



CAREER OPPORTUNITY

UNITED STATES BANKRUPTCY COURT
Central District of California

Los Angeles Division
255 E. Temple Street
Los Angeles, CA

Santa Ana Division
411 West Fourth Street
Santa Ana, CA

Riverside Division
3420 Twelfth Street
Riverside, CA

San Fernando Valley
21041 Burbank Boulevard
Woodland Hills, CA

Northern Division
1415 State Street
Santa Barbara, CA

POSITION	POSITION OVERVIEW
MANAGER, PLANNING & RESEARCH (INTERNAL CLERK'S OFFICE APPLICANTS ONLY)	<p>The Planning & Research Manager supports the Court in achieving its mission and vision and is responsible for leading professional staff in the newly formed Planning & Research Department. The Department is responsible for duties including but not limited to: supporting, measuring and monitoring the Court's progress in achieving the goals of the Strategic Plan; updating planning software and providing project management assistance to court managers and staff in operations and administration; supporting Centers of Excellence and workflow analysis team initiatives; assisting the Court's auditor in conducting internal reviews and special studies; Continuity of Operations Plan (COOP) training, testing, evaluating and updating as required; reviewing, analyzing, and recommending improvements in procedures, workflow, and work methods in the Court; conducting research; performing complex studies and statistical analysis related to work measurement, weighted caseload, and case management; developing and updating individual and team performance standards; analyzing the impact of process change on court operations; tracking filings; calculating case processing measures and forecasting workload, staffing and filing trends; fulfilling all AO and Circuit statistical reporting requirements; preparing and reviewing written material and statistics for the website, speeches, point papers, and reports, including the Period Report, Annual Report, Pro Se Report, Court News, Full Court Press, as well as special reports for judges, the Bar and the AO; and providing assistance to assist judges, management and staff throughout the Court in data analysis, presentation preparation, and special projects. Candidate must be willing to travel within the District and to other Courts and the AO as needed, and available to work after regularly scheduled hours and on weekends, if required.</p>
LOCATION	
LOS ANGELES, CA	
SALARY	
CL 29 \$ 75,393 - \$122,572	
OPENING DATE	
OCTOBER 20, 2016	
CLOSING DATE	
NOVEMBER 4, 2016	
ANNOUNCEMENT	
17-02	

QUALIFICATIONS

To qualify for the position, an applicant must possess a minimum of (2) years of specialized experience, including at least one year equivalent to work at the CL 28. Specialized experience is progressively responsible administrative, technical, and professional experience that provided an opportunity to gain skill in dealing with others in person-to-person work relationships; the ability to exercise mature judgment; thorough knowledge of concepts, principles and theories of management and the ability to understand the managerial processes applicable to the Court. The candidate must possess strong organizational skills which demonstrate the ability to manage multiple projects and time effectively. Knowledge of bankruptcy operations and administration preferred. Excellent writing, research and analytical skills required. Ability to review and interpret statistical reports and trends, workload projections, and other measures. Outstanding teamwork and interpersonal skills for dealing with judges, managers, and subordinates required. Proven leadership skills, good oral communication, and credibility across the organization required. The successful candidate will be creative, enthusiastic, a forward thinker, and someone who actively seeks opportunities and proposes solutions. Experience in supervising professional staff preferred. Proficiency in a Windows environment, with advanced skills in Excel, PowerPoint, and Word highly desirable.

EDUCATION

Completion of a Bachelor's Degree in business, accounting, public administration or related field is highly desirable. Advanced degree highly preferred. Education in an accredited college or university may be substituted for general experience on the basis of one academic year (30 semester or quarter hours) equals nine months of experience. High School Diploma, GED, or the equivalent is required. MSU Judicial Administration Program coursework, completion of Court sponsored and FJC management development and leadership training programs desirable.

PLEASE NOTE: Education transcripts must be submitted for verification prior to the start of employment.

BENEFITS

The United States Bankruptcy Court offers a generous benefits package to temporary employees which may include:

- 10 Paid Holidays
- Paid Sick Leave
- 13 Days Paid Vacation (for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- Medical Coverage
- Life Insurance Options
- Eligible for Long Term Disability Plan Options
- Long Term Care Plan Options
- Flexible Spending Account Options
- Credit Union Participation

INFORMATION FOR APPLICANTS

Applications should be submitted to the Human Resources Department located at 255 East Temple Street, 10th Floor, Los Angeles, CA 90012. Applications may be obtained in the Human Resources Department at the address listed above, by calling the 24 hour job information line at (213) 894-3129 or by visiting our website at www.cacb.uscourts.gov. Applications and resumes may be faxed to (213) 894-7498.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. Temporary positions may be converted to permanent without further competition. This job announcement may involve filling more than one position described herein. This position is subject to mandatory EFT participation for payment of net pay (i.e., Direct Deposit). Successful applicants selected for interview may be required to respond to a written questionnaire. The United States Bankruptcy Court is an at-will employer and requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. The final candidate will be subject to a records check with law enforcement agencies. Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the Bankruptcy Court.

The United States Bankruptcy Court is an Equal Opportunity Employer. The Ninth Circuit EEO Plan is available for review upon request. We appreciate your interest in employment with the United States Bankruptcy Court.

JOB INFORMATION MAY BE OBTAINED BY CALLING (213) 894-3129