



# United States Court of Appeals for the Sixth Circuit

## Deputy Director of Workplace Relations

Cincinnati, OH Full-Time

\$78,572 – \$127,698 (CL 29)\*

\$92,849 - \$150,900 (CL 30)\*

### About the Court

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

The United States Court of Appeals for the Sixth Circuit hears appeals from the courts 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 [cincinnati.chamber.com](http://cincinnati.chamber.com) and check out our awards at [cincyusa.com](http://cincyusa.com).

The United States Courts for the Sixth Circuit is seeking a Deputy Director of Workplace Relations (DDWR). This new position provides an opportunity for a knowledgeable and conscientious professional to implement and promote our circuit-wide workplace relations program.

### Overview of Duties

The DDWR collaborates with the Director of Workplace Relations (DWR) to develop and implement circuit-wide policies, training, and outreach related to workplace relations. The major responsibilities and duties include the following:

- Implement all aspects of the Employment Dispute Resolution (EDR) policy, fair employment practices, and other grievance and employment policies throughout the circuit, under the direction of the DWR.
- Provide confidential advice to employees pursuant to EDR Plan. Provide guidance on the EDR Plan. Serve as an expert on resolving internal employment disputes and related workplace conduct issues for court units throughout the circuit. Serve as an employment dispute resolution coordinator, as appointed.
- Provide sound advice, guidance, and recommendations to the DWR consistent with applicable policies, procedures, practices, and standards.
- Design, develop, and execute training program related to workplace relations matters, in partnership with court units.
- Serve as an expert on EDR and related issues for court committees. Conduct research, analyze alternatives, prepare recommendations, and identify courses of action on matters submitted to judicial council committees.
- Develop best practices guides for addressing workplace relations matters.
- Compose and prepare documents and reports that may require substantial research and analysis. Manage EDR related aspects of fair employment practices reports.
- Assist the DWR with the judicial conduct and disability program for the Circuit.
- Assist the DWR with representing the Sixth Circuit in developing national and regional workplace environment policies, training, and communication mechanisms.
- Travel within the circuit and to national conferences/meetings.

## POSITION QUALIFICATIONS

**Required:** A bachelor's degree and a minimum of four years of specialized experience in employment law, employee relations, employment dispute resolution, mediation, 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. Superior ability to maintain confidentiality and discretion. Proven ability to demonstrate sound judgment and ethics. Exceptional interpersonal skills and the ability to communicate effectively both orally and in writing, especially regarding sensitive matters. Outstanding organizational skills. Advanced ability to develop and implement innovative programs and practices. Skill in planning training programs; excellent presentation skills.

**Preferred:** Advanced degree in legal or related field. Familiarity with the federal courts or the regulations and policies of the federal government.

## COMPETITIVE TOTAL REWARDS

**Compensation\*:** \$78,572 – \$127,698 (CL 29) / \$92,849 - \$150,900 (CL 30)

\*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 fitness center. Federal retirement entails a pension plan (FERS-FRAE) and employer-matching Thrift Savings Plan (similar to a 401K). Retirees may carry insurance plans into retirement while paying the same premiums as employees. Visit [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits) to learn more about the Judiciary's competitive benefits.

**Work/Life:** Time off - 13 vacation days, 13 sick leave days, and 11 paid holidays. Vacation days increase to 20 days after three years and to 26 days after fifteen years. Hybrid/partial telework schedule may be available.

## ENJOY WORK/LIFE BALANCE

### HOW TO APPLY

Please submit a single PDF application packet that includes: 1) a cover letter detailing your qualifications and experience performing the representative duties *and* how you learned of the position, and 2) current resume to the Director of Human Resources at [humanresources@ca6.uscourts.gov](mailto:humanresources@ca6.uscourts.gov).

Position is open until filled; preference given to applications received by October 28, 2022.

Interviews may be scheduled on a rolling basis and take place prior to the 'received by' date listed above. Virtual interviews available.

### CONDITIONS OF EMPLOYMENT

Travel for this position is required. The selected candidate is provisionally hired pending results of background investigation and fingerprinting. This position is subject to updated background investigations every five years. Applicants selected for an interview must complete the Optional Background Information section on the Judiciary's application. Employees are required to adhere to the *Judicial Code of Conduct for Judicial Employees*. Electronic Fund Transfer for payroll direct deposit is required. For citizenship requirements, visit [www.uscourts.gov/careers](http://www.uscourts.gov/careers). Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. The Court reserves the right to modify the conditions of this position announcement, or to withdraw the announcement, for any reason and may occur without prior written or other notice.

The Court of Appeals values diversity, equity, and inclusion in the workplace. If a reasonable accommodation is needed during the recruitment process, please contact Human Resources at [humanresources@ca6.uscourts.gov](mailto:humanresources@ca6.uscourts.gov).