



UNITED STATES PROBATION OFFICE EASTERN DISTRICT OF LOUISIANA

Position Title: Budget & Procurement Administrator

Location of Position: New Orleans, Louisiana

Vacancy Announcement Number: 16-PRB-03

Announcement Date: Thursday, December 17, 2015

Closing Date: Applications received by close of business, 5:00 PM Central/Standard Time, Friday, January 15, 2016, will be considered for first review (or until filled).

Starting Salary/Classification Level: \$46,835 - \$91,275 (May be appointed at CL 27 with non-compete to CL 28 within one year from start date, based on performance and the discretion of the Chief Probation Officer.)

Anticipated Starting Date: To Be Determined

Position Overview

The United States Probation Office, for the Eastern District of Louisiana, is seeking to fill the position of Budget and Procurement Administrator. The incumbent performs and coordinates administrative, analytical, technical and professional work related to budget, accounting, and procurement activities. The incumbent is specifically responsible for the procurement of treatment services (i.e., substance abuse, mental health, sex offender, location monitoring, etc.), along with assisting in monitoring vendor compliance. The Budget and Procurement Administrator leads a staff and helps to provide fiscal guidance. The incumbent ensures the probation office's compliance with internal controls regarding budget processes and treatment services. The Budget and Procurement Administrator prepares, updates, and analyzes a variety of accounting records, financial statements and budget reports; procures treatment services; monitors and evaluates vendor compliance; reviews procurement and accounts payable activities; develops recommendations regarding procedures for improvement; and assists with policy development regarding budget matters.

The U. S. Probation Office, for the Eastern District of Louisiana, is a combined district which encompasses 13 parishes, 12 Active Article III Judges, 2 (Active) Senior Judges, and 5 Magistrate Judges. The headquarters office

is located in New Orleans, Louisiana. The U. S. Probation Office employs more than 50 staff in a total of three locations.

This is a non-hazardous duty position which may require night, weekend and holiday work. The Eastern District of Louisiana, U.S. Probation Office, reserves the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position any time before the closing date, any of which may occur without prior written or other notice.

Representative Duties:

The incumbent is expected to perform the following:

- Provide leadership, coordination, and guidance to unit staff. Oversee staff assisting in the preparation and/or execution of processing payments for services procured and travel reimbursements. Evaluate staff performance concerning adherence to district expectations and engage in critical conversations, when necessary, with staff to correct performance deficiencies and/or behavior.
- Maintain Contracting Officer certification by completing biennial continuing education requirements as certified by the Procurement Liaison Officer. Provide contract administration and oversight.
- Formulate, evaluate, interpret, implement, and enforce policies, procedures, and protocols related to budgetary and procurement operations within the Probation Office. Advise managers, Court Unit Executive, or judges on budget and serve as project manager on special financial or budget initiatives. Provide guidance and assistance to other units on budget matters.
- Maintain, reconcile, and analyze accounting records, consisting of subsidiary ledgers for allotments and other fiscal records. Review various purchasing/accounts payable reports for budgetary purposes and have responsibility for the accuracy and accountability of allotments received. Prepare, update, examine, and analyze a variety of regular and non-standard reports as requested. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the Probation Office. Track expenditures.
- Execute approved budget plans. Review spending and fund balances routinely and recommend reprogramming actions to cover projected shortfalls. Ensure allotment levels are not exceeded and obligations are not made in advance of an appropriation, allotment, or reprogramming transaction. Prepare the Status of Funds Report for approval and submit to the Administrative Office monthly, as well as annual budget call requests, and/or supplemental requests.
- Manage the overall contract process for the Probation Office. Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities, as well as the supplier's reputation and history. Procure treatment services (i.e., Substance Abuse, Mental Health, Sex Offender, Re-entry [i.e., Cognition and/or Workforce Development services], etc.) from nongovernment sources through new contracts, competitive bids, or existing government contracts. Negotiate with treatment service providers the best price over contracted services. Conduct regular monitoring visits with treatment service providers to ensure compliance with contracted obligations and national policy. Regularly report vendor audit findings of compliance and noncompliance to the Court Unit Executive, vendors, applicable Sr. U. S. Probation Officer (i.e.,

Specialist) and managers. Extend technical assistance to treatment service providers in areas such as program management, all to ensure compliance. Clarify contract requirements and resolve conflicts.

