

**FEDERAL DEFENDERS OF NEW YORK  
POSITION ANNOUNCEMENT  
HUMAN RESOURCES DIRECTOR  
SALARY RANGE: \$102,163 - \$143,559  
JULY 2024**

Federal Defenders of New York (FDNY) is seeking applicants for an experienced Human Resources (HR) Director. FDNY is a federal public defender office that provides legal representation to indigent persons accused of federal crimes in the Southern and Eastern Districts of New York and in the U.S. Court of Appeals for the Second Circuit. We are not a government agency and our employees are not government employees. Our mission is straightforward: although we provide our services free of cost, our clients should receive the finest and most vigorous legal representation available at any price. We are seeking applicants who are committed to equal justice and who share our level of dedication and passion for the work.

The HR Director will report directly to the Executive Director. Duties include:

- Managing the areas of recruitment, new employee and intern on-boarding, grievance and union negotiation procedures, leave administration including FMLA and paid parental leave, separation of employment, and employee relations.
- Ensuring legal compliance by researching and implementing applicable federal and state law requirements. Assisting with the administration of Equal Employment Opportunity (EEO) programs and helping with compiling reports. Assuring that hiring and promotion practices comply with EEO guidelines.
- Complying with national Federal Defender Program reporting requirements, including the development of internal controls.
- Participating in budget preparation regarding benefits and training.
- Developing HR-related trainings and advising management on implementation of training and educational resources for all staff. Administering individual and group office-wide initiatives addressing employee wellbeing and diversity, equity, and inclusion.
- Conducting reference checks, verifying candidate references, and completing verification of employment processes.
- Consulting and advising the management team regarding development and implementation of office personnel policies and procedures, including updating the Employee Handbook and Office Manual.

- Providing advice and assistance to employees and managers on various benefit programs such as health benefits, life and disability insurance, leave policies, and the Employee Assistance Program (EAP).
- Assisting with the maintenance of personnel records, leave reports and records, training reports, and time and attendance records.

Applicants must possess a minimum of five years of progressively responsible experience in Human Resources Administration and Management and demonstrate a comprehensive knowledge of personnel management principles, practices, and methods. Applicants must possess excellent oral and written communication skills and work well independently and on teams. Applicants must be able to handle confidential matters with discretion and exercise mature judgment. Applicants must be detail-oriented, resourceful with time management, meet deadlines, and be able to work on multiple projects simultaneously.

A Bachelor's degree is required. Computer literacy, including advanced proficiency of Microsoft Office, is required. Experience with payroll and benefits systems preferred.

Submit your resume and cover letter to [Airtable](#). Application deadline is July 31, 2024, but we will consider applications on a rolling basis so please submit as soon as possible. No calls or faxes please. The cover letter may be addressed to Tamara Giwa, Executive Director, Federal Defenders of New York, 52 Duane St., 10<sup>th</sup> floor, New York, NY 10007.

The salary is consistent with the federal pay scale and will depend on years of experience. Excellent benefits. We strongly encourage people from underrepresented groups to apply. Federal Defenders is proud to be an equal opportunity employer and we are committed to creating a work environment that fosters inclusion and belonging for all employees.