

United States Bankruptcy Court
Central District of California

Chief Deputy of Operations

The United States Bankruptcy Court, Central District of California is accepting applications for the position of Chief Deputy of Operations (Type II). There are 5 divisional offices within the Central District of California: Los Angeles (headquarters), Riverside, Santa Ana, Woodland Hills, and Santa Barbara. Assignment of the position is to the Los Angeles office.

The Chief Deputy of Operations (Type II) is a senior management position reporting directly to the Executive Officer/Clerk of Court (Clerk). It is one of two chief deputy positions authorized by the Judicial Conference of the United States for the Central District of California Bankruptcy Court. The Chief Deputy of Operations oversees bankruptcy operations in five divisional offices, headquartered in downtown Los Angeles. The Chief Deputy of Operations works in partnership with the Clerk and Chief Deputy of Administration to lead and manage the Clerk's Office, which consists of over 200 employees and serves 24 judges.

The Chief Deputy of Operations is responsible for developing, implementing and improving Clerk's Office operations policies and procedures, in alignment with the Court's Strategic Plan. The position oversees all day-to-day bankruptcy operations, including intake, case management, CM/ECF support, and courtroom services functions. The Chief Deputy of Operations establishes and maintains relationships with judges, other court units and governmental agencies, the Bar, media, community and professional organizations. The Chief Deputy of Operations communicates directly with judges and staff about operations policy and the administration of court procedures, represents the Clerk on judicial committees as a subject matter expert, and acts as the Clerk in the absence of the Clerk.

The Chief Deputy of Operations manages the Deputy-in-Charge and Operations Managers district-wide, ensuring adherence to guidelines, rules, policies, and internal controls. The position assists in organizational planning and management; develops and executes strategic plans; analyzes case and statistical data and conducts special studies related to case management and work productivity; develops performance measures for work quality and quantity and evaluates performance of divisions, teams, and direct reports; manages employee relations issues; and formulates recommendations to address budget and staffing challenges. The Chief Deputy of Operations must exercise sound judgment; identify needed areas of change; and develop, implement and evaluate legal, administrative, and information technology improvements to promote better business practices, reduce costs, and increase effectiveness. Travel and speaking engagements throughout the district are required. The vacancy is resulting from the incumbent's upcoming retirement, which will occur no later than December 2014. The incumbent will assist in training the successful candidate. Starting date is negotiable.



JOB ANNOUNCEMENT

#14-17

POSITION DETAILS

Job Grade:

JSP 14/1 – 16/10

Salary Range:

\$108,778 - \$167,000

CLOSING DATE:

August 29, 2014

About the Court

The U.S. Bankruptcy Court for the Central District of California is the largest bankruptcy court in the United States. With jurisdiction over seven counties, the Central District covers approximately 40,000 square miles. The Central District is comprised of five divisions: Los Angeles, Riverside, Santa Ana, San Fernando Valley and Northern (Santa Barbara). With a population of more than 18.5 million people, the Central District represents nearly 50 percent of the state's population.

Our Mission

To serve the most populous and diverse judicial district in the country by providing bankruptcy relief, fair and impartial justice, and prompt and efficient resolution of disputes.

The Ideal Candidate

The Court is looking for a candidate with significant "hands on" experience managing a substantial and diverse workforce; ability to execute strategic changes to meet organizational goals; effectively lead staff to achieve the Court's mission and vision; foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve results; demonstrated leadership abilities, with excellent interpersonal, team building, oral and written communication skills; strong technology, data analysis and problem solving skills; and possesses the necessary drive and personal commitment to excel in a challenging, dynamic, and rewarding work environment. The Court seeks a collaborative, compassionate and ethical leader, with outstanding motivational ability. The performance history of the successful candidate will demonstrate resiliency and proven skills in managing limited resources against competing demands.

