



VACANCY ANNOUNCEMENT

United States Bankruptcy Court, District of Oregon

VACANCY #2015-01

POSITION:	Programmer Analyst	POSITION AVAILABLE:	Immediately
TYPE:	Full-Time	POSTING DATE:	February 11, 2015
DUTY STATION:	Portland, Oregon	CLOSING DATE:	Open until filled
SALARY RANGE:	CL-28 (\$59,181-\$96,225)	<i>Check the status of this position on the court's website at www.orb.uscourts.gov</i>	

The United States Bankruptcy Court for the District of Oregon is recruiting for the position of Programmer Analyst in our Portland, Oregon office.

POSITION OVERVIEW

The Programmer Analyst provides primary support for mission critical database structures including Informix. Creates, maintains, and enhances Java, Perl and UNIX scripts, data/form libraries, and applications that use a variety of web-based software. The employee will be responsible for the development of custom informational and statistical reports for different elements of the court unit. The Programmer Analyst responsibilities include installation, configuration, maintenance and support of the nationally-supported web-based Bankruptcy court case management/electronic case filing system (CM/ECF). Additional responsibilities include system troubleshooting and end-user support; customization of the CM/ECF application by creating and modifying the data dictionary, testing, installation and documentation of new releases of applications and operating system software as required; and application/database security administration.

Related responsibilities include providing support to staff and Judges either in-person, email or via phone, supporting mobile computing devices including iPhones, iPads, and laptop computers, performing routine backups, disaster recovery, inventory control, and virus spyware protection measures. Reports to the Director of Information Technology.

Duties and responsibilities include, but are not limited to the following:

- Creates, adapts, and improves software to meet the requirements of court operations as determined by court management and system users. Creates entirely new software programs (all phases including analysis, design, language selection, and final development), and also customizes pre-packaged software products.
- Develops specific system features to satisfy the needs of the court unit. This may involve making adaptations to national systems; or participating in the planning for, and the acquisition of, specific systems for the court unit.

- Maintains library of software, including documentation of locally developed material. Develops, modifies, and maintains special reports for different elements of the court unit.
- Prepares technical and user documentation; performs testing; establishes operating procedures; and devises security procedures for hardware, software and data.
- Advises Information Technology Director and court unit executives in all areas of automation needs, objectives, and capabilities, including anticipation of future requirements and problems.
- Assists in the development and implementation of short and long range automation improvement plans for the court, ensuring that changes are planned and implemented with minimal disruption to court operations. Executes implementation of plans for automated systems approved by the Information Technology Director and adopted by the court unit executives.
- Establishes, coordinates, and delivers training in software and hardware use and capabilities. Provides user support and problem resolution for systems-related problems.
- Coordinates timely repair of hardware including servers, desktop personal computers, and peripherals. Performs installation, maintenance, and inventory for hardware.
- Performs job coverage for absent information technology (IT) staff, provides support to IT staff in areas of position expertise, and other duties as assigned.

COMPETENCIES:

- Expertise in programming structures, languages, testing, and documentation techniques.
- Ability to analyze, evaluate, and determine automation needs including planning to implement systems to meet those needs.
- Experience in the development and support of application software developed in one or more object oriented languages Java, Perl and/or Javascript .
- Solid working knowledge of Red Hat Linux operating system and the Informix RDBMS including shell operations/scripting.
- Ability to develop and support web applications developed in HTML5, CSS3.0 and XML that will run on Apache and Tomcat7 servers.
- Ability to use development tools like Eclipse and NetBeans to code and debug applications.
- Skill in writing and analyzing SQL queries in MySQL and Informix database for custom reporting.
- Experience with a variety of technologies such as telephone systems, remote conferencing, video/audio presentation systems, and digital court reporting software.
- Knowledge of capabilities, limitations, and functional applications of information technology, including database management and networks.
- Knowledge of data communications security and privacy techniques.
- Skill in analyzing, interpreting, and presenting research findings.
- Skill in coordinating information technology projects with senior management.
- Ability to train non-automation personnel in automation techniques and processes.

Additional Skills and Abilities:

- Strong organizational, analytical, and customer service skills, and attention to detail.
- Ability to multitask and consistently meet deadlines and targeted goals.
- Ability to communicate effectively, both orally and in writing, with individuals and in groups to provide information, facilitate meetings, influence decision-making, write procedures, and provide training.
- Ability to produce accurate, thorough, and high quality written work documents, translating technical terms into non-technical language.
- Ability to interact effectively and appropriately with internal and external customers, providing customer service and resolving difficulties while complying with regulations, rules, and procedures regarding office administration.
- Maturity, good judgment, high ethical standards and a positive work attitude.
- Ability to maintain confidentiality.

