



# 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
<b>SPECIAL PROJECTS MANAGER</b> (INTERNAL CLERK'S OFFICE APPLICANTS ONLY)	<p>The Special Projects Manager works with the Executive Officer/Clerk of Court and management team to accomplish the strategic goals of the Court. The Special Projects Manager will oversee projects of varying scope, including the Court's conversion of its current case management system to NextGen CM/ECF. This oversight includes, but is not limited to: supporting the initiation, planning, execution, control, and completion of operations, IT, and administrative projects; developing and managing complex project plans and documentation; providing status reporting against established milestones and deliverables; identifying risk areas and developing mitigation strategies; devising and implementing courses of action to ensure project success; and recommending opportunities for improvements that will enhance the Court's ability to optimize resources. Specific CM/ECF NextGen responsibilities include serving as the Court's designated project liaison with the Administrative Office of U.S. Courts (AO), chairing the Court's new NextGen Committee, managing project coordination between IT and Operations to execute the conversion, drafting operational procedures and training materials, and providing operational training for internal and external stakeholders. The Special Projects Manager will also conduct research and analysis and perform special studies with emphasis on projects related to operational efficiency. The Special Projects Manager may be assigned direct oversight of selected tasks within a specific project, and work with Admin, IT, and Ops managers to provide project management expertise, supervise staff, and manage administrative or operational areas as needed.</p>
<b>LOCATION</b>	
LOS ANGELES, CA	
<b>SALARY</b>	
CL 29 \$ 73,619 - \$ 119,702	
<b>OPENING DATE</b>	
June 20, 2014	
<b>CLOSING DATE</b>	
July 7, 2014	
<b>ANNOUNCEMENT</b>	
14-16	

## QUALIFICATIONS

To qualify for the position of Special Projects Manager, an applicant must possess a minimum of three (3) years of specialized experience and at least one year of experience at the CL 28 level. Specialized experience is progressively responsible administrative, technical, professional experience, and supervisory or managerial experience that provided an opportunity to gain skill in developing and fostering interpersonal work relationships; the ability to exercise mature judgment; thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial processes applicable to the Court. Excellent project management, analytical, written and oral communications skills, and flexibility and adaptability to handle competing work demands are required. Applicant's background should demonstrate the ability to communicate effectively and establish good working relationships with Judges, management, staff, and stakeholders such as lawyers and other legal professionals. Familiarity with judiciary-based software tools, including case management systems, database applications, spreadsheets, report writing tools, presentation software, budget and financial systems, and web systems are desired. Must possess excellent leadership, team building, and organizational skills, function well under pressure. Periodic travel to Washington D.C., other courts, and divisional offices is required.

## EDUCATION

Completion of a Bachelor's Degree in business, information systems, public administration, or related field is highly desirable. Education from 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. Coursework in project management is preferred.

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 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](http://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, withdraw the job announcement, or 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