



UNITED STATES PROBATION OFFICE
EASTERN DISTRICT OF CALIFORNIA
POSITION VACANCY ANNOUNCEMENT

OPENS: March 19, 2012

CLOSES: March 26, 2012

POSITION TITLE: PROJECT SPECIALIST
LOCATION OF POSITION: U. S. Probation Office, Sacramento, California
CLASSIFICATION LEVEL/
SALARY RANGE: CL-27 (\$49,162 - \$79,883)
Table 70
ANNOUNCEMENT NUMBER: 12-EDCA-PS-01

***LONG-RANGE POTENTIAL PROMOTIONAL OPPORTUNITY FOR THIS POSITION: CL-28 --
WITHOUT FURTHER COMPETITION***

Organization:

The Eastern District of California includes 34 counties in the central valley from the Oregon border to Bakersfield. District Headquarters is located in Sacramento, and a divisional office is located in Fresno. There are currently field offices in Roseville, Elk Grove, Redding, Modesto, Visalia, and Bakersfield.

Job Summary:

The Project Specialist performs and coordinates administrative, technical and professional work related to multiple administrative functions: procurement; communications; property management; space and facilities; financial and statistical programs; operations and audit. The Project Specialist conducts research, reviews and analyzes data; and develops a variety of financial and operational reports for the purpose of providing recommendations to supervisors and senior management. The Project Specialist also performs advanced procurement activities including: preparing complicated specifications; negotiating service contracts; and preparing significant and large purchase orders.

Representative Duties:

The representative duties listed below are intended to provide generalized examples of major duties and responsibilities that are performed by the Project Specialist. These representative duties are not intended to reflect all duties performed by this position.

- Under the direction of the Administrative Manager, the Project Specialist provides professional administrative support for the office in a wide variety of arenas. Also serves as a professional liaison for the administrative/procurement unit to internal and external units, agencies, offices and vendors.
- Research, assess, document and report the analysis on special projects, and day-to-day operations in: facilities management; communications; property management; special procurement; and financial activities. Manage all tasks and projects as assigned in these and other areas.
- Develop: special reports; project related budgets; process improvement plans; long-term procurement projections; internal audits; and special assessments.
- Manage, coordinate, and react to day-to-day facilities management issues throughout the District's eight office locations. Manage and monitor project work. Assess, document, prioritize, and respond to facility and infrastructure concerns and issues. Oversee and manage phone and communication services and infrastructure.

- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts. Prepare specifications, solicitations, and requests for qualifications/proposals; research products and equipment; prepare product/equipment specifications. Negotiate with vendors for the best price over contracted services and purchases; obtain and review competitive bids. Plan and coordinate time and delivery of purchases. Evaluate and monitor contract performance to ensure compliance with contracted obligations.
- Adhere to the Guide to Judiciary Policies and Procedures and Judiciary Procurement Program Procedures on procurement practices. Adhere to the court unit's internal control procedures.
- Confer with vendors, technical staff and end users to analyze software programs and applications as they relate to special projects. Serve as a liaison between managers, peers, end users and vendors.
- Provides training to all levels of staff in related programs, process and procedures as necessary.
- Perform other duties as assigned by the Administrative Manager.

Qualifications:

The minimum experience and education requirements for a CL-27/Step 1 - High school graduate or equivalent, three years of general experience, **and** two years of specialized experience (at least one year equivalent to work at the CL-25) or completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

1. An overall "B" grade point average equaling 2.90 or better of a possible 4.0.
2. Standing in the upper third of the class.
3. "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology.
4. Election to membership in Phi Beta Kappa, Sigma Xi, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies.

or

Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law or, other field *closely related to the subject matter of the position.*

General experience is defined as progressively responsible experience that provides evidence that the applicant has (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate with others, orally and in writing; and (4) the capacity to employ the knowledge, skills and abilities in the resolution of problems.

Specialized experience is defined as progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position.

Excess specialized experience may be substituted for required general experience.

