge of leadership and management best practices.
- Ability to think critically and strategically, and to develop and implement innovative programs and practices.
- Track record of building strong working relationships with colleagues in varied roles.

#### ***Preferred:***

- Familiarity with the federal courts and the regulations and policies of the executive and/or judicial branch of the federal government.
- At least three years of experience with federal civil rights laws (e.g., Title VI, Title VII, Title IX, ADA, etc.), their state law equivalents, or work in other relevant areas of employment or civil rights law.
- Experience with workplace investigations and dispute resolution processes or their equivalent.
- Experience conducting presentations and trainings for judges, court unit executives, FPDs, business executives, or other managerial or high-profile audiences.
- Demonstrated ability to develop trainings.
- Demonstrated skill in strategic planning.
- Admission to practice before the highest court of any U.S. state, commonwealth, territory, or possession.
- Familiarity with the Codes of Conduct applicable to federal judges, judicial employees, and federal public defender employees; 28 U.S.C. §§ 351-364; and the Rules for Judicial-Conduct and Judicial-Disability Proceedings or state court equivalents.
- Experience as a judicial law clerk.
- Experience in mediation.

**Application Procedure:**

Qualified candidates must submit

- a cover letter;
- detailed resume;
- three references; and
- salary history.

All documents should be submitted by email (as a single.pdf attachment) to [newvacancy@ca5.uscourts.gov](mailto:newvacancy@ca5.uscourts.gov) by August 28, 2023.

**Information for Applicants:**

- Only qualified applicants who submit complete applications will be considered for this position.
- Only applicants selected for an interview will be contacted.
- Applicants must be United States citizens or otherwise eligible to work in the federal court system.
- Funding is not available to support interviewee travel or relocation expenses.
- The initial appointment is provisional and contingent upon a satisfactory completion of a background investigation.
- All employees of the Judiciary are “at will” employees in the excepted service.
- Direct deposit of pay is required.
- The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position, any of which actions may occur without any prior written or other notice.
- The United States Courts, Fifth Judicial Circuit, is an Equal Opportunity Employer.

**Benefits:**

The fringe benefits offered to employees of the United States Courts include:

- 13 days paid annual leave per year for the first three years of service.
- 20 days paid annual leave per year after three years of service.
- 26 days paid annual leave per year after 15 years of service.
- 13 days paid sick leave accrued per year.
- 11 paid federal holidays per year, plus Mardi Gras day.
- Choice of medical, dental, and vision coverage from a wide variety of plans.
- Life, long-term disability, and long-term care insurance options.
- Participation in the Federal Employees Retirement System.
- Participation in the Thrift Savings Plan (similar to a 401(k) plan, with matching \$).
- Pre-tax flexible spending accounts (medical and dependent care).
- Transit/Parking subsidy (subject to the availability of funds).