

# UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

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November 30, 2015

## BUDGET & PROCUREMENT ADMINISTRATOR I/II VACANCY ANNOUNCEMENT JOB CODE: 15-9C1130B&PAD

POSITION: Budget & Procurement Administrator I/II

STATUS: Regular Full-Time

SALARY RANGE: \$66,459 - \$128,494 (CL 28/01 - CL 29/61)

CLOSING DATE: Open Until Filled

LOCATION: San Francisco, California

**Note: First consideration will be given to applications received by December 11, 2015.**

The Northern District of California United States Probation Office is seeking qualified applicants for the position of Budget & Procurement Administrator I/II. This individual performs and coordinates advanced analytical, technical, and professional work related to budget, procurement, finance, internal control, space and facilities, and property management activities for the court unit and acts as financial advisor to senior management of the court unit. Selected candidates may be placed at Classification Level (CL) 28 or 29 depending on qualifications and experience, with promotion potential to CL-29 Budget & Procurement Administrator II without further competition for selected candidates placed at CL-28 (Budget & Procurement Administrator I).

REPRESENTATIVE DUTIES (not all inclusive):

Execute approved budget plans. Review spending and fund balances routinely and recommend reprogramming actions to cover projected shortfalls. Maintain oversight and approval documentation of annual budget call requests, appeals to allotments, supplemental funding requests, and intra-fund and inter-fund reprogramming requests. Participate in advance review and approval of major purchases.

Develop and maintain a variety of reports based on historic and current data, including statistics on the office staffing, spending patterns, expense projections, and similar information. Provide budget forecasting reports to the unit executive on a monthly basis in order to track spending priorities and ensure that the total court unit allotment will not be exceeded.

Research, analyze, and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities, as well as their reputation and

history. Research products and equipment and prepare specifications. Obtain and review competitive bids, quotes, and proposals from vendors and contractors and discuss evaluations and review with requestors and subject matter experts, as applicable.

Negotiate with vendors for the best price over contracted services and purchases. Plan and coordinate time and delivery of purchases. Review, evaluate, verify, and process invoices and prepare payment requests.

Evaluate and monitor contract performance to ensure compliance with contracted obligations; assist with clarifying contract requirements and resolving any conflicts. Recommend cyclical replacement of accountable property.

Adhere to policies and regulations on budget and procurement practices. Ensure files are established and maintained for every solicitation, contract, purchase actions, and credit card purchases. Adhere to the court unit's internal control procedures. Serve as project manager on special organizational initiatives. Collect, review, audit, and analyze data and information, such as personnel activity, budget-related data, and other similar data for work measurement and productivity studies.

Prepare documents to identify deficiencies and implement corrective action. Maintain and update the court unit's internal controls and budget manuals, and assist in coordinating audit activities. Conduct an internal financial audit annually.

Assist in the development of an annual spending plan and identify amounts required to pay personnel and to maintain basic mandatory operations, as well as amounts needed to support desired enhancements. Perform data analysis and conduct modeling based on different scenarios.

Assist in all aspects of facilities management to include developing space justification and office design. Coordinate with Circuit on space planning, design, and associated functions.

Act as lead and backup for the work unit.

#### MINIMUM QUALIFICATIONS:

- For CL-28: Candidate must possess two years of specialized experience, including at least one year equivalent to work at CL-27.

OR

Completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in accounting, finance, business administration, or other field closely related to the subject matter of the position.

- For CL-29: Candidate must possess two years of specialized experience, including at least one year equivalent to work at CL-28. Specialized experience is progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and

administration such as budgeting, accounting, auditing, or financial reporting that provided a knowledge of rules, regulations, and terminology of financial administration.

#### PREFERRED QUALIFICATIONS:

A bachelor's degree in accounting, finance, business administration, or related field. General knowledge of the criminal justice system and probation/parole processes and procedures. Experience working in a federal government or federal court environment.

#### PERSONAL CHARACTERISTICS AND SKILLS:

Unquestioned integrity, superior organizational and analytical skills, detail-oriented, and ability to problem solve and exercise sound judgment.

#### APPLICATION INSTRUCTIONS:

Employment is subject to background investigation and verification of information supplied. Applicants must submit a current resume and letter of interest including an outline of their skills and experience. **Applicants must include the Job Code from the job posting in their letters of interest.** In addition, applicants must complete and submit the Application For Judicial Branch Federal Employment (AO 78), along with their official college transcripts, as applicable. Form AO 78 (the Application) is available at: [www.canp.uscourts.gov](http://www.canp.uscourts.gov) on the Employment Page. In order to be able to save the completed AO 78 Application, you must have either Adobe Acrobat Standard or Adobe Acrobat Professional because having only Adobe Acrobat Reader will not permit you to save it. As an alternative, you may scan the completed application or save it as .jpg (JPEG picture file) or .tif (TIFF picture file) for electronic transmission. Please complete and submit only the current version of the Application (AO 78 (10/09)). Previous versions and all other federal employment applications will not be accepted.

Application materials will not be considered complete until all of the items listed above have been received by Human Resources. Illegible or incomplete or partially completed application materials will not be considered. Do not submit the same application materials more than once. **Although the vacancy announcement is open until filled, completed application materials received on or before December 11, 2015 by close of business (5:00 p.m. PST) will be given first consideration.** It is required that you submit your application materials via e-mail to: [CANP\\_Resumes@canp.uscourts.gov](mailto:CANP_Resumes@canp.uscourts.gov). The only exception is that official college transcripts can be mailed to the address listed below. All other application materials received by mail, fax, or any other means other than by e-mail to [CANP\\_Resumes@canp.uscourts.gov](mailto:CANP_Resumes@canp.uscourts.gov) will not be considered.

**U.S. Probation Office  
Northern District of California  
Attn. Human Resources  
P.O. Box 36057  
San Francisco, CA 94102**

Applicants must be U.S. citizens or be eligible to work in the United States. Only applicants who are interviewed in person will receive a response regarding their application status.

Judiciary employees serve under excepted appointments (not competitive civil service). Federal benefits include paid vacation and sick leave, health benefits and life insurance, disability insurance and long-term care, retirement benefits, and a tax-deferred savings plan. Participation in the interview process is at the applicant's own expense. Relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

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