

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO. CAFC-19-09

OPEN: September 5, 2019
CLOSE: September 19, 2019

POSITION TITLE, GRADE AND SALARY: Information Systems Analyst
CL 29 (\$79,339–\$128,920)
Pay is set accordance with judiciary recruitment and promotion policies

LOCATION OF POSITION: United States Court of Appeals
for the Federal Circuit
717 Madison Place, N.W.
Washington, D.C. 20439

About the Court

The Court of Appeals for the Federal Circuit is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. For additional information about our court please: [Click Here](#)

Position Overview

This position is located in the Information Technology Office, and exercises control over the veracity and efficiency of the locally-designed IT applications, customization of case management/electronic case filing system (CM/ECF) and other systems used by the court. The incumbent serves as an information system analyst who will lead the innovation of the court's IT applications and case management by playing a key role in areas of business analysis, program management and quality control (e.g. agile product owner). The position is also involved in the development of various training modules geared toward improving the accuracy and effectiveness of various court's applications. The incumbent selected for this position will be subject to a probationary period, after which telework opportunities may be considered, at the manager's discretion.

Responsibilities of the Information Systems Analyst include:

Provide business analysis and lead program control (e.g. Agile) for local application maintenance and enhancement initiatives such as opinion workflow, paneling/calendaring application, CM/ECF and all other additional locally developed applications.

Serve as a lead role for new or updated business requirement and implementation analysis; Draft and/or revise technical documents for all local IT applications and customized CM/ECF functions including but not limited to application/system requirement and design documents.

Serve in a technical support role for IT developed applications, second-tier CM/ECF and SharePoint administration. Design, implement, and perform quality control audit procedures and practices for locally developed applications. Research, write, edit, revise, and update manuals and guides used by the court related to IT developed applications.

Assist with the monitoring and updating of the court's SharePoint intranet web sites and pages.

Participate on the CM/ECF NextGen new release technical evaluation team, perform regular analysis of new functionality with a focus on custom changes and technical enhancements to the system, associated applications or workflows.

Serve as liaison between IT staff and other court staff on application updates and projects. Coordinate functional and user acceptance testing with the applications development team and other staff as appropriate. Assist in system upgrades and releases, i.e., testing; modification of site table variables relevant to new releases; preparing end-user documentation; and assisting with training of new features/components of applications releases and system upgrades.

Identify court application training needs on an ongoing basis through written surveys, supervisory and employee input, court goals and objectives. Identify areas of improvement and recommend appropriate methods to assure continued efficacy of court applications. Provide one-on-one training, and presentations to court operations staff, chambers staff, and senior management.

Implement training modules geared toward the needs and expectations of IT developed applications. Collect data for use in designing training modules. Assist in the production of training materials and internal procedural manuals. Maintain a library of training/procedural manuals and materials used by the operations staff. Serve as training instructor and coordinator.

Develop training modules using Adobe Captivate for all units of the court. Create flowcharts using MS Visio for various workflow processes within the court.

Observe case filing systems web sites and forums nationally for information regarding error resolutions, upgrade/change requests, and status of pending releases.

Test and verify all changes to local IT court applications prior to being released for use by end-users. Perform feature and functional testing of new releases of local IT court applications.

Other related duties, as required.

Required Qualifications

A minimum of two years of progressively responsible IT experience that provided thorough knowledge of the theories, principles, practices, and skills required for IT application development, management, customization, and quality control. One of the two years of specialized experience must have been at or equivalent to the CL 28 (GS 12) level.

The successful candidate will also possess the following competencies:

- Excellent communication (both oral and written) and organizational skills
- The ability to exercise innovative and creative skills to solve challenging issues
- The ability to multi-task and work effectively under pressure as well the ability to work both independently and in a team environment

Preferred Education and Experience

A Bachelor's Degree from an accredited four-year college or university in Engineering, Computer Science, Information Systems or a Telecommunications related field. Experience working directly with IT applications in the federal courts.

Application Process and Information

To be considered, application packages must be complete and submitted using the provided online application system which is accessible by following the link below. Complete packages must include:

1. An attached cover letter and resume outlining educational background, employment history, and other relevant information
2. Completion of the online Federal Judicial Branch Application

Instructions: Please combine your essay and resume (items 1 and 2 above) into one single PDF. Once you have the file ready and accessible, follow the link provided below to complete the required online application and to submit your PDF file (when prompted to attach a resume).

<https://www.ondemandassessment.com/link/index/JP-T5EDZV7W1?u=115658>

Applicants who require an exception to the online application process may contact Human Resources to request an alternate method using the following email: hr@cafc.uscourts.gov

Benefits Information

A generous benefits package is available to full-time permanent court employees including:

- 10 paid holidays per year
- Annual leave accrued at the starting rate of 13 days per year
- Sick leave accrued at the rate of 13 days per year
- Federal Employees' Health Benefits
- Federal Employees Dental and Vision Insurance Program
- Retirement benefits
- Thrift Savings Plan (up to 5% employer matched contributions)
- Healthcare and dependent care flexible spending accounts
- Federal Employees' Group Life Insurance
- Commuter public transit benefits
- Long-Term Care Insurance
- On-site gym

Other Information

Only those applicants selected for an interview will be contacted and must travel at their own expense; except that reimbursement for travel may be available during the final stages of the interview process. Reimbursement for relocation is not available. The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

This is an Excepted Appointment and At Will position. Federal government civil service classifications or regulations do not apply. As a condition of employment, applicants must successfully complete an FBI fingerprint and background check. This position is subject to EFT (direct deposit of earnings). The incumbent selected for this position will be subject to a one-year probationary period after which telework opportunities may be considered, at the manager's discretion.

Must be a U. S. citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). Under 8 U.S.C. § 1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer.