



United States Court of Appeals
for the Seventh Circuit
219 South Dearborn Street
Chicago, Illinois 60604

2024-9
07/17/24

POSITION VACANCY

Position: DIRECTOR OF WORKPLACE RELATIONS

Salary Range: CL 30 (\$109,122 – \$177,352) with promotion potential to CL-31, or CL 31 (\$128,346 – \$191,900) depending on experience, salary, and qualifications.

Closing Date: August 16, 2024

Position Overview:

The Circuit Executive's Office, located in the Everett McKinley Dirksen U.S. Courthouse in Chicago, Illinois, provides policy development, administrative, technical, and staff support to the Chief Judge and Judicial Council of the Seventh Circuit; the United States Court of Appeals for the Seventh Circuit; and the district and bankruptcy courts, probation and pretrial offices, and federal defender services within the Seventh Circuit.

The Director of Workplace Relations (DWR) provides confidential and impartial assistance to judiciary employees and judges on workplace conduct matters. The DWR coordinates the implementation of employment dispute resolution policies and serves as the primary expert on workplace conduct and related issues for all court units within the Seventh Circuit. Responsibilities include policy development, training, and facilitating the resolution of workplace issues.

Duties:

- Coordinate the implementation of all aspects of Employment Dispute Resolution (EDR) Plan(s) with court and federal defender units throughout the circuit.
- Serve as the primary expert on workplace conduct and related issues for the Seventh Circuit Judicial Council and all court units within the circuit. Research, analyze, and develop approaches to address workplace conduct issues in the circuit.
- Promote a circuit-wide workplace conduct office that serves as a resource for all units in the circuit by fostering and maintaining relationships with judges, unit executives, supervisors, EDR Coordinators, and judiciary personnel.
- Provide advice, guidance, and recommendations to judges, unit executives, managers, and supervisors on the administration of EDR plans, policies, processes and procedures. The DWR also provides advice regarding the appropriate resolution of workplace issues based on well-supported facts and consistent with applicable policies, procedures, practices, and standards.
- Develop and provide training for EDR Coordinators throughout the circuit related to EDR Plans. Develop and provide training for judges, unit executives, managers, and judiciary personnel on judiciary workplace conduct protections and remedies, and other workplace issues.

- Track relevant statutes, cases, regulations, directives, and other guidance; conduct surveys and obtain feedback on training initiatives and EDR policies and practices.
- Track, analyze, and report EDR data, identify trends, and make recommendations as requested.
- Represent the Seventh Circuit in defining national and regional workplace conduct policies. Facilitate discussion with constituent groups to propose changes to these policies.
- Prepare reports and workplace conduct updates for the Seventh Circuit Judicial Council Workplace Conduct and Employment Dispute Resolution Committee. Respond to public requests for release of EDR decisions.
- Act as EDR Coordinator for the Court of Appeals and other court units as needed.
- Conduct workplace investigations into allegations of discrimination, harassment, abusive conduct, and retaliation.
- Maintain and update content on the Workplace Relations internal and external websites.
- Assist with the processing of judicial-misconduct complaints; review complaints, prepare draft orders, analyze the record, and conduct research.
- Travel throughout the circuit is required.
- Perform other duties as assigned.

Qualification Requirements:

The applicant must have at least three years of specialized experience that demonstrates progressive responsibility in employment law, employee relations, employment dispute resolution, legal administration, mediation, training, or a similar field.

A bachelor's degree from an accredited college or university, in a related field. Excellent interpersonal skills and the ability to communicate effectively, both orally and in writing. The ability to create and conduct in person and online training and lead and facilitate discussions on sensitive matters. Sound judgment and the ability to maintain confidentiality are essential.

Preferred Qualifications:

- An advanced degree in labor and employment relations, law, mediation, human resources, or another related field is highly desirable.
- Demonstrated ability to efficiently manage multiple tasks, meet stringent deadlines, communicate effectively both orally and in writing, and the ability to lead and effectively facilitate difficult discussions regarding sensitive matters.
- Strong analytical, interpersonal, and small and large group presentation skills.

Benefits:

Benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System (FERS), Thrift Savings Plan (401k), and public transit subsidy. Benefits also include optional participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Group Life Insurance Program (FEGLI), Flexible Benefits Program, Federal Long Term Care Insurance Program (FLTCIP), and Dental and Vision Insurance. Information can be found on the court's website under Human Resources at: www.ca7.uscourts.gov.

Application:

Consideration will only be given to those individuals who apply through the court's online applicant tracking system and provide a resume and cover letter by 11:59pm CST on August 16, 2024. Visit our applicant tracking system at:

<https://www.governmentjobs.com/careers/uscourtsilnd/7thcircuitcoa>

Due to the anticipated large response to this announcement, only those interviewed will be notified of the selection outcome. The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. Travel expenses for interviews cannot be reimbursed.

Please note that this position is not covered by the Fair Chance Act and requires that applicants provide criminal history information prior to receiving any conditional offer of employment. The selected candidate will be subject to an FBI fingerprint check as a condition of employment and may be subject to periodic updates. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States. Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER