

**Job Announcement**  
**Federal Emergency Management Agency, Office of Chief Counsel**  
**Position Title: ADR Attorney Advisor**  
**Location [or] Duty Station: Washington, D.C.**  
**IC 13/14 (GS equivalent)**

<b>OPENING DATE: Wednesday, April 17, 2024</b>	<b>CLOSING DATE: Open until filled</b>
<b>POSITION TITLE AND DIVISION:</b> ADR Attorney Advisor within FEMA’s Office of Chief Counsel (OCC), Alternative Dispute Resolution Legal Division, Mission and Programs Branch.	
<b>SERIES, PAY PLAN, GRADE, SECURITY CLEARANCE, AND TRAVEL:</b> 0905-ADR-Attorney-Advisor, IC -13/14. Salary is equivalent to that of a GS-13/14. This means that OCC may fill the position at either the IC -13 or IC -14 level. An individual hired at the IC -13 level may later be promoted to the IC -14 level. The position has a full performance level of IC -14.  This is a public trust position and does not require a security clearance.  Occasional travel may be required.	
<b>DUTY STATION LOCATION AND REMOTE WORK ELIGIBILITY:</b> The position has a duty station at FEMA HQ in Washington, D.C. This position is eligible for some telework pursuant to FEMA policy. This position is not currently eligible for remote work, as defined by FEMA and OCC policy.	
<b>POSITION TYPE:</b> This is a Cadre of On-Call Response/Recovery Employee (CORE) position in the Excepted Service. This is a temporary appointment in the Excepted Service, not to exceed two (2) years, with the option to extend based on workload and funding availability.	
<b>POSITION SUMMARY AND IDEAL CANDIDATE:</b> FEMA’s ADR Division, as part of the Office of Chief Counsel, seeks a qualified applicant for the position of ADR Attorney-Advisor.  The FEMA ADR Division provides a wide range of informal dispute resolution processes that help FEMA staff prevent, recognize, manage, and resolve conflicts at the lowest level possible.  The ADR attorney-advisor selected will have significant experience in conflict management, mediation, conflict coaching, organizational development, employment dispute resolution, group facilitation, teambuilding, strategic planning, and conflict resolution training. Ombuds experience and/or training will be helpful. The ADR attorney-advisor selected will be required to uphold the Mediator Standards of Conduct, including impartiality/neutrality, confidentiality, and support client self-determination in conducting work. An ADR presentation may be required before job offer.	

## **DUTIES OF THE POSITION:**

The following skills are essential:

- Excellent oral and written communication skills;
- Expertise in designing and facilitating a broad array of ADR interventions, including but not limited to mediation, conflict coaching, and facilitation;
- Ability to design and conduct training programs on conflict management and communication topics;
- Strong fundamental ADR skills, including upholding Mediator Standards of Conduct (supporting client self-determination, confidentiality, and neutrality/impartiality);
- Strong attention to detail;
- Strong emotional intelligence;
- Ability to work with diverse staff and diverse clients;
- Ability to synthesize and analyze information effectively;
- Ability to work on multiple projects and with many different clients concurrently;
- Ability to handle work in a fast-paced, stressful work-environment with a heavy caseload; and
- Ability to work in teams and individually.

Primary responsibilities include:

- Work with individuals and teams to address interpersonal conflicts and other challenges;
- Conduct mediations, facilitations, and conflict coaching;
- Design and facilitate team interventions, offsite meetings, retreats, trainings, strategic planning sessions, workplace assessments/listening sessions, and team building events;
- Provide written and/or oral advice regarding mediation, conflict management, conflict coaching, other ADR processes, policies, and procedures;
- Conduct legal research regarding the Administrative Dispute Resolution Act, employment law, the Stafford Act, and other related FEMA policies, directives, and procedures;
- Design and plan ADR systems that meet statutory and regulatory requirements, and that are sound, efficient, and economical in operation;
- Independently produce well-articulated legal opinions, memoranda, and briefs regarding complex legal issues involving multiple stakeholders and program offices;
- Evaluate proposed legislation, regulations, administrative rules, and FEMA directives for their effects on existing policies, programs, and operations;
- Assist in the creation of standard operating procedures and policy development initiatives;
- Prepare briefings and reports for management and staff;
- Provide consultation to management officials to assist in the prevention, management, and resolution of organizational conflict, including recommendations to address areas of concern as appropriate;
- Support ADR data collection, analysis, and evaluation efforts; and,
- Participate in divisional outreach opportunities and training programs.

