

UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

450 Golden Gate Avenue, Suite 17-6884

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November 20, 2017

**Budget Manager I/II
VACANCY ANNOUNCEMENT
JOB CODE: 17-9C1120B&PMGR**

POSITION: Budget Manager I/II

STATUS: Regular Full-Time

SALARY RANGE: \$82,427 - \$158,337 (CL 29/01 - CL 30/61)

CLOSING DATE: December 18, 2017

LOCATION: San Francisco, California

The United States Probation Office, Northern District of California invites applications for the position of Budget Manager I/II. This individual plans, organizes and directs financial management services for the District, supervises budget and procurement personnel, and acts as advisor to senior management on budget, accounting, auditing, and financial management issues. Selected candidates may be placed at Classification Level (CL) 29 or 30 depending on qualifications and experience, with promotion potential to CL-30 Budget Manager II without further competition for selected candidates placed at CL-29 (Budget Manager I).

REPRESENTATIVE DUTIES (not all inclusive):

- Prepares financial reports to help gauge the Probation Office's progress in achieving financial goals and management of the budget.
- Prepares the annual budget request for court unit activities; compiles estimates of budgetary requirements, reviews draft budget with senior management, and prepares final budget submission to the Administrative Office following audit guidelines.
- Oversees monitoring and tracking of expenditures, prepares summary reports of budgetary status for management; provides cost analyses and identifies spending trends.
- Supervises the budget and procurement function; maintains oversight responsibility for compliance with judiciary policy and procedures for management of procurement and property, and evaluates the work of staff involved in financial, budgetary, procurement, or contract monitoring activities.

- Manages and revises the Internal Control Procedures Manual, monitoring security of records and files; has organizational oversight for audit compliance and preparation of pre-audit information; supervises the maintenance of internal financial controls, including conducting or supervising the conduct of an annual internal financial audit; serves as liaison with external auditors.
- Develops, recommends, writes and implements various policies, procedures and internal guides to help manage and control financial, budgetary and procurement matters; identifies and prepares corrective actions to ensure compliance.
- Manages financial contract monitoring activities, overseeing procedures to insure services provided by contract are properly documented, accounted for, and paid.
- Develops and tracks cost projections, obligations and expenditures for Drug Aftercare/Mental Health (DAC/MH) Contracts; prepares specialized financial reports, monitors compliance with contracts; reviews legal procurement files.
- Acts as advisor to senior management regarding financial management issues; prepares special reports and analyses, as required.

MINIMUM QUALIFICATIONS:

- For CL-29 classification level: Possess two years of specialized experience, including at least one year equivalent to work at CL-28.
- For CL-30 classification level: Possess two years of specialized experience, including at least one year equivalent to work at CL-29.

Specialized experience is progressively responsible experience in the functional areas of financial or procurement management administration such as budgeting, accounting, auditing, financial reporting, procurement, or purchasing that provided knowledge of the rules, regulations, and terminology of budget and procurement administration. Additionally, a candidate must have progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment; and knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.

PREFERRED EDUCATION AND EXPERIENCE: 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. At least three years of budget and procurement experience in the Judiciary or with the Federal Government.

PERSONAL CHARACTERISTICS AND SKILLS: Strong leader, ethical, accountable, ability to think critically and make effective decisions under pressure, adept at problem solving on the organizational level, skilled negotiator, effective mentor, ability to foster a positive work environment, self-motivated, adaptable, and highly organized.

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 for Employment) is available at: 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 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. **All applications must be received on or before December 18, 2017 by close of business (5:00 p.m. PST).** It is required that you submit your application materials via e-mail to: 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 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 a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately following meeting the eligibility requirements. Only the most qualified applicants will be interviewed in person and only those 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 reserves the right to modify the conditions of this vacancy announcement or withdraw the vacancy announcement, either of which may occur without prior written notice.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER