United States Bankruptcy Court
Northern District of Ohio

Vacancy Announcement #25-02

Position: Systems Analyst/Programmer

Location: Canton, Ohio

Salary/Grade: CL 28 ($74,025-$120,301)

Position Type: Full-Time, Permanent

Opening Date: 01/17/2025

Closing Date: 02/14/2025

*Please note that this is not a remote work position and will require periodic, on-site work conducted at all districtwide offices. Consideration may be given to a district duty station assignment other than Canton, which may impact the salary/grade information listed above. Periodic telework may be available, as determined by operational need.

The United States Bankruptcy Court for the Northern District of Ohio is accepting applications for the position of Systems Analyst/Programmer in its Canton location. The court is comprised of ~50 clerk's office staff, eight authorized judgeships, and their chambers staff. The court serves the 40 northernmost counties in the State of Ohio and is headquartered in Cleveland with additional court locations in Akron, Canton, Toledo, and Youngstown. The Systems Analyst/Programmer is responsible for the design, development, and support of application software and takes a lead role with software development with multiple programming languages. The Systems Analyst/Programmer also performs routine database and application/database server maintenance, application software installation and monitoring, system troubleshooting and applications security administration. This full-time, permanent position reports to the Director of Information Technology (IT) in Canton.

Representative Duties:

The Systems Analyst/Programmer is responsible for the design, development, and support of application software, and takes a lead role involving software development with multiple programming languages and shell scripts, such as C#, PHP, Perl, HTML, and Java languages.

- Administer, support, and maintain all Informix database systems in support of the Case Management/Electronic Case Filing (CM/ECF) system software. Test and implement new CM/ECF software releases.
- Work with the clerk's office Testing Group to test and implement new CM/ECF software releases and other national court programs.
- Install or assist with installation of new or revised releases of national software or off-the-shelf/desktop releases. Set up, configure, and document hardware and software.
- Maintain and update the court intranet and external website.
- Use Perl, PHP, HTML and CSS, Java, shell scripts with embedded SQL, and other programming languages to develop system features to meet end user needs and maintain and enhance local and national system and database efficiency and effectiveness.

- Write code to specifications, document work and communicate with application team, develop custom reports, and perform routine testing.
- Provide technical advisory services to securely design, implement, maintain, or modify IT systems and networks critical to court operations. Conduct research to identify potential vulnerabilities in, and threats to, existing and proposed technologies, notifying the appropriate managers/staff of the risk potential.
- Design, configure, and implement computer hardware and operating system software. Develop standard guidelines for software use and acquisition and to protect vulnerable information.
- Confer with technical staff and end users to design and program software applications, including exchanging information on project limitations and capabilities, performance requirements, and maintenance. Provide end user support for applications supported. Serve as liaison between peers and end users.
- Provide follow-up maintenance and support for local and national applications in use throughout the court.
- Develop, implement, and manage large and small-scale projects from inception to delivery, including developing complex project plans, through design plans and detailed timelines.

Required Qualifications:
- Knowledge of applicable programming languages, databases, and application design. Excellent understanding of coding methods and best practices. Technically fluent in shell scripts, such as Perl, HTML, Java, and other programming languages to develop system features to meet end user needs. Knowledge and experience using an IDE for development, testing, and debugging of software, such as Visual Studio, NetBeans, or similar. Knowledge of relational database theory and associated practical experience using Informix, MySQL, or SQL Server; OS expertise including Linux and Windows.
- Understanding and experience in web development environments and languages, including C#, Perl, ColdFusion, MySQL or Informix, HTML, CSS, JavaScript, and Drupal or similar Content Management System (CMS).
- Excellent written, oral, and interpersonal skills with an exceptional ability to communicate technical concepts to court staff.
- Excellent customer service and organizational skills.
- Accuracy and attention to detail.
- Ability to problem-solve under pressure, multitask, prioritize, and meet deadlines.
- Ability to design and write advanced applications for the court with little to no supervision, while adhering to IT security requirements and best practices.
- Ability to perform duties in an office setting and remotely, as needed.

Specialized Experience:
- A minimum of two years of experience designing, implementing, or maintaining computer systems that included completion of project assignments involving systems analysis, computer programming, systems integration, and IT project management.
- One to three years of programming and debugging in object-oriented programming languages like Java or C+.
- Working knowledge of databases and how to construct SQL queries.

Preferred Qualifications:
- Bachelor's degree in computer science or a related field from an accredited college or university. Consideration may be given to applicants with real world experience absent a computer science degree.
- Progressively responsible technical experience related to web-based applications development and administration of supporting database software, operating systems, and server platforms.
- DBA experience with database products, including Informix Dynamic Server, MS SQL

Server, and MySQL, along with off-the-shelf reporting tools, such as Crystal Reports.
• Strong command of agile project management principles and the Atlassian JIRA program.