## **QUALIFICATIONS REQUIRED/SPECIALIZED EXPERIENCE:**

Applicants must meet the qualifications requirements for the grade level to which they are applying by the closing date of this announcement.

### **Minimum Requirements include:**

- U.S. Citizenship,
- Ability to successfully pass a background investigation (public trust),
- Ability to obtain and maintain a government travel card,
- Selective Service registration for males born after 12/31/59,
- A graduate of a law school accredited by the American Bar Association,
- Membership in good standing of the Bar of a State, the District of Columbia, or the Commonwealth of Puerto Rico.
- Agreement with Every Employee is an Emergency Manager requirement. Agreement to accept an incident management or incident support assignment.

### **Minimum Experience:**

#### **You qualify for this position at the IC-13 level if you have the following experience:**

##### Legal experience

- At least two (2) years of full-time legal experience gained after being admitted to a bar; and
- Experience must include at least one (1) year of specialized experience that is directly related to the position being filled, including the ability to perform substantive work on basic to moderately complex assignments; have solid writing skills, conduct original research, and demonstrate strong legal analysis; have effective communication skills; contribute to decisions about legal strategy; and require supervision and review of written product by a supervisor or higher-grade attorney; and

##### ADR experience:

- At least five (5) years of full-time professional experience as an ADR practitioner, at least two (2) of which will include specialized experience that is directly related to the position being filled, and at least one (1) of the two years of specialized experience must be at a level of difficulty and responsibility equivalent to that described in "Duties of the Position"; and
- At least 300 hours of conflict resolution training.

#### **You qualify for this position at the IC-14 level if you have the following experience:**

- At least three years (3) of full-time legal experience gained after being admitted to the bar; and
- Experience must include at least two (2) years of specialized experience that is directly related to the line of work of this position, which has equipped the applicant with knowledge, skills, and abilities to successfully perform the duties of the position. At least one (1) of the two years of specialized experience must be at a level of difficulty and responsibility equivalent to that of an attorney at the IC -13 level, including performing substantive work on moderately complex, novel, or significant matters; have excellent writing skills, conduct demanding legal analysis, draft and review legal documents; possess excellent communication skills; contribute to tactical and legal policy decisions; be able to assume some supervisory role over legal interns or non-attorney staff on a project-specific basis; and require only moderate level of supervision or review of written work product.

**ADR experience:**

- At least seven (7) years of full-time professional experience as an ADR practitioner, at least two (2) of which will include specialized experience that is directly related to the position being filled, and at least one (1) of the two years of specialized experience must be at a level of difficulty and responsibility equivalent to that described in “Duties of the Position”; and
- At least 300 hours of conflict resolution training.

**Specialized experience for this position includes:**

At the IC-14 level:

- Conducting complex mediations, facilitations, and Organizational Development interventions;
- Analyzing data;
- Preparing briefings and reports for management and staff;
- Making recommendations to address areas of concern; and
- Providing consultation to management officials to assist in the prevention, management, and resolution of organizational conflict.

**REQUIRED DOCUMENTS:**

At time of application, the applicant must submit a:

- Resume;
- Cover letter explaining their interest in the position and how their experience will make them an outstanding ADR Attorney Advisor; and
- Writing sample demonstrating legal writing.

Prior to tentative job offer, the applicant must also provide:

- Proof of current bar admission
- Law school transcript from an American Bar Association accredited law school

**EMERGENCY MANAGER ASSIGNMENT:**

Every FEMA employee has regular and recurring emergency management responsibilities. All positions are subject to recall around the clock for emergency management operations, which may require irregular work hours, work at locations other than the official duty station, and may include duties other than those specified in the employee’s official position description. Travel requirements in support of emergency operations may be extensive in nature (weeks to months), with little advance notice, and may require employees to relocate to emergency sites with physically austere and operationally challenging conditions.

**EQUAL OPPORTUNITY:**

OCC is a diverse workplace, promotes equal opportunity, and welcomes all qualified applicants without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors.

**REASONABLE ACCOMMODATION:**

Please contact the Hiring Manager listed below if you require a reasonable accommodation for the application process as soon as possible.

**HOW TO APPLY:**

Interested applicants should submit a resume, writing sample, and cover letter (two pages or less) describing your interest in the position and skills that make you an ideal candidate to Matilda Brodnax via email at [Matilda.brodnax@fema.dhs.gov](mailto:Matilda.brodnax@fema.dhs.gov) by the closing date of this announcement. The subject line of the email should reference that you are applying for the ADR Attorney Advisor position.

\*Please let us know in your cover letter where you saw this announcement.\*