- Ability to telework from home or from an alternate work location.

Desired Skills:

- Court experience.
- Knowledge of court applications.
- Experience with CVS, Java Server Faces, java Persistence Architecture, Hibernate and Web Services, IBM Web Sphere Portal, SAP business Objects for custom reports and Adobe HTML for PDF generation .

MINIMUM EDUCATION AND/OR EXPERIENCE REQUIREMENTS

Education:

The successful candidate must have a minimum of a high school diploma or the equivalent.

General Experience:

Progressively responsible experience that provides evidence that the applicant has:

- a good understanding of the methods and administrative machinery for accomplishing the work of an organization;
- the ability to analyze problems and assess the practical implications of alternate solutions;
- the ability to communicate with others, orally and in writing; and
- the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

Specialized Experience:

Progressively responsible experience related to the technical aspects of information technology, office automation, data communications and their applications, terminology and methodology, including the accomplishment of computer project assignments that involve systems analysis, design, implementation, integration and management.

APPLICATION PROCEDURES

(Please be sure you have followed these specific instructions when submitting your application.)

The following is a list of required application documents that must be submitted in the following order in **a single PDF file** and emailed to **hr@orb.uscourts.gov**.

- **Cover letter:**
 - Reference job vacancy number #2015-01
 - Include an email address in your contact information
- **Chronological resume which includes:**
 - Education
 - Work history
 - Names and addresses of employers
 - Dates of employment
 - Work performed
 - Number and composition of personnel supervised, if any
 - Significant accomplishments
- **Application for Judicial Branch Federal Employment (Form AO 78) available at: www.uscourts.gov/forms/AO078.pdf** *(After completing the form, please ensure the content you provided saved properly and the form is not blank when you submit with your application documents.)*

GENERAL INFORMATION

- Applicants must be a U.S. citizen or eligible to work in the United States.
- This is a sensitive position within the Judiciary. The successful candidate is hired provisionally, pending the results of an FBI fingerprint and criminal background check.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>
- Excepted service appointments are AT WILL and can be terminated with or without cause by the court.
- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- The best qualified will be contacted for interviews. Candidates for interviews may travel at their own expense or be interviewed via telephone and/or videoconference.
- Resumes or enclosures will not be returned.
- This announcement is posted on the court's internet web site at www.orb.uscourts.gov

BENEFITS

The judiciary offers a number of exceptional benefits to its employees. As a judiciary employee, you may be eligible to participate in the following benefits programs:

Health Insurance - The Federal Employees Health Benefits Program (FEHB) offers several plans. FEHB offers Fee-For-Service, Health Maintenance Organization, and Health Savings Account plans to meet individual health needs.

Life Insurance - The Federal Employees' Group Life Insurance Program (FEGLI) offers basic life insurance plus three types of optional insurance.

Retirement Program - Judiciary employees are covered by the Civil Service Retirement System or the Federal Employees Retirement System. Almost all new employees are automatically covered by Federal Employee Retirement System which is a three-tiered retirement plan. The three tiers are: Basic Benefit Plan, Social Security Benefits, and the Thrift Savings Plan.

Thrift Savings Plan - The Thrift Savings Plan (TSP) is a retirement savings and investment plan for federal employees, similar to the 401(k) plans many private corporations offer their employees.

Dental and Vision Insurance - The Federal Employees Dental and Vision Insurance Program (FEDVIP) offers supplemental dental and vision benefits available to Federal employees and eligible family members.

Judiciary Long-Term Care Insurance Program - The judiciary's Long-Term Care Program administered by CNA provides long term care insurance for judiciary employees and their spouses, parents, parents-in-law, stepparents, grandparents, and grandparents-in-law.

Federal Long Term Care Insurance Program - The Federal Long Term Care Insurance Program (FLTCIP) offered by the Office of Personnel Management provides long term care insurance for federal employees and their parents, parents-in-law, stepparents, spouses, and adult children.

Leave - The federal leave program offers time off benefits including, annual leave and sick leave, ten (10) paid holidays per year, Family Friendly Leave, Family Medical Leave and a leave sharing program.

Flexible Spending Accounts - The judiciary's Flexible Spending Accounts Program allows employees to pay for certain health and dependent care expenses with pre-tax dollars.

Commuter Benefit Program – The Commuter Benefit Program allows eligible employees to defray commuting costs by providing tax-free commuter benefit for employees who use qualifying public transportation. The program also offers a Parking Reimbursement Account that allows employees to pay for certain parking expenses with pre-tax dollars.

The United States Bankruptcy Court for the District of Oregon is an Equal Opportunity Employer