



United States Court of Appeals for the Sixth Circuit

DIRECTOR OF WORKPLACE RELATIONS

Cincinnati, OH Full-Time

\$114,067 - \$183,500*

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 a contemporary vibe. 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 and check out our awards at cincyusa.com.

The United States Courts for the Sixth Circuit is seeking a Director of Workplace Relations to lead the Sixth Circuit's efforts to create and maintain an exemplary workplace for Judiciary employees throughout the federal courts in Ohio, Michigan, Kentucky, and Tennessee.

Overview of Duties

- Develop and implement best practices for preventing and responding to workplace conduct issues, including discrimination, harassment, abusive conduct, and retaliation.
- Implement the Employment Dispute Resolution (EDR) Plan, fair employment practices, and other grievance and employment policies throughout the Circuit.
- Conduct trainings and outreach related to workplace relations.
- Direct or engage in conflict resolution for workplace conduct matters. The Director or DDWR may serve as an investigator, factfinder, facilitator, or mediator of employment disputes in court units throughout the Circuit. Collaborate with and advise circuit-wide Human Resources representatives and EDR Coordinators on workplace conduct issues.
- Provide confidential advice and guidance to employees, managers, and judges related to the EDR and grievance plans.
- Supervise and direct work of the Deputy Director of Workplace Relations.
- Conduct research on a wide range of workplace policies, analyze alternatives, prepare recommendations, and identify courses of action on workplace relations matters.
- Serve as the primary expert on workplace relations issues for the Sixth Circuit Judicial Council and its committees, the Court of Appeals, individual court units within the Circuit, and committees/organizations within the federal judiciary.
- Administer the circuit judicial conduct and disability program, including researching and analyzing complaints and drafting recommendations.
- Travel within the circuit and to national conferences/meetings.

POSITION QUALIFICATIONS

Required: A bachelor's degree, Juris Doctor, and four years of experience in employment law, civil rights law, 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, and determine resolution options. Exceptional emotional intelligence and track record of building strong working relationships. Superior writing, speaking, listening, and presentation skills especially regarding sensitive matters. Proven ability to demonstrate sound judgment and ethics and maintain confidentiality. Skill in collaborative problem solving and consensus building. Outstanding organizational skills. Advanced ability to think critically and strategically, and to develop and implement innovative programs and practices.

Preferred: Extensive experience in workplace investigations and conflict resolution or their equivalent. Familiarity with the federal courts or the regulations and policies of the federal government.

COMPETITIVE TOTAL REWARDS

ENJOY WORK/LIFE BALANCE

Compensation*: \$114,067 - \$183,500 (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 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 to learn more about the Judiciary's competitive benefits.

Work/Life: Annual 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 telework schedule may be available.

HOW TO APPLY

Please submit a single PDF application packet, including (1) a cover letter addressing your qualifications and experience in relation to the job duties described above *and* how you learned of the position, (2) a current resume, to Director of Human Resources at humanresources@ca6.uscourts.gov.

Position is open until filled; preference given to applications received by **September 25**.

First round virtual interviews may be 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. The incumbent may be required to complete an annual financial disclosure report. Employees are required to adhere to the *Judicial Code of Conduct for Judicial Employees*. For citizenship requirements, visit www.uscourts.gov/careers. Electronic Fund Transfer for payroll direct deposit is required. 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 announcement, or to withdraw the announcement for any reason without notice.

The Court of Appeals values diversity and is committed to inclusion in the workplace. We encourage applications from all qualified individuals and seek a diverse pool of applicants. If a reasonable accommodation is needed during the recruitment process, please contact Human Resources at humanresources@ca6.uscourts.gov.