# POSITION DESCRIPTION

# Director of the Community Relations Service, Department of justice

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| **OVERVIEW** |
| Senate Committee | Judiciary |
| Agency Mission | To enforce the law and defend U.S. interests according to the law, ensure public safety against foreign and domestic threats, provide federal leadership in preventing and controlling crime, seek just punishment for those guilty of unlawful behavior and ensure fair and impartial administration of justice for all Americans. |
| Position Overview | The director of the Community Relations Service leads and manages the effort to provide assistance to communities in resolving disputes and disagreements based on racial and ethnic tensions, and the response to and prevention of hate crimes on the basis of race, color, national origin, gender, gender identity, sexual orientation or disability.[[1]](#endnote-1) |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[2]](#endnote-2) |
| Position Reports to | Associate Attorney General[[3]](#endnote-3) |
| **RESPONSIBILITIES** |
| Management Scope | Community Relations Service had a budget of $13 million in fiscal 2016 and 43 employees.[[4]](#endnote-4) |
| Primary Responsibilities | * Develops and deploys highly skilled professional conciliators, who are able to assist people of diverse backgrounds
* Oversees and manages efforts to assist state and local units of government, private and public organizations, and community groups with preventing and resolving racial and ethnic tensions, incidents and civil disorders, and with restoring racial stability and harmony
* Leads efforts to work with communities to employ strategies to prevent and respond to violent alleged hate crimes committed on the basis of actual or perceived race, color, national origin, gender, gender identity, sexual orientation, religion or disability
* Helps develop viable, mutual understanding and agreement as alternatives to coercion, violence or litigation
* Assists communities in developing local sustainable processes, conducting training and taking other proactive measures to prevent racial and ethnic tension and violent hate crimes committed on the basis of actual or perceived race, color, national origin, gender, gender identity, sexual orientation, religion or disability
* Provides conciliation services to resolve disputes and respond to and prevent hate crimes, which includes mediation, dialogue facilitation, training and technical assistance
* Responds to requests from law enforcement and community organizations for assistance with contingency planning and self-marshaling training to help keep large protests or events safe[[5]](#endnote-5)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Extensive management and leadership experience
* Substantial dispute resolution experience
* Demonstrated experience dealing with diversity issues
* Significant experience collaborating with individuals from multiple stakeholder groups
* Understanding of legal system
* Lawyer with a background in criminal law/prosecutor (helpful given much of the work requires extensive work with policy agencies)
* Negotiation experience, either formal or informal, in settlement negotiations (helpful)
* Some state or federal government experience and understanding of the rules of federal or state government employment (helpful)
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| Competencies | * Ability to manage conflict and resolve differences
* Cultural competency involving diversity issues
* Ability to make decisions on time-sensitive and complex issues
* Strong communication and interpersonal skills
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| **PAST APPOINTEES** |
| Grande Lum (2012 to 2016): Clinical Professor, University of California Hastings School of the Law; Founder and Senior Advisor, Accordence; Director, Historically Underutilized Business Zone Program, Small Business Administration[[6]](#endnote-6) |
| Ondray T. Harris (2008 to 2012): Deputy Chief, Employment Litigation Section, Civil Rights Division, Department of Justice; Partner, Labor and Employment Law, LeClairRyan; Assistant Attorney General, Commonwealth of Virginia[[7]](#endnote-7) |
| Sharee M. Freeman (2001 to 2007): Counsel, Committee on Foreign Affairs, House of Representatives; Full Committee Counsel, Committee on the Judiciary, House of Representatives; Assistant District Attorney, Office of the District Attorney, City of Philadelphia, Pennsylvania[[8]](#endnote-8) |

1. 1964 Civil Rights Act Title X for the Matthew Shepard James Byrd Junior Hate Crimes Prevention Act [↑](#endnote-ref-1)
2. The Consolidated Appropriations Act, 2017 (Public Law 115-31, May 5, 2017), contains a provision that continues the freeze on the payable pay rates for certain senior political officials at 2013 levels during calendar year 2017. [↑](#endnote-ref-2)
3. https://www.justice.gov/agencies/chart [↑](#endnote-ref-3)
4. Leadership Directories [↑](#endnote-ref-4)
5. OPM [↑](#endnote-ref-5)
6. http://www.huffingtonpost.com/author/grande-lum [↑](#endnote-ref-6)
7. http://prabook.com/web/person-view.html?profileId=1457054 [↑](#endnote-ref-7)
8. Leadership Directories [↑](#endnote-ref-8)