



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

BASIC INFORMATION

Position: Programmer/Systems Administrator

Location: Los Angeles

Salary: CL 28 \$ 80,875 - \$ 131,489

Announcement: 24-01

Opening Date: March 27, 2024

Closing Date: Until Filled

POSITION OVERVIEW

Have you wondered how your technical skills and talents could make a difference and aid others? The mission of the United States Bankruptcy Court for the Central District of California is to serve the most populous and diverse judicial district in the country by providing bankruptcy relief, fair and impartial justice, and a prompt and efficient resolution of disputes. The Court is seeking a Programmer/Systems Administrator to help harness the potential of technology to further the mission of the court and meet the evolving needs of judges, staff and the public.

We want to hear from anyone who is enthusiastic about advancing the mission of the court, effecting change through the use of technology and committed to continual skill development and learning.

The Programmer/Systems Administrator provides analysis of user needs and the current/future equipment and resource needs of the court, manages and deploys databases using SQL Server, develops complex project plans, manages resources to ensure that projects are completed on time, on budget, and to the satisfaction of stakeholders. The incumbent is responsible for the design, development, and support of application software, and takes an active role involving software development with multiple programming languages, such as VB, .NET, C#, ASP.NET, and PERL.

The duties of the Programmer/Systems Administrator include but are not limited to: serving as the systems administrator and provide technical support to court staff to resolve application issues associated with NextGen CM/ECF (CM/ECF), as well as the Court's Calendar Information and Orders (CIAO!) and Lodged Order Upload (LOU) programs; administering, supporting, and maintaining Informix database and MS SQL server systems in support of the CM/ECF, CIAO!, and LOU software; performing remote troubleshooting through diagnostic techniques and pertinent questions; monitoring day-to-day operations of the locally and nationally supported programs, applications, systems, and databases; providing technical expertise and support for hardware and software for Informix, SQL Server, Visual Studio, and Windows Server; testing and implementing new CM/ECF software releases; providing application configuration guidance on items such as, but not limited to, configuration of new NextGen Modules, i.e., Automatic Judge/Trustee Assignment, Electronic Self-Representation (eSR); utilizing shell scripts, Perl, HTML, Java, and other programming languages to develop system features to meet end user needs, and to maintain and enhance the efficiency and effectiveness of locally and nationally developed systems and databases; maintaining contact with other automation court personnel for the purpose of remaining knowledgeable of developments, techniques, and user programs; assisting with the design, modification, and implementation of short and long-range automation improvement plans for

the court, ensuring that changes can be implemented with minimal disruption to the work of the court; working with the Court's IT Security Officer to ensure development servers and applications are maintained and managed in accordance with the standards defined by judiciary IT security policies and ensure system configurations are documented; recommending and developing software solutions to enhance both existing and new systems; and developing, implementing, and maintaining small- and large-scale projects from inception to delivery, including developing complex project plans, thorough design plans, and detailed timelines.

To qualify for the position of Programmer/Systems Administrator, an applicant must possess a minimum of two (2) years specialized experience. Specialized experience is progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their application, terminology and methodology, including the accomplishment of computer project assignments that involve systems analysis, design, programming, implementation, integration and management. The candidate must possess the ability to analyze problems and assess the practical implications of alternate solutions. Must have outstanding organizational and interpersonal skills and be capable of effectively explaining technical concepts to personnel at all levels of IT knowledge. Excellent written and oral communication skills required. Applicants must be able to plan, organize, and prioritize work in an effective and timely manner. Prior work experience with the Federal Judiciary a plus.

EDUCATION

Completion of a bachelor's degree in Computer Science or Information Technology, Management Information Systems or related field is highly desirable. High School Diploma, GED, or the equivalent is preferred.

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

BENEFITS

The Judiciary offers a generous benefits package to its employees which may include:

- 11 paid holidays per year
- 13 days of paid vacation (for the first three years)
- 20 days paid vacation (after three years)
- 26 days paid vacation (after fifteen years)
- Medical coverage with a government contribution (choose from a variety plans, health premiums may be deducted as pre-tax dollars, optional participation)
- Vision and dental insurance
- Life insurance program with government contribution (optional participation)
- Long-term disability insurance for employee and eligible family members (optional participation)
- Long-term care insurance (optional participation)
- Flexible Spending Account (pre-tax contributions for health/dependent care/transportation expenses, optional participation)
- Public transportation subsidy (dependent on fiscal year funding)
- Federal Employees Retirement System (FERS)*
- Thrift Savings Plan (employee matching, similar to 401K, optional participation)
- Student Loan forgiveness is available to those qualified, pursuant to the terms of the Public Service Loan Forgiveness (PSLF) program.



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INFORMATION FOR APPLICANTS

Applications should be submitted by email to HRApplications@cacb.uscourts.gov. Attached documents must be in PDF format and the email should reference the *position title and vacancy no.* in the subject line. Applications may be mailed or submitted in person to the Human Resources Department located at 255 East Temple Street, 10th Floor, Los Angeles, CA 90012.

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.