

FEDERAL PUBLIC DEFENDER

NORTHERN DISTRICT OF CALIFORNIA

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Federal Public Defender

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POSITION ANNOUNCEMENT DIRECTOR OF PERSONNEL, DIVERSITY AND TRAINING SAN FRANCISCO, CALIFORNIA

The Federal Public Defender for the Northern District of California is accepting applications for the position of full-time Director of Personnel, Diversity and Training (DPDT). The position will be stationed in the San Francisco office, but with duties throughout the Northern District of California. The FPD operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases. More information about the office may be found at www.ndcalfpd.org.

JOB DESCRIPTION

We are committed to cultivating a culture of professionalism, acceptance and connectedness that enhances our ability to deliver the highest level of representation to our clients. We value diversity, are committed to equity and inclusion, and aspire to create a culture of mutual respect, collaboration, openness, and humility that honors the people we represent. We believe our representation is better when members of the defense team have diverse backgrounds and experiences. We embrace the unique contributions our employees can bring to the FPD because of their backgrounds, social identities, and lived experiences. We seek a Director of Personnel, Diversity and Training who shares these beliefs and commitments.

We seek someone to manage and improve the employee experience at the FPD—such as interviewing, job orientation, onboarding, performance reviews, training and development, team events, and exit interviews—with the goal of improving the efficacy of client advocacy. We are looking for an experienced, versatile, and people-focused person who will be a self-starter focused on adding value to our office and therefore our clients. You will have a strong and influential office-wide presence and will partner to build and sustain a culture that is a stimulator to the success of our staff and thus our clients.

The successful candidate will have experience with and knowledge of HR policies, employment law trends, emerging issues of personnel management principles, and employee relations best practices. The DPDT will manage the employee experience at the FPD from interviewing through separation; manage and coordinate the Office's work in the areas of equity, diversity, and inclusion; employee well-being; continuous workforce improvement; staff training and professional development; and HR policy development and compliance. The DPDT will work closely with management to provide strategic leadership and to build and sustain a culture that is inclusive, equitable, and facilitative of high-performance client-centered representation.

We are looking for a highly motivated, entrepreneurial, and collaborative individual with a commitment to the values of a holistic public defender office. Our culture is collaborative, fast-paced, and client-centered.

The successful candidate understands that any organization, team, project, or effort is only as good as the people who work there, their relationships, and the organizational culture. We seek

someone who can help ensure that the FPD is an organization where staff strengths are identified, nurtured, and enhanced; can listen attentively and build authentic relationships; and can act as a supportive coach to leadership and staff. The successful candidate will welcome feedback, be open to new ideas, and support personal growth and development and organization-wide improvement. In addition, the successful candidate must understand that discretion in this role is paramount as is the ability to create safe, confidential spaces for staff to communicate concerns. The DPDT will assist us in creating a culture that is inclusive, equitable, and facilitative of high-performance client-centered advocacy.

This position requires some travel throughout our district and occasional out-of-district travel for training. The DPDT must work at the San Francisco duty station and will regularly travel to branch offices for work-related business.

The current office policy permits employees to work remotely up to two days per week if work responsibilities permit. Remote work is not guaranteed nor always possible or preferred given the in-person responsibilities of the DPDT position. Additionally, the remote-work policy may change at the discretion of the Defender. Telecommuting is not authorized for the DPDT position.

Employees must get approval from the Defender to engage in any outside employment activities and may not engage in the private practice of law.

DUTIES AND RESPONSIBILITIES

HR Compliance and Administration

- Maintain responsibility for FPD's compliance with and remain current on applicable laws and policies involving personnel matters (ADA, FMLA, benefits, etc.).
- Under the supervision of the Federal Public Defender, develop, administer, and communicate all HR policies, procedures, and directives, including overseeing the Employee Handbook.
- Annually review and make recommendations to management for improvement of the FPD's policies, procedures, and practices on personnel matters, based on data, analysis, and the office's values and goals.
- Manage organization-wide projects and initiatives, to ensure that organizational priorities are clearly communicated and in alignment across all three offices.
- Develop and oversee the staff experience from hiring and onboarding through separation. At the Federal Public Defender's direction, conduct exit interviews with employees who voluntarily separate and incorporate their feedback into the office's recruitment and retention strategy.
- Manage the Employee Dispute Resolution program.
- Manage all compensatory time policy procedures and act as a point of contact in the office for questions regarding leave and timekeeping.

Learning and Development

- Manage staff development and training opportunities and processes for FPD staff.
- Assist with development of training opportunities for Criminal Justice Act panel attorneys.
- Help to create learning and development programs that are person-centered, value-driven, and ensure equity, diversity, and inclusion.
- Seek out and vet learning and development partners for management and leadership training.
- Evaluate, develop, and manage the employee performance review process to identify strengths and developmental needs that benefit individual and organizational goals.
- Develop and oversee employee and appreciation events such as retreats, social events, and group activities.