- Prepare spreadsheets and maintain databases to track certain expenditures. Identify and maintain lists of vendors and sources of supply for services rendered. Review, evaluate, verify, and process monthly invoices and payments related to treatment services. Monitor and report trends of treatment services accounts.
- Work with the Sr. U. S. Probation Officer (i.e., Specialist) to determine and evaluate on an ongoing basis of the available resources throughout the district in regards to treatment services.
- Plan, monitor, organize and control the Probation Office's budget formulation program to ensure that resources are sufficient to accomplish the district's mission. Prepare budget justifications for the Court Unit Executive.
- Prepare the overall fiscal budget plan for review. Perform data analysis and conduct modeling based on different operational and personnel (i.e., via iPPS or other applicable database) scenarios. Manage the budget throughout the fiscal year. Recommend and perform reprogramming actions to cover projected account shortfalls.
- Research and analyze budget related inquiries, problems, trends, and areas for efficiency/improvement and respond or prepare written correspondence, as required. Review work measurement and productivity studies related to budget activities and prepare reports.
- Ensure adherence to the Guide to Judiciary Policy and Judiciary Procurement Program Procedures regarding procurement practices. Assist with maintaining and updating the Probation Office's internal control manual and coordination of audit activities regarding budget matters.
- Develop and recommend strategies, plans, actions, policies standards, rules, and procedures related to budget and procurement.
- Assist with providing quality control reviews of firearms & safety vests in info-web.

Qualification Requirements:

To qualify for the position of Budget and Procurement Administrator, applicants must be a U. S. citizen or eligible to work in the United States; and possess a bachelor's degree from an accredited college or university in a related field of study (i.e., Business, Accounting, Finance, etc.). A minimum of two years specialized experience is required, with at least one year equivalent to work at a CL 27.

For immediate consideration at CL 28, the candidate must possess the above-mentioned specialized experience; or completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in accounting, finance, business administration, or other field closely related to the subject matter of the position.

Specialized experience is progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provided knowledge of rules, regulations, and terminology of financial administration.

Candidates must also be familiar with a variety of automation software applications such as, but not limited to: Microsoft Word, WordPerfect, Microsoft Excel, PowerPoint, Adobe, etc. Candidates must demonstrate excellent written and oral communication skill sets; have the ability to apply a body of rules, regulations, directives and laws; and be mature, responsible, poised, organized, and meticulous.

A successful candidate must have: a positive attitude, unquestioned integrity, tact, good judgment, initiative, the ability to motivate and lead a team, problem solving skills, professional demeanor, ability to clearly communicate financial information, and flexible for change. The candidate must also be able to work in diverse settings and independently require minimal supervision.

Preferred Qualifications:

- General knowledge of the criminal justice system and probation processes and procedures.
- Experience working in a federal government or federal court environment.
- Some experience in leading a team or other management related functions.

Additional Information:

- Qualified candidates will be evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's relevant experience, education, and training. Applicants deemed the most qualified, only, will be contacted for an interview. The interviews will be conducted in New Orleans, Louisiana. Applicants selected for interview will be required to travel to the designated location at their own expense. Only those applicants who are interviewed in person will receive a written response regarding their application status. If you are not contacted by our office following the closing date of this vacancy, another candidate within the recruitment field, with either more experience and/or qualifications, was selected. **Please do not call.**
- If selected for an interview, applicants may be required to submit to written examinations; however, all selected will undergo panel interviews.
- The aforementioned position is classified as non-hazardous. As a condition of employment, the selected candidate must successfully complete a full background investigation; however, applicants with a criminal record may not be excluded from consideration. The selected candidate will undergo pre-employment drug testing and, perhaps, random drug testing throughout employment. Further, the selected candidate will be appointed provisionally (for one year). Retention will depend upon satisfactory performance.

Benefits:

Judiciary employees are entitled to the same benefits as other Federal employees. These include:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and ten paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care, and commuter/parking expenses.
- Eligibility for Group Life Insurance and Long Term Care coverage.

- Participation in the Thrift Savings Plan (similar to 401K plan) with employer matching contributions.
- Direct deposit is required for payment of compensation for employees.

How to Apply:

Interested candidates should submit a complete applicant's packet which includes: a letter of interest, a current/detailed resume AND a completed Application for Judicial Branch Employment (Form AO-078) by 5:00 PM on Friday, January 15, 2016. **Please be sure to sign the AO-078 form.** Academic transcripts will be requested only from those granted interviews.

The AO-078 application form can be downloaded from:

<http://www.uscourts.gov/forms/human-resources-forms>

YOU MUST REFERENCE THE VACANCY ANNOUNCEMENT NUMBER IN YOUR LETTER OF INTEREST. Applications will not be considered complete until all of the items listed above have been received by Human Resources. No application material, with the exception of academic transcripts, will be accepted via U. S. mail. All application material must be submitted **ELECTRONICALLY**, no exceptions.

Please email your complete applicant's packet to: vacancies@laep.uscourts.gov

Attachments must be saved as **one** PDF file - Multiple attachments WILL NOT be accepted

Inquiries regarding this posting or the application process should be directed to our Job Information Hotline at (504) 589-3333.

The United States Probation Office for the Eastern District of Louisiana is an Equal Opportunity Employer