

# **Program Assistant (Model Federal Public Defender Organization Employment Dispute Resolution Plan Implementation & Training)**

**JUDICIAL BRANCH**

Administrative Office of the U.S. Courts

**Defender Services Office**

## **TEMPORARY DUTY ASSIGNMENT**

**Defender Services Office TDY- Program Operations Division, Program Review Branch**

**Assignment Type: Temporary Duty Assignment**

**Number of Positions: 1**

**Assignment Office: Defender Services Office**

**Assignment Location: Remote**

**Assignment Length: More than six months**

**Work Schedule: Full-time**

**Telework: Full telework**

**APPLY ON JNET: <https://jnet.ao.dcn/human-resources/court-ao-exchange/account-portal/opportunities/9d27cc68-9f2b-61e7-44cb-d52b38a96747>**

**The Defender Services Office (DSO) is seeking a candidate for a temporary duty (TDY) position to assist DSO with the work of the Program Review Branch, including managing implementation and providing training on the Model Federal Public Defender Organization Employment Dispute Resolution Plan.**

The DSO PRB is responsible for conducting regular Criminal Justice Act (CJA) program reviews in federal defender offices (FDOs) across the country. The branch also organizes and implements multiple regular events and conferences for the defender

community; provides support on matters involving human resources, space and facilities, community defender organizations, establishment of FDOs, employment dispute resolution, and administers the pilot Diversity Fellowship Program.

The first Model Federal Public Defender Organization Employment Dispute Resolution Plan (Model FPDO EDR Plan) was approved by the Judicial Conference in September 2021, has been adopted by several circuit courts of appeals, and is under consideration currently for adoption by the remaining circuit courts of appeals for FPDO implementation. The Model FPDO EDR Plan sets forth employment protections against discrimination, discriminatory harassment, retaliation, and abusive conduct and provides a circuit-assisted process to resolve workplace complaints for all FPDO employees.

**Duties of this TDY position will include, but are not limited to:**

- Leading and/or assisting on CJA program reviews.
- Assisting with organization and implementation of POD-review branch events and conferences.
- Assisting with staffing and administration of various working groups and committees.
- Contributing to DSO and review branch diversity, equity, and inclusion (DEI) initiatives.
- Researching and drafting relevant memoranda and agenda items, including on issues related to employee protections and comparative analysis of protections afforded government and government-funded employees throughout the federal criminal legal system.
- Conducting research on pending Judicial Accountability Act of 2021 legislation and implications on the EDR process.
- Developing, coordinating, and delivering training programs for FPDOs and FPDO EDR coordinators, and drafting training materials.
- Developing and drafting resource materials, including relevant guides and handbooks.

- Tracking and analyzing circuit-by-circuit adoption and implementation, including the development of analytical databases that account for key adoption information and similarities and variations in protections and procedures adopted by each Circuit and FPDO.
- Updating checklists, questionnaires and protocols used in the national cyclical review program to reflect changes implicated by the Model FPDO EDR Plan.
- Briefing DSO senior staff, the Committee on Defender Services, and other stakeholders like Defender Services advisory and working groups, the Office of Judicial Integrity, and directors of workplace relations.
- Collecting and organizing all correspondence related to the Model FPDO EDR Plan.
- Working closely with DSO staff to provide logistical support to and identify common goals and projects across the various divisions in DSO to ensure effective coordination and highest quality of program operations.

The temporary duty program is designed to benefit FDOs by enhancing their staffs' knowledge about the CJA's implementation, including policy, procedural, and training issues affecting FDOs and CJA panel attorneys. The TDY program also enhances the working relationship between DSO and the federal defender community.

**Required Qualification:**

- Open to all federal public defender and community defender office employees. For community defender office employee applicants, past employment in a federal public defender office is preferred.

**Desired Qualifications:**

- Strong research and writing skills, desire to learn about DSO programs and the EDR process in general. Working understanding of Title VII and other federal employment law protections.
- Excellent oral and written communication skills and organizational skills.

- Highly developed analytical skills, attention to detail, initiative, and ability to collaborate.
- Commitment to protecting sensitive and highly confidential information.
- Superb organizational skills, ability to manage multiple assignments simultaneously, and meet deadlines.
- Demonstrated ability to set and accomplish goals in consultation with team and with minimal supervision.
- Commitment to diversity, equity, and inclusion.
- Strong computer skills, including proficiency with Microsoft Word, Excel, and PowerPoint.
- Ability to successfully complete projects with large or incomplete data and provide solutions.
- Outstanding interpersonal skills and ability to interact effectively with stakeholders.

**Submit the following information on JNET to apply:**

1. A resume describing your professional experiences and qualifications.
2. Statement of interest, not to exceed 400 words, describing your experience and responsibilities as an FDO employee relevant for this position, including any employment law experience or experience with office grievance or EDR processes, and explains why you believe you are particularly well-suited to perform the responsibilities as set forth in support of the training and implementation of the Model FPDO EDR Plan and similar programming.

**Apply on JNET:** <https://jnet.ao.dcn/human-resources/court-ao-exchange/account-portal/opportunities/9d27cc68-9f2b-61e7-44cb-d52b38a96747>

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