



UNITED STATES PROBATION OFFICE
EASTERN DISTRICT OF CALIFORNIA
POSITION VACANCY ANNOUNCEMENT

OPENS: April 16, 2012

CLOSES: April 30, 2012

POSITION TITLE: SYSTEMS ANALYST/PROGRAMMER

LOCATION OF POSITION: U. S. Probation Office, Sacramento or Fresno, CA*

* The U. S. Probation Office will consider the selected applicant's preference for a duty station assignment in either location.

CLASSIFICATION LEVEL/ SALARY RANGE: CL-27
Sacramento (\$49,162 - \$79,883) Table 70
Fresno (\$45,928 - \$74,628) Table 01

ANNOUNCEMENT NUMBER: 12-EDCA-SAP-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 incumbent provides court unit support for various national and local databases. The incumbent performs work related to designing, modifying, and adapting existing and acquired software. The incumbent is primarily responsible for writing code and under the direction of the systems manager may meet with end users to analyze their needs to implement software solutions.

Representative Duties:

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

In support of the District's Probation and Pretrial Services Automated Case Management Tracking System (PACTS) and Decision Support System (DSS) and other national and local programs:

- Write code to specifications. Document work. Develop custom reports. Prepare flow charts. Perform routine testing.
- Provide analysis and recommendations to the systems manager in user needs and software requirements to determine feasibility of design within time and cost constraints.
- Install or assist in the installation of new or revised releases of national systems.
- Prepare and maintain the documentation of all locally-developed software used at the site.
- May confer with technical staff and end users to design software applications, including exchanging information on project limitation and capabilities, performance requirements, and interfaces.

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 Systems Analyst/Programmer 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; program writing experience preferred; ability to advise non-automation personnel in automation techniques and processes. A bachelor's degree from an accredited college or university in a field closely related to the subject matter of the position is preferred. U. S. Courts experience is preferred; U. S. Probation/U. S. Pretrial Services PACTS experience highly desired. Strong training background a plus.

Special Working Conditions

Overnight travel to divisional offices on a regular, recurring basis 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
- ▶ 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

Failure to submit the cover letter, AO-78, resume, and the last two performance evaluations 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 April 30, 2012 will not be considered.

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