Starting Salary:
This is a full-time, Court Personnel System position with salary commensurate with experience and qualifications within the range of CL Grade 28 (Step 1 $74,025 to Step 61 $120,301). First-time hires to the federal government typically start at the Step 1 beginning salary in the range for their respective grade level. The Court Personnel System is divided into a developmental range (Steps 1-24) and a full performance range (Steps 25-61). Salary and promotion eligibility guidelines established by the Administrative Office of the United States Courts govern progression and accompanying salary increases within each range for the duration of one's judiciary employment.

Conditions of Employment:
Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees.

This is a high-sensitive position. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation. Due to the sensitivity level of this position, candidates may be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 must complete questions 19, 20, and 21 regarding their criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable, and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

Benefits:
The United States Bankruptcy Court offers a generous benefits package to full-time, permanent employees. Some of these benefits are optional and require employee payment or co-payment. Available benefits include:

• 11 Paid Federal Holidays
• 13 Days Paid Vacation (per year for the first three years)
• 20 Days Paid Vacation (after three years)
• 26 Days Paid Vacation (after fifteen years)
• 13 Days Paid Sick Leave
• Medical, Dental, Vision Coverage
• Life Insurance
• Thrift Savings Plan with matching funds (Traditional and Roth 401k options)
• Participation in Federal Employees Retirement System (FERS-FRAE)
• Health, Dependent, Limited Purpose, & Commuter Reimbursement Programs
• Public Transit Subsidy Program
• Flexible Benefits Program
• Credit for prior government service

Application Process:
To be considered, qualified applicants must apply online by visiting the Employment section of the Ohio Northern Bankruptcy Court website at:

https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=l4gsd9zw&pos=25-02

A full application packet consisting of a letter of interest, detailed résumé, list of three professional references, and a completed AO-78 Application for Judicial Branch Federal Employment (available by clicking "download" in the Attachments section of the application), must be received by 11:59 PM on the announcement closing date. All applicable sections of the AO-78 must be completed, and the form must be signed and dated. "See résumé" entries are considered non-responsive. The AO-78 is designed to accept digital signatures. Applicants without access to digital signature software are required to print, sign their "wet" signature, and scan the signed form to be compliant with application submission requirements. <u>Only applicants selected for an interview will be contacted</u>. No telephone calls will be accepted.

Applicants selected for an interview must travel at their own expense.

The court provides reasonable accommodations to applicants with disabilities.

The court reserves the right to modify the conditions of this vacancy announcement, to withdraw the vacancy announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior notice.

***The United States Bankruptcy Court is an Equal Opportunity Employer***

TOTAL COMPENSATION STATEMENT
* SAMPLE FOR ILLUSTRATION PURPOSES ONLY *

POSITION: **Systems Analyst/Programmer, Full-Time**

LOCATION: **Canton, Ohio**

STARTING LEVEL: **CL 28 ($74,025-$120,301)**

SALARY: **$74,025 per Annum**

The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however, some of the individual benefit values may vary based on your benefit choices.

EARNINGS	$74,025
Retirement Benefits	$20,579
Health/Life Insurance	$16,949
Paid Time Off	$10,534
TOTAL EMPLOYER CONTRIBUTIONS	**$48,062**
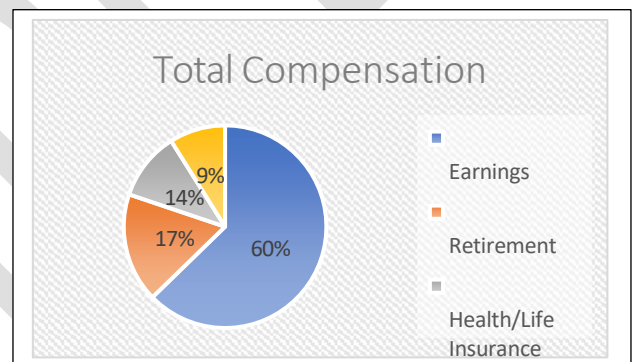
Employer contributions represent 39% of total compensation

TOTAL COMPENSATION EMPLOYER CONTRIBUTIONS $122,087

Retirement Benefits

❖ Retirement - Basic Benefit (FERS)	16.5% – 18.4% of basic pay varies by type of FERS employee (FERS, FERS RAE or FERS FRAE)
❖ Thrift Savings Plan - Automatic Contribution	1% of Basic Pay for FERS employees
❖ Thrift Savings Plan - Employee Matching	Up to an additional 4% of Basic Pay *Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%*
❖ Social Security	6.2% of earnings up to SS Wage Base

Health /Life Insurance

- ❖ Health Insurance – FEHB   Approximately 72% of FEHB Premium
- ❖ Life Insurance - FEGLI BASIC option $.075 per every $1,000 of insurance

Paid Time Off

- ❖ Sick Leave   4 hours per pay period = 104 hours per year
- ❖ Annual Leave   4 – 8 hours per pay period based on length of service

0 – 3 years = 104 hours/year
3 – 15 years = 160 hours/year
15+ years = 208 hours/year

- ❖ Paid Holidays   11 federal holidays

ADDITIONAL BENEFITS

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Long-term Care Insurance
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training
- ❖ Employee Assistance Program (EAP)