



## UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

**\*CAREER OPPORTUNITY\***  
**DIRECTOR OF WORKPLACE RELATIONS**  
**Denver, CO (Vacancy #19E12)**  
**OPEN DATE: 11/18/2019**

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- POSITION TYPE:** Available as a full-time or part-time position. Position status based on continued availability of funding.
- SALARY RANGE:** CL - 29/30/31 (\$96,856 - \$134,629) depending on experience and qualifications.
- CLOSING DATE:** Open until filled—applications will be considered as they are received. Preference given to applications received by January 10, 2020.
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**POSITION OVERVIEW:** The Director of Workplace Relations serves as the primary expert on resolving internal employment disputes and related workplace conduct issues throughout the Tenth Circuit. As a new position, the incumbent will have a unique opportunity to create and promote a Circuit-wide workplace conduct office that will serve as a resource for all court units in the Circuit. The Tenth Circuit is comprised of six states: Colorado, New Mexico, Utah, Wyoming, Kansas and Oklahoma. As a member of the Circuit Executive's Office, the Director of Workplace Relations will develop and implement policies, training, and outreach, as well as provide insight on fair employment practices and best practices related to workplace relations.

**REPRESENTATIVE DUTIES:**

- Create and promote a circuit-wide workplace conduct office that will serve as a resource for all units in the Circuit.
- Provide sound confidential advice, guidance, and recommendations related to the resolution of grievances and workplace conduct issues based on well-supported facts consistent with applicable policies, procedures, practices, and standards.
- Serve as a primary member on the circuit's committee of workplace conduct, providing relevant information to committee members of happenings throughout the judiciary and private sector in order to stay relevant on topics related to workplace relations. This may include collecting and analyzing data, identifying trends, and making recommendations.
- Coordinate, in conjunction with the court unit, the implementation of all aspects of the Employment Dispute Resolution (EDR) Plan(s), fair employment practices, and other grievance and employment polices throughout the circuit.
- Research and advise on fair employment and best practices and assist with the implementation of such practices.
- Design, develop, and execute training programs on the Employee Dispute Resolution Plan, fair employment practices, human resources, management/leadership, and other related technical and professional topics.
- Assist with each count unit's overall training initiatives by making recommendations that meet the goals and objectives of each unit.
- Assist with the reporting process of EDR claims to the Administrative Office for the Court of Appeals and the Federal Public Defender Offices within the circuit.
- Represent the Tenth Circuit in defining national and regional workplace environment policies, training, and communication mechanisms. Facilitate discussion with constituent groups to propose changes to such policies.
- Travel within the circuit and to national conferences as required.



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### **MINIMUM QUALIFICATIONS:**

- A bachelor's degree from an accredited college or university.
- Three to five years of specialized experience in employee relations, human resources, social work, employment dispute resolution, mediation, legal administration, or similar field.
- Demonstrated skill in mediating and facilitating resolution of complex and sensitive issues and conflicts.
- Ability to conduct in-depth investigations, analyze employment law policies and procedures, determine appropriate remedies, if any, and effectively communicate to interested parties.
- Outstanding organizational skills, attention to detail, the ability to respond to requests on short notice.
- Exceptional interpersonal skills and the ability to communicate effectively both orally and in writing, especially regarding sensitive matters. Excellent presentation skills required.
- Proven ability to demonstrate sound judgment and ethics and maintain confidentiality.

### **PREFERRED QUALIFICATIONS:**

- Advanced degree in law, human resources, labor and employment relations, conflict resolution, mediation, or another related field.
- Familiarity with the federal courts or the regulations and policies of the Executive and/or Judicial branch of government.
- Related experience in employment relations, specifically relating to conflict resolution or mediation.

**HOW TO APPLY:** Submit the following materials **as a single PDF attachment** to [HR@ca10.uscourts.gov](mailto:HR@ca10.uscourts.gov). Reference 19E12 in the subject line. **Do not send documents in MS Word or as multiple attachments.**

- Cover Letter
- Resume
- Application for Judicial Employment (<https://www.ca10.uscourts.gov/hr/jobs>)

*Applications which do not include all of the required material may not be considered.*

**INFORMATION FOR APPLICANTS:** This appointment is contingent upon satisfactory completion of a high-sensitive background investigation. **Only applicants selected for interview will be contacted.** To be appointed to the court, an incumbent must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. All positions in the court are excepted appointments and are "at will." Direct deposit of pay required.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS.