



**United States Bankruptcy Court
Northern District of California**

Announcement #HQ02-09
www.canb.uscourts.gov

LINUX ADMINISTRATOR

Interviews will be conducted as soon as possible.

Posting Dates: 8/12/09 - Until filled.

Location: San Francisco, CA

Starting Salary Range: \$63,820 - \$103,722 DOE

(CL-28)

Representative Duties

Analyzes user needs and software requirements to determine feasibility of design within time and cost constraints. Coordinates software system installation and monitors equipment functioning to ensure specifications are met. Analyzes information to determine, recommend, and plan computer specifications and layouts, and peripheral equipment modifications. Designs, modifies, adapts, and enhances software applications to correct errors, allow adaptation to new hardware, or to improve performance of the software. Develops and performs software system testing and validation procedures and documentation. May review and analyze the work of programmers. Confers with technical staff and end users to design software applications, including exchanging information on project limitation and capabilities, performance requirements, and interfaces. Consults with customers about design, enhancements, and maintenance. Monitors day to day operations of the equipment and systems. Uses tools and languages such as cron, shell scripts, perl, and SQL to manage the court's automation services. Manages configuration, installation and support of Case Management/Electronic Case Filing (CM/ECF) databases. Monitors/maintains production case management, and legacy case management databases. Develops and installs software to extract information from existing system databases or to add information to a database. Performs needs analysis for databases (e.g., training, testing, production). Sets up and maintains overall security, manages disk space and database size, conducts regular back-ups, and performs recovery as needed. Manages backup tapes and develops procedures for restoring systems and data. Assigns database accounts and passwords, establishes employee and group permissions for different applications, and monitors security protocols. Maintains the disaster recovery site and ensures the court's systems are adequately prepared for a disaster. Advises management in all areas of court automation needs including time and cost requirements (in terms of personnel and funds), and objectives and capabilities including the anticipation of future requirements and problems. Makes recommendations on necessary changes to ensure reliable and effective operation of databases, and on implementing the changes with minimal disruption to the court. Develops budget justification for court system equipment, up-grades and normal operations. Maintains library of software, including documentation of locally developed material. Implements automation maintenance program for the court system. Installs or assists in the installation of new or revised releases of national systems; installs hardware systems. Cross-trains other Information Technology (IT) staff members as needed. Performs other job-related duties as assigned.

Qualification Requirements

- 2+ years of full-time (or equivalent) progressively responsible experience modifying/enhancing, designing, implementing, or maintaining computer systems that include the completion of computer project assignments involving systems analysis, computer programming, systems integration, and information technology project

management.

- Educational substitution for experience: completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in computer science or closely related field.
- Good knowledge of programming languages (e.g., Bourne, Korn, Perl).
- Good research, evaluation, and analytical skills.
- Ability to communicate effectively orally and in writing.
- Skill in advising technical and non-technical customers in automation techniques and processes.
- Excellent customer service skills.
- Possesses professional demeanor.
- Must be willing to fully participate in a team environment.
- Requires one year experience equivalent to work at CL-27.

Benefits

Employees of the U.S. Bankruptcy Court are not included in the government's Civil Service classification. However, they are entitled to the same benefits as other federal government employees. Some of the benefits are:

- 13 days of vacation per year for the first three years of service, 20 days of vacation per year after three years of service, 26 days of vacation per year after fifteen years of service
- 13 days of sick leave per year
- 10 holidays per year
- Medical coverage with a government contribution (choose from a variety of plans, health premiums may be deducted as pre-tax dollars, optional participation)
- Life insurance program with a government contribution (optional participation)
- Long-term disability insurance for employees and eligible family members (optional participation)
- Long-term care insurance (optional participation)
- Flexible Spending Program (pre-tax contributions for health/dependent care/transportation expenses, optional participation)
- Federal Employees Retirement System (FERS)
- Thrift Savings Plan (employer matching, similar to 401K, optional participation)
- Public transportation subsidy (dependent on fiscal year funding)

Information for Applicants

Submit a cover letter highlighting relevant experience, résumé, and requirements to:

Human Resources Section
United States Bankruptcy Court
Post Office Box 7341
San Francisco, CA 94120-7341

FAX# (415) 268-2380 or E-mail: jobs@canb.uscourts.gov

Please specify the Linux Administrator position in the cover letter and/or e-mail subject line.

Applicants who are non-United States citizens must meet the requirements for federal employment. Only qualified applicants will be considered for this position. Relocation expenses will not be reimbursed. Applicants selected for interviews must travel at their own expense.

Management may close this announcement at any time, and it is therefore recommended that applications be submitted as soon as possible. Interviews will be conducted as soon as possible.

As a condition of employment, the selected candidate will be subject to a background check, a mandatory electronic direct

deposit of salary payment, and a one year probationary period. All court employees are *at will*, and therefore the selected candidate may be removed from this position at any time if, after reasonable on-the-job training, the selected candidate fails to perform at a satisfactory level.

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The court will only communicate with those qualified applicants who are selected for interview. If you are not notified, another applicant was selected.

The United States Bankruptcy Court is an Equal Employment Opportunity Employer.