Equity, Diversity, and Inclusion

- Support efforts and processes to select, retain, and develop talent and expertise in staff.
- Work with supervisors/managers to assist with designing a consistent and effective supervisory and coaching practice across the FPD.
- Manage, expand and improve mentorship programs within the office, including clerkships, internships, and externships for all suitable positions.
- Identify, evaluate, and solve hiring challenges, including implementing recruiting and hiring strategies to attract employees from diverse backgrounds.
- Develop and implement a comprehensive multi-year diversity, equity, and inclusion strategy that aligns with the office's strategic goals and objectives as they relate to recruitment, performance management, leadership development, employee engagement, and retention.
- Develop relationships with community partners to create immediate and long-term pipelines of diverse, qualified candidates for employment in all positions.

REQUIREMENTS AND QUALIFICATIONS

- Possess a J.D. or a combination of advanced education and experience that provides a nuanced knowledge of the law, litigation, and the operation of legal organizations. Legal experience in criminal law and/or federal courts preferred.
- Have human resources and supervision experience and knowledge. Experience in Judiciary personnel policy and/or within a FPD or CDO in the Ninth Circuit is preferred.
- Have experience in diversity, equity, and inclusion development and training and working with legal organizations to manifest these values in the workplace. Experience in the Judiciary and/or within a FPD or CDO in the Ninth Circuit is preferred.
- Must be a U.S. Citizen, or is a lawful permanent resident seeking U.S. citizenship.
- Must be fully vaccinated against COVID-19.

SELECTION CRITERIA

In addition to the foregoing requirements and qualifications, the successful candidate must have:

- Knowledge of HR policies, systems, and related laws and a commitment to keeping current with policies, systems, and related laws.
- Expertise and demonstrated commitment to promoting a respectful workplace and encouraging diversity, inclusion, and equity in support of an organization's stated values and culture.
- Knowledge of HR policies, systems, and related laws and a commitment to keeping current with policies, systems, and related laws.
- Excellent communication skills with diverse audiences and settings.
- Possess a high level of discretion with the ability to hold confidential information received in strict confidence.
- Demonstrated exercise of excellent judgment in complex matters.
- Possess excellent oral, written and interpersonal skills; demonstrate strong organizational, planning, problem-solving, and analytical skills; maintain computer literacy and desire to continue to learn more.
- Comfort operating with a high level of independence and efficiency, coupled with a desire to lead and be part of high-performing teams.
- Demonstrated ability to build relationships, develop rapport, and collaborate with people holding different positions and with teams.
- Ability to act with confidence and professionalism with internal and external stakeholders.
- Possess integrity, credibility, discretion, humility, and accountability.
- Be available to work on weekends and before or after business hours, when necessary; maintain a professional demeanor inside and outside the office; and be willing to travel.

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SALARY AND BENEFITS: This is a full-time position. Salary is based on federal pay schedules and will be commensurate with relevant professional experience. This position has a starting salary range of \$81,338 to \$167,812. The full performance salary range is \$81,338 to

\$183,400. Benefits include health, long-term care, and life insurance, as well as 11 paid federal holidays, 13 days of paid sick leave, and 13 days of paid vacation leave annually. (The rate of paid vacation leave increases with years of service.) The position is eligible for the Federal Employees Retirement System (FERS), including the Thrift Savings Plan (TSP), which matches up to 5% of employee contributions, up to a cap. Salary is paid every other week and only by direct deposit.

The office is a qualifying employer for purposes of the [Public Service Loan Forgiveness program](#) (PSLF) under the [College Cost Reduction and Access Act of 2007](#).

THE APPLICATION PROCESS: Applications will *only* be accepted online. Applications submitted by fax, mail, or email will not be considered. Applications must be submitted through this web portal:

<https://ndcald.knack.com/applications#staff-position/>

Please prepare and upload a .pdf application packet, which should include the following material in a single .pdf file:

- A plain face sheet, containing only your last name, first name, and the name of your current employer or your current employment status;
- A cover letter explaining your interest in the position;
- Your resume;
- Three professional references, including name, email address, and telephone number (references will not be contacted until applicant is advised).

The uploaded .pdf file should be named, "Last name, first name." (*E.g., "Doe, Jane.pdf"*)

Applicants will only be contacted if selected for an interview. Applicants invited to interview will be asked, but are not required, to complete a Judicial Branch Employment form (AO78). Completion of such form is not considered in evaluating an application.

Offers are conditioned upon satisfactorily completing a required fingerprint check and background investigation.

The position will remain open until filled.

Interviewing Non-Citizens and Offers of Future Employment: While non-citizens may be interviewed and considered for employment, employment offers will only be made to individuals who qualify under one of the exceptions set forth in 8 U.S.C. § 1324b(a)(3)(B). Usually, this means that an offer of employment cannot be made unless the candidate is a U.S. Citizen, or is a lawful permanent resident seeking U.S. citizenship as described here:

<http://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary> .