



CAREER OPPORTUNITY

**UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT
DENVER, COLORADO**



POSITION:	DIRECTOR OF WORKPLACE RELATIONS (#25E08)
POSITION TYPE:	Full-time and permanent with a comprehensive federal benefits package available.
RECRUITMENT:	Position opened on August 11, 2025. Open until filled. Preference given to applications received by September 1, 2025. Applications reviewed as received.
SALARY RANGE:	Court Personnel Pay Scale (CPS) Classification Level 30/31 (\$111,065 - \$195,200 - <i>revised from original posting</i>). Starting salary is commensurate with experience and qualifications. Salary quoted reflects entire salary band.

POSITION OVERVIEW: The Director of Workplace Relations provides training, guidance, and resources to support an exemplary workplace. The incumbent offers confidential and impartial guidance to employees, management, and judges on employment rights and related workplace conduct issues, serving as the Circuit's leading expert on the Judiciary's employment dispute resolution process. The position supports all courts within the Tenth Circuit and is responsible for developing and implementing policies, delivering training, conducting outreach, performing in-depth investigations into workplace matters, and offering guidance on fair employment practices and workplace relations best practices.

REPRESENTATIVE DUTIES:

- Provide confidential, objective guidance and recommendations related to the resolution of workplace protections and conduct issues based on well-supported facts consistent with applicable policies, procedures, practices, and standards.
- Design, develop, and deliver training and informational sessions on workplace policies, workplace conduct issues, and compliance throughout the circuit. This includes identifying emerging issues, preparing presentations, and providing recommendations to judges, leadership, and the Circuit's Workplace Conduct Committee.
- Represent the circuit on local and national committees, contributing to the development, promotion, and oversight of employment relations initiatives and programs.
- Assist with the annual reporting process for employment claims and other compliance requirements.
- Define and advance workplace policies and communication strategies for the Tenth Circuit. Collaborate with stakeholders—including judges, human resources, and committees—to propose policy updates and facilitate dialogue on best practices.

QUALIFICATIONS AND REQUIREMENTS:

- A J.D. from an accredited law school.
- At least three years of specialized experience in employee relations, employment law, human resources, employment dispute resolution, mediation, legal administration, or similar field.
- Outstanding presentation skills, including development and delivery of training programs, as well as exceptional interpersonal and communication skills, both oral and written, especially when addressing sensitive matters.
- Proven ability to demonstrate sound judgment and ethics and maintain confidentiality as needed.
- Demonstrated skill in conducting in-depth investigations, analyze employment policies and procedures, determine appropriate remedies (if applicable) and effectively communicate findings to relevant stakeholders.
- Willingness to travel within the circuit and attend national conferences and meetings, as needed.

HOW TO APPLY: Submit cover letter, resume, and Application for Judicial Employment (available [HERE](#)) as a single PDF attachment, if possible, to HR@ca10.uscourts.gov. **Reference #25E08 in the subject line. Only applicants selected for interview will be contacted.**

INFORMATION FOR APPLICANTS: All applicants must be a U.S. Citizen or actively seeking citizenship. Appointment is contingent upon successful completion of a background investigation. Employees of the U.S. Courts are "at will." Employees are subject to the Judicial Code of Conduct. **Incomplete application packages will not be considered.**