

**Deputy Director of Workplace Relations**  
**Office of the Circuit Executive for the Ninth Circuit**  
**\$124,527 - \$195,200\* (CL 30/31)**

**San Francisco, CA**

**Telework options may be available**

***\*Actual salary based on qualifications, experience, and duty station***



Are you interested in a position that supports the federal judiciary's mission of ensuring equal justice under the law as well as the Ninth Circuit's efforts in preventing and resolving workplace issues? Come join our talented and diverse team at the Ninth Circuit's Office of Workplace Relations!

### **About the Role**

The Deputy Director of Workplace Relations (DDWR) is an expert on workplace conduct matters for judges, court unit executives (CUEs) and judiciary employees. The DDWR works with the Director of Workplace Relations (DWR) to initiate and direct conflict resolution, voluntary mediation, and to provide expert guidance of the formal EDR complaint process throughout the circuit. The DDWR functions with a high degree of independence and discretion, with broad direction from the DWR. The DDWR also plays an important leadership role in the Office of Workplace Relations (OWR), overseeing the work of the Office and its staff as designated or as directed by the DWR.

### **Representative duties include:**

- Under the direction of the Director of Workplace Relations (DWR) and in collaboration with other members of OWR, implement all aspects of the EDR Policy and related employment policies throughout the circuit.
- Serve as an "alter ego" to the Director of Workplace Relations in directing and resolving workplace conduct matters for judges, court unit executives, and judiciary staff, and acting in a leadership and/or supervisory role to OWR staff as needed and as directed by the DWR.
- Provide confidential advice to employees pursuant to the EDR Policy.
- Direct and resolve workplace conduct matters. Serve as mediator of employment disputes in court units throughout the circuit and resolve issues through facilitated negotiations.
- Develop and direct training for judges, CUEs, supervisors, EDR Coordinators, and judiciary personnel on equal employment opportunity rights and responsibilities, policies, recruitment and selection practices, and other workplace issues.
- Serve as an expert on EDR, EEO and related issues for committees of the circuit judicial council, the court of appeals, and applicable judicial council committees. Conduct research, analyze alternatives, prepare appropriate recommendations, and identify courses of action on matters submitted to judicial council committees.

- Provide sound advice, guidance and recommendations to managers, supervisors, unit executives, and judges based on well-supported facts and consistent with applicable policies, procedures, practices, and standards.
- Serve as an employment dispute resolution coordinator, if appointed.
- Develop and initiate employment surveys and track and analyze data and identify trends. Make recommendations to the chief circuit judge, circuit executive, and judicial council based on in- depth analysis.
- Perform other duties as required.

**Required skills:**

- Comprehensive knowledge of all aspects of Employment Dispute Resolution, fair employment practices, employment law, and other employment policies.
- Thorough knowledge of applicable employee rights, protections, procedures, relevant employment laws, and their applicability to the judiciary.
- Extensive knowledge of judiciary employment policies, guidelines, processes, and reports, and their applicability to each court unit. Knowledge of best practices in preventing and addressing abusive conduct in the workplace.
- Knowledge of laws, legal codes, court rules and procedures, precedents, and government regulations. Knowledge of mediation processes.
- Skill in and ability to analyze and quickly synthesize complex information. Skill in analyzing, refining, and narrowing issues through settlement discussions. Skill in collaborative problem solving and consensus building. Skill in identifying unexpressed problems and analyzing related information to develop and evaluate options and implement solutions.
- Knowledge of court culture and workplace dynamics within the judiciary.
- Knowledge of and compliance with the Code of Conduct for Judicial Employees, the Code of Conduct for United States Judges, and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Skill in communicating effectively, both orally and in writing at the highest professional level. Skill and ability to listen and quickly understand and assess information, ideas, and interpersonal dynamics. Ability to synthesize the results of legal research and convey those results (orally and in writing) in a clear, concise, and objective manner.

**Required Qualifications**

- This position calls for a minimum of five years of legal work experience in public service, business, or a law firm. At least three of the five years of experience should include extensive engagement with federal civil rights laws (e.g., Title VI, Title VII, Title IX, ADA, VAWA, etc.), their state law equivalents, or work in other relevant areas of employment or civil rights law.

- Juris Doctor degree from an ABA-approved law school.
- Admission to practice before the highest court of any U.S. state, commonwealth, territory, or possession.

### **Preferred Qualifications**

- Experience working directly with judges and court staff in a judiciary employment environment.
- Demonstrated ability to handle highly confidential information in a variety of contexts and to maintain strict confidentiality in complex situations
- Skill in collaborative problem solving and consensus building.
- Experience in workplace investigations and dispute resolution processes or their equivalent.
- Skill in strategic planning for short- and long-term training programs.
- Superior writing, speaking, listening, and presentation skills.
- Advanced ability to think critically and strategically, and to develop and implement innovative programs and practices.
- Exceptional emotional intelligence and track record of building strong working relationships with colleagues in diverse roles.

### **About the Office**

OWR is a division of the Office of the Circuit Executive for the Ninth Circuit (OCE). The Office of Workplace Relations was established in January 2019 and was the first office of its kind in the federal judiciary. OWR leads the Ninth Circuit's efforts in preventing and resolving workplace issues. The Office of the Circuit Executive (OCE) serves the Ninth Judicial Circuit of the United States, which is the largest federal circuit in the country, comprising nine western states and two United States territories. The OCE, including OWR, serves the Court of Appeals as well as all District Courts, Bankruptcy Courts, Probation and Pretrial Services Offices, and Federal Public Defender's Offices within the Ninth Circuit.

### **Position Details**

**Location:** The Office of the Circuit Executive (OCE) is based at the James R. Browning United States Courthouse in San Francisco, California. Remote work options (telework) may be available for this position at the discretion of the Director of Workplace Relations.

### **Rewards & Perks**

**Salary:** \$124,527 - \$195,200 (CL 30/31), depending on qualifications, experience, and duty station.

**Time off:** 11 paid holidays, 13 vacation days, and 13 sick leave days per year. After three years (including any prior federal work experience), vacation days accrue at a higher rate.

**Benefits:**

- Federal pension plan and optional employer-matching Thrift Savings Plan (similar to a 401K).
- Choice of a variety of employer-subsidized federal health and life insurance plans.
- Optional dental, vision, and long-term care coverage.
- Flexible spending account to pay out-of-pocket health and dependent care expenses with tax-free dollars.
- Public transit subsidy.
- On-site gym (in Browning Courthouse).
- Remote/Telework/Work-From-Home options are available at the discretion of the DWR.

**How to Apply**

Please submit your application materials in PDF format through the [Career Portal](#) and include: (1) a short cover letter responding to this vacancy announcement; (2) an up-to-date resume; and (3) a list of three work references, two of which must be current or former supervisors.

**Only applications with these required materials will be considered.**

**Next Steps**

- Priority consideration will be given to applicants who apply by **April 30, 2025**.
- Position will remain open until filled.

**Conditions of Employment**

Must be a U.S. citizen or permanent resident in the process of applying for citizenship. Successful applicants are provisionally hired pending results of background investigation and fingerprinting. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the OCE. Employees are required to adhere to the [Code of Conduct for Judicial Employees](#). Direct deposit of pay is required.

The OCE reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, for any reason including but not limited to budgetary issues. Said modifications may occur without prior written or other notice.

**Equity Focused Employer**

We value diversity and are committed to equity and inclusion in our workplace. The OCE encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.