Minimum Qualifications

REQUIRED: Applicants must have a minimum of six years progressively responsible specialized experience in administrative, supervisory, managerial, or professional work, which provided an opportunity for the applicant to acquire a thorough knowledge of the basic concepts, principles, policies and theories of management. At least three years of the six years of experience must be in a position of substantial management/supervisory responsibility, where the incumbent demonstrated effective leadership skills and employee relations expertise. Excellent oral and written communication skills are required. Information technology skills and an understanding of electronic case docketing and calendaring systems are essential.

DESIRABLE: A Bachelor's degree or higher from an accredited institution is highly desired; a Master's Degree in Public or Judicial Administration or a Juris Doctor from an accredited institution is preferred. Substantial managerial experience in a Federal or State court environment, with hands on experience managing a large staff in multiple locations preferred. Working knowledge of bankruptcy procedure and experience in managing bankruptcy court operations is a plus. Experience should clearly demonstrate the ability to lead with vision, sustain a high level of organizational excellence, articulate management priorities, and integrate current and future technologies. Previous experience or education in human resources principles and practices, as well as project management skills desired. The successful candidate should be a leader, motivator, highly organized, a good steward of resources, and possess sound judgment and a high degree of initiative.

EDUCATIONAL SUBSTITUTIONS: Completion of one academic year (30 semester or 45 quarter hours) of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management or related field, may be substituted for one year of specialized experience. Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field or completion of a Juris Doctor degree may be substituted for two years of specialized experience.

Benefits

The United States Bankruptcy Court offers a generous benefits package which includes the following:

Ten (10) Paid Federal Holidays
Paid Sick Leave
13 Days Paid Vacation (for the first three years)
20 Days Paid Vacation (after three years)
26 Days Paid Vacation (after fifteen years)
Medical Coverage
Life Insurance Options
Eligible for Long Term Disability Plan Options
Long Term Care Plan Options
Flexible Spending Account Options
Credit Union Participation

Information for Applicants

- Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" in the excepted service. As such, employees may be terminated with or without cause by the Court.
- Applicants must be United States citizens or eligible to work for the United States.
- The Chief Deputy of Operations position is an *Executive High-Sensitive* position within the federal judiciary. Applicants will be required to submit to a background investigation (including references, criminal history, and credit history) prior to an offer of employment being made. The person selected for this position will also be required to submit fingerprints for an FBI background check. Employment will therefore be considered provisional pending the successful completion of a ten-year, full field Office of Personnel Management background investigation and retention depends upon a favorable suitability determination. Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay.
- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- All information is subject to verification.
- The Court is a smoke free environment.

Supplemental Statement

All applicants are required to provide a supplemental statement addressing the following questions. The response to each question should be no longer than two pages maximum.

1. Describe your current or most senior management experience and duties, including the number and types of direct reports. Provide some organizational context for your position, either by organizational chart or brief description of the reporting structure in your work area.
2. What is your strategy and/or approach for managing, leading, and communicating with staff? Include your views on staff development, establishing performance standards, quality control, motivating staff, and championing change.
3. Describe your experience with case processing, docketing/quality control, and in-court judicial support. Specify the setting for this experience and clearly identify any bankruptcy-related experience.
4. Describe three professional accomplishments that you are proud of that demonstrate your ability “to get the job done.”

Application and Selection Procedures

To be considered for the position, please submit 1) a completed AO-78, Application for Judicial Branch Federal Employment (available at www.uscourts.gov/careers), a list of two (2) professional references; 3) the completed Supplemental Statement described above; and 4) a chronological resume including education, employment, and salary history; management experience; the number and composition of personnel supervised; and the reason for leaving each position. Resumes submitted without Form AO 78 or the Supplemental Statement will not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment.

Applications will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for a personal interview. Interview expenses are not reimbursable. Starting salary will be dependent upon the qualifications of the successful candidate.

All applications must be received on or before 5:00 PM on Friday, August 29, 2014.

Please submit application materials in an envelope marked “**CONFIDENTIAL**” to:

Human Resources Department
Attn: Michele James
United States Bankruptcy Court
255 E. Temple Street, Suite 1058
Los Angeles, CA 90012

The United States Bankruptcy Court for the Central District of California is an Equal Opportunity Employer.