Court Preferred Skills

The Project Specialist must have excellent oral and written communication skills; ability to work in a diverse office environment with frequent interruptions; ability to maintain a professional and approachable disposition. A bachelor's degree from an accredited college or university in public administration, business administration, management, architecture, systems management, or related field is preferred. Professional exposure to the U.S. Courts and/or prior Federal government employment is preferred. Progressively responsible administrative, technical, professional, supervisory or managerial experience in at least one, but preferably two or more, of the functional areas: procurement; communications; program development; space and facilities; financial and statistical operating programs; property management; operations and audit is also preferred.

Special Working Conditions

Overnight travel to divisional offices is required. Additionally, overnight travel to other states is required for training. Some travel requires the incumbent to drive either their personal vehicle or a government vehicle; therefore, the incumbent must possess a valid drivers license and be able to drive a vehicle for extended distances throughout the District. Periodic work during non-business hours is required.

Required Clearances

The person selected for this position will be required to submit to and successfully complete a background investigation which includes fingerprinting and a credit check. Every five years thereafter, he/she will be subject to an updated background investigation similar to the initial one.

Citizenship

Applicant must be a U.S. citizen or a lawful permanent resident that is eligible to work in the U.S. and is either currently seeking U.S. citizenship or intends to become a U.S. citizen when eligible.

Employee Benefits

United States Probation Office employees are Judicial Branch employees and are not covered by Office of Personnel Management (OPM) regulations. They are, however, entitled to the same benefits as other Federal employees. Some of these benefits are:

- Up to 13 days paid vacation per year for the first three years of employment; up to 20 days per year until the 15th year of service; thereafter, 26 days per year. Sick leave earned at four hours per pay period (13 days per year).
- Participation in the Federal Employees Retirement System and in a tax-deferred Thrift Savings Plan (TSP)--similar to a 401K plan.
- Voluntary participation in a Federal health insurance program, dental, and vision program.
- Voluntary participation in the Federal Employee's Group Life Insurance Program.
- Up to 10 paid holidays per year.
- Optional enrollment in long-term care insurance, Flexible Spending Accounts (FSAs) and commuter benefits program.
- Time-in-service with other Federal Agencies and prior military service will be taken into consideration in computing employee benefits.

Application Process

To apply for this position, qualified candidates are **required** to submit:

- ▶ a cover letter which addresses the requests below*
- ▶ AO-78, Federal Judicial Branch Application for Employment (download from <http://www.caep.uscourts.gov> or <http://www.uscourts.gov>)
- ▶ professional resume
- ▶ last two annual performance evaluations

*In the cover letter, please provide specific/detailed information in regard to your specialized experience in the areas of procurement; communications; program development; space and facilities; financial and statistical operating programs; property management; operations and audit.

Along with the cover letter, please include a short essay which addresses the following questions:

- How does your specific skill set relate to each of the Court preferred skills, as outlined in this vacancy announcement?
- In your opinion, what is the most fundamental and challenging issue for the U. S. Courts operations environment in moving forward in the future?

Failure to submit the cover letter, the AO-78, resume, and the last two performance appraisals will result in immediate disqualification. Incomplete applications will not be considered, retained, or returned. Only one application per candidate will be accepted for this announcement.

Application materials may be mailed or hand-delivered to:

Stephanie Clack
Human Resources Manager
U. S. Probation Office
501 I Street, Suite 2500
Sacramento, CA 95814

E-mail to: caep_hr@caep.uscourts.gov

Fax to: 916.930.4391

Only the most qualified candidates will be invited for interviews and only those interviewed will receive a response.

- * All employees (except Law Enforcement Officers) of the U. S. Probation Office are considered "at will" employees and, as such, can be terminated with or without cause by the Court.
- * The U. S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.
- * This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- * The office reserves the right to amend or withdraw any announcement without written notice to applicants.
- * Due to the volume of applications received, only applicants who are interviewed will receive a written response regarding their application status.
- * Upon entrance-on-duty, all new employees (including employees transferring from other Districts and/or other Federal agencies) are placed on a probationary status for a one-year period. Failure to successfully complete the probationary period may result in termination of employment.
- * More than one position may be filled from this announcement.
- * Applications received after March 26, 2012 will not be considered.

****THE UNITED STATES PROBATION OFFICE
FOR THE EASTERN DISTRICT OF CALIFORNIA
IS AN EQUAL OPPORTUNITY EMPLOYER ****