other federal government DEI&A to obtain or provide information on DEI&A projects and to ensure consideration of JALS' programs, policies, and recommendations. Advises JALS senior leaders, including leaders in the field, on significant DEI&A developments and trends in order to help institutionalize DEI&A throughout the JALS. Provides briefings to JALS leadership regarding general DEI&A efforts and initiatives from across the U.S. government, private industry, academia, and/or other sectors of society. Provides regular briefings and updates to TJAG on DEI&A metrics across JALS. Provides DEI&A guidance to official JALS mentorship groups. Mentors, assists, and advises the Personnel, Plans, and Training Office (PPTO), including the Judge Advocate Recruiting Office (JARO), on DEI&A during assignments, recruiting, and retention processes, and assists to communicate or shape messaging on such matters to the JALS community. Serves as a consultant, member, and advisor to the DEI&A Council and the JALS' Board of Directors (BoD). Advises the office of Professional Responsibility Branch (PRB), as needed, to address any unconscious bias inhibiting equity when making recommendations and/or disposition decisions. Assists TJAGLCS with education and training regarding roadblocks and obstacles to inclusion. (40%)

2. DATA ANALYSIS, POLICY REVIEW, INTERPRETATION, AND DEVELOPMENT. Conducts research and analytical reviews to assess DEI&A trends and issues across all the components in the JALS in order to develop a program that provides the most effective products and services focused on attracting, hiring, retaining, and developing a diverse and inclusive JALS community. Takes a quantitative and qualitative approach to assess the current state and desired future state of the JALS. Creates and implements monitoring and reporting systems to effectively benchmark organizational progress in DEI&A, and provides updates at least quarterly to JALS senior leaders. Tracks diversity metrics from JALS assignment decisions, and promotion, schooling, and accessions boards of JALS personnel. Reviews major JALS publications to help ensure diversity of authors selected for publication. Tracks diversity of invitational guest speakers and instructors at The Judge Advocate General's Legal Center and School (TJAGLCS). Reviews civilian hiring and promotion practices to identify DEI&A trends. Helps ensure JALS determinations and decisions on major policy and courses of action are consistent with applicable laws and regulations on DEI&A. Develops recommendations to apply a DEI&A framework to the JALS's policies, procedures, practices, and programs. Reviews all JALS promotion, accession, and assignment policies to identify actual or potential obstacles to inclusion. Evaluates JALS policies for DA regulatory compliance on DEI&A. Recommends implementation of specific policies and procedures to increase diversity in promotions, accessions, and assignments. Recommends new methods of recruitment for civilian employees, paralegal personnel, and Judge Advocates, based upon analysis of relevant recruitment activities and initiatives in the civilian sector, Department of Defense (DoD), and/or DA. Represents JALS on DEI&A, as required, with other DA, DoD, or non-government entities. (30%)

3. RECRUITING, TRAINING, INSTRUCTION, AND EDUCATION. Interfaces on matters of programs and policies that attract, recruit, develop and retain high quality and talented JALS personnel. Coordinates with PPTO and JARO all JALS representation at minority bar association conventions. Advises PPTO and JARO on the adoption of effective recruitment methods to improve diversity. Generates, analyzes, and maintains accessions statistics regarding diversity representation in JALS. Generates and, upon approval, executes initiatives to increase diversity within JALS. Identifies and advocates DEI&A training and awareness opportunities in JALS, as well as other organizational training needs, to improve diversity management and inclusiveness. Develops training modules and vignettes to highlight the importance and tangible benefits of DEI&A. Develops training products to distribute to units and personnel throughout the JALS community. Teaches, briefs, and instructs JALS personnel, and others as needed, on DEI&A matters. (30%)

Performs other duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION: LEVEL 1-8, 1550 PTS

Expert knowledge of DoD/DA DEI&A management trends, best practices, and programs in order to research, analyze, and apply current findings and activities in diversity management from an overall JALS standpoint.

Expert knowledge of a wide range of external and internal data such as national demographics, emerging military, civilian, and academic labor markets, legal employment, morale and wellness