United States Bankruptcy Court
Office of the Clerk
Middle District of Florida

VACANCY ANNOUNCEMENT
Programmer Analyst

Location: Tampa, Florida **Posting Date**: January 31, 2019
Announcement No. 19-02 **Closing Date:** Open until filled
First Consideration given to applications received by February 15, 2019
Starting Salary Range: $48,951 - $79,617 (CL 27, Step 1 – 61)
$58,700 - $95,388 (CL 28, Step 1 – 61)
Commensurate with experience & qualifications
This position has promotional potential to the CL 29 level without further competition

The United States Bankruptcy Court for the Middle District of Florida has an immediate opening for the position of Programmer Analyst. Programmer Analysts perform professional work related to designing, modifying, and adapting new and existing software. Programmer Analysts at this level of function are primarily responsible for writing code and meeting with end users to analyze their needs and to implement software solutions. Their duties may also include collaborating with supervisors, manager, court executives and judges. The position will involve performing and overseeing the gathering of requirements, designing, coding, debugging, testing and user support. The position provides local programming and customization of both nationally supported technology systems and commercial off the shelf software applications that meet the business needs of the Court.

The Programmer Analyst will join a team of seven technology professionals and will report to the Information Systems Manager. The Information Technology Team serves nine (9) judges and 93 staff members in three (3) divisional offices and one (1) satellite office. Travel to divisional offices is required.

Required Competencies

- Knowledge of applicable programming languages, databases, and application design. Knowledge of computer systems and networks, including skill in determining causes of operating errors. Skill in generating or adapting programs, equipment and technology to serve user needs. Skill in preparing flow charts. Skill in writing computer programs for various purposes, including skill in writing program documentation. Ability to meet established deadlines and commitments.
- Skill in analyzing needs and product requirements to create a design. Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. Skill in analyzing court information technology needs, including evaluating software.
- Excellent understanding of coding methods and best practices. Technically fluent in Perl, Visual FoxPro, Java, Visual Basic and/or Visual Studio.NET, and ASP.Net. Solid working knowledge of current Internet technologies, including Web Services, HTTP, XML, DHTML, SOAP, and SSL. Extensive relational database experience with Informix, MS SQL Server 2008, and MySQL.
- Hands-on software troubleshooting experience. Experience at working both independently and in a team-oriented, collaborative environment. Ability to effectively prioritize and execute tasks. Proven analytical and problem-solving abilities. Adept at conducting research into software-related issues and products. Ability to communicate ideas in both technical and user-friendly language. Flexible and adaptable regarding learning and understanding new technologies.

- Prior experience interviewing end-users for insight on functionality, interface, problems, and/or usability issues. Able to communicate effectively with non-technical staff and with members of interdisciplinary teams. Hands-on experience developing test cases and test plans.

Representative Duties
- Write code to specifications. Document work. Develop custom reports. Prepare flow charts. Perform routine testing.
- Analyze user needs and software requirements to determine feasibility of design within time and cost constraints. Coordinate software system installation and monitor equipment functioning to ensure specifications are met. Analyze information to determine, recommend, and plan computer specifications and layouts, and peripheral equipment modifications.
- Design, modify, adapt, and enhance existing software to correct errors, allow adaptation to new hardware, or to improve performance of the software. Develop and perform software system testing and validation procedures and documentation.
- Confer with technical staff and end users to design software applications, including exchanging information on project limitations and capabilities, performance requirements, and interfaces. Consult with customers about software system design, enhancement, and maintenance. Provide end user support for applications supported. Serve as a liaison between peers and end users.

Minimum Qualification Requirements
- Three (3) years of progressively responsible experience in application development and implementation which included the completion of computer project assignments involving systems analysis, computer programming, systems integration, and information technology project management.
- Programming experience using Perl, Visual FoxPro, and Java.
- Ability to interact with system users in a positive, mature and supportive manner.
- Ability to prepare and present documentation materials that are clear to the end-user and that will enhance individual performance.
- Possess excellent presentation, oral, and written communication skills.
- Possess exceptional analytical skills; ability to exercise mature judgment and to manage multiple projects simultaneously; and evidence as a strong team player who is highly motivated, reliable and flexible in a changing environment.
- Ability to handle periodic weekend and after-hours work.

Court Preferred Qualifications
- A bachelor's degree in Computer Science, Software Engineering, or other field closely related to the subject matter of the position.
- Possess Project Management Certificate or completed courses towards Project Management certification.
- Knowledge of federal judiciary operations and CM/ECF.
- Strong knowledge of IT security principles and how to apply them to software development and secure software against security vulnerabilities.

Application and Selection Process
To apply for this position, qualified applicants must submit 1) a cover letter addressing qualifications and relevant experience, 2) a detailed resume and salary history, and 3) a Form AO 78, Application for Judicial Branch Federal Employment which is available on the U.S. Courts website at www.uscourts.gov/careers.

Completed package must be submitted electronically to **jobs@flmb.uscourts.gov** . These documents must be submitted in Word or PDF format. Zip files and faxes will not be accepted. Resume must

contain an e-mail address and a daytime phone number. For first consideration resumes must be received by February 15, 2019.

Due to the volume of applications usually received, receipt of individual applications will not be acknowledged; qualified applicants will be contacted for a personal interview. Selection status will be posted on this website for all positions.

Applicants who pass the basic skills assessment and meet the minimum qualifications will be considered for the next step of the selection process. Applicants must be a U.S. citizen or eligible to work in the United States. The selected candidate will be required to complete a criminal background investigation with periodic reinvestigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation.

Information for Applicants
The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Only qualified applicants will be considered for this position. The court requires employees to adhere to the Code of Conduct for Judicial Employees which is available at http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees. Employees of the U.S. Bankruptcy Court serve under "Excepted Appointments" and are considered "at will" employees. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials or the inability to meet the conditions of the position may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. If selected for this position, the incumbent will be subject to a one-year probationary period.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. direct deposit).

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States.

Employee Benefits
The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are not included in the Government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees.

Ten Paid Holidays	Vacation Leave and Sick Leave
Group Health, Dental, Vision and Life Insurance	Long-Term Disability Insurance
Long-Term Care Insurance	Health and Dependent Flexible Spending Accounts
Defined Benefit Pension Plan	Defined Contribution Plan (TSP) with Employer Match
Commuter Benefit Program	Employee Assistance Program

Local Benefits
Telework	On-site Fitness Center
On-site Federal Occupational Nurse	Public Transit Subsidy

The United States Bankruptcy Court is an equal opportunity employer