



**Office of the Circuit Executive
United States Courts for the Ninth Circuit
San Francisco, California**

Job Announcement 18-10

Position:	Policy & Research Analyst
Location:	San Francisco, CA
Classification Level/Salary:	CL-28 (\$70,866 - \$115,157) Depending on qualifications
Closing Date:	Open until filled; priority given to applications received by November 16, 2018

Organization

The Office of the Circuit Executive provides policy development and administrative and staff support to: (1) the Ninth Circuit Judicial Council, a governing board of federal judges with jurisdiction over the federal courts of nine western states, Guam, and the Northern Mariana Islands; (2) the Chief Circuit Judge; (3) the United States Court of Appeals for the Ninth Circuit; (4) the Circuit Executive and (5) as requested, to the federal courts and other court units within the Ninth Circuit. The Ninth Circuit, headquartered in San Francisco, CA, is the largest federal circuit in the United States. For additional information on our organization, functions, staff, or employment benefits, visit our web site at <http://www.ca9.uscourts.gov>. This position reports to the Assistant Circuit Executive for Court Operations & Policy.

Major Duties and Responsibilities

1. Test, analyze, and evaluate research data. Manage and oversee preparation of reports, summaries, and findings, and provide recommendations to judges and court unit executives. Analyze and interpret legislation, Administrative Office (AO) directives, court rules, and orders of the Chief Judge. Advise and inform stakeholders of new procedures or statutes affecting the court.
2. Gather data, statistics, and other information from the AO, the courts, court-related units, and secondary sources. Organize and analyze data using a variety of computer software programs, including Excel and Access.
3. Design surveys and other analytical methods to review court management practices. Prepare reports offering recommendations and solutions to problems or issues as appropriate. Prepare a variety of legal and administrative reports based on historical and current data, including statistics on court operations.
4. Plan, design, and initiate studies of departmental operations to determine the most appropriate and expeditious means of accomplishing assignments. Develop and maintain administrative and legal reports, plans, and other documents for internal and external use.
5. Perform a variety of studies to support circuit-wide policy planning and program implementation in areas such as: jury utilization, court statistics and reporting, judge workload and staffing policies, pro se services, and any other research studies as directed by the judicial council.
6. Provide staff support to judicial council committees. Assist with the coordination of educational meetings and training programs to implement judicial council policies. Prepare agendas and materials, serve as meeting secretary, and take and distribute meeting minutes. Prepare and make presentations on relevant issues. Assist in the coordination of community outreach activities.
7. Writing and editing of articles and other content for the Ninth Circuit Annual Report, circuit conference program, circuit web sites and a variety of pamphlets, manuals, flyers, and handbooks.
8. Exchange ideas, information, and materials with other courts and agencies to keep abreast of changes, and to promote efficiency and awareness.
9. Serve as project manager for special initiatives and assignments from the Deputy Circuit Executive, Circuit Executive, or Chief Judge.

Education/Experience

Education: A bachelor's degree from an accredited college or university in court or public administration, public policy, business administration, management, journalism or related field. Master's degree preferred.

Experience: At least three years of progressively responsible experience in policy analysis, program evaluation or management analysis in court administration, criminal justice, public administration, or a closely related program area. This experience must have demonstrated the ability to gather, organize, and analyze data, and to prepare concise, readable reports. Previous state or federal court employment or internship experience helpful. Experience working with and designing PC-based database and spreadsheet applications using Excel and Access. (A Master's degree may be substituted for two years of this experience).

Desirable qualifications, knowledge, skills, and abilities

- Knowledge of administrative, project management, research, policy analysis, and management principles, processes, and techniques.

- Thorough knowledge of court and legal operations and functions and court and federal government administrative policies, procedures, practices, directives, and regulatory documents.
- Skill in preparing reports, analyzing the budget, preparing spending plans, evaluating statistics and data, and discerning operating trends.
- Skill in developing recommendations that address management and operational issues. Skill in resolving administrative and operational problems and producing desired results. Ability to act independently.
- Skill in conducting analyses and research of court operations and processes. Ability to define problems, collect data, establish facts, and draw valid conclusions. Knowledge of court administration and court reform issues in such areas as jury management, case delay reduction, pro se services, and sentencing guidelines.
- Skill in assigning, prioritizing, monitoring, and reviewing the work of others. Skill in mentoring and providing guidance to employees with varying educational backgrounds and aptitudes. Skill in issue identification and problem resolution.
- Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Ability to interact effectively with others, provide customer service, and resolve difficulties while complying with regulations, rules, and procedures. Ability to relay complex information and policies simply and effectively to individuals with varying levels of understanding. Skill in facilitating discussions with managers, executives, and judges regarding operational and managerial issues as well as recordkeeping, financial, and budget matters.
- Skill in the use of automated equipment, including word processing, spreadsheet, database applications, and various types of financial, accounting, and statistical software. Ability to use court software and automated systems to run statistical reports and develop charts and graphs.

Benefits

Employees of the United States Courts are not covered by the Office of Personnel Management's civil service classifications or regulations. However, they are entitled to the same benefits as other federal government employees. Some of these benefits are:

- Vacation time accrues at a rate of 13 days per year for the first 3 years, increasing to 20 days after 3 years, and 26 days after 15 years
- Sick time accrues at a rate of 13 days per year
- 10 holidays per year
- Choice of a variety of employer subsidized federal health and life insurance plans.
- Vision, dental, and disability insurance programs and Flexible Spending Programs - pre-tax contributions for health, dependent care, and transportation expenses
- Optional participation in Long Term Care Insurance and Federal Employee Group Life Insurance
- Participation in the Federal Employees Retirement System with employee contribution and full social security coverage
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)
- Public transportation subsidy (dependent on fiscal year funding)
- Creditable service with other federal agencies and/or the military will be used to compute employee benefits
- On-site gym and café

Conditions of Employment

- 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.
- Selected applicants are hired provisionally pending the results of a background investigation and fingerprinting.
- This position requires electronic deposit of salary payment.
- Positions with the U.S. Courts are "excepted service" positions. Employees serve "at will."
- Employees are subject to *The Judicial Code of Conduct*.
- No relocation expenses are permitted.

Application Information

Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice. Submit cover letter, resume, a writing sample (no longer than 5 pages), 3 references, and salary history as a **single PDF file** by e-mail to personnel@ce9.uscourts.gov, by fax to (415) 355-8901, or by mail to:

**Office of the Circuit Executive
United States Courts for the Ninth Circuit
Attention: Policy & Research Analyst (18-10)
P.O. Box 193939
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**The United States Courts are EQUAL OPPORTUNITY EMPLOYERS and
committed to equity and inclusion in its hiring practices.**