

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

OPENING DATE: Friday, April 12, 2024	CLOSING DATE: Monday, May 6, 2024 by 11:59 PM ET
POSITION TITLE AND DIVISION: ADR Advisor within FEMA’s Office of Chief Counsel (OCC), Alternative Dispute Resolution Legal Division, Mission and Programs Branch.	
SERIES, PAY PLAN, GRADE, SECURITY CLEARANCE, AND TRAVEL: 0301-ADR Advisor, IC -13. Salary is equivalent to that of a GS-13. The position has a full performance level of IC -13. This is a public trust position and does not require a security clearance. Occasional travel may be required.	
DUTY STATION LOCATION AND REMOTE WORK ELIGIBILITY: 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.	
POSITION TYPE: 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.	
POSITION SUMMARY AND IDEAL CANDIDATE: FEMA’s ADR Division, as part of the Office of Chief Counsel, seeks a qualified applicant for the position of ADR 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 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 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: <ul style="list-style-type: none">• 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 ADR fundamental 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:

- working with individuals and teams to address interpersonal conflicts and other challenges;
- conducting mediations, facilitations, and conflict coaching;
- helping to design and facilitate team interventions, offsite meetings, retreats, trainings, strategic planning sessions, and team building events;
- conducting workplace assessments/listening sessions;
- analyzing data;
- preparing briefings and reports for management and staff;
- making recommendations to address areas of concern;
- providing consultation to management officials to assist in the prevention, management, and resolution of organizational conflict;
- supporting ADR data collection and evaluation efforts;
- participating in divisional outreach opportunities and training programs; and assisting in the creation of standard operating procedures and policy development initiatives.

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,
- 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:

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.

Specialized experience for this position includes:

At the IC-13 level:

- Conducting complex ADR services, including, but not limited to, mediations, facilitations, and organizational development interventions;
- Analyzing data;
- Preparing briefings and reports for management and staff;
- Making recommendations to address areas of concern;
- Understanding conflict management and process design;
- Training in related subject matter areas; 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; and
- Cover letter explaining their interest in the position and how their experience will make them an outstanding ADR Advisor.

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 by the closing date of this announcement. The subject line of the email should reference that you are applying for the ADR Advisor position.

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